



Regular City Council Meeting
Monday, June 16, 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
 - 3.1. EMPLOYEE RECOGNITION
4. REPORTS
 - 4.1. CITY MANAGER'S REPORT

RECOMMENDED CHIEF OF POLICE APPOINTMENT

RECOMMENDED ACTION

1. It is recommended City Council approve the appointment of Michael Frye as Police Chief; and
2. Approve directing staff to upgrade an existing Captain position to a Deputy Chief position.

5. PLANNING COMMISSION
 - 5.1. CONSIDER THE REPORT OF THE PLANNING COMMISSION
 - 5.2. PUBLIC HEARING: CASE #2025-20 - LIECHTY HOMES 7TH ADDITION - PRELIMINARY PLAT, ZONING MAP AMENDMENT & ANNEXATION

RECOMMENDED ACTION

It is recommended City Council approve a Preliminary Plat and Zoning Map Amendment in alignment with the recommendations of the Planning Commission as shown in Attachment A. The Zoning Map Amendment Ordinance has been included in Attachment B. The Annexation has been included in Attachment C.

6. PUBLIC HEARING

6.1. PUBLIC HEARING: CDBG FISCAL YEAR 2025 ACTION PLAN

RECOMMENDED ACTION

It is recommended City Council close the Public Hearing and authorize staff to submit the FY25 Action Plan to HUD.

6.2. PUBLIC HEARING: CONDITIONAL APPROVAL OF RENAISSANCE ZONE CASE NO. M-109, A REQUEST BY CARL CLEMETSON FOR A FIVE-YEAR PROPERTY TAX BENEFIT FOR THE REHABILITATION OF A COMMERCIAL PROPERTY LOCATED AT 111 1ST ST. SE.

RECOMMENDED ACTION

It is recommended City Council conduct a public hearing, motion to approve the request and authorize staff to submit the application to the State of North Dakota for conditional approval.

7. CONSENT ITEMS

7.1. CITY COUNCIL MINUTES

RECOMMENDED ACTION

It is recommended City Council approve the minutes of the June 2, 2025, Regular City Council meeting.

7.2. ORDINANCES

RECOMMENDED ACTION

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

- 1. Ordinance No 5872 - Zoning Map Amendment - Highlander Estates 5th Subdivision**
- 2. Ordinance No 6093 - 2025 BA - Souris Basin Transportation 2025**

7.3. ADMINISTRATIVE APPROVALS

RECOMMENDED ACTION

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

- 1. Hairball Haven to conduct a raffle on June 14, 2025, at Corbett Field (1124 E Burdick Exwy).**
- 2. Downtown Business and Professionals Assoc. to conduct a raffle on June 13, 2025, at The Spot (6 2nd St SE).**
- 3. The Difference - A Holistic Approach to conduct a raffle on October 9, 2025, at Blissful Bee (3320 S Broadway Ste D).**

4. The Difference - A Holistic Approach to conduct a raffle on July 17, 2025, at Corbett Field (1124 E Burdick Exwy).
5. Forgotten Warrior Foundation to conduct a raffle on June 16, 2025, at Corbett Field (1124 E Burdick Exwy).
6. Lure Em 4 Life to conduct a raffle on May 28, 2025, at Corbett Field (1124 E Burdick Exwy).
7. Minot Commission on Aging to conduct bingo and raffle every 2nd and 4th Thursday of the month during July 1, 2025, through June 30, 2026, at the Minot Commission on Aging (21 1st Ave SE).
8. Minot Area Recovery Community Organization to conduct a calendar raffle September 1-30, 2025, at the MARCO Office (720 Western Ave Ste 102).
9. Minot Y's Mens Club to conduct a sports pool September 4, 2025, through December 29, 2025 at the Minot Family YMCA (3515 16th St SW).
10. Minot Girls Wrestling Boosters to conduct a raffle on July 31, 2025, at Magic City Campus (1100 11th Ave SW).
11. Minot Girls Fastpitch, Inc. to conduct a raffle on June 14, 2025, at Minot Park District - Scheels South Hill Complex (301 16th Ave SE).
12. Souris Valley United Way to conduct a raffle on July 17, 2025, at Beowulf Golf Course (1912 Valley Bluffs Drive).
13. Three Special Event Permits for The Spot (6 2nd Ave NE).
14. Special Event Permit for Prairie Sky Breads (3 1st St SE).
15. Nine Special Event Permits for Pointe of View Winery (8413 19th Ave NW Burlington, ND).
16. Special Event Permit for Saul's (105 1st St SE Basement).
17. Special Event Permit for Bones BBQ (437 N Broadway).
18. Special Event Permit for Dakota Lounge (1935 20th Ave SE).
19. Special Event Permit for X-Golf (1912 Valley Bluffs Dr).
20. Special Event Permit for Minot State University (500 University Ave W).
21. Six Special Event Permits for the Blue Rider (118 1st Ave SE).

7.4. GAMING SITE AUTHORIZATION RENEWALS

RECOMMENDED ACTION

It is recommended City Council approve the following gaming site authorizations for the following organizations to conduct games of chance during the license year of July 1, 2025, through June 30, 2026, at the following locations:

Bishop Ryan Catholic School

Bishop Ryan Catholic School (316 11th Ave NW)

Bones BBQ (437 N Broadway)

7.5. APPROVAL OF ACCOUNTS RECEIVABLE WRITE-OFFS

RECOMMENDED ACTION

It is recommended City Council approve the May 2025 general accounts receivable write-offs.

7.6. APPROVE SELECTION OF AUDIT FIRM FOR INDEPENDENT FINANCIAL AUDIT AND OTHER PROFESSIONAL SERVICES

RECOMMENDED ACTION

It is recommended the City Council approve the selection of Eide Bailly, LLP for independent financial audit services for the initial term through fiscal year ending December 31, 2026; and authorize the Finance Director to sign any engagement letters.

7.7. PARATRANSIT SERVICE AGREEMENT WITH SBT AND BUDGET AMENDMENT

RECOMMENDED ACTION

- 1. It is recommended City Council approve the updated agreement with Souris Basin Transportation for Paratransit ADA services from July 1, 2025, through December 31, 2025;**
- 2. Approve the Interim Mayor and staff to sign the updated agreement with Souris Basin Transportation; and**
- 3. Approve the proposed budget amendment on first reading.**

7.8. SBT DEMAND RESPONSE SERVICE AGREEMENT

RECOMMENDED ACTION

It is recommended City Council approve the contract agreement and authorize the interim Mayor and staff to sign applicable documentation.

7.9. WATERMAIN REPLACEMENT PROJECTS - RESOLUTION OF GOVERNING BODY AND REIMBURSEMENT RESOLUTION

RECOMMENDED ACTION

It is recommended City Council approve the attached resolutions to apply for a DWSRF loan.

7.10. APPROVE THE LETTER OF SUPPORT FOR ENGLE COURT

RECOMMENDED ACTION

It is recommended City Council approve the letter of support for the

project and authorize the Mayor to sign for Minot Housing Authority.

7.11. CASE #2023-07-03 - HIGHLANDER ESTATES 5TH ADDITION - FINAL PLAT

RECOMMENDED ACTION

It is recommended City Council approve the proposed final subdivision plat as provided in Attachment A, and authorize the Mayor to sign the Developers Agreement as provided in Attachment B.

7.12. CASE #2023-06-03 - 55TH CROSSING 9TH ADDITION - FINAL PLAT

RECOMMENDED ACTION

It is recommended City Council approve the proposed final subdivision plat as provided in Attachment A, and authorize the Mayor to sign the developers agreement in Attachment B.

7.13. RECYCLING TRANSPORT SERVICES RENEWAL - 1 CALL SEPTIC SERVICE, INC.

RECOMMENDED ACTION

It is recommended City Council approve the renewal of the existing contract under the same terms and conditions for a period of one year, and authorize the Mayor to sign the contract renewal.

7.14. AGGIE FOUNDATION AND MINOT HOCKEY BOOSTERS DONATION TO THE MINOT POLICE DEPARTMENT K-9 TEAM

RECOMMENDED ACTION

- 1. It is recommended that the City Council accept a donation in the amount of \$2,836.00 from the Aggie Foundation Trust and \$1,000 from the Minot Hockey Boosters Gaming Trust, for the purchase of a K9 Bullet-proof vest; and**
- 2. Approve the ordinance to amend the 2025 annual budget to increase the Police Department furniture and equipment expenditures and contributions and donations revenue on first reading.**

7.15. 2027 EDISON SAFE ROUTES TO SCHOOL (SRTS) - ACCEPTANCE OF GRANT (4891)

RECOMMENDED ACTION

It is recommended City Council accept the Transportation Alternatives Grant from the NDDOT for the 2027 Edison SRTS project.

8. ACTION ITEMS

8.1. SAFE STREETS AND ROADS FOR ALL GRANT AUTHORIZATION (4778)

RECOMMENDED ACTION

- 1. It is recommended City Council proceed with the Safe Street and Roads for All Comprehensive Safety Action Plan Grant from the United States Department of Transportation;**
- 2. Authorize the Mayor to sign and execute the Safe Street and Roads for All Grant Agreement with the United States Department of Transportation; and**
- 3. Approve the attached budget amendment on first reading.**

8.2. AIRPORT TERMINAL PA UPGRADES

RECOMMENDED ACTION

It is recommended City Council approve the agreement with AtlasIED for the intercom system upgrades; approve the attached budget amendment on the first reading; and authorize the Mayor to sign the attached purchase agreement.

8.3. VELVA BRIDGE REPLACEMENT - MREFPP PHASE VE-1 - AWARD OF BID (3529.06)

RECOMMENDED ACTION

It is recommended City Council concur with the SRJB bid award of Phase VE-1 to Industrial Builders, Inc., in the amount of \$9,889,769.18.

8.4. ORDINANCE

RECOMMENDED ACTION

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

- 1. Ordinance No 6094 - Tobacco Ordinance Amendments hearing official**

9. PERSONAL APPEARANCES

10. MISCELLANEOUS AND DISCUSSION ITEMS

10.1. 2024 AIRPORT PAVEMENT CONDITION INDEX STUDY

There is no recommendation for this item. It is for informational purposes only.

10.2. STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE
(SAFER) UPDATE

Informational only at this time.

11. LIAISON REPORTS

12. ADJOURNMENT



TO: Acting Mayor, Mark Jantzer
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: June 16, 2025

City Manager:

Staff continues to be in full budget mode and preparing for budget meetings in late June, and the city manager recommended budget at the second meeting in July. This process will dominate the city manager's time for the next month or so.

Two of four Neighborhood Listening Sessions were held last week. The final two for this round will be held on June 23rd (City Transit) and June 26th (Community Emergency Response).

Meetings attended included: NDLC Regional Listening Session; communication meetings with Acting Mayor Jantzer; Honorary Commander function; Neighborhood meeting; various internal meetings; and five and a half days of personal time off.

**Public Works
Operations Director, Bryan Banfill**

PUBLIC WORKS ADMINISTRATION: For the month of May, the Operations department has been diligently reviewing and developing our budgets for the 2026, 2027, and 2028 fiscal years. The team is strategically focusing on optimizing equipment, procurement processes, and overall operational efficiency. Additionally, there is a strong emphasis on succession planning and personnel development to ensure a robust and capable workforce for the future.

ROSEHILL CEMETERY:

Memorial Day was a success, and we are diligently working to catch up with our summer tasks. Currently, plot availability is at 96.10% burial plot capacity, with only 1,041 plots remaining in the developed sections. To address the growing demand, we have plans to develop additional sections, which will add a substantial 15,283 plots for future needs.

The columbarium is now at 87.81% capacity, with only 14 niches available. We have issued a call for bids for the columbarium expansion, with a bid opening scheduled for June 23rd. This expansion will increase the availability of niches in 2025, providing additional niches to the community for the next 4-6 years.

In terms of revenue, the Cemetery saw a notable May revenue stream of \$41,425.00. This includes sales from 13 plots, 5 niches, and \$4,725.00 in setting fees. There were 13 traditional burials and 16 cremations. Stone setting and mowing are underway, with 2 seasonal workers hired so far out of the 4 seasonal positions.

PROPERTY MAINTENANCE DEPARTMENT:

In May, the Property Maintenance department successfully completed 187 work orders, which included 17 preventative maintenance (PM) tasks and 170 non-preventative maintenance (Non-PM) tasks. The PM tasks primarily involved critical activities such as checking filters, cleaning equipment, and responding to HVAC service requests. The team is also gearing up for the spring cooling season by preparing equipment for start-up.

Significant progress was made with the installation of a new cooling tower for the Police Complex and the replacement of the cooling tower at City Hall. Additionally, the strategic placement of new security cameras at City-owned parking structures is ongoing, with necessary electrical preparations being carried out.

Efforts to address the security deficiencies identified in the Department of Homeland Security's assessment reports continued. Coordination with the contractor for material staging was completed for the grant-matched LED lighting upgrade.

The team remains actively involved with the Broadway Circle properties, where 19 washer/dryer appliances require final hook-ups. These will be completed once final inspections are scheduled.

STREET & STORM SEWER MAINTENANCE DEPARTMENTS:

The Street Department has just finished sweeping the SW quadrant and will be moving into the SE quadrant, staying about a week ahead of schedule. Public Works Week/Open House was another successful event, with numerous Street and Storm Sewer employees engaging with the public.

The Grass Crew has all its employees working on various City-owned lots and green spaces. They are now moving into cutting at the dykes and levies. Despite the 7 days of rain putting us behind, we are quickly catching up.

The Patch Crew has been working on gravel and recycled asphalt alleys, as well as patching roadways in SE Minot. The construction of the salt and sand storage facility at the Public Works compound is back in full swing. Pavement has been laid, and the contractor will begin erecting the trusses next week.

The Storm Sewer crew has been performing maintenance with the Vactor truck in certain neighborhoods throughout the City. Additionally, Flood Control Pumphouse training and startup have recently occurred for the MI-5/Railway Avenue Project.

TRANSIT DEPARTMENT:

In May, Transit provided 7,534 rides, bringing the total to 46,415 rides so far in 2025. This marks a 15% increase from May 2024, and we are still trending at a 22.5% ridership increase over 2024.

Regarding paratransit certifications, the newly appointed Mobility Manager has received 190 applications for paratransit services. She is currently evaluating each application and certifying individuals eligible to use this service. So far, 45 individuals have been determined as eligible, 9 as ineligible, and 49 applications are still awaiting responses from their healthcare providers. Of the applications reviewed to date, 15 forms were incomplete, and the team is currently waiting on return calls for more information from several applicants. The remaining 63 applications are in the process of being reviewed.

With respect to the transit transfer center, final payment has been made, and all pertinent documents have been forwarded to the NDDOT for final reimbursement and closeout of the grant project.

Lastly, the collaboration between Souris Basin Transportation (SBT) and Minot City Transit has resulted in significant additional funding support for SBT. This funding, approved by the council on June 2nd, will help continue demand response services throughout the City, ensuring better accessibility and service for our community.

FLEET DEPARTMENT (CT SHOP):

In May, the maintenance team effectively addressed 160 work orders, with 52.5% designated for unscheduled repairs, highlighting the ongoing need to maintain an aging fleet. Impressively, 56% of these work orders were completed within 24 hours, and 66% within 72 hours, showcasing the team's remarkable efficiency.

Looking ahead, significant efforts will focus on finalizing a comprehensive fleet management plan. This includes refining the model for the Vehicle and Equipment Replacement Fund (VERF) to aid in future financial planning. Additionally, enhancements to the asset management software will improve data accuracy, while tracking factors and predictive algorithms will be refined to evaluate fleet status more effectively. The next steps involve finalizing these frameworks with the aim of city adoption by 2026, ensuring that our strategies for equipment replacement are proactive and aligned with the city's operational needs.

Furthermore, the 6S (Process Improvement Initiatives) are being reviewed to establish a more optimized workplace environment. Summer activities include seasonal inspections and repairs on winter-use equipment, as well as supporting summer operations.

**City Assessor
Ryan Kamrowski**

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

	May			Year to Date 2025		
	Sales	Median	Average	Sales	Median	Average
Residential	52	\$ 253,500	\$ 266,194	255	\$ 240,700	\$ 259,802
Residential Vacant Land	0	\$ 0	\$ 0	18	\$ 19,750	\$ 34,111
Commercial	0	\$ 0	\$ 0	13	\$ 635,000	\$ 880,743
Commercial Vacant Land	2	\$ 74,000	\$ 74,000	3	\$ 55,000	\$ 67,667

**Community Development Department
Director, Brian Billingsley**

INSPECTIONS DIVISION:

May 2025 Permit Information (May 2024):

- Total Permits Issued: 237 (250)
- Single-Family Homes: 4 (4)
- Multi-Family Permits (Units): 15 (4)
- New Residential Permits: \$3,239,918 (\$1,316,269)
- Residential Remodels: \$574,041 (\$637,775)
- New Commercial: \$2,767,089 (\$2,679,947)
- Commercial Remodels: \$237,952 (\$4,286,429)
- Valuations of all Permits: \$6,819,000 (\$8,920,420)

Notable Building Permits:

- Our Lady of Grace – Food Pantry – 710 17th Ave. SW – \$1,694,000
- Minot Park District – Upgrade Pool Water Treatment Center – 1219 Burdick E. - \$1,005,634

Personnel Update:

None.

PLANNING DIVISION:

Planning Commission:

The Planning Commission held a meeting in May. All applications were approved.

Development Review Team Meetings:

The Minot Development Review Team (DRT) held two (2) DRT meetings during the month of May:

- Taco Bell – 1820 21st Ave. NW
- Copacetic Ventures – Industrial Storage Buildings – NE Minot

Outdoor Dining Permits:

None.

Other Projects/Meetings:

- Director participated in two CDBG-DR/NDR meetings.
- Director attended two Economic Development Plan Review Committee meetings.
- Director attended a Monthly economic developer's meeting with the Chamber EDC.
- Staff held a developer training session in May. The topic was planning and zoning entitlements.
- Director attended ICSC in Las Vegas and had several meetings with retailers and hoteliers.
- Director attended two VEF plan meetings.
- Director and City Manager had a meeting with parking ramp developer.
- Director attended reception for Police Chief finalists.
- Director attended two meetings on FY 2026 budget preparations.

ECONOMIC DEVELOPMENT DIVISION:

Renaissance Zone Program:

The Renaissance Zone Review Board held a meeting in May. They recommended conditional approval of Case M-109 (Clemetson). The Board also reviewed blocks that could be declared as completed. They requested staff contact the property owners in four blocks to see if they have any plans to improve their property in the near future.

Façade Improvement Program:

The Renaissance Zone Board reviewed the programs guidelines and discussed possible changes to the cap and the matching requirements. No decisions were made.

**NDR Program Manager
Chris Plank**

Broadway Circle

The Operations agreement with Pathfinder Services of ND is being finalized as well as the reassignment of the commercial leases. The Certificate of Occupancy for the apartment building has been issued.

Acquisitions

All acquisition offers have been made for MI-4 and MI-8 and we are working through the tenant offer packages for MI-4. I haven't received any additional counter offers from any homeowners and 4 counter offers from the City have been presented to the owners.

On June 5, 2025, a meeting was held for residents who may be impacted by the MI8 and MI9 construction by Roosevelt Zoo and Burdick Exp. Huston Engineering presented the most current renderings of how construction will proceed. CDM Smith along with City staff were present to answer any relocation questions residents had. Staff will wait until final plans are approved by the Council before gathering information from residents.
Entitlement

The FY 25 Action Plan has been published for public comment. There will be a Public Hearing held at June 16, 2025, Council meeting. This will allow the public to comment on the plan. Staff recommendation is to close the Public Hearing and authorize staff to submit the FY25 Action Plan by June 24, 2025.

Some comments gathered during the Public Meeting included the need for assistance with transportation, affordable housing, housing barriers such as bad credit, criminal record, etc, mental health services, credit counseling, housing rehabilitation or updates to housing.

The Office of Inspector General (OIG) is currently conducting a planning review of HUD grantees' use of the Urgent Need national objective for their Community Development Block Grant Disaster Recovery (CDBG-DR) grants. The objective is to obtain background information for a potential audit. City staff is gathering information for OIG. The deadline to send information is June 20, 2025.

Public Works Utilities Director, Jason Sorenson

PUBLIC WORKS ADMIN:

The Utilities Director attended the weekly design and construction meeting for the various phases of flood control and NAWS that are under design and construction. Admin staff has been working diligently on preparing 2026, 2027 and 2028 utility budgets.

All 2025 rehab projects have been bid and are under construction.

Water Treatment Department:

In the month of May, we can see the increase of water use due to lawn irrigation and agricultural spraying.

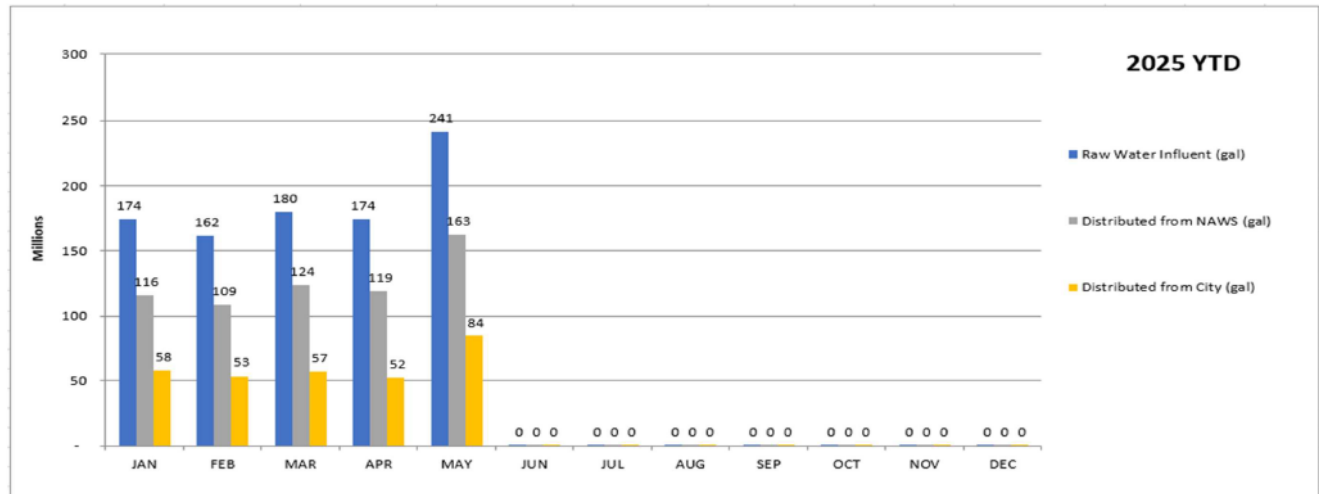
- Max Flow was May 14th at 11.7 MG; Average Daily Flow was 7.8 MGD.

The water plant experienced some difficulties keeping up with the water demand due to well maintenance.

To compensate for lack of sufficient water supply from the well fields, NAWS allowed us to receive water from the South Prairie 10-million-gallon reservoir.

A replacement breaker has been installed at Well F. Service work at wells 5 and D have been completed. We are currently waiting for repairs of 2 pumps from the Sundre Booster Pump Station. Also waiting for Well 6 pump repair and installation of new drop pipe after we found the existing drop pipe had extensive corrosion.

Current Well Field capacity as of June 9th is approximately 11.3 MGD.





Monthly Water Report

MAY 2025

Water

Raw Water Influent (gal)	241,080,000
Recycle Water (gal)	9,287,000
Facility Water (gal)	11,028,000
Total Water Treated (gal)	261,395,000
Distributed from City (gal)	84,151,000
Distributed from NAWS (gal)	162,638,000
Pumped Total (gal)	246,789,000

Chemical

Ammonium Sulfate (lbs)	7,076
Carbon Dioxide (lbs)	101,954
Chlorine (lbs)	28,779
Coagulant (gal)	9,692
Fluoride (gal)	5,069
Lime (lbs)	886,383
Phosphate (lbs)	6,398

Waste Sludge to Landfill

Truck Loads	203
Waste Sludge in lbs	3,887,200

Safe Drinking Water Act

Bacteria (# Samples)	50
Total Chlorine Avg (MRDL)	2.78 mg/l
Finished Water Turbidity (NTU)	0.123

Water & Sewer Department:

CITY OF MINOT
2025 Water & Sewer Monthly Report/Task vs. Objectives

TASK	OBJECTIVE	Jan-25	Feb-25	Mar-25	Apr-24	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	TOTALS
Meetings		25	22	19	32	36								134
Service Calls	6,750	237	220	271	327	374								1,429
Inspections	150	0	0											0
After hours Calls (Foremen)		5	11	7	6	9								38
Lab Tests	6,500	100	100	200	700	443								1,543
Meters														
Install New Meters	100	3	3	4	4	3								17
Meter Changes	100	22	16	17	18	24								97
Delinquent Water Accounts		89	22	100	117	69								397
MXU Installations	100	2	3	2	1	1								9
Locates: water/sewer/storm	4,000	40	42	167	501	501								1,251
Hydrants														
Hydrant Inspections	1,150	0	0	28	110	86								224
Flow Hydrants(for sewer lines)		40	11	51	51									153
Install Hydrants	15	0	0	0	0	1								1
Hydrant Repair	180	4	0	3	6	12								25
Hydrant Flow Testing		0	0	0	0	0								0
Hydrant Meter Set		0	0	0	0	0								0
Hydrants Painted		0	0	0	0	10								10
Water														
Curb Stop Maintenance	40	3	1	1	5	9								19
Curb Box (riser repair)	100	1	2	0	0	3								6
GV exercising/inspections	2,000	0	0	0	0	0								0
Gate Valve Maintenance	24	0	0	1	0	0								1
Gate Valve (riser repair)	50	0	1	1	0	0								2
Gate Valves ON/OFF		16	12	25	25	23								101
Repair Water Main Breaks	40	4	3	7	2	3								19
Service Taps		0	0	0	0	0								0
Service Leaks		0	0	0	1	1								2
Hydrastopping	1	0	0	0	0	0								0
Haul Clay/dirt/gravel/snow	Days	5	0	4	0	3								12
PRV Maintenance	5	0	0	0	0	0								0
Install Insta-Valve	1	0	0	0	0	0								0
Sewer														
Televising (feet)	60,500	6,788	0	317	0	2,257								9,362
Clean Sanitary Sewer (feet)	140,000	10,000	4,009	5,704	3,578	6,000								29,291
Check/Flush Manholes	5,000	301	72	651	520	630								2,174
Inspect Sewer Lift Stations	2,080	168	42	42	42	42								336
Sewer Calls			0											0
Manhole Repair	50	0	0	0	1	1								2
Repair Sewers (feet)	30		0	0										0
Mowing/Snow Removal Hou	6,000	42	42	42	0	42								168

Landfill/Sanitation/Recycling:

I would like to express my gratitude and thanks to all the team members that helped during cleanup week! Cleanup week would not be possible without this team effort, and I cannot thank you all enough for a continued job well done!

The totals for the spring cleanup are below. There was a total of 545.07 tons collected curbside.

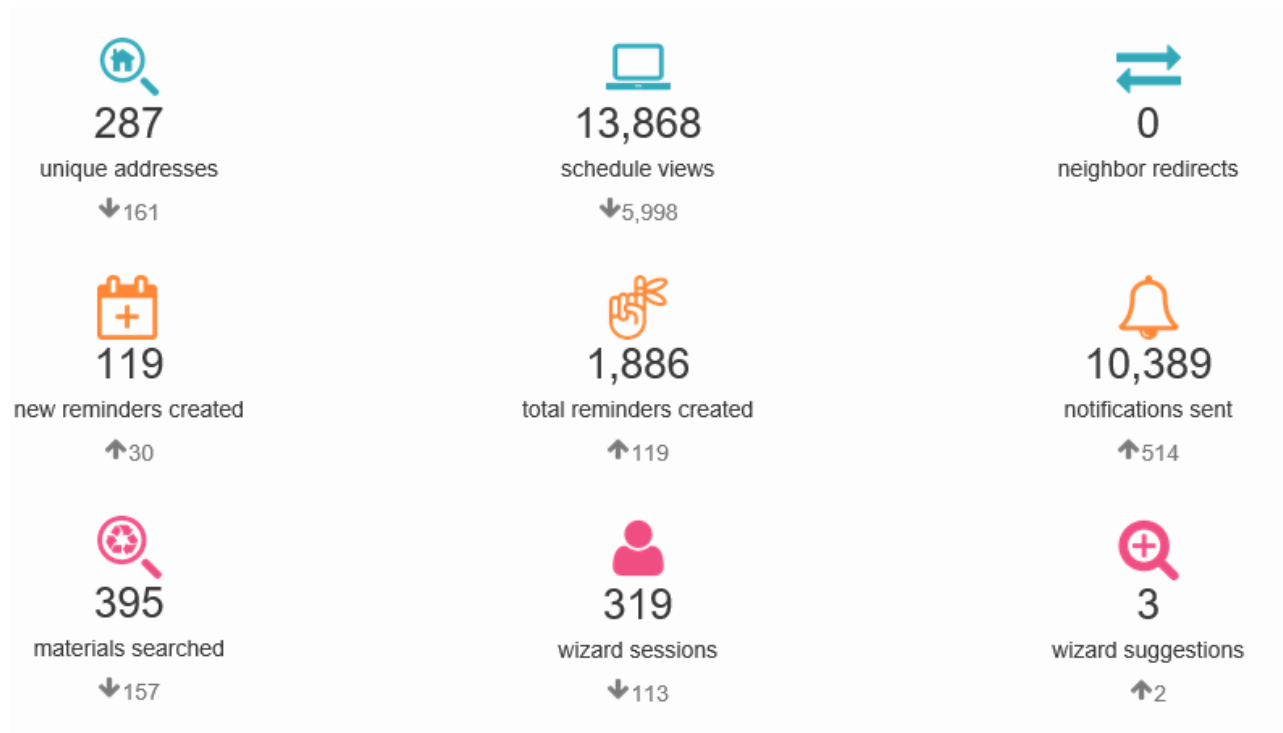
	Spring Cleanup 2024	Fall Cleanup 2024	Spring Cleanup 2025
Curbside Cleanup Collected (Tons)	562.04	384.24	545.07
Appliances Collected	269	336	353
Tires Collected	832	656	1191
Propane Tanks Collected	1	5	7
Landfill Water Bill Customers	249	222	279
Landfill Water Bill Tons Received	75.80	49.21	67.75

The HHW/E-Waste collection event was also another great success; we had a total of 474 cars drop items off. This number is higher than the average trend of 400 we have seen over the last several years and is 53 more cars than the spring event last year.

There was a total of 18,514 pounds of E-waste dropped off, which is very close to the turnout last year.

	May 2023	Sept 2023	May 2024	May 2025
E-Waste (Pounds)	9,859	7,721	18,917	18,514
Latex Paint (Pounds)	10,200	12,940	10,580	13,340
Oil-Based Paint (Pounds)	5,600	7,200	5,700	7,800
Mixed Aerosols (Pounds)	700	600	500	600
Pesticides (Pounds)	1,200	3,200	1,500	1,500
Misc. Cleaning Supplies (Pounds)	121	380	148	180
Fluorescent Light Bulbs (Pounds)	408	270	345	315
Misc. Corrosive Liquids- Battery Acid, Etc. (Pounds)	89	138	55	120
Flammable Liquids- Gas, Mineral Spirits, Etc. (Pounds)	700	610	1,390	600
Used Motor Oil (Gallons)	375	360	340	650
Antifreeze (Gallons)	207	128	243	663
Batteries (Pounds)	250	350	300	330
Grand Totals (Pounds and Gallons)	29,709	33,897	40,018	44,612

As a reminder to all residents receiving City sanitation services, they are encouraged to visit our website or app and sign up to receive reminders of waste/recycling collection days. It also has the functionality built in to view and print your address specific calendar, along with a waste wizard to search specific items and whether they are recyclable or not. This tool is also utilized and valuable if a service alert needs to be sent to a specific neighborhood for any reason, which includes construction zones.



These are the top ten materials searched in the waste wizard in May.

Views	Title
69	dehumidifiers
24	Christmas Tree (Natural)
20	Tablet
20	Grass Clippings
17	Projector

Views	Title
15	Fluorescent Tube
15	Propane Tank
12	Flyers
10	Printer
9	Battery (Rechargeable)

The landfill staff have spent a measurable amount of time picking paper with the assistance from the collection crew to finish removing windblown debris from the winter months.

Several construction projects are underway as we enter construction season, which is noticeable with the increased daily number of tickets generated. Several contractors are hauling in large amounts of fill dirt from several City projects, which will be utilized for daily operations.

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

Single Stream Recycling – 98.09 Tons

MSW – 8,056.95 Tons

MSW City Collection – 1,368.02 Tons

Inert – 1,960.85 Tons

Lime – 1,943.60 Tons

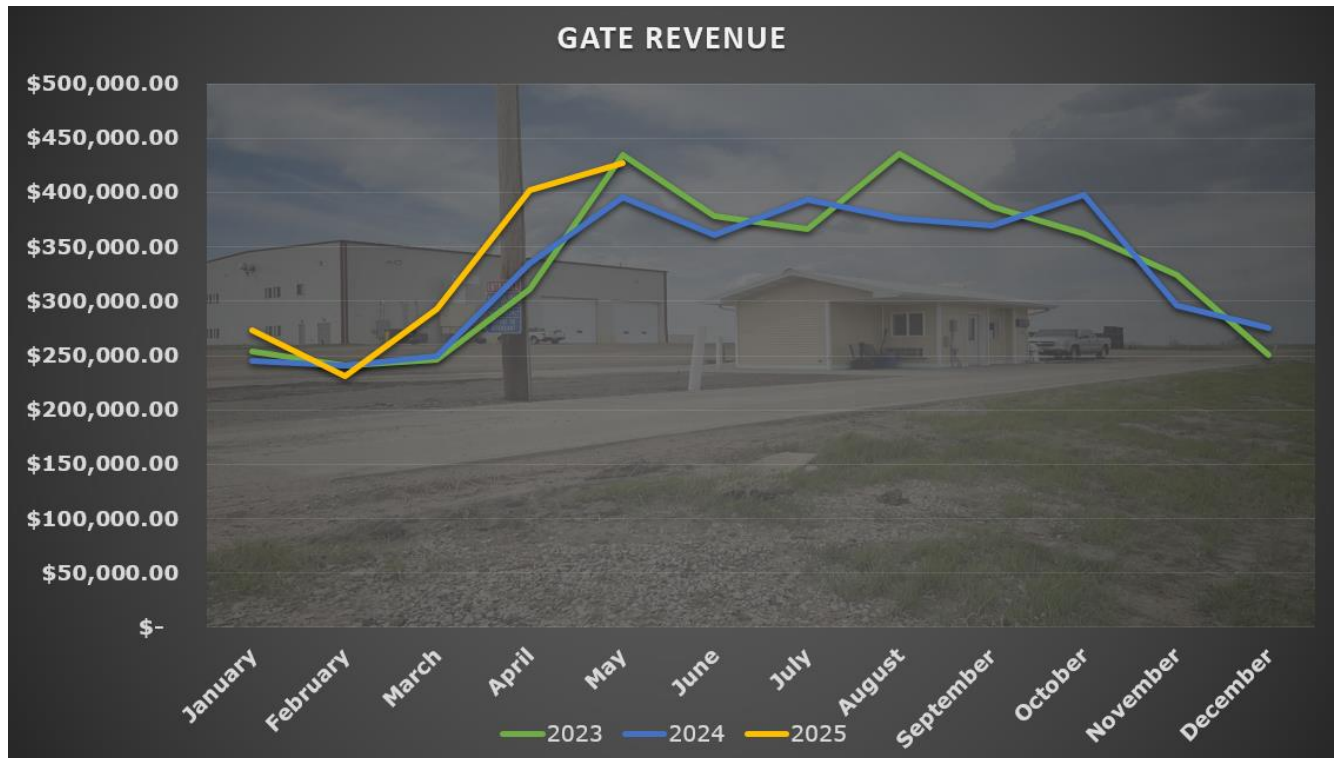
Trees – 380.97 Tons

Trees Given Away for Firewood – 6.07 Tons

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

Total number of landfill tickets generated – 6,460 Tickets

May gate collections were \$426,893.28 compared to \$396,192.37 in 2024.



Year to date gate collections at the landfill is \$1,626,165.19 compared to \$1,466,500.86 from last year at this time.

**Library,
Library Director, Zhaina Moya**

MINOT PUBLIC LIBRARY	
Director's Report	
	Building & Grounds Moya and Lyman will work together to determine if conducting a feasibility study should be the next step for the library remodel project Moya will work with the City Attorney to dispute AE claim that the library is unable to close the project and retain the funds
	Personnel The Minot Public Library is fully staffed
	Budget Moya has submitted all 9 budgets and continues to meet with finance and the CM office
	Meetings & Events Moya attended the following meetings throughout the month: 5/15-Budget Meeting 5/19 Regular City Council Meeting 5/23- 1:1 with Library Board President 5/27- Department Head Meeting 5/29-Library Board Meeting
	Behavior Concerns 5/20- A patron was visiting the library and became agitated when his caregiver tried to get him to leave a computer. He eventually became violent and kicked and punched at his staff. The Adult Services Librarian called the police and another patron also called at the same time. Several officers responded and eventually were able to escort the patron safely out of the building. During the process of calming the patron down, he threw the Bookpage magazine holder and broke it and also knocked over the hand sanitizer stand and broke it too.

Human Resources
Director, Kelly Beck

- **HR Director hiring status:** Kelly Beck has been hired and began work on June 3.
- **Recruitment:** Temporary summer positions have started, and our current headcount is now at 481. We have 6 job reqs open that we are currently accepting applications on (Bus Driver, Financial Clerk, PT Zoning/Code Enforcement, Airport Facility Tech, Dispatcher, and Police Officer). 11 other roles are closed and in hiring process to fill or waiting for an applicant to start.
- **Organizational Structure Efficacy Project Update:** We have received mapping of all City positions into clearly defined job families and career stages. herronpalmer is finalizing a compression analysis and “time in position” review across the workforce. herronpalmer will be presenting their findings at the July 7 City Council meeting.
- **Benefits Preliminary Planning:** We met with Brown & Brown, our benefits broker, to discuss YTD benefits utilization and to begin looking at options for our 2026 renewal.
- **Civil Service Commission:** The Civil Service Commission meeting had two required motions that both passed. The first was a motion to approve the 2026 pay plan as presented; the second to ratify the Q2 2025 employment lists. A third motion was added and passed to do a deeper dive into benefit plan structure options for 2026 to include an option with a \$500 deductible and lower out of pocket max.
- **Workforce Development:** Brittany Thurston continues to work with PW Ops to build a leadership cohort for the organization. This project currently 95% complete, with a strong emphasis on ensuring clarity and alignment across all levels. We’re currently finalizing the details, including creating a clear one-page advertisement to outline expectations and time commitments, planning introductions for department heads, determining the ideal size and department participation for the first group, and drafting a formal commitment agreement to ensure supervisors understand and support employee involvement.
- **Safety:** Our Safety Management Program remains proactive and focused, with monthly Safety Committee and Accident Review Board meetings working toward continual improvement. The Committee has emphasized essential topics, including ergonomics, situational awareness, and seasonal concerns such as heat and electrical safety. The Accident Review Board consistently evaluates incidents, carefully distinguishing between preventable and non-preventable cases to drive accountability and corrective action. Year-to-date WSI reports indicate that we've had nine incidents, totaling approximately \$28,647 in costs, underscoring the critical importance of sustained safety efforts.
- **Sexual Harassment Training:** Mandatory sexual harassment training will be held on June 25 for employees. There are 2 sessions for employees to choose from for ease of attendance.
- **ADP:** Turnover is projected to come in lower than years past by about 3% at YTD rate of 6.18%. Overall turnover is 17% in the past; trending towards 14% this year.

MINOT MUNICIPAL COURT
MONTHLY REPORT COMPARISONS FOR MAY 2024/2025

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

	<u>MAY 2024</u>	<u>MAY 2025</u>
<u>MUNICIPAL COURT CASES</u>		
Filed	401	266
Disposed	389	289
<u>PARKING TICKETS</u>		
Written	117	97
Paid	190	103
<u>REVENUE</u>		
Fines & Forfeitures Cash	\$ 26,605.96	\$ 26,638.74
Suspended for Jail or CS	\$ 1,075.00	\$ 0.00
Waived	\$ 4,350.00	\$ 4,430.00
District Court Transfers	\$ 0.00	\$ 0.00
Parking Tickets	\$ 2,360.00	\$ 2,000.00
Copy Fund	\$ 10.00	\$ 0.00
From Posted Bond	\$ 16,436.91	\$ 13,094.74
Accounts Receivable Balance	\$ 719,475.81	\$ 713,230.74**

Rec. Balance Last Month: \$722,800.71 (A decrease of \$9,569.97)

<u>COLLECTION AGENCY</u>		
Turned Over for Collection:	\$ 2,120.00	\$ 6,531.27
Collected:	\$ 160.94	\$ 3,925.00
Uncollectable:	\$ 2,809.75	\$ 571.00

<u>Admin. Fee to Domestic Violence Fund</u>		
Paid	\$ 1,006.21	\$ 1,134.70

**Reflects total fees receivables less 80% of total restitution, which is not owed to the City of Minot (80% = \$209,456.97)

MACEDC Board Meeting Attendance - 2025

Scheduled Meeting

JAN FEB MAR MAR APR MAY JUNE JULY AUG SEPT OCT NOV DEC
8 12 12 24 9 14 11 9 13 10 8 12 10

EXECUTIVE COMMITTEE

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

ADDITIONAL VOTING MEMBERS

Kevin Black	X	X	X	Annual Meeting	X									
Beth Feldner	X	X	A		X									
Peter Hankla	A	X	X		X									
Jonn Knecht	X	X	X		X									
John Kutch	X	A	X		A									
Brent Lohnes	X	X	A		X									
Ward County - Commissioner Jason Olson	A	X	A		X									
City of Minot - Mayor Mark Jantzer	X	X	X		X									
Dr. Steven Shirley	X	X	X		X									
Jason Zimmerman	X	X	X		X									

X = Present A = Not Present

**Minot Area Chamber EDC Board of Directors
Wednesday, May 14, 2025 @ 7:30 a.m. | Minot Area Chamber EDC
REGULAR MEETING AGENDA**

Call to Order

1. Board Minutes (All Directors)
 - a. Approve April 9 Regular Board Meeting Minutes
2. Treasurer's Report
 - a. Approve April Financials
3. Chairperson's Report
 - a. Strategic Plan Discussion
 - b. Legislative Session
 - c. Sondre Norheim's 200th Anniversary in Mordedahl, Norway
 - d. U.S. Chamber Accreditation
4. Strategic Plan Key Pillar Report
 - a. Economic Development
 - b. Community Development
 - c. Workforce Development
 - d. Member Investor
 - e. Military Support
5. President's Report
 - a. Programming Community Outreach Monthly Activity Report
 - b. Upcoming Events, Meetings, and Presentations
6. Other Business

Adjourn Meeting

Next Meeting: Wednesday, June 11, 7:30 a.m.

**Minot Area Chamber EDC
Regular Board Meeting Minutes
Wednesday, April 9, 2025
Minot Area Chamber EDC Office**

Call to order

Chair Ryan Ackerman called the meeting of the MACEDC Board of Directors to order at 7:30 a.m.

Attendance

PRESENT BOARD MEMBERS AND STAFF: Ryan Ackerman, Jarid Lundeen, Missy Feist-Erickson, Cassidy Hjelmstad (Teams), Kevin Black (Teams), Beth Feldner (Teams), Pete Hankla, Mayor Mark Jantzer, Jonn Knecht (Teams), Brent Lohnes, Jason Olson, Dr. Steven Shirley (Teams), Jason Zimmerman, Brekka Kramer, and Jaime Hauge.

ABSENT: John Kutch.

1. Board Minutes (All Directors)

Minutes were provided in the MACEDC Board of Director's packet sent out prior to the monthly meeting. Mr. Zimmerman made a motion to approve the March 12 regular board meeting minutes; Mr. Lohnes seconded the motion which carried unanimously.

2. Treasurer's Report

Ms. Feist-Erickson presented the March MACEDC financials. Mr. Hankla made a motion to approve the March MACEDC financials. Mr. Lundeen seconded the motion which carried unanimously.

3. Chairperson's Report

1. **Strategic Plan Discussion:** Chair Ackerman stated that the board will discuss the strategic plan in May. The process has been delayed due to higher priority issues.
2. **Legislative Session:** Chair Ackerman gave an update on the one-time capital request for the Regional Health Sciences Institute at the Trinity Health Center West facility in downtown Minot. Ms. Kramer reported on SB 2018, the ND Department of Commerce Base Enhancement Grant Funding.
3. **2025 Q1 Business Retention & Expansion (BR&E) Program Report:** The BR&E report was provided in the packet for review.
4. **U.S. Chamber Accreditation:** Ms. Kramer stated that the team is working on the program development section of the accreditation process. She will gather input from the MACEDC Board on the essay questions.

4. Strategic Plan Key Pillar Report

- a. **Economic Development – Ryan Ackerman:** Chair Ackerman reported on the five active economic development and Logistics Park of North Dakota projects.
- b. **Community Development – Kevin Black:** Mr. Black elaborated on the Regional Health Sciences one-time funding request and thanked Ms. Kramer for her testimony.
- c. **Workforce Development – Dr. Steven Shirley:** Dr. Shirley reminded the board that the T4 (tools, trades, torque, and tech) Youth Summit is taking place in Minot by Job Service ND.
- d. **Member Investor – Ms. Brekka Kramer:** Ms. Kramer shared that two member investors moved up to the Cornerstone level. Work is being done to spotlight member investors and consolidate those who have several businesses.

- e. **Military Support – Pete Hankla:** Mr. Hankla reported that Minot received an award at the Association of Defense Communities Summit, being named one of three 2025 Great American Defense Communities. A Sentinel Briefing was held March 18 in Bismarck for North Dakota legislators and partners; it was a well-attended, successful event.

5. President's Report

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

6. Other Business

Mr. Ackerman stated that April 9 is Minot State University's Giving Day.

Chair Ryan Ackerman adjourned the meeting at 8:52 am.
Minutes submitted by: Jaime Hauge, Executive Assistant



Mark Jantzer
Acting Mayor and Chairman of the City Council

Sondre Norheim 200th Anniversary - June 14th, 2025

On behalf of Kviteseid Municipality and the anniversary committee, I would like to invite you to the celebration of Sondre Norheim's 200th anniversary on June 14th, 2025, in Morgedal.

We have invited Crown Prince Haakon and expect a response to our invitation at the beginning of May. To plan the event, we are now sending out invitations to guests we wish to welcome to the celebration.

The anniversary committee will cover accommodation and meals at Morgedal Hotel from Friday, June 13th, to Monday, June 16th.

The program for the day is:

- Play about Sondre Norheim
- Book launch of new book about Sondre Norheim and lecture by Thor Gotaas, a famous Norwegian writer
- Launch of commemorative stamp by Posten's stamp service
- Musical performances
- Launch of a new ski simulator at the Norwegian Ski Museum (Norsk Skieventyr)
- Gala dinner at Morgedal Hotel, launch of the Telemark plate

I hope this suits your schedule, and kindly request that you send your reply by May 15th, 2025.

Best regards,

Tarjei Draugedal

Mayor and Head of the Anniversary Committee Kviteseid Municipality

With the 69th Legislative Assembly in session there is ongoing outreach, travel to Bismarck for meetings and testimony.

- Call with Logistics Park of North Dakota (LPND) client
- North Dakota Petroleum Council (NDPC) Legislative Committee weekly meeting
- Regular City Council meeting
- U.S. Air and Space Force Civic Leader virtual meeting with Gen Thomas A. Bussiere, AFGSC Commander
- City of Minot data services meeting
- MACEDC Board meeting
- Community Economic and Development monthly meeting
- Office of Local Defense Community Cooperation (OLDCC) meeting
- Presentation by LPND client
- Member investor meeting
- KX News interview | Great American Defense Community
- Business After Hours | Advanced Business Methods
- Virtual meeting with Gen Stacy Jo Huser, 20th Air Force Commander
- Strategic Deterrent Coalition (SDC) committee meeting
- U.S. Chamber Federation member call – port taxes
- Local National Civics Bee competition
- Economic Development Association of North Dakota (EDND) Legislative weekly call
- Working Genius with Connor Johnson meeting
- LPND client meeting
- NDPC Legislative Committee weekly meeting
- Task Force 21 monthly meeting
- LPND development project update legislative meeting (Bismarck ND)
- Minot Air Force Base 5th Bomb Wing Chief of Staff meeting
- International Economic Development Council Women in Economic Development Task Force meeting
- New Water Committee meeting
- Sentinel virtual meeting with Great Falls, Montana
- OLDCC meeting
- SDC committee meeting
- EDND Legislative weekly call
- Minot Downtown Business & Professional Association annual meeting
- TF21 symposium planning meeting
- Minot Air Force Base Public Affairs monthly meeting
- NDPC Legislative Committee weekly meeting
- Regular City Council meeting
- Minot State University (MSU) Development Foundation Q2 Board meeting
- NDPC Service Sector Company Committee meeting
- LPND Souris River Joint Board borrow site meeting
- SDC committee meeting
- EDND monthly board meeting
- Sentinel Working Group meeting
- 38th Annual Prairie Warrior Auction
- National Institute for Deterrence Studies virtual meeting
- OLDCC meeting
- EDND Legislative weekly call
- NDPC Legislative Committee weekly meeting
- North Dakota Travel Industry Conference
- Western North Dakota Honor Flight Welcome
- BNSF Federal Grant Program meeting with Olsson
- Great American Defense Communities meeting

- Center on Rural Innovation planning meeting
- Team Minot breakfast
- ND Trade Office webinar Navigating the Ever-Changing Landscape of Import Tariffs and Trade
- KMOT Best of the Best keynote speech
- Air and Land-Based Leg of the U.S. Strategic Nuclear Deterrent virtual meeting
- SDC weekly meeting
- Military Affairs Committee meeting
- Sentinel Program and Cybersecurity meeting with Impact Dakota
- OLDCC meeting
- Sentinel Working Group meeting
- Project CLEAN
- EDND Legislative weekly call
- SDC Board meeting and symposium (Washington DC)
- OLDCC meeting with Director Patrick O'Brien (Washington DC)
- Regular City Council meeting
- Greater North Dakota Chamber Women's Luncheon (Bismarck ND)
- Minot State University Board of Regents
- City of Minot Economic Development Plan Review Committee meeting
- OLDCC meeting
- Minot State University Gala

MINOT AREA CHAMBER EDC
PROGRAMMING COMMUNITY OUTREACH MONTHLY ACTIVITY REPORT | April 7 – May 9

COMMITTEE REPORTS

Adopt an Airman – There are no new updates from the last reporting period. We remain with 12 host families' applicants and seven matched airmen.

Agribusiness Committee – This committee has been working on details for the August 5 Dinner on the Prairie presented by First International Bank & Trust. The event will feature a meal with local farmers products under the North Dakota sky out by South Prairie School. The committee is working on a guest list of people who have no knowledge of agriculture.

Ambassadors Committee – Ambassadors led ribbon cuttings at the following businesses:

- April 10: Bogey's at Whiskey Nine – 109 West Central Avenue, Minot
Bogey's Basement bar offers a new menu along with golf simulators and signature drinks.
- April 24: Runnings – 107 20th Avenue SW, Minot
Home of Economy is now Runnings. Runnings has sporting goods, clothing, footwear, power equipment, plants and more. Leased pets are welcome in the store.
- April 25: iMagicon – 2005 Burdick Expressway E, Minot
The 11th Annual iMagicon took place at a new location. The cosplay gaming event is now at the North Dakota State Fair Center. It started at the Clarion and then went to the Auditorium and has outgrown that space as well. They doubled their vendors from last year.

Business Retention & Expansion – Interviews were held with NewKota Services and Farstad/Parkland.

Business After Hours – April 10 Business After Hours took place at Advanced Business Methods at 905 21st Ave SE. 60 people attended with door prizes and food from MSI.

Community Leadership Institute – April 17 planning began for the 2025 session. Facilitators are working on the eight individual sessions which include economic development, emergency services, leadership, education and more. 17 people have asked to be in the class.

Eagle Awards – On April 8 sixteen Eagle Awards were given to the following individuals:

Krislyn Woodworth, Trinity Health	Jody Pletcher, Menards
Katherine Emerich, Marketplace Foods	Jacob Washek, Creative Property Management
Axel Beckett, Minot Area Diaper Pantry	Lynda Bertsch, Minot State University
Darren Lee, TJ Appliance	Sam Dauphinais, Carpet Garage
Megan Wentz, North Star Community Credit Union	Joey Johnson, Kiddie Korral 2.0 Child Care Ctr
Linda Burkhardtsmeier, On the Rocks	Chanel Alexander, Longfellow School
Andrea Brown, Trinity Health	Mae Blount, First Lutheran Church
JP Mendoza, Unifi	Randy Urban, Minot International Airport

Energy Committee – This committee did not meet during this time. The Energy Committee is working with the Bakken API Chapter on a collaborative partnership.

Governmental Affairs Committee – This committee did not meet during this time. During the legislative session legislative forums are held and regular monthly meetings are put on hold until after the session wraps.

Infrastructure Committee – The Infrastructure Committee heard from Trinity Health with an update on the state of healthcare in our region. Trinity Health continues to have a need for nurses while other positions are better. They are concerned about the for-profit new micro hospital planned for Minot's north side. They feel it will put more of a burden on staffing and create more issues for patients. Standing reports were provided by the North Dakota Department of Transportation, Ward County, City of Minot, and Minot Parks.

Military Affairs Committee – 80 members of the Military Affairs Committee attended the monthly meeting May 1. The group learned more about the ½ cent sales tax proposed by the Minot Park District. Executive Director Elly DesLauriers laid out the plans for the funding. The sales tax increase will be voted on in June. Military updates were provided by Minot Air Force Base 5th Bomb Wing Commander Col. Dan Jensen, 91st Missile Wing Commander Col. James Schlabach who

deferred his update to Col. George Chapman, ND Air National Guard Major Gregory Goodman, and ND Army National Guard Major Justin Johnson.

National Civics Bee – April 11 the local competition for the National Civics Bee took place at Minot State University Aleshire Theater inside Hartnett Hall. Minot was the first and only community to host the National Civics Bee local competition. 19 students from Minot, Drake-Anamoose, Dickinson and Williston competed in two quiz rounds. The third round featured the top ten students providing a synopsis of the written essay they provided to enter this competition. Clara Z from Erik Ramstad Middle School in Minot took home first place with a trophy and \$500 cash. The top ten move on to the state competition in Bismarck on July 11.

Prairie Warrior Auction – April 24 the 38th Annual Prairie Warrior Auction presented by Verendrye Electric Cooperative was held. A total of \$110,197 was raised to support the personnel of Team Minot. The funds were generated from a combination of community and Minot Air Force Base donations of live and silent auction items, table sales, event games, and cash donations. Of the funds raised, over \$52,000 will go to the Minot Area Chamber EDC Home for the Holidays program, which sends first time Airmen home for the Thanksgiving and Christmas holiday season.

Right Start Committee – April 23, the Minot Area Chamber EDC Right Start team presented what there is to see and do in Minot and North Dakota to newcomers at Minot Air Force Base. There were 75 airmen in attendance. The Right Start presentation at Minot Air Force Base is a mandatory briefing for Airmen and anyone with Department of Defense affiliation and is considered the newcomers welcome to a new installation and community. Minot Area Chamber EDC leads the community portion each month.

Showcase of Business – The 2025 event has been set for November 13 at the ND State Fair Center Magic Place with the theme Winter Wonderland. SRT is the presenting sponsor.

Start Up Minot Academy powered by CO.STARTERS - Seven students graduated from the spring Start Up Minot Academy that wrapped up on April 16. The next 10-week course is set to happen in the fall of 2025.

Start Up Minot – April 10 Start Up Minot networking event featured Williston native, Meg Wold, who started her own coffee shop, Mag-A-Latte, almost 10 years ago. Mag-A-Latte has a store in north Minot, and seven other stores in North Dakota. Attendance was up for this meeting, with nearly 35 people at the Carnegie Center. The May 8 networking event featured the trio of entrepreneurs from The Meat Company – Jordan Huettl, Lindsey Wald, and Braden Bosch. First Western is the presenting sponsor of the Start Up Minot networking event.

Task Force 21 – Task Force 21 (TF21) members attended a civic leader Zoom meeting with Gen Thomas A. Bussiere and a virtual meeting with Maj Gen Stacy Jo Huser, Commander, 20th Air Force, titled “Ensuring America’s Strategic Edge.” Strategic Deterrent Coalition (SDC) members took part in their monthly virtual meeting. TF21 held their regularly scheduled monthly meeting on April 14. The Sentinel Working Group met twice to discuss updates. TF21 members attended a National Institute for Deterrence Studies virtual meeting titled “Strengthening Deterrence for the 21st Century: Missile Defense and a New Nuclear Arsenal for a New Era with Bob Peters.” Work continues with the Office of Local Defense Community Cooperation. The regular Team Minot Breakfast took place at Minot Air Force Base. TF21 members were invited to the Air and Land-Based Leg of the U.S. Strategic Nuclear Deterrent virtual meeting. Several TF21 members attended the Strategic Deterrent Coalition annual board meeting and symposium. Planning continues for the 2025 TF21 Nuclear Triad Symposium in Washington, D.C. Minot Area Chamber EDC President | CEO was appointed to the Association of Defense Communities Advisory Board as the North Dakota representative.

Women Connect – Women Connect have been meeting to plan their spring event May 13 - Confidently You: Breaking Free from Imposter Syndrome. Over 70 people have signed up to attend Minot State University Aleshire Theater inside Hartnett Hall.

UPCOMING MEETINGS AND EVENTS

Minot Area Chamber EDC Programming

May 15	Business After Hours, 5:00 pm, Minot Automotive Company
June 4	Agribusiness Committee, 12:00 pm, Minot Area Chamber EDC
June 5	Military Affairs Committee, 12:00 pm, TBD
June 5	Ambassadors Committee, 4:30 pm, TBD
June 6	Military Appreciation Day at the Park, 11:00 am, Oak Park

Minot Area Chamber EDC Signature Events

May 13	Women Connect Spring Event "Imposter Syndrome", 2 pm, Minot State University Aleshire Theater
August 5	Dinner on the Prairie, invitation only – contact MACEDC for more information

Minot Area Chamber EDC Strategic Engagements | Stakeholder and Partner Events

May 30	Minot Hot Tots – Junior Achievement Minute to Win It, Corbett Field
June 3-5	Economic Development Association of North Dakota, Fargo ND
June 4-5	North Dakota Indian Affairs Commission Government to Government Conference, Bismarck ND
June 5	Greater North Dakota Chamber Legislative Report & Chamber Champion Reveal, virtual
June 10	Fargo Moorhead West Fargo Chamber Midwest Summit Agriculture, Fargo ND or virtual

June 5, 2025

The Honorable Donald J. Trump
President
The White House
1600 Pennsylvania Avenue, NW
Washington, D.C. 20500

Dear President Trump:

On behalf of the undersigned organizations representing local businesses, national employers, and labor organizations across the skilled trades, we ask that you reverse the Department of Labor's (DOL) decision to discontinue the Job Corps program. As you know, the Department of Labor is seeking to close 99 Job Corps centers across the nation and pause operations by June 30th. This program is vital to the American economy and rural communities nationwide. In fact, the majority are located in counties that voted for you. These include campuses in Alaska, Arkansas, Arizona, Florida, Idaho, Indiana, Iowa, Kansas, Kentucky, Maine, Mississippi, Missouri, Montana, Nebraska, North Carolina, the Dakotas, Ohio, Oklahoma, Pennsylvania, Tennessee, Texas, Utah, West Virginia, Wisconsin, and Wyoming, among others. Some of these centers have already been effectively shuttered ahead of the June 30th deadline.

You have vocally expressed your support for trade schools and the skilled workers they produce. Job Corps is the nation's only trade school that is turning homeless youth into welders and shipbuilders. Our nation's investment in Job Corps not only expands our skilled workforce, it ensures these young Americans are less likely to be involved in the criminal justice system or rely on public assistance.

We strongly support your policy goal of reaching 1 million new active apprentices annually. Job Corps offers more than 300 pre-apprenticeship programs by partnering with national training organizations, including labor unions. These training organizations are proud to prepare the future workers of America and help meet the workforce needs of local economies.

The Job Corps program provides a successful non-college pathway to good-paying, high-skilled careers for young Americans and is directly helping meet the needs of manufacturers and our nation's shipbuilders. We share your commitment to making sure skilled workers can thrive in a strong economy and with good-paying jobs, and ask that you let this vital program continue.

Thank you for your consideration of this important request.

Sincerely,



TO: Mayor
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: June 16, 2025

SUBJECT: City Manager Recommendation for Police Chief Appointment

I. RECOMMENDED ACTION

1. Approve the appointment of Michael Frye as Police Chief
2. Approve directing staff to upgrade an existing Captain position to a Deputy Chief position

II. DEPARTMENT CONTACT PERSONS

Harold Stewart – (701) 857-4750

III. DESCRIPTION

After a nationwide search three candidates were interviewed for the position of Police Chief. Candidates were interviewed by two panels and the City Manager. One panel was made up of community leaders, including Alderman Blessum and Alderman Pitner while the other panel was made up of law enforcement officials. All candidates also had lunch with police department staff and then answered police field related questions from the recruiter in front of staff. The day finished with a public open house with all the candidates answering pre-submitted public questions. A digital survey was available for police staff and the public to provide feedback on the candidates (see attached).

There was no specific scoring or ranking of the candidates by the panels.

The results of the feedback from the panels and surveys was evenly split between Plessas and Frye. This split is also observed in the police department staff who responded to the survey. Both panels stated Frye and Plessas were strong candidates and either could serve as chief, however, the community leader panel leaned more towards Frye while the law enforcement panel was supportive of Plessas. As such the decision hinges on supporting the local candidate who has been on the department, or bringing in an outside candidate who provides a fresh perspective.

***Of note is the law enforcement panel did express concern Frye seemed to be more talk than execution. As such I requested the recruiter to reach out to the Minneapolis police department to do a further reference check on work quality and follow through (thus the delayed recommendation). The following response was emailed back from the recruiter:

I spoke with Michael Frye's former supervisor this evening, Shawn Williams, PhD, Director of Training for the Minneapolis Police Department. Dr. Williams spoke highly of Michael as a police officer and a person. Dr. Williams related Michael had a 'outstanding' work ethic. Michael stayed until the work was done and at times was the last to leave work. Dr. Williams related Michael's completed work was an excellent product, very well-written and done in a timely manner. Dr. Williams also described Michael as a 'cop's cop' who was highly respected by officers, supervisors, and leadership. Another strength Dr. Williams related Michael possesses is he is not afraid to make changes and face resistance to change. Michael responded to numerous critical incidents during his career. He displayed calm under pressure during these critical incidents while making sound decisions.

Dr. Williams described Michael as a great example to all staff as well as other leaders when it came to community engagement. Michael went to any place at any time the community needed someone from the police department. Michael was often requested by community members to represent the police department at events. Dr. Williams described Michael as 'a real people person' who connected easily with others and 'the community loved Mike'.

Dr. Williams advised he believes Michael will be a great asset to Minot.

Also, an article recently surfaced regarding former department members in the Minnesota Star Tribune (Feb. 8, 2022) that mentioned Frye was named in a lawsuit against the city regarding police response at a 2008 Republican Convention. Frye was exonerated on everything but the city was paying \$13k+ to anyone who filed a complaint during this time.

My recommendation is to utilize the strengths of both candidates and hire Mr. Frye as police chief, upgrade one of the existing captain positions to Deputy Chief, and promote Capt. Plessas to Deputy Chief. I strongly believe the best solution for the department is both Frye and Plessas working together to lead the department forward.

IV. IMPACT:

Starting salary of Frye will be \$146,178 (step 10) and upon completion of a one year probationary period and in accordance of City policy the salary will be increased two steps to \$153,578.

Costs of the upgrade from Captain to Deputy Chief are still to be determined by staff and will need to go through the appropriate approval processes.

V. CITY COUNCIL ASPIRATIONS

A police chief will assist in accomplishing all of the Council's Aspirations.

VI. ALTERNATIVES

1. The Council could deny the City Manager's recommendation and direct him to bring back a different recommendation.

VII. TIME CONSTRAINTS

Not necessarily any specific time constraints however, resolution sooner rather than later is preferred.

VIII. LIST OF ATTACHMENTS

- A. Survey data and comments
- B. Signed letter of offer



From the Office of the City Manager, Harold Stewart

Mr. Michael Frye
4430 Trenton Drive
Bismarck, ND 585003

Mr. Frye,

Thank you for applying to serve the citizens of Minot by applying to join our organization, the City of Minot, as the Chief of Police. I am pleased to offer you the position!

Subject to the City Council approval at the June 16th City Council meeting it is anticipated you will start on July 14, 2025. Your starting salary will be at Step 10 in the pay range, or \$146,178. Upon completion of your one-year probation you will receive a two-step pay increase resulting in a salary of \$153,578. Your first eligibility of annual pay raises will be January 1, 2027. Your PTO accrual will be at the equivalent of a 15+ year employee. All other benefits will be offered in accordance with the policies available to all city employees. The City will also reimburse up to \$7,500 of moving/relocation related expenses to include costs of trips to Minot to find a residence.

I am excited to have you as part of the management team and look forward to your positive contributions. Please acknowledge acceptance of this offer by signing below and providing me a copy, no later than Sunday June 15th.

Harold Stewart
Minot City Manager

A handwritten signature in black ink that reads "Michael W. Frye". The signature is written in a cursive, flowing style.



COMMUNITY FORUM: **TOWN HALL**

retention and recruitment
mental health homelessness
compassion
local
new perspective
diversity
development communication
experience
leadership
original ideas
professionalism
not an insider
responses or answers
knowledge
other
experience or expertise
personable

ADDITIONAL RESPONSES



PROMPT WORDS

COMMUNITY FORUM:
TOWN HALL



COMMUNITY FORUM:
TOWN HALL



LAW ENFORCEMENT LUNCHEON:
LEADERLESS GROUP

other engagement
personality
responses or answers
experience or expertise
presentation



PROMPT WORDS

LAW ENFORCEMENT LUNCHEON:
LEADERLESS GROUP

● Michael Frye ● Ed Orgon ● Dale Plessas

First Choice



Second Choice



Third Choice



0

2

4

6

8

10



MINOT POLICE CHIEF: **RECOMMENDATION**

presentation
knowledge
not an insider
personable
personality
responses or answers
experience or expertise
professionalism
engagement
other



COMBINED RESPONSES FROM:
TOWN HALL + POLICE DEPT

retention and recruitment

homelessness

mental health

experience

compassion

leadership

local

diversity

new perspective

development

original ideas

communication



**TOWN HALL
ADDITIONAL RESPONSES**

COMMUNITY FORUM:

TOWN HALL

not an insider
professionalism
responses or answers
other knowledge
experience or expertise
personable



**WHAT MADE YOUR
SELECTED CANDIDATE
STAND OUT?**

COMMUNITY FORUM:

TOWN HALL

On June 3, 2025, a Regular Planning Commission Meeting of the Minot Planning Commission was held in the City Council Chambers, City Hall (10 3rd Ave SW). Chairman Offerdahl called the meeting to order at 05:30 PM.

1. ROLL CALL

Members Present: Tim Baumann, Erin Iverson, Kayla Johnson, Robert Kibler, Dustin Offerdahl, Serena Pontenila, Bradly Wolff, Robert Amick, Tanner Dockter, Casey Erickson

Members Absent: Logan Longtin, Annette Mennem, Darrik Trudell

City Staff Present: Doug Diedrichsen, Dan Falconer, Hannah Hornberger, Emily Huettl, Nick Schmitz

Others Present: John Subick, Landon Bahl, Renee Hiller, Ted Duchsherer, Robert Carey

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS AND DECORUM

3.1. INTRODUCTIONS AND DECORUM HANDOUT

4. PLANNING COMMISSION

4.1. APPROVAL OF THE MAY 2025 REGULAR MEETING MINUTES

The motion to Approve May 2025 Regular Meeting Minutes was initiated by Planning Commission Representative Kibler seconded by Wolff and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Kayla Johnson, Robert Kibler, Dustin Offerdahl, Serena Pontenila, Bradly Wolff, Robert Amick, Tanner Dockter, Casey Erickson; nays: None.

5. PUBLIC HEARING

5.1. CASE #2025-17 - 1201 4TH ST NW - CONDITIONAL USE PERMIT

Mr. Diedrichsen reviewed the staff report.

The Commissioners and staff had a discussion.

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

No one appeared to testify.

Chairman Offerdahl closed the public hearing.

The motion to Approve based on staffs recommendation and findings of fact was initiated by Planning Commission Representative Baumann seconded by Planning Commission Representative Kibler and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Kayla Johnson, Robert Kibler, Dustin Offerdahl, Serena Pontenila, Bradly Wolff, Robert Amick, Tanner Dockter, Casey Erickson; nays: None.

5.2. CASE #2025-19 - OUTLOT 20 SE 1/4 SEC 27-155-83 - CONDITIONAL USE

PERMIT

Mr. Diedrichsen reviewed the staff report.

The Commissioners and staff had a discussion.

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

Landon Bahl, applicant, informed the commissioners they would be removing old trees and planting new as well as tearing down the old Casa Motel building.

Chairman Offerdahl closed the public hearing.

The motion to Approve based on staff's recommendation and findings of fact was initiated by Planning Commission Representative Amick seconded by Planning Commission Representative Dockter and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Kayla Johnson, Robert Kibler, Dustin Offerdahl, Serena Pontenila, Bradly Wolff, Robert Amick, Tanner Dockter, Casey Erickson; nays: None.

5.3. CASE #2025-20 - LIECHTY HOMES 7TH ADDITION - ANNEX, ZONING MAP AMENDMENT, PRELIMINARY PLAT

Mr. Diedrichsen reviewed the staff report.

The Commissioners and staff had a discussion.

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

No one appeared to testify.

Chairman Offerdahl closed the public hearing.

The motion to Approve based on staff's recommendation and findings of fact was initiated by Planning Commission Representative Baumann seconded by Erickson and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Kayla Johnson, Robert Kibler, Dustin Offerdahl, Serena Pontenila, Bradly Wolff, Robert Amick, Tanner Dockter, Casey Erickson; nays: None.

5.4. CASE #2025-21 - PLAINVIEW ADDITION LOT 2 - INTERIM USE PERMIT

Mr. Falconer reviewed the staff report.

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

Mr. Falconer read a letter from a resident.

Renae Hiller, resident, voiced her concern.

Ted Duscherer, resident, gave background information on the property.

Rob Carey, resident, voiced his concerns.

Chairman Offerdahl closed the public hearing.

The motion to Deny based on city's future land use map was initiated by Planning Commission Representative Baumann seconded by Wolff and carried by the following roll call vote: ayes: None; nays: Tim Baumann, Erin Iverson, Kayla Johnson, Robert Kibler, Dustin Offerdahl, Serena Pontenila, Bradly Wolff, Robert Amick, Tanner Dockter, Casey Erickson.

Motion Failed.

Commissioners had a discussion. Mr. Schmitz informed the legal criteria of the IUP.

The motion to Amendment to add one point of entrance is gated was initiated by Planning Commission Representative Baumann seconded by Erickson and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Kayla Johnson, Robert Kibler, Dustin Offerdahl, Serena Pontenila, Bradly Wolff, Robert Amick, Tanner Dockter, Casey Erickson; nays: None.

The motion to Approve based on staff's recommendation and findings of fact with the additional conditions including: operations only during the hours of 9:30am to 4pm, inert material only, surety bond or irrevocable LOC plus 10% and one point of entrance is gated was initiated by Planning Commission Representative Kibler seconded by Wolff and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Kayla Johnson, Robert Kibler, Dustin Offerdahl, Serena Pontenila, Bradly Wolff, Robert Amick, Tanner Dockter, Casey Erickson; nays: None.

5.5. CASE #2025-22 - 3100 4TH AVE SE (SIMPLOT) - CONDITIONAL USE PERMIT

Application was withdrawn.

6. MISCELLANEOUS AND DISCUSSION ITEMS

6.1. SIGN PRESENTATION

Mr. Falconer gave a presentation about our sign codes.
The Commissioners had a discussion.
The Planning Commission recommended staff come up with text amendments regarding this.

6.2. AUGUST MEETING DATE

Mr. Diedrichsen updated our commissioners about our staff's monthly activities.
The motion to cancel the July Planning Commission meeting and move the August Planning Commission to August 12, 2025 at 5:30pm in City Council Chambers at City Hall was initiated by Planning Commission Representative Kibler seconded by Erickson and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Kayla Johnson, Robert Kibler, Dustin Offerdahl, Serena Pontenila, Bradly Wolff, Robert Amick, Tanner Dockter, Casey Erickson; nays: None.

7. ADJOURNMENT

With no further business, Chairman Offerdahl adjourned the meeting at 7:25 pm.



TO: Mayor and Members of the City Council

FROM: Doug Diedrichsen, Principal Planner

DATE: June 16, 2025

**SUBJECT: PUBLIC HEARING: CASE #2025-20 - LIECHTY HOMES 7TH
ADDITION - PRELIMINARY PLAT, ZONING MAP AMENDMENT &
ANNEXATION**

I. RECOMMENDED ACTION

It is recommended City Council approve a Preliminary Plat and Zoning Map Amendment in alignment with the recommendations of the Planning Commission as shown in Attachment A. The Zoning Map Amendment Ordinance has been included in Attachment B. The Annexation has been included in Attachment C.

II. DEPARTMENT CONTACT PERSONS

Doug Diedrichsen, Principal Planner, 701-857-4122

Brian Billingsley, Community Development Director, 701-857-4122

III. DESCRIPTION

A. Background

The property owner seeks to realign, annex and rezone Lot 1 from "AG" Agricultural to "MH" Manufactured Home District. Annexation will address its position adjacent to city limits.

B. Proposed Project

The legal description for the properties are Lot1 Liechty Homes 5th Addition to the City of Minot, Ward County, North Dakota and S1/2 NE1/4 Less Outlots 6, 8, 9, 10 and 11 and a portion of Liechty Homes 2nd & 3rd Additions, Walmart, Liechty Homes 5th Addition, Road and HWY right-of-way, Section 2, Township 154 N, Range 83 W, Ward County, North Dakota.

C. Recommendation Detail

It is recommended City Council approve a Preliminary Plat and Zoning Map Amendment in alignment with the recommendations of the Planning Commission as shown in Attachment A. The Zoning Map Amendment Ordinance has been included in Attachment B. The Annexation Ordinance has been included in Attachment C.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing

B. Service/Delivery Impact:

The property owner seeks to realign, annex and rezone Lot 1 from "AG" Agricultural to "MH" Manufactured Home District. Annexation will address its position adjacent to city limits.

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.



**Planning Commission
Staff Report**

Application Date: 04/25/2025 Date of Staff Report: 05/16/2025 Planning Commission Meeting: 06/03/2025		Staff Contact: Doug Diedrichsen, Principal Planner Staff Recommendation: Approval	
Case Number: 2025-20 Project Name: Liechty Homes 7 th Addition – Prelim Plat, Annex, Zone Change Current Legal Description: See Project Description Proposed Legal Description: Lots 1 & 2 of Liechty Homes 7 th Addition to the City of Minot Present Address: Unaddressed		Representative: Rob Berard, Ackerman Surveying Owner: Liechty Homes Inc. Entitlements Requested: Preliminary Plat approval, Zoning Map Amendment from “Ag” Agricultural District to “MH” Manufactured Home District on Lot 1 and Annexation of realignment of Lot 1	
Present Zone(s): “Ag” Agricultural District, “MH” Manufactured Home District Present Use(s): Mobile Home Community, Agricultural Land Uses Allowed in Present Zone(s): See Chapter 2.2 for allowed and conditionally permitted uses within each district. Present Future Land Use Map Designation: Manufactured Home Community, Ag and Open Space		Proposed Zone(s): “MH” Mobile Home District Proposed Use(s): No Change on Lot 2, expansion of mobile home community on realignment of Lot 1 Uses Allowed in Proposed Zone(s): See Chapter 2.2 for allowed and conditionally permitted uses within each district Proposed Future Land Use Map Designation: No Change	

PROJECT DESCRIPTION:

Public hearing request by Curt Liechty, Liechty Homes Inc., owner for a request of a preliminary plat, zone change and annexation on a property zoned “MH” Mobile Home District and “AG” Agricultural District. The

Preliminary Plat is for Liechty Homes 7th Addition. The legal description for the properties are Lot 1 Liechty Homes 5th Addition to the City of Minot, Ward County, North Dakota and S1/2 NE1/4 Less Outlots 6, 8, 9, 10 and 11 and a portion of Liechty Homes 2nd & 3rd Additions, Walmart, Liechty Homes 5th Addition, Road and HWY right-of-way, Section 2, Township 154 N, Range 83 W, Ward County, North Dakota.

The subject properties addresses are unassigned (Portion of mobile home community located at 3725 10th St. SW).

An aerial map of the subject property may be found in **Exhibit 1**

BACKGROUND INFORMATION:

The property owner seeks to realign, annex and rezone Lot 1 from “AG” Agricultural (AG) to “MH” Manufactured Home District (MH). The subject property was designated Manufactured Home and Ag and Open Space in the 2040 Comprehensive Plan. Annexation will address its position adjacent to city limits and will be evaluated by City Council along with the recommendation from Planning Commission on the preliminary plat and zoning map amendment request.

The preliminary plat can be found in **Exhibit 2**.

The zoning and future land use map are provided in **Exhibit 3**.

Site photos are provided in **Exhibit 4**.

STAFF ANALYSIS:

Annexation:

The City of Minot follows North Dakota Century Code (NDCC) Chapter 40-51.2 procedures involving annexation requests. NDCC 40-51.2-03 provides for owners of property to request annexation and City Council may approve such requests by ordinance. Staff is supportive of the annexation request.

Subdivision Design Standards:

Section 10.2-7 C. of the Land Development Ordinance of the City of Minot (LDO) covers the process of application and submittal for a major subdivision preliminary plat. The applicant has submitted the necessary application documents required per Section 10.2-7 C. 2. and noticing has been conducted as required per 9.2-1 (B) and (C).

Section 10.2-7. D. requires that staff’s report consider the nature of the proposed development as prescribed within Section 10.2-5 relating to whether or not it meets the technical requirements of Article 10, and if not, whether any such requirements should be waived. To that end, staff provides the following guidance based on the various requirements of Chapter 10.3 – Design Standards:

Section 10.3-1, requiring the proposed subdivision to be designed in accordance with the standards of Chapter 10.3, the Land Development Ordinance as a whole, and a list of various other plans and codes, is satisfied.

Section 10.3-2 prohibits the approval of the subdivision of land that is unsuitable for development due to a variety of reasons. Staff finds the proposed preliminary layout, which proposes two lots, each with adequate terrain and access to be suitable for development. Staff finds Section 10.3-2 is satisfied.

Section 10.3-3. requires that a subdivision name not already be utilized elsewhere and spelled correctly. The name Liechty Homes 7th Addition has not yet been taken and is spelled correctly. Section 10.3-3. is satisfied.

Section 10.3-4. A-F. relating to Street Names and Numbering is not applicable, as there are no additional streets proposed via this subdivision.

The requirements of Section 10.3-11. relating to the design of the individual lots has been satisfied.

Section 10.3-12 relating to block design is not applicable.

The requirements of Section 10.3-13. A. relating to the dedication of right-of-way, easements, and street widths is satisfied.

Sections 10.3-14 relates to sidewalks, Section 10.3-14 is satisfied.

Section 10.3-15 related to public utilities is satisfied. Any expansion or connection to public utilities would be at the expense of the developer. Connection fees would apply at the rate set for this district, to be collected at the time of building permit application.

Section 10.3-21 related to financial security for necessary infrastructure improvements is not applicable.

Section 10.3-22 is satisfied, as the applicant is required to follow all City permitting processes for construction.

Zoning Map Amendment Analysis:

Section 9.1-7 of the Minot Land Development Code provides the procedures for amending the official zoning map of the City of Minot. Section 9.2 provides the noticing requirements for public hearings held by the Planning Commission. Section 9.1-7 D. recognizes that the future land use map may need to be amended to support any rezoning request. The applicant has submitted the necessary application documents required per Section 9.1-7 C. and noticing has been conducted as required per Section 9.2.

The subject property future land use designation is Ag and Open Space and Manufactured Home Community, which aligns with the proposed zone change to “MH” Manufactured Home District for the realignment of Lot 1. Staff finds no future land use map amendment is necessary.

Section 9.1-7 E. 2. requires the Planning Commission to provide findings of fact to ensure the criteria included in Section 9.1-7 H. has been satisfied in order to support any recommendation regarding any proposed changes to the zoning map or Future Land Use Map. Staff provides the following guidance:

Section 9.1-7 H. relates to whether or not the proposed zoning map amendment is justified due to a change in conditions, error in the zoning map, or by in order to fulfill the future land use map of the Comprehensive Plan. The request stems from an effort to realign lots that currently align zoning with the Future Land Use Map, as the “MH” Manufactured Home District is a complimentary zone to the Manufactured Home Community designation on the FLU map and “AG” Agricultural district is a complimentary zone to Ag and Open Space with the change being a minor realignment of the property boundaries. Section 9.1-7 H. 1 is satisfied.

The City and other agencies will be able to provide necessary public services and facilities to serve the proposed development. Section 9.1-7 H. 2 is satisfied.

Section 9.1-7 H. 3 requires that the proposed zoning map amendment will not substantially diminish the condition or value of property in the vicinity. Staff finds no evidence that the zoning map amendment to “MH” Manufactured Home District will diminish the condition or value of property within the vicinity. The adjacent properties have primary been developed with manufactured homes or agricultural uses. Section 9.1-7. H. 3. is satisfied.

Section 9.1-7. H. 4. requires the zoning change to be consistent with the purpose of the Land Development Ordinance of the City of Minot, the Comprehensive Plan, and other adopted plans and policies of the City. The proposed development must comply with all development standards within the Land Development Ordinance of the City of Minot and the zoning map amendment aligns with the future land use designation of Manufactured Home Community and Ag and Open Space in the City of Minot 2040 Comprehensive Plan. Therefore, Section 9.1-7. 4. is satisfied.

Comments:

1. There were no public comments at the time of writing this staff report.
2. The application was distributed to city departments and external public agencies within the City for review and the following comment was received:
 - a. City of Minot Engineering Department
 - i. regulatory floodplain must be shown on final plat

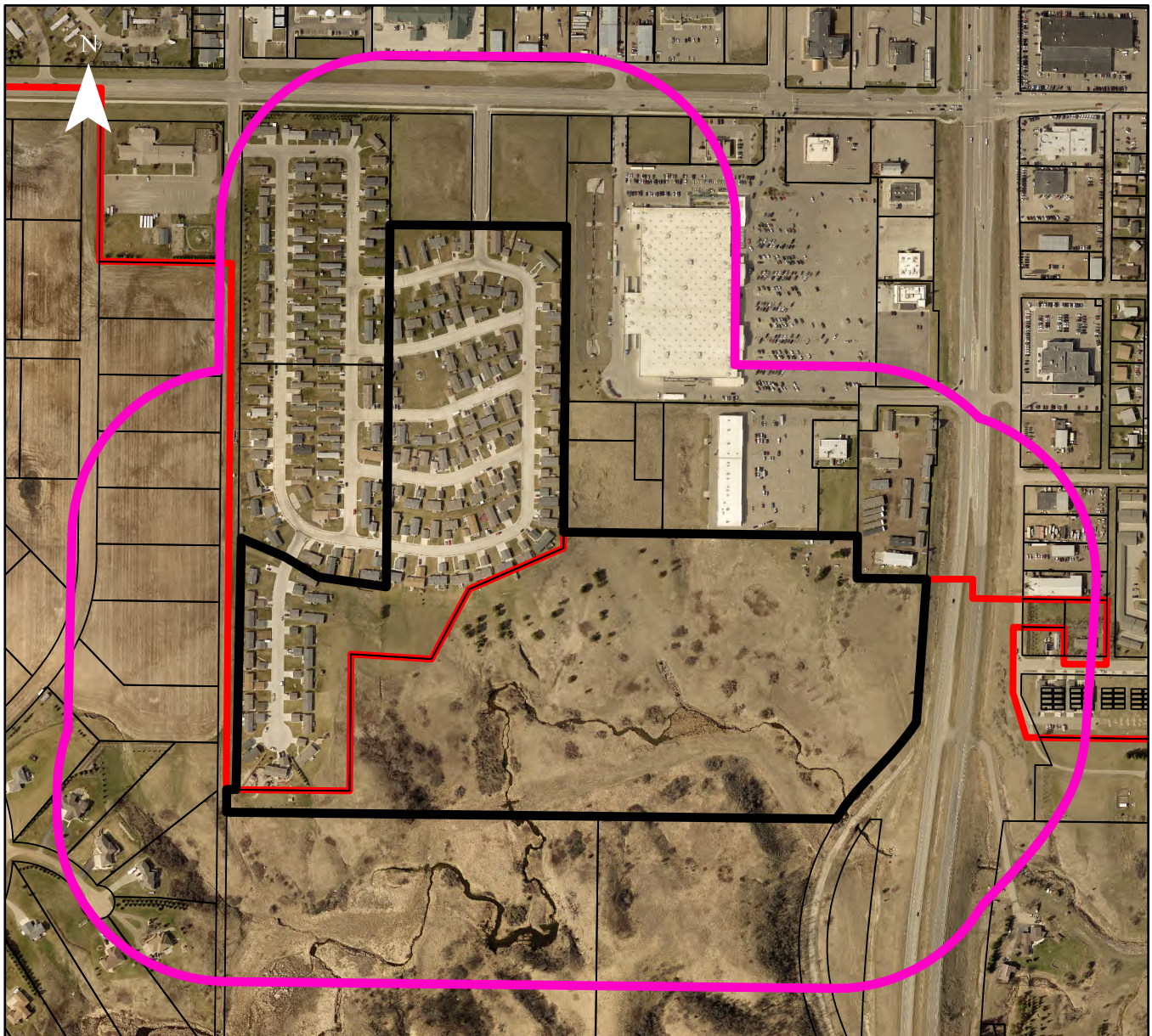
FINDINGS OF FACT:

The Minot Planning Commission should accept the following findings of facts:

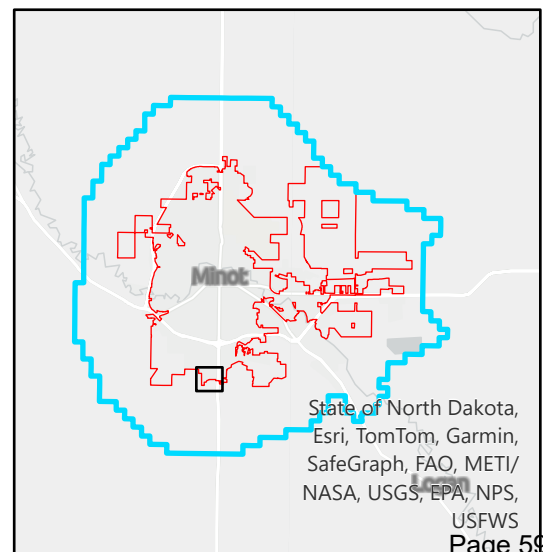
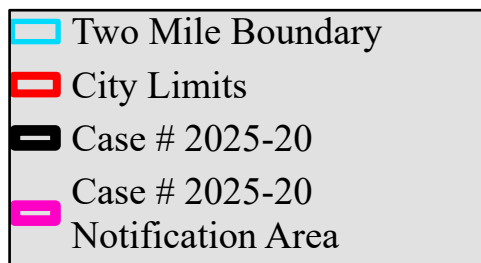
- 1) The applicants have submitted a complete application for annexation, preliminary plat and zoning map amendment.
- 2) The applicant's request is consistent with the bulk requirements of Chapter 2.4 – "MH" Manufactured Home District of the Land Development Ordinance of the City of Minot (LDO).
- 3) The applicable sections of Chapter 10.3 related to subdivision design are satisfied.
- 4) The present zoning is "MH" Manufactured Home District & "AG" Agricultural District.
- 5) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as Manufactured Home Community and Ag and Open Space.
- 6) Section 9.1-7 H. 1. is satisfied, as the FLU map denotes this area as Manufactured Home Community and Ag and Open Space and the proposal is to zone the property as "MH" Manufactured Home District is in alignment with the FLU map designation.
- 7) Section 9.1-7 H. 2 is satisfied, as the City and other public agencies will be able to provide services to support the request.
- 8) Section 9.1-7 H. 3 is satisfied, as there exists no evidence that the proposed development will substantially diminish the condition or value of property in the vicinity.
- 9) The zoning map amendment is consistent with the purpose of the Minot Land Development Ordinance and other adopted policies of the City per Section 9.1-7 H. 4.
- 10) The Minot Planning Commission has the authority to hear this case and provide a recommendation to City Council whether it be approved or denied. The public notice requirements were met, the hearing was legally noticed and posted, and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

RECOMMENDATION:

Staff recommends the Planning Commission adopt the staff findings of fact and recommend approval to City Council for a zoning map amendment from "Ag" Agricultural District to "MH" Manufactured Home District and Planning Commission recommend approval of the preliminary plat without conditions.

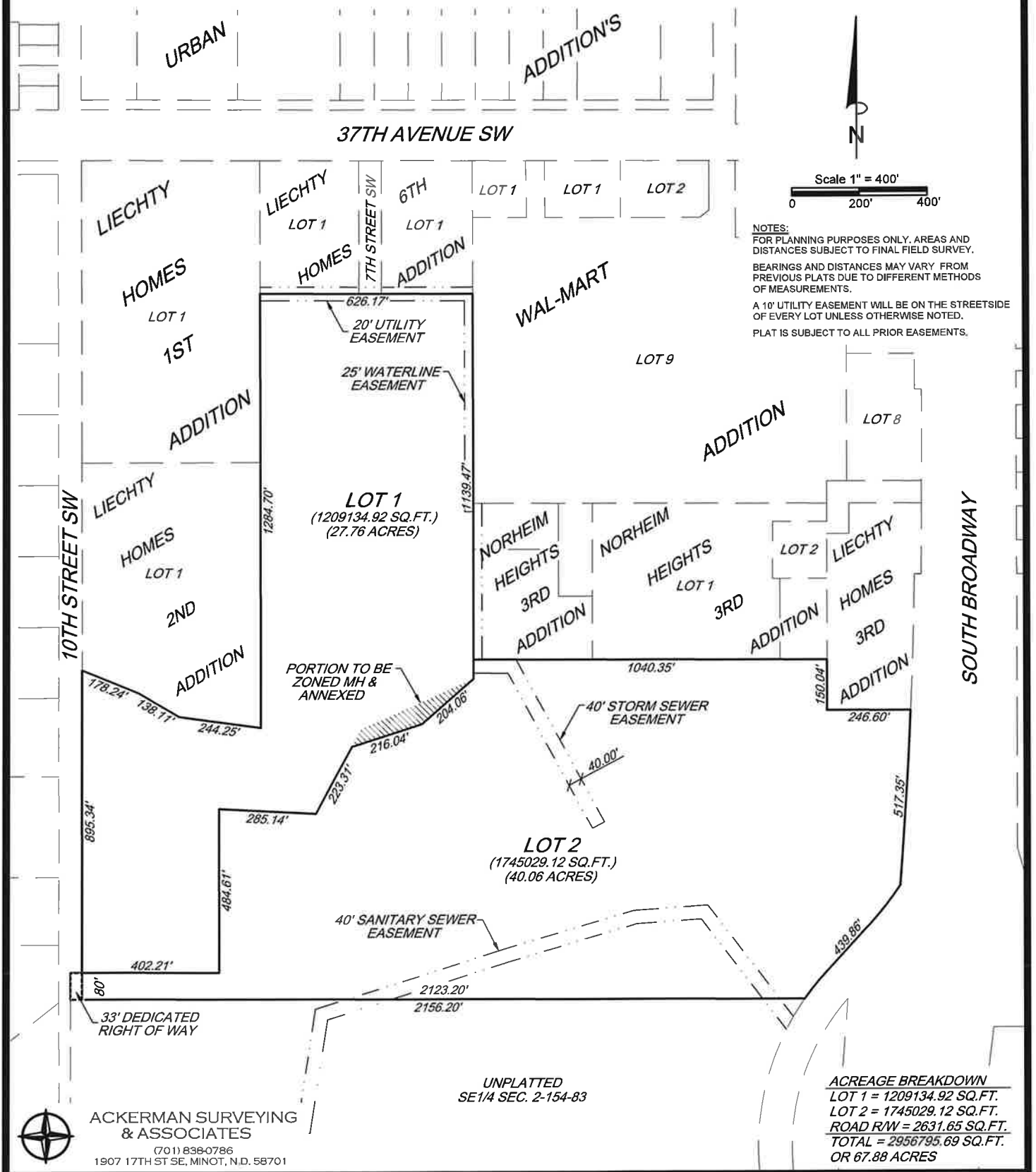


0 395 790 1,580 Feet

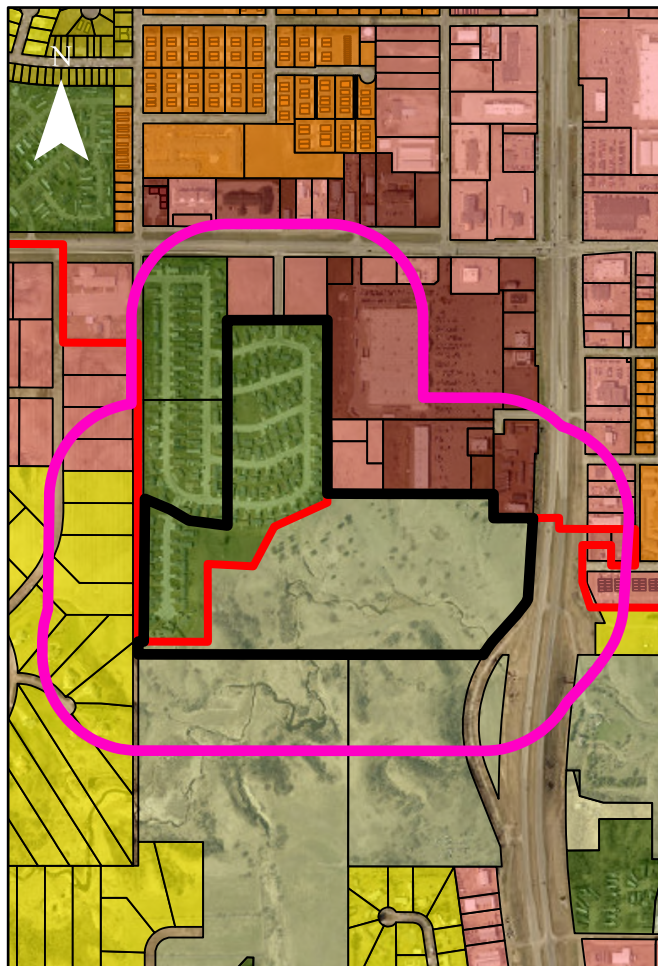


PRELIMINARY PLAT OF LIECHTY HOMES 7TH ADDITION

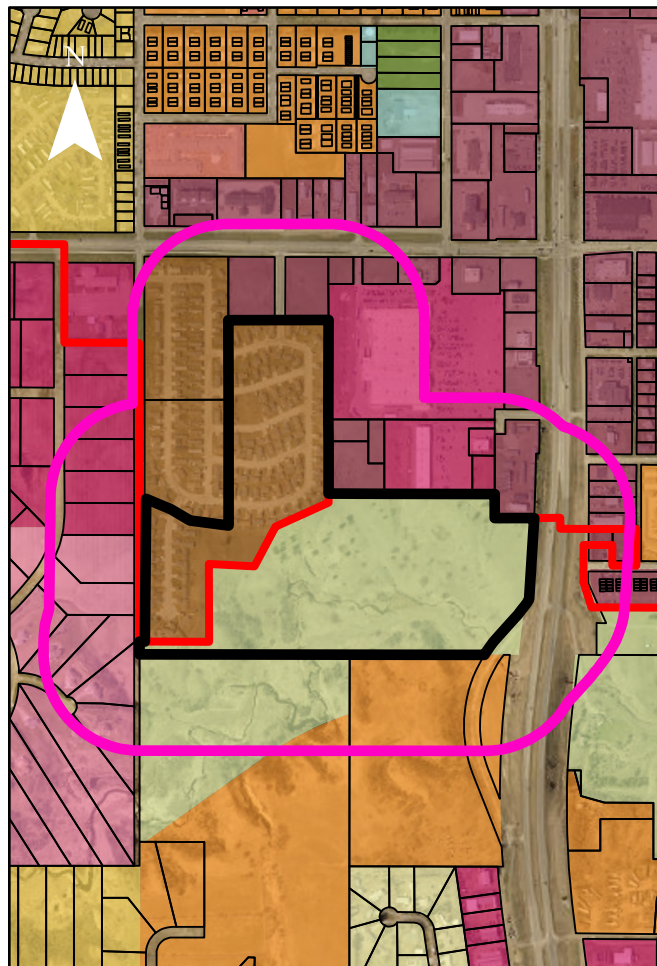
TO THE CITY OF MINOT, NORTH DAKOTA
(BEING LOT 1, LIECHTY HOMES 5TH ADDITION TO THE CITY OF MINOT, NORTH DAKOTA
AND AN UNPLATTED PORTION OF THE S1/2NE1/4 SECTION 2, TOWNSHIP 154 NORTH,
RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA)



ZONING



FUTURE LAND USE



0 500 1,000 2,000 Feet

Zoning

	AG
	C2
	C4
	MH
	R1

Both Maps

	Case # 2025-20
	Case # 2025-20 Notification Area

Land Use Type

	Public Institutional
	General Commercial
	Gateway Commercial
	Neighborhood Commercial
	Parks And Recreation
	Urban Residential
	Manufactured Home Community
	Suburban Residential
	Gateway Commercial
	Mixed Use Center

Agricultural and Open Space

Exhibit 4 – Site Photos



Facing Southwest



Facing South



Facing Southeast

ORDINANCE NO. XXXX

AN ORDINANCE TO ANNEX INTO THE CORPORATE LIMITS OF THE CITY OF MINOT; LOT 1 LIECHTY HOMES 7th ADDITION TO THE CITY OF MINOT, NORTH DAKOTA.

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

Section 1. That the property described below is hereby annexed into the corporate boundary of the City of Minot, North Dakota:

LOT 1 LIECHTY HOMES 7th ADDITION TO THE CITY OF MINOT, WARD COUNTY, NORTH DAKOTA.

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

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

PASSED FIRST READING:

PASSED SECOND READING:

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Mark Jantzer, City Council President

ORDINANCE NO. XXXX

AN ORDINANCE REZONING LOT 1 LIECHTY HOMEWS 7TH ADDITION TO THE CITY OF MINOT, WARD COUNTY, NORTH DAKOTA FROM “AG” AGRICULTURAL DISTRICT TO “MH” MANUFACTURED HOME DISTRICT.

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

Section 1. That the property described below is hereby zoned **“MH” Manufactured Home District**:

LOT 1 LIECHTY HOMEWS 7TH ADDITION TO THE CITY OF MINOT, WARD COUNTY, NORTH DAKOTA

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

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

PASSED FIRST READING:

PASSED SECOND READING:

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Mark Jantzer, City Council President



TO: Mayor and Members of the City Council

FROM: Chris Plank, NDR Program Administrator

DATE: June 16, 2025

SUBJECT: PUBLIC HEARING: CDBG FISCAL YEAR 2025 ACTION PLAN

I. RECOMMENDED ACTION

It is recommended City Council close the Public Hearing and authorize staff to submit the FY25 Action Plan to HUD.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

The Department of Housing and Urban Development requires municipalities to complete a 5 year comprehensive plan along with an Annual Action Plan. The Action Plan provides information gathered from residents and stakeholders. This information is used to identify the needs of the low to moderate income (LMI) residents within the City limits of Minot.

B. Proposed Project

Staff have completed the steps required to complete the Action Plan. The Public Hearing is the last step to gather any additional comments to be submitted to HUD. After the submission receives approval, staff will prepare subrecipient agreements with agencies who will receive funding.

C. Recommendation Detail

Staff recommends Council close the Public Hearing and authorize staff to submit the FY25 Action Plan to HUD.

IV. IMPACT

A. Aspirations

Prepared and Resilient

B. Service/Delivery Impact:

An approved Action Plan will allow staff to allocate money to eligible activities that benefit low to moderate income residents.

C. Fiscal Impact

Project Funding

\$315,990 has been allocated to Minot FY 2025

VI. ALTERNATIVES

Council could not authorize staff to submit the Action Plan. This would prevent any funds allocated for FY2025 to be dispersed and could prevent the City from receiving future allocations.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Minot, ND receives an annual allocation from the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) Program. The City has submitted an approved Consolidated Plan and will produce an Annual Action Plan that details how the City will carry out goals and objectives in the Plan.

HUD provides a wide range on eligible activities for which CDBG dollars can be used for. One of the benefits of the funds is the City's ability to choose how the funds will be used. The City must determine which eligible activities will best serve the community's needs. HUD does require an Annual Action Plan outlining activities that meet the needs outlined in the Consolidated Plan.

The Annual Action Plan (AAP) describes funding and projects in 2025 and gives a more specific look into how the program works and operates. Consistent with HUD's mission, the City of Minot will work to support community development priorities and increased access to affordable housing free from discrimination. The City will embrace a high standard of ethics, management and accountability in undertaking this work. The City will continue to develop new partnerships within the City that can leverage resources and improve the effectiveness of HUD funding at the community level.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

While the Consolidated Plan provides a 5 year plan outlining some of the actions Minot will undertake as it works toward meeting the housing and community development needs to its low and moderate income and special needs households. The Annual Action Plan for fiscal year 2025 was prepared in accordance with 24CFR 91.220.

The 2025 Action Plan will include projects that will support low to moderate income residents

- Rehab of Residential Living facilities

- Homeowner Housing Added
- Homeowner Housing Rehab

Other programs to help support low to moderate income residents:

- Overnight Shelter for homeless - work with agencies to support the development of a year around low barrier shelter
- Public Services - 2,000 persons assisted
- Infrastructure and Public Facilities projects - 250 assisted.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

2025 marks the second year the City of Minot is classified as an Entitlement Community. The City is currently preparing the agreements with various non-profit organizations within the City of Minot.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Citizen participation includes actively encouraging citizens, particularly those of low to moderate income population, to participate in the planning process of the development of the Consolidated Plan, Annual Action Plan, the submission of Substantial Amendments, and the development for the Consolidated Annual Performance Report (CAPER).

The City encouraged and sought broad participation but especially to the low to moderate income persons, residents of predominately low to moderate income neighborhoods, minorities, non-English speaking persons, persons with disabilities, public housing residents, local and regional institutions, businesses, developers and non profit organizations. A short presentation was given regarding the CDBG program and its intent. A discussion was held after seeking information regarding what services are needed within the community of Minot.

Citizen participation plays a critical role in the needs assessment, market analysis and construction of goals and priorities. The City distributes a survey to residents to gather input on broad housing needs and the results were used in the development of the Action Plan.

All public Hearings and Comment Periods are advertised in the local newspaper of general circulation. The City held a Public Hearing at its April 21, 2025 City Council meeting. Public meetings were held on April 23, 2025 and May 7, 2025 at the Parker Senior Center located in downtown Minot. This facility contains apartments for seniors and low to moderate income (LMI) residents. It is centrally located and

has handicapped access. In addition, the Parker Center is located two (2) blocks north of Milton Young Towers, which is a 74 unit apartment facility operated by the Minot Housing Authority.

All public meetings are held in a location that is convenient to residents. The FY25 Public Meeting was held at the Parker Senior Center located in downtown Minot. This facility contains apartments for Seniors and Low to Moderate Income (LMI) residents. In addition, Milton Young Towers, which contains 74 LMI apartment units, is located 2 blocks away from the Parker Senior Center.

The Action Plan was released on May 12, 2025 for a 30 day public comment period. This comment period will allow residents who may not have attended the meetings to provide input on the Action Plan. There will be a Public Hearing at the June 16, 2025 Council meeting allowing residents to provide additional comments. City staff will ask council for authorization to submit the FY25 Action Plan by the June 24, 2025 deadline.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

A meeting was held on April 23, 2025 for area non-profit agencies in Minot. There were 20 attendees from various organizations. In addition, a Public Meeting was held at the Parker Senior Center located in downtown Minot on May 7, 2025.

6. Summary of comments or views not accepted and the reasons for not accepting them

The City of Minot accepts and records all comments. All comments and results from public meeting were recorded and utilized to help form the priorities, goals and activities for the Consolidated Plan.

7. Summary

Minot has an approved Citizen Participation Plan (CPP) implemented in conjunction with the Annual Action Plan. The CPP provides the framework for public input into the allotment of CDBG funds granted to the City. Minot's CPP guides how it gives notice and outreach to residents for public hearings regarding all aspects of the CDBG process.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	MINOT	National Disaster Resilience

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

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AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City encourages a high level of agency consultation to identify and address priority needs. This process ensures the participation of nonprofit organizations, private citizens, and public agencies in a collaborative effort. In consultation with local partners, the City prioritized the community's needs.

In preparing this Plan, the City of Minot conducted outreach and consultation efforts with citizens, local municipal officials, nonprofit agencies, public housing agencies, governmental agencies, private organizations, and the Continuum of Care.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City led a grassroots participation process to solicit public and stakeholder input to develop the Consolidated Plan goals, strategies, and priorities.

The City utilized survey results to gauge housing needs for the Consolidated Plan. It worked directly with service providers and other government agencies to gather data for the technical analysis.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Minot does not receive Continuum of Care, Emergency Shelter Grant (ESG), or Housing Opportunity for People with AIDS (HOPWA) funding. The City will work to reduce homelessness through service providers as part of the City's CDBG allocation.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	COMMUNITY ACTION PARTNERSHIP - MINOT REGION (II)
	Agency/Group/Organization Type	PHA Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Action attended a stakeholder meeting and shared the challenges facing their organization along with other organizations.
2	Agency/Group/Organization	Minot Commission on Aging
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	MCOA provides Meals on Wheels and Congregate Meal services as well as foot care for seniors within the City of Minot. MCOA was consulted in a meeting and shared their organization's challenges they see facing seniors in Minot.

3	Agency/Group/Organization	Souris Valley United Way
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Health Services-Education Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As a funder, partner and service provider in the City of Minot, SVUW provided information to help understand the services needed for LMI residents. SVUW sponsors the Backpack Buddies program providing meals for children who may not have access at home.
4	Agency/Group/Organization	Minot Area Homeless Coalition
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Minot Area Homeless Coalition provides services for those who are homeless or at risk of becoming homeless. They were consulted regarding the unmet needs and provided information in a meeting.
5	Agency/Group/Organization	DOMESTIC VIOLENCE CRISIS CENTER, INC
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	DVCC provides resources and shelter, when available to people seeking refuge from Domestic Violence. DVSS offers the only current year around shelter in Minot. They provided information to assist in the understanding of the needs domestic violence individuals face.
6	Agency/Group/Organization	Independence Inc
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff from Independence Inc. attended the Public meeting held on May 7, 2025. They provided information the homeless face and the need for more affordable housing.
7	Agency/Group/Organization	Minot Area Men's Winter Refuge
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	MAMWR is the only homeless shelter within the City of Minot. They are a high barrier shelter. They have provided information about the needs of the area homeless in Minot.
8	Agency/Group/Organization	Minot Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Non-Homeless Special Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	MHA operates numerous properties within the City of Minot and rent to the LMI population. They were consulted to help understand the needs of the housing authority in Minot
9	Agency/Group/Organization	North Dakota Health & Human Services Region II
	Agency/Group/Organization Type	Health Agency
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Market Analysis

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	NCHSC provides services for acute and ongoing behavioral health needs in Minot. There is a lack of viable housing and shelter opportunities for those at risk. It is a national issue that needs to be addressed.
10	Agency/Group/Organization	North Dakota Information Technology
	Agency/Group/Organization Type	Services - Narrowing the Digital Divide Agency - Emergency Management
	What section of the Plan was addressed by Consultation?	Broadband MA-60
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The ND Technology Dept. received money last year to help position the state to access funding for increased broadband access. The City of Minot's coverage is more expensive than some other areas in the state and outlying areas of Ward County.
11	Agency/Group/Organization	WARD COUNTY
	Agency/Group/Organization Type	Agency - Managing Flood Prone Areas Agency - Emergency Management
	What section of the Plan was addressed by Consultation?	Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Ward County Emergency Management Coordinates and facilitates resources to minimize the impact of emergencies and disasters on people, property and the environment. The Department develops Hazard Mitigation Plans, and they recognize the need for continued research into flood hazards to minimize the chance of another event like the flood of 2011. Work continues on recovery and mitigation measures as a result of the 2011 floods.

12	Agency/Group/Organization	ND Continuum of Care (CoC)
	Agency/Group/Organization Type	Services - Housing Services-homeless Other government - State
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	North Dakota has one CoC and North Dakota Housing and Finance as collaborative partners. The collaborative manages the HMIS system and PIT account outlined elsewhere in this plan. They expressed the need for additional homeless resources in Ward County and the City of Minot.

Identify any Agency Types not consulted and provide rationale for not consulting

Area non-profits were invited to the meeting.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	State of North Dakota	There services for the homeless are extremely limited in Minot and Ward County. There is a need for a year around low barrier shelter in the community along with assisting residents prior to becoming homeless. The City will work with area stakeholders to identify projects that could benefit this need.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

A public hearing was held at a regular Council meeting and staff received authorization to proceed with the FY 25 Action Plan process. Two (2) public meetings were held. One meeting involved are non-profits and the other meeting was held on May 7, 2025. Both meetings were held at the Parker Senior Center in downtown Minot. This facility is centrally located and two (2) blocks away from a 74 unit LMI apartment complex. After a 30-day public comment period, a public hearing was held to gather any additional comments from the council or residents.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	A public hearing was held during a regularly scheduled City Council Meeting on April 21, 2025.	Staff presented an overview of CDBG during meeting and answered questions. No public comments were received.	All responses welcomed.	
2	Public Meeting	Area non-profits	20 members attended the meeting and a questionnaire was handed out. Received 3 responses.	Homelessness, affordable, decent housing, mental health services and substance abuse services.	All comments accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	Non-targeted/broad community	6 residents attended a public meeting held on May 7, 2025.	Affordable, decent housing, housing barriers such as bad credit, criminal record, housing rehab for seniors, homelessness, mental health, rising utility costs, transportation.	All comments accepted.	
4	Public Hearing	Non-targeted/broad community	A public hearing was held during a regularly scheduled City Council meeting on June 16, 2025, after a 30-day public comment period.	Will insert comments after meeting is held.	All responses Welcomed	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Minot has prioritized goals and objectives for allocating the CDBG funding for FY25. This funding will be used to effectively assist low to moderate income residents by increasing decent housing, creating a suitable living environment and expanding economic opportunities. The City follows HUD guidelines and limits public service to no more than 15% and 20% for administrative activities of the annual allocation.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	315,990.00	0.00	0.00	315,990.00	994,740.00	The City of Minot, ND is expected to receive an annual allocation of \$331,580 for FY2024-FY2028 for a total amount of \$1,326,320.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City of Minot does not receive funding from additional HUD programs, including HOME, HOPWA, or ESG that require a match.

HUD CDBG funds do not require a match, though all fund leveraging will be reported.

The project outlined in the Strategic Plan, implemented by outside agencies, are anticipated to use CDBG funding to leverage their financial resources.

- **Affordable housing supply projects are expected to leverage local, state, federal, and/or private funds.**
- Subrecipients must report on match support for projects.
- The City of Minot will review the DR and NDR resources to determine if there are unexpended funds that could, within regulation/requirements, to support projects and activities.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

At the present time, there is not any publically owned land that will be used during this planning cycle. There are parcels of land under development through CDBG-DR/NDR that may allow service providers opportunities to explore all options for eligible projects with available resources.

Discussion

The City expects partners to leverage CDBG funding to the fullest extent possible to implement robust programs that will help to further the needs of area residents.

City staff is currently working with stakeholders to identify opportunities to partner and leverage all available funds.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Planning and Administration	2024	2028	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Citywide	Create A Suitable Living Environment Expand Opportunities for LMI Persons	CDBG: \$63,198.00	Other: 1 Other
2	Public Services	2024	2028	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Citywide	Create A Suitable Living Environment Expand Opportunities for LMI Persons	CDBG: \$47,398.00	Public service activities other than Low/Moderate Income Housing Benefit: 80 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Public Facilities and Infrastructure Improvements	2024	2028	Homeless Non-Homeless Special Needs Non-Housing Community Development	Citywide	Create A Suitable Living Environment Expand Opportunities for LMI Persons	CDBG: \$101,117.00	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 510 Households Assisted
4	Housing	2024	2028	Affordable Housing	Citywide	Provide Decent Housing Create A Suitable Living Environment	CDBG: \$104,276.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted Homeowner Housing Added: 1 Household Housing Unit Homeowner Housing Rehabilitated: 3 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Planning and Administration
	Goal Description	General Administrative finds will pay reasonable program administrative costs and carrying charges related to the planning and execution of community development activities. Administering federal funds and ensuing compliance is critical for utilizing Federal resources. Minot is committed to using CDBG Entitlement funding for administration to help grow a community development program that is efficient, effective, and resourcesful. Minot may have administration projects that include, but are not limited to: • General management, oversight and coordination • Providing local officials and citizens with information about the CDBG program • Preparing budgets and schedules • Program planning • Public information • Monitoring program activities • Fair housing activities • Indirect costs • Submission of applications for Federal programs

2	Goal Name	Public Services
	Goal Description	Public services are an integral part of a communities developmental strategy. Public Service activities provide a wide range of activities that address needs in the community provided for the target population. Public Services can strengthen communities by addressing the needs of specific populations. They can address a range of individual needs and increase CDBG dollars' impact by complimenting other activities. The City of Minot may allocate up to 15% of CDBG funds to public service programs that provide support services to low to moderate income persons or prevent homelessness. In general, these services are provided by local non-profit partners. This finding is capped at 15% of the CDBG entitlement plus program income. Minot's goals to improve and provide public services may include, but are not limited to: • Employment services • Crime prevention and public safety • Child Care • Health services • Substance use services • Fair housing counseling • Education programs • Energy conservation • Services for homeless persons • Services for seniors • Welfare services (excluding income payments) • Recreational services

3	Goal Name	Public Facilities and Infrastructure Improvements
	Goal Description	Public Infrastructure Improvements will focus on safe and accessible infrastructure essential to the quality of life and building communities that support community diversity and stability. Public Infrastructure Improvements will generally include acquisition, construction, reconstruction, and installation of public infrastructure. Minot's goal to improve and expand public infrastructure may include, but is not limited to: • ADA Improvements • Sidewalks • Curb Cuts Public Facilities and Improvements are publicly-owned facility and infrastructure such as streets, playgrounds, underground utilities, and buildings owned by nonprofits open to the general public. Safe and accessible infrastructure is essential to the quality of life and building communities that support community diversity and stability. Public facilities and public improvements are generally interpreted to include all facilities and improvements that are publicly owned or owned by a nonprofit and open to the general public. Acquisition, construction, reconstruction, rehabilitation, and installation of public facilities and improvements are eligible activities. Minot's goal to improve and expand public facilities may include, but are not limited to: • Senior Centers • Homeless and Domestic Violence Facilities • Neighborhood Facilities • Health Facilities

4	Goal Name	Housing
	Goal Description	The City prioritized goals and objectives for using CDBG funding to strategically and effectively benefit low to moderate income residents by increasing access to decent housing and creating a suitable living environment while expanding economic activities for LMI persons. Minot is committed to improving and expanding access to safe and affordable housing for low to moderate income (LMI) residents. Affordable and safe housing helps provide financial stability, reduces the chances of a person becoming homeless, and promotes sustainability of housing. Minot's projects to improve housing sustainability may include, but are not limited to: • Homeownership Assistance • Rehabilitation (single-unit residential and/or multi family residential) • Energy efficiency improvements • The administrative cost for rehabilitation activities • Lead-based paint testing/abatement • Housing Counseling

Projects

AP-35 Projects – 91.220(d)

Introduction

Minot will allocate \$319,550.00 in Community Development Block Grant (CDBG) funds for July 1, 2025 to June 30, 2026, funding cycle. Over the next year, CDBG funds will be utilized as follows:

The following projects will be funded in the 2025 program year using CDBG dollars:

- Administration and Planning - \$63,198
- Public Services - \$47,399
- Public Facilities and Improvements - \$101,117
- Housing - \$104,276

Projects

#	Project Name

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

CDBG allocations are intended to provide low to moderate income households with viable communities, including decent housing, a suitable environment and extended economic opportunities. Eligible activities including housing rehabilitation and preservation, homeownership opportunities, public services, community infrastructure improvements, planning and administration.

The system for establishing the priority for the selection of the projects and activities are predicated on the following criteria:

- Meeting the statutory requirements of the CDNG program
- Meeting the needs of low and moderate income residents
- Coordination and leveraging of resources
- Response to expressed community needs
- Sustainability and/or long-term impact, and
- The ability to demonstrate measurable progress and success.

The primary obstacles to meeting the underserved needs are limited resources available to address the identified priorities. When feasible, the City of Minot will partner with other public service agencies and nonprofit organizations to leverage resources and maximize outcomes in housing and community development. In the end, however, the need far exceeds the funding available from all sources.

AP-38 Project Summary

Project Summary Information

Project Name	Target Area	Goals Supported	Needs Addressed	Funding	Description	Target Date	Estimate and total that from activ
<TYPE=[pivot_table] REPORT_GUID=[54A4ED67473EDAEE248792836A1D83B0]>							

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The projects in FY 2025 do not emphasize any one geographic area of Minot. The City does not have a singular concentration of low- to moderate-income residents. Funds are generally dispersed out geographically to have the most significant impact.

While some projects may focus on a low- to moderate-income area (LMA), they are not part of a greater neighborhood plan.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City did not identify a geographic target area as a basis for funding allocation priorities. Goals and projects are not limited to a specific area within the City.

Discussion

All projects supported with CDBG funds are within the Minot city limits. The projects listed in the 2025 Action Plan will benefit low- and moderate-income residents throughout the City of Minot.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Affordable housing has been identified as one of the areas within the city where residents are in need of assistance. The homeless population within the city has grown due to the increase in rents throughout the city. There is a need to have a low barrier shelter within the city to assist with this increased population.

One Year Goals for the Number of Households to be Supported	
Homeless	150
Non-Homeless	425
Special-Needs	0
Total	575

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	1
Rehab of Existing Units	3
Acquisition of Existing Units	0
Total	4

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

One project in the FY25 plan include assisting with homeless residents. This includes providing assistance with utility bills and to assist in the development of a low barrier shelter in the City.

AP-60 Public Housing – 91.220(h)

Introduction

Minot Housing Authority participates in the Section 8 Housing Choice Voucher (HCV) and Public Housing programs. The HA serves the City of Minot and surrounding areas.

Minot Housing Authority strives to maintain high-quality management and operations of its housing programs and units. The HA uses various HUD devised manuals in implementing its management and maintenance policies, including Admissions and Continued Occupancy Handbook, PH Maintenance Plan Document, FSS Action Plan, Public Housing Assessment System Manual, Section 8 Administrative Plan, Housing Inspection Manual, Section 8 and Voucher Program Master Book, and HUD Handbook 7420.7.

Actions planned during the next year to address the needs to public housing

City staff coordinates with Minot Housing Authority regularly and will continue to seek opportunities for partnership and expansion of available resources.

The City of Minot is also working with the MHA to address rehabilitation needs at Milton Young Towers. CDBG funds may be used to assist this project once secured funding is evaluated. NDR staff and the MHA regularly coordinate to discuss upcoming needs. The HA has worked closely with the city during disaster recovery efforts.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Weekly meetings are held at MYT in Minot for MHA residents. Meetings include opportunities to engage in issues around upgrades/rehab/living conditions needs, and educational opportunities.

Weekly meetings are also held at the Minot Senior Center to provide information and education for MHA residents, voucher holders, seniors, and members of the public.

Topics have included:

Financial Literacy (multiple sessions and sub-topics);

Individual Development Accounts (in partnership w/ Community Action) - these accounts can be utilized for homeownership or micro business development. Significant matching funds are offered for those that complete the program and save for homeownership;

Credit assistance and information about what actions impact your credit score (positively or negatively);

Healthcare Resources;

Community engagement opportunities (how to impact and engage with our MHA communities);

Other resident suggested topics.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Minot Housing Authority is not designated as troubled.

Discussion

The City does not own or manage any public housing and relies on MHA to provide those services to the community. The City works with MHA on various initiatives to coordinate and promote services and resources to the community. Additional opportunities for partnership, coordination, and expanded communication will be explored.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City is not eligible to receive other HUD funds, including HOME, ESG, or HOPWA. The Continuum of Care plan funds are distributed with input from stakeholders.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Minot will continue to work with the Continuum of Care and local partners to reach the local homeless population and assess their needs. The City remains committed to helping residents maintain stable housing and assisting individuals who are already experiencing homelessness in transitioning into housing. With no current year-round shelter, addressing this need is a high priority. It is likely to take more than one year to find a shelter solution in Minot.

Regularly scheduled stakeholder meetings will be held after plan approval to allow the city and partners to continually assess homeless engagement needs and evolving opportunities to address challenges and opportunities.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Minot recently approved an organization to operate a property containing a Family Homeless Shelter as well as a 17 unit LMI apartment complex. In addition, they will provide transitional services to those in the Family Shelter. These services are not limited to just finding alternative housing. Counseling services will be available to those in the shelter.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City's efforts to support the transition of persons experiencing homelessness will be broad and flexible so that service providers can adapt to clients' needs as economic and housing conditions change.

This support may include funding:

- Creation of affordable rental and ownership housing,
- Emergency repairs and rehabilitation to preserve existing affordable housing and improve the housing conditions of existing low-income residents, and
- Nonprofit organizations provide supportive services to help stabilize residents at risk of and experiencing homelessness. These include, but are not limited to, emergency assistance, job training and skill development, and transportation assistance.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City of Minot does not directly participate in the discharge planning or protocols for persons leaving publicly funded institutions or healthcare systems or receiving assistance from public and private agencies (health care facilities, foster care or other youth facilities, or correction programs and institutions).

All of the local agencies serving the homeless population work together to ensure that people receive the appropriate services. The agencies also maintain ties with institutions that release people from their care or custody, whether publicly or privately funded.

North Dakota's Department of Human Services engages in discharge planning for people exiting mental health inpatient treatment and institutions. This ensures that appropriate resources are available as patients return to the community. The Region II service center provides referrals and direct services to meet the needs of individuals transitioning to community living. Services include a 24-hour help line, office hours for scheduled and walk-in services, behavioral health triage services, other agency/organization referrals, and case management services to ease the transition. Referrals are made to connect to local resources, when appropriate and available, for continued treatment and support.

Health care providers serving special needs, homeless, and other at-risk populations work closely, through their discharge service coordination, with local service providers to coordinate on-going local care and resource information and with the Department of Human Services when appropriate.

There are still gaps in service to ensure that those returning from institutions receive the on-going care and housing to support their needs. This national issue is unlikely to be resolved locally with Minot CDBG funding alone.

Discussion

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Even though construction costs for new housing developments remain relatively stagnant, housing prices continue to rise, severely impacting the availability of affordable housing in the United States. According to Brian Montgomery, Federal Housing Administration commissioner and assistant secretary for housing, constraints on housing not only reduce the supply of affordable housing but also increase the number of households that are cost-burdened, spending more than 30 percent of their income on rent.

Land-use policies and zoning regulations constrain the supply of affordable housing. Density limits, height restrictions, parking requirements, lengthy permitting and approval processes, and community opposition all contribute to increased housing prices.

Although federal policies play an important role in influencing the availability of affordable housing, according to Sturtevant, the supply of affordable housing depends less on federal policies than on local planning practices, policies, and community engagement. Many local planning procedures currently in place enable community opposition that stalls housing production. Reshaping local regulations allows jurisdictions to make a lasting impact on the supply of affordable housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City of Minot seeks to foster an environment of opportunity, innovation, and sustainability in the housing market by planning for and supporting housing options that help increase the HOI while protecting property rights.

The just completed City of Minot Housing Needs Assessment provides the framework for policy change and broad housing needs.

According to the Minot Housing Needs and Market Study, the need for affordable housing options continues due to the lagging incomes compared to rising housing costs.

Zoning and other recommendations made in the plan that was just completed are under consideration for additional review.

Staff administering CDBG dollars will work closely with other departments to identify opportunities for ordinance and code modifications to allow for additional attainable housing in Minot.

Discussion:

Affordable housing impacts all levels of income and housing in Minot. As housing costs rise, it places additional financial stresses upon residents.

AP-85 Other Actions – 91.220(k)

Introduction:

The City of Minot will help to assist low- and moderate-income residents in Minot in the 2024 program year.

Minot is committed to improving and increasing access to safe and affordable housing for low- and moderate-income (LMI) residents. Affordable and safe housing helps to provide financial stability, reduces the chances of a person becoming homeless, and promotes housing sustainability. The City prioritized goals and objectives for using CDBG funding to benefit strategically and effectively for low- and moderate-income residents by increasing access to decent housing and creating a suitable living environment while expanding economic opportunities for LMI persons.

Public services are an integral part of a comprehensive community development strategy. Public Service activities provide a wide range of activities that address needs in the community provided for the target population. Public services can strengthen communities by addressing the needs of specific populations. They can address a range of individual needs and increase CDBG dollars' impact by complementing other activities.

Public Infrastructure Improvements will focus on safe and accessible infrastructure essential to the quality of life and building communities that support community diversity and stability. Public infrastructure improvements generally include the acquisition, construction, reconstruction, and installation of public infrastructure.

The City's CDBG funds are 100% directed toward activities that assist low- to moderate-income residents.

The City of Minot is involved in several efforts to address the needs of the underserved and promote efforts to coordinate the many components related to housing, suitable living environments, and promoting safer living environments.

Actions planned to address obstacles to meeting underserved needs

The primary obstacle to meeting underserved needs is the lack of identified and available resources. To overcome this obstacle, the City will continue to pursue creative partnerships, both financially and structurally, to leverage available funds

The City will continue to seek ways to expand how the City of Minot informs underserved residents about the financial and informational resources available through the CDBG program.

Actions planned to foster and maintain affordable housing

The City of Minot will leverage CDBG funding to encourage the development of affordable housing units within the City of Minot. Specifically, the CDBG program will provide monetary and non-monetary support for projects that will increase the number of housing units made available to low- to moderate-income households and keep the units affordable for a specified time into the future.

The City of Minot will support the owner-occupied **housing rehabilitation programs**.

Actions planned to reduce lead-based paint hazards

The U. S. Department of Housing and Urban Development issued Title X in 1992 to protect young children and families from lead-based paint hazards. The City of Minot will take steps to ensure its regulations are in compliance. Revised program procedures and documents include additional steps for providing notification, identifying lead hazards, performing lead hazard reduction, using safe work practices, and achieving clearance.

As part of the environmental review process, all existing housing that will be repaired or rehabilitated with CDBG funds is screened for lead paint hazards if built before 1978. Once all work is completed, houses are then re-evaluated and must pass a lead-based paint clearance test to ensure the mitigation efforts are effective.

City staff will attend HUD-sponsored lead-based paint training online and when offered virtually or in person to become more familiar with the requirements and their implementation.

Actions planned to reduce the number of poverty-level families

The **City's plan** has three primary components:

1. Support activities that increase the number of jobs in Minot, especially for low- to moderate-income residents
2. Ensure that a wide variety of housing opportunities are available
3. Provide supportive services to residents in poverty.

These all support the City's goal of helping residents and families achieve self-sufficiency.

For those residents who cannot work (low-income frail elderly, persons with disabilities), the City's public housing authority and Section 8 voucher providers are vital for those households to avoid homelessness.

A further strategy to reduce the number of poverty-level families includes efforts to diversify Minot's economy through Economic Development activities, increasing family wage jobs, and expanding the

local job base.

Over recent years, Economic Development staff have worked to bring new job opportunities and opportunities to continue educational advancement in or out of the workplace. This is crucial as the area struggles with boom-bust cycles for oil and other industries.

Actions planned to develop institutional structure

The City's Office of Resilience is responsible for developing and monitoring the Consolidated Plan, the Annual Action Plan, the year-end CAPER report, IDIS reporting process, and sub-recipient compliance monitoring. Staff will carry out the priorities identified in the planning process with assistance from the Economic Development, Engineering, Building, Public Works, Parks, and Public Safety Departments. They will conduct Citizen Participation and Fair Housing outreach and implementation activities.

When applicable and funding allows, City staff will attend relevant CDBG training to help create a broader institutional knowledge base of the CDBG program.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Minot will continue actively encouraging coordination between public and private housing and social service agencies.

Continued efforts will be made to identify opportunities for service providers to expand services where needed while minimizing the duplication of efforts.

Private businesses are also encouraged to participate in discussions relative to the housing and social service provider needs.

Discussion:

As a new CDBG Entitlement community, the City of Minot is committed to building a robust, efficient, and compliant program targeted at meeting the needs of the most vulnerable community members.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The City of Minot does not expect to generate program income CDBG activities during PY 2025. No float-funded activities are included in this Action Plan. The City has never received guaranteed proceeds from Section 108 loan, nor has surplus funds from any federal urban renewal settlements.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Attachments

Grantee SF-424's and Certification(s)

OMB Number: 4040-0007
Expiration Date: 02/28/2025

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

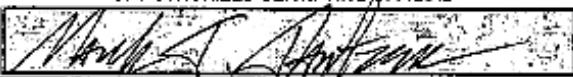
1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller-General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4783) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1688), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-648) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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Prescribed by OMB Circular A-102

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1965, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Acting Mayor
APPLICANT ORGANIZATION City of Miami	DATE SUBMITTED 5/14/2015

Standard Form 424B (Rev. 7-07) Back

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing – The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying – To the best of the jurisdiction's knowledge and belief:

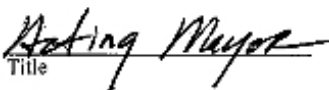
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-111, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction – The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 – It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

 05/19/2025
Signature of Authorized Official Date


Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2024, 2025, 2026 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

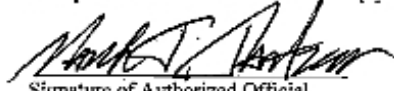
1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

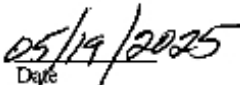
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

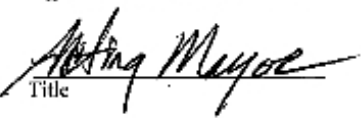
Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000c) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.


Signature of Authorized Official


Date


Title

OPTIONAL Community Development Block Grant Certification

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(e):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.


Signature of Authorized Official


Date


Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Application for Federal Assistance SF-424		
* 1. Type of Submission: ☐ Preapplication ☒ Application ☐ Changed/Corrected Application		* 2. Type of Application: ☒ New ☐ Continuation ☐ Revision * If Revision, select appropriate letter(s): * Other (Specify):
* 3. Date Received: 		4. Applicant Identification:
5a. Federal Entity Identifier: 		5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
6. APPLICANT INFORMATION:		
* a. Legal Name:		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 		* c. UEL:
d. Address:		
* Street:		
Street2:		
* City:		
County/Parish:		
* State:		
Province:		
* Country:		
* Zip / Postal Code:		
e. Organizational Unit:		
Department Name: 		Division Name:
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:		* First Name:
Middle Name:		* Last Name:
Suffix:		Title:
Organizational Affiliation: 		
* Telephone Number:		Fax Number:
* Email:		

Application for Federal Assistance SF-424		
* 9. Type of Applicant 1: Select Applicant Type: City or Township Government		
Type of Applicant 2: Select Applicant Type: 		
Type of Applicant 3: Select Applicant Type: 		
* Other (specify): 		
* 10. Name of Federal Agency: Housing and Urban Development		
11. Assistance Listing Number: 14-218		
Assistance Listing Title: Community Development Block Grant/Entitlement		
* 12. Funding Opportunity Number: 		
* Title: Community Development Block Grant		
13. Competition Identification Number: 		
Title: 		
14. Areas Affected by Project (Cities, Counties, States, etc.): Add Attachment Delete Attachment View Attachment		
* 15. Descriptive Title of Applicant's Project: Alleg: NE Community Development Block Grant (CDBG)		
Attach supporting documents as specified in agency instructions. Add Attachments Delete Attachments View Attachments		

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: RD003	* b. Program/Project: RD0033
Attach an additional list of Program/Project Congressional Districts if needed:	
Add Attachment Delete Attachment Reset Attachments	
17. Proposed Project:	
* a. Start Date: 07/01/2025	* b. End Date: 06/30/2026
18. Estimated Funding (\$):	
* a. Federal:	215,890.00
* b. Applicant:	
* c. State:	
* d. Local:	
* e. Other:	
* f. Program Income:	
* g. TOTAL:	215,890.00
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
☐ a. This application was made available to the State under the Executive Order 12372 Process for review on	
☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
☒ c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
☐ Yes ☒ No	
If "Yes", provide explanation and attach	
Add Attachment Delete Attachment Reset Attachments	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)	
☒ ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix:	* First Name: Mark
Middle Name:	
* Last Name: Jackson	
Suffix:	
* Title: President, Xinet City Council	
* Telephone Number:	Fax Number:
* Email: mark.jackson@almond.gov	
* Signature of Authorized Representative:	* Date Signed: 05/19/25



TO: Mayor and Members of the City Council

FROM: Brian Billingsley, Community Development Director

DATE: June 16, 2025

SUBJECT: PUBLIC HEARING: CONDITIONAL APPROVAL OF RENAISSANCE ZONE CASE NO. M-109, A REQUEST BY CARL CLEMETSON FOR A FIVE-YEAR PROPERTY TAX BENEFIT FOR THE REHABILITATION OF A COMMERCIAL PROPERTY LOCATED AT 111 1ST ST. SE.

I. RECOMMENDED ACTION

It is recommended City Council conduct a public hearing, motion to approve the request and authorize staff to submit the application to the State of North Dakota for conditional approval.

II. DEPARTMENT CONTACT PERSONS

Brian Billingsley, Community Development Director, 701-857-4122

III. DESCRIPTION

A. Background

On May 29, 2025, the Renaissance Zone Review Board voted to recommend approval of a request by Carl Clemetson for a five-year property tax benefit for a commercial rehabilitation located at 111 1st St. SE.

B. Proposed Project

Mr. Clemetson would like to conduct a substantial rehabilitation of a dilapidated and abandoned building. He wants to restore the building to usability and make it into his headquarters for Hometown Event Catering & Productions, including a first floor conference room and upper floor photography studio.

C. Recommendation Detail

The Renaissance Zone Review Board has reviewed the application and believes it merits approval for a five-year property tax benefit.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing

B. Service/Delivery Impact:

Mr. Clemetson will not be able to begin rehabilitation work as soon as conditional approval is granted. He will not be eligible for final approval and the five year benefit until the rehabilitation work has been completed and inspected, and he submits copies of invoices and canceled checks for the project.

C. Fiscal Impact

Project Costs

The applicant estimates he will be investing \$85,700 in eligible improvements. The City Assessor has determined the full and true value of the property at \$60,000. To be eligible for the benefit, Mr. Clemenson must spend at least 50% of the property's value (\$30,0000) on eligible improvements.

Project Funding

No city funding is being spent on this project.

VI. ALTERNATIVES

The City Council can remand this case back to the Renaissance Zone Review Board for more information or reconsideration.

The City Council may deny this case if they find it does not meet the intent of the Renaissance Zone Development Plan.

Economic Development Division

Renaissance Zone Application

APPLICANT INFORMATION

Carl Clemetson	Building 111, LLC	LLC
Applicant(s)	Business	Type of Entity
[REDACTED]	[REDACTED]	[REDACTED]
Address	City	State
[REDACTED]	[REDACTED]	[REDACTED]
Phone	Email	
[REDACTED]	[REDACTED]	
Social Security Number	Federal Tax ID Number	
[REDACTED]	[REDACTED]	

PROJECT LOCATION

ORIGINAL MINOT ADDITION WEST 1/2 OF LOT 5 LESS NORTH 10 Block 11	
Legal Description	Renaissance Zone Block
111 1st St SE	Minot
Address	City
Formerly setup for apartments, currently vacant and ready for rebuild.	
Current Use of Property	

TYPE OF PROJECT

- ☒ Commercial ☐ Residential ☐ Utility Infrastructure Project (UIP)

TYPE OF INVESTMENT

- ☐ Purchase Only
(To include new construction)
- ☐ Lease Only
- ☐ Historical Preservation and Renovation
- ☒ Purchase with Major Improvements
(Applies to only Commercial Projects)

Rehabilitation Only

- ☒ Commercial
(Must be 50% of true and current value)
- ☐ Residential
(Must be 20% of true and current value)
- ☐ Commercial
(Must be 150% of true and current value)

REQUESTED TAX EXEMPTIONS

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

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

This project will restore the building to usability. It will become the headquarters for Hometown Elegan

SQUARE FOOTAGE CALCULATIONS:

3000	6936	3000	1968	1968
Lot	Building (Total)	Basement	1 st Floor	2 nd Floor
NA	NA	NA	NA	NA
3 rd Floor	4 th Floor	5 th Floor	6 th Floor	7 th Floor
Date of Acquisition: 1/16/2025		Current True and Full Value: 60000		

Work to Be Done:	Estimated Costs:
Entire building: Insulating all exterior walls and drywall	\$9,200
Entire building: HVAC	\$15,000
Electrical Updates: general updates, dryer installation, HVAC, me	\$10,000
Basement: build out staff bathroom and laundry room	\$2,500
Entire Building: replace all windows, and skylights	\$15,000
Main Floor: Replace all exterior doors & remove awnings	\$5,000
Frame and Drywall interior walls	\$5,500
Plumbing: main trunk line, water heater, water softener, toilets, et	\$3,500
Staff Labor: will not include owner time	\$10,000

Total Estimated Cost	\$	\$75,700
Current True and Full Value	\$	60,000
Estimated Value After Improvements	\$	\$180,000

Estimated Start Date: July 7, 2025

Estimated Completion Date: December 2026 (worst case)

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

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

Is this project a lease? ☐ Yes ☒ No

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

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

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

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

- a) For projects that involve historical preservation or renovation, but are not part of a rehabilitation project, provide a description of the work and the estimated costs. A letter of approval from the Historical Society is required to claim any historical tax credits either on a rehabilitation project or renovation.
- b) Information for historical properties may be obtained by contacting the Historical Society at: (701) 328-2666 or email history@nd.gov

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

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

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

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

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

Total Non-Participation Owner Tax Credit \$ _____

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

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

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



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

OFFICE ONLY

Zone Authority and City Documentation

Date of Approval or Conditional Approval

_____ (date)

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

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

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

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

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

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

Signature

Date

Renaissance Zone Project Checklist:

Office
Use

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | 1) For residential projects, provide evidence that the home purchased is the taxpayer's primary residence. |
| ☐ | ☐ | 2) If the property is currently a vacant lot, provide evidence that it was previously developed. |
| ☐ | ☐ | 3) Provide a "Letter of Clearance" from the State Historical Society if seeking historic tax credits. |
| ☐ | ☐ | 4) Provide an estimated start and completion date for the project (must follow approval by DCS). |
| ☐ | ☐ | 5) Include site plans, building plans and colored renderings of the elevation of the building. |
| ☐ | ☐ | 6) Provide a break out of capital improvements. |
| ☐ | ☐ | 7) Provide documentation that the project cost meets the City's minimum criteria. |
| ☐ | ☐ | 8) Provide the estimated state and local tax benefit to the taxpayer of five (5) or eight (8) years (see your accountant). |
| ☐ | ☐ | 9) Provide copies of receipts showing proof local real estate taxes have been paid (Ward County Treasurer 701-857-6426) |
| ☐ | ☐ | 10) Provide evidence that the applicant is current on state taxes – Certificate of Good Standing from the State Tax Commissioner (1-800-638-2901) – May take a few weeks. |
| ☐ | ☐ | 11) Provide Current True and Full Value (contact City Assessor 701-857-4160) |

Comments:

Construction Proposal for 111 1st Street SE, Minot, ND

Submitted for Renaissance Zone Program Application

Property Overview:

- Address: 111 1st Street SE, Minot, North Dakota
- Property Type: Commercial Use (formerly vacant)
- Current Condition: Vacant and gutted, ready for remodel
- Proposed Use: Photography studio, conference/meeting space, storage, and business offices for Hometown Elegance

Scope of Proposed Work:

Structural Work:

- - Framing of new interior walls on the main floor..
- - Remodeling two existing bathrooms on the top floor: one to serve as a private restroom/changing room for the photography studio and one for Hometown Elegance offices.
- - Construction of a new single-stall public restroom on the main floor to serve the meeting space.

Interior Improvements:

- - Fully insulate of exterior walls (basement through top floor) using closed-cell foam board.
- - New drywall installation on all public facing and exterior walls with foam board.
- - Installation of all new lighting in public facing areas through out the building
- - Construction of a service room with small warming oven, sink, under-counter dishwasher for event and meeting support.
- - Break room kitchenette for Hometown Elegance staff.

Mechanical, Electrical, and Plumbing (MEP) Upgrades:

- - Full HVAC installation: Two high-efficiency (98%) forced air systems, one for main floor and one for top floor.
- - Basement heated with electric garage-style heaters.

- - Electrical upgrades, including a new subpanel for the basement.
- - Replacement of 90% of water lines with new PEX piping.

Exterior Improvements:

- - Removal of existing awnings.
- - Painting the building a similar color palette that's in line with downtown Minot's aesthetic.
- - Highlighting and preserving the original stamped company name on the foundation by painting it a separate accent color.
- - Replacement of all exterior windows with high-efficiency windows.
- - Replacement of doors with commercial-grade doors.
- - Two small roof leaks to be mitigated

Security and Safety Upgrades:

- - Installation of security cameras and Wi-Fi enabled door locks.
- - Installation of exit signs and emergency lighting as required by code.
- - No fire sprinklers anticipated due to the building's concrete construction and intended use.

Site Work:

- - No site or parking improvements are planned.

Timeline of Work:

- Estimated Start Date: July 2025
 - Stage 1: Replace all exterior doors, replace top floor windows, remove awnings, frame an entrance hallway on the main floor, and install all HVAC.
 - Stage 2: Replace the main floor windows, insulate the exterior walls, and complete remaining finishes. (Estimated Cost: \$10,000)
- Estimated Completion Date: November 2026 as a worst case scenario

Execution Plan:

- Building 111, LLC (owner) will perform general contracting services.
- Licensed contractors will handle all HVAC, electrical, and gas work.
- Building 111, LLC will self-perform framing, plumbing, and sheet rocking.
- Construction will proceed in phases, with phased inspections scheduled accordingly.

Energy Efficiency Improvements:

- High-efficiency closed-cell foam insulation.
- Energy Star rated high-efficiency windows.
- 98% efficient gas HVAC systems.
- All-LED lighting throughout.
- Solar panels are planned for future installation several years later.

Intended Operations:

- Top floor front: Photography studio open to rental by local and military spouse photographers.
- Top floor back: Storage and offices for Hometown Elegance.
- Main floor: Conference/meeting room available for rental; remainder for storage.
- Basement: Storage, laundry, and staff restroom.

Community Impact:

- Supporting military families by providing flexible rental space for photographers.
- Supporting corporate needs by providing a downtown private meeting space.
- Revitalizing a vacant, blighted building and activating it with a sustainable, revenue-generating operation.

Ownership:

- Building 111, LLC

Project Cost:

- Estimated materials and labor investment: \$75,000
- Current property value: \$60,000

Special Notes:

- No residential use; building will remain fully commercial.
- No historic preservation restrictions apply.
- Minimal structural repairs required beyond basic maintenance.

Business Philosophy:

Hometown Elegance and Building 111, LLC operate on the philosophy that "Minot Deserves Better." This project reflects a commitment to caring deeply about the quality of work performed and the value provided to the community. While the renovated spaces will help offset operational costs, they are fundamentally designed to serve the Minot community, especially supporting military families and small businesses.

End of Proposal

DATE: May 7, 2025

TO: City of Minot Renaissance Zone Review Board

FROM: Ryan Kamrowski, City Assessor

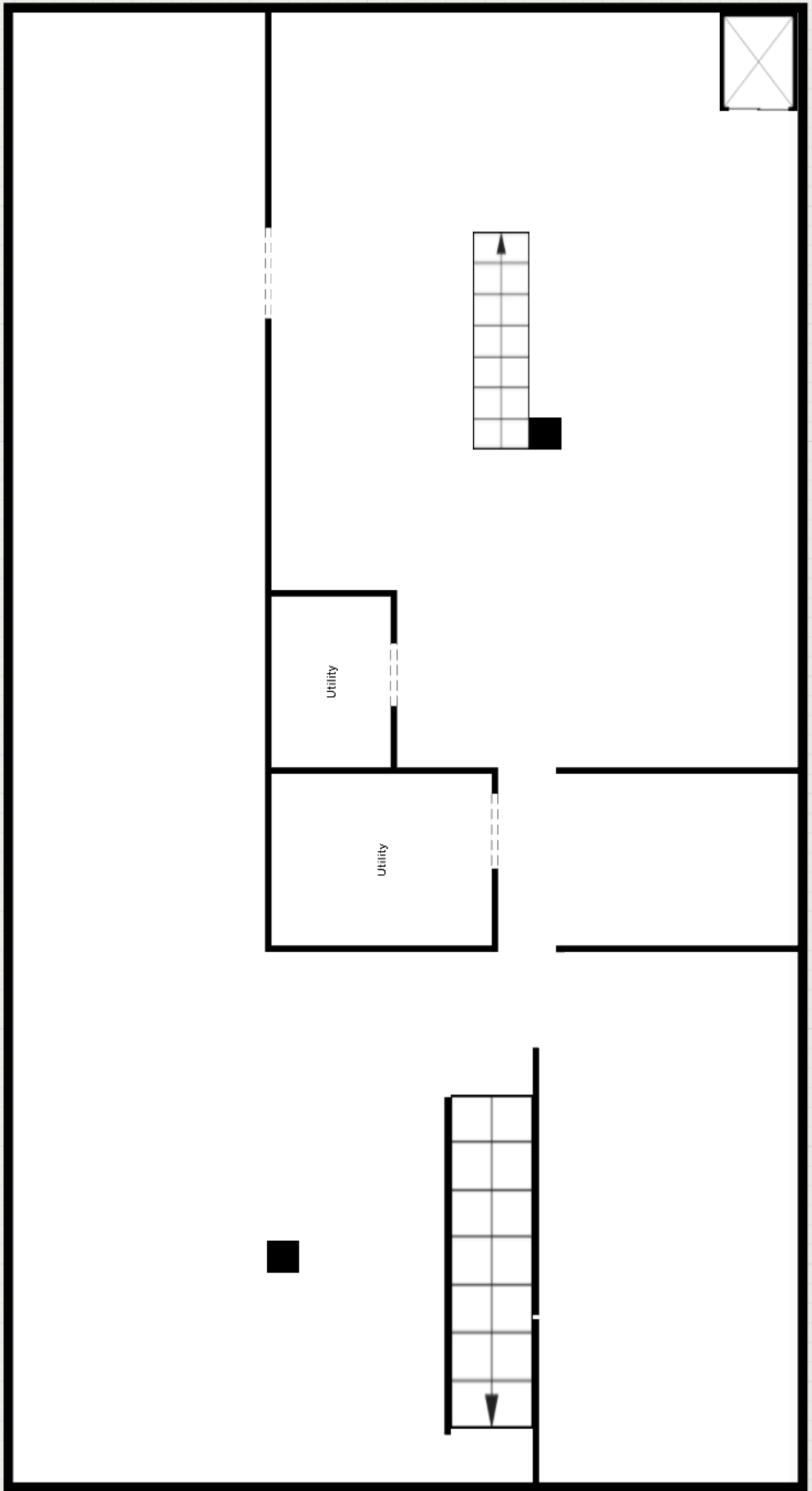
REFERENCE: Renaissance Zone Prospective Project located at 111 1st St SE

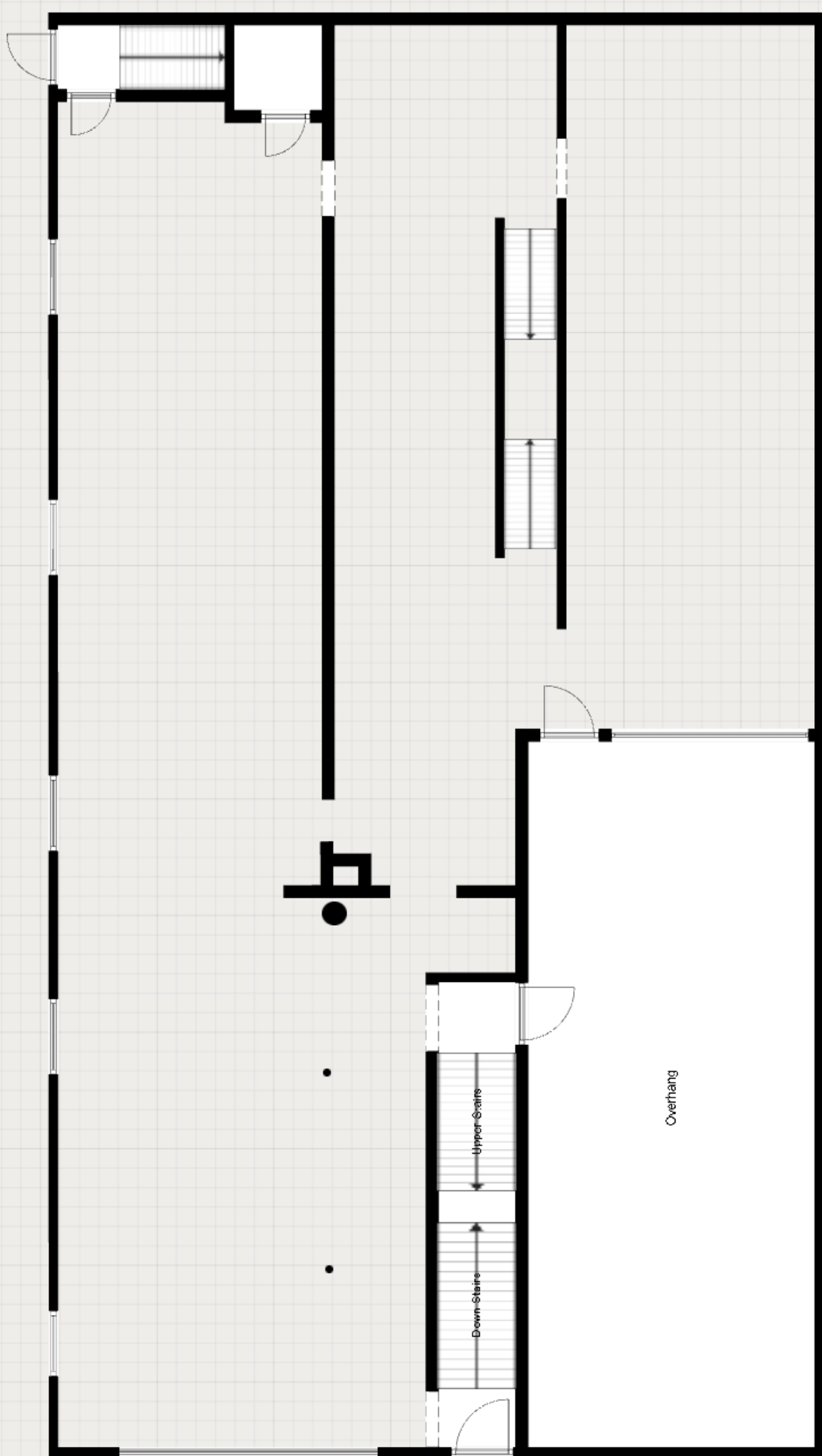
I have been asked to provide some property tax information on the current and estimated future assessment of a building at 111 1st St SE. The 2025 True and Full assessment is \$60,000. The building assessment portion is \$39,000 and the estimated taxes on the building amount for 2025 are \$665.

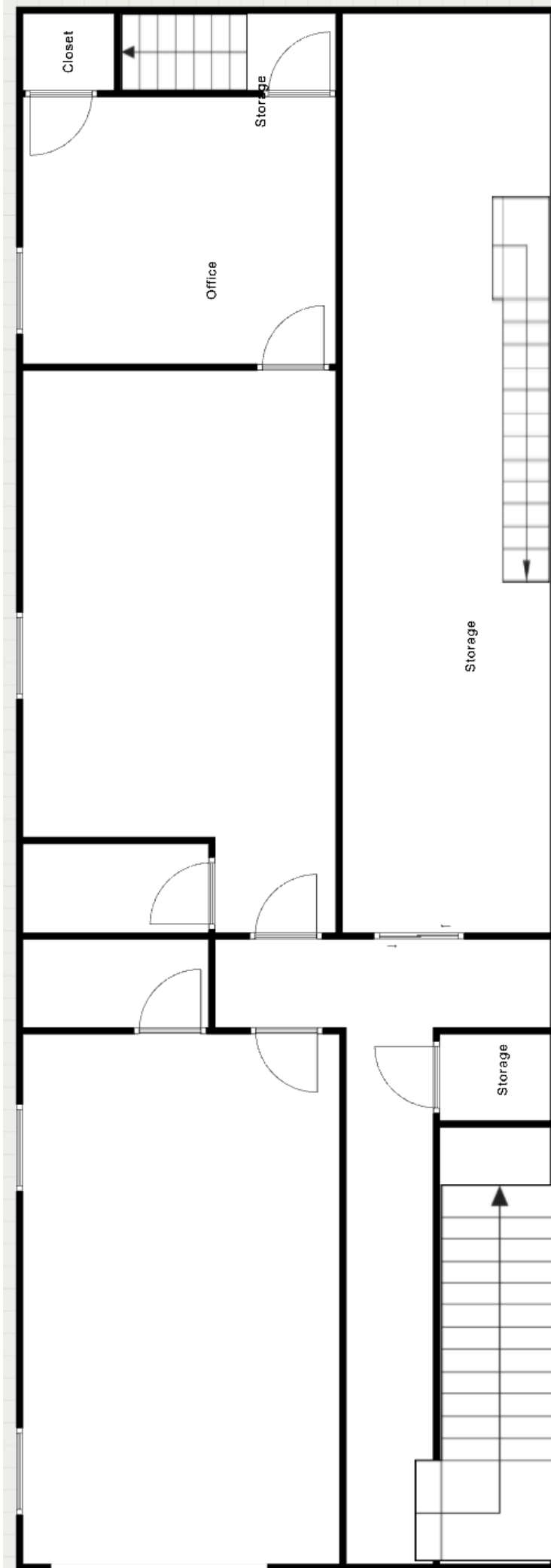
If the project were to receive approval under the renaissance zone exemption, the estimated True and Full Value on the building after completion of construction and through the 5 year exemption period would be approximately \$250,000. The estimated taxes on this amount for the building would be about \$4,200 per year. If the renaissance application were approved, approximately \$21,000 would not be collected over 5 years of tax exemption.

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

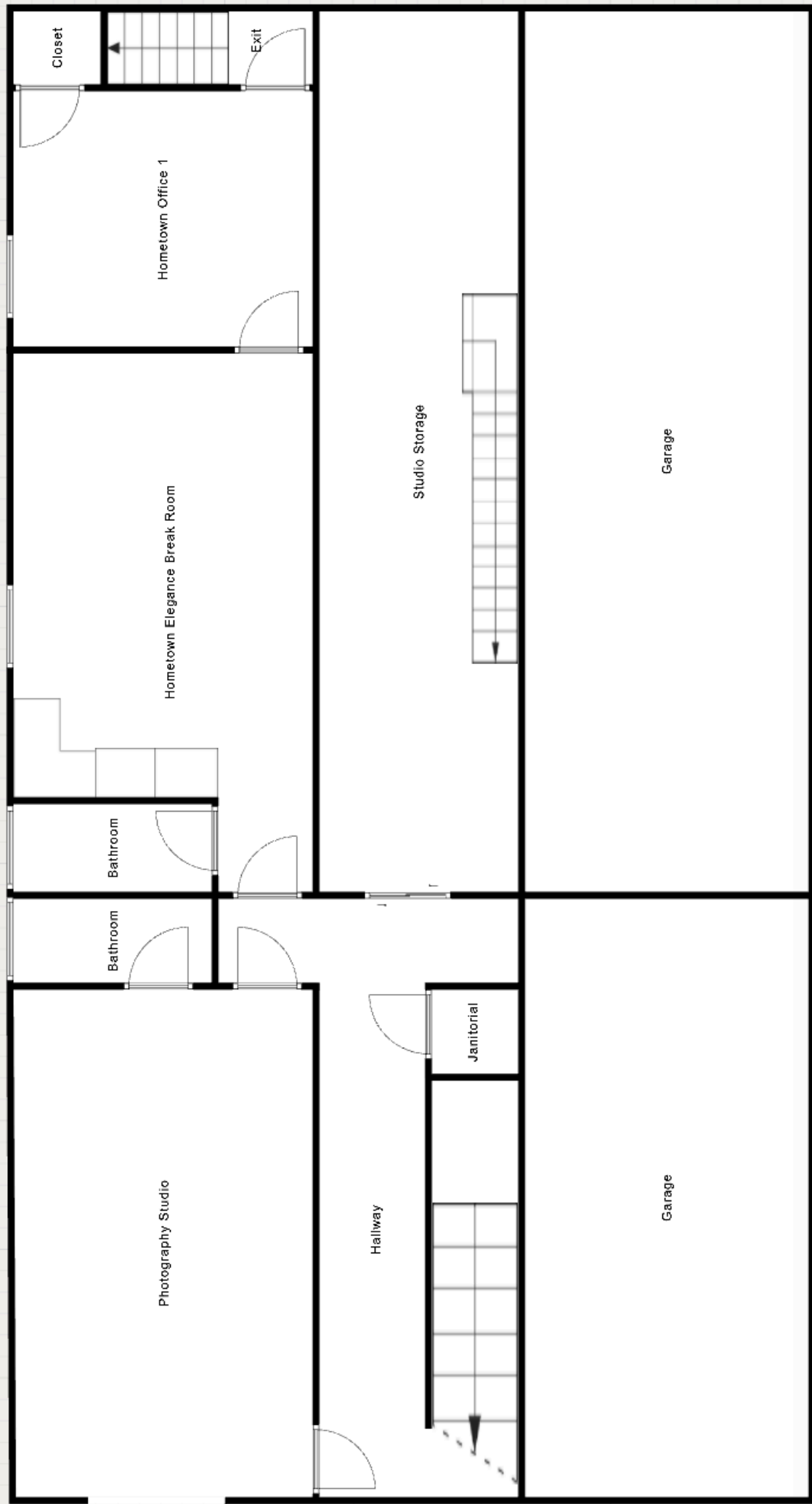
Please reach out to my office for any further questions.







NORTH



HIS Electric, Inc.

701-721-2204
811 25th AVE. NW
Minot, ND 58703

701-721-2204 cell
701-852-5516 office & fax
his@srt.com email

Estimate

Date	Estimate #
5/1/2025	1477

Name / Address
Building 111, LLC 111 1st. St. SE Minot, ND 58701

Terms
Time & Material

Project	
Due Date	5/31/2025

Description	Qty
Materials & Labor Owner has a budget of \$10,000.00 to : - Update Basement sub panel - Install (2) dryer receptacles - Merge former apartment circuits into main panel and eliminate the need for the (2) apartment meters. - Install required circuits and disconnects for (2) new HVAC systems Wiring Certificate will reflect actual cost of the job.	1
Thank you for the opportunity to meet your electrical needs	
Total	\$10,000.00























On June 2, 2025, a Regular City Council Meeting of the Minot City Council was held in the City Council Chambers, City Hall (10 3rd Ave SW). Acting Mayor Jantzer called the meeting to order at 05:28 PM.

ROLL CALL

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

Members Absent: None

PLEDGE OF ALLEGIANCE

Acting Mayor Mark Jantzer led the City Council in the Pledge of Allegiance.

MAYOR'S REPORT

On Tuesday, May 27, 2025, Acting Mayor Jantzer met with the 91st Wing leadership and Chairman Mark Fox. On Thursday, May 29, 2025, Acting Mayor Jantzer attended the NAWs Authority meeting and toured the Biota Plant, along with the Snake Creek Pumping Station. He also attended all his regularly scheduled meetings.

REPORTS

CITY MANAGER'S REPORT

Harold Stewart submitted a written report to the City Council. Harold also provided a reminder of the upcoming neighborhood meetings in June of 2025.

CITY ATTORNEY'S REPORT

Stefanie Stalheim submitted a written report to the City Council.

CONSENT ITEMS

The motion to approve consent items 5.1 through 5.9 and 5.11 with staff recommended action was initiated by City Council Member Pitner, seconded by City Council Member Fuller and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

CITY COUNCIL MINUTES – Approve the minutes of the May 19, 2025 Regular City Council meeting.

ADMINISTRATIVE APPROVALS – Ratify the following administratively approved requests:

1. Trinity Health Foundation to conduct a raffle on September 6, 2025, at the Dakota Square Arco (1520 24th Ave SW).
2. NoDak Heat to conduct a raffle on September 30, 2025, at Magic City Daycare (1420 20th Ave SW).
3. Magic City Equality to conduct a raffle on June 1, 2025, at Army's 2.0 (12 3rd St SE).
4. Central Middle School to conduct a raffle on May 26, 2025, at Corbett Field (1124 E Burdick Expy).
5. Two Special Event Permits for Sports on Tap (220 S Broadway).
6. Special Event Permit for X-Golf (1621 S Broadway).
7. Special Event Permit for The Starving Rooster (30 1st St NE).
8. Special Event Permit for On the Rocks (614 3rd St NE).
9. Special Event Permit for The Spot (215 E Central Ave).

ORDINANCES - Approve the following ordinances on second reading:

1. Ordinance No 6090 - 2025 BA - Watermain Replacement - NW Alleys
2. Ordinance No 6091 - Zoning Map Amendment - Our Lady of Grace
3. Ordinance No 6092 - Zoning Map Amendment - Eden Addition

BILLS, TRANSFERS, & PAYROLL - Approve the payroll for the period from April 20, 2025, through May 17, 2025, in the amount of \$2,651,504.96 and the bills and transfers for May in the amount of \$6,846,732.41.

Wal-Mart	\$34.49	1077	ADVANCED BUSINESS METHODS	\$3,701.16	305179
Ward County Clerk of Court	\$750.00	1078	ADVANCED FIRST AID, INC.	\$177.00	305180

Ward County Clerk of Court	\$750.00	1079	ADVENTURE HOLDINGS, LLC	\$300.00	305181
XCEL	\$518.76	1E+08	AGNES BLUE	\$1,554.50	305182
Ward County Clerk Of Court	\$200.00	1080	AIDEN WELLS & MICHELLE FJELDAHL	\$849.83	305183
Ward County Clerk Of Court	\$750.00	1081	ALBERT M. OMAMBIA	\$300.00	305184
MINOT PARK DISTRICT	\$1,035.54	1E+08	ALEXIS KAGE	\$300.00	305185
XCEL	\$213.10	1E+08	ALI MOHAMMED	\$472.20	305186
UNUM LIFE INSURANCE	\$914.15	1E+08	ALL-STATE PROPERTIES, LLC	\$300.00	305187
1 CALL SEPTIC SERVICES, INC	\$12,693.20	305004	AMANDA SOMERVILLE & BRENDEN MCCLOUD	\$2,384.55	305188
48 NORTH CONCRETE CONSTRUCTION INC	\$13,790.00	305005	AMAZON	\$30.21	305189
ACKERMAN ESTVOLD	\$56,529.38	305006	AMBER PERRY & NICHOLAS FLOWERS	\$294.00	305190
ACME TOOLS	\$666.34	305007	AMBER PITTS	\$210.00	305191
ADP SCREENING & SELECTION SERVICES	\$484.00	305008	ANDREA STEWART	\$30.00	305346
ADVANCED BUSINESS METHODS	\$1,080.82	305009	APEX ENGINEERING GROUP	\$133,632.14	305192
AMAZON	\$75.17	305010	APH/AUTO VALUE	\$2,752.69	305193
AMERICAN WELDING & GAS, INC.	\$6,820.88	305011	BAKER & TAYLOR BOOKS	\$3,175.16	305195
APH/AUTO VALUE	\$1,245.31	305013	BALCO UNIFORM COMPANY, INC.	\$1,994.83	305196
AQUA-PURE, INC.	\$61,020.00	305014	BARR ENGINEERING	\$4,451.00	305197
ASSOCIATION OF METROPOLITAN PLANNING ORG	\$820.00	305012	BECHTOLD PAVING	\$3,174.00	305198
BALCO UNIFORM COMPANY, INC.	\$43.27	305015	BERT'S TRUCK EQUIPMENT	\$206.00	305199
BORDER STATES INDUSTRIES, INC.	\$473.77	305017	BOLTON & MENK, INC	\$38,988.69	305200
CDM SMITH	\$90,586.65	305018	BOOKPAGE	\$245.00	305201
CITY OF MINOT	\$50.00	305103	BRAVERA INSURANCE	\$211.00	305202
DACOTAH PAPER CO.	\$85.68	305019	BRITTINI MADSEN & LUCKY MADSEN JR.	\$1,019.45	305203
DAKOTA FENCE	\$6,200.00	305020	BUTLER MACHINERY CO.	\$3,410.45	305204
DAKOTA FIRE EXTINGUISHER	\$82.08	305021	CAPFIRST EQUIPMENT FINANCE	\$20,367.47	305205
DAKOTA PUMP & CONTROL CO.	\$5,541.31	305022	CDM SMITH	\$97,099.10	305206
DAVIDSON CONSTRUCTION	\$5,200.00	305023	CENTRAL NETWORK RETAIL GROUP LLC	\$66.94	305299
DECOMM VENTURES, LP	\$2,400.00	305024	CHRISTOPHER FORGEY	\$358.20	305207
DOMESTIC VIOLENCE CRISIS CENTER	(\$12,566.82)	305025	CITY OF MINOT	\$100.00	305316
DR. ANTHONY TATMAN	\$25.00	305026	CLUTE OFFICE EQUIP., INC.	\$790.00	305208
ECOLAB PEST ELIMINATION DIVISION	\$575.85	305027	COREY GARCIA	\$300.00	305209
Alexander Greenlees	\$360.96	305028	DACOTAH PAPER CO.	\$700.24	305210
Andres Casarez Jr.	\$340.00	305029	DAKOTA CONFERENCE CORPORATION	\$300.00	305211
Ashley Beall	\$350.00	305030	DAKOTA FENCE	\$4,250.00	305212
Austin Burns	\$197.20	305031	DAKOTA FLUID POWER, INC.	\$373.63	305213
Brent Weber	\$197.20	305032	DAKOTA SUPPLY GROUP	\$11,335.22	305214
Brian Billingsley	\$227.80	305033	DAN PASIVE & MADISON MCCLOUD	\$193.33	305215
Brian Horinka	\$437.00	305034	DECOMM VENTURES, LP	\$380.00	305216
Caisee Sandusky	\$340.00	305035	DIAMOND TRUCK EQUIPMENT	\$87.23	305217
Chris Plank	(\$374.00)	305036	DOMESTIC VIOLENCE CRISIS CENTER	\$810.93	305218
CHUCK SCHMIDT	\$377.20	305037	DOMESTIC VIOLENCE CRISIS CENTER	\$11,755.89	305219
Cody Lockyer	\$88.40	305038	EAPC	\$11,296.14	305220
Danny Raymond	\$34.00	305039	ECOLAB PEST ELIMINATION DIVISION	\$301.07	305221
Hans Kristiansen	\$197.20	305040	ELDORADO NATIONAL - CALIFORNIA	\$101.83	305222
Jason Babinchak	\$197.20	305041	Alec Albertson	\$232.60	305223
Jennifer Eckman	\$235.92	305042	Andrew Roach	\$108.80	305224
Kelli Kronschnabel	\$197.20	305043	Benjamin Clark	\$233.00	305225
Kyle Beck	\$197.20	305044	Collin Kittelson	\$176.80	305226
Margaret Haugan	\$197.20	305045	Danny Raymond	\$163.20	305227
Maria Romanick	\$203.96	305046	Dave Rodman	\$280.00	305228
Michael Bieger	\$170.00	305047	Destiny Bickell	\$34.02	305229
Mikayla McWilliams	\$416.40	305048	Jacob Herslip	\$232.60	305230
Paul Ulrickson	\$200.00	305049	James Walker	\$176.80	305231
Robby Brown	\$197.20	305050	Kelli Kronschnabel	\$30.00	305232
Seth LaBodda	\$102.00	305051	Kevin Okeefe	\$176.80	305233
ENERBASE	\$13,857.54	305052	Krystle Foster	\$61.60	305234
FACTORY MOTOR PARTS	\$2,285.47	305053	Mark Paddock	\$176.80	305235
FASTENAL COMPANY	\$13.13	305054	Monica Porterfield	\$220.77	305236
FEDEX	\$10.13	305055	Nicole Tallman	\$215.40	305237
FERGUSON ENTERPRISES, INC.	\$43.78	305056	Randi Monley	\$32.76	305238
FIRST DISTRICT HEALTH UNIT	\$26,500.00	305057	Rick Reisenauer	\$5.00	305239
FIRST INTERNATIONAL BANK & TRUST	\$737.00	305058	Ronald Carter	\$340.00	305240
FLASHPARKING, INC	\$1,650.00	305059	Samantha Newman	\$3,819.31	305241
G & P COMMERCIAL SALES	\$1,032.93	305060	Sara Plesuk	\$176.80	305242
GEFROH ELECTRIC	\$342.00	305061	Trisha Guthrie	\$273.60	305243
GENASYS INC	\$6,210.00	305062	Vanessa Brock	\$283.00	305244
Allison Kamphuis	\$59.35	305063	ENERBASE	\$9,586.45	305245
Braxton Miles Wynton	\$80.00	305064	FACTORY MOTOR PARTS	\$1,155.35	305246
Bryan Steier	(\$25.00)	305065	FASTENAL COMPANY	\$40.96	305248
Casey S Skedsvold	\$50.00	305066	FERGUSON WATERWORKS #2516	\$7,150.00	305249
Italo Brandon Camacho	\$25.00	305067	FIRST ASSEMBLY OF GOD, MINOT	\$990.00	305250
Jade Rhiannon Carson	\$100.00	305068	FIRST INTERNATIONAL BANK & TRUST	\$737.00	305251
Jon Votava	\$59.35	305069	FLEETMIND SOLUTIONS, INC.	\$2,370.19	305252
Menards	\$119.00	305070	FLOW MEASUREMENT AND CONTROL	\$1,340.00	305253
ND Child Support	\$10.00	305071	FLUID INTERIORS LLC	\$1,743.94	305254
Patrick Schroeder	\$10.00	305072	FONTUS BLUE, INC	\$2,000.00	305255
Rodney Brian Neuhaufen	\$250.00	305073	GARVER, LLC	\$2,500.00	305256
Shoe Carnival	\$25.00	305074	GEFROH ELECTRIC	\$376.00	305257

Wal-Mart	\$5.00	305075	Brittany Lynn Baehr	\$225.00	1092
GENERAL TRADING	\$75.42	305076	Enerbase	\$139.80	1093
GERDAU RECYCLING	\$244.87	305077	Patrick Mupenzi	\$225.00	1094
GOETTLE LAW, PLLC	\$3,500.00	305078	Ward County Clerk of Court	\$3,000.00	1095
GOV DEALS, INC.	\$1,878.75	305080	Crisis Intervention Training	\$75.00	305258
GRAINGER	\$17.32	305081	Holiday Inn Express	\$254.52	305259
GRAVEL PRODUCTS, INC.	\$2,665.51	305082	Jade Rhiannon Carson	\$100.00	305260
GRAYMONT WESTERN US INC.	\$69,843.01	305083	Lindsay Elizabeth Kreger	\$50.00	305261
HAWKINS, INC.	\$2,411.64	305084	Malachi Brown	\$50.00	305262
INFORMATION SYSTEMS CORP	\$890.00	305085	Marla Ann Zietz	\$25.00	305263
INTERNATIONAL CITY MANAGEMENT ASSOCIATION RET.	\$647.02	305086	ND Child Support	\$40.00	305264
JET LINE SALES & SERVICE, LLC	\$287.07	305087	ND CHILD SUPPORT	\$10.00	305265
JOHN DEERE FINANCIAL	\$110.76	305079	ND Child Support	\$30.00	305266
JOHN ERICKSON	\$3,572.55	305088	North Dakota State Library	\$18.99	305267
JOHNSON CONTROLS	\$511.10	305089	Patrick Schroeder	\$10.00	305268
KLJ ENGINEERING, LLC	\$24,645.00	305090	TARGET	\$20.00	305269
LOWES PRINTING, INC.	\$175.00	305091	Teresa Hunt	\$17.89	305270
LUMACUVE AIRFIELD SIGNS	\$4,862.00	305092	GENERAL TRADING	\$62.49	305271
M-B COMPANIES, INC	\$1,071.04	305093	GERDAU RECYCLING	\$780.50	305272
MCMMASTER-CARR	\$25.21	305095	GRAINGER	\$211.86	305274
MEDALLUS & VACHAROTHONE LTD	\$4,645.00	305096	GRANITE SPRINGS CO.	\$129.00	305275
MENARDS	\$103.22	305097	GREYSTONE CONSTRUCTION COMPANY	\$61,425.00	305276
MIDSTATES WIRELESS, INC.	\$905.00	305098	HARLOW'S BUS SALES, INC. - ROLETTE	\$4,487.14	305277
MINOT AREA CHAMBER EDC	\$46,637.50	305094	HAWKINS, INC.	\$29,386.64	305278
MINOT AREA COUNCIL OF THE ARTS, INC	\$3,333.33	305099	HIGH POINT NETWORKS, LLC	\$18,440.50	305279
MINOT AUTO	\$1,160.48	305100	HOWARD CRABTREE, LLC	\$361.80	305280
MINOT EMPLOYEE DONATIONS	\$787.46	305101	HYDRO KLEAN	\$80,586.24	305281
MINOT PARK DISTRICT	\$381.00	305102	IDEAL ENERGY, LLC	\$27,063.00	305282
MOORE ENGINEERING, INC	\$1,040.00	305104	INDELCO PLASTICS CORPORATION	\$1,312.61	305283
MOTOROLA	\$937.59	305105	INFORMATION TECHNOLOGY DEPARTMENT	\$3,614.75	305284
MOWBRAY & SONS	\$719.27	305106	INLAND TRUCK PARTS CO	\$47.04	305285
MSA SAFETY INCORPORATED	\$5,970.00	305107	INTERNATIONAL CITY MANAGEMENT ASSOCIATION RET.	\$640.18	305286
MULCAHY COMPANY	\$56,122.00	305108	ISAAC MASSEY	\$1,007.40	305287
NAPA AUTO PARTS	\$2,616.93	305109	JAMES D. FOLDEN	\$300.00	305288
NATIONAL COMMUNITY DEVELOPMENT ASSOCIATION	\$550.00	305110	JAMES ROGER HART	\$328.20	305289
ND DEPT OF WATER RESOURCES	\$81,317.39	305111	JAYDE HAUGROSE	\$569.91	305290
NEWMAN TRAFFIC SIGNS	\$7,637.80	305112	JIMS WELDING, INC.	\$187.50	305291
NORTH COUNTRY SPORTSWEAR	\$202.66	305113	JOHN CIMINO	\$147.00	305292
NORTH PRAIRIE RURAL WATER DISTRICT	\$168.56	305114	JOHN DEERE FINANCIAL	\$1,400.93	305273
NORTHWEST TIRE AND RETREAD	\$6,216.76	305115	KALIX	\$442.80	305293
NORTHWESTERN ELECTRIC, INC.	\$2,400.00	305116	KLEIN PROPERTIES, LLC	\$300.00	305294
O'REILLY AUTO PARTS	\$104.04	305117	LANGUAGE LINE SERVICES	\$285.14	305295
OLSON'S TOWING	\$7,933.20	305118	LINDE GAS & EQUIPMENT INC	\$291.03	305296
ONE CALL CONCEPTS, INC.	\$1,162.85	305119	LISA JO BURCKHARD	\$643.80	305297
PENCCO, INC.	\$16,705.60	305120	LUCI AHMED & SULTAN AHMED & CASEY MEYERS	\$512.73	305298
PRINGLE & HERIGSTAD, P.C.	\$480.00	305121	MAGIC CITY DISCOVERY CENTER	\$300.00	305300
PROCOLLECT	\$484.30	305122	MAGIC CITY FINANCIAL GROUP, LP	\$300.00	305301
PROTECH INTEGRATIONS, LLC	\$100.00	305123	MAGIC MILE WELDING	\$500.00	305302
PROVIDENT LIFE & ACC INS CO	\$2,295.12	305124	MAIN ELECTRIC CONSTRUCTION	\$44,691.68	305303
RAFTELIS FINANCIAL CONSULTANTS, INC	\$21,000.00	305125	MARK ENGET	\$300.00	305304
RALPH'S PLUMBING	\$1,695.00	305126	MARTIN, JERILYN	\$2,408.09	305305
RDO EQUIPMENT	\$24.06	305127	MATTSON CONSTRUCTION	\$122,455.85	305306
ALEXANDER, DAVID	\$32.49	305128	MEDALLUS & VACHAROTHONE LTD	\$3,660.00	305307
ARENA, WILLIAM	\$13.02	305129	MELANIE MOORE	\$170.00	305317
BOOKER, TATYANNA	\$22.72	305130	MENARDS	\$78.86	305308
BOUTIN, ANTHONY	\$32.22	305131	MICHAEL L. HAYES	\$541.20	305309
COON, CHRISTIAN	\$11.20	305132	MIDWEST TAPE	\$3,607.20	305310
ERDMAN, KAMERON	\$27.34	305133	MIDWEST VALVE SERVICES, LLC	\$3,769.60	305311
FOY, ASHLEY	\$34.45	305134	MINOT AUTO	\$3,264.89	305312
GOODE, MATTHEW	\$20.32	305135	MINOT COMMISSION ON AGING	\$12,875.00	305313
JAENSCH, CASEY	\$27.65	305136	MINOT EMPLOYEE DONATIONS	\$759.33	305314
JOHNSON, ALEXANDER	\$21.28	305137	MINOT PARK DISTRICT	\$62,787.80	305315
KERSLAKE, ETHAN	\$24.03	305138	MOWBRAY & SONS	\$5,717.36	305318
KORKNVEN, JARED	\$11.13	305139	NAPA AUTO PARTS	\$3,104.68	305319
MCCULLEY, ALIVIA	\$7.17	305140	ND DEPT OF ENVIRONMENTAL QUALITY	\$1,106.95	305320
MITZEL, GARY	\$755.56	305141	ND DEPT OF WATER RESOURCES	\$74,836.41	305321
MOLLOY, CONNOR	\$8.18	305142	ND E-WASTE, LLC	\$9,829.90	305325
PAGE, JACKSON	\$24.79	305143	ND FIREFIGHTER'S ASSOCIATION	\$20.00	305322
SAUVE, HOLDEN	\$19.32	305144	ND FRATERNAL ORDER OF POLICE	\$1,296.00	305323
STERMEN, DAVIN	\$22.06	305145	NIAM CHIU CHOU	\$832.80	305324
TACK, CHUCK	\$8.89	305146	NORTHWEST TIRE AND RETREAD	\$12,490.64	305326
TANNER, BRANDON	\$50.00	305147	NYBAKKEN BODY SHOP	\$6,985.80	305327
VUONG, MINH	\$9.02	305148	OHNSTAD TWICHELL, P.C.	\$8,449.50	305328
ROLLKALL TECHNOLOGIES LLC	\$12.00	305149	OLSON'S TOWING	\$206.00	305329
SANITATION PRODUCTS	\$5,623.89	305150	ONE CALL CONCEPTS, INC.	\$282.85	305330
SIGN SOLUTIONS USA	\$25,656.00	305151	OVERDRIVE	\$145.25	305331
SMART PLANET SOFTWARE, LLC	\$539.73	305152	PARKLAND USA CORPORATION	\$4,736.22	305247

SOURIS BASIN PLANNING COUNCIL	\$1,666.66	305153	PEC SOLUTIONS LLC	\$357.50	305194
SOURIS BASIN TRANSPORTATION	\$20,000.00	305154	PENCCO, INC.	\$15,576.96	305332
SOURIS RIVER JOINT WATER RESOURCE	\$1,477,193.45	305155	POTTERS INDUSTRIES, LLC	\$12,960.00	305333
SOURIS VALLEY HUMANE SOCIETY, INC.	\$13,609.95	305156	POWERDMS, INC	\$3,354.75	305334
SPX TECHNOLOGIES, INC	\$2,584.02	305157	PRAIRIE SUPPLY	\$50.00	305335
STEIN CONSTRUCTION, INC.	\$38,010.00	305158	PRINGLE & HERIGSTAD, P.C.	\$292.50	305336
STRATEGIC NON-MEDICAL SOLUTIONS, LLC	\$13,090.00	305159	PROCOLLECT	\$1,920.76	305337
SWANSTON EQUIPMENT COMPANIES	\$2,541.15	305160	RAE-DEAN & BREONNA WOLFE	\$943.09	305338
TED BOLTON	\$465.00	305016	RAYNE MARIE OLSON	\$784.50	305339
TITAN MACHINERY	\$2,000.59	305161	LABOY, CHARLES	\$604.91	305340
TRINITY HEALTH	\$14.64	305162	RUSSELL CANTRELL	\$518.82	305341
U.S. POST OFFICE	\$5,000.00	305163	SHORT ELLIOTT HENDRICKSON, INC	\$41,235.00	305342
UNIFORM CENTER	\$104.99	305164	SIGN SOLUTIONS USA	\$4,896.00	305343
UNITED MAILING SERVICE	\$5,414.30	305165	SIGNS TODAY	\$1,387.45	305344
UNITED QUALITY COOPERATIVE	\$23,704.77	305166	STEIN CONSTRUCTION, INC.	\$500.00	305345
UNUM LIFE INSURANCE	\$29,369.88	305167	SUNDRE SAND & GRAVEL, INC.	\$2,423.40	305347
VALS CYCLERY	\$100.00	305168	SWANSTON EQUIPMENT COMPANIES	\$100,103.83	305348
VISIT MINOT	\$36,639.87	305169	SYLVESTER SCHUSTER	\$390.60	305349
WAGNER CONSTRUCTION	\$970,965.90	305170	TARA KENNER	\$848.25	305350
WALLWORK TRUCK CENTER MINOT	\$738.74	305171	TECTA AMERICA	\$5,414.84	305351
WESTLIE FORD	\$32,899.80	305172	TERRY JOHNSON	\$300.00	305352
WESTLIE TRUCK CENTER	\$3,918.41	305173	THOMSON REUTERS-WEST PAYMENT CENTER	\$398.61	305353
WILBUR ELLIS	\$1,337.80	305174	TIM & GAYLENE RYAN	\$309.30	305354
Thomas Christopher Noe Lawlor	\$725.00	1082	TIMMONS GROUP	\$2,127.40	305355
Ward County Clerk Of Court	\$200.00	1083	TITAN MACHINERY	\$706.94	305356
Amber Dawn Weber	\$310.00	1084	TRAFFIC CONTROL CORPORATION	\$10,200.00	305357
OSAYI FREDRICK EHIGIAMUSOE	\$160.00	1085	TRAVIS M. LIMKE	\$300.00	305358
PRINGLE & HERIGSTAD	\$60.00	1086	TROY ALLAN RONESS	\$413.40	305359
PRINGLE & HERIGSTAD	\$300.00	1087	UNIFORM CENTER	\$145.30	305360
PRINGLE & HERIGSTAD	\$50.00	1088	UNITED MAILING SERVICE	\$358.91	305361
WARD COUNTY CLERK OF COURT	\$1,500.00	1089	UNITED QUALITY COOPERATIVE	\$21,961.31	305362
WARD COUNTY CLERK OF COURT	\$1,500.00	1090	VIRTUAL PROJECT MANAGER LLC	\$20,000.00	305363
XAVIER DANIEL MONROE BURLESON	\$150.00	1091	VISIT MINOT	\$4,699.81	305364
KATELYNN BOWEN	\$25.00	305175	WALLWORK TRUCK CENTER MINOT	\$7,106.68	305365
GALLAGHER BENEFIT SERVICES, INC	\$18,000.00	100	WARD COUNTY AUDITOR	\$13,325.00	305366
1 CALL SEPTIC SERVICES, INC	\$463.00	305176	WESTLIE FORD	\$824.92	305367
AAAE	\$165.00	305177	WESTLIE TRUCK CENTER	\$1,798.68	305368
ACME TOOLS	\$1,375.51	305178	WILBUR ELLIS	\$347.50	305369
				\$4,764,485.93	

GAMING SITE AUTHORIZATION RENEWALS – Approve the following gaming site authorizations for the following organizations to conduct games of chance during the license year of July 1, 2025, through June 30, 2026, at the following locations:

Companions for Children

- Buffalo Wild Wings (3820 S Broadway)
- Mi Mexico (3816 S Broadway)
- Buffalo Wings and Rings (910 24th St SW)
- The Blue Rider (118 1st Ave SE)

Our Redeemer's Church & Christian School

- Our Redeemer's Church & Christian School (700 16th Ave SE)

North Dakota Association for the Disabled, Inc.

- The Drop Zone (101 S Main St)

Magic City Lions Club

- Whiskey Nine (109 West Central Ave)
- Clarion Hotel and Convention Center (2200 E Burdick Exwy)
- Ebenezer's Eatery and Irish Pub (300 E Central Ave)
- Rockin Horse Saloon & Sports Bar (2625 E Burdick Exwy)
- Spicy Pie MSU (1100 N Broadway)

RECYCLING TRANSFER FACILITY - FINAL PAYMENT (4580.1) – Approve the final payment in the amount of \$42,000 to Rolac Construction for the Recycling Transfer Facility Project.

ADVERTISING AGREEMENT WITH VISIT MINOT AT THE MINOT INTERNATIONAL AIRPORT - Approve the advertising contract between Visit Minot and City of Minot located at the Minot International Airport; and authorize the Mayor to sign the contract.

CASE 2025-23 - EDEN ADDITION - FINAL PLAT - Approve the proposed final subdivision plat as provided in Attachment A.

CASE 2025-24 - STEENS 3RD ADDITION - MINOR PLAT – Approve the proposed minor subdivision plat as provided in Attachment A.

APPOINTMENT OF SPECIAL ASSISTANT CITY ATTORNEY CHRISTOPHER NELSON MINOT MUNICIPAL CASE NO. MI-2025-CR-00388 - Consent and approve the appointment of Christopher Nelson, Ward County Assistant States Attorney, to act as Special Assistant City Attorney in Minot Municipal Case No. MI-2025-CR-00388; and authorize the City Attorney and Mayor to sign any necessary paperwork to complete the appointment.

CASE 2025-25 - OUR LADY OF GRACE - FINAL PLAT

The motion to approve the proposed final subdivision plat as provided 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, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

ACTION ITEMS

ADOPTION OF FUND BALANCE POLICY

The motion to adopt the Fund Balance Policy was initiated by City Council Member Olson and seconded by City Council Member Samuelson.

The motion to amend the original motion to band between 30% and 50% instead of 30% and 75% 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, Scott Samuelson; nays: Mark Jantzer, Lisa Olson, Paul Pitner. The motion to amend failed.

The City Council returned to the original motion to adopt the Fund Balance Policy, which was initiated by City Council Member Olson, seconded by City Council Member Samuelson and carried by the following roll call vote: ayes: Mark Jantzer, Lisa Olson, Paul Pitner; nays: Mike Blessum, Rob Fuller, Scott Samuelson. The motion failed.

ADOPTION OF REVISED GRANT MANAGEMENT AND OVERSIGHT POLICY

The motion to adopt the revised grant management and oversight policy was initiated by City Council Member Fuller, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

CITY CANVASSING BOARD APPOINTMENTS AND DATE SELECTION

The motion to schedule canvassing board meetings for 10:00 am on Monday, June 16 and 10:00am on Monday, August 18; and appoint the undeclared councilmen and woman to the canvassing board to canvass both special elections was initiated by City Council Member Fuller, seconded by City Council Member Olson and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

FUNDING REQUEST FROM SOURIS BASIN TRANSPORTATION

The motion to approve the funding request for 2025 from Souris Basin Transportation and approve the budget amendment on first reading was initiated by City Council Member Olson, seconded by City Council Member Fuller and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

PERSONAL APPEARANCES

Marjorie Taylor spoke to the City Council about the zoning change for Our Lady of Grace and the construction they are planning. Melissa Wright advocated waiving the 2025 fee for the Basecamp Indian Kitchen Supper Club license due to the inability to acquire the state license in 2024.

Billy Gunderson addressed the City Council about Souris Basin Transit and a 2025 construction project with Wagner Construction and their ability to provide ADA accessibility. The motion to add a minute to Billy Gunderson personal appearance time was initiated by City Council Member Blessum, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

Josiah Roise spoke to the City Council about the constitution and how we have steered away from constitutional rights. David Wiley addressed government spending overall.

MISCELLANEOUS AND DISCUSSION ITEMS

MACA REPORT PRESENTATION

Tonia Vitko and Miles Barcomb, the co-directors of Minot Area Council of the Arts, presented their report to the City Council as part of their service agreement.

COMMUNITY CONTRIBUTION PRESENTATIONS

The City Council heard presentations from the following entities for 2026 Community Contribution funding:

- Minot Commission on Aging
- First District Health
- MACEDC
- Minot Area Council of the Arts
- Souris Basin Planning Commission

STORMWATER PROGRAM AND FEE OVERVIEW

Lance Meyer, City Engineer, presented to the City Council the stormwater program and fee overview.

MISCELLANEOUS AND DISCUSSION ITEMS

The motion to reconsider item 8.3 from May 19, 2025, Basecamp Indian Kitchen waiving of fee was initiated by City Council Member Olson, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: Mike Blessum.

The motion to approve the credit of the 2024 license fee to the 2025 license fee was initiated by City Council Member Pitner, seconded by City Council Member Olson and carried by the following roll call vote: ayes: Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner; nays: Mike Blessum, Scott Samuelson.

ADJOURNMENT

The motion to adjourn the meeting at 9:00 pm was initiated by City Council Member Pitner, seconded by City Council Member Olson and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Mark Jantzer, Acting Mayor

ORDINANCE NO. 5872

AN ORDINANCE REZONING LOTS 9 & 10, HIGHLANDER ESTATES SUBDIVISION TO THE CITY OF MINOT, NORTH DAKOTA FROM “C1” NEIGHBORHOOD COMMERCIAL DISTRICT AND “C2” GENERAL COMMERCIAL DISTRICT TO SOLELY “C2” GENERAL COMMERCIAL DISTRICT.

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

Section 1. That the property described below is hereby zoned **“C2” General Commercial District**:

**LOTS 9 & 10, HIGHLANDER ESTATES SUBDIVISION TO THE CITY OF MINOT,
NORTH DAKOTA
(PROPOSED LOTS 1-5, HIGHLANDER ESTATES 5TH SUBDIVISION)**

Section 2. The **“C2” General Commercial 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: July 24, 2023

PASSED SECOND READING: June 16, 2025

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Mark Jantzer, Acting Mayor

ORDINANCE NO: 6093

AN ORDINANCE AMENDING THE 2025 ANNUAL BUDGET TO INCREASE THE CITY COUNCIL COMMUNITY CONTRIBUTION EXPENDITURES TO FUND THE 2025 SOURIS BASIN TRANSIT SERVICES AND APPROVE USE OF GENERAL FUND CASH RESERVES:

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

- §1: An ordinance amending the 2025 annual budget to increase the City Council community contribution expenditures to fund the 2025 Souris Basin Transit request:

10011000-48100		\$300,000
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- §2: This ordinance shall be in effect from and after its passage and approval.

PASSED FIRST READING: June 2, 2025

PASSED SECOND READING: June 16, 2025

APPROVED:

ATTEST:

Mark Jantzer, Acting Mayor

Mikayla McWilliams, City Clerk



TO: Mayor and Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: June 16, 2025

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

- 1. Hairball Haven to conduct a raffle on June 14, 2025, at Corbett Field (1124 E Burdick Exwy).**
- 2. Downtown Business and Professionals Assoc. to conduct a raffle on June 13, 2025, at The Spot (6 2nd St SE).**
- 3. The Difference - A Holistic Approach to conduct a raffle on October 9, 2025, at Blissful Bee (3320 S Broadway Ste D).**
- 4. The Difference - A Holistic Approach to conduct a raffle on July 17, 2025, at Corbett Field (1124 E Burdick Exwy).**
- 5. Forgotten Warrior Foundation to conduct a raffle on June 16, 2025, at Corbett Field (1124 E Burdick Exwy).**
- 6. Lure Em 4 Life to conduct a raffle on May 28, 2025, at Corbett Field (1124 E Burdick Exwy).**
- 7. Minot Commission on Aging to conduct bingo and raffle every 2nd and 4th Thursday of the month during July 1, 2025, through June 30, 2026, at the Minot Commission on Aging (21 1st Ave SE).**
- 8. Minot Area Recovery Community Organization to conduct a calendar raffle September 1-30, 2025, at the MARCO Office (720 Western Ave Ste 102).**
- 9. Minot Y's Mens Club to conduct a sports pool September 4, 2025, through December 29, 2025 at the Minot Family YMCA (3515 16th St SW).**
- 10. Minot Girls Wrestling Boosters to conduct a raffle on July 31, 2025, at Magic City Campus (1100 11th Ave SW).**
- 11. Minot Girls Fastpitch, Inc. to conduct a raffle on June 14, 2025, at Minot Park District - Scheels South Hill Complex (301 16th Ave SE).**
- 12. Souris Valley United Way to conduct a raffle on July 17, 2025, at Beowulf Golf Course (1912 Valley Bluffs Drive).**
- 13. Three Special Event Permits for The Spot (6 2nd Ave NE).**
- 14. Special Event Permit for Prairie Sky Breads (3 1st St SE).**

15. **Nine Special Event Permits for Pointe of View Winery (8413 19th Ave NW Burlington, ND).**
16. **Special Event Permit for Saul's (105 1st St SE Basement).**
17. **Special Event Permit for Bones BBQ (437 N Broadway).**
18. **Special Event Permit for Dakota Lounge (1935 20th Ave SE).**
19. **Special Event Permit for X-Golf (1912 Valley Bluffs Dr).**
20. **Special Event Permit for Minot State University (500 University Ave W).**
21. **Six 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.



TO: Mayor and Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: June 16, 2025

SUBJECT: GAMING SITE AUTHORIZATION RENEWALS

I. RECOMMENDED ACTION

It is recommended City Council approve the following gaming site authorizations for the following organizations to conduct games of chance during the license year of July 1, 2025, through June 30, 2026, at the following locations:

Bishop Ryan Catholic School

Bishop Ryan Catholic School (316 11th Ave NW)

Bones BBQ (437 N Broadway)

II. DEPARTMENT CONTACT PERSONS

Mikayla McWilliams, City Clerk, 701-857-4752

Dale Plessas, Police Captain, 701-857-9800

III. DESCRIPTION

A. Background

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

B. Proposed Project

N/A

C. Recommendation Detail

This is a yearly process for all sites. The gaming year is July 1st - June 30th every year. Site authorizations must be approved in a timely manner in order for organizations to submit their approved gaming form to the Attorney General's Office by the expiration deadline.

IV. IMPACT

A. Aspirations

Safe and Welcoming

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

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

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

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



TO: Mayor and Members of the City Council

FROM: Jenna Zelinski, Comptroller

DATE: June 16, 2025

SUBJECT: APPROVAL OF ACCOUNTS RECEIVABLE WRITE-OFFS

I. RECOMMENDED ACTION

It is recommended City Council approve the May 2025 general accounts receivable write-offs.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director, 701-857-4774

Jenna Zelinski, Comptroller, 701-857-4703

III. DESCRIPTION

A. Background

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

B. Proposed Project

N/A

C. Recommendation Detail

Staff recommends City Council approve the May 2025 accounts receivable write-offs.

IV. IMPACT

A. Aspirations

The adoption of our General Accounts Receivable Policy is meeting the City Council's aspiration of Excellent & Connected. In accordance with the Generally Accepted Accounting Principles (GAAP), this policy was adopted to remain fiscally responsible and align with industry best practices.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

There is no fiscal impact related to these write-offs. Two of the write-offs were billing errors. The other related to the Dead Loop Rehab Study conducted in FY2024. The City was refunded the unused dollars for that project from the U.S. Corp of Engineers and we split the cost of that project 50/50 with Souris River Joint Board (SRJB). The refund was split 50/50 as well, refunding the unused dollars back to the SRJB.

VI. ALTERNATIVES

N/A



General Accounts Receivables Write-Offs

May 2025

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

Customer #	Customer	Invoice #	Write-Off Amount	Reason for Write-Off
10100	Allegiant Travel Company	23346	6,972.74	Billing error - overcharged for April terminal rent
15265	Souris River Joint Water Resource Board	19437	5,585.30	Overpayment relating to the Dead Loop Rehab Study conducted in FY2024 - will be refunded to customer
219	Minot Plumbing & Heating	22237	3,618.51	Billing error - charged to incorrect customer
			<u>\$ 16,176.55</u>	

Respectfully submitted,

David Lakefield, CPA

Finance Director

10 3rd Ave SW Minot, ND 58701

(701)-857-4784



TO: Mayor and Members of the City Council

FROM: Jenna Zelinski, Comptroller

DATE: June 16, 2025

**SUBJECT: APPROVE SELECTION OF AUDIT FIRM FOR INDEPENDENT
FINANCIAL AUDIT AND OTHER PROFESSIONAL SERVICES**

I. RECOMMENDED ACTION

It is recommended the City Council approve the selection of Eide Bailly, LLP for independent financial audit services for the initial term through fiscal year ending December 31, 2026; and authorize the Finance Director to sign any engagement letters.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

The Finance Department follows industry best practices and issues a solicitation for independent financial audit services every 5 years. A request for qualifications was issued on April 26th and the deadline for submissions was May 16th. The City received submissions from two audit firms, Eide Bailly, LLP and Brady Martz. The evaluation committee consisted of 5 individuals (David Lakefield, Melody Shelkey, Jenna Zelinski, Marisa Haman and Lisa Olson). Interviews were conducted the week of May 27-30 and each member of the evaluation committee scored the firms based on the firm's qualifications and experience (weighted 60%) as well as the firm's understanding of the City's needs (weighted 40%).

B. Proposed Project

The scope of the work to be performed includes an examination of the general purchase financial statements, the combining and individual statements of all funds of the City of Minot and applicable reporting entities (component unit), a single audit with the schedule of federal financial assistance, an adequate review of internal controls, and consulting services for Governmental Accounting Standards Board (GASB) No. 87, *Leases*, and GASB No. 96, *Subscription-Based Information Technology Arrangements*.

C. Recommendation Detail

Staff recommends the selection of Eide Bailly, LLP, for independent financial audit services for an initial engagement term through fiscal year ending December 31, 2026, with the option to extend the engagement for three (3) additional one-year renewals through fiscal year ending December 31, 2029; and authorize the Finance Director to sign any engagement letters.

IV. IMPACT

A. Aspirations

Excellent and Connected - the award of this solicitation keeps the City of Minot in alignment with industry best practices for competitive procurement of these services.

B. Service/Delivery Impact:

The City of Minot has a long-standing client relationship with Eide Bailly and the selection of their firm moving forward will assist with the continuity of services provided and timeliness of the final audit opinion.

C. Fiscal Impact

The costs of the audit are budgeted annually in the Finance department's budget.

Project Costs

Estimated FY2025 Audit Costs - \$69,048

This estimate includes the financial statement audit, single audit (one major federal program - subject to change year by year), passenger facility report, and out-of-pocket expenses.

Any additional engagements for GASB 87/96 advisory services or agreed-upon procedures would be additional fees.

Project Funding

10018000-43030

VI. ALTERNATIVES

N/A



TO: Mayor and Members of the City Council

FROM: Brian Horinka, Transit Superintendent
Bryan Banfill, Public Works Director

DATE: June 16, 2025

SUBJECT: PARATRANSIT SERVICE AGREEMENT WITH SBT AND BUDGET AMENDMENT

I. RECOMMENDED ACTION

- 1. It is recommended City Council approve the updated agreement with Souris Basin Transportation for Paratransit ADA services from July 1, 2025, through December 31, 2025;**
- 2. Approve the Interim Mayor and staff to sign the updated agreement with Souris Basin Transportation; and**
- 3. Approve the proposed budget amendment on first reading.**

II. DEPARTMENT CONTACT PERSONS

Bryan Banfill, Public Works Director, 701-857-4112
Brian Horinka, Transit Superintendent, 701-857-4144

III. DESCRIPTION

A. Background

The City has maintained annual agreements with Souris Basin Transit (SBT) since 2008 to provide essential ADA paratransit services alongside the city's fixed-route transit system. These agreements ensure compliance with Federal Transit Administration (FTA) requirements, making the city eligible for federal grant funding for public transit. The current agreement, set to expire on June 30, 2025, needs to be renewed with additional provisions regarding data deliverables to meet federal requirements. This renewal will allow the continuation of complementary ADA paratransit services through the end of 2025.

B. Proposed Project

Souris Basin Transit (SBT) agrees to provide the necessary paratransit services outlined in the attached agreement, in conjunction with the city's fixed-route system, from July 1, 2025, through December 31, 2025. The city will compensate SBT with \$107,195, an increase from the initially budgeted \$40,000

this year, and will supply three ADA-accessible vans to support this service, as provided in previous years. The cost increase is due to the change from a rural to an urban designation, resulting in SBT losing access to Section 5311 funding. The city will continue to cover all maintenance, insurance, and fueling expenses for the city-owned ADA vans. Additionally, SBT will provide the city with the required data on a monthly basis as specified in the attached agreement.

C. **Recommendation Detail**

To ensure the continuation of essential ADA paratransit services, it is imperative to approve the budget amendment and the new agreement with Souris Basin Transit (SBT), extending the service period from July 1, 2025, through December 31, 2025. The current agreement will expire on June 30, 2025, and the updated agreement, which includes new data deliverables, is crucial. The complementary ADA paratransit service provided by SBT is mandated by the Federal Transit Administration (FTA) for the city to remain eligible for federal grant funding for public transit. Additionally, the budget amendment will not incur any additional city share costs, as the cost increase will be covered by state funding made available under SB2254.

IV. IMPACT

A. Aspirations

Dynamic & Flourishing, Safe & Welcoming, Excellent & Connected

B. Service/Delivery Impact:

This project will meet the requirements of the Federal Transit Administration in providing Complementary Paratransit service to individuals who are not able to utilize the city's fixed route public transit system. If this project were not approved, the city could lose federal funding for its public transit service.

C. Fiscal Impact

This project will be funded using Federal Section 5307 Urban Formula grant funds (80%) and state funds for urban paratransit operations (20%) that were recently approved by the state legislature. There is currently \$301,905.42 available in state funds for Minot City Transit to use toward providing paratransit services in the 2025-2027 state biennium. At this time there will be no additional local funding required to fund this project.

Project Costs

ADA Paratransit Agreement - \$107,195.00

Project Funding

Federal Section 5307 Grant Funds - \$85,756.00

State Funds for Urban Paratransit - \$21,439.00

VI. ALTERNATIVES

Council could elect not to approve the updated contract agreement and budget amendment. If this project were not approved, the City of Minot would not be eligible for federal funding to provide public transit in newly designated urban areas.

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2025 ANNUAL BUDGET TO INCREASE THE
PUBLIC TRANSPORTATION DEPARTMENT OTHER PROFESSIONAL SERVICES
REVENUES AND EXPENDITURES FOR PARATRANSIT ADA SERVICES:**

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

- §1: An ordinance amending the 2025 annual budget to increase the public transportation department other professional services revenues and expenditures for paratransit ADA services:

20566000-43300		\$87,195
20500000-33100		69,756
20500000-33400		21,439

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

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

Mark Jantzer, Acting Mayor

Mikayla McWilliams, City Clerk



ADA Paratransit Agreement

The City of Minot (City) is entering into an agreement with Souris Basin Transportation Board, a non-profit corporation, (SBT) to provide ADA paratransit service in conjunction with and as an extension of the Minot City Transit system.

1. This Agreement shall be in effect for a term of six (6) months commencing on July 1, 2025 and expiring on December 31, 2025, at which time the Agreement may be renewed upon agreement of both parties. City shall have the right to terminate this Agreement in the event the City Council of the City of Minot determines at any time that it is no longer in the best interests of the City.
2. SBT shall provide ADA paratransit service (ADA services) during the same days and hours of operation as the Minot City Transit System. Minot City Transit System currently operates Monday through Friday from 7:00 am until 7:00 pm. In addition, SBT provides extended hour ADA services for evening and weekend travel. SBT shall be responsible for the dispatch and handling of all calls for the ADA services.
3. In exchange for the ADA services provided, the City shall provide a payment to SBT in the amount of \$107,195.00. This amount may only be adjusted by consent of the City Council and the SBT Board of Directors. This amount shall be full payment for the ADA services provided under this Agreement.
4. The City agrees to provide SBT with three (3) ADA accessible vans for the ADA services. The City shall be responsible for the costs of insurance, maintenance, and fuel for the ADA accessible vans. SBT shall be responsible for hiring and compensating all drivers and other employees required for the ADA services. SBT shall ensure its ADA services' drivers meet and maintain the minimum qualifications required for City employees who operate City Transit Department vehicles.
5. The City shall continue its efforts to procure funds by Federal grants or otherwise for the future replacement of ADA vans provided to SBT under this Agreement.



6. SBT is an independent entity under this Agreement and SBT employees are not considered City employees for any purpose under the terms of this Agreement.
7. No part of this Agreement shall be construed to grant to SBT any authority to contract for, on behalf of, or incur obligations on behalf of the City.
8. SBT agrees to comply with all applicable federal clauses found in Appendix A as well as all state, and local laws, rules, and policies, including those relating to nondiscrimination, accessibility, and civil rights. SBT's failure to comply with this section may be deemed a material breach by SBT entitling the City to immediately terminate this Agreement for cause.
9. SBT 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 ADA services pursuant to this Agreement. SBT also agrees to reimburse the City for all costs, expenses, and attorneys' fees incurred if the City prevails in an action against SBT in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this Agreement.
 - a. Insurance. At its sole cost, Provider (SBT) 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 \$2,000,000 per occurrence; (2) automobile liability, including owned (if any), hired, and non-owned automobiles, with minimum liability limits of \$500,000 per person and \$2,000,000 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 (SBT'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 (SBT) 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 6(c).

10. SBT understands that, City must disclose to the public upon request any records it receives from SBT. SBT further understand that any records obtained or generated by SBT under this Agreement, may, under certain circumstances, be open to the public upon request under the North Dakota public records law. SBT 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.
11. SBT agrees to retain financial and program records in accordance with the State of North Dakota's Retention of Records Policy. In the event SBT's records are audited by a third party, SBT shall provide the City with the results of the audit within 30 days of receipt.
12. SBT will meet at least the data collection requirements in this subsection pertaining to Paratransit service on a monthly basis for the reporting period and year-to-date:
 - a. Total Paratransit Ridership
 - b. Boardings per Revenue Hour
 - c. Paratransit Revenue Hours per month
 - d. On-Time Performance
 - e. Number of miles driven (Revenue Miles)
 - f. Ride refusal record and missed trips
 - g. Number of Customer Complaints received
 - h. Number of Validated Customer Complaints
 - i. Wheelchair usage





13. Any written notice or other correspondence to be provided by or between the Parties shall be hand delivered or mailed by registered or certified mail to the following addresses:

City: City of Minot (Attn: Public Works Operations Director)
P.O. Box 5006
515 2nd Ave SW
Minot, ND 58702

SBT: Souris Basin Transportation (Attn: Transit Director)
805 31st St SE
Minot, ND 58702

14. The Parties agree this Agreement shall be binding upon and inure to the benefit of their successors and assigns. Any waiver by either Party of a default under this Agreement shall be construed to be a waiver of any subsequent default, and no waiver shall be valid unless reduced to writing and signed by the Parties.

15. If any term or provision of this Agreement or application hereof to any person or circumstance is held to be invalid or unenforceable, the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

16. This Agreement contains the entire agreement between the Parties, and no oral statements or representations not contained in this Agreement shall have any force or effect on the same. This Agreement shall not be modified except in writing executed and agreed to by both Parties.





17. This Agreement may be executed in counterparts and shall be governed by the provisions hereof and by the laws of the State of North Dakota, and any legal action to interpret the same shall be filed in a District Court located in Ward County, North Dakota.

This agreement entered into between the City of Minot and Souris Basin Transportation this _____ day of _____, 2025.

Darrell Francis
Souris Basin Transportation Board

Date

Mark Jantzer, Mayor
City of Minot

Date





TO: Mayor and Members of the City Council

FROM: Bryan Banfill, Public Works Director

DATE: June 16, 2025

SUBJECT: SBT DEMAND RESPONSE SERVICE AGREEMENT

I. RECOMMENDED ACTION

It is recommended City Council approve the contract agreement and authorize the interim Mayor and staff to sign applicable documentation.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

Souris Basin Transportation (SBT) provides essential transportation services in Minot, including door-to-door general public demand response and fixed route paratransit services for individuals with disabilities. In FY2024, SBT facilitated approximately 62,000 rides within the city. However, in 2025, Minot's designation as an urban community shifted federal funding from Section 5311 Rural Transit Grants to Section 5307 Urbanized Area Formula Grants. This change rendered SBT ineligible for rural grant funds, creating a significant deficit and risking the loss of general public demand response services without additional financial assistance. During the 2 June 2025 Council Meeting, the discussion on SBT demand response funding was approved. Additionally, the Council directed staff to develop a contract agreement and outline a mechanism to account for rides and cost per ride, to assist in determining the City's equitable funding share to support SBT demand response.

B. Proposed Project

Based on the funding approval by the Council, the City will provide financial assistance to Souris Basin Transit (SBT) with the understanding that SBT will supply the necessary funding and ridership data to help determine future financial needs for the non-profit agency. This data will include Total Ridership, Boardings per Revenue Hour, Revenue Hours per Month, On-Time Performance, Number of Miles Driven (Revenue Miles), Number of Customer Complaints Received, and Number of Validated Customer Complaints.

C. Recommendation Detail

The recommendation to proceed with a contract agreement between Souris Basin Transit (SBT) and the City of Minot is consistent with the City's established practices for providing assistance to other local non-profit agencies.

IV. IMPACT

A. Aspirations

Safe and Welcoming / Excellent and Connected

B. Service/Delivery Impact:

Without this additional funding and contract agreement, there is a significant risk that these vital transportation services, which many community members rely on, could be discontinued. The contract agreement provides a mechanism for City staff to identify specific data deliverables that will assist in determining future funding requirements for SBT's demand response services. By securing this financial assistance, SBT aims to bridge the funding gap and maintain the accessibility and mobility of all citizens in Minot.

C. Fiscal Impact

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

City Council could elect not to approve the recommended contract agreement, which outlines specific data deliverable requirements. This action would delay staff's ability to capture accurate cost data. This delay would result in less precise budgeting practices for future demand response requirements.



EXHIBIT 1

SOURIS BASIN TRANSPORTATION 2025 SERVICES AGREEMENT

1. SOURIS BASIN TRANSPORTATION Services. SOURIS BASIN TRANSPORTATION shall provide the following services and/or meet the following obligations:
 - a. SOURIS BASIN TRANSPORTATION shall provide non-fixed route demand-response public transportation within the City of Minot. This service will be door to door service and requires reservations to be made 24 hours in advance of the requested ride. SBT will provide accessible vehicles, operators, management, and a dispatching system. Hours of operation will be 7:00 am – 10:00 pm Monday-Friday, 7:30 am – 5:00 pm Saturday and Sunday(except certain holidays).
 - b. SOURIS BASIN TRANSPORTATION shall provide a written report to the City by the 20th of each month detailing the service provided within the city limits in the previous month with the data listed below.

Total Ridership

Boardings per Revenue Hour

Revenue Hours per Month

On-Time Performance

Number of Miles Driven(Revenue Miles)

Number of Customer Complaints Received

Number of Validated Customer Complaints



SERVICES AGREEMENT

City of Minot and Souris Basin Transportation.

This Agreement is entered into on this ____ day of _____, 2025, by and between the City of Minot (hereinafter "City") and Souris Basin Transportation, a North Dakota non-profit corporation (hereinafter "Provider").

WHEREAS, the Provider has agreed to provide essential demand-response services to the general public within the city; and

WHEREAS, the City desires to hire Provider and to pay a not to exceed amount of \$300,000 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 July 1, 2025 through December 31, 2025. Upon a written agreement by both Parties, this Agreement may be extended.
2. Scope of Services. Provider agrees to provide the services outlined in Exhibit 1, which is attached and incorporated into this Agreement by reference.
3. Reports. By the 20th of each month, Provider shall submit a written report to the City, setting forth the specific activities and specific deliverables taken to achieve the obligations outlined in Exhibit 1 of this Agreement.
4. Compensation. City shall pay Provider for its services hereunder compensation of Not to Exceed \$300,000. Payment shall be made on a monthly basis with one-sixth of the total annual contribution to be made on the first of each month, but only after receipt of a monthly invoice from Provider. 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.
5. 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.
6. 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 thirty (30) 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.
 - d. The rights and remedies of City provided in this Section 6 are not exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.
7. 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	Souris Basin Transportation
c/o Finance Director	c/o Executive Director
P.O. Box 5006	805 31 st St. SE
Minot, ND 58702	Minot, ND 58701
finance@minotnd.gov	sbtttransit@srt.com

- 8. Independent Entity. Provider is an independent entity under this Agreement and is not a City employee for any purpose.
- 9. 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 6(c) of this Agreement.
- 10. 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. In addition, the City shall have the right to audit, examine, and make copies of any records, documents, or other evidence of Provider that relate to the performance of this agreement. Such audits may be conducted by the City or its designated agent with no less than ten (10) business days' written notice, during normal business hours, and in a manner that does not unreasonably interfere with Provider's operations.

11. 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 receiving 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.
12. 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.
13. 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 \$2,000,000 per occurrence; (2) automobile liability, including owned (if any), hired, and non-owned automobiles, with minimum liability limits of \$500,000 per person and \$2,000,000 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 6(c).

14. 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.
15. Assignment. Neither Party may assign or otherwise transfer or delegate any right or duty without the other party's express written consent.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.

21. Entire Agreement and Modification. This Agreement, including the Attachments, 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.
22. Effectiveness of Agreement. This Agreement is not effective until fully executed by both Parties.

CITY OF MINOT, NORTH DAKOTA

Mark Jantzer
Interim Mayor

David Lakefield
Finance Director

Mikayla McWilliams
City Clerk

Souris Basin Transportation

Darrell Francis, Executive Director



TO: Mayor and Members of the City Council

FROM: Veronica Meyer, Senior Project Manager

DATE: June 16, 2025

SUBJECT: WATERMAIN REPLACEMENT PROJECTS - RESOLUTION OF GOVERNING BODY AND REIMBURSEMENT RESOLUTION

I. RECOMMENDED ACTION

It is recommended City Council approve the attached resolutions to apply for a DWSRF loan.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director, 701-857-4768

III. DESCRIPTION

A. Background

Public Works Utilities has identified over 75 miles of cast iron watermain that needs to be replaced over time. This info is being used to develop projects in the CIP to identify funding needs. As these projects are developed, cost share of 60% of pre-construction is being funded by ND State Water Commission (SWC) and the local share sought from low-interest financing through ND's State Revolving Loan Fund. The resolution of governing body is a requirement of the DWSRF application and city council approved applying for the loan at a previous meeting. The reimbursement resolution is required for issuing the SRF loan, if awarded.

B. Proposed Project

Work for the first project will take place along 2nd Avenue SW from 1st Avenue SW to 16th Street SW and a portion of the Dacotah Homes Addition. Work for the second project will take place along 11th Avenue NW as well as adjacent streets. These projects will improve water quality, fire flow, and reduce breaks.

C. Recommendation Detail

N/A

IV. IMPACT

A. Aspirations

Prepared and Resilient

B. Service/Delivery Impact:

Replacing the old cast iron watermain reduces the number of watermain breaks and reduces overall maintenance costs on the water distribution system.

C. Fiscal Impact

Project Costs

Total Project Estimate: \$8,115,000

Project Funding

Public Works has received a 60% cost share grant through DWR for pre-construction and will apply for another grant for the construction portion. The local share (40%) will be funded using a Drinking Water State Revolving Fund (DWSRF) loan. If a grant isn't awarded for the construction portion, construction phase costs will be funded entirely using a DWSRF loan.

VI. ALTERNATIVES

N/A

RESOLUTION OF GOVERNING BODY OF APPLICANT

RESOLUTION NO. _____

Resolution authorizing filing of application with the North Dakota Department of Environmental Quality for a loan under the Clean Water Act and/or the Safe Drinking Water Act.

WHEREAS, under the terms of the Clean Water Act and/or the Safe Drinking Water Act, the United States of America has authorized the making of loans to authorized applicants to aid in the construction of specific public projects: Now, Therefore, BEIT

RESOLVED The City of Minot

(Governing Body of Applicant)

1. That Mark Jantzer be and is hereby authorized to execute and file an application
(Designated Official)

on behalf of City of Minot with the North Dakota Department of Environmental
(Legal Name of Applicant)

Quality for a loan to aid in the construction of:

Watermain replacement projects

(Brief Project Description)

2. That David Lakefield, Jenna Zelinski, Callie Burns, Finance Director, Comptroller, Sr. Accountant
(Name of Authorized Representative) (Title)

be and is hereby authorized and directed to furnish such information as the North Dakota Department of Environmental Quality may reasonably request in connection with the application, which is herein authorized to be filed, to sign all necessary documents, and, on behalf of loan recipient, to accept loan offer and receive payment of loan funds in an estimated amount of \$8.2 million.

That the City of Minot hereby expresses its official intent to use
(Legal Name of Applicant)

proceeds of this loan to reimburse construction expenditures made prior to the issuance of its municipal securities to the North Dakota Public Finance Authority.

CERTIFICATE OF RECORDING OFFICER

The undersigned duly qualified and acting City Clerk of the
(Title of Officer)

City of Minot does hereby certify that the attached resolution is a true
(Legal Name of Applicant)

and correct copy of the resolution, authorizing the filing of application with the North Dakota Department of Environmental Quality, as regularly adopted at a legally convened meeting of the

Minot City Council duly held on the 16th day of June, 2025;
(Name of Governing Body of Applicant)

and further that such resolution has been fully recorded in the journal of proceedings and records in my office.

In WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20_____.

Signature of Recording Officer*

Title of Recording Officer

*The signature needs to match the signature used for the FIND pre-application

REIMBURSEMENT RESOLUTION
DECLARING OFFICIAL INTENT

BE IT RESOLVED by the 16th day of June of 2025 (the "City"), as follows:

1. Recitals.

(a) The Internal Revenue Service has issued Section 1.150-2 of the Income Tax Regulations (the "Regulations") dealing with the issuance of obligations, all or a portion of the proceeds of which are to be used to reimburse the City for project expenditures made by the City prior to the date of issuance.

(b) The Regulations generally require that the City make a prior declaration of its official intent to reimburse itself for such prior expenditures out of the proceeds of a subsequently issued borrowing no later than 60 days after payment of such expenditure, that the borrowing occur and the reimbursement allocation be made from the proceeds of such borrowing within eighteen months of the payment of the expenditure or, if longer, within eighteen months of the date the project is placed in service, but in no event more than three years after the date the original expenditure was paid and that the expenditure must either be a capital expenditure, or a cost of issuance of the obligation.

2. Official Intent Declaration.

The City desires to comply with requirements of the Regulations with respect to the following capital projects (the Projects) in order to preserve the option of the City to finance the costs of the Projects with tax-exempt obligations:

A. Dacotah Homes Addition and 11th Ave NW Watermain Replacement (Construction Cost: Approximately \$8,200,000).

The City reasonably expects to reimburse all or a portion of the expenditure made for costs of the Projects out of the proceeds of an obligation, as defined in the Regulations.

APPROVED:

ATTEST:

Mark Jantzer, Acting Mayor

Mikayla McWilliams, City Clerk



TO: Mayor and Members of the City Council

FROM: Chris Plank, NDR Program Administrator

DATE: June 16, 2025

SUBJECT: APPROVE THE LETTER OF SUPPORT FOR ENGLE COURT

I. RECOMMENDED ACTION

It is recommended City Council approve the letter of support for the project and authorize the Mayor to sign for Minot Housing Authority.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

In September 2023, the Minot Housing Authority (MHA) and Beyond Shelter were approved by council to begin the process of developing two (2) 38 until apartment complexes on North Hill to be named Engle Court. MHA is applying for funding from the Department of Housing and Urban Development (HUD) for the repositioning of their public housing stock. One portion of the application process is to attach a letter of support from the City.

B. Proposed Project

The application to HUD will request the removal of 40 units from MHA's inventory and will allow them to sell these units and use the proceeds to assist in the development of the Engle Court I and Engle Court II apartment complex. This complex will feature 76 affordable units for the community. In addition, any units disposed of through this process will be added back to the City's tax roll.

C. Recommendation Detail

Staff recommend council authorize the mayor to sign the letter of support for MHA.

IV. IMPACT

A. Aspirations

Prepared and Resilient

B. Service/Delivery Impact:

This project will increase the number of affordable housing units available for the residents of Minot while adding 40 units back to the city's tax roll.

C. Fiscal Impact

There is no cost to the city for this project. The city will be able to collect property taxes on the 40 units that are being disposed of to raise money for construction.

Project Costs

The city bears no cost for this project.

Project Funding

N/A

VI. ALTERNATIVES

Council could not authorize the mayor to sign the letter of support. By doing so, MHA would need to pursue funding from another source which could delay or cancel the project.



May 29, 2025

Tom Alexander
Executive Director
Minot Housing Authority
108 Burdick Expressway East
Minot ND 58703

Dear Mr. Alexander:

I am writing to convey the support from the City for the Section 18 Disposition of 40 public housing units in Minot, ND. The City recognizes this is a significant step to empower the Housing Authority with its Mission to broaden the scope of affordable housing opportunities within the City. By unlocking the available resources, the Housing Authority anticipates the preservation of our existing housing Inventory while the Engle Court project will create 76 new options for the citizens of Minot

Moreover, the sale of these 40 units holds the potential to provide a welcoming abode for lower-income families in Minot, unhindered by the income restrictions of the Housing Authority. In addition, this will also add an additional 40 units back on the City's tax roll.

In closing, we look forward to the positive impact this endeavor will have on our community and are eager to collaborate further to ensure its success.

Sincerely,

Mark Jantzer
Mayor





TO: Mayor and Members of the City Council

FROM: Doug Diedrichsen, Principal Planner

DATE: June 16, 2025

SUBJECT: CASE #2023-07-03 - HIGHLANDER ESTATES 5TH ADDITION - FINAL PLAT

I. RECOMMENDED ACTION

It is recommended City Council approve the proposed final subdivision plat as provided in Attachment A, and authorize the Mayor to sign the Developers Agreement as provided in Attachment B.

II. DEPARTMENT CONTACT PERSONS

Doug Diedrichsen, Principal Planner, 701-857-4122

Brian Billingsley, Community Development Director, 701-857-4122

III. DESCRIPTION

A. Background

The Highlanders Estates 5th Addition Preliminary Plat and Rezone was approved on first reading at the July 24, 2023 City Council Meeting. Staff report is attached as Attachment C.

B. Proposed Project

The applicant would like to subdivide two (2) platted lots into five (5) platted lots.

C. Recommendation Detail

It is recommended City Council approve the proposed final subdivision plat as provided in Attachment A, and authorize the Mayor to sign the Developers Agreement as provided in Attachment B.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing

B. Service/Delivery Impact:

The plat will subdivide two lots into five lots.

C. Fiscal Impact

N/A

Project Costs

N/A

Project Funding

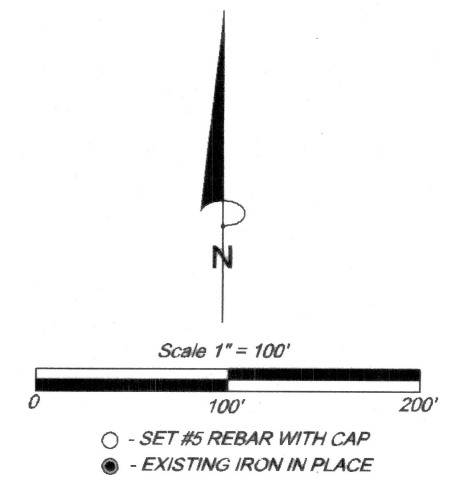
N/A

VI. ALTERNATIVES

Council may approve with conditions or deny the request.

HIGHLANDER ESTATES 5TH SUBDIVISION TO THE CITY OF MINOT, NORTH DAKOTA (BEING LOTS 9, 10 AND VACATED 29TH STREET SW, HIGHLANDER ESTATES SUBDIVISION TO THE CITY OF MINOT, NORTH DAKOTA)

LOT BREAKDOWN
LOT 1 = 495696.59 SQ.FT.
LOT 2 = 187828.03 SQ.FT.
LOT 3 = 129075.00 SQ.FT.
LOT 4 = 129074.43 SQ.FT.
LOT 5 = 270196.50 SQ.FT.
TOTAL = 1211870.55 SQ.FT.
OR 27.82 ACRES

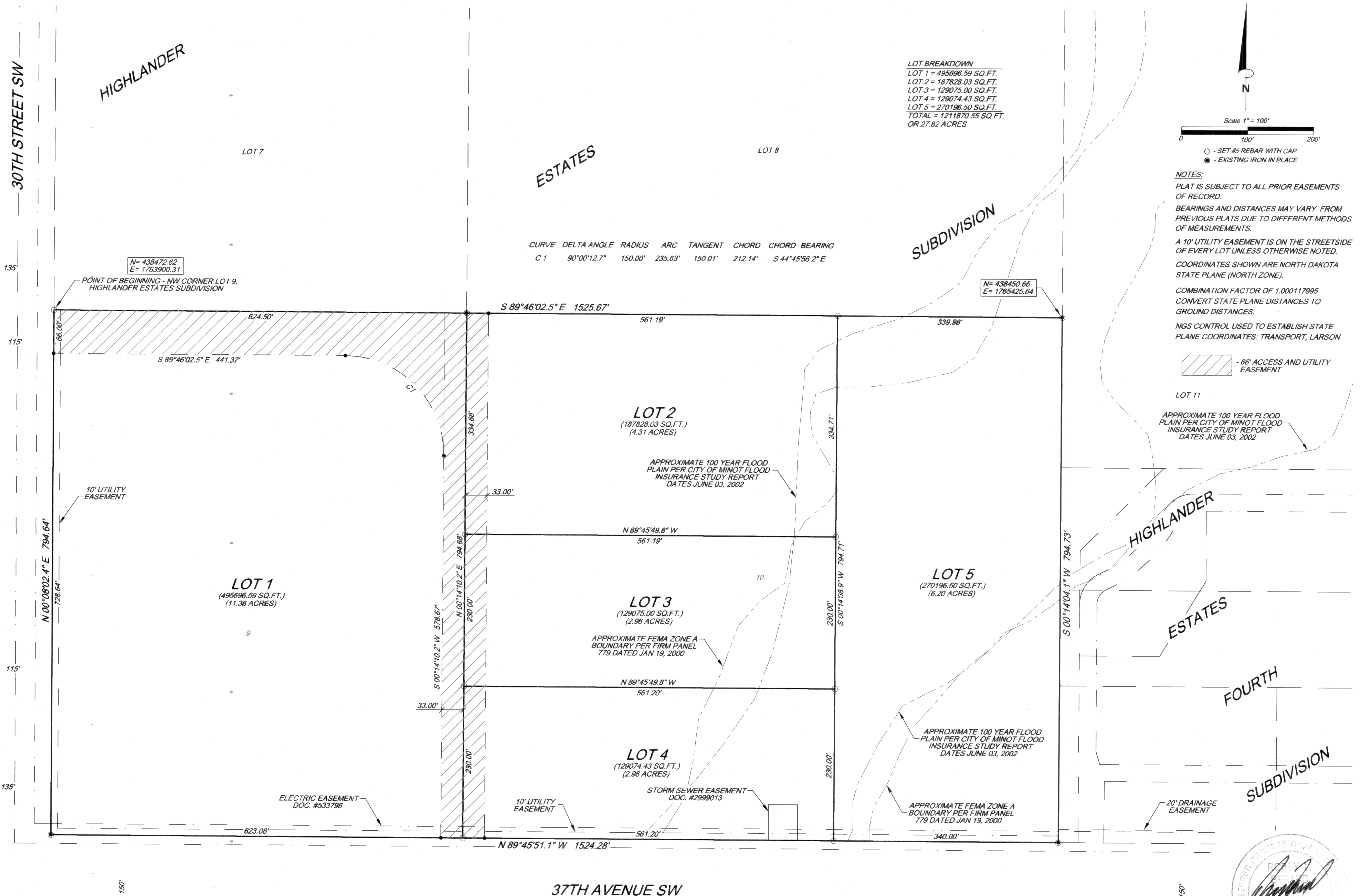


NOTES:
PLAT IS SUBJECT TO ALL PRIOR EASEMENTS OF RECORD.
BEARINGS AND DISTANCES MAY VARY FROM PREVIOUS PLATS DUE TO DIFFERENT METHODS OF MEASUREMENTS.
A 10' UTILITY EASEMENT IS ON THE STREETSIDE OF EVERY LOT UNLESS OTHERWISE NOTED.
COORDINATES SHOWN ARE NORTH DAKOTA STATE PLANE (NORTH ZONE).
COMBINATION FACTOR OF 1.000117995
CONVERT STATE PLANE DISTANCES TO GROUND DISTANCES.
NGS CONTROL USED TO ESTABLISH STATE PLANE COORDINATES: TRANSPORT, LARSON

- 66' ACCESS AND UTILITY EASEMENT

LOT 11
APPROXIMATE 100 YEAR FLOOD PLAIN PER CITY OF MINOT FLOOD INSURANCE STUDY REPORT DATES JUNE 03, 2002

CURVE	DELTA ANGLE	RADIUS	ARC	TANGENT	CHORD	CHORD BEARING
C 1	90°00'12.7"	150.00'	235.63'	150.01'	212.14'	S 44°45'56.2" E

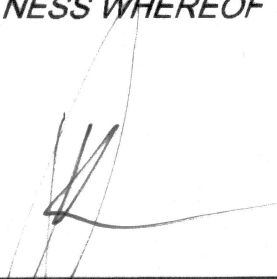


ACKERMAN SURVEYING & ASSOCIATES, INC., MINOT, NORTH DAKOTA

SHEET 1 OF 2
JOB #43-23

DESCRIPTION

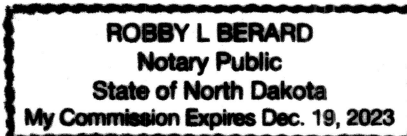
KNOW ALL MEN BY THESE PRESENTS THAT HL DEVELOPEMENT LLC, BEING OWNERS AND PROPRIETORS OF LOTS 9 AND 10, HIGHLANDER ESTATES SUBDIVISION TO THE CITY OF MINOT, NORTH DAKOTA, WHICH IS MORE PARTICULARLY DESCRIBED AS FOLLOWS; BEGINNING AT THE NORTHWEST CORNER OF LOT 9, HIGHLANDER ESTATES SUBDIVISION TO THE CITY OF MINOT, NORTH DAKOTA, A PLAT ON RECORD AT THE WARD COUNTY RECORDERS OFFICE; THENCE S 89°46'02.5" E, A DISTANCE OF 1525.67 FEET; THENCE S 00°14'04.1" W, A DISTANCE OF 794.73 FEET; THENCE N 89°45'51.1" W, A DISTANCE OF 1524.28 FEET; THENCE N 00°08'02.4" E, A DISTANCE OF 794.64 FEET TO THE POINT OF BEGINNING. TRACT CONTAINS 27.82 ACRES. HAVE CAUSED THE SAME TO BE SURVEYED AND PLATTED AS SHOWN HEREON TO BE KNOWN AS HIGHLANDER ESTATES 5TH SUBDIVISION TO THE CITY OF MINOT, NORTH DAKOTA AND HEREBY DONATE AND DEDICATE THE EASEMENTS AS SHOWN HEREON, TO THE PUBLIC FOR PUBLIC USE, IN WITNESS WHEREOF THE OWNER HAS HEREUNTO AFFIXED HIS SIGNATURE.

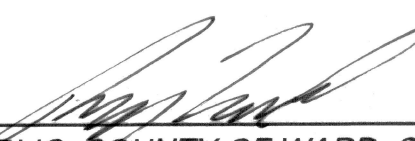

NATHAN SMITH, MANAGER
HL DEVELOPEMENT, LLC

STATE OF NORTH DAKOTA
COUNTY OF WARD

ON THIS 4th DAY OF December, 2023, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, APPEARED NATHAN SMITH, WELL KNOWN TO ME TO BE THE PERSON DESCRIBED IN THE FOREGOING DESCRIPTION AND WHO ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS HIS OWN FREE ACT AND DEED.

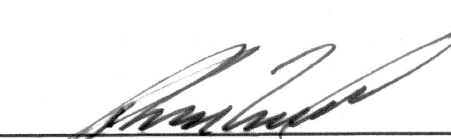
MY COMMISSION EXPIRES:




NOTARY PUBLIC, COUNTY OF WARD, STATE OF NORTH DAKOTA

SURVEYOR'S CERTIFICATE

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

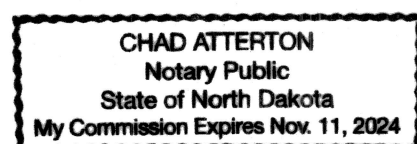

ROBBY L. BERARD, RLS NO. 4727



STATE OF NORTH DAKOTA
COUNTY OF WARD

ON THIS 4th DAY OF December, 2023, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, APPEARED ROBBY L. BERARD, REGISTERED LAND SURVEYOR, WELL KNOWN TO ME TO BE SUCH AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE FOREGOING SURVEYOR'S CERTIFICATE AS HIS OWN FREE ACT AND DEED.

MY COMMISSION EXPIRES:




NOTARY PUBLIC, WARD COUNTY, STATE OF NORTH DAKOTA

APPROVED:

DATE:

CITY OF MINOT ENGINEER



DEVELOPMENT AGREEMENT

BY AND BETWEEN THE CITY OF MINOT AND HL DEVELOPMENT, LLC FOR THE HIGHLANDER ESTATES FIFTH SUBDIVISION DEVELOPMENT

THIS DEVELOPMENT AGREEMENT is made and entered into this ____th day of _____, 20____, by and between the City of Minot, a municipal corporation, hereinafter the "City," and HL Development, LLC, hereinafter the "Developer." City and Developer are jointly referred to herein as the "Parties."

WHEREAS, the City may enter into a development agreement with a person having ownership or control of real property within its jurisdiction; and

WHEREAS, this Development Agreement (hereinafter the "Agreement"), relates to the Highlander Estates Fifth Subdivision, owned by the Developer, and located within the City of Minot, whose legal description is Highlander Estates Fifth Subdivision, to the City of Minot, Ward County, North Dakota (hereinafter the "Property"); and

WHEREAS, the purpose of this Agreement is to memorialize specific restrictions that apply to the Property; and

WHEREAS, the Property was originally platted as Lots 9, 10 and Vacated 29th Street NW, Highlander Estates Subdivision located in Section 34, Township 155 North, Range 83 West, Ward County, North Dakota, which was recorded with the Ward County Recorder on March 30, 2012 and assigned instrument number of 2938151; and

WHEREAS, the Planning Commission recommended City Council approve the zone change, preliminary plat of Highlander Estates Fifth Subdivision and vacation of 29th Street NW, subject to conditions, on July 7, 2023; and

WHEREAS, the City Council approved the preliminary plat of Highlander Estates Fifth Subdivision and the first reading of Ordinance 5872, a zoning map amendment of the Property, subject to modified conditions, on July 24, 2023; and

WHEREAS, the City Council approved the final plat of Highlander Estates Fifth Subdivision and the second reading of Ordinance 5872, a zoning map amendment of the Property, on _____, 2025; and

WHEREAS, The City Council approved this Agreement and authorized the Mayor to sign the same on behalf of the City on _____, 2025; and

WHEREAS, this Agreement is necessary to ensure the orderly development of the site and memorialize conditions of approval; and

NOW, THEREFORE, the Parties hereto agree and stipulate that each of the conditions of approval listed in this Agreement shall be fulfilled by the Developer in its entirety, including any subparts, and/or addressed in the manner as follows:

Condition #1: Sidewalks are required along 37th Ave SW and the reconfiguration/installation of sidewalks and paths ADA ramps on all quadrants of the intersection of 37th Ave SW and 30th St SW.

- Installation of the above infrastructure shall meet the specifications as prescribed by the Engineering Department.
- The installation shall be finalized prior to the issuance of a certificate of occupancy or, in the event of adverse weather conditions prohibiting installation, a performance bond or other financial guarantee may be submitted to the City as assurance that the necessary work will be completed within a specified date determined by the City.
- This condition is fulfilled upon acceptance of long-term maintenance of the infrastructure by the City as determined by the Engineering Department.

Condition #2: Final driveway/access locations will be approved by the City Engineer during site plan review.

- The final site shall depict the location and corresponding width of each approved approach onto 37th Ave SW. and 30th St. SW.
- This condition is fulfilled upon the approval of the final site plan by the Engineering Department.

Condition #3: An approved traffic impact study is required for future development, including but not limited to special event parking analysis and public transit route identification and bus/ride share layout in coordination with the City.

- A traffic impact study has been submitted to the City and initial comments have been provided to the Developer. Continued modifications must be made to the traffic impact study until it meets the requirements of the City's Engineering Department.
- This condition is ongoing due to the continued requirement to address the traffic impacts as each lot is developed.

Condition #4: Necessary improvements shall be made by the developer stemming from the results of condition #3.

- The necessary improvements stemming from the traffic impact study as required in Condition #3 shall be installed by the Developer prior to issuance of a certificate of occupancy or, in the event of adverse weather conditions prohibiting installation, a performance bond or other financial guarantee may be submitted to the City as assurance that the necessary work will be completed within a specified date determined by the City.

- This condition will be fulfilled upon acceptance of long-term maintenance and/or acceptance of satisfactory completion as determined by the City's Engineering Department.

Condition #5: An approved storm water management plan is required for development.

- The Developer must provide a storm water management plan to the City meeting the City's standards and specifications as determined by the Engineering Department.
- The City's Engineering Department will review the submitted storm water management plan and, if approved, the Developer may commence improvements necessary to implement the storm water management plan.
- This condition is ongoing due to continued adherence to the stormwater management plan by The Developer.

Condition #6: Sewer connection fees are required for future development.

- The Developer must pay the sewer connection fees per the City-adopted rate at the time of building permit application.
- This condition is fulfilled when all sewer connection fees have been paid to the City by the Developer.

Condition #7: Watermain connection is required for future development.

- The Developer must construct a watermain loop through the development from 30th Street SW to 37th Ave SW.
- This condition will be fulfilled upon acceptance of long-term maintenance and/or acceptance of satisfactory completion as determined by the City's Engineering Department.

Condition #8: Street paving is required to accommodate future development.

- The Developer must pave 30th Avenue SW adjacent to the development designed to accommodate the development.
- This condition is fulfilled upon acceptance of long-term maintenance of the infrastructure by the City as determined by the Engineering Department.

Condition #9: Street lighting is required to accommodate future development.

- The Developer must construct and install street lighting along all streets constructed within the development.
- This condition is fulfilled upon acceptance of long-term maintenance of the infrastructure by the City as determined by the Engineering Department.

Condition #10: All construction on parcels that are within the floodplain shall meet all floodplain ordinance requirements and any other applicable law.

- This condition is ongoing due to continued adherence to the floodplain ordinance requirements by The Developer.

Condition #11: A Developers Agreement is required prior to recording the plat.

- This condition is fulfilled upon recordation of this Agreement with the Ward County Recorder's Office at the Developer's expense.

Condition #12: A financial security shall be provided to the City by the Developer meeting the requirements of Section 10.3-21 of the City's Land Development Ordinance.

- In the event of adverse weather conditions prohibiting installation of any infrastructure required in the condition of this agreement, a performance bond or other financial guarantee may be submitted to the City as assurance that the necessary work will be completed within a specified date determined by the City.

Condition #13: The final plat shall show:

- a. Current floodplain,
 - b. Proposed floodplain and elevation,
 - c. Existing easements, and
 - d. New access and utility easements – final locations to be determined.
- This condition is fulfilled upon the recordation of a final plat showing items a. through d. of this condition with the Ward County Recorder's Office at the Developer's expense.

This Agreement shall be governed by and interpreted according to North Dakota law. The appropriate venue and jurisdiction for any litigation hereunder shall be in a District Court located in Ward County, North Dakota.

Each party represents and warrants that this Agreement has been duly authorized, executed and delivered by it; that the undersigned representatives are duly 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 Developer, its successors and assigns in accordance with its terms.

Neither this Agreement nor any item hereof may be changed, waived, discharged, or terminated orally, but only by instrument in writing, signed by both Parties hereto.

If a Court finds any part of this Agreement to be invalid, the remainder of this Agreement shall not be invalidated. Any part of any section found to be invalid shall not invalidate the remaining part of said section, and the invalid section may be reformed to be valid and enforceable to the extent allowed by law.

Developer agrees to at all times comply and be in compliance with all federal, state, and municipal laws while this agreement is in effect, including but not limited to those relating to the payment of taxes or other charges on tickets, admissions, or in any way connected with Developer's activities in connection with this agreement. Developer's failure or omission to comply with any such federal, state, or municipal laws will be considered a material breach of this Agreement and will justify immediate termination of this Agreement by the City.

This Agreement supersedes any and all prior understandings of the Parties, oral or written, in connection with the subject matter hereof and is intended by both Parties to be a complete and exclusive statement of their commitments and responsibilities with respect to the subject matter hereof.

Any notice, demand, or request required or permitted to be given or made under this Agreement must be made in writing unless specifically stated otherwise in this Agreement. Notice will be deemed given when delivered in person, sent via certified mail/return receipt requested, or sent by email with confirmed receipt by the receiving party, to the Parties as specified below:

HL Development, LLC
Attn: Nathan Smith
1940 South Broadway PMB180
Minot, ND 58701
Email nathan@smithfarmsnd.com

CITY OF MINOT
Attn: Community and Economic Development Director
PO Box 5006
Minot, ND 58702-5006
E-mail: clerk@minotnd.org

Any Party may change its address or notice by giving written notice to the other in accordance with the provisions of this paragraph.

Developer agrees to indemnify, hold harmless, and defend the City, its officers, employees, and agents, from any and all claims, actions, suits, costs, damages, and liabilities resulting from the breach of this Agreement, the negligent actions, willful misconduct, or omissions of Developer, and Developer's guests invitees, agents, and sub-contractors, including but not limited to actions for personal injury occurring on the Developer's property, and damage to the property of any person(s) while participating in Developer's activities related to this Agreement, or any other cause of action arising from Developer's use of their property under this Agreement.

In the event of any dispute hereunder or of any action to interpret or enforce this

Agreement, the prevailing party shall be entitled to recover its reasonable costs, fees and expenses, including, but not limited to, witness fees, expert fees, consultant fees, attorney, paralegal, and legal assistant fees, costs and expenses and other professional fees, costs, and expenses whether suit be brought or not, and whether in settlement, declaratory or injunctive action, at trial, or on appeal.

This Agreement shall be recorded in the Ward County Recorder's Office, and shall constitute a covenant running with the land, and shall be binding on the Developer, its administrators, executors, assigns, heirs and any other successors in interests, including any property association.

This Agreement may be executed in one or more counterparts and, if executed in more than one counterpart, the executed counterparts shall each be deemed to be an original but all such counterparts shall together constitute one and the same instrument.

Should any portion of this Agreement for any reason be declared invalid or unenforceable, the invalidity or unenforceability of such portion shall not affect the validity of any of the remaining portions, and the same shall be deemed in full force and effect as if this Agreement had been executed with the invalid portions eliminated.

No waiver of any provision of this Agreement shall operate as a waiver of any other provision regardless of any similarity that may exist between such provisions. No waiver shall be binding unless executed in writing by the waiving Party.

IN WITNESS WHEREOF, the parties hereto, after due authorization by its respective governing bodies/partners, hereby sign this Agreement on the day and year first above written.

CITY OF MINOT, ND

By: _____
Mark Jantzer, City Council President

Attest: _____
Mikayla McWilliams, City Clerk

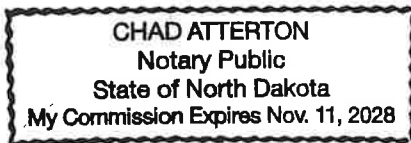
HL Development, LLC

By: _____
**Nathan Smith, President,
HL Development, LLC**

STATE OF NORTH DAKOTA)
COUNTY OF Ward) ss

On this 27 day of May, 2025, before me personally appeared
Nathan Smith, known to me to be the person who is described in, and who
executed the within and foregoing instrument and who acknowledged to me that he
executed the same.

(seal)



Notary Public, _____ County,
North Dakota.
My Commission Expires: _____



Planning Commission Staff Report

Application Date: 06/02/2023

Date of Staff Report: 06/13/2023

Date of Planning Commission Meeting: 07/11/2023

Staff Contact: John Van Dyke, Principal Planner

Staff Recommendation: Approval

Case Number: 2023-07-03

Project Name: Highlander Estates 5th Addition -
Zone Change, Prelim Plat

Current Legal Description: Lots 9 & 10 and
Vacated 29th St. NW, Highlander Estates
Subdivision

Proposed Legal Description: Highlander Estates
5th Subdivision

Present Address: See Project Description

Entitlements Requested: Zoning Map
Amendment from "C1" to "C2" and Subdivide
two (2) Lots into Five (5) Lots.

Owners: HL Development, LLC

Representative: Ackerman Surveying

Present Zone(s): "C1" Neighborhood Commercial
District and "C2" General Commercial District

Present Use(s): Vacant Land

Uses Allowed in Present Zone(s): See Chapter 2.2
for allowed and conditionally permitted uses
within each district.

Present Future Land Use Map Designation:
General Commercial and Mixed-Use Center

Proposed Zone(s): "C2" General Commercial District

Proposed Use(s): Unspecified Commercial

Uses Allowed in Proposed Zone(s): See Chapter 2.2 for
allowed and conditionally permitted uses within each
district

Proposed Future Land Use Map Designation: No
Change

PROJECT DESCRIPTION:

Public hearing request by Ackerman Surveying, applicant representative, on behalf of HL Development, LLC, owner for a preliminary plat and zoning map amendment. The purpose of the preliminary plat is to subdivide two platted lots into five lots. Further, a portion of right-of-way known as 29th St. SW is proposed to be vacated. The proposed plat is to be known as Highlander Estates 5th Subdivision. Finally, a zoning map amendment is requested to amend the properties from "C1" Neighborhood Commercial District and "C2" General Commercial

District to solely “C2” General Commercial District. The legal description for the properties are Lots 9 & 10, Highlander Estates Subdivision to the City of Minot, North Dakota. The properties are presently unaddressed and are located to the northeast of the intersection of 37th Ave. SW and 30th St. SW. An aerial, including the notification boundary, is provided in **Exhibit 1**.

BACKGROUND INFORMATION:

The applicant desires to rezone the property from “C1” Neighborhood Commercial District to “C2” General Commercial District and subdivide two (2) platted lots into five (5) platted lots for the purpose of future unspecified commercial development. This proposal includes a vacation of right-of-way of a portion of 29th St. SW, which was dedicated with the original plat in 2012.

The preliminary plat is provided in **Exhibit 2**.

The zoning and future land use map of the subject property and immediate vicinity is provided in **Exhibit 3**.

Site photos are provided in **Exhibit 4**.

STAFF ANALYSIS:

Zoning Map Amendment Analysis:

Section 9.1-7 of the Minot Land Development Code provides the procedures for amending the official zoning map of the City of Minot. Section 9.2 provides the noticing requirements for public hearings held by the Planning Commission. Section 9.1-7 D. recognizes that the future land use map may need to be amended to support any rezoning request. The applicant has submitted the necessary application documents required per Section 9.1-7 C. and noticing has been conducted as required per Section 9.2.

The subject property maintains two future land use designations on the 2040 Future Land Use Map – General Commercial and Mixed-Use Center. The General Commercial designation is substantially dominant, with only the southeast portion of proposed Lot 5 being designated as Mixed-Use Center. Staff finds no future land use map amendment is necessary, as the proposal aligns with the substantially dominant future land use designation of the subject property.

Section 9.1-7 E. 2. requires the Planning Commission to provide findings of fact to ensure the criteria included in Section 9.1-7 H. has been satisfied in order to support any recommendation regarding any proposed changes to the zoning map or Future Land Use Map. Staff provides the following guidance:

Section 9.1-7 H. relates to whether or not the proposed zoning map amendment is justified due to a change in conditions, error in the zoning map, or in order to fulfill the future land use map of the Comprehensive Plan. The request stems from significant changes to the southwest area of Minot since the property was originally platted in 2012. Since that time, Trinity Health has relocated to the southeast and The Tracks development, a complex of seven, seven story buildings, is presently under construction. The area has developed into a much higher intensity than when it was originally conceived more than a decade ago. Further, the proposal will bring the zoning into alignment with the 2040 Comprehensive Plan Future Land Use Map. Section 9.1-7 H. 1 is satisfied.

The City and other agencies will be able to provide necessary public services and facilities to serve the proposed development. Section 9.1-7 H. 2 is satisfied.

Section 9.1-7 H. 3 requires that the proposed zoning map amendment will not substantially diminish the condition or value of property in the vicinity. Staff finds no evidence that the amendment to “C2” General Commercial District will diminish the condition or value of property within the vicinity. Section 9.1-7. H. 3. is satisfied.

Section 9.1-7. H. 4. requires the zoning change to be consistent with the purpose of the Land Development Ordinance of the City of Minot, the Comprehensive Plan, and other adopted plans and policies of the City. The proposed development must comply with all development standards within the Land Development Ordinance of the City of Minot and the zoning map amendment aligns with the dominant future land use designation of General Commercial within the 2040 Comprehensive Plan. Therefore, Section 9.1-7. 4. is satisfied.

Subdivision Design Standards:

Section 10.2-7 C. of the Land Development Ordinance of the City of Minot (LDO) covers the process of application and submittal for a major subdivision preliminary plat. The applicant has submitted the necessary application documents required per Section 10.2-7 C. 2. and noticing has been conducted as required per 9.2-1 (B) and (C).

Section 10.2-7. D. requires that staff’s report consider the nature of the proposed development as prescribed within Section 10.2-5 relating to whether or not it meets the technical requirements of Article 10, and if not, whether any such requirements should be waived. To that end, staff provides the following guidance based on the various requirements of Chapter 10.3 – Design Standards:

Section 10.3-1, requiring the proposed subdivision to be designed in accordance with the standards of Chapter 10.3, the Land Development Ordinance as a whole, and a list of various other plans and codes, is satisfied with conditions per the Engineering Department. The recommended conditions are as follows:

- i. A traffic impact study is required and any required improvements must be installed by the applicant
- ii. Access onto 37th Avenue to be approved by the city engineer

- iii. 30th St SW adjacent to the development must be paved rural section designed to accommodate the development

Section 10.3-2 prohibits the approval of the subdivision of land that is unsuitable for development due to a variety of reasons. Staff finds the proposed preliminary layout, which proposes to subdivide two (2) platted lots into five (5) lots, is suitable for the development as proposed and therefore Section 10.3-2 is satisfied.

Section 10.3-3. requires that a subdivision name not already be utilized elsewhere and spelled correctly. The name Highlander Estates 5th Addition has not yet been taken and is spelled correctly. Section 10.3-3 is satisfied.

Section 10.3-4. A-F. relating to Street Names and Numbering is not applicable, as there are no additional streets proposed via this subdivision. Addressing will be assigned to each lot following completion of the final plat process, if approved.

The requirements of Section 10.3-11. relating to the design of the individual lots has been satisfied as those properties to be zoned "C2" General Commercial District meet the minimum lot sizes of 10,000 s.f. for an interior or corner lot. In short, the lots meet the dimensional standards per Section 10.3-11.

Section 10.3-12 relating to block design is satisfied.

The requirements of Section 10.3-13 relating to the dedication of right-of-way, easements, and street widths is satisfied with no conditions, as no new rights-of-way are proposed.

Sections 10.3-14 related to sidewalks is applicable and must be included in a development agreement outlining precisely where and when the pedestrian system will be installed. A condition of approval is recommended to be included surrounding sidewalk installation and will be provided for in staff's recommendations. Section 10.3-14 is therefore satisfied with conditions.

Section 10.3-15 related to public utilities is satisfied with conditions. The Engineering Department has provided comments surrounding the necessary public utilities that must accompany this development. The following are identified as related to the necessary public utilities for the development:

- i. Street lighting is required
- ii. A storm water management plan is required
- iii. A sewer connection fee of \$4,440/acre is to be paid at the time of application for a building permit
- iv. Watermain must be looped through the development from 30th St to 37th Ave
- v. Portions of these parcels are within the floodplain and shall meet all floodplain ordinance requirements

Section 10.3-21 relates to financial security provided to the City when infrastructure is being installed. This helps ensure that infrastructure is not left in a half-constructed state by requiring proof the costs associated with construction are available prior to beginning work. Section 10.3-21 is satisfied with the following condition:

- A financial security shall be provided to the City meeting the requirements of Section 10.3-21.

Section 10.3-22 is satisfied, as the applicant is required to follow all City permitting processes for construction.

Comments:

- a) There were no public comments at the time of writing this staff report.
- b) The application was distributed to city departments and external public agencies within the City for review and the following comments were received:
 - a. Engineering - A developer's agreement is required for any required improvements associated with the development. This shall include but not limited to:
 - i. Sidewalks are required
 - ii. Street lighting is required
 - iii. A storm water management plan is required
 - iv. A traffic impact study is required and any required improvements must be installed by the applicant
 - v. Access onto 37th Avenue to be approved by the city engineer
 - vi. 30th St SW adjacent to the development must be paved rural section designed to accommodate the development
 - vii. A sewer connection fee of \$4,440/acre is to be paid at the time of application for a building permit
 - viii. Watermain must be looped through the development from 30th St to 37th Ave
 - ix. Portions of these parcels are within the floodplain and shall meet all floodplain ordinance requirements

The comments from Engineering have been incorporated into the recommended conditions of approval and are further outlined in the staff analysis section surrounding compliance with Chapter 10.3 of the Land Development Ordinance.

FINDINGS OF FACT:

The Minot Planning Commission should accept the following findings of facts:

- 1) The applicants have submitted a complete application.
- 2) The present zoning is "C2" General Commercial District and the 2040 Comprehensive Plan Future Land Use Map designates this area as dominantly General Commercial and subserviently Mixed-Use Center.

- 3) The proposed zoning map amendment satisfies the evaluative criteria of Section 9.1-7. H. 1. thru 4. of the Land Development Ordinance as explained in the Staff's Analysis section of the written report.
- 4) The proposed preliminary plat meets the subdivision design requirements of Chapter 10.3, as applicable, subject to the following conditions:
 1. A developer's agreement is required for any required improvements associated with the development. This shall include but not be limited to:
 - a. Sidewalks are required
 - b. Street lighting is required
 - c. A storm water management plan is required
 - d. A traffic impact study is required and any required improvements must be installed by the applicant
 - e. Access onto 37th Avenue to be approved by the city engineer
 - f. 30th St SW adjacent to the development must be paved rural section designed to accommodate the development
 - g. A sewer connection fee of \$4,440/acre is to be paid at the time of application for a building permit
 - h. Watermain must be looped through the development from 30th St to 37th Ave
 - i. Portions of these parcels are within the floodplain and shall meet all floodplain ordinance requirements
 2. A financial security shall be provided to the City meeting the requirements of Section 10.3-21.
- 5) The Minot Planning Commission has the authority to hear this case and provide a recommendation to City Council whether the zoning map amendment and preliminary plat be approved, with or without conditions, or denied. The public notice requirements were met, the hearing was legally noticed and posted, and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

RECOMMENDATION:

Staff recommends the Planning Commission adopt staff's findings of fact and recommend approval to City Council for a zoning map amendment from "C1" Neighborhood Commercial District and "C2" General Commercial District to solely "C2" General Commercial District and a preliminary plat to be known as Highlander Estates 5th Addition subject to the following conditions:

1. A developer's agreement is required for any required improvements associated with the development. This shall include but not be limited to:
 - a. Sidewalks are required
 - b. Street lighting is required
 - c. A storm water management plan is required
 - d. A traffic impact study is required and any required improvements must be installed by the applicant
 - e. Access onto 37th Avenue to be approved by the city engineer
 - f. 30th St SW adjacent to the development must be paved rural section designed to accommodate the development

- g. A sewer connection fee of \$4,440/acre is to be paid at the time of application for a building permit
 - h. Watermain must be looped through the development from 30th St to 37th Ave
 - i. Portions of these parcels are within the floodplain and shall meet all floodplain ordinance requirements
2. A financial security shall be provided to the City meeting the requirements of Section 10.3-21.



☐	Subject
☐	Property(ies)
☒	300' Buffer

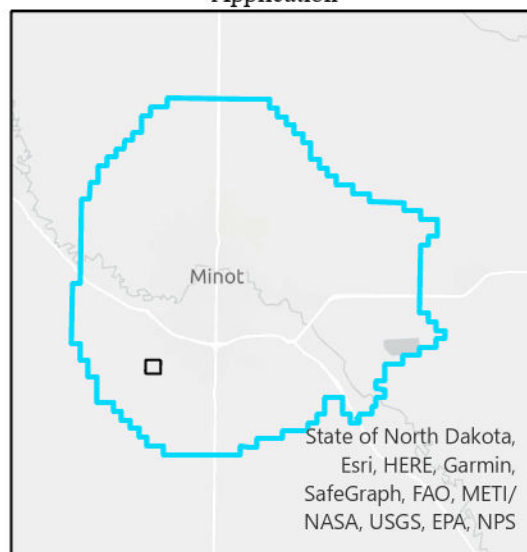
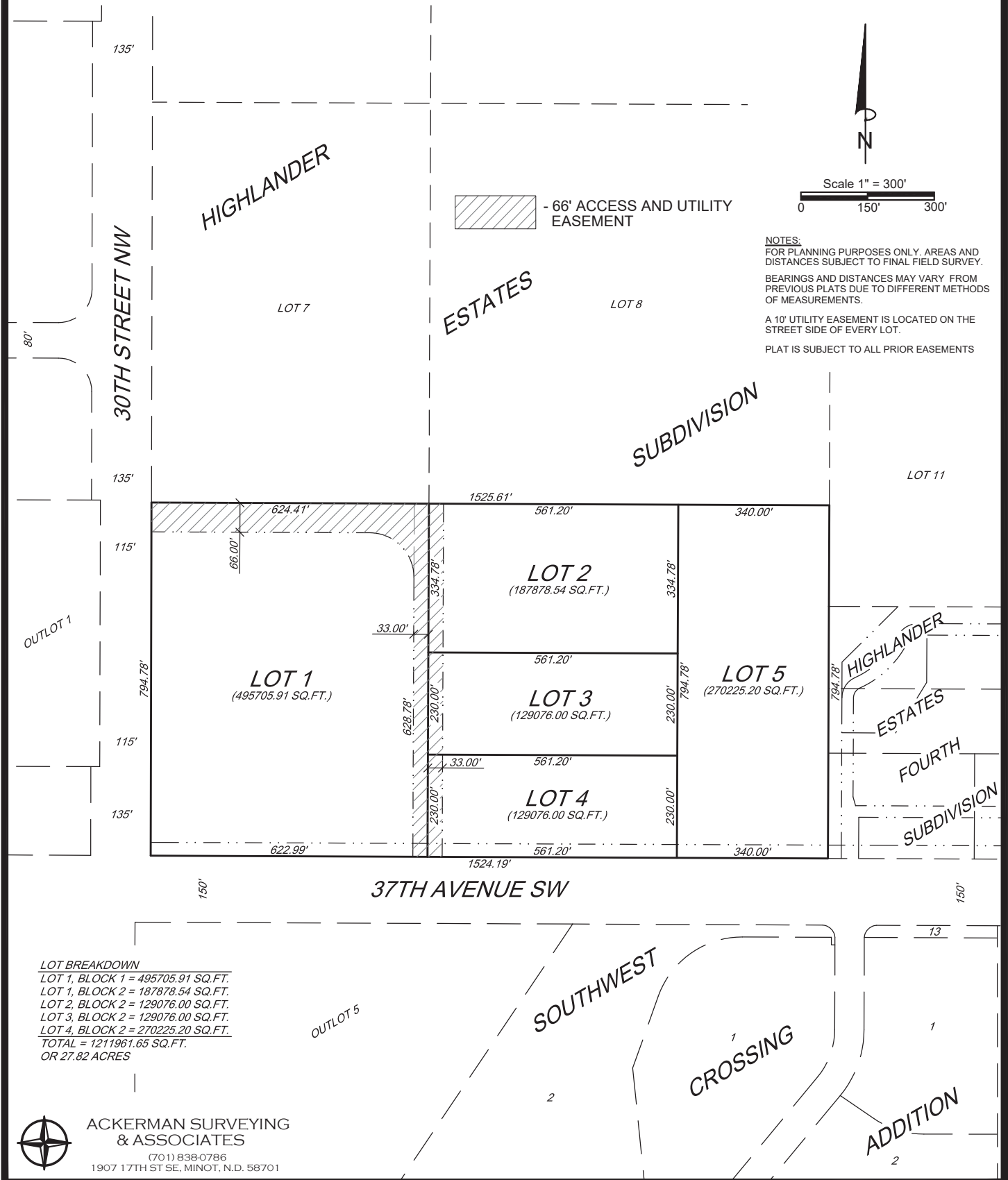
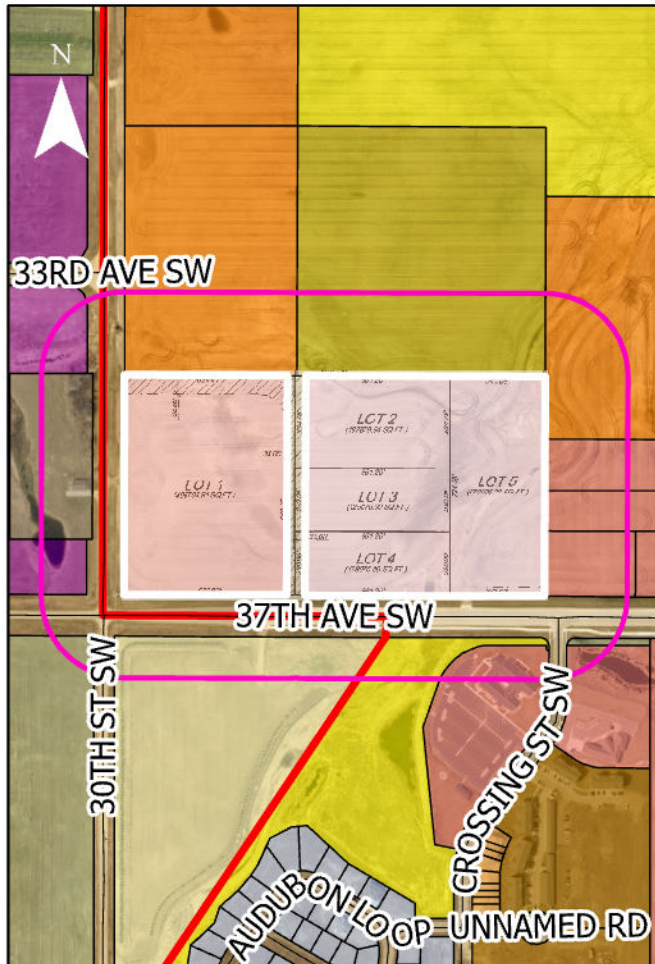


EXHIBIT 2 - PRELIMINARY PLAT

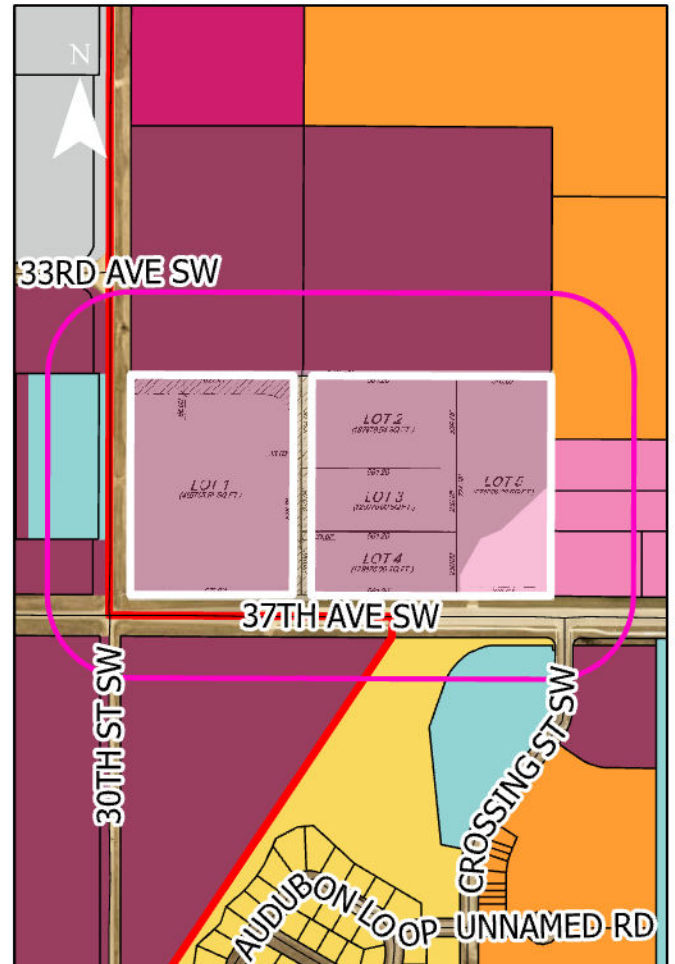
PRELIMINARY PLAT OF HIGHLANDER ESTATES 5TH SUBDIVISION TO THE CITY OF MINOT, NORTH DAKOTA (BEING LOTS 9, 10 AND VACATED 29TH STREET NW, HIGHLANDER ESTATES SUBDIVISION TO THE CITY OF MINOT, NORTH DAKOTA)



ZONING



FUTURE LAND USE



Zoning

	AG
	C1
	C2
	M1
	P
	R1
	R2
	R3
	R3C
	R4
	RH
	RR

0 375 750 1,500 Feet

Both Maps

	Subject Property(ies)
	300' Buffer

Land Use Type

	Suburban Residential
	Urban Residential
	General Commercial
	Gateway Commercial
	Mixed Use Center
	Light Industrial
	Public and Institutional

EXHIBIT 4 - SITE PHOTOS



Facing Northwest



Facing Northeast



TO: Mayor and Members of the City Council

FROM: Doug Diedrichsen, Principal Planner

DATE: June 16, 2025

SUBJECT: CASE #2023-06-03 - 55TH CROSSING 9TH ADDITION - FINAL PLAT

I. RECOMMENDED ACTION

It is recommended City Council approve the proposed final subdivision plat as provided in Attachment A, and authorize the Mayor to sign the developers agreement in Attachment B.

II. DEPARTMENT CONTACT PERSONS

Doug Diedrichsen, Principal Planner, 701-857-4122

Brian Billingsley, Community Development Director, 701-857-4122

III. DESCRIPTION

A. Background

The 55th Crossing 9th Addition Preliminary Plat and Rezone was approved on first reading at the June 19, 2023 City Council meeting. Staff report is attached as Attachment C.

B. Proposed Project

The applicant would like to divide the subject property into ten (10) single-family residential lots.

C. Recommendation Detail

It is recommended City Council approve the proposed final subdivision plat as provided in Attachment A, and authorize the Mayor to sign the developers agreement in Attachment B.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing

B. Service/Delivery Impact:

This plat is a subdivision of one lot into ten (10) residential single-family lots.

C. Fiscal Impact

N/A

Project Costs

N/A

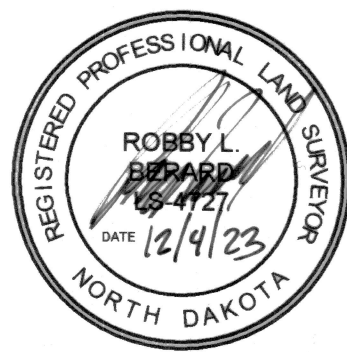
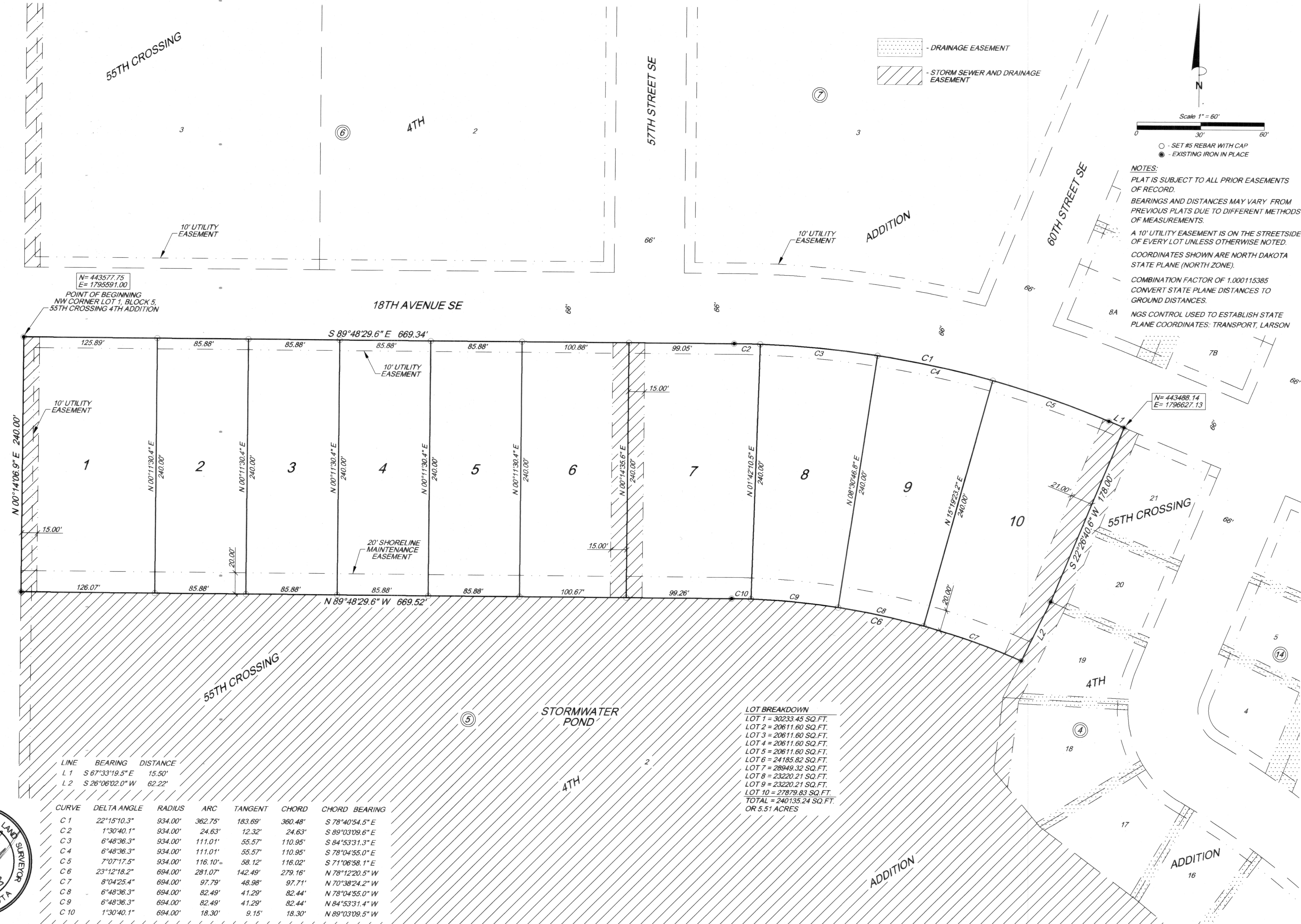
Project Funding

N/A

VI. ALTERNATIVES

Council may approve with conditions or deny the request.

55TH CROSSING 9TH ADDITION
TO THE CITY OF MINOT, NORTH DAKOTA
(BEING LOT 1, BLOCK 5, 55TH CROSSING 4TH ADDITION
TO THE CITY OF MINOT, NORTH DAKOTA)



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

DESCRIPTION

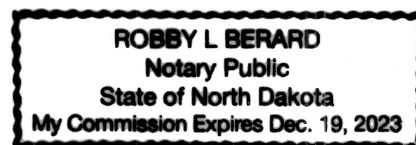
KNOW ALL MEN BY THESE PRESENTS THAT STONEHAVEN DEVELOPEMENT, LLC, BEING OWNER AND PROPRIETOR OF LOT 1, BLOCK 5, 55TH CROSSING 4TH ADDITION TO THE CITY OF MINOT, NORTH DAKOTA, WHICH IS MORE PARTICULARLY DESCRIBED AS FOLLOWS; BEGINNING AT THE NORTHWEST CORNER OF LOT 1, BLOCK 5, 55TH CROSSING 4TH ADDITION TO THE CITY OF MINOT, NORTH DAKOTA, A PLAT ON RECORD AT THE WARD COUNTY, RECORDERS OFFICE; THENCE S 89°48'29.6" E, A DISTANCE OF 669.34 FEET; THENCE ALONG A CURVE TO THE RIGHT A DISTANCE OF 362.75 FEET, SAID CURVE HAVING A RADIUS OF 934.00 FEET AND A CHORD OF 360.48 FEET WHICH BEARS S 78°40'54.5" E; THENCE S 67°33'19.5" E, A DISTANCE OF 15.50 FEET; THENCE S 22°26'40.6" W, A DISTANCE OF 178.00 FEET; THENCE S 26°06'02.0" W, A DISTANCE OF 62.22 FEET; THENCE ALONG A CURVE TO THE LEFT A DISTANCE OF 281.07 FEET, SAID CURVE HAVING A RADIUS OF 694.00 FEET AND A CHORD OF 279.16 FEET WHICH BEARS N 78°12'20.5" W; THENCE N 89°48'29.6" W, A DISTANCE OF 669.52 FEET; THENCE N 00°14'06.9" E, A DISTANCE OF 240.00 FEET TO THE POINT OF BEGINNING. TRACT CONTAINS 5.51 ACRES. HAVE CAUSED THE SAME TO BE SURVEYED AND PLATTED AS SHOWN HEREON TO BE KNOWN AS 55TH CROSSING 9TH ADDITION TO THE CITY OF MINOT, NORTH DAKOTA AND HEREBY DONATE AND DEDICATE THE EASEMENTS AS SHOWN HEREON, TO THE PUBLIC FOR PUBLIC USE, IN WITNESS WHEREOF THE OWNER HAS HEREUNTO AFFIXED HIS SIGNATURE.

NATHAN SMITH, TREASURER
STONEHAVEN DEVELOPEMENT, LLC

STATE OF NORTH DAKOTA COUNTY OF WARD

ON THIS 4th DAY OF December, 2023, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, APPEARED NATHAN SMITH, WELL KNOWN TO ME TO BE THE PERSON DESCRIBED IN THE FOREGOING DESCRIPTION AND WHO ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS HIS OWN FREE ACT AND DEED.

MY COMMISSION EXPIRES:

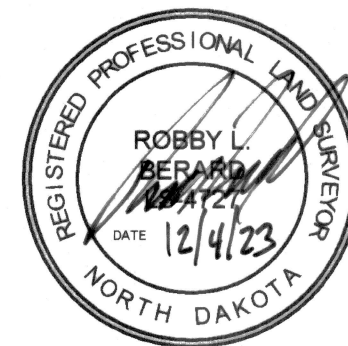


NOTARY PUBLIC, COUNTY OF WARD, STATE OF NORTH DAKOTA

SURVEYOR'S CERTIFICATE

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

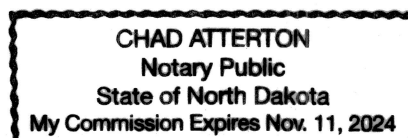
ROBBY L. BERARD, RLS NO. 4727



STATE OF NORTH DAKOTA COUNTY OF WARD

ON THIS 4th DAY OF December, 2023, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, APPEARED ROBBY L. BERARD, REGISTERED LAND SURVEYOR, WELL KNOWN TO ME TO BE SUCH AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE FOREGOING SURVEYOR'S CERTIFICATE AS HIS OWN FREE ACT AND DEED.

MY COMMISSION EXPIRES:



NOTARY PUBLIC, WARD COUNTY, STATE OF NORTH DAKOTA

APPROVED:

DATE:

CITY OF MINOT ENGINEER



**DEVELOPMENT AGREEMENT
BY AND BETWEEN THE CITY OF MINOT AND STONEHAVEN DEVELOPMENT,
LLC FOR THE 55TH CROSSING 9TH SUBDIVISION DEVELOPMENT**

THIS DEVELOPMENT AGREEMENT is made and entered into this 18th day of March, 2024, by and between the City of Minot, a municipal corporation, hereinafter the "City," and Stonehaven Development, LLC, hereinafter the "Developer." City and Developer are jointly referred to herein as the "Parties."

WHEREAS, the City may enter into a development agreement with a person having ownership or control of real property within its jurisdiction; and

WHEREAS, this Development Agreement (hereinafter the "Agreement"), relates to the 55th Crossing 9th Addition owned by the Developer, and located within the City of Minot, whose legal description is 55th Crossing 9th Addition, to the City of Minot, Ward County, North Dakota (hereinafter the "Property"); and

WHEREAS, the purpose of this Agreement is to memorialize specific restrictions that apply to the Property; and

WHEREAS, the Property was originally platted as Lot 1, Block 5, 55th Crossing 4th Addition to the City of Minot, North Dakota, which was recorded with the Ward County Recorder on June 28, 2013 and assigned instrument number of 2960154; and

WHEREAS, the Planning Commission recommended City Council approve the zoning map amendment and preliminary plat of 55th Crossing 9th Addition, subject to conditions, on June 6, 2023; and

WHEREAS, the City Council approved the preliminary plat of 55th Crossing 9th Addition and the first reading of Ordinance 5863, a zoning map amendment of the Property, subject to modified conditions, on June 19th, 2023; and

WHEREAS, the City Council approved the final plat of 55th Crossing 9th Addition and the second reading of Ordinance 5863, a zoning map amendment of the Property, on March 18, 2024; and

WHEREAS, The City Council approved this Agreement and authorized the Mayor to sign the same on behalf of the City on March 18, 2024; and

WHEREAS, this Agreement is necessary to ensure the orderly development of the site and expound on and memorialize conditions of approval; and

NOW, THEREFORE, the Parties hereto agree and stipulate that each of the conditions of approval listed in this Agreement shall be fulfilled by the Developer in its entirety, including any subparts, and/or addressed in the manner as follows:

Condition #1: Developer shall complete the removal and cap existing 8" water service at the main(s) at the eastern property boundary or, with approval of the Engineering Department, an alternative location beyond this point.

- This condition will be fulfilled upon acceptance of long-term maintenance and/or acceptance of satisfactory completion as determined by the City's Engineering Department.

Condition #2: Developer shall complete the installation of individual water and sewer lines to serve each lot.

- This condition will be fulfilled upon acceptance of long-term maintenance and/or acceptance of satisfactory completion as determined by the City's Engineering Department and when all sewer connection fees have been paid to the City by the Developer.

Condition #3: Final driveway/access locations will be approved by the City Engineer during site plan review.

- This condition is fulfilled upon acceptance of the final site plan with acceptance of satisfactory completion as determined by the City's Engineering Department.

Condition #4: Developer shall complete improvements and repairs to existing streets infrastructure at the Developers expense as follows:.

- Removal and replacement of the first lift of asphalt or, depending on the condition of the existing asphalt as determined by the Engineering Department, repair of the existing asphalt and installation of the second lift of asphalt as determined by the Engineering Department.
- Repair of curb as-needed as determined by the Engineering Department
- This condition will be fulfilled upon acceptance of long-term maintenance and/or acceptance of satisfactory completion as determined by the City's Engineering Department

Condition #5: Developer shall complete installation of street lighting to the eastern property boundary or, with approval of the Engineering Department, an alternative location beyond this point.

- This condition will be fulfilled upon acceptance of long-term maintenance and/or acceptance of satisfactory completion as determined by the City's Engineering Department.

Condition #6: A subdivision infrastructure installation plan must be submitted to the City Engineering Department for approval prior to commencement of installation of the infrastructure as required within this agreement.

- This condition is fulfilled upon acceptance of the final infrastructure installation plan with acceptance of satisfactory completion as determined by the City's Engineering Department.

Condition #7: A Developers Agreement is required prior to recording the plat.

- This condition is fulfilled upon recordation of this Agreement with the Ward County Recorder's Office at the Developer's expense.

Condition #8: The final plat shall show:

- a. Existing easements and
 - b. New access and utility easements – final locations to be determined.
- This condition is fulfilled upon the recordation of a final plat showing items a. and b. of this condition with the Ward County Recorder's Office at the Developer's expense.

Condition 9: Uses are to be limited to those allowed within the underlying "R1" Single-Family Residence District.

- This condition is ongoing and effected via Ordinance 5863, a zoning map amendment of the Property to "R1" Single-Family Residence District approved by City Council on March 18, 2024.

This Agreement shall be governed by and interpreted according to North Dakota law. The appropriate venue and jurisdiction for any litigation hereunder shall be in a District Court located in Ward County, North Dakota.

Each party represents and warrants that this Agreement has been duly authorized, executed and delivered by it; that the undersigned representatives are duly 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 Developer, its successors and assigns in accordance with its terms.

Neither this Agreement nor any item hereof may be changed, waived, discharged, or terminated orally, but only by instrument in writing, signed by both Parties hereto.

If a Court finds any part of this Agreement to be invalid, the remainder of this Agreement shall not be invalidated. Any part of any section found to be invalid shall not invalidate the remaining part of said section, and the invalid section may be reformed to be valid and enforceable to the extent allowed by law.

Developer agrees to at all times comply and be in compliance with all federal, state, and municipal laws while this Agreement is in effect, including but not limited to those relating to the payment of taxes or other charges on tickets, admissions, or in any way connected with Developer's activities in connection with this Agreement. Developer's failure or omission to comply with any such federal, state, or municipal

laws will be considered a material breach of this Agreement and will justify immediate termination of this Agreement by the City.

This Agreement supersedes any and all prior understandings of the Parties, oral or written, in connection with the subject matter hereof and is intended by both Parties to be a complete and exclusive statement of their commitments and responsibilities with respect to the subject matter hereof.

Any notice, demand, or request required or permitted to be given or made under this Agreement must be made in writing unless specifically stated otherwise in this Agreement. Notice will be deemed given when delivered in person, sent via certified mail/return receipt requested, or sent by email with confirmed receipt by the receiving party, to the Parties as specified below:

Stonehaven Development, LLC
Attn: Nathan Smith
1940 South Broadway PMB180
Minot, ND 58701

CITY OF MINOT
Attn: Community and Economic Development Director
PO Box 5006
Minot, ND 58702-5006
E-mail: clerk@minotnd.org

Any Party may change its address or notice by giving written notice to the other in accordance with the provisions of this paragraph.

Developer agrees to indemnify, hold harmless, and defend the City, its officers, employees, and agents, from any and all claims, actions, suits, costs, damages, and liabilities resulting from the breach of this Agreement, the negligent actions, willful misconduct, or omissions of Developer, and Developer's guests invitees, agents, and sub-contractors, including but not limited to actions for personal injury occurring on the Developer's property, and damage to the property of any person(s) while participating in Developer's activities related to this Agreement, or any other cause of action arising from Developer's use of their property under this Agreement.

In the event of any dispute hereunder or of any action to interpret or enforce this Agreement, the prevailing party shall be entitled to recover its reasonable costs, fees and expenses, including, but not limited to, witness fees, expert fees, consultant fees, attorney, paralegal, and legal assistant fees, costs and expenses and other professional fees, costs, and expenses whether suit be brought or not, and whether in settlement, declaratory or injunctive action, at trial, or on appeal.

This Agreement shall be recorded in the Ward County Recorder's Office, and shall

constitute a covenant running with the land, and shall be binding on the Developer, its administrators, executors, assigns, heirs and any other successors in interests, including any property association.

This Agreement may be executed in one or more counterparts and, if executed in more than one counterpart, the executed counterparts shall each be deemed to be an original but all such counterparts shall together constitute one and the same instrument.

Should any portion of this Agreement for any reason be declared invalid or unenforceable, the invalidity or unenforceability of such portion shall not affect the validity of any of the remaining portions, and the same shall be deemed in full force and effect as if this Agreement had been executed with the invalid portions eliminated.

No waiver of any provision of this Agreement shall operate as a waiver of any other provision regardless of any similarity that may exist between such provisions. No waiver shall be binding unless executed in writing by the waiving Party.

IN WITNESS WHEREOF, the parties hereto, after due authorization by its respective governing bodies/partners, hereby sign this Agreement on the day and year first above written.

CITY OF MINOT, ND

By: _____
Thomas Ross, Mayor

Attest: _____
Mikayla McWilliams, City Clerk

Stonehaven Development, LLC

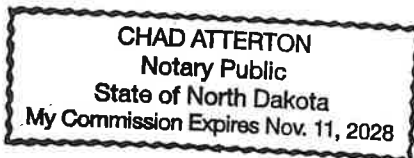
By: _____
**Nathan Smith, President,
Stonehaven Development, LLC**

STATE OF NORTH DAKOTA)
COUNTY OF Ward) ss

On this 27 day of May, 2025, before me personally appeared
Nathan Smith, known to me to be the person who is described in, and who
executed the within and foregoing instrument and who acknowledged to me that he
executed the same.

(seal)

Notary Public, _____ County,
North Dakota.
My Commission Expires: _____





Planning Commission Staff Report

Application Date: 05/01/2023

Date of Staff Report: 05/16/2023

Date of Planning Commission Meeting: 06/06/2023

Staff Contact: John Van Dyke, Principal Planner

Staff Recommendation: Approval

Case Number: 2023-06-03

Project Name: 55th Crossing 9th – Zone Change,
Prelim Plat

Current Legal Description: Lot 1, Block 5, 55th
Crossing 4th Addition

Proposed Legal Description: 55th Crossing 9th
Addition

Present Address: See Project Description

Entitlements Requested: Zoning Map
Amendment from R3 to R1; Major Subdivision
Preliminary Plat

Owners: Stonehaven Development, LLC

Representative: Ackerman Surveying

Present Zone(s): “R-3” Multiple Residence
District (RM)

Present Use(s): Vacant Land

Uses Allowed in Present Zone(s): See Chapter 2.2
for allowed and conditionally permitted uses
within each district.

Present Future Land Use Map Designation:
Medium Density Residential and Low Density
Residential (2012); Suburban Residential (2023)

Proposed Zone(s): “R1” Single-Family Residential
District

Proposed Use(s): Single-Family Residential

Uses Allowed in Proposed Zone(s): See Chapter 2.2 for
allowed and conditionally permitted uses within each
district

Proposed Future Land Use Map Designation: No
Change

PROJECT DESCRIPTION:

Public hearing request by Ackerman Surveying representing Stonehaven Development, LLC, owner for a zoning map amendment from “R3” Multiple Residence District to “R1” Single-Family Residential District. Further, the application includes a preliminary plat to divide the subject property into ten (10) single-family residential lots. The proposed plat is to be named 55th Crossing 9th Addition. The legal description for the property is Lot 1, Block 5, 55th Crossing 4th Addition to the City of Minot, North Dakota. The property is unaddressed and lies at

the SE corner of the intersection of 18th Ave. SE and 55th St. SE. An aerial, including the notification boundary, is provided in **Exhibit 1**.

BACKGROUND INFORMATION:

The applicant desires to rezone the property from “R-3” Multiple Residence District, which follows the “RM” Medium Density Residential District requirements. The proposal is to subdivide a 5.51-acre property into ten (10) single-family lots. The property is part of the 55th Crossing Development that has remained largely undeveloped since its inception approximately 10 years ago.

The preliminary plat is provided in **Exhibit 2**.

The zoning and future land use map of the subject property and immediate vicinity is provided in **Exhibit 3**.

Site photos are provided in **Exhibit 4**.

STAFF ANALYSIS:

Zoning Map Amendment Analysis:

Section 9.1-7 of the Minot Land Development Code provides the procedures for amending the official zoning map of the City of Minot. Section 9.2 provides the noticing requirements for public hearings held by the Planning Commission. Section 9.1-7 D. recognizes that the future land use map may need to be amended to support any rezoning request. The applicant has submitted the necessary application documents required per Section 9.1-7 C. and noticing has been conducted as required per Section 9.2.

The subject property maintains two future land use designations on the 2012 Future Land Use Map, which is the future land use map in effect at the time of application. The proposal aligns with the future land use map designation of low density residential. The proposal does not align with the land use map designation for the portion of property denoted as medium density residential. However, the area designated as low density residential is dominant in the amount of area affecting the subject property. Staff finds no future land use map amendment is necessary, as the proposal aligns with the dominant future land use designation of the subject property. To provide additional assurance as to why an amendment to the Future Land Use map is not necessary, the 2040 Comprehensive Plan was approved by City Council on May 15, 2023, which denotes this area as suburban residential. Suburban Residential denotes “R1” Single-Family Residential as appropriate zoning for this future land use designation. In short, no future land use map amendment is required.

Section 9.1-7 E. 2. requires the Planning Commission to provide findings of fact to ensure the criteria included in Section 9.1-7 H. has been satisfied in order to support any recommendation regarding any proposed changes to the zoning map or Future Land Use Map. Staff provides the following guidance:

Section 9.1-7 H. relates to whether or not the proposed zoning map amendment is justified due to a change in conditions, error in the zoning map, or by in order to fulfill the future land use map of the Comprehensive Plan. The request stems from a change in market conditions related to a high demand for and low available supply of single-family residential. Section 9.1-7 H. 1 is satisfied.

The City and other agencies will be able to provide necessary public services and facilities to serve the proposed development. Section 9.1-7 H. 2 is satisfied.

Section 9.1-7 H. 3 requires that the proposed zoning map amendment will not substantially diminish the condition or value of property in the vicinity. Staff finds no evidence that the amendment to “R1” Single-Family Residential District will diminish the condition or value of property within the vicinity. Section 9.1-7. H. 3. is satisfied.

Section 9.1-7. H. 4. requires the zoning change to be consistent with the purpose of the Land Development Ordinance of the City of Minot, the Comprehensive Plan, and other adopted plans and policies of the City. The proposed development must comply with all development standards within the Land Development Ordinance of the City of Minot and the zoning map amendment aligns with the dominant future land use designation of Low Density Residential on the 2012 Comprehensive Plan. Therefore, Section 9.1-7. 4. is satisfied.

Subdivision Design Standards:

Section 10.2-7 C. of the Land Development Ordinance of the City of Minot (LDO) covers the process of application and submittal for a major subdivision preliminary plat. The applicant has submitted the necessary application documents required per Section 10.2-7 C. 2. and noticing has been conducted as required per 9.2-1 (B) and (C).

Section 10.2-7. D. requires that staff’s report consider the nature of the proposed development as prescribed within Section 10.2-5 relating to whether or not it meets the technical requirements of Article 10, and if not, whether any such requirements should be waived. To that end, staff provides the following guidance based on the various requirements of Chapter 10.3 – Design Standards:

Section 10.3-1, requiring the proposed subdivision to be designed in accordance with the standards of Chapter 10.3, the Land Development Ordinance as a whole, and a list of various other plans and codes, is satisfied.

Section 10.3-2 prohibits the approval of the subdivision of land that is unsuitable for development due to a variety of reasons. Staff finds the proposed preliminary layout, which proposes to subdivide one platted lot into ten (10) lots, is suitable for the development as proposed and therefore Section 10.3-2 is satisfied.

Section 10.3-3. requires that a subdivision name not already be utilized elsewhere and spelled correctly. The name 55th Crossing 9th Addition has not yet been taken and is spelled correctly. Section 10.3-3 is satisfied.

Section 10.3-4. A-F. relating to Street Names and Numbering is not applicable, as there are no additional streets proposed via this subdivision. Addressing will be assigned to each lot following completion of the final plat process, if approved.

The requirements of Section 10.3-11. relating to the design of the individual lots has been satisfied as those properties to be zoned "R1" Single-Family Residential District meet the minimum lot sizes of 7,500 s.f. for an interior lot and 9,500 s.f. for a corner lot. In short, the lots meet the dimensional standards per Section 10.3-11.

Section 10.3-12 relating to block design is satisfied.

The requirements of Section 10.3-13 relating to the dedication of right-of-way, easements, and street widths may be satisfied with the following condition:

- A 10-foot (10') utility easement shall be included on the final plat along all property boundaries fronting the right-of-way.

Sections 10.3-14 related to sidewalks is applicable. All necessary sidewalks will be required to be installed as part of building permit process for each respective lot. Any lots that have not installed sidewalks as of five years from the recording date of the plat, should it be approved, will be required to be installed by the property owner regardless of whether a home exists on the property. Section 10.3-14 is satisfied.

Section 10.3-15 related to public utilities is satisfied with conditions. At this time, there is only a single lift of pavement on 18th Ave. SE, which will serve as the only access to each of the lots, if approved. Further, while a water line is available in the roadway sufficiently sized to serve the ten (10) single-family lots, it's condition beyond the eastern boundary is in a questionable state. To ensure no issues with water infrastructure the extent of the subject property, such as a burst pipe leading to loss of service, the water main should be capped at or near the eastern boundary of the subject property. General infrastructure needs, such as water and sewer service lines, as well as street lighting are still needed to complete the infrastructure to serve this development. Incorporating the following condition will ensure compliance with Section 10.3-15:

- A development agreement is required to facilitate the necessary infrastructure required to serve this development to include, at a minimum, the following items:

- Removal and cap existing 8" water service at the main(s) at the eastern property boundary or, with approval of the Engineering Department, an alternative location beyond this point.
- Installation of individual water and sewer lines to serve each lot.
- Removal and replacement of the first lift of asphalt or, depending on the condition of the existing asphalt as determined by the Engineering Department, repair of the existing asphalt.
- Installation of the second lift of asphalt.
- Repair of curb as-needed as determined by the Engineering Department
- Installation of street lighting to the eastern property boundary or, with approval of the Engineering Department, an alternative location beyond this point.
- A subdivision infrastructure installation plan must be submitted to the City Engineering Department for approval prior to commencement of installation of the infrastructure as required within this agreement.
- A development agreement will be recorded along with the final plat.

Section 10.3-21 relates to financial security provided to the City when infrastructure is being installed. This helps ensure that infrastructure is not left in a half-constructed state by requiring proof the costs associated with construction are available prior to beginning work. Section 10.3-21 is satisfied with the following condition:

- A financial security shall be provided to the City meeting the requirements of Section 10.3-21.

Section 10.3-22 is satisfied, as the applicant is required to follow all City permitting processes for construction.

Comments:

- a) There were no public comments at the time of writing this staff report.
- b) The application was distributed to city departments and external public agencies within the City for review and the following comments were received:
 - a. Engineering
 - i. Developers Agreement required including but not limited to: Removal and cap existing 8" water service at the main, install individual water and sewer services to each lot, curb repair, existing asphalt repair or (more likely) removal and replacement, second lift of asphalt, and street lighting.
 - ii. Subdivision plan review and approval required for development

The comments from Engineering have been incorporated into the recommended conditions of approval and are further outlined in the staff analysis section surrounding compliance with Section 10.3-15 of the Land Development Ordinance.

FINDINGS OF FACT:

The Minot Planning Commission should accept the following findings of facts:

- 1) The applicants have submitted a complete application.

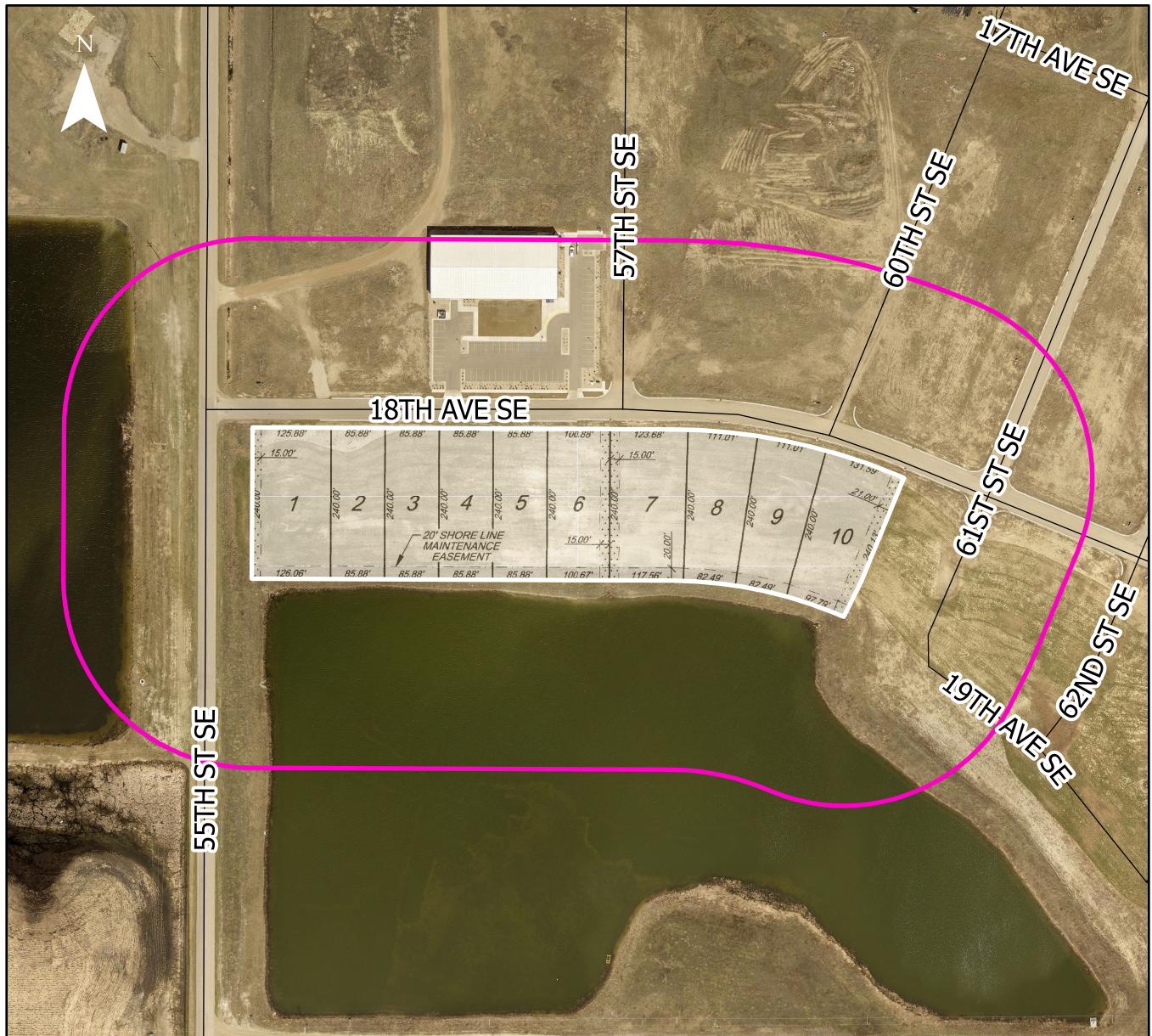
- 2) The present zoning is “R-3” Multiple Residence District (RM) and the City of Minot 2012 Comprehensive Plan Future Land Use Map designates this area as Low Density Residential and Medium Density Residential.
- 3) The proposed zoning map amendment satisfies the evaluative criteria of Section 9.1-7. H. 1. thru 4. of the Land Development Ordinance.
- 4) The proposed preliminary plat meets the subdivision design requirements of Section 10.3-1. thru 22., as applicable, subject to the following conditions:
 1. A 10-foot (10’) utility easement shall be included on the final plat along all property boundaries fronting the right-of-way.
 2. A development agreement is required to facilitate the necessary infrastructure required to serve this development to include, at a minimum, the following items:
 - a. Removal and cap existing 8” water service at the main(s) at the eastern property boundary or, with approval of the Engineering Department, an alternative location beyond this point.
 - b. Installation of individual water and sewer lines to serve each lot.
 - c. Removal and replacement of the first lift of asphalt or, depending on the condition of the existing asphalt as determined by the Engineering Department, repair of the existing asphalt.
 - d. Installation of the second lift of asphalt.
 - e. Repair of curb as-needed as determined by the Engineering Department
 - f. Installation of street lighting to the eastern property boundary or, with approval of the Engineering Department, an alternative location beyond this point.
 - g. A subdivision infrastructure installation plan must be submitted to the City Engineering Department for approval prior to commencement of installation of the infrastructure as required within this agreement.
 3. A development agreement will be recorded along with the final plat.
 4. A financial security shall be provided to the City meeting the requirements of Section 10.3-21.
- 5) The Minot Planning Commission has the authority to hear this case and provide a recommendation to City Council whether the zoning map amendment and preliminary plat be approved, with or without conditions, or denied. The public notice requirements were met, the hearing was legally noticed and posted, and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

RECOMMENDATION:

Staff recommends the Planning Commission adopt staff’s findings of fact and recommend approval to City Council for a zoning map amendment from “R-3” Multiple Residence District (RM) to “R1” Single-Family Residential District and a preliminary plat to be known as 55th Crossing 9th Addition subject to the following conditions:

1. A 10-foot (10’) utility easement shall be included on the final plat along all property boundaries fronting the right-of-way.

2. A development agreement is required to facilitate the necessary infrastructure required to serve this development to include, at a minimum, the following items:
 - a. Removal and cap existing 8" water service at the main(s) at the eastern property boundary or, with approval of the Engineering Department, an alternative location beyond this point.
 - b. Installation of individual water and sewer lines to serve each lot.
 - c. Removal and replacement of the first lift of asphalt or, depending on the condition of the existing asphalt as determined by the Engineering Department, repair of the existing asphalt.
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 - f. Installation of street lighting to the eastern property boundary or, with approval of the Engineering Department, an alternative location beyond this point.
 - g. A subdivision infrastructure installation plan must be submitted to the City Engineering Department for approval prior to commencement of installation of the infrastructure as required within this agreement.
3. A development agreement will be recorded along with the final plat.
4. A financial security shall be provided to the City meeting the requirements of Section 10.3-21.



0 250 500 1,000 Feet

Area of Subject Application

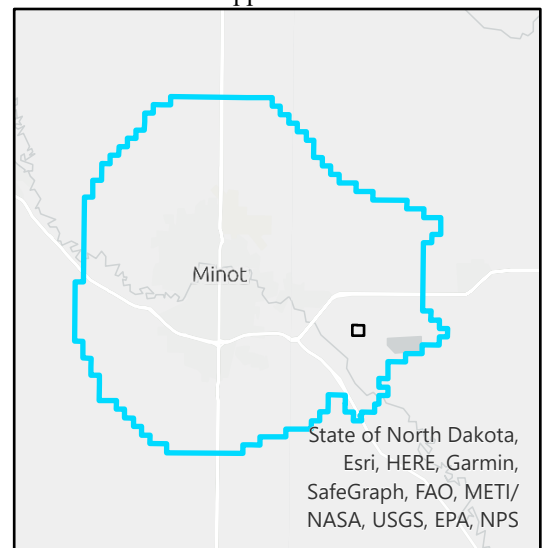
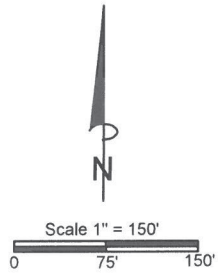
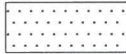


EXHIBIT 2 - Preliminary Plat

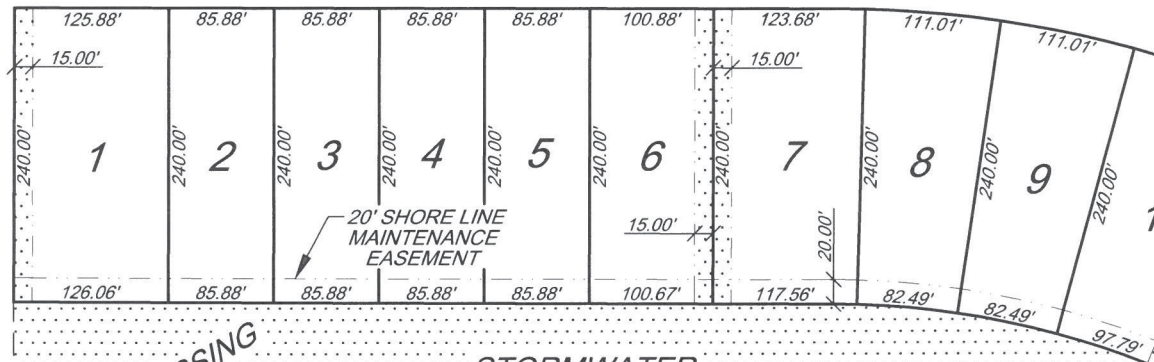
PRELIMINARY PLAT OF 55TH CROSSING 9TH ADDITION TO THE CITY OF MINOT, NORTH DAKOTA (BEING LOT 1, BLOCK 5, 55TH CROSSING 4TH ADDITION TO THE CITY OF MINOT, NORTH DAKOTA)



 - STORM SEWER & DRAINAGE
EASEMENT

55TH STREET SE

150'



55TH CROSSING

STORMWATER
POND

LOT BREAKDOWN

LOT 1 = 30233.45 SQ. FT.
LOT 2 = 20611.60 SQ. FT.
LOT 3 = 20611.60 SQ. FT.
LOT 4 = 20611.60 SQ. FT.
LOT 5 = 20611.60 SQ. FT.
LOT 6 = 24185.82 SQ. FT.
LOT 7 = 28949.32 SQ. FT.
LOT 8 = 23220.21 SQ. FT.
LOT 9 = 23220.21 SQ. FT.
LOT 10 = 27879.83 SQ. FT.
TOTAL = 240135.24 SQ. FT.
OR 5.51 ACRES.

NOTES:
FOR PLANNING PURPOSES ONLY, AREAS AND
DISTANCES SUBJECT TO FINAL FIELD SURVEY.
BEARINGS AND DISTANCES MAY VARY FROM
PREVIOUS PLATS DUE TO DIFFERENT METHODS
OF MEASUREMENTS.

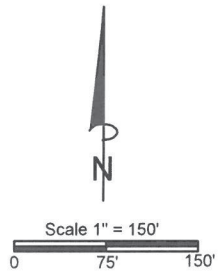
A 10' UTILITY EASEMENT IS LOCATED ON THE
STREET SIDE OF EVERY LOT.

PLAT IS SUBJECT TO ALL PRIOR EASEMENTS

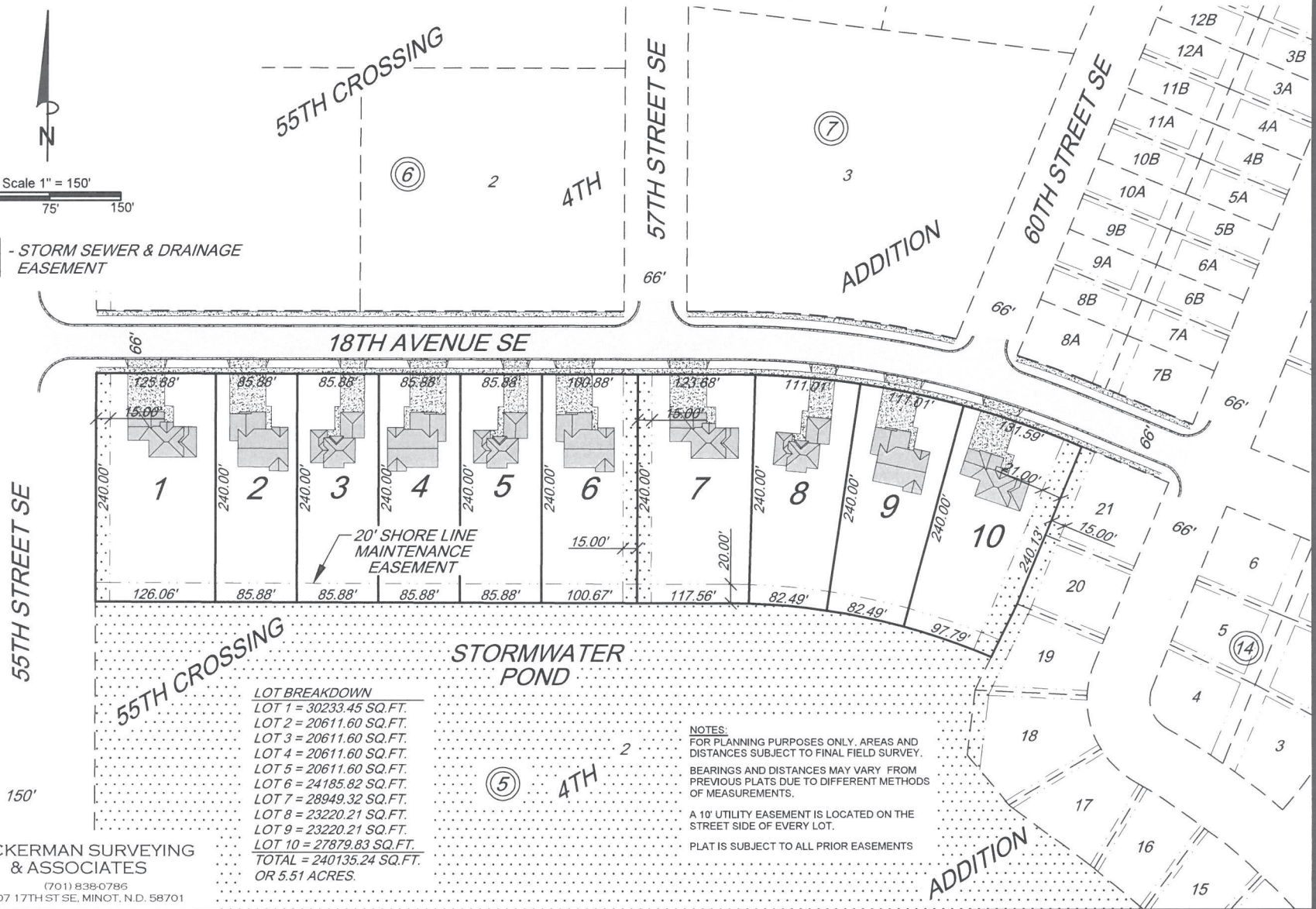


ACKERMAN SURVEYING
& ASSOCIATES
(701) 838-0786
1907 17TH ST SE, MINOT, N.D. 58701

PRELIMINARY PLAT OF
55TH CROSSING 9TH ADDITION
 TO THE CITY OF MINOT, NORTH DAKOTA
 (BEING LOT 1, BLOCK 5, 55TH CROSSING 4TH ADDITION
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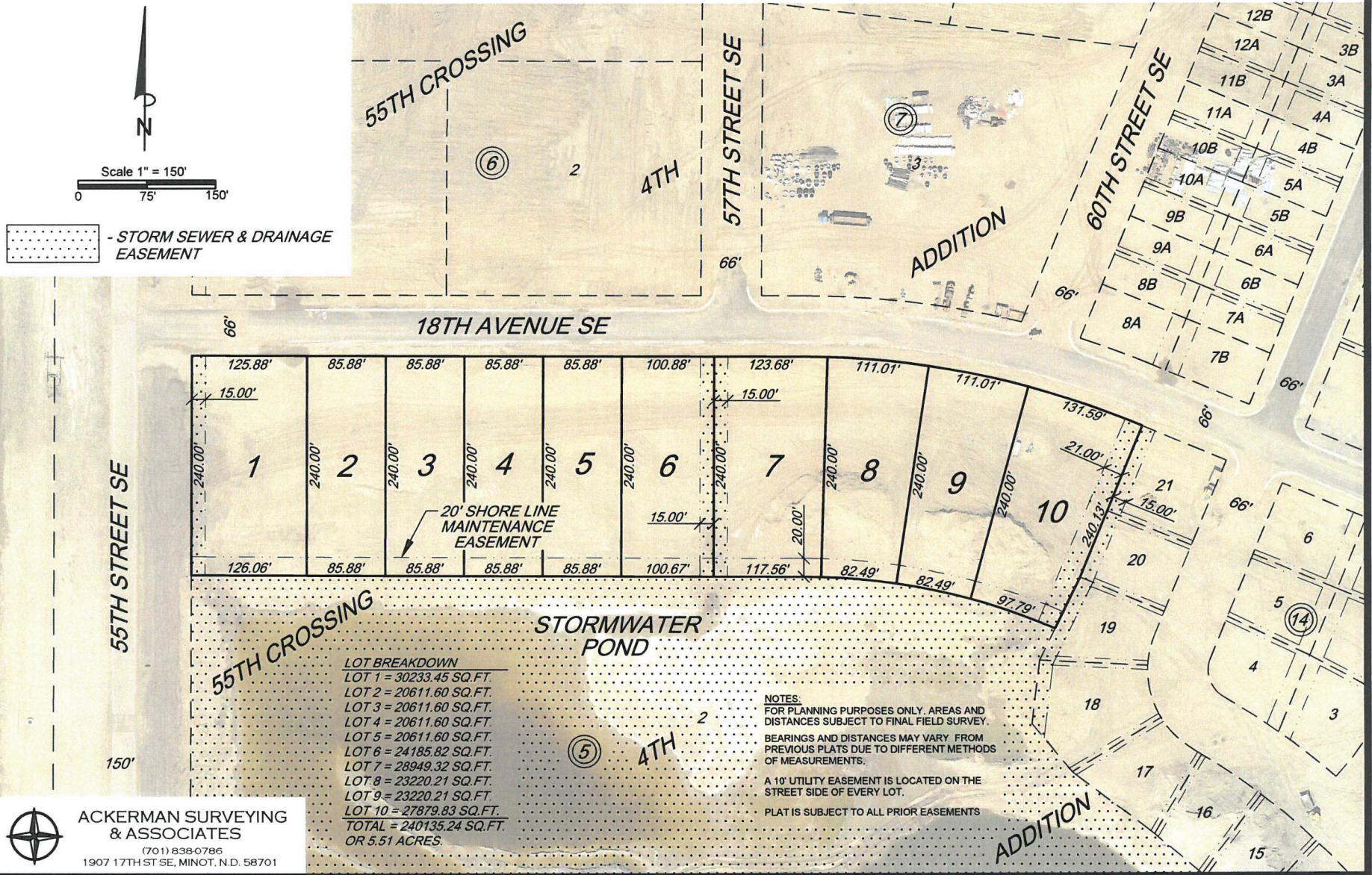


 - STORM SEWER & DRAINAGE
 EASEMENT



ACKERMAN SURVEYING
 & ASSOCIATES
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 1907 17TH ST SE, MINOT, N.D. 58701

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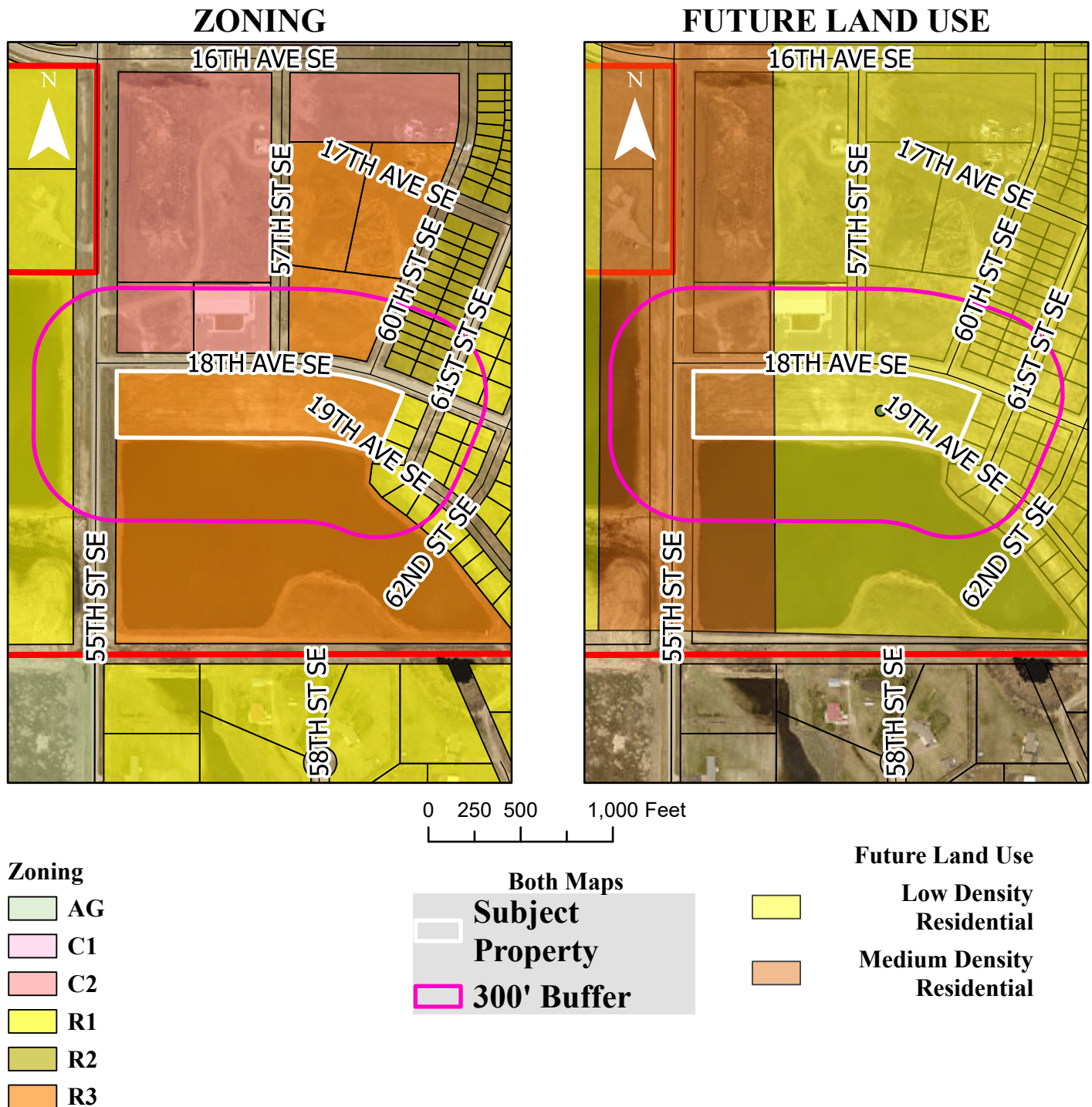


EXHIBIT 4 - SITE PHOTOS



Facing South



Facing Southeast



TO: Mayor and Members of the City Council

FROM: Jason Sorenson, Utilities Director

DATE: June 16, 2025

SUBJECT: RECYCLING TRANSPORT SERVICES RENEWAL - 1 CALL SEPTIC SERVICE, INC.

I. RECOMMENDED ACTION

It is recommended City Council approve the renewal of the existing contract under the same terms and conditions for a period of one year, and authorize the Mayor to sign the contract renewal.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director, 701-857-4768

Josh Kraft, Sanitation/Landfill Superintendent, 701-857-4144

III. DESCRIPTION

A. Background

Please refer to the attached contract for the transport of recyclable materials for the full context of the contract.

B. Proposed Project

1 Call Septic Service, Inc., has agreed to renew the existing contract for a period of one year. Please refer to the attached correspondence for verification.

C. Recommendation Detail

This project was bid in May 2023 with a two-year contract and the option to renew for two additional one-year terms. The current contractor has been providing adequate services, and is willing to renew at the same price as two years ago. Please refer to the attached memo to City Council from April 3, 2023, for the full context of the bid award.

IV. IMPACT

A. Aspirations

Resilient and Prepared

B. Service/Delivery Impact:

With the renewal of this contract, it will ensure proper transportation is in place to transport recyclables to the material recovery facility (MRF) that has been selected in Shakopee, MN.

C. Fiscal Impact

Project Costs

In 2024, there was a total of 1,225.99 tons of recyclables transported for processing at a cost of \$122,312.97.

Project Funding

Funding for recycling transport was included in the 2025 budget in the amount of \$150,000. Current market trends are more favorable at the present moment than in the last two years which now we have been receiving rebate checks, which help to offset transportation costs.

VI. ALTERNATIVES

N/A

Josh Kraft

From: Marty Wahus <wahusm@gmail.com>
Sent: Friday, June 6, 2025 3:03 PM
To: Josh Kraft
Subject: Re: Transport of Recycling Materials - Contract Renewal Notice

Caution: This message has originated from an **External Source**.

Please use proper judgement and caution when opening attachments, clicking links, or responding to this email.

Good afternoon, Josh,

Yes we would like to accept the contract extension for this renewal year beginning on July 17, 2025 under the contract terms. We very much appreciate your continued business and look forward to servicing this contract for the city of Minot landfill.

In Gratitude,
Marty

Marty Wahus
President
1 CSS, Inc.
DBA Skaw ND Precast
701-500-7390

From: Josh Kraft <josh.kraft@minotnd.gov>
Sent: Friday, June 6, 2025 2:56 PM
To: Marty Wahus <wahusm@gmail.com>
Subject: Transport of Recycling Materials - Contract Renewal Notice

Good afternoon, Marty,

I am sending this e-mail regarding our existing contract for Transport of Recycling Materials with 1 Call Septic Service, Inc. that we entered with you on July 17th, 2023.

This initial two-year contract term ends on July 16th, 2025. The Contract includes the option to renew this Contract under the same terms and conditions for two additional one-year terms, and requires the City to notify the Contractor of its intent to renew this contract no less than thirty (30) days prior to the end of the initial term of this Contract.

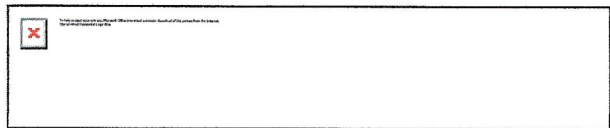
The City would like to renew this Contract for an additional one-year term beginning on July 17th, 2025 and ending on July 16th, 2026.

I have attached the original contract for your review.

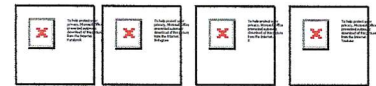
Please reply to this e-mail if you would like to proceed with this additional one-year Contract renewal under the same terms and conditions.

Thank you for your services, have a great weekend.

Josh Kraft
City of Minot, Sanitation/Landfill Superintendent
Office Phone: 701-857-4144



Serving our neighbors, building our community with PRIDE.
Professionalism | Responsibility | Integrity | Dedication | Excellence



This email is confidential and intended solely for the use of the individual to whom it is addressed. If you are not the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding, printing, or copying of this email is strictly prohibited. If you have received this email in error, please delete this email including all attachments and contact the sender by reply email.



CONTRACT FOR TRANSPORT OF RECYCLING MATERIALS

The parties to this contract (Contract) are the City of Minot (CITY), a municipal corporation located at 10 – 3rd St. SW, Minot, ND 58701, and 1 Call Septic Service, Inc. having its principal place of business at 10350 72nd St NW, Minot, ND 58703 (CONTRACTOR);

1. SCOPE OF WORK

CONTRACTOR shall provide transportation services to CITY as described in the attached Exhibit A – City of Minot Specifications - Transport Services for Recycling Materials – Minot Landfill – May 2023.

2. COMPENSATION

A. Contractual Amount

CITY shall pay for the accepted services provided by CONTRACTOR under this Contract an amount of \$1,720/load plus a fuel surcharge/load. The term "load" as used in this contract refers to one round trip from Minot to an assigned destination. CONTRACTOR shall perform the accepted services using trailers provided by the CITY.

The Contractual Amount is firm for the duration of this Contract and constitutes the entire compensation due CONTRACTOR for performance of its obligations under this Contract regardless of the difficulty, materials or equipment required, including fees, licenses, overhead, profit and all other direct and indirect costs incurred by CONTRACTOR, except the fuel surcharge and as provided by an amendment to this Contract.

Fuel Surcharge

The CITY shall pay a fuel surcharge on each load hauled for the CITY. The price for fuel shall be determined on a monthly basis at the end of each month by averaging the weekly fuel prices (Average Price) for the preceding month listed on the U.S. Energy Information Administration (EIA) Midwest, Diesel (On-Highway) prices which can be found at <https://www.eia.gov/petroleum/gasdiesel/>.

The fuel surcharge shall be calculated by multiplying the Average Price by 208 gallons of fuel used per load (1,040 miles roundtrip divided by 5 miles/gallon). For example, if the Average Price/gallon of fuel for a given month is calculated to be \$3.823/gallon the CITY would pay the CONTRACTOR an additional fuel surcharge of \$795.18/load ($\$3.825 \times 208 = \795.18).

B. Payment

Payment made in accordance with this Compensation section shall constitute payment in full for the services and work performed and the deliverables and work(s) provided under this Contract and CONTRACTOR shall not receive any additional compensation hereunder.

CITY shall make payment under this Contract within thirty (30) calendar days after receipt of a correct invoice.

Payment of an invoice by CITY will not prejudice CITY's right to object to or question that or any other invoice or matter in relation thereto. CONTRACTOR's invoice will be subject to reduction for amounts included in any invoice or payment made which are determined by CITY, on the basis of audits conducted in accordance with the terms of this Contract, not to constitute allowable costs. At CITY's sole discretion, all payments shall be subject to reduction for amounts equal to prior overpayments to CONTRACTOR.

For any amounts that are or will become due and payable to CITY by CONTRACTOR, CITY reserves the right to deduct the amount owed from payments that are or will become due and payable to CONTRACTOR under this Contract.

C. Travel

CONTRACTOR acknowledges travel costs are not covered by the Contractual Amount and shall not invoice CITY for travel costs – such as meals and lodging even though they may be incurred by CONTRACTOR in the performance of duties under this Contract. The only allowable travel cost per load shall be a fuel surcharge per load, which must be calculated as set forth in paragraph 2a of this Contract.

D. Prepayment

CITY will not make any advance payments before performance by CONTRACTOR under this Contract.

E. Taxpayer ID

CONTRACTOR shall provide its federal employer ID number to CITY before remitting any invoice for services under this contract. CITY shall not be obligated to remit payment to CONTRACTOR for services under this contract unless and until CONTRACTOR provides its federal employer ID number to CITY.

3. TERM OF CONTRACT

This Contract begins on July 17, 2023 and ends on July 16, 2025.

A. No Automatic Renewal

This Contract will not automatically renew.

B. Renewal Option

CITY has an option to renew this Contract under the same terms and conditions for a two additional one-year terms. CITY will advise CONTRACTOR of its intent to renew this contract no less than thirty (30) days prior to the end of the initial term of this Contract, or any renewal term.

4. TIME IS OF THE ESSENCE

CONTRACTOR hereby acknowledges that time is of the essence for performance under this Contract unless otherwise agreed to in writing by the parties.

5. TERMINATION

A. Termination by Mutual Agreement

This Contract may be terminated by mutual consent of both parties executed in writing with thirty (30) days notice.

B. Termination for Lack of Funding or Authority

CITY by written notice to CONTRACTOR, may terminate the whole or any part of this Contract under any of the following conditions:

- i. If funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the services or supplies in the indicated quantities or term.
- ii. If federal or state laws or rules are modified or interpreted in a way that the services are no longer allowable or appropriate for purchase under this Contract or are no longer eligible for the funding proposed for payments authorized by this Contract.
- iii. If any license, permit, or certificate required by law or rule, or by the terms of this Contract, is for any reason denied, revoked, suspended, or not renewed.

C. Termination for Cause.

CITY may terminate this Contract effective upon delivery of written notice to CONTRACTOR, or any later date stated in the notice:

- i. If CONTRACTOR fails to provide services required by this Contract within the time specified or any extension agreed to by CITY; or
- ii. If CONTRACTOR fails to perform any of the other provisions of this Contract, or so fails to pursue the work as to endanger performance of this Contract in accordance with its terms.

CITY, without liability, may terminate this Contract effective upon delivery of written notice to CONTRACTOR, or on any later date stated in the notice, stating the condition justifying termination. Upon receipt of notice from the CITY of termination under this paragraph, CONTRACTOR shall render a final invoice for actual services provided to CITY within 30 days. The Contract shall terminate upon CITY's payment of the final invoice unless otherwise agreed to in writing by the parties. If this Contract is terminated by the CITY, the CITY shall have no obligation under this Contract following payment of services already rendered.

CONTRACTOR may terminate this Contract effective upon delivery of written notice to CITY, or any later date stated in the notice:

- i. If CITY fails to provide compensation for services required by this Contract within the time specified or any extension agreed to by CONTRACTOR; or
- ii. If CITY fails to perform any of the other provisions of this Contract in accordance with its terms.

The rights and remedies of CITY provided in this subsection are not exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

6. FORCE MAJEURE

Neither party shall be held responsible for delay or default caused by fire, riot, terrorism, acts of God or war if the event is beyond the party's reasonable control and the affected party gives notice to the other party promptly upon occurrence of the event causing the delay or default or that is reasonably expected to cause a delay or default.

7. INDEMNITY

CONTRACTOR agrees to indemnify and hold harmless the CITY from and against claims based on the vicarious liability of the CONTRACTOR or its agents, but not against claims based on the CITY'S contributory negligence, comparative and/or contributory negligence or fault, sole negligence, or intentional misconduct.

Each party agrees to reimburse the other party for all costs, expenses and attorneys' fees incurred by the prevailing party in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this agreement.

8. INSURANCE

CONTRACTOR shall secure and keep in force during the term of this agreement and CONTRACTOR shall require all subcontractors, prior to commencement of an

agreement between CONTRACTOR and the subcontractor, to secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds, authorized to do business in North Dakota, the following insurance coverages:

- i. Commercial general liability, including premises or operations, contractual, and products or completed operations coverages (if applicable), with minimum liability limits of \$1,000,000 per occurrence.
- ii. 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.
- iii. Workers compensation coverage meeting all statutory requirements. The policy shall provide coverage for all states of operation that apply to the performance of this contract.

In the event of a change or cancellation of coverage, Contractor shall purchase an extended reporting period to meet the time periods required in this section.

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

- i. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor.
- ii. 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 CITY.
- iii. The duty to defend, indemnify, and hold harmless the CITY under this agreement shall not be limited by the insurance required in this agreement.
- iv. The CITY and its employees shall be endorsed on the commercial general liability policy, including any excess policies (to the extent applicable), as additional insured. The CITY 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.
- v. Failure to provide insurance as required in this agreement is a material breach of contract entitling the CITY to terminate this agreement immediately.

- vi. Contractor shall provide at least 30 day notice of any cancellation or material change to the policies or endorsements. Contractor shall provide on an ongoing basis, current certificates of insurance during the term of the contract. A renewal certificate will be provided 10 days prior to coverage expiration.

9. NOTICE

All notices or other communications required under this Contract 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	CONTRACTOR
City Clerk	President
City of Minot	1 Call Septic Service, Inc.
PO Box 5006	10350 72 nd St NW
Minot, ND 58702	Minot, ND 58703

10. CONFIDENTIALITY

CONTRACTOR shall not use or disclose any information it receives from CITY under this Contract that CITY 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 CITY. CITY shall not disclose any information it receives from CONTRACTOR that CONTRACTOR has previously identified as confidential and that CITY determines in its sole discretion is protected from mandatory public disclosure under a specific exception to the North Dakota public records law, N.D.C.C. ch. 44-04. The duty of CITY and CONTRACTOR to maintain confidentiality of information under this section continues beyond the term of this Contract.

11. COMPLIANCE WITH PUBLIC RECORDS LAWS

CONTRACTOR understands that, in accordance with this Contract's Confidentiality clause, CITY must disclose to the public upon request any records it receives from CONTRACTOR. CONTRACTOR further understands that any records obtained or generated by CONTRACTOR under this Contract, except for records that are confidential under this Contract, may, under certain circumstances, be open to the public upon request under the North Dakota public records law. CONTRACTOR agrees to contact CITY promptly upon receiving a request for information under the public records law and to comply with CITY's instructions on how to respond to the request.

12. INDEPENDENT ENTITY

CONTRACTOR is an independent entity under this Contract and is not a CITY employee for any purpose, including the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act, the North Dakota

Unemployment Compensation Law and the North Dakota Workforce Safety and Insurance Act. CONTRACTOR retains sole and absolute discretion in the manner and means of carrying out CONTRACTOR'S activities and responsibilities under this Contract, except to the extent specified in this Contract.

13. ASSIGNMENT AND SUBCONTRACTS

CONTRACTOR may not assign or otherwise transfer or delegate any right or duty without CITY's express written consent. However, CONTRACTOR may enter into subcontracts provided that any subcontract acknowledges the binding nature of this Contract and incorporates this Contract, including any attachments. CONTRACTOR is solely responsible for the performance of any subcontractor with whom CONTRACTOR contracts. CONTRACTOR does not have authority to contract for or incur obligations on behalf of CITY.

14. SPOILIATION-PRESERVATION OF EVIDENCE

CONTRACTOR shall promptly notify CITY of all potential claims that arise or result from 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 CITY the opportunity to review and inspect the evidence, including the scene of an accident.

15. MERGER AND MODIFICATION, CONFLICT IN DOCUMENTS

This Contract, including the following documents, constitutes the entire agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified within this Contract. This Contract may be modified, supplemented or amended, in any manner, except by written agreement signed by both parties.

Notwithstanding anything herein to the contrary, in the event of any inconsistency or conflict among the documents making up this Contract, the terms of this Contract as amended (if at all) shall have precedence over the original contract and any previous amendments (if at all) made to the Contract.

16. SEVERABILITY

If any term of this Contract is declared to be illegal or unenforceable by a court having competent jurisdiction, the validity of the remaining terms is unaffected and, if possible, the rights and obligations of the parties are to be construed and enforced as if this Contract did not contain that term.

17. APPLICABLE 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 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*.

18. ALTERNATIVE DISPUTE RESOLUTION - JURY TRIAL

Neither party agrees 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. Neither party waives any right to a jury trial.

19. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

CONTRACTOR agrees to comply with all laws, rules, and policies, including those relating to nondiscrimination, accessibility and civil rights. CONTRACTOR agrees to timely file all required reports, make required payroll deductions, and timely pay all taxes and premiums owed, including sales and use taxes, unemployment compensation and workers' compensation premiums. CONTRACTOR shall have and keep current at all times during the term of this Contract all licenses and permits required by law.

20. AUDIT

The Contractor shall provide access to the CITY to review any books, documents, papers, and records of Contractor which are directly pertinent to this contract for the purpose of making an audit or analysis. Contractor shall maintain such records for three (3) years following the term of the contract.

21. EFFECTIVENESS OF CONTRACT

This Contract is not effective until fully executed by both parties.

22. COUNTERPARTS

This Contract may be executed in multiple, identical counterparts, each of which is deemed to be an original, and all of which together shall constitute one and the same agreement.

CITY of Minot

By: _____

Thomas Ross
Mayor

1 Call Septic Service, Inc.

By: _____

Marty Wahus
President



**FIRST RENEWAL OF
TRANSPORT OF RECYCLING MATERIALS CONTRACT WITH
1 CALL SEPTIC SERVICE, INC.**

WHEREAS, the City of Minot (City) entered into a contract for transportation of recycling materials with 1 Call Septic Service, Inc. commencing July 17, 2023 and ending July 16, 2025; and

WHEREAS, paragraph 3.B. of the contract affords the City an option to renew the term of the contract for up to two (2) additional periods of one (1) year each; and

WHEREAS, City staff, and the Minot City Council desires to exercise the City's right to renew the contract for one (1) additional year under the same terms and conditions set forth in the contract;

NOW, THEREFORE, be it resolved that the Minot City Council consents to the renewal of the Transport of Recycling Materials contract with 1 Call Septic Service, Inc. for one (1) year, under the following terms and conditions:

1. The Renewal Period of the contract will begin on July 17, 2025 and end on July 16, 2026.

The terms and conditions of this contract renewal shall become effective on July 17, 2025.

Passed and adopted this _____ day of _____, 2025.

ATTEST:

APPROVED:

Mikayla Williams, City Clerk

Mark Jantzer, Mayor



TO: Mayor Tom Ross
Members of the City Council

FROM: Jason Sorenson, Asst Public Works Director

DATE: April 3, 2023

SUBJECT: RECYCLING TRANSPORT SERVICES – CONTRACT AWARD (4199.2)

I. RECOMMENDED ACTION

1. Recommend the council award the contract for recycling transport services to 1 Call Septic Services, Inc. for a two-year period.
2. Recommend the council authorize the mayor to sign the contract.

II. DEPARTMENT CONTACT PERSONS

Dan Jonasson, Director of Public Works	857-4140
Jason Sorenson, Assistant Director of Public Works	857-4140

III. DESCRIPTION

A. Background

As the City of Minot has developed a recycling program over the past 6 years, the collect and haul model has shown to be the most cost effective. In support of that model, the City is in the process of building a transfer station for consolidating recyclable material and has trailers on order to transport recyclables to a material recovery facility (MRF). One of the final pieces is to select a company to haul City owned trailers to the processor that was selected in MN.

B. Proposed Project

On May 16, 2023, the City opened bids for transport services for recycling materials. Three bids were received and the tabulation is as follows:

<u>Bidder</u>	<u>Transport Fee</u>
1 Call Septic Service, Inc	\$1,720
Schmidt Haulers Septic Service	\$3,000
Crushin' It Transport	\$3,200

Volatile fuel prices make long-term contracting difficult. As a means to combat fluctuating fuel prices the transport fee was bid excluding fuel costs. Each load will then be paid a fuel charge for 208 gallons of fuel (1,040 mile round trip assuming 5 miles per gallon) paid at the previous month's average fuel price. Each load to the processor will cost \$2,400 to \$2,700 depending on fuel costs.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

This is another necessary step toward implementing the curbside recycling

project.

B. Service/Delivery Impact:
N/A

C. Fiscal Impact:

Project Costs

Estimated quantity of materials sent for processing (2023): 800 tons

At 18 tons per load, this results in about 45 loads of material to be hauled for 2023.
At the bid price this will cost about \$120,000.

Project Funding

Funding for recycling transport was included in the 2023 budget in the amount of \$91,000. The amount spent in 2023 depends on program participation and the subsequent volume generated. If the program generates more than expected, there may be a need for a budget amendment to cover additional hauling.

V. CITY COUNCIL ASPIRATIONS

Resilient and Prepared

VI. ALTERNATIVES

N/A

VII. TIME CONSTRAINTS

N/A

VIII. LIST OF ATTACHMENTS

A. Hauling Contract 2023-2025



TO: Mayor and Members of the City Council

FROM: Dale Plessas, Police Captain

DATE: June 16, 2025

**SUBJECT: AGGIE FOUNDATION AND MINOT HOCKEY BOOSTERS DONATION
TO THE MINOT POLICE DEPARTMENT K-9 TEAM**

I. RECOMMENDED ACTION

1. It is recommended that the City Council accept a donation in the amount of \$2,836.00 from the Aggie Foundation Trust and \$1,000 from the Minot Hockey Boosters Gaming Trust, for the purchase of a K9 Bullet-proof vest; and
2. Approve the ordinance to amend the 2025 annual budget to increase the Police Department furniture and equipment expenditures and contributions and donations revenue on first reading.

II. DEPARTMENT CONTACT PERSONS

Dale Plessas, Police Captain, 701-857-9800

III. DESCRIPTION

A. Background

The Aggie Foundation made a donation of \$2,836.00 and the Minot Hockey Boosters made a donation of \$1,000.00 to cover the expense of purchasing a K9 Patrol bullet-proof vest for Police K9, Ike.

B. Proposed Project

Police Patrol K9s have duties that place them at elevated risk of injury or death. In utilizing K9s to perform these dangerous duties, we have a moral obligation to protect them to the best of our ability. To offset the risk to K9 Ike, the Minot Police Department would like to use the donation of funds to purchase a protective bullet-proof vest. The purchase of a protective vest will provide Ike with the same level of protection that is afforded to his human handler.

C. Recommendation Detail

The donation from the Aggie Foundation and Minot Hockey Boosters will provide Ike with a duty vest that is bullet-proof and stab-resistant. This generous

gift will permit us to protect our K9 Officer while offsetting the expense of the public taxpayer.

IV. IMPACT

A. Aspirations

Dynamic and Prosperous - by providing for equipment needs through local donations from community partners, the police department is reducing future tax burden.

Resilient and Prepared - By purchasing the necessary equipment, the Minot Police Department K9 team maintains operational readiness.

Safe and Welcoming - By maintaining a well-equipped K9 team to respond to community needs, the City of Minot is a safer place to live and visit.

B. Service/Delivery Impact:

Our Minot Police Department K9 Team delivers essential patrol services, but this critical work often exposes our K9 partners to significant danger. By ensuring they have the best possible equipment and care, we're not only safeguarding their lives but also strengthening our entire team's ability to respond effectively and confidently when it matters most.

C. Fiscal Impact

Amend the 2025 annual budget to increase the Police Department furniture and equipment expenditures and contributions & donations revenue for a donation received

Project Costs

10000000-36400 - Contributions and donations revenue \$3,863.00

Project Funding

10021000-46102 - Police Department furniture and equipment
\$3,863.00

VI. ALTERNATIVES

1. The Minot City Council could decline to accept the donation from the Aggie Fondation and Minot Hockey Boosters and require the Minot Police Department to seek other funding sources for this equipment.
2. The Minot City Council could decline to accept the donation and deny the purchase of protective equipment for K9 Ike.

**K9 Storm Incorporated**

620 Nairn Ave.
Winnipeg, MB R2L 0X3
Canada
sales@k9storm.com
204-669-8199

Sales Quote

Date	Quote #	Weborder #
13-May-25	250812	US25-302147

Invoice To
Minot Police Department Taylor Jensen 515 2nd Ave Sw Minot, ND 58701 USA 701-822-1093 taylor.jensen@minotnd.gov

Ship To
Minot Police Department Attn: Taylor Jensen 515 2nd Ave Sw Minot, ND 58701 USA 701-822-1093 taylor.jensen@minotnd.gov 45-6002126

Product Code	Description	QTY	Rate	Amount
--------------	-------------	-----	------	--------

VPS	Patrol Swat Vest	1	3836.00	3836.00
(COLOR: BLACK / PATCH EMBROIDERY: POLICE / PATCH BACKCOLOR: REFLECTIVE / PATCH EMBCOLOR: BLACK) --Patrol Swat Vest -- 1 Serial Number Embroidered on Inside Facing 1 Dept's & K9 Name Embroidered on Inside Facing 2 Silent Kevlar Loops 1 Special Ops. Handle with Front Loop Tie Down 2 Back Pack D-Rings 1 Velcro Patch 3.5 x 4 on Left Side 1 Velcro Patch 3.5 x 2 on Right Side 1 Set of Rappelling Straps *2 Set of POLICE or SHERIFF Subdued or Reflective Patches				

Notes K9 Ike Shipping included \$1000.00 additional charge for K9 Storm Sizing kits that are lost or damaged, including bite damage. Pay Securely Online Using Your Credit Card, here! https://k9storm.com/payment-usd	Currency	USD
	Sales Subtotal	\$3,836.00
	Total	\$3,836.00
	Paid Amount	\$0.00
	Balance Due	\$3,836.00

Business Number / GST Registration Number: 868837733

Page 1 of 1

Quote valid for 30 days

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2025 ANNUAL BUDGET TO INCREASE THE
POLICE DEPARTMENT FURNITURE AND EQUIPMENT REVENUES AND
EXPENDITURES FOR THE PURCHASE OF A BALLISTIC VEST:**

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

- §1: An ordinance amending the 2025 annual budget to increase the police department furniture and equipment revenues and expenditures for the purchase of a ballistic vest:

10000000-36400		\$3,836
10021000-46102		3,836

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

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

Mark Jantzer, Acting Mayor

Mikayla McWilliams, City Clerk



TO: Mayor and Members of the City Council

FROM: Jesse Hoffart, Project Manager

DATE: June 16, 2025

SUBJECT: 2027 EDISON SAFE ROUTES TO SCHOOL (SRTS) - ACCEPTANCE OF GRANT (4891)

I. RECOMMENDED ACTION

It is recommended City Council accept the Transportation Alternatives Grant from the NDDOT for the 2027 Edison SRTS project.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

Jesse Hoffart, Project Manager, 701-857-4117

III. DESCRIPTION

A. Background

In November 2024, the City applied for the 2027 Transportation Alternatives Grant from the NDDOT. The application was accepted, and the NDDOT selected the project included in the application (2027 Edison Safe Routes to School) for funding in June 2025.

In 2010, a comprehensive study titled "*Minot Safe Routes to School Study*" was conducted for the City of Minot. The purpose of the study was to inventory existing safe routes to school for Minot elementary students and to identify and prioritize infrastructure improvements necessary to expand Minot's safe route to school networks.

The proposed project for 2027 follows and expands upon the recommended safe route improvements listed in priority 7 in the *Minot Safe Routes to School Study*.

B. Proposed Project

The proposed project will install sidewalk on both sides of 18th Ave SW, between 16th St SW and 12th St SW, as well as filling in a gap of sidewalk on the south side of 16th Ave SW, between 10th St SW and 9th St SW.

C. Recommendation Detail

Acceptance of the grant would mean sidewalk improvements for elementary school students, as well as the general public, at a fraction of the cost to the City. The grant awards 80.93% of the construction costs, leaving the remaining

19.07% to be paid for by the City of Minot. NDDOT must receive notification of acceptance of the grant by July 18, 2025.

IV. IMPACT

A. Aspirations

Safe and Welcoming - This project builds upon our sidewalk network around elementary schools, allowing students and the general public a safe area to walk off of the roadway.

Excellent and Connected - This project directly addresses what citizens have said they want to see - an improved sidewalk network.

B. Service/Delivery Impact:

The proposed 2027 Edison SRTS project will improve the ability for students to walk and bike to school. Additionally, it allows a safe route for non-drivers and individuals with disabilities as the proposed project will fill in a critical spatial sidewalk gap in the Edison neighborhood.

C. Fiscal Impact

The NDDOT Transportation Alternative Program requires matching funds from the awarded local government. Federal funds are to be applied to construction costs at an 80.93% federal and 19.07% local cost share. 2027 Sales Tax Infrastructure Funds will be used by the City to fund this project.

The engineer's estimated cost for construction for the proposed 2027 Edison SRTS project is \$1,080,155.57. Actual costs will be known after the project is bid.

Project Costs

(Estimated)

Construction Cost \$ 1,080,155.57

Federal Funds \$ 874,169.90
(80.93%)

City of Minot (19.07%) \$ 205,985.67

Ineligible Project

Costs (Estimated)

Construction \$ 200,000.00

Engineering

Temporary \$ 18,000.00

Construction

Easements

Temporary \$ 67,500.00

Construction Easement

Acquisition

Independent Agency \$ 25,000.00

Testing

Total Estimated City \$ 516,485.67

Cost

VI. ALTERNATIVES

Council could choose not to accept the grant. This would stop the project from moving forward.

Engineer's Estimate
2027 Edison Safe Routes to School (Priority #7)
20-Nov-24

Item	Spec	Code	Description	Unit	Quantity	Unit Price	Amount
1	103	100	CONTRACT BOND	L SUM	1	\$ 15,000.00	\$ 15,000.00
2	201	330	CLEARING & GRUBBING	L SUM	1	\$ 20,000.00	\$ 20,000.00
3	202	114	REMOVAL OF CONCRETE PAVEMENT	SY	2190.39	\$ 29.00	\$ 63,521.31
4	202	130	REMOVAL OF CURB AND GUTTER	LF	953	\$ 15.00	\$ 14,295.00
5	202	132	REMOVAL OF BITUMINOUS SURFACING	SY	212	\$ 34.00	\$ 7,208.00
6	203	103	COMMON EXCAVATION - TYPE C	CY	295	\$ 50.00	\$ 14,750.00
7	203	119	TOPSOIL-IMPORTED	CY	500	\$ 45.00	\$ 22,500.00
8	251	300	SEEDING CLASS III	ACRE	0.5	\$ 20,000.00	\$ 10,000.00
9	253	200	HYDRAULIC MULCH	SY	8313	\$ 3.00	\$ 24,939.00
10	302	120	AGGREGATE BASE COURSE CL 5	TON	1145	\$ 60.00	\$ 68,700.00
11	430	500	COMMERCIAL GRADE HOT MIX ASPHALT	TON	47	\$ 440.00	\$ 20,680.00
12	702	100	MOBILIZATION	L SUM	1	\$ 50,000.00	\$ 50,000.00
13	704	1100	TRAFFIC CONTROL	L SUM	1	\$ 20,000.00	\$ 20,000.00
14	724	275	REMOVE & REPLACE GATE VALVE BOX	EA	2	\$ 6,000.00	\$ 12,000.00
15	724	1035	SPRINKLER RELOCATION	L SUM	1	\$ 10,000.00	\$ 10,000.00
16	748	100	CURB & GUTTER	LF	953	\$ 80.00	\$ 76,240.00
17	748	520	CURB-TYPE I	LF	260	\$ 75.00	\$ 19,500.00
18	748	1030	VALLEY GUTTER 72 IN	SY	320.39	\$ 170.00	\$ 54,466.30
19	750	30	PIGMENTED IMPRINTED CONCRETE	SY	30	\$ 350.00	\$ 10,500.00
20	750	115	SIDEWALK CONCRETE 4 IN	SY	1382	\$ 125.00	\$ 172,750.00
21	750	140	SIDEWALK CONCRETE 6 IN	SY	535	\$ 170.00	\$ 90,950.00
22	750	1000	DRIVEWAY CONCRETE	SY	1347	\$ 120.00	\$ 161,640.00
23	750	2115	DETECTABLE WARNING PANELS	SF	248	\$ 90.00	\$ 22,320.00

1	Total Eligible Construction Cost	\$ 981,959.61
2	10% Contingency	\$ 98,195.96
3	Total Eligible Cost Plus Contingency	\$ 1,080,155.57
4	NDDOT - 80.93%	\$ 874,169.90
5	City of Minot - 19.07%	\$ 205,985.67
	Total	\$ 1,080,155.57

Other Ineligible Costs

Preliminary Engineering (Work performed by City Staff)	\$ -
Construction Engineering	\$ 200,000.00
Temporary Construction Easements (45 parcels at ~\$400 each)	\$ 18,000.00
Temporary Construction Easement Acquisition (Estimated)	\$ 67,500.00
Independent Agency Testing	\$ 25,000.00

6	Total Other Ineligible Cost	\$ 310,500.00
7	Total NDDOT Eligible	\$ 874,169.90
8	Total City of Minot Cost Share (Lines 5 + 6)	\$ 516,485.67
	Total Project Cost	\$ 1,390,655.57

June 10, 2025

Mr. Lance Meyer
Minot City Engineer
PO Box 5006
Minot, ND 58702

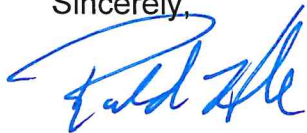
Dear Mr. Meyer:

SUBJECT: 2027 TRANSPORTATION ALTERNATIVES (TA) PROGRAM PROJECTS

It is my pleasure to inform you that the Minot Edison Elementary Safe Routes to School project was selected for TA funding. This project was awarded funding of \$874,170 for construction in 2027, pending TA funding in the next federal highway funding bill. Please contact Alayna Jirava in the Local Government Division with any questions you may have regarding the TA program, at 701-328-3555 or ajirava@nd.gov.

It is encouraging to see the commitment that the city of Minot has made on the continued development of safe and accessible pedestrian and bicycle facilities. This project is beneficial and indicative of the ongoing efforts to make our communities and North Dakota a better place.

Sincerely,



Ronald J. Henke, PE
Director

38/alj



TO: Mayor and Members of the City Council

FROM: Stephen Joersz, Traffic Engineer

DATE: June 16, 2025

**SUBJECT: SAFE STREETS AND ROADS FOR ALL GRANT AUTHORIZATION
(4778)**

I. RECOMMENDED ACTION

- 1. It is recommended City Council proceed with the Safe Street and Roads for All Comprehensive Safety Action Plan Grant from the United States Department of Transportation;**
- 2. Authorize the Mayor to sign and execute the Safe Street and Roads for All Grant Agreement with the United States Department of Transportation; and**
- 3. Approve the attached budget amendment on first reading.**

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

Stephen Joersz, Traffic Engineer, 701-857-4111

III. DESCRIPTION

A. Background

The Engineering Department has been pursuing a Safe Streets and Roads for All (SS4A) grant for a Comprehensive Safety Action Plan through the United States Department of Transportation (USDOT) since mid-2023. The Engineering Department first approached City Council at the June 19, 2023 council meeting. Council directed staff to submit an application, which was done in July 2023. Staff became aware that the City of Minot was awarded a grant for the safety study in December, 2023. This was brought forward to Council on December 18, 2023, for council acceptance and concurrence.

City Engineering staff worked with the Federal Highway North Dakota Division in 2024 to complete the grant agreement. The grant agreement was drafted by mid-2024 and just needed authorization from the USDOT. The authorization to proceed from the USDOT was not received until May 15, 2025. Considering the significant time delay, staff wanted to bring this back to the Council's attention to determine if the current Council would still like to proceed with the grant and

corresponding traffic safety study.

B. Proposed Project

Comprehensive Safety Action Plans are the basic building block to significantly improve roadway safety. Action Plans are comprehensive safety plans aimed at reducing and eliminating serious injury and fatal crashes. Action Plans use data analysis to characterize roadway safety problems and strengthen a community's approach through projects and strategies that address the most significant safety risks.

Possible projects that could come from a comprehensive safety action plan are; street lighting, lane reconfigurations, roundabouts, traffic signal revisions, transit improvements, sidewalks, bike lanes, shared use paths, corridor improvements, access management revisions and more.

C. Recommendation Detail

The Engineering Department would consult the project. Consultant selection will occur at a later date and will follow the rules and guidelines set by the city and USDOT.

IV. IMPACT

A. Aspirations

Excellent and Connected
Dynamic and Prosperous
Safe and Welcoming

B. Service/Delivery Impact:

All Safe Streets and Roads for All grants require a comprehensive safety action plan. The SS4A grant program is split up between Action Plan grants and Implementation grants. An action plan is required by Federal Highway Administration to be eligible for implementation grants. Aside from being a prerequisite for future SS4A grants, the comprehensive safety action plan will provide improvement projects and strategies the City of Minot could implement to improve transportation safety throughout the City.

C. Fiscal Impact

The USDOT awarded the City of Minot \$250,000 for its SS4A comprehensive safety action plan. This grant has an 80-percent federal and 20-percent local cost share. In a 2023 budget amendment, Council chose to redirect \$50,000 that was, at the time, set aside for a City-wide transportation plan. With the MPO in development in 2023, the NDDOT did not require the City to develop the transportation plan in 2023 as the effort would be undertaken by the newly formed Central Dakota MPO.

If council chooses to proceed with the SS4A comprehensive safety action plan, a budget amendment will be needed to bring funds from reserves into the 2025 budget.

Grant Award	<u>\$250,000</u>
Federal Share	\$200,000
City Share	\$50,000

VI. ALTERNATIVES

Council could choose to not proceed with the Safe Streets and Roads for All grant for a Comprehensive Safety Action Plan. If this is chosen, staff would notify the Federal Highway North Dakota Division that the City of Minot will not be signing the grant agreement.

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2025 ANNUAL BUDGET TO INCREASE THE
TRAFFIC DEPARTMENTS CONSULTANTS REVENUES AND EXPENDITURES FOR
THE SAFE STREETS AND ROADS FOR ALL GRANT:**

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

- §1: An ordinance amending the 2025 annual budget to increase the traffic departments consultant revenues and expenditures for the safe streets and roads for all grant:

10037000-43040	2023370009	\$250,000
10000000-33100	2023370009	200,000

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

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

Mark Jantzer, Acting Mayor

Mikayla McWilliams, City Clerk



TO: Mayor and Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: June 16, 2025

SUBJECT: AIRPORT TERMINAL PA UPGRADES

I. RECOMMENDED ACTION

It is recommended City Council approve the agreement with AtlasIED for the intercom system upgrades; approve the attached budget amendment on the first reading; and authorize the Mayor to sign the attached purchase agreement.

II. DEPARTMENT CONTACT PERSONS

Maria Romanick, Operations & Maint. Manager, 701-420-4503
Jessica Long, Business & Development Man., 701-857-4725

III. DESCRIPTION

A. Background

The current PA system was installed and operated through Atlas IED when the terminal was built in 2016. This PA system is a necessary requirement for both ADA and TSA requirements. It provides zoned announcements and is utilized by the Airport and airlines for assisting passengers, including intercom announcements, flight announcements, boarding, TSA-required announcements, parking announcements, live announcements during emergencies and others. Due to the size of the terminal and the necessity for the announcements to be played both airside and landside, the system is large. The system is currently outdated and continuously fails when announcements are updated and needs to be frequently power cycled to maintain message integrity. There is only one service technician at Atlas IED that supports the system as it is with the outdated equipment we have installed in the terminal.

B. Proposed Project

The project will include a full upgrade to the existing hardware and software and replacement of the communications stations and servers throughout the terminal. This project will utilize the existing infrastructure that was installed when the equipment was originally installed including wiring and speakers.

C. Recommendation Detail

The staff at MOT has been invested in upgrading the system for a few years. However, it was not a project that we could fully fund. During the state grant application process this year this was included as a request due to the failing system. In order to get prepared for a funding request MOT looked at multiple options with Atlas IED and were able to put together a plan that includes a discount if the full amount is paid in full instead of in five (5) year installments.

IV. IMPACT

A. Aspirations

Prepared and resilient

B. Service/Delivery Impact:

This project will improve the airport's ability to remain within ADA and TSA requirements and assist our airline partners with better assisting the community. A fully functioning PA system will also assist the airport and its tenants with communication processes during emergency situations.

C. Fiscal Impact

The project is being funded 80% by the North Dakota Aeronautics Commission (NDAC). The remaining amount will be locally funded and was included in the approved 2025 budget.

Project Costs

Atlas IED PA Upgrade	\$244,045.00
3% Discount	(\$7,321.35)
Total	\$236,723.65

Project Funding

NDAC - 80%	\$189,378.00
Local Funding 11050000-44320	\$47,345.65

VI. ALTERNATIVES

The council could choose not to upgrade the Terminal's PA system. However, because new messages are not able to be placed on the system, it may lead to non-compliance with TSA regulatory requirements.

The council could choose to phase Terminal system upgrades, which may lead to system integration issues and loss of purchasing power from the state grant.

January 27, 2025

To Whom it May Concern:

AtlasIED - Innovative Electronic Designs is the sole provider for the hardware and software that supports the Innovative Electronic Designs (IED) GLOBALCOM Announcement Control Systems (ACS) at MOT Airport. This unique and proprietary Public Safety/Public Address hardware and the necessary software to operate it is the exclusive property of IED and are protected by multiple patents and proprietary protocols.

AtlasIED Support Services is the sole source provider of all features and provisions included in the Assurance Plan. Since AtlasIED Support Services is the only entity that can provide the Assurance Plan support features for GLOBALCOM systems, it is within the sole discretion of AtlasIED Support Services to designate materials, hardware, software and resources for services and upgrades to the GLOBALCOM Public Safety/Public Address system.

If I can provide any further information, please respond accordingly.

Best Regards,



Charles A. Kowalczyk
Director of Support Services
GLOBALCOM® | AtlasIED
Charles.Kowalczyk@AtlasIED.com
502-287-7436

IP100 Series

GLOBALCOM®.IP Announcement Control System



IP116-D Model is Shown

General Description

The IP100 Series Announcement Control System (aka ACS) is the heart of AtlasIED's next generation GLOBALCOM®.IP enterprise wide communications management system. It manages the flow of announcements and messages between network endpoints such as digital communication stations, zone controllers, network power amplifiers, IP-based loudspeakers and other types of IP endpoints. Additionally it serves as a gateway for external I/O devices, VoIP telephone systems and analog audio to be incorporated into the ecosystem.

Each model is 'plug and play' ready with GCK application software installed and ready to be easily configured via an intuitive browser-based interface.

Every IP100 Series model has the ability to interface with external systems via eight (8) built-in logic inputs and eight (8) built-in relay outputs as well as two (2) balanced line level audio inputs.

All IP100 Series Controllers support VoIP communications with models available supporting Audio over Ethernet (AoE) functionality using Audinate® Dante™ and/or CobraNet® digital audio transport over the same network infrastructure simultaneously. Our VoIP is Wide Area Network (WAN) enabled allowing communication to be routed across an entire enterprise or to another LAN location.

Announcement Management Features

- Manages dynamic requests for live, delayed and prerecorded messages (simple and assembled), record and playback of ad hoc messages, text-to-speech, mute actions (by zone or zone group) and two-way full duplex intercom connections.
- Allows up to 65,565 message priority levels with NeverMISS™ capability. If enabled, NeverMISS™ records live messages and plays back to busy page zones when they become available.
- Manages thousands of audio and video output zones over local or wide area networks utilizing a variety of industry standard IP based protocols.
- Announcements can be initiated by contact closures, microphone paging stations, open standard IP network commands, and the built-in VoIP telephone interface.
- Includes a built-in comprehensive message scheduling system that allows the creation of schedule profiles that can be applied to specific days of the week or date ranges. Multiple profiles can be applied simultaneously, perfect for campus type installations.
- Built-in interface to VoIP telephone systems via SIP and PBX Trunking as well as support for standard 3rd party FXO gateway devices. Supports industry standard G.711, G.722 and RTP protocols.

Device Interface / Management Features

- The IP108 and IP116 support CobraNet™ enabled mic stations. The IP108-D and IP116-D support Dante™ enabled mic stations. The IP100 does not support mic stations.
- Interfaces directly with digital displays running IED's VisDID drivers for fully synchronized audio and visual messaging and provides IP based visual message data for use by 3rd party display systems.
- Provides supervision and logging for all associated end-point devices on the network with built-in E-mail / SMS notification capabilities.
- HDMI or VGA output for built-in visual paging interface capability.

Message Server Features

- Stores up to 250 hours of pre-recorded .wav message files.
- Stores/manages pre-recorded messages in any language.
- Model IP108 adds eight (8) record and eight (8) playback channels via CobraNet® interface card.
- Model IP116 adds sixteen (16) record and sixteen (16) playback channels via CobraNet® interface card.
- Model IP108-D adds eight (8) record and eight (8) playback channels via Dante™ interface card.
- Model IP116-D adds sixteen (16) record and sixteen (16) playback channels via Dante™ interface card.
- Text to Speech messages may be generated in place of prerecorded messages utilizing either the default TTS engine or optional advanced multi-lingual TTS engines.

Mechanical/Electrical Features

- Low-power processor for high reliability and long life with minimal cooling requirements.
- Storage is SSD (Solid State Drive) for higher performance and reliability than rotating media drives.
- Powered from any 12V DC supply of sufficient current rating, such as the IED1112MPS-MOD singular modular power supply or IED1112PS rack mount redundant power supply unit.
- Fits into one (1) RU of 19" rack space.

Optional Features

- Integration with IED Enterprise Flight Announcement System and T-CAS Courtesy Announcement functionality.

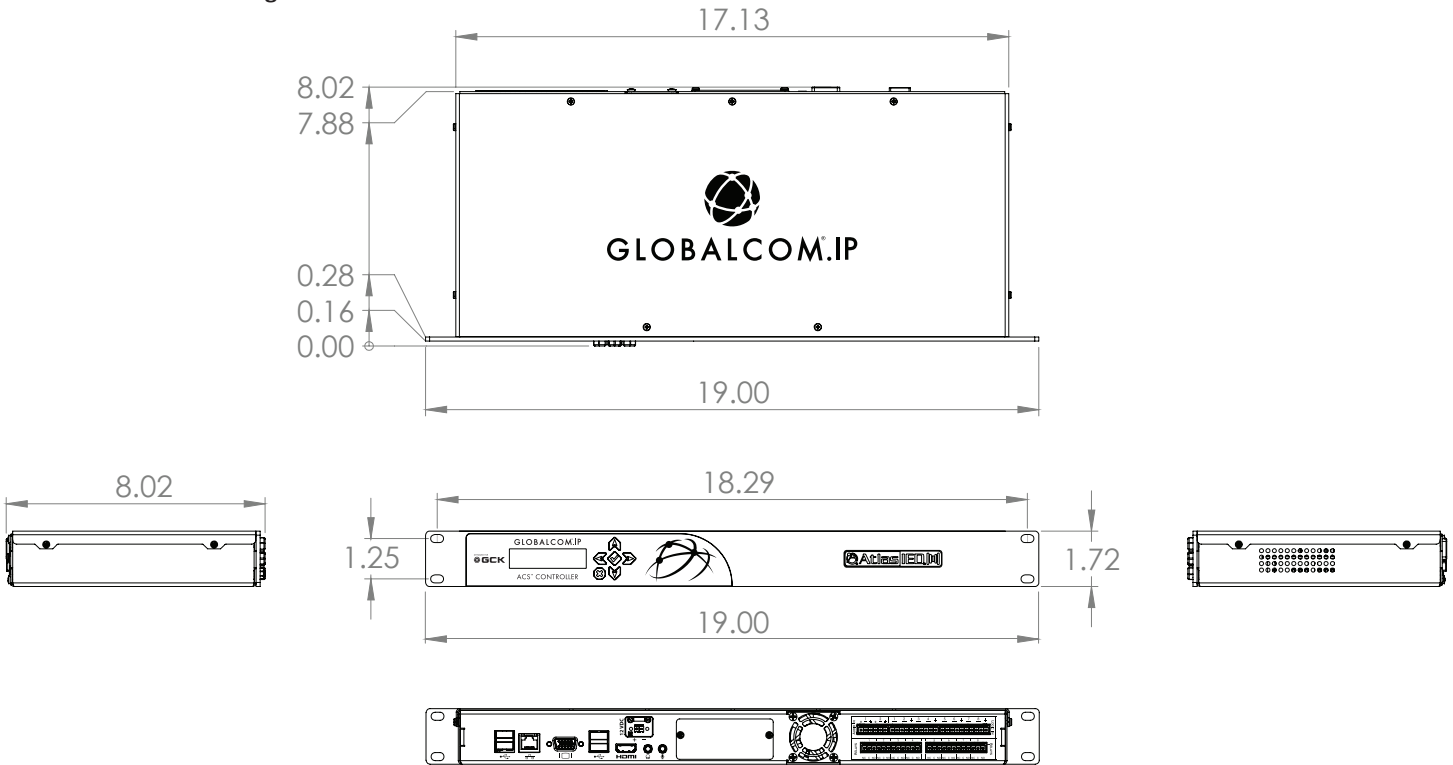
5 Models Available

- IP100 offers VoIP and IEDNet+
- IP108 offers 8CH x 8CH CobraNet®, VoIP, and IEDNet+
- IP116 offers 16CH x 16CH CobraNet®, VoIP, and IEDNet+
- IP108-D offers 8CH x 8CH Dante™, VoIP, and IEDNet+
- IP116-D offers 16CH x 16CH Dante™, VoIP, and IEDNet+

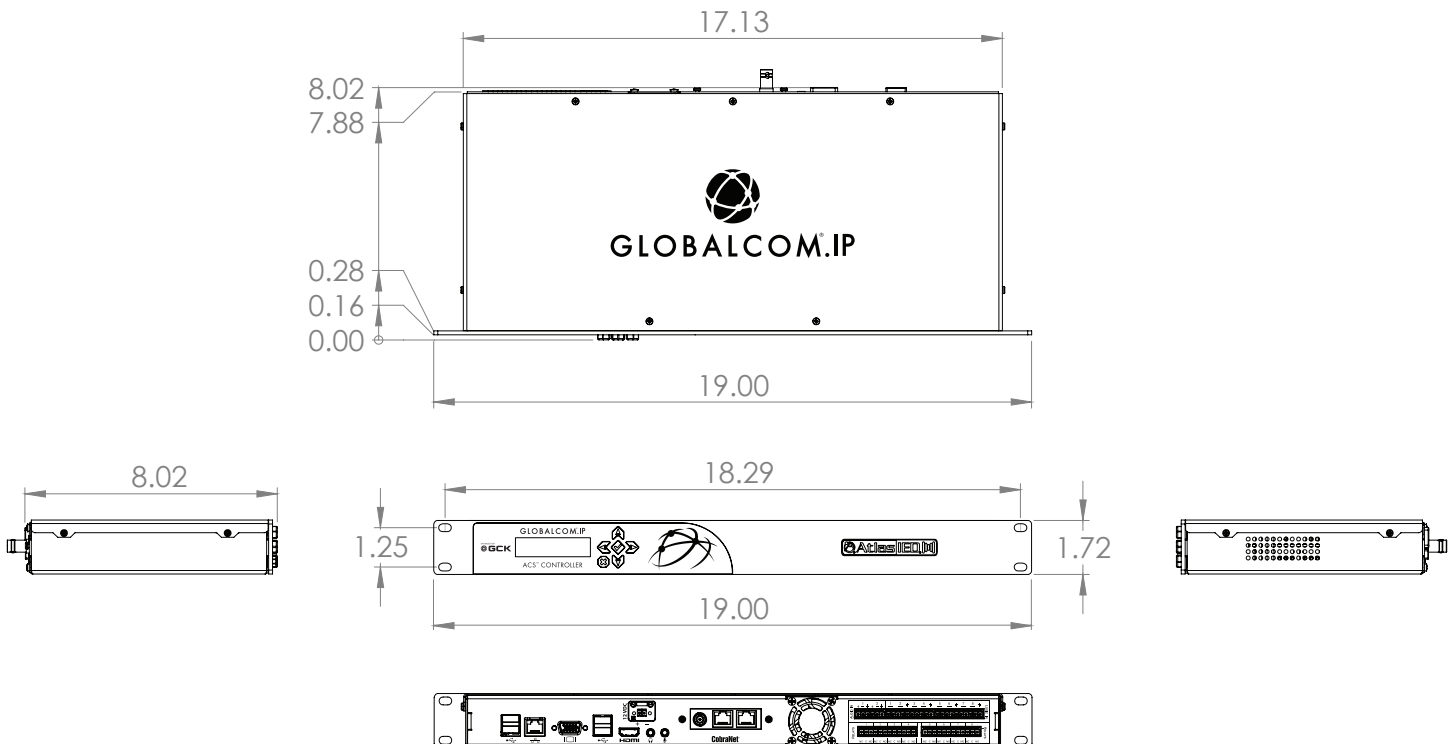
	IP100	IP108	IP116	IP108-D	IP116-D
General Specifications					
Processor	64 Bit Intel® Quad Core™	64 Bit Intel® Quad Core™	64 Bit Intel® Quad Core™	64 Bit Intel® Quad Core™	64 Bit Intel® Quad Core™
Sampling Rate	48kHz	48kHz	48kHz	48kHz	48kHz
Analog Converters	24-bit	24-bit	24-bit	24-bit	24-bit
Frequency Response	20Hz to 20kHz	20Hz to 20kHz	20Hz to 20kHz	20Hz to 20kHz	20Hz to 20kHz
Dynamic Range	90dB (A Weighted)	90dB (A Weighted)	90dB (A Weighted)	90dB (A Weighted)	90dB (A Weighted)
CMMR	85dB (60 to 20kHz)	85dB (60 to 20kHz)	85dB (60 to 20kHz)	85dB (60 to 20kHz)	85dB (60 to 20kHz)
Distortion	0.01 % (1kHz @+6dBu)	0.01 % (1kHz @+6dBu)	0.01 % (1kHz @+6dBu)	0.01 % (1kHz @+6dBu)	0.01 % (1kHz @+6dBu)
Front Panel Controls and Indicators					
LCD Display	2 Line	2 Line	2 Line	2 Line	2 Line
Power Indicator	LCD Display	LCD Display	LCD Display	LCD Display	LCD Display
Rear Panel Connectors					
Analog Inputs	2 - Balanced Line Level Inputs on 6 Pin Phoenix Plug-in 3.81mm	2 - Balanced Line Level Inputs on 6 Pin Phoenix Plug-in 3.81mm	2 - Balanced Line Level Inputs on 6 Pin Phoenix Plug-in 3.81mm	2 - Balanced Line Level Inputs on 6 Pin Phoenix Plug-in 3.81mm	2 - Balanced Line Level Inputs on 6 Pin Phoenix Plug-in 3.81mm
Analog Outputs	1 - 3.5mm Jack	1 - 3.5mm Jack	1 - 3.5mm Jack	1 - 3.5mm Jack	1 - 3.5mm Jack
General Purpose Inputs	8 Dry Contact Closure Inputs on 12 Pin Phoenix Plug-in 3.81mm	8 Dry Contact Closure Inputs on 12 Pin Phoenix Plug-in 3.81mm	8 Dry Contact Closure Inputs on 12 Pin Phoenix Plug-in 3.81mm	8 Dry Contact Closure Inputs on 12 Pin Phoenix Plug-in 3.81mm	8 Dry Contact Closure Inputs on 12 Pin Phoenix Plug-in 3.81mm
General Purpose Outputs	8 Form C Relays, NC and NO option available 10 Pin Phoenix Plug-in 3.81mm	8 Form C Relays, NC and NO option available 10 Pin Phoenix Plug-in 3.81mm	8 Form C Relays, NC and NO option available 10 Pin Phoenix Plug-in 3.81mm	8 Form C Relays, NC and NO option available 10 Pin Phoenix Plug-in 3.81mm	8 Form C Relays, NC and NO option available 10 Pin Phoenix Plug-in 3.81mm
Ethernet Port	1000BaseT Ethernet	1000BaseT + 100BaseT (CobraNet®) Ethernet	1000BaseT + 100BaseT (CobraNet®) Ethernet	1000BaseT + 1000BaseT (Dante™) Ethernet	1000BaseT + 1000BaseT (Dante™) Ethernet
Balanced Analog Input Specifications					
Type	2 - Balanced Line Level	2 - Balanced Line Level	2 - Balanced Line Level	2 - Balanced Line Level	2 - Balanced Line Level
Number of Inputs	2 - 6 Pin Phoenix Plug-in 3.81mm	2 - 6 Pin Phoenix Plug-in 3.81mm	2 - 6 Pin Phoenix Plug-in 3.81mm	2 - 6 Pin Phoenix Plug-in 3.81mm	2 - 6 Pin Phoenix Plug-in 3.81mm
Configuration	Electronically Balanced	Electronically Balanced	Electronically Balanced	Electronically Balanced	Electronically Balanced
Polarity	Fixed	Fixed	Fixed	Fixed	Fixed
Connection	PHX Style, 6 Position, 3.81mm Spacing	PHX Style, 6 Position, 3.81mm Spacing	PHX Style, 6 Position, 3.81mm Spacing	PHX Style, 6 Position, 3.81mm Spacing	PHX Style, 6 Position, 3.81mm Spacing
Input Impedance	18K	18K	18K	18K	18K
Maximum Input Level	(+14dBu	(+14dBu	(+14dBu	(+14dBu	(+14dBu
Phantom Power	N/A	N/A	N/A	N/A	N/A
Unbalanced Analog Input Specifications					
Type	Unbalanced	Unbalanced	Unbalanced	Unbalanced	Unbalanced
Number of Inputs	1 - 3.5mm Mini Input Jack	1 - 3.5mm Mini Input Jack	1 - 3.5mm Mini Input Jack	1 - 3.5mm Mini Input Jack	1 - 3.5mm Mini Input Jack
Configuration	Unbalanced	Unbalanced	Unbalanced	Unbalanced	Unbalanced
Polarity	Fixed	Fixed	Fixed	Fixed	Fixed
Connection	1 - 3.5mm Mini Input Jack	1 - 3.5mm Mini Input Jack	1 - 3.5mm Mini Input Jack	1 - 3.5mm Mini Input Jack	1 - 3.5mm Mini Input Jack
Input Impedance	47K	47K	47K	47K	47K
Maximum Input Level	-6dBu	-6dBu	-6dBu	-6dBu	-6dBu
Phantom Power	N/A	N/A	N/A	N/A	N/A
Ethernet	RJ-45	RJ-45	RJ-45	RJ-45	RJ-45
Supported Network Speed	100Mbps / 1000Mbps	100Mbps / 1000Mbps	100Mbps / 1000Mbps	100Mbps / 1000Mbps	100Mbps / 1000Mbps

	IP100	IP108	IP116	IP108-D	IP116-D
Supported Network Audio Protocols					
CobraNet® Channel Capability	N/A	8x8 CobraNet®	16x16 CobraNet®	N/A	N/A
Dante™ Channel Capability	N/A	N/A	N/A	8x8 Dante™	16x16 Dante™
VoIP Codecs - Channel Capability	VoIP - G.711, G.722	VoIP - G.711, G.722	VoIP - G.711, G.722	VoIP - G.711, G.722	VoIP - G.711, G.722
Layer 3 WebRTC Channel Capability	RTP / RTCP Wide Area Network	RTP / RTCP Wide Area Network	RTP / RTCP Wide Area Network	RTP / RTCP Wide Area Network	RTP / RTCP Wide Area Network
Dimensions and Weight					
Rack Space	1 RU, 19"	1 RU, 19"	1 RU, 19"	1 RU, 19"	1 RU, 19"
Dimensions	17.25" x 1.75" x 7.75" (438mm x 44mm x 197mm)	17.25" x 1.75" x 7.75" (438mm x 44mm x 197mm)	17.25" x 1.75" x 7.75" (438mm x 44mm x 197mm)	17.25" x 1.75" x 7.75" (438mm x 44mm x 197mm)	17.25" x 1.75" x 7.75" (438mm x 44mm x 197mm)
Weight	6.5 lbs / 3.0 kg	6.5 lbs / 3.0 kg	6.5 lbs / 3.0 kg	6.5 lbs / 3.0 kg	6.5 lbs / 3.0 kg
Power Requirements					
Operating Voltage	12VDC	12VDC	12VDC	12VDC	12VDC
Power Connector	Two Pin Euroblock Connector	Two Pin Euroblock Connector	Two Pin Euroblock Connector	Two Pin Euroblock Connector	Two Pin Euroblock Connector
Power Consumption					
Power Consumption	36 W Max	36 W Max	36 W Max	36 W Max	36 W Max
Cooling and Heat Loss					
Thermal Dissipation	123 BTU / Hr	123 BTU / Hr	123 BTU / Hr	123 BTU / Hr	123 BTU / Hr
Cooling System	Micro Fan	Micro Fan	Micro Fan	Micro Fan	Micro Fan
Ventilation Direction	Side to Back	Side to Back	Side to Back	Side to Back	Side to Back
Included When Shipped					
Packaging Contents	IP100 Controller, Connectors, Quick Start Guide	IP108 Controller, Connectors, Quick Start Guide	IP116 Controller, Connectors, Quick Start Guide	IP108-D Controller, Connectors, Quick Start Guide	IP116-D Controller, Connectors, Quick Start Guide
Agency Approvals					
Safety 	Conforms to UL Std. 60950-1 UL Std. 62368-1 Certified to CSA Std. 60950-1 CSA Std. 62368-1	Conforms to UL Std. 60950-1 UL Std. 62368-1 Certified to CSA Std. 60950-1 CSA Std. 62368-1	Conforms to UL Std. 60950-1 UL Std. 62368-1 Certified to CSA Std. 60950-1 CSA Std. 62368-1	Conforms to UL Std. 60950-1 UL Std. 62368-1 Certified to CSA Std. 60950-1 CSA Std. 62368-1	Conforms to UL Std. 60950-1 UL Std. 62368-1 Certified to CSA Std. 60950-1 CSA Std. 62368-1

Dimensional Drawing for IP100



Dimensional Drawing for IP108 & IP116



Architect and Engineer Specifications

The Announcement Control System (ACS) shall be AtlasIED GLOBALCOM®.IP Model IP100 Series.

The ACS shall manage announcements and messages using dynamically routed data on a standard Ethernet Network. It shall include an integral multi-channel message server providing simultaneous record and playback capability for up to 16 play and 16 record channels (model dependent) in multiple languages.

The ACS shall manage AtlasIED GLOBALCOM® Series peripherals including Digital Communications Stations, Network Power Amplifier Systems, Input/Output Devices, Zone Controllers and IP End Points. The ACS shall include internal support for (8) logic inputs, (8) relay outputs, and (2) balanced audio inputs.

The ACS shall manage dynamic requests for live and delayed announcements, pre-recorded and assembled messages, actions, defined events, and two-way full duplex intercom connections. An integrated visual paging server shall deliver visual messaging to supported visual displays that shall be synchronized to the audio regardless of message length. Announcements and messages shall be initiated by contact closures, microphone paging stations, IED DIRECTOR® software, open standard IP network commands, VoIP, or Wi-Fi Smartphones.

The ACS shall include an integral interface for VoIP telephones via SIP and PBX trucking as well as standard 3rd party FXO gateways. The interface shall support standards G.711, G.722 and RTP protocols. Operating modes shall provide for both direct dial zone paging access and well as voice prompted actions for announcements and messages.

The ACS shall support CobraNet® and Dante™ Audio-over-Ethernet protocols with VoIP, RTP, and RTCP. The ACS shall supervise all associated end-point devices, report system abnormalities, and log faults to be reported via SNMP, E-mail, and SMS via E-mail notifications.

The ACS shall be designed for high reliability with no moving parts including an Intel® 64-bit Quad Core™ low power processor, solid state hard drive, and available hot swap redundant power supply. The ACS shall fit into 1 RU of 19" rack space and weigh 3.0 kg. The ACS shall comply to UL & CSA Standard 60950.

The ACS shall include GLOBALCOM®.IP system configuration and management software. The ACS shall include internally hosted web page for configuration and monitoring the System Management Console.

T112 / T112C

TitanONE Smart Mainframe Power Amplifiers



General Description

The AtlasIED TitanONE T112 and T112C Smart Mainframe Power Amplifiers provide the latest signal automation, processing and amplification technologies in one modular solution. The modular design allows up to seven (7) TitanONE Series power amplifier cards (sold separately) to be easily inserted into the mainframe. This offers twelve (12) main channels of amplification and two (2) backup channels for redundancy. Each channel has a complete library of DSP filter options. The TitanONE T112 is networkable offering IEDNet+ IP-based system control and digital audio transport via Dante™. The TitanONE T112C offers the same solutions utilizing CobraNet™ rather than Dante™ for the digital audio transport. TitanONE T112 / T112C integrates IED's world-renowned SystemAssured™ Supervision for entire system monitoring and fault detection to ensure worry-free 24/7 operation. The TitanONE T112 / T112C doesn't stop there, it also incorporates AtlasIED's patented smart technology called AlwaysHEAR™. This ensures the audio levels are automatically adjusted to always be set at the perfect sound level. The TitanONE T112 / T112C offers over eight technologies in a single compact form factor and is the perfect solution for life safety systems and everyday installations. For simplicity, in the remainder of this document, the term "T112" will be used to refer to either the Dante™ or CobraNet™ products.

Meets Life-Safety Systems Standards

The T112 meets the stringent standard requirements for life safety and mass notification systems. It has undergone ETL testing and conforms to UL Standards 864 & 2572, and it can easily be incorporated into most fire or life safety systems.

Modular Card Design

The T112 Mainframe with DSP can provide up to twelve (12) main channels of amplification and two (2) backup channels for redundancy. Six of the amplifier cards function as primary cards to drive connected loudspeaker circuits. The seventh card functions as a redundant backup that is automatically switched to in the event of a card failure. The T112 Modular Mainframe can also be used to provide power, house and configure via software, a dual channel line output card T2LD - T1 (TitanONE) 2-channel line driver to drive external systems, or to provide processing for self-powered loudspeaker arrays.

Integrated DSP

The T112 digital signal processing provides twelve (12) individual channels. If an amp card fails, the processing is automatically switched to the backup amplifier card. Each processing channel includes level controls, page routing, automatic ducking of background music, equalization (up to eight (8) parametric bands per amplifier channel plus high-pass filter), signal delay, and patented technology for ambient analysis-based automatic level control. Other signal processing includes delay, matrix mixing of available inputs and compression on analog inputs.

Networkable with IEDNet+ System Control

Being fully networkable, the T112 incorporates dual 1GB network ports. The first is used for primary connection and the second for redundant backup. The T112 supports IEDNet+, an Ethernet-based system control protocol. It offers software-based routing, control, and supervision of AtlasIED devices. IEDNet+ builds on the 20+ year IEDNet control and supervision protocol with the addition of Real-time IP Layer 3 Transport Protocol.

Digital Audio Transport Over Ethernet

In addition, the mainframe provides digital audio network connections utilizing either Dante™ or CobraNet™ technology from an AtlasIED audio network controller such as a GLOBALCOM®.IP IP100 Series Announcement Control System. Local program or background music (BGM) inputs can connect to analog connections located on the back of the mainframe.

AlwaysHEAR™ Ambient Noise Analysis

Patented Technology for Real-Time Control ensures announcements are heard at the perfect sound level. This AtlasIED software measurement technology automatically and continuously tests the ambient noise levels within an environment and dynamically raises or lowers the loudspeaker levels to compensate for noise changes. The T112 has connectors on the back of the chassis for up to twenty-four (24) IED540S ambient analysis sensors. One or two sensors can be used per main amplifier channel. Each ambient sensor intelligently reports the noise level at its location. The T112 mainframe uses this information to automatically compensate the individual output channel levels for optimum sound pressure performance in that specific location only. Additionally, other output channels that don't have sensors may be slaved to a channel which does have ambient sensors.

LifeLine™ Supervision and Backup Amp Switching

The T112 continuously monitors the installed TitanONE amplifier cards, all critical components, and the loudspeaker lines attached to the frame. Each channel is monitored in multiple locations, including the amplifier output voltage, amplifier output current, and loudspeaker lines. Loudspeaker lines are supervised for ground fault conditions as well as large changes in load, indicating either a break in the loudspeaker lines or failure of loudspeakers on the line. This supervision is enhanced by the use of the appropriate End-of-Line (EOL) module, either the 5410EOL or 5411EOL. Faults in the system are reported via LEDs and over the network to any monitoring controllers via IEDNet+. If a backup amplifier card is inserted into the frame, it will be used as an automatic backup for any failed main amplifier card.

Easy Setup and Configuration

The T112 may be configured from the GLOBALCOM®.IP System Management Center as part of a GLOBALCOM®.IP 100 Series system. Optionally it may be configured via its integrated web based software when used stand-alone or in third-party systems.

Rack Space and Connections

The mainframe requires only 4 rack units (7") of vertical space in a 19" equipment rack / cabinet. All cooling is front to back, so no additional vertical space is required in the rack for cooling. Connections for local program or BGM inputs are provided on the back using plug-in lugless compression-type screw terminals. Loudspeaker connections are made using larger scale terminals of the same type. Dual-redundant network connections are available, as are logic inputs which may be assigned various functions when used in conjunction with an IP100 Series announcement controller. Power amp cards slide in from the front and may be replaced individually. The CPU / DSP card also plugs in from the front.

Accepts TitanONE Amplifier Cards – Sold Separately

Several models of TitanONE power amplifier cards are available in dual channel configurations. Different models are capable of driving 70-volt distributed and 100-volt distributed loads. There are also three different models by power level available: 150-watt, 300-watt, and 600-watt on each channel. A full mainframe is capable of driving up to 12 channels of 600-Watts or 7200-Watts, burst, total.

Required Modular Cards and Optional Accessories - Sold Separately

The following or their approved equal, shall be employed:
Integrated Power Amplifier Mainframe T112

Amplifier Cards

T302-230V - T1 (TitanONE) 300W Total, 2 CH x 150W, 100V
T302-120V - T1 (TitanONE) 300W Total, 2 CH x 150W, 70V
T602-230V - T1 (TitanONE) 600W Total, 2 CH x 300W, 100V
T602-120V - T1 (TitanONE) 600W Total, 2 CH x 300W, 70V
T1202-230V - T1 (TitanONE) 1200W Total, 2 CH x 600W, 100V
T1202-120V - T1 (TitanONE) 1200W Total, 2 CH x 600W, 70V

Line Driver Card

T2LD - T1 (TitanONE) 2 CH Line Driver for T112 Mainframe

Capacities			
Amplifier Card Slots	6 + Backup		
CPU Card Slots	1 (Dante™ or CobraNet™ Enabled)		
Network Audio Inputs	16 Dante™ / 8 CobraNet™		
Balanced Audio Inputs	12		
Loudspeaker Outputs	12		
Max Page Zones per Frame	12		
Connections			
Ethernet	2 (Redundant)		
Balanced Audio Inputs	12		
Logic Inputs (contact closure)	4		
Ambient Sensor Inputs	24 (2 / Channel)		
Test Tone Out	1 (Differential)		
Monitor Signal Out	1 (Balanced)		
Test Signal In	1 (Balanced)		
Monitor Signal In	1 (Balanced)		
Speaker Out	12		
AC Power Cord	2 – 20 Amp		
DSP Functions			
Level Control	Per Channel BGM, Page and Overall		
Equalization	8 Parametric Plus High-Pass Per Channel		
Compression On Audio Inputs	12		
Signal Delay	1 Second Per Amp Channel		
Matrix Routing	28 x 24 Static + 16 x 12 Dynamic		
Monitor Signal Out	Normal, Priority & Network Paging Inputs For Each Amp Channel		
Test Signal In	Up To Two Sensors Per Channel		
Monitor Signal In	Local and Over Network		
Electrical			
Frequency Response	±1 dB, 22 kHz BW		
Total Harmonic Distortion (THD)	< 0.01 %, 14dBu, 22KHz BW		
Signal to Noise Ratio	90 dB, 22kHz BW, +14dBu		
Maximum Input	+14dBu Max		
Maximum Test & Monitor Balanced Out	+14dBu Max		
Gain: Via Network Balanced Inputs	Unity -6 dB		
A/D Converter	24 Bit		
D/A Converter	24 Bit		
Sample Rate	48K		
Latency	< 1ms		
Crosstalk	< -90 dB, f = 1 kHz		
Backup Amplifier Switch Time	< 4 Seconds		
AC Power / Cooling Requirements	Current Draw	Real Power Consumption	Rack Cooling Requirement
No Power Amplifier Cards (Quiescent) @120VAC/60Hz	0.53A	39.5W	135 BTU/hr
No Power Amplifier Cards (Quiescent) @240VAC/50Hz	0.27A	41.5W	142 BTU/hr

Notes:
For wattage and BTU calculations, use TitanONE Modular Amp Data Sheet, (DOC1226A), for specifications on specific amplifiers. Multiply by the number of amplifiers in the mainframe.

Mechanical (For proper operation add a minimum of 2" (51mm) clearance)

Product Dimensions (HxWxD)	7" x 17" x 19.5" (178mm x 432mm x 495mm) - With Rack Ears 7" x 19" x 19.5" (178mm x 483mm x 495mm)
Shipping Dimensions (HxWxD)	13" x 24" x 24" (330mm x 610mm x 610mm)
Unit Weight	31.25 lbs. (14.17kg) (No Amps or CPU)
Shipping Weight	44.2 lbs. (20.05kg) (No Amps / With CPU)
Cooling Fan	120mm x 120mm, 152 CFM max

Environmental

Operating Temperature Range (Applicable for typical voice paging and background music applications)	+32°F--+104°F (0°C--+40°C)
Storage Temperature Range	-40°F--+158°F (-40°C--+70°C)

Power Amplifier Card Options

T302-230V - T1 (TitanONE) 300W Total, 2 CH x 150W, 100V
T302-120V - T1 (TitanONE) 300W Total, 2 CH x 150W, 70V
T602-230V - T1 (TitanONE) 600W Total, 2 CH x 300W, 100V
T602-120V - T1 (TitanONE) 600W Total, 2 CH x 300W, 70V
T1202-230V - T1 (TitanONE) 1200W Total, 2 CH x 600W, 100V
T1202-120V - T1 (TitanONE) 1200W Total, 2 CH x 600W, 70V

Line Driver Card Options

T2LD - T1 (TitanONE) 2 CH Line Driver for T112 Mainframe
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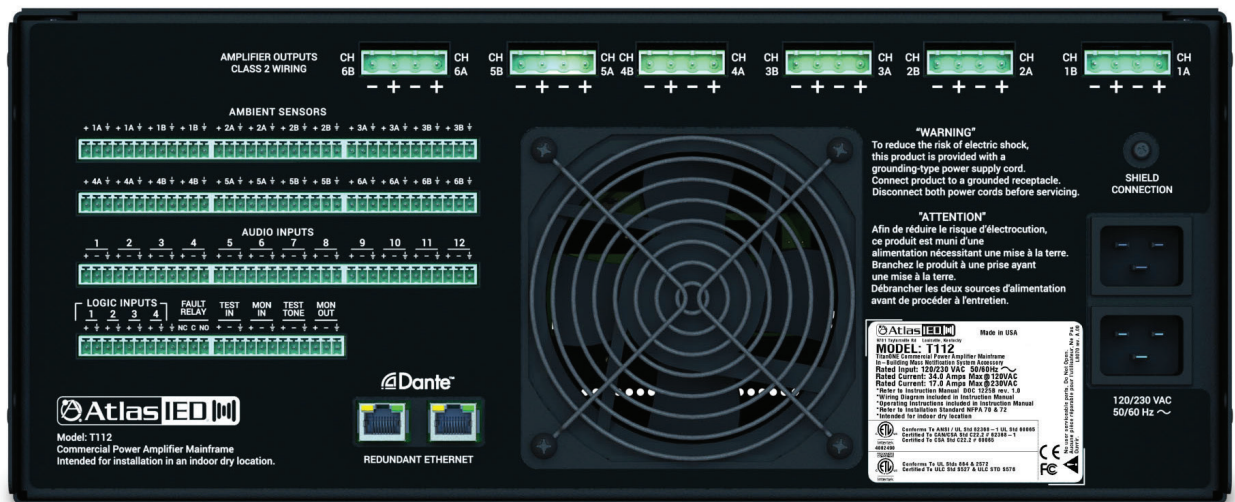
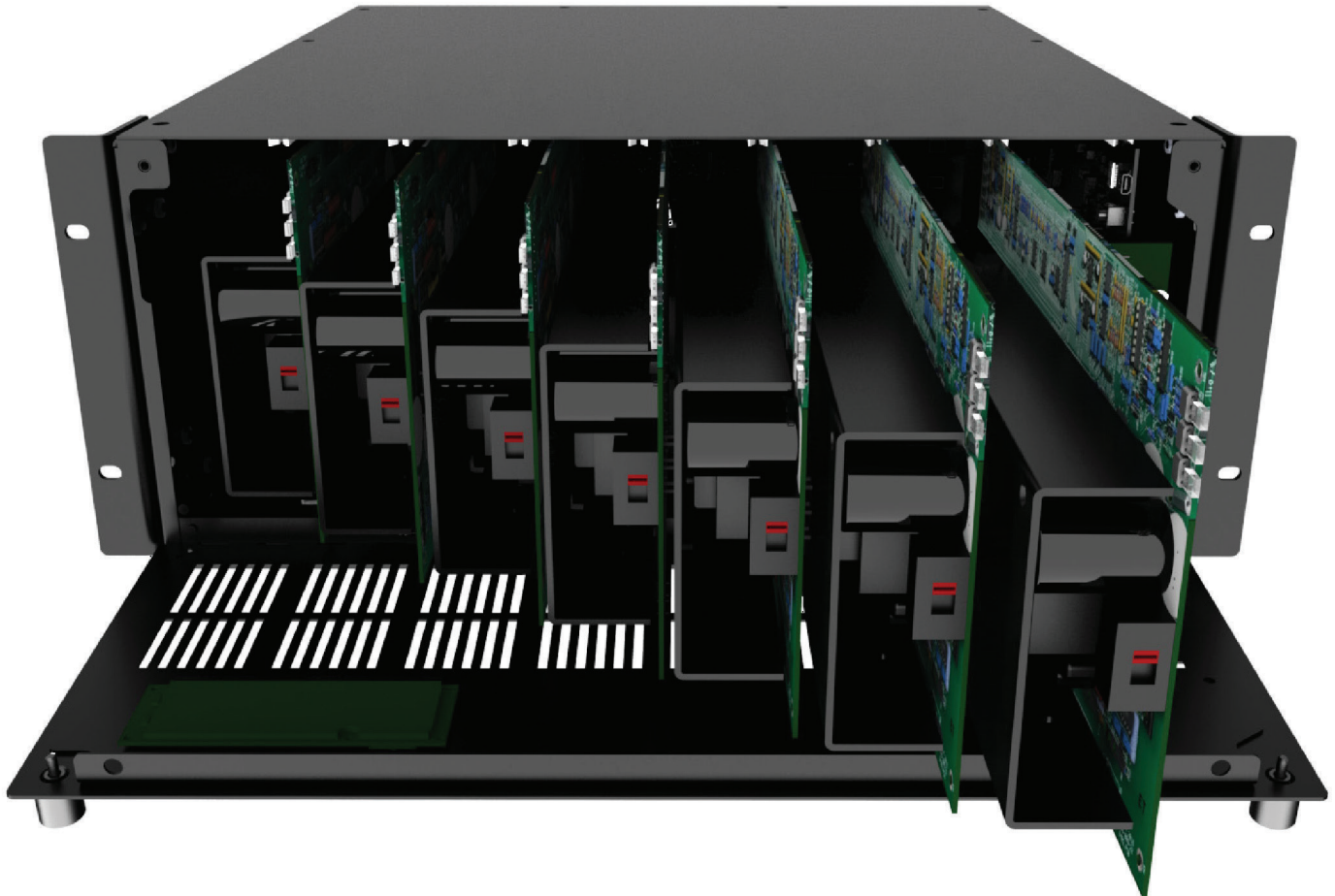
Listings / Certifications

Conforms to ANSI / UL Std. 62368 & 60065
Certified to CAN / CSA Std. C22.2# 62368
Certified to CSA Std. C22.2# 60065
Conforms to UL Std. 864 & 2572 (Recognized Component)
Certified to ULC Std. S527 & S576 (Recognized Component)
FCC Part 15 Subpart B, "Class A" Compliant
ICES-003 EMC Compliant (Canada)
European EMC EN 55024, EN 55032, IEC 61000-3-2, IEC 61000-3-3

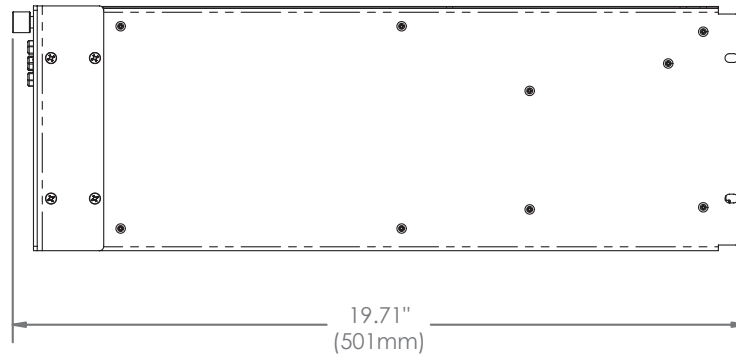
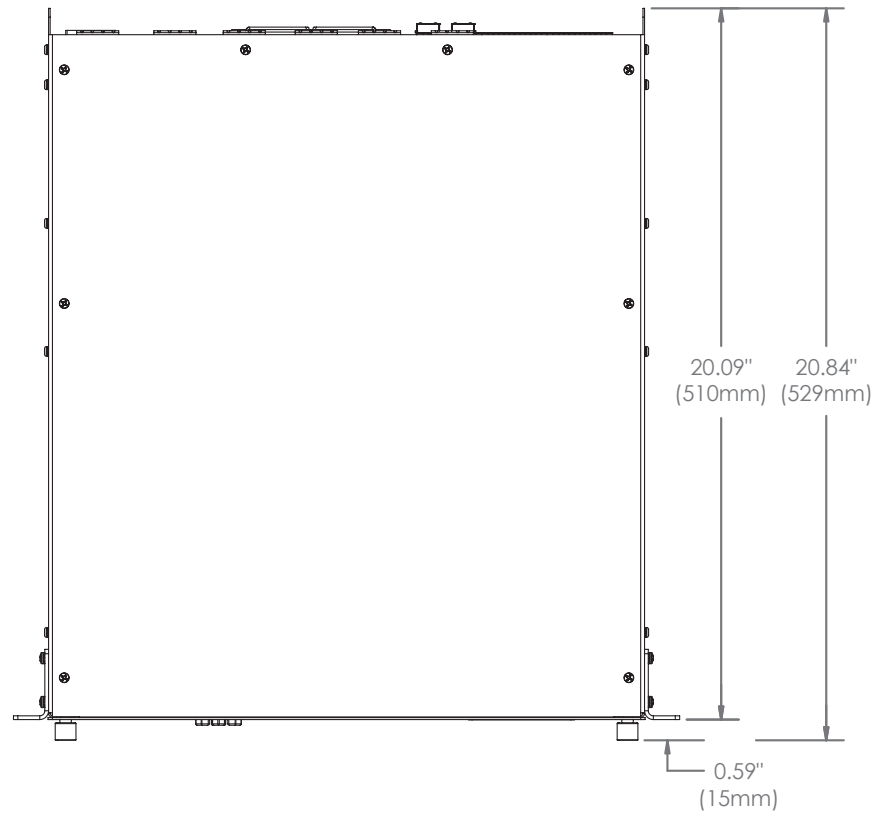
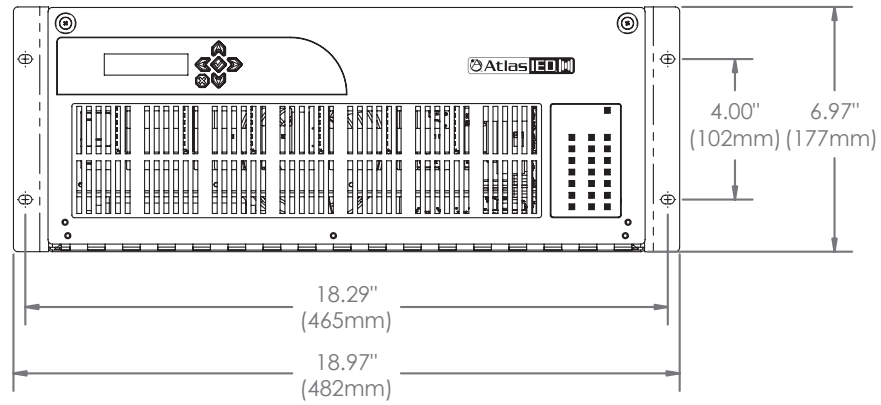
RECOGNIZED
COMPONENT



Amp Card Installation



Dimensional Drawings



Architect and Engineer Specifications

The Smart Mainframe Power Amplifier shall be the AtlasIED TitanONE T112. It shall house, supply power to, and control up to seven (7) TitanONE Series amplifier cards and a DSP / CPU card. In addition, the Smart Mainframe Power Amplifier shall have a provision to provide digital audio connections via a Dante™ or CobraNet™ audio distribution. Local program or BGM (background music) inputs shall connect via twelve (12) analog inputs at the rear panel via provided connectors. The integrated NIC (Network Interface Card) shall include dual ports for redundant network connections. The Smart Mainframe Power Amplifier shall house six (6) active single or dual channel amplifier cards (150W, 300W or 600W 70.7V/100V load) and a seventh (7th) active spare that is automatically engaged should a failure condition be reported. The system shall detect a failure in any of the primary amplifier cards and replace the effected amplifier without loss of service. The integrated digital signal processor shall provide up to 12 channels of processing to include level control of individual circuits, up to 8 bands of parametric equalization, high pass filter, signal delay, compression (on analog inputs) and ambient analysis control. All setup, monitoring, configuration, testing and control shall be under software control.

The Smart Mainframe Power Amplifier shall be capable of live or delayed paging, pre-recorded message playback, and muting of individual amplifier channels, zones and zone groups in any combination when used with optional GCK software deployment.

Ambient analysis and control shall be accomplished via an adjustment of signal levels via external noise sensing and / or computer commands. Connections for 24 ambient sensors shall be incorporated via rear panel connections and allow for single or dual sensor control of desired zones. Ambient analysis and control shall be in real time.

The Smart Mainframe Power Amplifier shall include internal audio bus monitoring and provide for visual as well as audio monitoring of the internal signal chain. Testing of the Smart Mainframe Power Amplifier shall be automatic or manually on demand and allow selection of the monitor points in the signal chain internal to the amplifiers and current level to the speaker lines and report with a resolution of 0.5dB.

The Smart Mainframe Power Amplifier shall require 4 rack units of vertical space in a 19" rack and all connections shall be in on the rear panel. The front panel shall provide for slide in cards and a visual indicator of amplifier status.

The Smart Mainframe Power Amplifier shall be the AtlasIED T112 or T112C TitanONE Mainframe with DSP and Processor.



IED 1544AIO-D

4 X 4 ANALOG / DANTE® I/O MODEL

TECHNICAL DATA SHEET



PRODUCT SUMMARY

The IED1544AIO-D is a 4-input x 4-output mic / line level analog pre-amplifier that converts analog audio signals to Dante® network audio. Multiple channels of Dante® network audio can be transported over standard IP networks. The IED1544AIO-D 4x4 Dante® I/O Module features four analog balanced mic or line inputs (selectable) and four balanced line outputs. The four analog inputs are converted into Dante® network audio and can be routed via Dante Controller™. The four outputs convert Dante® digital audio received over the LAN into analog audio. There are indicators for network connection, network audio traffic, and power. Each input can be selected to Line or Mic level. In Mic mode, each input has 3 gain selections with Phantom Power. The IED1544AIO-D requires no external power supply. It is powered via a network PoE port or a PoE injector.

NOTE: For GLOBALCOM® GCK systems, the IED1544AIO-D acts as a 2x2 I/O device. For GLOBALCOM® EN5400 systems, the IED1544AIO-D also acts as a 2x2 I/O device, with the exception that all four outputs can be used, but only if they are receiving from no more than two distinct sources.

KEY FEATURES

- Dante® Digital Audio Platform
- Analog Line or Mic Level Input
- Convert Analog Mic / Line Audio to Dante® Network Audio
- Convert Dante® Network Audio to Analog Audio Out
- 48V Phantom Power
- Input Signal & Peak LED Indicators
- Independent Gain Selection on Each Input
- Analog Balanced Line Output
- Output Signal LED Indicators
- PoE Powered
- 12V DC Input

APPLICATIONS

The IED1544AIO-D is used for applications that require up to four analog mic or line audio signals to be converted into Dante® digital audio. The IED1544AIO-D can also be used to convert single or multiple Dante® digital audio signals into analog audio line level outputs.

- Any project requiring a gateway from analog audio to network audio or vice versa
- Network audio signal end points
- Hotel ballrooms analog announcing stations
- School gyms / auditorium audio interface
- Analog paging stations conversions to Dante® digital audio
- Transportation stations audio interfaces

IED 1544AIO-D

4 X 4 ANALOG / DANTE® I/O MODEL



TECHNICAL DATA SHEET

AUDIO SPECIFICATIONS / PERFORMANCE

System	
Type	4x4 Analog / Dante® I/O Module
Network Connection	Single RJ45, CAT5
Inputs	
Input Quantity	4
Input Connectors Type	3 Position Phoenix Type, 3.5mm Pitch
Input Gain Selection (See Note 1)	Reference to 20dBFS Line = -5dBu M1 (Mic) = -15dBu M2 (Mic) = -22dBu M3 (Mic) = -30dBu
Phantom Power	48V DC When M1, M2, M3 is Selected
Outputs	
Output Quantity	4
Output Connectors Type	3 Position Phoenix Type, 3.5mm Pitch
Status Indicators	
Input	Qty 4, Bi-Color LED, Signal = Green, Peak = Red
Output	Qty 4, Green
Network	Green
Network Audio	Green
Power	Red
RJ45 Jack Indicator	Industry Standard Network Status (Incorporated) Green / Yellow
Electrical Specifications	
Analog Input Impedance	2.2KΩ
Analog Output Impedance	600Ω
Input Signal LED On Threshold	Line = 42mV M1 (Mic) = 15mV M2 (Mic) = 6mV M3 (Mic) = 2.8mV
Input Peak LED On Threshold	Line = 14dBu (3.75V) M1 (Mic) = 4.5dBu (1.35V) M2 (Mic) = -2.7dBu (560mV) M3 (Mic) = -9.8dBu (250mV)
Output LED On Threshold	35mV
Maximum Input Level	Line = 14dBu (3.75V) M1 (Mic) = 4.5dBu (1.35V) M2 (Mic) = -2.7dBu (560mV) M3 (Mic) = -9.8dBu (250mV)
Dante® Transmission Speed	100Mbps
Frequency Response	20Hz - 20KHz +/- 2dB
THD	0.06% @ 1KHz
Signal To Noise	110dB @ 1kHz
Dynamic Range	110dB
Power	PoE or 12V DC (power supply not included)
Power Consumption	5W
Mechanical	
Dimensions	3.27" W x 1.75" H x 6.55" D (83mm x 44mm x 166mm)
Weight	1.2 lbs. (550g)
Color	Black
Material	Steel
Mounting	4 Holes, 0.12" (3mm) Diameter

Note 1: The IED1544AIO-D gain selections listed above is the amount of analog signal required to achieve 0dBu output in system reference to 20dBFS (Decibels Full Scale). Most commercial and pro audio equipment gains are in the range of 20dBu – 24dBu. Read the entire manual to understand these settings.

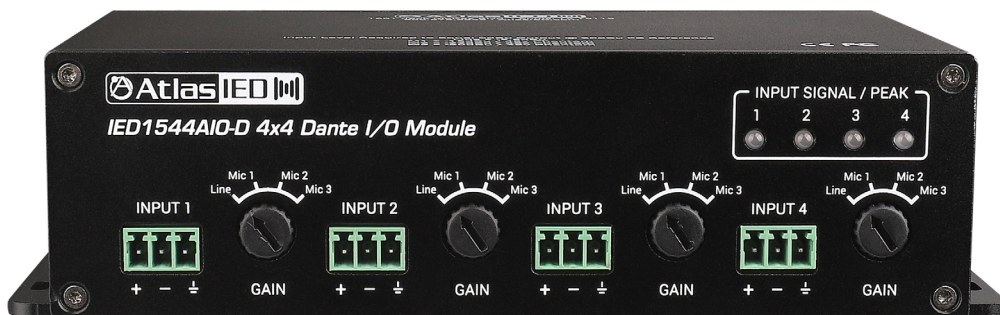
IED 1544AIO-D

4 X 4 ANALOG / DANTE® I/O MODEL

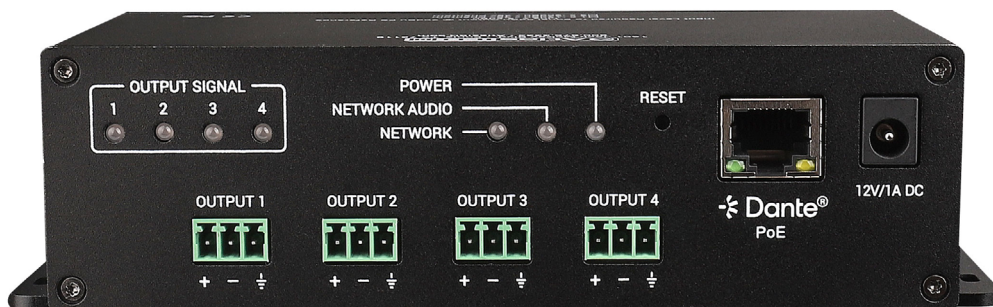


TECHNICAL DATA SHEET

PRODUCT IMAGES



IED1544AIO-D Front



IED1544AIO-D Rear

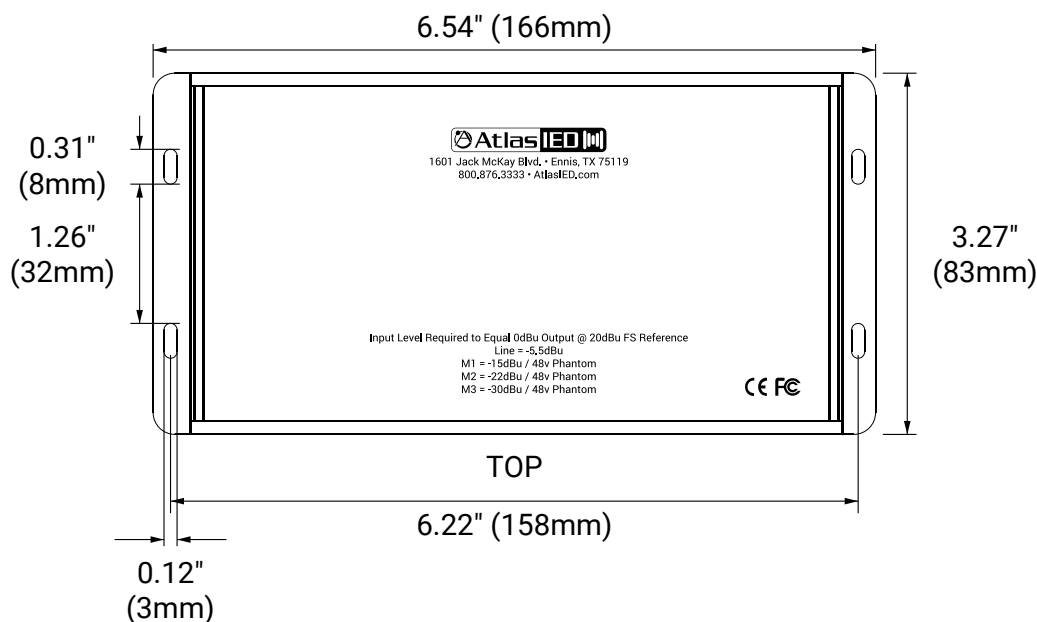
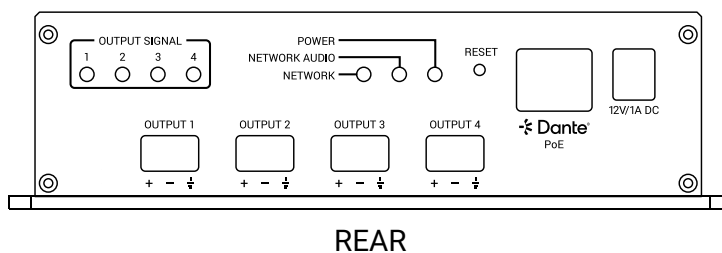
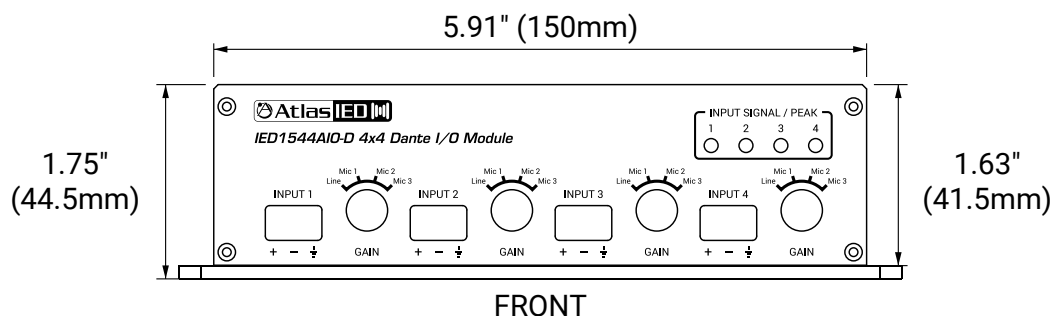
IED 1544AIO-D

4 X 4 ANALOG / DANTE® I/O MODEL



TECHNICAL DATA SHEET

DIMENSIONAL DRAWINGS



IED 1544AIO-D

4 X 4 ANALOG / DANTE® I/O MODEL



TECHNICAL DATA SHEET

ARCHITECT AND ENGINEER SPECS

The IED1544AIO-D shall be a 4-input x 4-output Mic / Line level analog pre-amplifier that converts analog audio signals to Dante® digital audio. The IED1544AIO-D shall have four selectable analog balanced mic or line inputs. The IED1544AIO-D shall have four balanced line outputs. The four analog inputs shall be converted into Dante® digital audio and can be routed in Dante Controller™. The four outputs shall receive Dante® digital audio over the LAN and convert the signal into analog audio. All inputs shall have signal and peak LEDs. All outputs shall have signal LED. The IED1544AIO-D shall have network connection, network audio traffic and power indicators. Each input shall have gain selected between Line or Mic level. In Line mode, the IED1544AIO-D shall require -5dBu of signal to achieve 0dBu output when referenced to 20dBFS digital system. In Mic mode, each input shall have 3 gain selections with 48V Phantom Power. The IED1544AIO-D shall be powered by network PoE.

Warranty shall be for 12 months (additional warranty term available).

The 4-input x 4-output Mic / Line level analog pre-amplifier with Dante® digital audio shall be AtlasIED IED1544AIO-D.

IPCSD1 / IPCSD4

GLOBALCOM®.IP Digital Microphone Stations



IPCSD1



IPCSD4

Features

The IPCSD Series digital microphone stations provide immediate high-quality digitization of full bandwidth audio, and transmission over a standard Ethernet connection. The microphone stations utilize the 501HH teardrop handheld microphone that includes a programmable push-to-talk switch. The station uses a metal magnet landing area for the 501HH to provide a storage position for the microphone.

In the standard configuration, the microphone stations can be mounted using a standard 2-gang electrical box or a 1-gang electrical box using the included plastic backbox. An optional weighted based (IEDA520DTB) is available for desktop mounting configurations.

The microphone stations have indicators for power, busy and ready states, as well as a beeper to alert the operator during certain states of the microphone station.

- IPCSD1 model has no push buttons
- IPCSD4 model has four push buttons
- Networkable with Ethernet ports
- Integrated Audinate Dante® Digital Message Transport over the Network
- PoE powered

Push Buttons

The IPCSD4 digital microphone station features four selection buttons. These buttons are configured using the GCK™ software to function as one-touch action buttons to trigger any of the following types of announcements or messages:

- A live page to a designated zone group
- A recorded (delayed) page to a designated zone group
- A permanent message playback to a designated zone group (e.g., customer reminder or emergency message)

General Description

The IPCSD4 digital microphone station is a 4-button device for initiating audio / visual announcements, messages and pages with the GLOBALCOM® IP100 Series Announcement Control Systems. The IPCSD1 is a push-to-talk switch only digital microphone station. It is a network appliance with a unique IP address that requires no configuration.

Just like IED's other digital microphone stations, the IPCSD Series uses a single Ethernet interface for audio and control data. The IPCSD Series is fully compatible with IEEE 802.3af standard for Power over Ethernet (PoE), allowing the microphone station to be powered directly from any standard off-the-shelf PoE switch.

These microphone stations are designed to maximize the benefits of a standard Ethernet LAN-based network, using off-the-shelf switches and structured CAT5e or better cabling. The IPCSD Series utilize Dante® technology for transporting high-quality, low-latency digital audio over Ethernet.

The IPCSD Series microphone stations may be used as part of a life safety system and also used for everyday paging functions.

Network Requirements

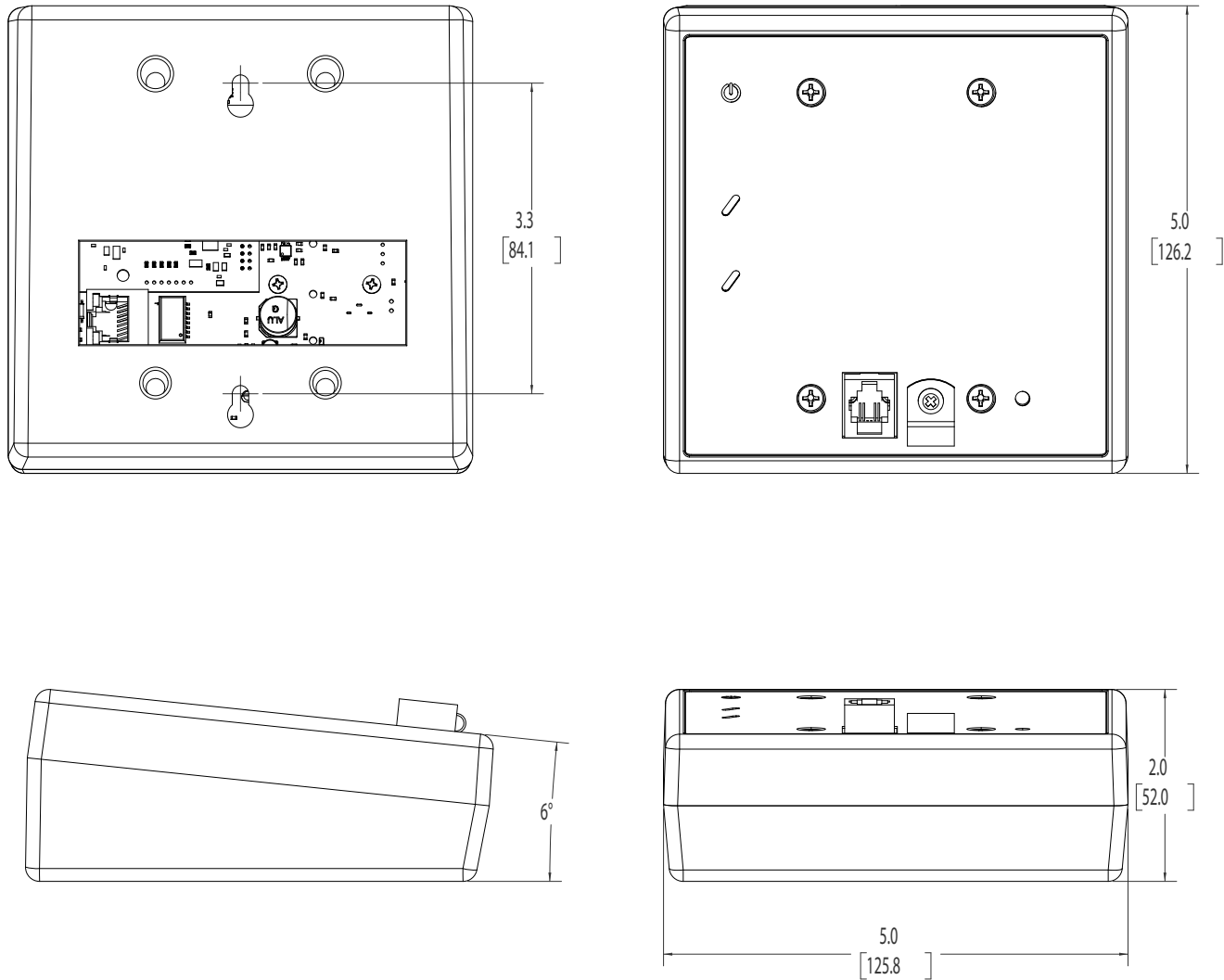
The IPCSD Series digital microphone stations utilize Dante® technology licensed from Audinate Pty Ltd. Live audio on the data network is time sensitive and requires minimal latency through the network to ensure uninterrupted audio. The IPCSD Series digital microphone stations and Dante® operate on Layer 3 (IP Layer) of the OSI Model, but only within a Local Area Network (LAN) or Virtual Local Area Network (VLAN). This audio traffic will not operate across a Layer 3 Router or above. The network should support Quality of Service (QoS) and Prioritization for best audio performance. All connections to the IPCSD4 / IPCSD1 digital microphone station must be full duplex 100 Mbps Ethernet.

Electrical	
Frequency Response 22 Hz - 22 kHz, Input Level = -20 dBu	+2 dB, -5 dB
Total Harmonic Distortion, THD 22 Hz - 22 kHz, Input Level = 0 dBu	<1 %
Signal-to-Noise Ratio, S/N 22 Hz - 22 kHz, Input Level = 0 dBu	>85 dB
Power Consumption	< 4 W
Supply Power	48 VDC
Compressor	
Compression Threshold	-14 dBu
Attack Time	35 mSec
Release Time	0.5 Sec
Analog-to-Digital Converter, A/D	24 bit
Sample Rate	48 kHz
Mechanical	
Desktop Dimensions	5.13" W x 4.89" H x 5.66" D (130mm x 124mm x 144mm)
Wall Mount Dimensions	4.95" W x 4.95" H x 1.9" D (126mm x 126mm x 48mm)
Mounting	2-gang Electrical Box
Standards Utilized	
Full-Duplex Operations	IEEE 802.3x
Fast Ethernet, 100Mbps	IEEE 802.3u, The IPCSD Series Specifically Uses 100Base-TX
Data Terminal Equipment Power via Media Dependent Interface (PoE)	IEEE 802.3af
Connecting Cable	
Digital Audio / Power / Control (Note 1)	CAT5e or better
Environmental	
Operating Temperature Range	+32°F to +104°F (0°C to +40°C)
Storage Temperature Range	-40°F to +158°F (-40°C to +70°C)

Note 1: For distances to a maximum of 100 Meters (approximately 300 feet) to the connected switch. Cable installed and tested in accordance with AN-SI/TIA/EIA 568B Standards.

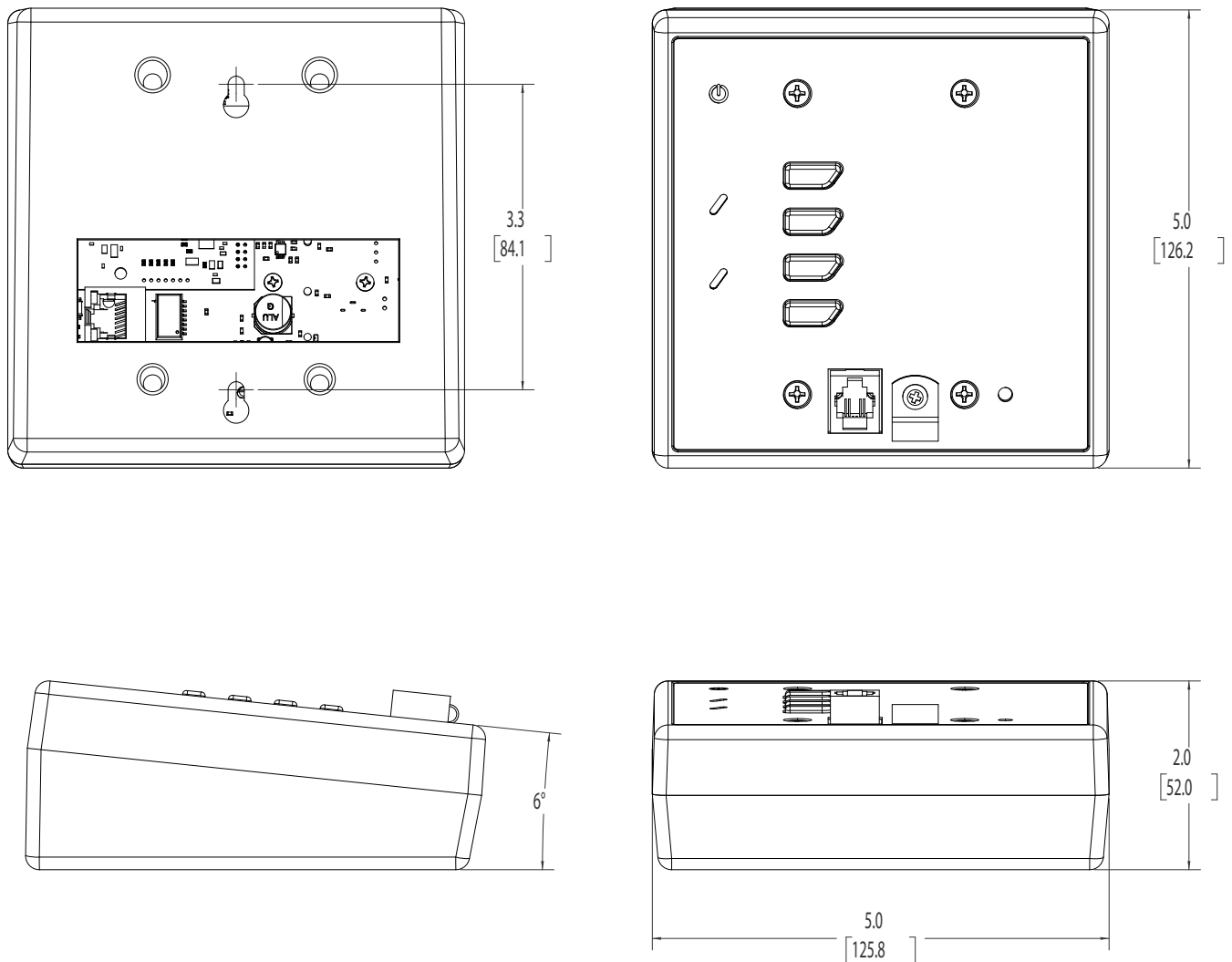
Note: These units are not compatible with 500, 510 or 520 series Announcement Control Systems (ACS), nor at this time with the GLOBALCOM® vACS CobraNet™ systems.

Dimensional Drawings



IPCSD1

Dimensional Drawings



IPCSD4

Architect and Engineer Specifications

The digital microphone stations shall provide for immediate digitization of full bandwidth audio, and transmission over a standard Ethernet connection using the Integrated Audinate Dante® Digital Message Transport. The digital microphone stations shall have indicators for power, busy and ready states, as well as an audible signal device to alert the operator to the status of the Microphone Station while in operation. The digital Microphone Station shall be powered via PoE (Power over Ethernet) connection and be networkable thru the Ethernet ports provided on the rear chassis.

The Digital Microphone Station shall utilize a line level handheld microphone that includes a programmable push-to-talk switch.

The Microphone Station shall mount using a standard 2-gang electrical box or a 1-gang electrical box when using the included plastic back box.

An optional weighted base shall be available for desktop mounting configurations.

- IPCSD1 – Desk mounting for the IPCSD1 is available with the optional IEDA520DTB desktop base.
- IPCSD4 – Desk mounting for the IPCSD4 is available with the optional IEDA520DTB desktop base.

The Digital Microphone shall be available in 2 configurations

- D1 model has the PTT (Push to Talk) function only.
- D4 model has the PTT (Push to Talk) function plus four individually programmable buttons to address other zones or to initiate events within the GLOBALCOM® System.

The Digital Microphone Station shall be the AtlasIED IPCSD.

571D / 571C

GLOBALCOM® Communication Station – 571D Dante® / 571C CobraNet®



Features

- Touchscreen
- Dante® (571D) or CobraNet® (571C) Digital Audio
- GCK Integration
- Horizontal or Vertical Configuration
- Redundant PoE
- Handheld Microphone
- Microphone Element Supervision
- 1x1 Line Level Analog I/O
- Multiple Mounting Configurations (with 571MK-DT/571MK-F/571MK-S)

Applications

- Airports
- Industrial
- Mass Transit
- Corporate
- Educational

General Description

The 571 (571D/571C) digital communication station is a programmable touchscreen device for initiating audio paging and messages with GLOBALCOM® Series Announcement Control Systems.

The 571 is designed to be used with one of three mounting kits, the 571MK-DT for use on a desktop, the 571MK-S for surface mounting, and the 571MK-F for flush mounting. The 571MK-MRH and 571MK-HRV mud ring brackets are to be used with the 571MK-F for pre-construction installations.

The 571 comes with a handheld microphone with magnet. A removable steel plate is included which hides the built-in microphone strain relief. An additional security screw is included as an option to further restrict access to the removable steel plate and the microphone connector. The 571 provides a redundant PoE connection that can be supplemented with an optional 24/48V DC auxiliary power connection for non-PoE switches. The included microphone includes an omnidirectional element eliminating the proximity effect which creates a boomy sound when a user speaks close. Combined with an internal beeper, the touchscreen guides the user through the process of making a page.

Template screens for the 571 can be easily created with GCK for paging or triggering prerecorded messages. Other events can be triggered such as audio routing, visual alerts, as well as intercom requests. Access to the 571 can be restricted using a 4-digit PIN. Based upon PIN, different templates can be shown.

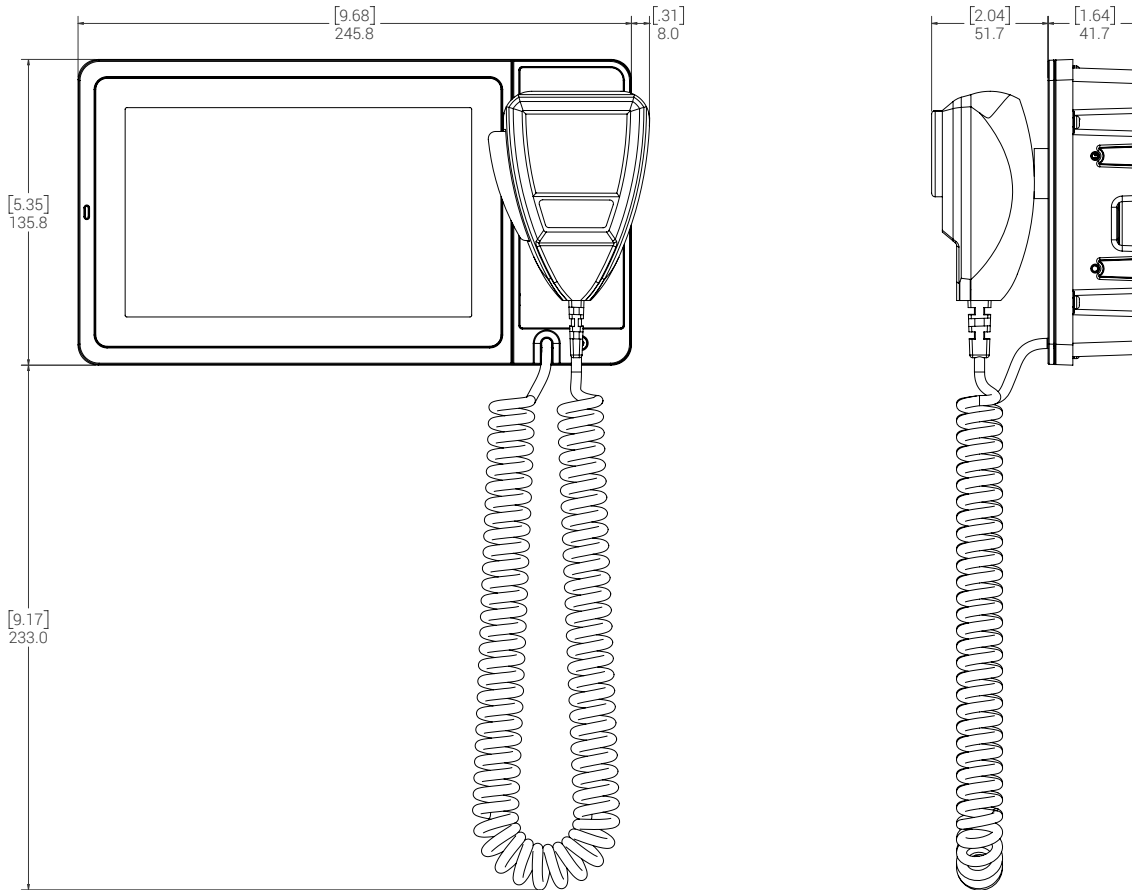
The 571 is also designed for use with AtlasIED's FAS (Flight Announcement System) GCK plugin. Using GCK with the FAS plugin, the 571 can load FAS template screens for boarding flights, checking flight status, updating flight status, and other general flight messages. Access to flight templates can be restricted by a combination of gate, airline, and/or PIN login.

Electrical	
Power	IEEE 802.3af PoE
Auxiliary Power	24/48V DC (non-polarized)
Power Consumption	10W Max
Indicator	Blue Indicator on Front
Audio	
Line Input	22 Hz - 22 kHz, Input Level = 0 dBu Frequency Response: ± 0.5 dB Total Harmonic Distortion, THD:: <0.2% Signal-to-Noise Ratio, S/N : >85 dB Maximum Input Level +4dBu
Line Output	22 Hz - 22 kHz, Input Level = 0 dBu Frequency Response: ± 0.5 dB Total Harmonic Distortion, THD:: <1.5% Signal-to-Noise Ratio, S/N : >85 dB Maximum Output Level: +4dBu
Microphone Input	22 Hz - 22 kHz, Input Level = 0 dBu Frequency Response: ± 0.5 dB Total Harmonic Distortion, THD:: <0.03% Signal-to-Noise Ratio, S/N : >85 dB
Connectors	
Auxiliary Power	2 Pin 3.81mm Pitch Euroblock with screw flange
Line Input	3 Pin 3.81mm Pitch Euroblock
Line Output	3 Pin 3.81mm Pitch Euroblock
Network	Redundant RJ-45 with Yellow Connection and Green Data LED
Screen	
Size	7"
Resolution	800x480 / 480x800
Touch Type	Capacitive
Single or Multi-Touch	Single Touch

Compressor	
Compression Threshold	–15 dBu
Ratio	10:1
Attack Time	22 milliseconds
Release Time	1 seconds
Maximum Output (Line Output)	+4 dBu
Analog-to-Digital Converter, A/D	24-bit
Internal Processing	32-bit, Floating Point
Sample Rate	48 kHz
Network Latency (CobraNet)	2 milliseconds
Dimensions and Weight	
Overall Dimensions (HxWxD – Horizontal)	5.35" (135.8mm) x 9.68" (245.8mm) x 1.64" (41.7mm)
Core Unit	1.94 lbs/.88 kg. unit weight – 2.65 lbs/1.20 kg shipping weight
Surface Mount Kit	.72 lbs/.33 kg. unit weight – 1.39 lbs/.63 kg shipping weight
Flush Mount Kit	1.01 lbs/.46 kg. unit weight – 1.90 lbs/.86 kg shipping weight
Desktop Mount Kit	3.31 lbs/1.50 kg. unit weight – 4.19 lbs/1.90 kg shipping weight
Environmental	
Operating Temperature Range	32°F – +104°F (0°C – +40°C)
Storage Temperature Range	–40°F to +158°F (–40°C to +70°C)

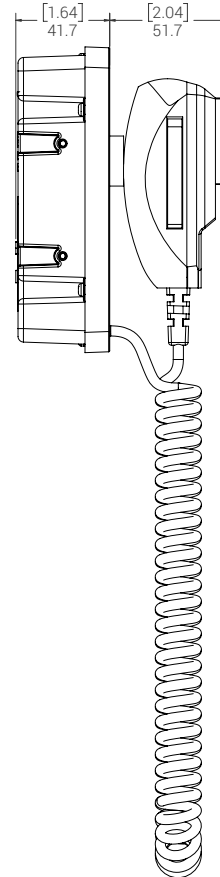
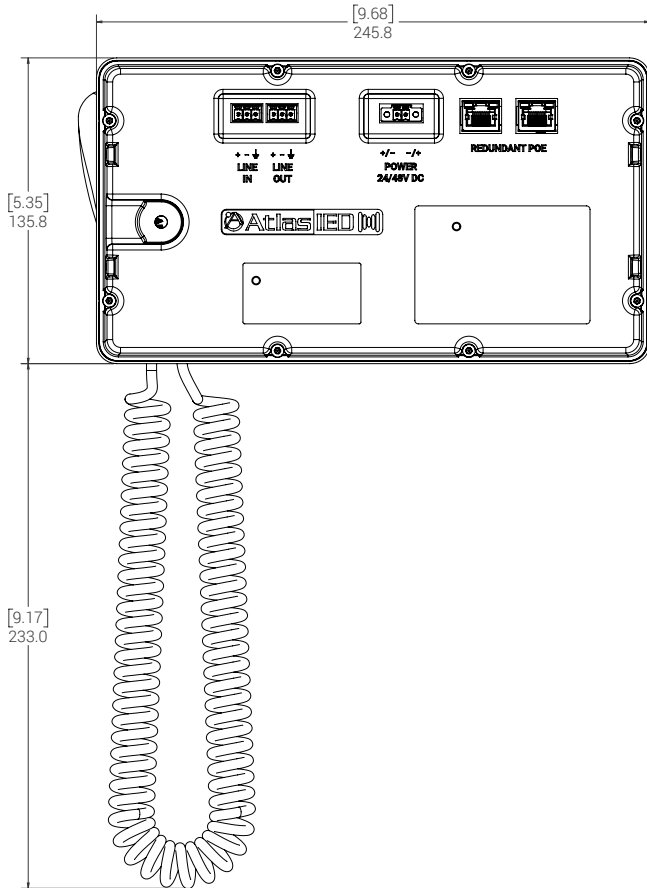
Dimensional Drawings

Horizontal Core Unit w/ Microphone - Front/Left View



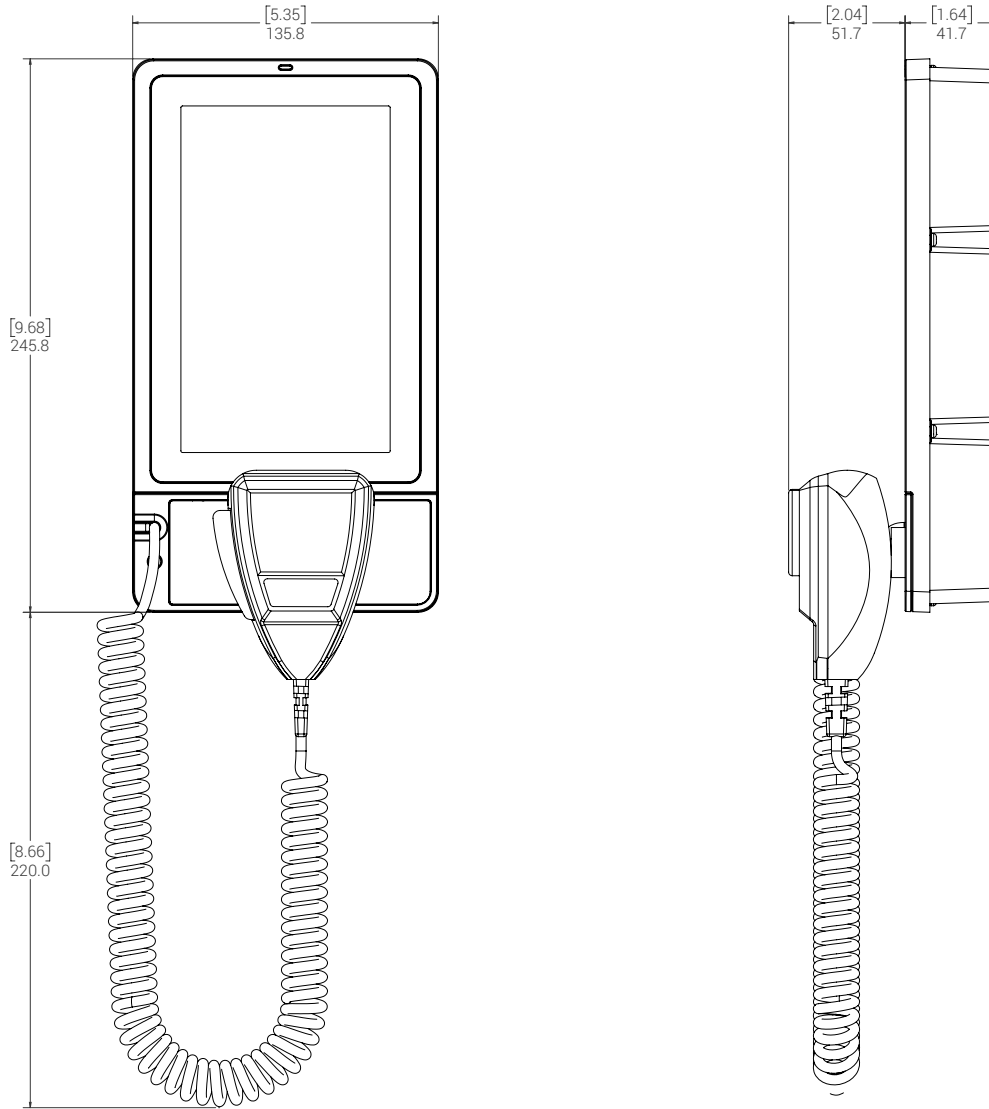
Dimensional Drawings

Horizontal Core Unit w/ Microphone - Back/Right View



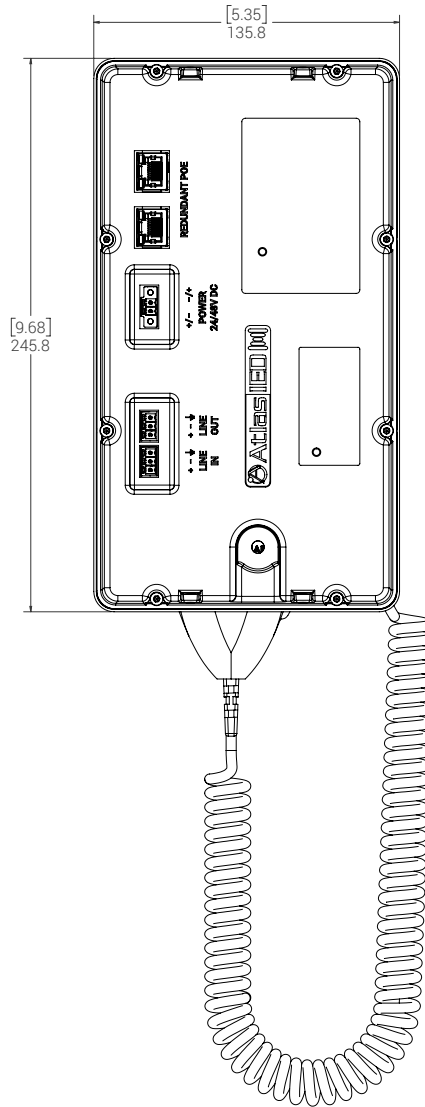
Dimensional Drawings

Vertical Core Unit w/ Microphone - Front/Left View



Dimensional Drawings

Vertical Core Unit w/ Microphone - Back View



Architect and Engineer Specifications

The GLOBALCOM® communication station shall provide for immediate digitization of full bandwidth audio transmission over a standard ethernet connection using Dante® or CobraNet® digital network audio. It shall provide a line level audio input for network audio transmission and a line level audio output for network audio reception. It shall be a programmable touchscreen interface with a 7" diagonal LCD screen with 800x480 or 480x800 resolution and capacitive touch technology. It shall provide ability to initiate audio paging and messages. The GLOBALCOM® communication station shall be powered via an IEEE 802.3af PoE connection. It shall include a secondary IEEE 803.af ethernet port for redundant network and power capability. An auxiliary 24/48V DC power port shall be provided for non-powered ethernet connections. It shall provide internal fault status through the network connection.

The GLOBALCOM® communication station shall have a handheld microphone with a programmable push-to-talk switch integrated with a microphone preamplifier and an audio line driver. It shall utilize a magnet for attachment to the microphone station base assembly and be supplied with a circular coiled cable which is built into the housing assembly. A metal plate shall be included for magnetizing to the microphone.

It shall provide the ability to mount flush to a surface, on top of a surface, or on a desktop free standing configuration with required mounting kits. The outer box shall be manufactured in plastic and colored RAL 9011 graphite black.

The GLOBALCOM® communication station shall be the AtlasIED 571D (Dante®) or 571C (CobraNet®).

571MK-DT

Desktop Kit for 571C/571D



Features

- Desktop Kit for 571C/571D
- Vertical or Horizontal Orientation
- Lockable 30°, 45°, or 60° Viewing Angle
- Weighted Base with Non-Skid Pad
- Cable Management Clip

Applications

- Airports
- Industrial
- Mass Transit
- Corporate
- Educational

General Description

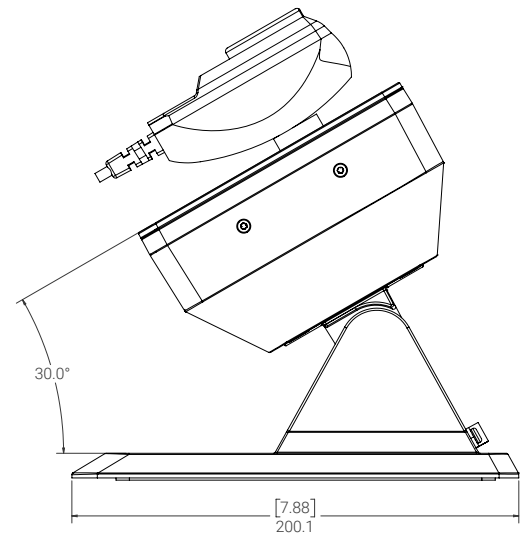
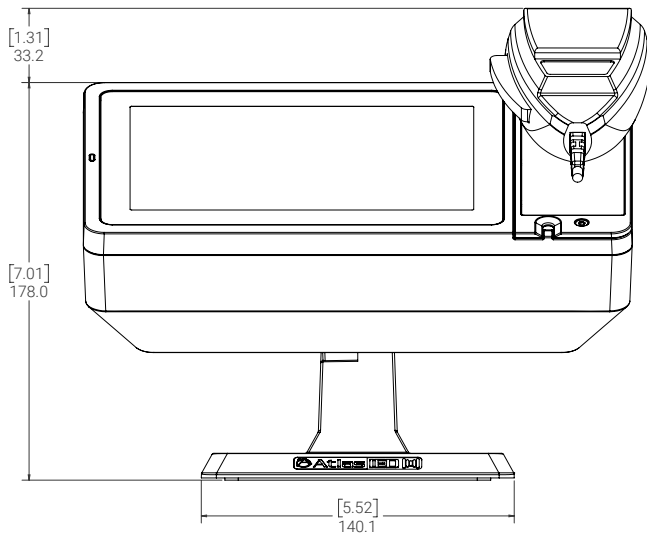
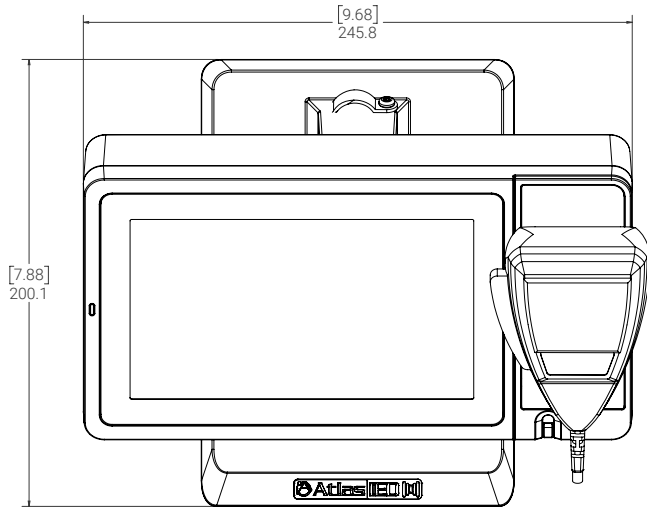
The 571MK-DT desktop kit allows for the 571C or 571D communication stations for use on a desktop. The kit allows for both horizontal and vertical orientations of the 571C or 571D. The viewing angle can be set at 30°, 45°, or 60° and then locked for installation. A cable management clip is attached to the back. **Note: the 571C/571D must be purchased separately.**

The 571MK-DT includes a weighted base including a non-skid pad for stability. For further reinforcement, four holes are included in the metal plate and pad for securing the communication station to a desk.

Weight	
Desktop Mount Kit - Unit Weight	3.31 lbs/1.50 kg.
Desktop Mount Kit - Shipping Weight	4.19 lbs/1.90 kg

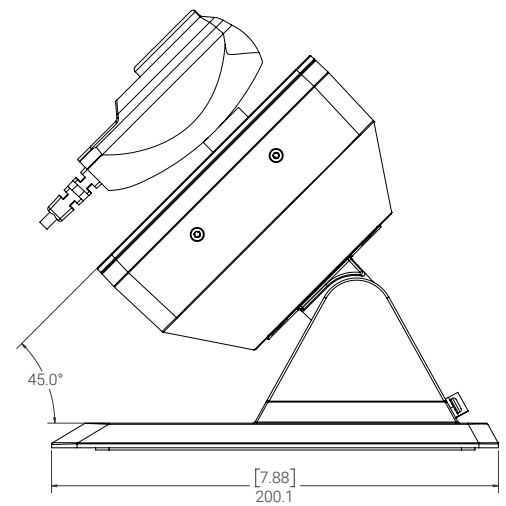
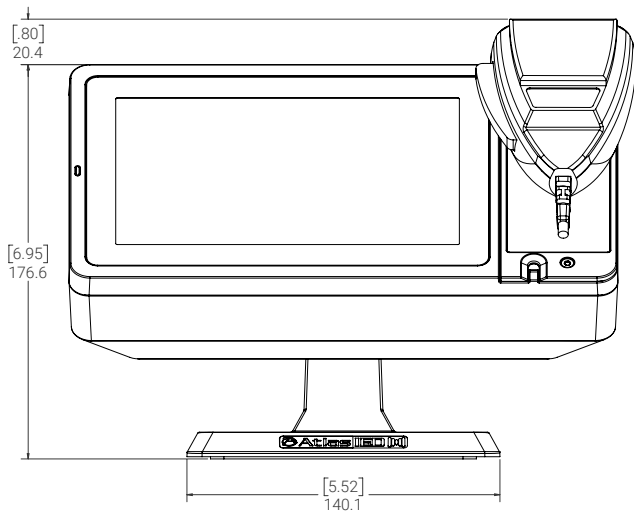
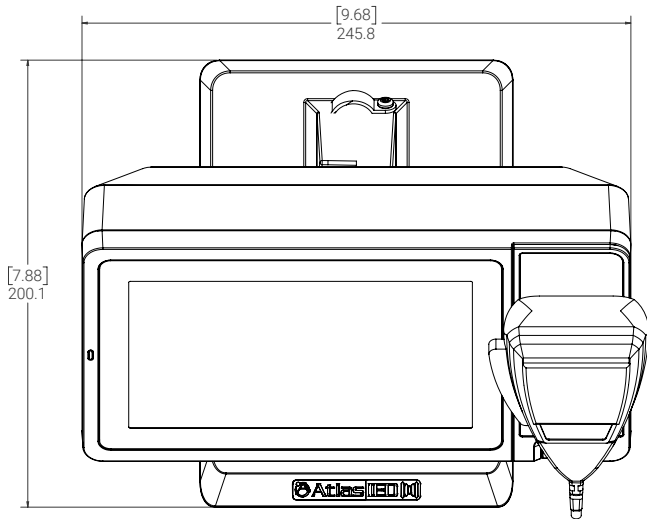
Dimensional Drawings

Horizontal Configuration (30°) w/ Core Unit - Front/Side/Top View



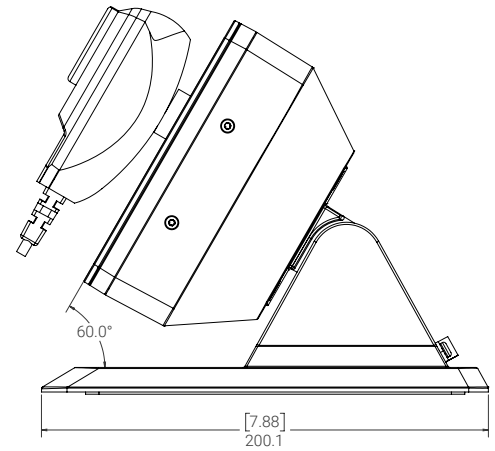
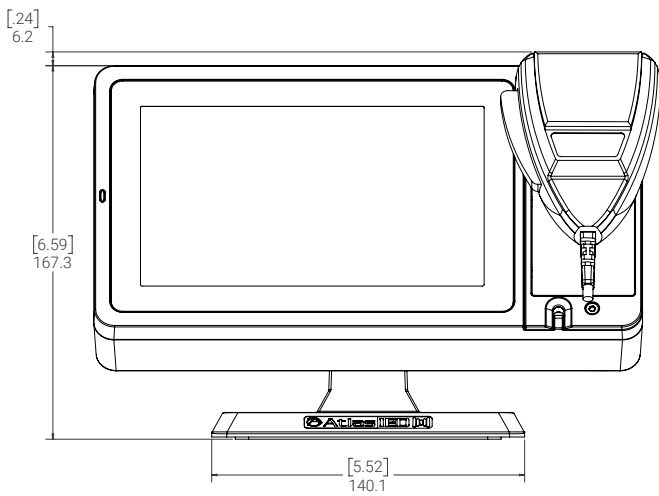
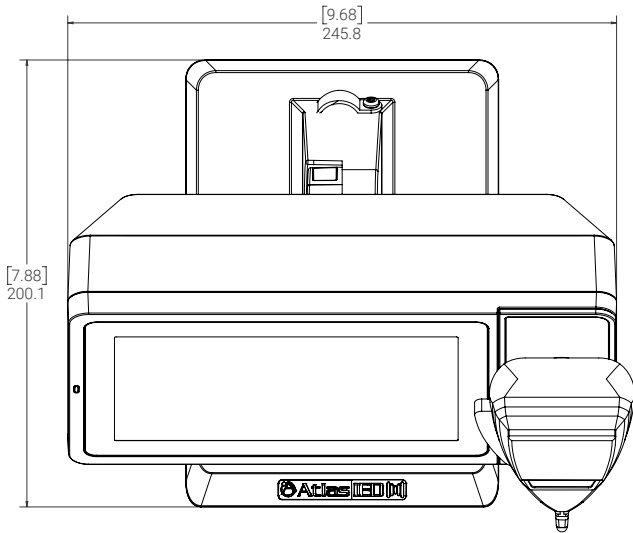
Dimensional Drawings

Horizontal Configuration (45°) w/ Core Unit - Front/Side/Top View



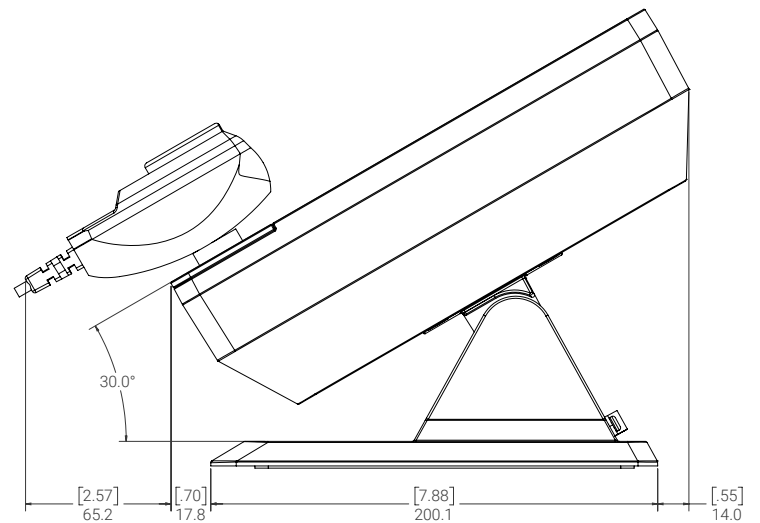
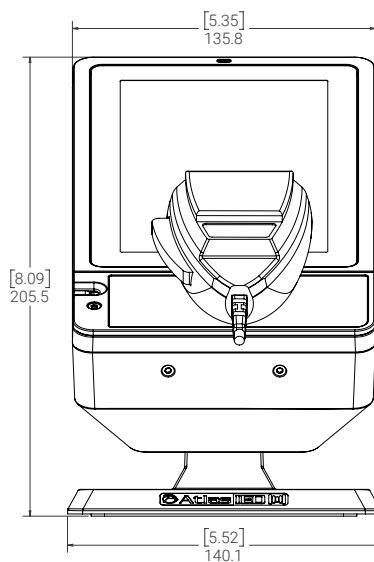
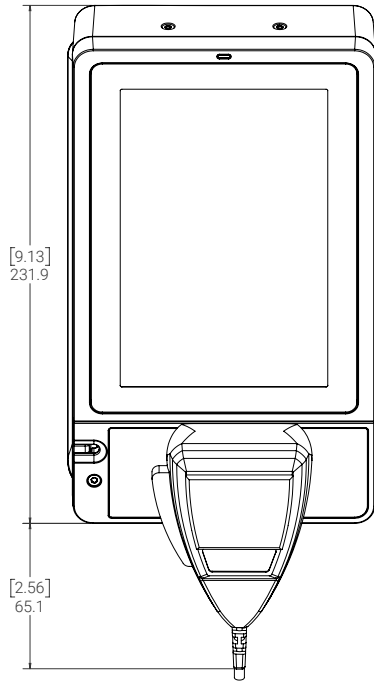
Dimensional Drawings

Horizontal Configuration (60°) w/ Core Unit - Front/Side/Top View



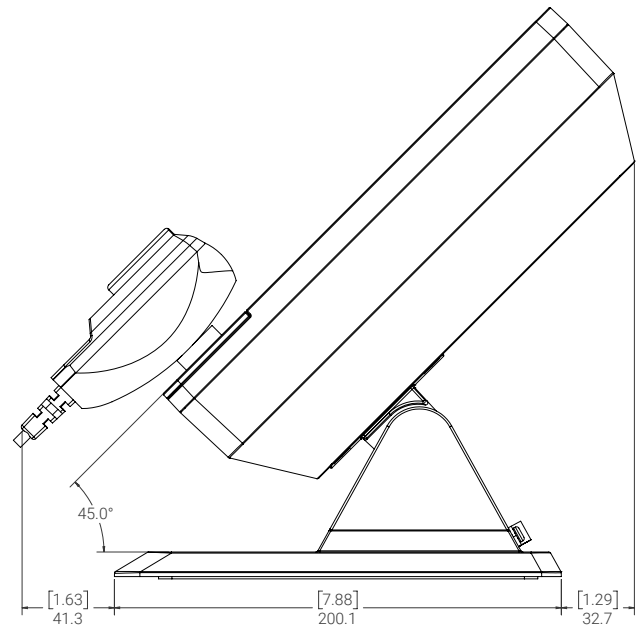
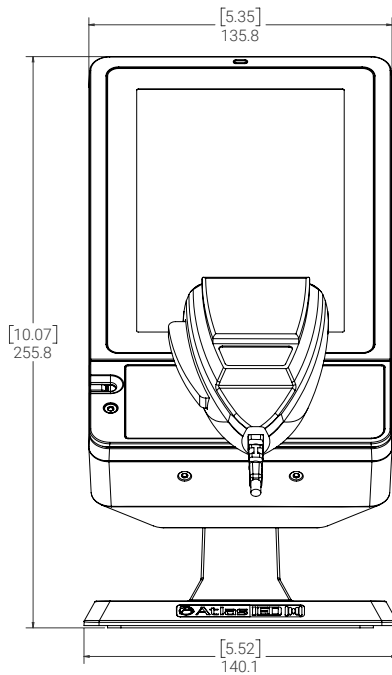
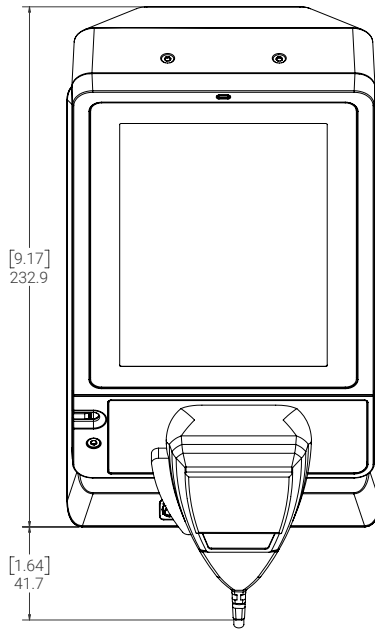
Dimensional Drawings

Vertical Configuration (30°) w/ Core Unit - Front/Side/Top View



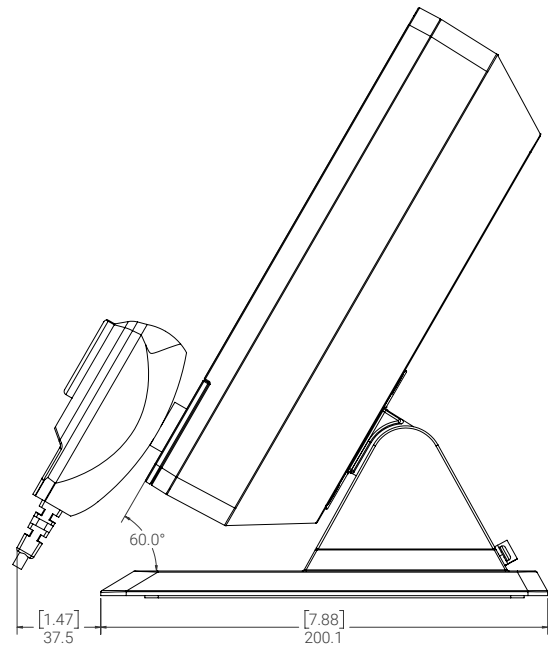
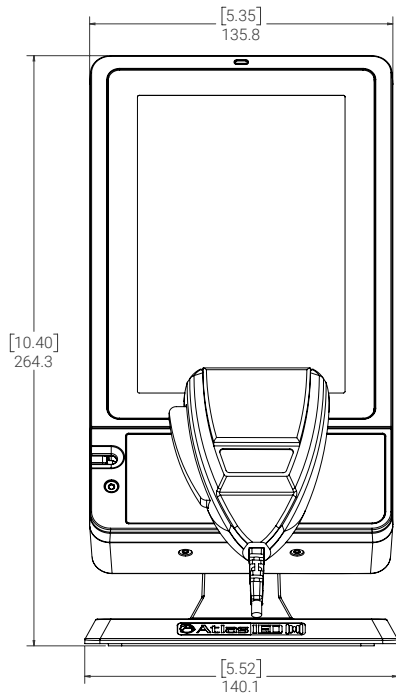
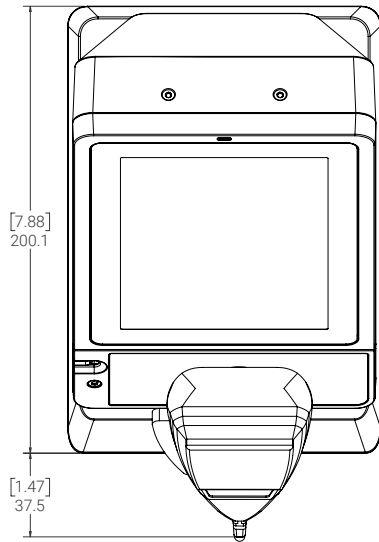
Dimensional Drawings

Vertical Configuration (45°) w/ Core Unit - Front/Side/Top View



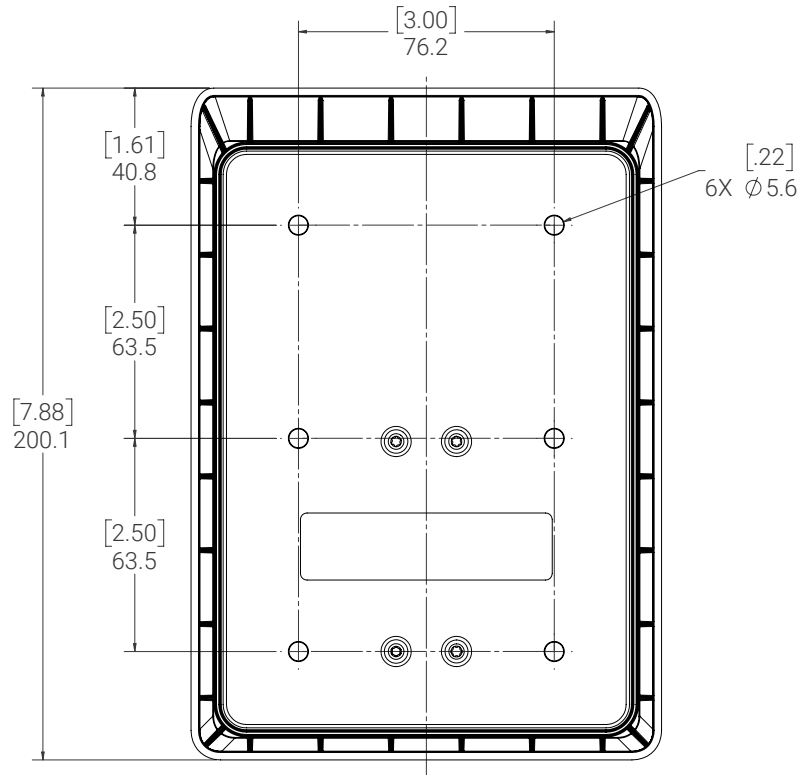
Dimensional Drawings

Vertical Configuration (60°) w/ Core Unit - Front/Side/Top View



Dimensional Drawings

Base View - Bottom



Architect and Engineer Specifications

The 571 desktop kit shall have four screws for attaching to either the 571C or 571D communication station. It shall have an opening of 20mm (.78in) diameter for wiring. It shall have a 30°, 45°, or 60° viewing angle. It shall be manufactured in metal and plastic and colored RAL 9011 graphite black.

The 571 desktop kit shall be the AtlasIED 571MK-DT.

IP200 Series

GLOBALCOM® Announcement Control System



IP200 Model is Shown

Features

- Pre-installed GLOBALCOM®-capable software
- GLOBALCOM® Device Discovery, and Management
- Dante™ or CobraNet® Controller Support
- Scheduled or Triggered Event Management
- EQ and Ambient Noise Analysis Configuration
- Paging Control and Monitoring
- IPX Endpoint Management over LAN or WAN Dante™ or CobraNet®

Applications

- Airports
- Industrial
- Mass Transit
- Corporate
- Educational

General Description

The IP200 Series Announcement Control System (aka ACS) is the heart of AtlasIED's GLOBALCOM® enterprise-wide communications management system. It manages the flow of announcements and messages between network endpoints such as digital communication stations, zone controllers, network power amplifiers, IP-based loudspeakers and other types of IP endpoints. Additionally, it serves as a gateway for external I/O devices, VoIP telephone systems, and analog audio to be incorporated into the ecosystem.

Each model is 'plug and play' ready with GCK application software installed and ready to be easily configured via an intuitive Microsoft Windows application.

All IP200 Series Controllers support VoIP communications with models available supporting Audio over Ethernet (AoE) functionality using Audinate® Dante™ or CobraNet® digital audio transport. The IP216-D works with GLOBALCOM® Dante™ endpoints, while the IP216-C works with GLOBALCOM® CobraNet® endpoints. Our VoIP is Wide Area Network (WAN) enabled allowing communication to be routed across an entire enterprise or to another LAN location.

Mechanical/Electrical Features

- Intel® Xeon Quad Core™ processor for high reliability and long life with minimal cooling requirements.
- Storage is SSD (Solid State Drive) for higher performance and reliability than rotating media drives.
- Powered from Dual 350 W Hot Plug Power Supplies.
- Fits into one (1) RU of 19" rack space.

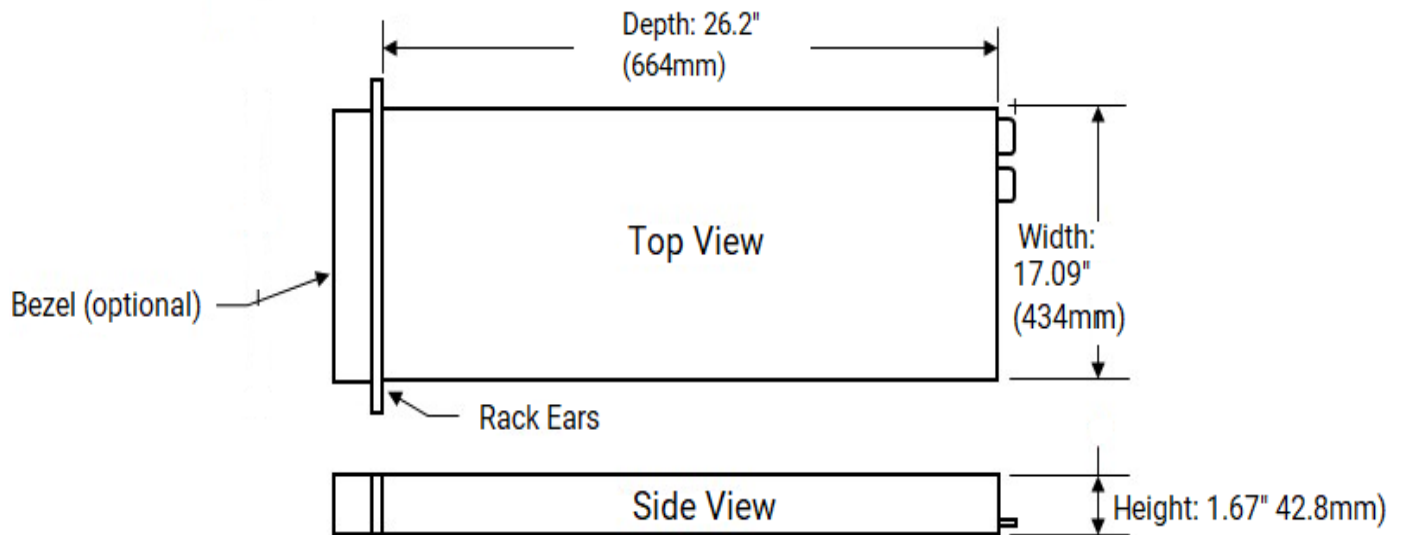
3 Models Available

- IP200 offers VoIP and IEDNet+
- IP216-C offers 16CH x 16CH CobraNet®, VoIP, and IEDNet+
- IP216-D offers 16CH x 16CH Dante™, VoIP, and IEDNet+

For more information, see the GCK GLOBALCOM® control system software data sheet located at www.atlasied.com/vcf/5627/ATS005627D-GCK-Data-Sheet.pdf

	IP200	IP216-C	IP216-D
General Specifications			
Server Model	Dell PowerEdge R340	Dell PowerEdge R340	Dell PowerEdge R340
Processor	Intel® Xeon Quad Core™	Intel® Xeon Quad Core™	Intel® Xeon Quad Core™
Storage	SSD (RAID 1)	SSD (RAID 1)	SSD (RAID 1)
Operating System	Windows IoT LTSC	Windows IoT LTSC	Windows IoT LTSC
Rear Panel Connectors			
Ethernet Port	1000BaseT Ethernet	1000BaseT + 100BaseT (CobraNet®) Ethernet	1000BaseT + 1000BaseT (Dante™) Ethernet
Video Output	VGA	VGA	VGA
Ethernet	RJ-45	RJ-45	RJ-45
Supported Network Speed	100Mbps / 1000Mbps	100Mbps / 1000Mbps	100Mbps / 1000Mbps
Supported Network Audio Protocols			
CobraNet® Channel Capability	N/A	16x16 CobraNet®	N/A
Dante™ Channel Capability	N/A	N/A	16x16 Dante™
VoIP Codecs - Channel Capability	VoIP - G.711, G.722	VoIP - G.711, G.722	VoIP - G.711, G.722
Layer 3 Audio Channel Capability	RTP	RTP	RTP
Dimensions and Weight			
Rack Space	1 RU, 19"	1 RU, 19"	1 RU, 19"
Rack Rails	ReadyRails Static Rails for 2/4-post Racks	ReadyRails Static Rails for 2/4-post Racks	ReadyRails Static Rails for 2/4-post Racks
Dimensions (HxWxD)	1.67" x 17.09" x 21.5" (without bezel) (42.8mm x 434mm x 664mm)	1.67" x 17.09" x 21.5" (without bezel) (42.8mm x 434mm x 545mm)	1.67" x 17.09" x 21.5" (without bezel) (42.8mm x 434mm x 545mm)
Weight	26 lbs / 12 kg	26 lbs / 12 kg	26 lbs / 12 kg
Power Requirements			
Operating Voltage	100-240VAC auto-ranging	100-240VAC auto-ranging	100-240VAC auto-ranging
Power Supply	Dual 350 W Hot Plug Power Supplies	Dual 350 W Hot Plug Power Supplies	Dual 350 W Hot Plug Power Supplies
Power Consumption			
Power Consumption	100 W (Avg.)	100 W (Avg.)	100 W (Avg.)
Cooling and Heat Loss			
Thermal Dissipation	1340 BTU / Hr	1340 BTU / Hr	1340 BTU / Hr
Cooling System	Micro Fan	Micro Fan	Micro Fan
Ventilation Direction	Side to Back	Side to Back	Side to Back
Included When Shipped			
Packaging Contents	IP200 Controller, 2 Power Cables, Front Bezels	IP216-C Controller, 2 Power Cables, Front Bezels	IP216-D Controller, 2 Power Cables, Front Bezels

Dimensional Drawings



Architect and Engineer Specifications

The Announcement Control System (ACS) shall be AtlasIED GLOBALCOM® Model IP200 Series.

The ACS shall manage announcements and messages using dynamically routed data on a standard Ethernet Network. The ACS shall manage AtlasIED GLOBALCOM® Series peripherals including Digital Communications Stations, Network Power Amplifier Systems, Input/Output Devices, Zone Controllers, and IP Endpoints.

The ACS shall manage dynamic requests for live and delayed announcements, pre-recorded and assembled messages, actions, defined events, and two-way full duplex intercom connections. An integrated visual paging server shall deliver visual messaging to supported visual displays that shall be synchronized to the audio regardless of message length. Announcements and messages shall be initiated by contact closures, microphone paging stations, GLOBALCOM®-capable software, open standard IP network commands, or VoIP.

The ACS shall include an integral interface for VoIP telephones via SIP and PBX trunking as well as standard 3rd party FXO gateways. The interface shall support standards G.711 and G.722. Operating modes shall provide for both direct dial zone paging access as well as voice prompted actions for announcements and messages.

The ACS shall support CobraNet® and Dante™ AoE protocols with VoIP, and RTP. The ACS shall supervise all associated endpoint devices, report system events, and log faults to be reported via SNMP, email, and SMS via email notifications.

The ACS shall be designed for high reliability with no moving parts, including an Intel® Xeon Quad Core™ processor, solid state hard drive, and available hot swap redundant power supply. The ACS shall fit into 1 RU of 19" rack space and weigh 26 lbs (12 kg).

The ACS shall include [GLOBALCOM® system configuration and management software](#) GCK for configuration and monitoring of the System Management Console.



Sole Source Checklist over \$50,000

Item to be purchased: Airport Paging Equipment w/Upgrade

Account Number: 11050000-44320

City of Minot Project #:

Purchasing Agent

Check which instance is applicable for the sole source purchase:

Material, product, or item is regarded as one-of-a-kind. ☐

The item or product is a manufacturer direct sale with no distributors. ☐

The item or product is a patented or proprietary item. ☒

The purchase is necessary for repairing or replacing parts or components of existing City assets or equipment. ☒

Explanation for why the goods are the only goods that meet the department needs:

Portions of the current PA Intercom system at MOT includes equipment that is failing. Upgrading the existing system costs less than a full replacement through a difference company. The unique and proprietary Public Safety/Public Address hardware and the necessary software to operate it is the exclusive property of IED and are protected by multiple patents and proprietary protocols.

Why is the vendor the only practicable source available from which to obtain the required goods?

This is a full system upgrade and replacement of the desktop and servers. It will utilize the existing infrastructure that was installed by Atlas IED when the terminal was built which is a cost savings. The existing equipment and software is proprietary and is not compatible with any other system.

Explanation as to whether the proposed price is fair and reasonable:

This price includes a 3% paid in full discount and is the cheaper option than rebuilding the system with a new company.

Explanation that a particular supplier or service is required to standardize or maintain standardization with the department for purposes or reducing financial expenses or simplifying administration:

This vendor is necessary as this upgrade is to an existing system. A different supplier would require a full reconstruct and would have much hire expenses for installation.

Explanation that a particular supplier or vendor is required to be used to match equipment, materials, or supplies currently in use:

Only portions of the existing equipment is being replaced as an upgrade. We will be utilizing the existing infrastructure and equipment from Atlas. The equipment that is being upgraded is the exclusive property of IED and are protected by multiple patents and proprietary protocols.

Explanation of whether the vendor possesses exclusive and/or predominant capabilities or the items contained a patented feature providing superior utility not obtainable from similar products:
Yes, the software and hardware include multiple patents and proprietary protocols.

Department Head Approval:

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: **Approval:** Yes ☐ No ☐

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

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2025 ANNUAL BUDGET TO INCREASE THE
AIRPORT STRUCTURE REPAIR AND MAINTENANCE REVENUES AND
EXPENSES FOR THE AIRPORT TERMINAL PA UPGRADES:**

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

- §1: An ordinance amending the 2025 annual budget to increase the Airport structure repair and maintenance revenues and expenses for the Airport Terminal PA upgrades:

11050000-44320		\$166,724
11000000-33400		189,378

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

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

Mark Jantzer, Acting Mayor

Mikayla McWilliams, City Clerk

MOT Minot International Airport Assurance Plan Extension

MOT Minot International Airport

305 Airport Road
Minot, ND 58703
United States

Quote Number: 20250123-085910694

Quote created: January 23, 2025

Quote expires: July 2, 2025

Quote created by: Charles

charles.kowalczyk@atlasied.com

+15022877436

Comments from Charles Kowalczyk

- Extension current Assurance Plan maintains LIMITED coverage of current 1200 controller and system components for the first year (Oct 1, '25 - Oct 1, '26) providing timeline for Dante upgrade by Oct 1 of '26. THIS PLAN INCLUDES THE SYSTEM UPGRADE but not does not include additional Dante vLAN nor any additional POE required.
- The upgrade will repurpose current ambient noise sensor AND existing power supply/redundant power module. Current interface to Infax for visual paging will remain the same once the GLOBALCOM refresh is complete.
- *MOT can start new scope and credit prorated monthly amount (8 mo. remain on agreement) and apply to Year 1 of the new plan.*

Products & Services

Item & Description	Quantity	Unit Price	Total
Extension with (2) IP108s 5 Years @	5	\$48,809.00	\$244,045.00
One-time subtotal			\$244,045.00
Lump sum PO, invoice, one payment			(\$7,321.35)
			3% discount
Total			\$236,723.65

Purchase terms

- Extended hardware warranty on current system (Year 1 only)
- Support M-F 8a to 5p with 1 hour response (All Years)
- Software updates and upgrades. (All Years)
- On-site inspection (System Health Check only included as part of upgrade to Dante performed by factory.)
- Priority (overnight if determined by IEDSS) advance replacement (All Years)
- Access to IED PDRP library (All Years)

Questions? Contact me



Charles Kowalczyk
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+15022877436

AtlasIED
9701 Taylorsville Rd
Louisville, KY 40299
United States



TO: Mayor and Members of the City Council

FROM: Jason Sorenson, Utilities Director

DATE: June 16, 2025

SUBJECT: VELVA BRIDGE REPLACEMENT - MREFPP PHASE VE-1 - AWARD OF BID (3529.06)

I. RECOMMENDED ACTION

It is recommended City Council concur with the SRJB bid award of Phase VE-1 to Industrial Builders, Inc., in the amount of \$9,889,769.18.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director, 701-857-4768

III. DESCRIPTION

A. Background

Replacement of the Velva Bridge is part of the overall basin-wide Mouse River Enhanced Flood Control Plan. Replacement of the bridge will improve conveyance and reduce costs of additional flood control in Velva.

B. Proposed Project

The Souris River Joint Board opened bids for the replacement of the Velva Bridge on May 15, 2025. The project consists of a new longer, raised bridge that ties into existing flood control features in Velva. Bids were submitted by Industrial Builders, Inc., in the amount of \$9,889,769.18 and Swingen Construction, Inc., in the amount of \$13,074,710.00. The lowest responsible bidder was determined to be Industrial Builders and the SRJB met on June 5, 2025 to award the project to them.

C. Recommendation Detail

This project is in line with the agreement between the City of Minot and the Souris River Joint Board to construct projects in the MREFPP.

IV. IMPACT

A. Aspirations

Prepared and Resilient

B. Service/Delivery Impact:

This project is in line with the basin-wide strategy to reduce the risk of flooding within the Mouse River valley.

C. Fiscal Impact

Project Costs

Engineers Estimate	\$8,390,296.82
Industrial Builders, Inc. bid	\$9,889,769.18

Total bid amount is 17.9% over the engineers' estimate of construction cost. Details on the differences are explained in the attached memo.

Project Funding

The project will be funded 65% by the State and the remaining 35% will come from sales tax flood control dollars.

This construction project was anticipated during the series 2021B bond issuance, so the bond proceeds are available to fund the local share.

VI. ALTERNATIVES

N/A

Velva Bridge Bid Opening Summary

Date:	Friday, May 23, 2025
Project:	MREFPP VE-1, Velva Bridge, HDR Project Number 10136024
To:	Souris River Joint Board
From:	HDR Engineering
Subject:	Construction Bid Opening Results

Solicitation of bids were advertised for the construction of the Velva Bridge (MREFPP Project VE-1) beginning on April 3, 2025, with a bid opening date initially set for April 24, 2025. Requests to extend the bidding period were honored twice, the first extending the bid date to May 8, 2025, and the second to May 15, 2025.

Two bids were received electronically before the 2:00 PM CDT deadline on May 15, 2025. The bids were reviewed for mathematical accuracy and for assurance of meeting bid documentation requirements. Both bid packages included a 5% Bid Bond, Signatory Authorization, current North Dakota Contractor License, acknowledgement of Addendum No's 1, 2, and 3, and a signed bid form, and thus each are considered responsive bids. A summary of the bids received along with the Opinion of Probable Construction Costs (OPCC) are shared below:

OPCC	Industrial Builders, Inc.	Swingen Construction, Inc
\$8,390,296.82	\$9,889,769.18	\$13,074,710.00

The lowest bidder was Industrial Builders, Inc. (IBI) with a bid total that exceeds the OPCC by 17.9%. Five (5) bid items constituted the majority (actually exceeds) the difference between the OPCC and the total bid price and are discussed in the table below:



Item Description	Unit	Quantity	Engineer Estimate		Industrial Builders, Inc.				Swingen Construction		Justification Notes
			Unit Price	Extension	Unit Price	Extension	Difference	% Diff	Unit Price	Extension	
FOUNDATION PREPARATION	L SUM	1	300,000.00	300,000.00	500,000.00	500,000.00	200,000.00	66.7%	450,000.00	450,000.00	Higher price due to abandoning sheet pile under Phase 1 girders --> underwater divers required. Both contractors much higher than Eng. Est.
RIPRAP GRADE II	CY	5,295	100.00	529,500.00	154.00	815,430.00	285,930.00	54.0%	155.00	820,725.00	Underwater riprap placement for much of the quantity justifies higher unit price
DRAINAGE AGGREGATE	TON	3,723	30.00	111,690.00	110.00	409,530.00	297,840.00	266.7%	110.00	409,530.00	Eng. Est. low - other recent unit price bids are similar to these and partial quantity placed under water
PIER COFFERDAM	EA	4	30,000.00	120,000.00	215,500.00	862,000.00	742,000.00	618.3%	300,000.00	1,200,000.00	Higher price due to abandoning sheet pile under Phase 1 girders --> underwater divers required. Both contractors much higher than Eng. Est.
LIGHTING SYSTEM	EA	1	137,000.00	137,000.00	340,000.00	340,000.00	203,000.00	148.2%	225,000.00	225,000.00	Demand and lead times for lighting system components are highly variable and we believe the higher costs reflect that.
Total Bid Price				8,390,296.82		9,889,769.18	1,499,472.36	17.9%		13,074,710.00	
Extended \$ Diff. Sum for Items 25, 32, 43, 59, and 128 = 1,728,770.00											

After discussions with the low bidder regarding the five items, justification notes were added to the table above to help explain the differences between the OPCC and low bid price. IBI is the lowest, responsive bidder for construction of the Velva Bridge project (MREFPP VE-1) with a bid totaling \$9,889,769.18. A full tabulation of the bids is attached.

Mouse River Enhanced Flood Protection Project Phase VE-1: Velva-ND HWY 41 Bridge Replacement (#9604692)

Owner: Souris River Joint Water Resources Board

Solicitor: HDR Engineering - Bismarck ND Partner

05/15/2025 02:00 PM CDT

Line Item	Item Description	Unit	Quantity	Engineer Estimate		Industrial Builders, Inc.				Swingen Construction	
				Unit Price	Extension	Unit Price	Extension	Extension		Unit Price	Extension
1	CONTRACT BOND	L SUM	1	12,979.29	12,979.29	50,000.00	50,000.00	37,020.71	285.2%	50,000.00	50,000.00
2	UTILITY COORDINATOR	L SUM	1	7,500.00	7,500.00	30,000.00	30,000.00	22,500.00	300.0%	10,000.00	10,000.00
3	POTHOLE UTILITY	EA	20	1,944.64	38,892.80	375.00	7,500.00	(31,392.80)	-80.7%	2,500.00	50,000.00
4	UTILITY RESOLUTION - FIBER OPTIC - CONFLICT	EA	2	15,000.00	30,000.00	15,000.00	30,000.00	-	0.0%	10,000.00	20,000.00
5	VIDEO MONITORING AND DOCUMENTATION	L SUM	1	70,000.00	70,000.00	50,000.00	50,000.00	(20,000.00)	-28.6%	60,000.00	60,000.00
6	QUALITY CONTROL	L SUM	1	120,000.00	120,000.00	100,000.00	100,000.00	(20,000.00)	-16.7%	50,000.00	50,000.00
7	CONSTRUCTION AND TEMPORARY CONTROLS	L SUM	1	60,000.00	60,000.00	150,000.00	150,000.00	90,000.00	150.0%	200,000.00	200,000.00
8	REMOVAL OF TREES & BRUSH	L SUM	1	10,000.00	10,000.00	15,000.00	15,000.00	5,000.00	50.0%	6,825.00	6,825.00
9	REMOVE AGGREGATE BASE & SURFACING	TON	43	50.00	2,150.00	52.00	2,236.00	86.00	4.0%	52.00	2,236.00
10	REMOVAL OF STRUCTURE	L SUM	1	200,000.00	200,000.00	250,000.00	250,000.00	50,000.00	25.0%	1,150,000.00	1,150,000.00
11	REMOVAL OF CONCRETE PAVEMENT	SY	196	40.00	7,840.00	26.00	5,096.00	(2,744.00)	-35.0%	26.00	5,096.00
12	REMOVAL OF CURB & GUTTER	LF	662	15.00	9,930.00	9.50	6,289.00	(3,641.00)	-36.7%	10.00	6,620.00
13	REMOVAL OF BITUMINOUS SURFACING	SY	4,768	12.00	57,216.00	13.50	64,368.00	7,152.00	12.5%	14.00	66,752.00
14	REMOVAL OF PIPES ALL TYPES AND SIZES	LF	820	30.00	24,600.00	73.50	60,270.00	35,670.00	145.0%	37.00	30,340.00
15	REMOVAL OF MANHOLE	EA	3	1,750.00	5,250.00	3,350.00	10,050.00	4,800.00	91.4%	3,360.00	10,080.00
16	REMOVAL OF CATCH BASIN	EA	4	1,000.00	4,000.00	2,625.00	10,500.00	6,500.00	162.5%	2,625.00	10,500.00
17	REMOVAL OF RIPRAP - LOOSE ROCK	CY	3,233	25.00	80,825.00	40.00	129,320.00	48,495.00	60.0%	22.00	71,126.00
18	COMMON EXCAVATION - TYPE A	CY	867	20.00	17,340.00	15.00	13,005.00	(4,335.00)	-25.0%	15.00	13,005.00
19	TOPSOIL	CY	2,023	15.00	30,345.00	18.40	37,223.20	6,878.20	22.7%	19.00	38,437.00
20	COMMON EXCAVATION - WASTE	CY	17,382	15.00	260,730.00	16.80	292,017.60	31,287.60	12.0%	17.00	295,494.00
21	MUCK EXCAVATION	CY	10,523	20.00	210,460.00	28.25	297,274.75	86,814.75	41.3%	28.50	299,905.50
22	BORROW-MODIFIED	CY	1,837	15.00	27,555.00	29.40	54,007.80	26,452.80	96.0%	29.50	54,191.50
23	CLASS 1 EXCAVATION	L SUM	1	95,000.00	95,000.00	50,000.00	50,000.00	(45,000.00)	-47.4%	50,000.00	50,000.00
24	CLASS 2 EXCAVATION	L SUM	1	150,000.00	150,000.00	100,000.00	100,000.00	(50,000.00)	-33.3%	50,000.00	50,000.00
25	FOUNDATION PREPARATION	L SUM	1	300,000.00	300,000.00	500,000.00	500,000.00	200,000.00	66.7%	450,000.00	450,000.00
26	WATER	M GAL	139.19	35.00	4,871.65	55.00	7,655.45	2,783.80	57.1%	50.00	6,959.50
27	SUBGRADE PREPARATION-TYPE A-12IN	STA	10.06	1,200.00	12,072.00	2,200.00	22,132.00	10,060.00	83.3%	2,200.00	22,132.00
28	SEEDING CLASS II	ACRE	1.79	2,000.00	3,580.00	2,600.00	4,654.00	1,074.00	30.0%	2,600.00	4,654.00

Mouse River Enhanced Flood Protection Project Phase VE-1: Velva-ND HWY 41 Bridge Replacement (#9604692)

Owner: Souris River Joint Water Resources Board

Solicitor: HDR Engineering - Bismarck ND Partner

05/15/2025 02:00 PM CDT

						Industrial Builders, Inc.				Swingen Construction	
Line Item	Item Description	Unit	Quantity	Engineer Estimate		Unit Price	Extension	Extension		Unit Price	Extension
				Unit Price	Extension			Difference	% Diff		
29	TEMPORARY COVER CROP	ACRE	2.41	500.00	1,205.00	85.00	204.85	(1,000.15)	-83.0%	100.00	241.00
30	HYDRAULIC MULCH	ACRE	3.76	3,500.00	13,160.00	2,350.00	8,836.00	(4,324.00)	-32.9%	2,400.00	9,024.00
31	ECB TYPE 1	SY	1,915	5.00	9,575.00	2.75	5,266.25	(4,308.75)	-45.0%	3.00	5,745.00
32	RIPRAP GRADE II	CY	5,295	100.00	529,500.00	154.00	815,430.00	285,930.00	54.0%	155.00	820,725.00
33	RIPRAP GRADE III	CY	127	165.00	20,955.00	161.50	20,510.50	(444.50)	-2.1%	162.00	20,574.00
34	RIPRAP-SPECIAL	CY	892	175.00	156,100.00	180.50	161,006.00	4,906.00	3.1%	180.00	160,560.00
35	SILT FENCE SUPPORTED	LF	1,443	5.00	7,215.00	3.10	4,473.30	(2,741.70)	-38.0%	3.00	4,329.00
36	REMOVE SILT FENCE SUPPORTED	LF	1,443	0.75	1,082.25	0.50	721.50	(360.75)	-33.3%	1.00	1,443.00
37	FIBER ROLLS 12IN	LF	3,306	3.50	11,571.00	3.35	11,075.10	(495.90)	-4.3%	3.50	11,571.00
38	REMOVE FIBER ROLLS 12IN	LF	1,807	0.50	903.50	0.55	993.85	90.35	10.0%	1.00	1,807.00
39	FLOTATION SILT CURTAIN	LF	300	15.00	4,500.00	17.50	5,250.00	750.00	16.7%	18.00	5,400.00
40	REMOVE FLOTATION SILT CURTAIN	LF	300	3.00	900.00	2.45	735.00	(165.00)	-18.3%	3.00	900.00
41	TRAFFIC SERVICE AGGREGATE	TON	1,500	40.00	60,000.00	28.35	42,525.00	(17,475.00)	-29.1%	28.50	42,750.00
42	AGGREGATE BASE COURSE CL 5	TON	3,490	35.00	122,150.00	28.35	98,941.50	(23,208.50)	-19.0%	28.50	99,465.00
43	DRAINAGE AGGREGATE	TON	3,723	30.00	111,690.00	110.00	409,530.00	297,840.00	266.7%	110.00	409,530.00
44	COARSE DRAINAGE AGGREGATE	TON	886	30.00	26,580.00	110.00	97,460.00	70,880.00	266.7%	110.00	97,460.00
45	AGGREGATE SURFACE COURSE CL 5	TON	1,268	35.00	44,380.00	28.35	35,947.80	(8,432.20)	-19.0%	28.50	36,138.00
46	COMMERCIAL GRADE HOT MIX ASPHALT	TON	1,188	315.00	374,220.00	169.00	200,772.00	(173,448.00)	-46.3%	250.00	297,000.00
47	CORED SAMPLE	EA	4	250.00	1,000.00	265.00	1,060.00	60.00	6.0%	250.00	1,000.00
48	CLASS AAE-3 CONCRETE	CY	402.1	1,900.00	763,990.00	2,000.00	804,200.00	40,210.00	5.3%	2,400.00	965,040.00
49	CLASS AE-3 CONCRETE	CY	315.9	1,650.00	521,235.00	1,600.00	505,440.00	(15,795.00)	-3.0%	3,000.00	947,700.00
50	CONCRETE BRIDGE APPROACH SLAB	SY	352.9	750.00	264,675.00	558.00	196,918.20	(67,756.80)	-25.6%	625.00	220,562.50
51	PENETRATING WATER REPELLENT TREATMENT	SY	1,792	8.00	14,336.00	5.25	9,408.00	(4,928.00)	-34.4%	14.00	25,088.00
52	PRESTRESSED BOX BEAM-39 IN	LF	1543.8	450.00	694,710.00	400.00	617,520.00	(77,190.00)	-11.1%	440.00	679,272.00
53	REINFORCING STEEL-GRADE 60	LBS	37,470	4.00	149,880.00	1.90	71,193.00	(78,687.00)	-52.5%	10.00	374,700.00
54	REINFORCING STEEL-GRADE 60-EPOXY COATED	LBS	103,740	3.00	311,220.00	2.25	233,415.00	(77,805.00)	-25.0%	4.00	414,960.00
55	STRUCTURAL STEEL	LBS	2,584	5.00	12,920.00	4.00	10,336.00	(2,584.00)	-20.0%	12.00	31,008.00
56	STEEL H-PILE TIPS 14 X 73	EA	38	180.00	6,840.00	220.00	8,360.00	1,520.00	22.2%	200.00	7,600.00

Mouse River Enhanced Flood Protection Project Phase VE-1: Velva-ND HWY 41 Bridge Replacement (#9604692)

Owner: Souris River Joint Water Resources Board

Solicitor: HDR Engineering - Bismarck ND Partner

05/15/2025 02:00 PM CDT

Line Item	Item Description	Unit	Quantity	Engineer Estimate		Industrial Builders, Inc.				Swingen Construction	
				Unit Price	Extension	Unit Price	Extension	Difference	% Diff	Unit Price	Extension
57	STEEL PILING HP 14 X 73	LF	2,020	95.00	191,900.00	90.00	181,800.00	(10,100.00)	-5.3%	120.00	242,400.00
58	SHEET PILING	SF	512	100.00	51,200.00	65.00	33,280.00	(17,920.00)	-35.0%	104.00	53,248.00
59	PIER COFFERDAM	EA	4	30,000.00	120,000.00	215,500.00	862,000.00	742,000.00	618.3%	300,000.00	1,200,000.00
60	MOBILIZATION	L SUM	1	1,000,000.00	1,000,000.00	970,001.00	970,001.00	(29,999.00)	-3.0%	1,600,000.00	1,600,000.00
61	FLAGGING	MHR	640	60.00	38,400.00	75.00	48,000.00	9,600.00	25.0%	55.00	35,200.00
62	TRAFFIC CONTROL SIGNS	UNIT	1,068	5.00	5,340.00	2.10	2,242.80	(3,097.20)	-58.0%	2.00	2,136.00
63	LANE CLOSURE-SIGNAL CONTROL/FLAGGING CONTROL	EA	1	15,000.00	15,000.00	31,500.00	31,500.00	16,500.00	110.0%	31,000.00	31,000.00
64	ATTENUATION DEVICE-TYPE B-25	EA	2	3,500.00	7,000.00	3,150.00	6,300.00	(700.00)	-10.0%	3,150.00	6,300.00
65	PORTABLE RUMBLE STRIPS	EA	1	1,000.00	1,000.00	1,260.00	1,260.00	260.00	26.0%	1,250.00	1,250.00
66	TYPE II BARRICADE	EA	1	150.00	150.00	105.00	105.00	(45.00)	-30.0%	105.00	105.00
67	TYPE III BARRICADES	EA	11	95.00	1,045.00	105.00	1,155.00	110.00	10.5%	105.00	1,155.00
68	DELINEATOR DRUMS	EA	36	40.00	1,440.00	31.50	1,134.00	(306.00)	-21.3%	32.00	1,152.00
69	OBLITERATION OF PVMT MK	SF	490	1.50	735.00	5.25	2,572.50	1,837.50	250.0%	5.00	2,450.00
70	PORTABLE PRECAST CONCRETE MED BARRIER	LF	630	125.00	78,750.00	120.00	75,600.00	(3,150.00)	-4.0%	340.00	214,200.00
71	PORTABLE CHANGEABLE MESSAGE SIGN	EA	2	12,000.00	24,000.00	10,500.00	21,000.00	(3,000.00)	-12.5%	10,500.00	21,000.00
72	INLET PROTECTION-SPECIAL	EA	8	350.00	2,800.00	205.00	1,640.00	(1,160.00)	-41.4%	525.00	4,200.00
73	REMOVE INLET PROTECTION-SPECIAL	EA	8	65.00	520.00	31.50	252.00	(268.00)	-51.5%	52.50	420.00
74	GEOSYNTHETIC MATERIAL TYPE G	SY	3,211	6.50	20,871.50	3.65	11,720.15	(9,151.35)	-43.8%	4.00	12,844.00
75	GEOSYNTHETIC MATERIAL TYPE RR	SY	989	7.00	6,923.00	4.75	4,697.75	(2,225.25)	-32.1%	5.00	4,945.00
76	PIPE CONC REINF 15IN CL III-STORM DRAIN	LF	86	250.00	21,500.00	168.00	14,448.00	(7,052.00)	-32.8%	168.00	14,448.00
77	PIPE CONC REINF 30IN CL IV-STORM DRAIN	LF	45	350.00	15,750.00	205.00	9,225.00	(6,525.00)	-41.4%	205.00	9,225.00
78	PIPE CONC REINF 36IN CL IV-STORM DRAIN	LF	88	450.00	39,600.00	268.00	23,584.00	(16,016.00)	-40.4%	265.00	23,320.00
79	PIPE CONC REINF 48IN CL IV-STORM DRAIN	LF	44	600.00	26,400.00	1,890.00	83,160.00	56,760.00	215.0%	1,890.00	83,160.00
80	PIPE CORR STEEL .079IN ARCH 49IN X 33IN	LF	100	275.00	27,500.00	152.00	15,200.00	(12,300.00)	-44.7%	152.00	15,200.00
81	PIPE CORR STEEL .109IN ARCH 64IN X 43IN	LF	52	400.00	20,800.00	231.00	12,012.00	(8,788.00)	-42.3%	231.00	12,012.00
82	END SECT CORR STEEL .109IN ARCH 49IN X 33IN	EA	4	750.00	3,000.00	2,205.00	8,820.00	5,820.00	194.0%	2,205.00	8,820.00
83	END SECT CORR STEEL .109IN ARCH 64IN X 43IN	EA	2	1,000.00	2,000.00	2,730.00	5,460.00	3,460.00	173.0%	2,730.00	5,460.00
84	MANHOLE 60IN	EA	3	8,000.00	24,000.00	18,900.00	56,700.00	32,700.00	136.3%	18,900.00	56,700.00
85	MANHOLE 96IN	EA	1	15,000.00	15,000.00	44,100.00	44,100.00	29,100.00	194.0%	44,000.00	44,000.00

Mouse River Enhanced Flood Protection Project Phase VE-1: Velva-ND HWY 41 Bridge Replacement (#9604692)

Owner: Souris River Joint Water Resources Board

Solicitor: HDR Engineering - Bismarck ND Partner

05/15/2025 02:00 PM CDT

						Industrial Builders, Inc.				Swingen Construction	
				Engineer Estimate		Extension					
Line It	Item Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Difference	% Diff	Unit Price	Extension
86	MANHOLE RISER 60IN	LF	34.01	800.00	27,208.00	126.00	4,285.26	(22,922.74)	-84.3%	100.00	3,401.00
87	MANHOLE RISER 96IN	LF	16.45	1,500.00	24,675.00	168.00	2,763.60	(21,911.40)	-88.8%	200.00	3,290.00
88	MANHOLE STORM CONNECTION	EA	1	5,000.00	5,000.00	5,775.00	5,775.00	775.00	15.5%	5,775.00	5,775.00
89	INLET-TYPE 2	EA	2	6,500.00	13,000.00	5,250.00	10,500.00	(2,500.00)	-19.2%	5,250.00	10,500.00
90	INLET CATCH BASIN	EA	1	4,500.00	4,500.00	3,675.00	3,675.00	(825.00)	-18.3%	3,675.00	3,675.00
91	ADJUST GATE VALVE BOX	EA	1	850.00	850.00	1,300.00	1,300.00	450.00	52.9%	5,250.00	5,250.00
92	ADJUST MANHOLE	EA	1	1,200.00	1,200.00	3,850.00	3,850.00	2,650.00	220.8%	5,250.00	5,250.00
93	ADJUST MANHOLE SPECIAL	EA	1	1,500.00	1,500.00	3,675.00	3,675.00	2,175.00	145.0%	3,675.00	3,675.00
94	ADJUST UTILITY APPURTENANCE	EA	1	100.00	100.00	1,500.00	1,500.00	1,400.00	1400.0%	1,575.00	1,575.00
95	FITTINGS-DUCTILE IRON	LBS	158	40.00	6,320.00	63.00	9,954.00	3,634.00	57.5%	63.00	9,954.00
96	REMOVE GATE VALVE & BOX	EA	1	1,300.00	1,300.00	1,575.00	1,575.00	275.00	21.2%	1,575.00	1,575.00
97	GATE VALVE & BOX 6IN	EA	2	3,000.00	6,000.00	3,990.00	7,980.00	1,980.00	33.0%	3,990.00	7,980.00
98	GATE VALVE & BOX 8IN	EA	1	4,000.00	4,000.00	4,410.00	4,410.00	410.00	10.3%	4,410.00	4,410.00
99	6IN HYDRANT	EA	1	11,000.00	11,000.00	8,925.00	8,925.00	(2,075.00)	-18.9%	8,925.00	8,925.00
100	ADJUST HYDRANT	EA	1	2,500.00	2,500.00	3,675.00	3,675.00	1,175.00	47.0%	3,465.00	3,465.00
101	TEMPORARY WATER SERVICE	LSUM	1	50,000.00	50,000.00	5,250.00	5,250.00	(44,750.00)	-89.5%	5,250.00	5,250.00
102	WATERMAIN 6IN PVC	LF	46	175.00	8,050.00	252.00	11,592.00	3,542.00	44.0%	262.00	12,052.00
103	WATERMAIN 8IN PVC	LF	34	200.00	6,800.00	262.00	8,908.00	2,108.00	31.0%	262.00	8,908.00
104	INSULATION BOARD	CF	22	40.00	880.00	26.00	572.00	(308.00)	-35.0%	26.00	572.00
105	CURB & GUTTER TYPE I	LF	637	45.00	28,665.00	88.00	56,056.00	27,391.00	95.6%	61.00	38,857.00
106	VALLEY GUTTER 36IN	LF	27	250.00	6,750.00	94.50	2,551.50	(4,198.50)	-62.2%	113.00	3,051.00
107	SIDEWALK CONCRETE 4IN	SY	129	125.00	16,125.00	140.50	18,124.50	1,999.50	12.4%	156.00	20,124.00
108	DRIVEWAY CONCRETE	SY	31	175.00	5,425.00	160.00	4,960.00	(465.00)	-8.6%	137.00	4,247.00
109	TEMPORARY FENCE	LF	426	5.00	2,130.00	8.00	3,408.00	1,278.00	60.0%	20.00	8,520.00
110	FENCE REMOVE & RESET	LF	204	10.00	2,040.00	20.00	4,080.00	2,040.00	100.0%	20.00	4,080.00
111	FLAT SHEET FOR SIGNS-TYPE XI REFL SHEETING	SF	20	30.00	600.00	26.25	525.00	(75.00)	-12.5%	26.00	520.00
112	FLAT SHEET FOR SIGNS-TYPE IV REFL SHEETING	SF	35	25.00	875.00	26.25	918.75	43.75	5.0%	26.00	910.00
113	STEEL GALV POSTS-TELESCOPING PERFORATED TUBE	LF	109.9	25.00	2,747.50	16.80	1,846.32	(901.18)	-32.8%	20.00	2,198.00
114	REFERENCE MARKER-TYPE B	EA	1	200.00	200.00	210.00	210.00	10.00	5.0%	210.00	210.00
115	RESET SIGN PANEL	EA	2	100.00	200.00	78.75	157.50	(42.50)	-21.3%	79.00	158.00
116	RESET SIGN SUPPORT	EA	1	250.00	250.00	1,150.00	1,150.00	900.00	360.0%	158.00	158.00

Mouse River Enhanced Flood Protection Project Phase VE-1: Velva-ND HWY 41 Bridge Replacement (#9604692)

Owner: Souris River Joint Water Resources Board

Solicitor: HDR Engineering - Bismarck ND Partner

05/15/2025 02:00 PM CDT

				<i>Industrial Builders, Inc.</i>						<i>Swingen Construction</i>	
Line Item	Item Description	Unit	Quantity	<i>Engineer Estimate</i>		<i>Extension</i>				Unit Price	Extension
				Unit Price	Extension	Unit Price	Extension	Difference	% Diff		
117	OBJECT MARKERS-CULVERTS	EA	12	50.00	600.00	78.75	945.00	345.00	57.5%	79.00	948.00
118	SHORT TERM 4IN LINE - TYPE R	LF	3,008	1.50	4,512.00	1.55	4,662.40	150.40	3.3%	1.50	4,512.00
119	SHORT TERM 24IN LINE - TYPE R	LF	36	20.00	720.00	6.30	226.80	(493.20)	-68.5%	6.50	234.00
120	SHORT TERM 4IN LINE - TYPE NR	LF	1,069	3.00	3,207.00	3.15	3,367.35	160.35	5.0%	3.00	3,207.00
121	PVMT MK PAINTED 4IN LINE	LF	3,882	2.50	9,705.00	2.10	8,152.20	(1,552.80)	-16.0%	2.00	7,764.00
122	PVMT MK PAINTED 24IN LINE	LF	12	25.00	300.00	12.50	150.00	(150.00)	-50.0%	12.50	150.00
123	W-BEAM GUARDRAIL	LF	92	150.00	13,800.00	62.00	5,704.00	(8,096.00)	-58.7%	62.00	5,704.00
124	W-BEAM GUARDRAIL END TERMINAL	EA	2	4,500.00	9,000.00	3,310.00	6,620.00	(2,380.00)	-26.4%	3,350.00	6,700.00
125	REMOVE W-BEAM GUARDRAIL & POSTS	LF	217	30.00	6,510.00	5.25	1,139.25	(5,370.75)	-82.5%	5.00	1,085.00
126	REMOVE END TREATMENT & TRANSITION	EA	2	500.00	1,000.00	265.00	530.00	(470.00)	-47.0%	1,050.00	2,100.00
127	RESET MAILBOX	EA	3	250.00	750.00	315.00	945.00	195.00	26.0%	315.00	945.00
128	LIGHTING SYSTEM	EA	1	137,000.00	137,000.00	340,000.00	340,000.00	203,000.00	148.2%	225,000.00	225,000.00
129	VIDEO INSPECTION - UNDERGROUND PIPE	EA	1	2,500.00	2,500.00	6,100.00	6,100.00	3,600.00	144.0%	6,000.00	6,000.00
130	CONTROLLED DENSITY BACKFILL	CY	35	250.00	8,750.00	365.00	12,775.00	4,025.00	46.0%	300.00	10,500.00
131	BRIDGE BENCH MARKS	SET	1	7,808.33	7,808.33	6,500.00	6,500.00	(1,308.33)	-16.8%	12,200.00	12,200.00
132	ABUTMENT UNDERDRAIN SYSTEM	EA	2	44,600.00	89,200.00	20,000.00	40,000.00	(49,200.00)	-55.2%	45,000.00	90,000.00
133	HERBICIDE WEED CONTROL	ACRE	3.58	500.00	1,790.00	755.00	2,702.90	912.90	51.0%	7,500.00	26,850.00
Bid Total Bid Price					8,390,296.82		9,889,769.18	1,499,472.36	17.9%		13,074,710.00



TO: Mayor and Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: June 16, 2025

SUBJECT: ORDINANCE

I. RECOMMENDED ACTION

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

- 1. Ordinance No 6094 - Tobacco Ordinance Amendments hearing official**

II. DEPARTMENT CONTACT PERSONS

Mikayla McWilliams, City Clerk, 701-857-4752
Stefanie Stalheim, City Attorney, 701-857-4190

III. DESCRIPTION

A. Background

The City of Minot's Code of Ordinances regulates Tobacco Retailers within the City of Minot. See [Chapter 18 \(Licenses and Business Regulations\), Article III \(Specific Businesses and Occupations\), Division 3 \(Tobacco Retailers\)](#). Under the present ordinances, a tobacco retailer accused of violating the code can demand a hearing before a hearing officer that is not an employee or officer of the City to determine whether the violation has occurred. See. [Sec. 18-70\(b\)](#). These hearings happen infrequently, but when they do, the City retains an administrative law judge from the State of North Dakota's Office of Administrative Hearings to conduct the hearing.

On April 7, 2025, the City Council approved this ordinance on first reading along with a budget amendment for an administrative hearing. The budget amendment for the administrative hearing was placed on the agenda for the April 21, 2025, Regular City Council meeting and approved. This was an administrative error and still needs a second approval by the City Council.

B. Proposed Project

In the interest of reducing expenses, City staff recommend amending our ordinances to forward hearing requests from tobacco retailers to the City Council, instead of a hearing officer.

C. Recommendation Detail

It is recommended City Council approve this ordinance amendment on second reading.

IV. IMPACT

A. Aspirations

This aligns with the Council's 'Resilient and Prepared' aspiration.

B. Service/Delivery Impact:

Approving this ordinance will help eliminate some of the expenses associated with tobacco code enforcement while still affording retailers their due process rights.

C. Fiscal Impact

North Dakota's Office of Administrative Hearings billed their latest hearing out to the City at \$265/hr. Their Administrative Law Judge spent 10.90 hours to conduct research, schedule and conduct the hearing, and draft the final decision, for a total expense of \$2,888.50. The budget amendment to pay the bill was approved on second reading on April 21, 2025, so this bill has been paid as of now.

The penalty imposed for a first violation of [Sec. 18-69](#) is \$100.

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

Alternative 1 - Designate the Municipal Judge as the hearing officer to process tobacco violations and amend the proposed ordinance to reflect the changes prior to approval on second reading.

Alternative 2 - Decline to approve the attached ordinance. Staff will continue to forward these hearings to a third-party administrative law judge and include requests to finance these hearings in the fiscal year 2026 budget.

Alternative 3 - Provide alternate directions to staff.



ORDINANCE NO. 6094

AN ORDINANCE AMENDING SECTIONS 18-70(b), (d), AND (e) (ADMINISTRATIVE PROCEDURE FOR IMPOSITION OF PENALTY) AND 18-71(a) (MISCELLANEOUS), DIVISION 3 (TOBACCO RETAILERS), ARTICLE III (SPECIFIC BUSINESSES AND OCCUPATIONS), CHAPTER 18 (LICENSES AND BUSINESS REGULATIONS) OF THE CITY OF MINOT CODE OF ORDINANCES TO FORWARD TOBACCO VIOLATION APPEALS TO THE CITY COUNCIL FOR A HEARING RATHER THAN AN ADMINISTRATIVE LAW JUDGE.

WHEREAS, the City of Minot is a political subdivision lawfully recognized in the state of North Dakota as a home rule city and has adopted a home rule charter in accordance with North Dakota Century Code (NDCC) § 40-05.1; and

WHEREAS, NDCC § 40-05.1-06 provides that the City shall have the power to implement home rule powers by ordinance, including the power to provide for the adoption, amendment, and repeal of ordinances, resolutions, and regulations to carry out its governmental and proprietary powers and to provide for public health, safety, morals, and welfare, and penalties for a violation thereof; and

WHEREAS, NDCC § 40-05.1-05 provides that a ratified home rule charter and any ordinances made pursuant thereto shall supersede state laws in conflict therewith and shall be liberally construed for such purposes; and

WHEREAS, the City of Minot now desires to modify its ordinances related to the administrative procedures and remedies for tobacco retailers within City limits to eliminate the need to retain an independent hearing officer to determine whether a violation of its ordinances occurred and place that determination in the hands of the City Council; and

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

§1. That Sections 18-70(b), (d), and (e) (Administrative Procedure for Imposition of Penalty.) and 18-71(a) (Miscellaneous.) of Division 3 (Tobacco Retailers), Article III (Specific Businesses and Occupations), Chapter 18 (Licenses and Business Regulations), Code of Ordinances, City of Minot, North Dakota, are hereby amended to read as follows:

Sec. 18-70. Administrative procedure for imposition of penalty.

. . .

- (b) If a licensee who has been served by the city with a notice of a claimed violation of section 18-68 pursuant to subsection (a) of this section timely demands a hearing in respect to the claimed violation, the city shall refer the matter to a hearing officer who is not an employee or officer of the city the City Council, who shall determine whether the violation has occurred. In conducting the hearing, the hearing officer City Council shall follow such "due

process" requirements under the Fourteenth Amendment to the United States Constitution as are mandated by the circumstances.

. . .

- (d) If the ~~hearing officer provided for in subsection (b)~~ City Council makes a formal finding in writing that the licensee has committed the violation charged, the penalty applicable thereto shall be deemed to be assessed (in the case of a fine), or shall commence (in the case of a suspension) on the fourth business day following the date of service of such written finding on the licensee, which service may be made in person or by mail. In calculating such fourth business day the date of personal service shall be disregarded, and if service is made by mail the imposition of the penalty shall be delayed an additional three (3) business days. (The waiting period is provided to allow a licensee who is dissatisfied with a decision of the ~~hearing officer~~ City Council time in which to seek judicial review of, and temporary relief from, that decision.)
- (e) If the licensee fails to serve upon the city a timely demand for a hearing, or acknowledges in writing the occurrence of the violation of which the licensee is charged, whichever first occurs, such failure or acknowledgement shall be deemed to be the equivalent to a written finding by the ~~hearing officer~~ City Council that an offense has been committed. The licensee shall be deemed—by virtue of such failure to demand a hearing, or by such acknowledgement of a violation—to have waived the waiting period otherwise provided, and the applicable penalty shall be imposed on the first business day following the day when such failure or acknowledgement occurs.

Sec. 18-71. Miscellaneous.

- (a) In the event that a licensee receives an adverse decision from a ~~hearing officer~~ the City Council as the result of a hearing provided for in section 18-70, the licensee shall be deemed to have exhausted its administrative remedies for purpose of the doctrine of law which requires administrative remedies to be exhausted as a precondition to judicial review.

. . .

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

PASSED FIRST READING: April 7, 2025

PASSED SECOND READING: June 16, 2025

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Mark Jantzer, Acting Mayor



TO: Mayor and Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: June 16, 2025

SUBJECT: 2024 AIRPORT PAVEMENT CONDITION INDEX STUDY

I. RECOMMENDED ACTION

There is no recommendation for this item. It is for informational purposes only.

II. DEPARTMENT CONTACT PERSONS

Jennifer Eckman, Airport Director, 701-857-4739

III. DESCRIPTION

A. Background

Every three years, the North Dakota Aeronautics Commission (NDAC) conducts a statewide Pavement Condition Index (PCI) study to evaluate the condition of airport pavements across the state. The latest 2024 study assessed all 72 paved airports, providing critical data to guide maintenance and rehabilitation efforts. The results assist airports, the NDAC, and the Federal Aviation Administration (FAA) in developing Capital Improvement Plans (CIPs) to maintain safe and reliable infrastructure.

The PCI is a numerical rating system, determined through visual inspections, that is used to assess the condition of pavement surfaces. It provides a score between 0 and 100, where 100 represents pavement in perfect condition and 0 indicates severe deterioration.

The Minot International Airport was inspected in the fall of 2024 and was found to have an area-weighted PCI of 78, with individual pavement sections ranging from 35 to 100. These PCI findings provide the Airport with a data-driven approach to prioritizing construction projects while offering essential justification for FAA and state funding assistance, ensuring the airport continues to maintain long-term pavement integrity.

B. Proposed Project

This project has been completed by Mead and Hunt on behalf of the NDAC. This is informational only.

C. Recommendation Detail

There is no recommendation for this item. It is for informational purposes only.

IV. IMPACT

A. Aspirations

Resilient and Prepared

B. Service/Delivery Impact:

The PCI findings provide the airport with a data-driven approach to prioritizing construction projects while offering essential justification for FAA and state funding assistance, ensuring the airport continues to maintain long-term pavement integrity.

C. Fiscal Impact

The project was coordinated and funded entirely by the NDAC.

VI. ALTERNATIVES

There are no alternatives at this time. The project has been completed. This is for informational purposes only.

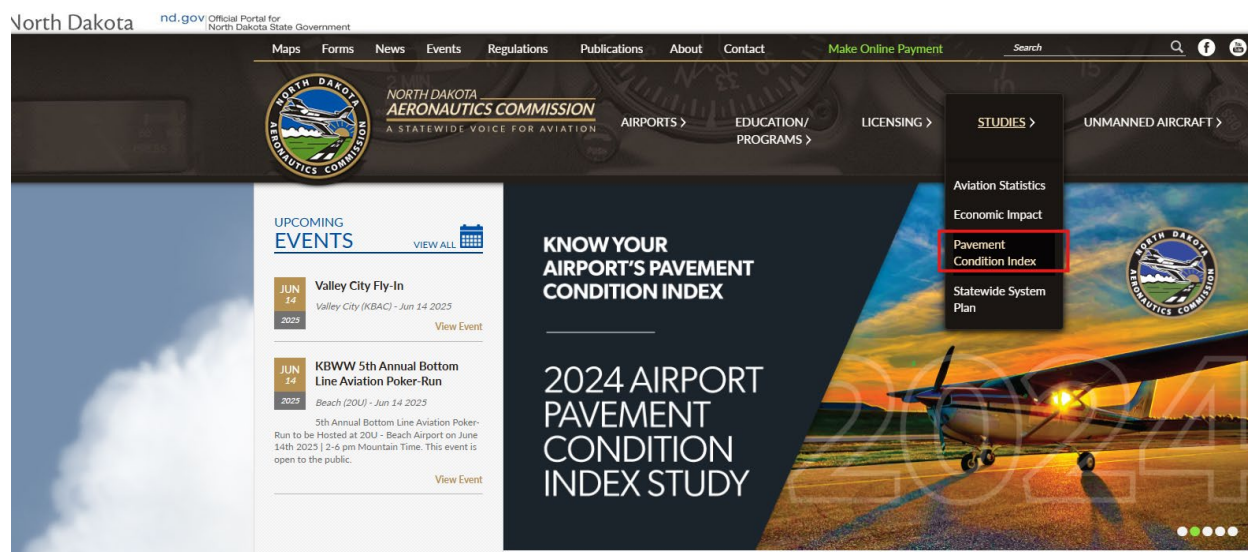
Minot International Airport – 2024 PCI Study Results

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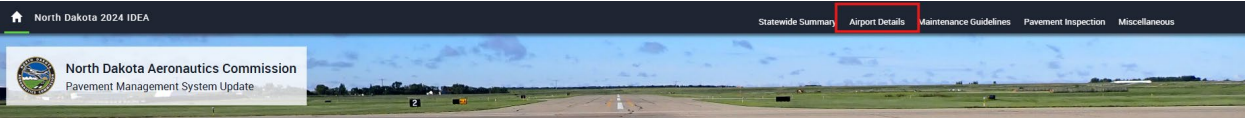
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The NDAC offers all results of the 2024 PCI study in an interactive format on their website, <https://aero.nd.gov/>



From the Home Page, navigate to the “Pavement Condition Index” tab from the “Studies” drop down menu.

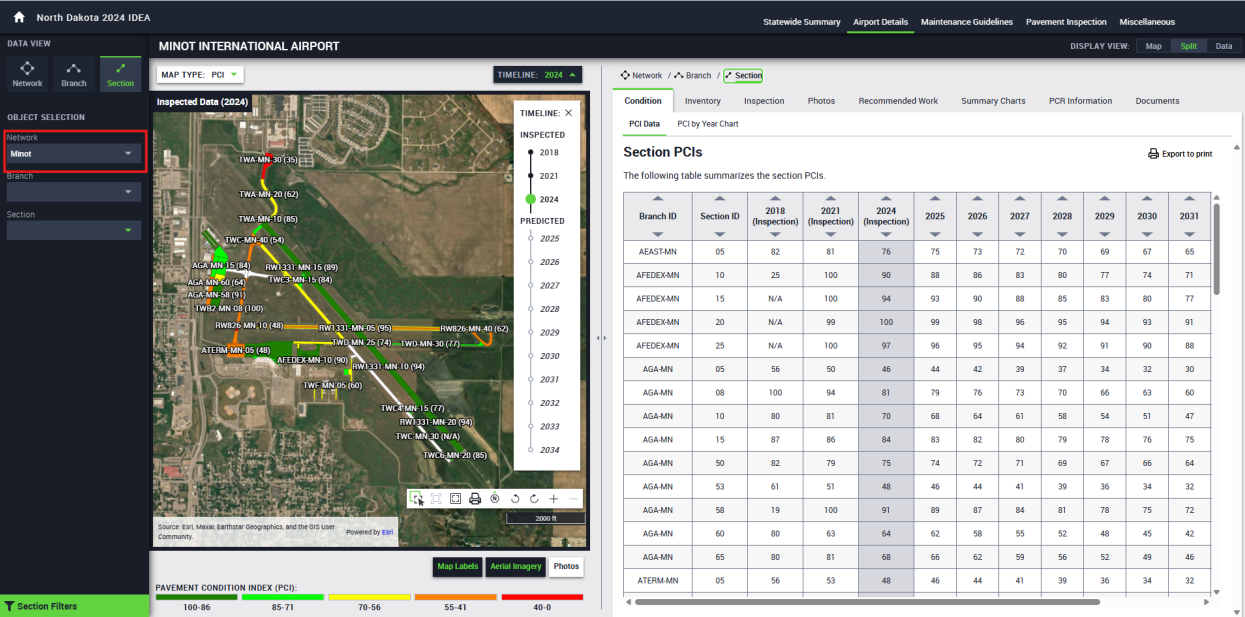


This program presents the results of the 2024 update of the North Dakota Aeronautics Commission pavement management system. During this project the runway, taxiway, apron, and Thangar pavements at selected airports in North Dakota were evaluated. This program is organized into the modules accessible from the links below or the menu above.

- **Statewide Summary**—View the 2024 Executive Summary document, as well as a summary of pavement inventory area, age, and condition information at the statewide level.
- **Airport Details**—View detailed inventory information, condition data, work history information, photographs, and the proposed 5-year maintenance and rehabilitation plan.
- **Maintenance Guidelines**—View general recommendations for pavement maintenance at North Dakota airports as well as FAA guidelines for pavement maintenance.
- **Pavement Inspection**—Review background information on the PCI survey method used to assess pavement condition, and access the FAA pavement inspection report.
- **Miscellaneous**—View definitions of abbreviations used throughout the IDEA, and learn about this program as well as Applied Pavement Technology.



The PCI website contains statewide and individual airport level details. Selecting “Airport Details” enables navigation to Minot, where specific PCI information for the Minot International Airport can be found by navigating through the various tabs.





TO: Mayor and Members of the City Council

FROM: Kelli Kronschnabel, Fire Chief

DATE: June 16, 2025

**SUBJECT: STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE
(SAFER) UPDATE**

I. RECOMMENDED ACTION

Informational only at this time.

II. DEPARTMENT CONTACT PERSONS

Kelli Kronschnabel, Fire Chief, 701-857-3000

III. DESCRIPTION

A. Background

City Council approved the application for a SAFER grant last fall to hire 6 additional firefighters at no cost for the first 3 years of employment. Lexipol was contracted to write this grant on behalf of the Fire Department. The grant opening has been delayed for many months and was opened May 23, 2025 with changes in the reimbursement funding of salaries associated with the hiring of these firefighters.

B. Proposed Project

The funding changes now include a cost share that is required to accept the SAFER grant award. The cost share was not included in the preparation of the grant application. The cost share schedule is as follows:

Year 1: \$498,183.20 = \$373,637.40 (75% Federal Share), \$124,545.80 (25% Local Match)

Year 2: \$526,141.98 = \$384,606.49 (75% Federal Share), \$131,535.49 (25% Local Match)

Year 3: \$557,987.40 = \$195,295.59 (35% Federal Share), \$362,691.81 (65% Local Match)

C. Recommendation Detail

If the City of Minot Fire Department is awarded this grant, a budget amendment will be needed. Cost sharing in the proposed 2026 Department budget does not reflect the cost share in this award. Direction is requested to continue the application process and make the necessary adjustments in the budget at the

time of an award notice or to pull the application prior to the application deadline of July 3, 2025.

IV. IMPACT

A. Aspirations

Safe and Welcoming

B. Service/Delivery Impact:

C. Fiscal Impact

N/A at this time.

VI. ALTERNATIVES

Informational only at this time.

Subject: FY24 SAFER Grant Program Now Open – Apply by July 3, 2025

Hello Team,

FEMA has announced the opening of the FY24 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program, with \$324 million available to support career and volunteer fire departments nationwide through hiring and volunteer recruitment/retention grants. Below is a short break down of the program, make note that there is now a cost share associated with SAFER Hiring.

Application Window:

- **Opens:** May 23, 2025
- **Closes:** July 3, 2025 at 5:00 PM ET

Proposed Activities

1. Hiring Activity (*Career, Combination, or Volunteer Fire Departments*)

- Hire new, full-time firefighters
- **Cost Share Required:**
 - 25% of actual costs in Years 1.
 - 25% of actual costs in Years 2.
 - 65% of actual costs in Year 3.
 - In the first and second years of the grant, the amount of **federal** funding may not exceed 75 percent of the usual annual cost of a first-year firefighter and in the third year of the grant, the amount of **federal** funding may not exceed 35 percent of the usual annual cost of a first-year firefighter

This would be the new cost schedule:

Year 1: \$498,183.20 = \$373,637.40 (75% Federal Share), \$124,545.80 (25% Local Match)

Year 2: \$526,141.98 = \$384,606.49 (75% Federal Share), \$131,535.49 (25% Local Match)

Year 3: \$557,987.40 = \$195,295.59 (35% Federal Share), \$362,691.81 (65% Local Match)