



Regular City Council Meeting

Monday, January 5, 2026, at 5:30 PM

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

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

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. MAYOR'S REPORT
4. REPORTS
 - 4.1. CITY MANAGER'S REPORT
 - 4.2. CITY ATTORNEY'S REPORT
5. PLANNING COMMISSION
 - 5.1. CONSIDER THE REPORT OF THE PLANNING COMMISSION
 - 5.2. PUBLIC HEARING: CASE #2025-50 - LAKEVIEW 5TH ADDITION - PRELIMINARY PLAT, ZONING MAP AMENDMENT

RECOMMENDED ACTION

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

- 5.3. PUBLIC HEARING: CASE #2025-52 - 1920 VALLEY ST - ZONING MAP AMENDMENT

RECOMMENDED ACTION

It is recommended City Council approve the Zoning Map Amendment in alignment with the recommendations of the Planning Commission. The Zoning Map Amendment Ordinance is included in Attachment A.

- 5.4. PUBLIC HEARING: CASE #2025-53 - ALMY 2ND ADDITION - PRELIMINARY PLAT, ZONING MAP AMENDMENT

RECOMMENDED ACTION

It is recommended City Council approve the Zoning Map Amendment and

Preliminary Plat in alignment with the recommendations of the Planning Commission as shown in Attachment A. The Zoning Map Amendment Ordinance is included in Attachment C.

6. PUBLIC HEARING

6.1. PUBLIC HEARING: FY2024 CDBG CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

RECOMMENDED ACTION

It is recommended City Council close the public hearing and approve the FY2024 CAPER and authorize staff to submit it to HUD.

6.2. PUBLIC HEARING: RENAISSANCE ZONE FINAL APPROVAL OF CASE NO. M-101; PROPERTY LOCATED AT 215, 217, & 219 5TH AVE. NW

RECOMMENDED ACTION

It is recommended City Council close the public hearing, approve the request, and authorize staff to forward this item to the State of North Dakota for final approval.

7. CONSENT ITEMS

7.1. CITY COUNCIL MINUTES

RECOMMENDED ACTION

It is recommended City Council approve the minutes of the December 15, 2025, Special City Council Executive Session meeting and the December 15, 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 6151 - 2026 BA - WCNTF 2026 Grant Award**
- 2. Ordinance No 6152 - 2025 BA - Friends of the Library Donation**

7.3. ADMINISTRATIVE APPROVALS

RECOMMENDED ACTION

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

- 1. 791st Dark Horse Association to conduct a raffle on December 5,**

- 2025, at The Moose Lodge (400 9th St SW).
2. First Lutheran Church to conduct a calendar raffle during February 2026, at First Lutheran Church (120 5th Ave NW).
 3. Minot Optimist Club to conduct a raffle on January 10, 2026, at The "O"riginal (720 N Broadway).
 4. Power of 1 to conduct a sports pool on January 25 and February 8, 2026, and a raffle on May 6, 2026, at the ARCO Dakota Square (1520 24th Ave SW).
 5. Minot State University Athletics to conduct a sports pool on January 25 and February 8, 2026, at Minot State University (500 University Ave W).
 6. Two Special Event Permits for Prairie Sky Breads (3 1st St SE).
 7. Two Special Event Permits for the Blue Rider (118 1st Ave SE).
 8. Two Special Events Permit for Bones BBQ (437 N Broadway).
 9. Eight Special Event Permits for The Spot (6 2nd St NE).
 10. Special Event Permit for Army's 2.0 (12 3rd St SE).

7.4. BILLS, TRANSFERS, & PAYROLL

RECOMMENDED ACTION

It is recommended City Council approve the payroll for the period from November 16, 2025, through December 13, 2025, in the amount of \$2,918,418.61 and the bills and transfers for December in the amount of \$7,212,727.09.

7.5. GAMING SITE AUTHORIZATION - COMPANIONS FOR CHILDREN

RECOMMENDED ACTION

It is recommended City Council approve the gaming site authorization for Companions for Children to conduct games of chance of a raffle on January 24, 2026, at the Clarion Hotel and Convention Center located at 2200 E Burdick Exwy.

7.6. ALCOHOLIC BEVERAGE LICENSE - SIMONSON STATION STORE (100 28TH AVE SW)

RECOMMENDED ACTION

It is recommended City Council approve the Retail Beer license for Simonson Station Stores, Inc. dba Simonson Station Store at the location of 100 28th Ave SW.

7.7. DEVELOPMENT AGREEMENT - ROWAN SECOND ADDITION (4872)

RECOMMENDED ACTION

It is recommended City Council approve the Rowan Second Addition Development Agreement with CMF Builders, LLC and authorize the

Mayor to sign.

7.8. REMOVAL OF LAW ENFORCEMENT PARKING ON S MAIN ST

RECOMMENDED ACTION

It is recommended City Council pass an ordinance to modify the parking restriction on the west side of S Main Street, which is 60-feet to 100-feet from the intersection of S Main Street and Burdick Expressway and do the following:

- 1. Remove the existing Law Enforcement Only parking zone; and**
- 2. Add a 2-hour limited-time parking zone.**

7.9. INFAX ELECTRONIC VISUAL INFORMATION DISPLAY SYSTEM (EVIDS) SUPPORT AGREEMENTS FOR AIRPORT

RECOMMENDED ACTION

It is recommended City Council approve the annual support agreement with Infax Incorporated for the Airport's Electronic Visual Information Display (EVID) system and authorize the Mayor to sign the contract.

7.10. 11TH AVE NW WATERMAIN REPLACEMENT - APPROVE PLANS AND SPECIFICATIONS (4934)

RECOMMENDED ACTION

It is recommended City Council approve plans and specifications for the 11th Ave NW Watermain Replacement Project and authorize the project to bid.

7.11. UNIVERSITY AVE WATERMAIN REPLACEMENT - CONTRACT AMENDMENT & FINAL PAYMENT (4816)

RECOMMENDED ACTION

It is recommended City Council approve the contract amendment in the amount of \$11,500 for the University Avenue Watermain Replacement project to Houston Engineering for additional construction services and approve the final payment for the University Avenue Watermain Replacement Project to Knife River, in the amount of \$552,188.54.

7.12. MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN MINOT STATE UNIVERSITY (MSU) AND THE MINOT POLICE DEPARTMENT (MPD)

RECOMMENDED ACTION

It is recommended City Council approve the updated MOU between the MPD and MSU; and authorize the Mayor, City Clerk, Chief of Police, and Deputy Chief to sign the updated MOU between the MPD and MSU.

7.13. CASE #2025-49 - WHITETAIL RIDGE 3RD ADDITION - FINAL PLAT

RECOMMENDED ACTION

It is recommended City Council approve the Final Plat as shown in Attachment A.

7.14. APPOINTMENT OF SPECIAL ASSISTANT CITY ATTORNEY ROZANNA LARSON MINOT MUNICIPAL CASE NO. MI-2025-TR-02466

RECOMMENDED ACTION

It is recommended City Council consent and approve the appointment of Rozanna Larson, Ward County States Attorney, to act as Special Assistant City Attorney in Minot Municipal Case No. MI-2025-TR-02466 and authorize the City Attorney and Mayor to sign any necessary paperwork to complete the appointment.

7.15. RESOLUTION TO DESIGNATE DEPOSITORIES FOR CITY FUNDS

RECOMMENDED ACTION

It is recommended City Council pass the resolution to designate all financial institutions and brokerage firms located in the City of Minot and Stifel, Nicolaus & Company as depositories of the City of Minot and authorize the Mayor to sign the resolution.

7.16. APPROVE HR PROGRAM MANAGER AND HR PAYROLL/HRIS MANAGER ROLES

RECOMMENDED ACTION

It is recommended City Council approve the HR Program Manager and HR Payroll/HRIS Manager job descriptions and authorize staff to move forward with the new titles and pay grades.

7.17. MINOT AIR FORCE BASE WATER RATE CONTRACT AMENDMENT

RECOMMENDED ACTION

It is recommended City Council ratify the Finance Director's signature on the MAFB water rate contract amendment.

8. ACTION ITEMS

8.1. 3RD STREET BRIDGE REPAIR PRIORITIZATION REPORT (4873.1)

RECOMMENDED ACTION

This report and presentation are intended to provide information to the City Council and to obtain feedback on potential paths forward.

8.2. ALCOHOL ORDINANCE COMPREHENSIVE REWRITE

RECOMMENDED ACTION

It is recommended City Council review the attached ordinance and consider passing on first reading.

8.3. SUNSET BOULEVARD FUNDING REQUEST AND US 83 BYPASS INTERCHANGE POLICY DISCUSSION

RECOMMENDED ACTION

Both of these requests are policy issues for the City Council to debate and vote on. Staff will take the outcomes from the discussion and execute accordingly.

8.4. 21ST AVENUE NW LANE CONFIGURATION STUDY

RECOMMENDED ACTION

It is recommended that City Council approve the lane reconfiguration of 21st Ave NW between 16th St NW and N Broadway. The implementation will be completed with the following projects:

- 21st Ave NW between 16th St NW and 8th St NW - 2026 Street Improvement**
- 21st Ave NW between 8th St NW and N Broadway - 2027 Street Seal**

It is also recommended that City Council pass an ordinance to prohibit parking on 21st Ave NW between 8th St NW and N Broadway in conjunction with the 2027 Street Seal.

8.5. AXON LPR IMPLEMENTATION AND POLICY

RECOMMENDED ACTION

It is recommended City Council table this item until the January 20, 2026, Regular City Council meeting.

8.6. ALCOHOLIC BEVERAGE LICENSE RENEWAL

RECOMMENDED ACTION

It is recommended City Council approve the alcoholic beverage license renewal for the period of January 5, 2026, through December 31, 2026, for the following business:

- 1. Basecamp Indian Kitchen**

8.7. ALCOHOL LICENSING - EBSEATPUB, LLC

RECOMMENDED ACTION

It is recommended City Council approve the transfer of the Retail Liquor, Beer, and Wine License from WWW, Inc. to Ebseatpub, LLC dba Ebenezer's Eatery & Irish Pub.

- 8.8. FEDERAL-STATE PARTNERSHIP FOR INTERCITY PASSENGER RAIL GRANT (FSP) AND OTHER FEDERAL RAIL GRANT OPPORTUNITIES - MODIFICATION TO PREVIOUS COUNCIL ACTION

RECOMMENDED ACTION

It is recommended City Council approve the request to submit an FSP grant and approve the request to submit for future federal grants that focus on a point project at 27th Street NE.

9. PERSONAL APPEARANCES

10. MISCELLANEOUS AND DISCUSSION ITEMS

- 10.1. VISIT MINOT ANNUAL REPORT TO CITY COUNCIL

- 10.2. ECONOMIC DEVELOPMENT PLAN REVIEW COMMITTEE

This is informational only. City Council can discuss the committee recommendations and take action or provide direction to staff.

11. ADJOURNMENT



TO: Mayor, Mark Jantzer
Members of the City Council

FROM: Tom Joyce, City Manager

DATE: January 5, 2026

**City Assessor
Ryan Kamrowski**

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

	NOVEMBER			Year to Date 2025		
	Sales	Median	Average	Sales	Median	Average
Residential	47	\$ 255,000	\$ 281,260	751	\$ 250,050	\$ 272,053
Residential Vacant Land	0	\$ 0	\$ 0	65	\$ 34,000	\$ 38,142
Commercial	7	\$ 990,000	\$ 2,589,571	62	\$ 405,500	\$1,809,185
Commercial Vacant Land	1	\$ 909,857	\$ 909,857	8	\$ 255,500	\$ 651,388

**Community Development Department
Director, Brian Billingsley**

INSPECTIONS DIVISION

Personnel Update:

Building Official Luke Tillema is out on medical leave and is expected to return to work in mid-January. Gage DeGroot is serving as the Acting Building Official, and he is doing an excellent job maintaining the Department's permitting and inspections in order.

Our former Administrative Clerk, Dee Falkinburg, passed away in October. Dee worked at the reception desk for 15 years before retiring in January of this year. Inspections and Community Development staff donated money to purchase a park bench in Dee's memory that will be installed at the zoo early next year.



November Monthly Permit Information:

CATEGORY	2025	2024	2023
Total Permits Issued	300	308	158
Single-Family Homes	4	1	0
Multi-Family Permits (Units)	36	0	4
New Residential Permits	\$8,639,637.00	\$265,062.00	\$468,000.00
Residential Remodels	\$305,076.00	\$126,610.00	\$190,000.00
New Commercial	\$900,000.00	\$0.00	\$64,000.00
Commercial Remodel	\$2,146,972.00	\$1,021,600.00	\$985,000.00
Valuation of All Permits	\$11,991,685.00	\$1,413,272.00	\$1,707,000.00

Notable November 2025 Building Permits:

- The Spot – Stairway Modifications to Second Floor Venue – 215 East Central – \$7,500
- Multi-Unit Business Building (Foundation Only) – 1601 1st Street SW – \$900,000
- Minot Builder’s Supply Office Renovations – 1625 W. Burdick – \$300,000
- St. Leo’s School – Remodel into Offices – 218 1st St. SE – \$1,000,000
- Minot Housing Authority – Engle Court Apts. (36 units) – 1225 27th Ave. NW - \$7,857,219

November Year-To-Date Permit Information:

CATEGORY	2025	2024	2023
Total Permits Issued	2,664	2,676	2167
Single-Family Homes	35	60	37
Multi-Family Permits (Units)	61	24	55
New Residential Permits	\$18,483,041.00	\$13,466,248.00	\$10,993,352.00
Residential Remodels	\$5,448,648.00	\$4,179,604.00	\$5,703,776.00
New Commercial	\$75,524,130.00*	\$23,459,787.00	\$94,422,580.00**
Commercial Remodel	\$20,450,659.00	\$22,046,885.00	\$23,697,000.00
Valuation of All Permits	\$119,048,022.00	\$63,153,206.00	\$138,233,296.00

* Minot Park District (8th St. Pump Station) - \$52,000,000.00

** Minot North High School - \$65,000,000.00

PLANNING DIVISION

Planning Commission:

The Planning Commission held a meeting on November 4th and approved all items. Meeting minutes can be found here: <https://minotnd.portal.civicclerk.com/event/1442/files/agenda/3996>

Development Review Team Meetings:

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

- Shop and Storage Condos – 501 4th Street NE
- Enerbase Truck Stop – Hwy. 2 & 42nd St. SW

Outdoor Dining Permits:

- None.

Other Projects/Meetings:

- Director participated in two CDBG-DR/NDR meetings.
- Director attended a Monthly economic developer's meeting with the Chamber EDC.
- Director attended a meeting on Power BI Metrics study.
- Staff prepared and posted an RFP for a Compatibility Study on land uses surrounding the Minot Air Force Base. Interviews are expected to take place in January.
- Staff held multiple meetings in preparation for abating nuisances located on 11th Ave. SE.

- City staff held a productive meeting with members of the Minot Association of Builders. More meetings will be held in 2026.
- Staff attended a meeting to discuss permitting at The Spot.

ECONOMIC DEVELOPMENT DIVISION

Renaissance Zone Program:

- The November meeting was cancelled due to no applications to review.

Façade Improvement Program:

- No new applications were reviewed.
- Cases FI-13 and FI-14 were closed out on November 12th.

Economic Development Data Services RFP:

- City of Minot, Chamber EDC, and Visit Minot staff, along with Aldermen Blessum and Pitner, formed an interview panel for an RFP on economic development data services. Interviews took place on November 12th. Three qualified firms were interviewed. The panel is currently negotiating a contract and scope of services with the highest ranked vendor, which could be ready for City Council ratification as early as January.

Minot International Airport Director, Jennifer Eckman

The Airport has upgraded some of its statistics and data into interactive dashboards on its website. Here is the link to the main dashboard page: <https://www.motairport.com/345/Statistics-Dashboard>. It is still a work in progress and if you have feedback on ways to improve the experience, please, let the Airport know.

In November the Airport began to feel the effects of the historical government shut down. Part of the direct impacts was a reduction of air carrier operations in early November to reduce the workloads on the air traffic system. The airlines canceled ten flights out of Minot during the shutdown which were directly attributable to the FAA's request for capacity reductions. These flights were typically scheduled during the meal hours, which caused a cascading negative effect on the Airport's revenues from concessions and parking. The Airport team is optimistic that the impacts of the shutdown will be counter balanced by an influx of holiday season travelers in December.

The ND Aeronautics Commission conducted an assessment of the shutdown, which can be found here:

https://aero.nd.gov/image/cache/Assessment_of_2025_Federal_Government_Shutdown_on_North_Dakota_Airports.pdf

The Airport team engaged with its customers and stakeholders throughout the month. Some of the highlights included a view from an airport plow on social media to attempting to land an airplane at the Airport's booth at the Annual Minot Area Chamber EDC's Showcase of Business. The local news spent time reporting on the airport, stressing on travel tips for the Thanksgiving weekend.

Public Works Operations

Director, Bryan Banfill

PUBLIC WORKS ADMINISTRATION:

Public Works Operations Administration is advancing data tracking with an automated Power BI dashboard focused on Operations divisions data analytics. The team also published their 2026 "Roadmap," outlining monthly tasks for each division. Currently, the admin team is streamlining contractor contacts and forming strategic agreements to improve downtown Snow and Ice Control services, which will serve as a model for city-wide implementation at a later time. Phase VI (Documentation Review) of the Flood Tabletop exercise was completed, with the final review scheduled for mid-to-late January, wrapping up the year-long preparedness initiative.

ROSEHILL CEMETERY:

The first major snowfall was successfully managed for road clearance in the Cemetery. Currently, 96.45% of burial plots are occupied, leaving 1,990 available. The columbarium is at 95% capacity with 6 niches left. Due to transportation issues, the delivery of new columbaria sections has been delayed until early 2026, which will add 192 niches.

In December, the Cemetery generated \$18,000 from 4 plot sales, 12 traditional burials, and 2 cremation burials. We had a large turnout for Wreaths Across America Day. Additionally, a \$1,000 donation was received for tree purchases for Spring 2026. The Cemetery manager is also working with Engineering to update the GIS for public access.

PROPERTY MAINTENANCE DEPARTMENT:

In December, Property Maintenance completed 137 work orders: 20 for preventative maintenance (PM) and 117 for non-PM tasks. PM tasks included filter checks, equipment cleaning, cooling tower chemical tests, and HVAC service requests. They handled plumbing repairs, remodeled a City Hall office, addressed Fire & Police Department repairs, and fixed lighting around the Public Works facility. They are managing eight flood buyout properties, securing and winterizing them before auction. Crews also monitor and clear some city-owned sidewalks, ensuring they are deiced and shoveled during storms.

STREET & STORM SEWER MAINTENANCE DEPARTMENTS:

December snow and freezing rain led to multiple snow removal efforts. The Street Department switched to 24-hour coverage for effective Snow and Ice Control. The Storm Water Department cleared City-owned sidewalks and walk paths. Despite a blizzard warning, traffic was not significantly impacted.

Snow Season Totals

- 23,204.99 Miles Covered

- Replaced 309 cutting edges
- 315 loads of Salt and sand equaling 3,619.5 Tons

TRANSIT DEPARTMENT:

November transit ridership was 7,542 rides which is relatively the same as last November. Our total ridership for the year is at 82,514 rides which is already 569 rides more than we provided in all of 2024. New applications for paratransit service have slowed down significantly and we currently have 230 certified paratransit riders out of the 267 applications. 26 applicants were determined to be ineligible, and 11 applications were not considered due to missing information.

Transit Superintendent Brian Horinka, along with Fargo MAT Bus Transportation Director Julie Bommelman, presented to the State Government Finance Transportation Subcommittee regarding transit operations in their respective cities. The presentation covered a range of topics, including revenue sources, fare structures, expenditures, ridership trends, route statistics, fleet composition and age, as well as specific operational challenges faced by the systems. This meeting marks a continuation of the collaborative efforts among the four urban transit systems in the state to identify a sustainable state funding source for urban public transit. This initiative aims to alleviate some of the local pressures associated with securing matching funds for federal operations and capital grant programs. Additional meetings are anticipated over the coming year, with the objective of developing recommendations for funding that will be presented to the state legislature in 2027.

The Transit Development Plan is progressing as scheduled. In December, a meeting was held with the steering committee and consultants to initiate discussions regarding service planning, funding, and governance. The SRF consultants are scheduled to return to Minot in January for additional public meetings aimed at updating the community on the progress of the plan and gathering input on potential changes to service levels.

Ongoing meetings with Complete Coach Works and transit staff are focused on finalizing the details of the refurbished bus specifications. Production of the bus is expected to start in early 2026 with delivery expected in late spring of 2026.

FLEET DEPARTMENT (CT SHOP):

In December, the maintenance team efficiently addressed 139 work orders, with 59% for unscheduled repairs, highlighting the need to maintain an aging fleet. Impressively, 65% of these were completed within 24 hours, and 72% within 72 hours. We also support snow and ice removal to keep equipment running smoothly and are conducting seasonal inspections and repairs for summer equipment.

MACEDC Board Meeting Attendance - 2025

Scheduled Meeting

JAN FEB MAR MAR APR MAY JUNE JULY AUG SEPT NOV DEC
 8 12 12 24 9 14 11 9 13 10 12 17

EXECUTIVE COMMITTEE

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

ADDITIONAL VOTING MEMBERS

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

X = Present A = Not Present



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Minot Area Chamber EDC Board of Directors
Wednesday, December 17, 2025 @ 7:30 a.m. | Minot Area Chamber EDC
SPECIAL MEETING AGENDA

Call to Order

1. Board Minutes (All Directors)
 - a. Approve November 12 Regular Board Meeting Minutes
2. Treasurer's Report
 - a. Approve November Financials
 - b. 2026 Budget
3. Chairperson's Report
 - a. Nominating Committee Report
 - b. PAY-DAK Dairy Letter of Support
 - c. Start Up Minot CO.STARTERS Report
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: January 2026

**Minot Area Chamber EDC
Regular Board Meeting Minutes
Wednesday, November 12, 2025
Minot Area Chamber EDC Office**

Call to order

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

Attendance

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

1. Board Minutes (All Directors)

Minutes were provided in the MACEDC Board of Director's packet sent out prior to the monthly meeting. Mr. Kutch moved to approve the September 10 regular board meeting minutes; Mr. Zimmerman seconded the motion which carried unanimously.

2. Treasurer's Report

Ms. Feist-Erickson presented the October MACEDC financials. Mayor Jantzer moved to approve the October MACEDC financials. Mr. Lundeen seconded the motion which carried unanimously.

Ms. Kramer provided an overview and initial projections for the 2026 budget. A formalized budget will be presented for approval at the December Board meeting.

3. Chairperson's Report

- a. **Nominating Committee:** Chair Ackerman stated that the appointed nominating committee has met and will present a slate of 2026 nominations.
- b. **Operation Homebound Advance:** Ms. Kramer said that there have been 70 tickets booked for airmen so far in 2025. On December 4, Qdoba and Jersey Mikes will be donating all daily proceeds to the Operation Homebound program. To keep securing reasonably priced flights for airmen through the December 4 event, Ms. Kramer requested an advance of funds from the board. Ms. Hjelmstad moved to approve an advance of up to \$20,000 from MACEDC to Operation Homebound. Mr. Hankla seconded the motion. Ms. Hjelmstad moved to amend the motion by increasing the advance up to \$35,000. Mr. Hankla seconded the motion. The amendment carried unanimously. The motion, as amended, carried unanimously.
- c. **Chandler Vollmer 2026 Lease Agreement:** Ms. Kramer presented the lease agreement addendum which is a one-year extension carrying through December 31, 2026. Mr. Lundeen moved to approve the lease agreement addendum as presented; Mr. Kutch seconded the motion which carried unanimously.
- d. **U.S. Surface Transportation Board (STB) Letter:** The board asked Ms. Kramer to explore options to partner with statewide organizations on a response.
- e. **2025 Q3 Business Retention & Expansion (BR&E) Program Report:** The Q3 BR&E report was provided in the packet.

4. Strategic Plan Key Pillar Report

- a. **Economic Development – Jason Zimmerman:** Mr. Zimmerman shared updates on the North American Iron project. Ms. Kramer informed the board of another project MACEDC is working with the North Dakota Department of Commerce.
- b. **Community Development – Ms. Brekka Kramer:** Ms. Kramer said that our team continues to attend and support Development Review Team meetings and the Renaissance Zone Committee. Housing has also been a focus.

- c. **Workforce Development – Ms. Brekka Kramer:** Ms. Kramer shared information on a partnership with Trinity Health to address childcare needs. Ms. Kramer was a presenter on the Job Service North Dakota Veterans Webinar: Beyond the Uniform. Work is underway with higher education and Air Force Global Strike Command on innovation for future workforce needs.
- d. **Member Investor – Ms. Cassidy Hjelmstad:** Ms. Hjelmstad said that the Showcase of Business takes place tomorrow at 5 pm at the North Dakota State Fair Center. Ms. Kramer said Beth is working on the member investor level report.
- e. **Military Support – Mr. Pete Hankla:** Mr. Hankla shared military support updates including the Association of Defense Communities Installation Innovation Forum and military leadership changes.

5. President's Report

The president's report and programming community outreach monthly activity report were included in the packet. Ms. Kramer shared that the Minot Area Food Drive will wrap up on November 14. The Y's Men's Rodeo Business After Hours will take place November 20. MHA Nation will be hosting a grand opening for Native Green Grow on November 26 that could use MACEDC board support.

6. Other Business

MACEDC staff will survey the board to see what meeting dates and times work best for 2026.

Mr. Kutch shared that the University of North Dakota School of Medicine and Health Sciences Advisory Board will meet in Minot for the first time this week.

Ryan Ackerman adjourned the MACEDC November Board meeting at 9:05 am.

Minutes submitted by: Jaime Hauge, Executive Assistant



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December 17, 2025

APUC Grant Review Committee
600 E Boulevard Ave., Dept. 602
Bismarck, ND 58505

RE: PAY-DAK Dairy APUC Grant Application

Chair Dan Kalil, Commissioner Doug Goehring and ND APUC Commission,

Our mission at the Minot Area Chamber EDC (MACEDC) is to advocate for and invest in business activity by being a collaborative partner in the community, focused on improving quality of life for all. We support initiatives that strengthen and diversify our regional economy, and it is my pleasure to provide this letter of support for PAY-DAK Dairy in Towner, North Dakota, as they apply for an Ag Products Utilization Commission (APUC) Grant through the North Dakota Department of Agriculture.

Economic development is one of MACEDC's core pillars and PAY-DAK Dairy's proposed investments in automation equipment and building improvements directly align with our efforts to advance innovation and grow rural enterprise. During our team's recent visit, we saw firsthand the commitment of the owners and the tremendous potential this project represents. The addition of robotic milking technology will not only create long-term operational stability, but will also help address ongoing workforce challenges, enhance productivity, and position the business for sustainable growth.

Investments like this are essential for the future of North Dakota's agricultural sector. Enhancing automation capacity at PAY-DAK Dairy will strengthen the dairy industry in northcentral North Dakota, support wealth creation through smart agricultural development, and contribute to the resilience and competitiveness of our rural economy.

For these reasons, and with full confidence in the team at PAY-DAK Dairy, MACEDC is proud to support their application for APUC funding. This project represents a meaningful and forward-looking investment in rural animal agriculture, and we are grateful for the opportunity to advocate for its success.

Sincerely,

Brekka Kramer
President | CEO
Minot Area Chamber EDC

Cohort Report

for Minot Area Chamber EDC // Minot, ND

Dates: September 10, 2025 – November 12, 2025

■ EXECUTIVE SUMMARY

The Minot Area Chamber EDC September 2025 CO.STARTERS cohort was predominantly women, most identifying as White and all aged between 18-64 years old. This cohort had a diverse income ranging from \$25,000 - \$100,000; as well as a diverse education level ranging from some college/university to a master's degree. The majority of the cohort ended in the Operating Stage in various industry ventures.

By the end of the program, the cohort had increased their confidence in their entrepreneurial skills by +67%. Participants reported a +78% in satisfaction with the resources available to them. Overall, the cohort reported +96% satisfaction with the CO.STARTERS Core program and +98% satisfaction with the facilitators, Mark Lyman and Alan Gohary.

Overview: 10 sessions



2 Facilitators



9 Graduates



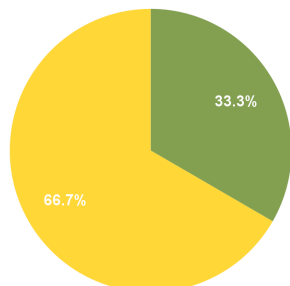
Pre-Survey: 100%
Post-Survey: 100%

STARTER DEMOGRAPHICS BREAKDOWN

Gender

Gender

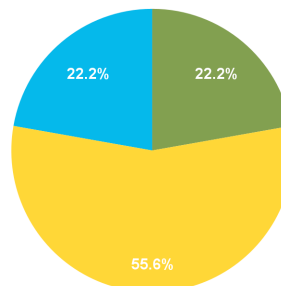
- Male
- Female



Age

Age

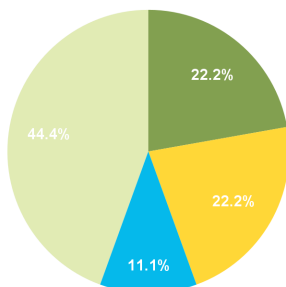
- 18-24
- 25-44
- 45-64



Income

Income

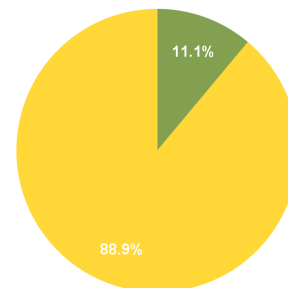
- \$25,000 - \$50,000
- \$50,000 - \$75,000
- \$75,000 - \$100,000
- \$100,000 or more



Race

Ethnicity

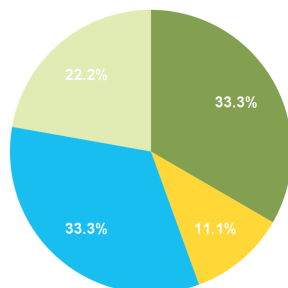
- American Indian or Alaska Native
- White, Caucasian, or European descent



Education

Education

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

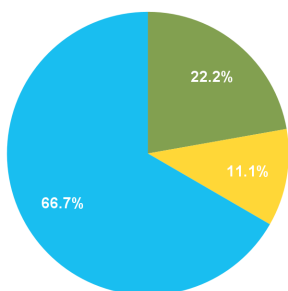


VENTURE DEMOGRAPHICS BREAKDOWN

Venture Stage (Start of Program)

Venture Stage (Start)

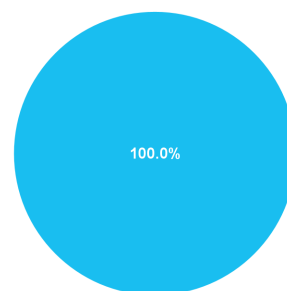
- Concept Stage
- Startup Stage
- Operating Stage



Venture Stage (End of Program)

Venture Stage (End)

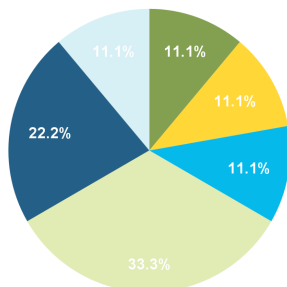
- Operating Stage



Industry

Industry

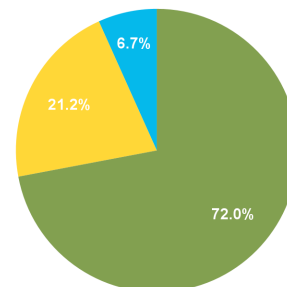
- Consumer Services (e.g. Maintenance, Electrical,
- Education
- Event Spaces and Studios
- Health and Wellness
- Professional Service (e.g. Finance, Insurance, Legal)
- Technology



Where's The Money Coming From?

Money Source

- Personal savings
- Personal credit
- Bank loans



Average Gross Annual Sales

\$120,000

Gross Capital Investment

≥ \$103,810

■ PROGRESS REPORT

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

I know how to start and lead a venture.

Before: 33%

→ After: 100%

→ Impact: +67%

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

Before: 33%

→ After: 100%

→ Impact: +67%

I have people with whom I can discuss my ideas.

Before: 56%

→ After: 100%

→ Impact: +44%

I know how to evaluate my venture's potential.

Before: 22%

→ After: 89%

→ Impact: +67%

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

Before: 22%

→ After: 100%

→ Impact: +78%

I understand business financials.

Before: 22%

→ After: 56%

→ Impact: +33%

I have accountability to help me make progress.

Before: 44%

→ After: 78%

→ Impact: +33%

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

Before: 33%

→ After: 100%

→ Impact: +67%

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

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

I know how to turn my ideas into reality.

Before: 33%

→ After: 100%

→ Impact: +67%

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

Before: 33%

→ After: 89%

→ Impact: +56%

I am confident my venture will work.

Before: 89%

→ After: 89%

→ Impact: +0%

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

Before: 56%

→ After: 100%

→ Impact: +44%

I know my next steps.

Before: 33%

→ After: 100%

→ Impact: +67%

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

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

■ TESTIMONIAL

"Thank you for the opportunity!"

"I found most valuable learning how to run a business. Going into the class I felt like I was in over my head. This class really helped me understand how and what to do."

"You got a great program here, keep it up."

"Most valuable for me was the connection with community, support from Mark and Alan, and listening to keynote speakers"

■ DEEP DIVE

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

■ THANK YOU

→ Have questions? Contact us at finsync.com/support.

- Governmental Affairs Committee planning with the committee chair
- Executive Committee budget review
- Task Force 21 monthly meeting
- National Civics Bee National Competition
- BNSF Certified Sites meeting
- MACEDC Board meeting
- Economic Development Association of North Dakota (EDND) Idea Exchange
- City of Minot Economic Development Data RFP interviews
- Minot Air Force Base Installation Readiness Coordination meeting
- Women in Economic Development International Economic Development Council (IEDC) Committee meeting
- Showcase of Business
- Economic Development Association of North Dakota (EDND) strategic planning
- Regular City of Minot City Council meeting
- Client discussion with North Dakota Department of Commerce
- North Dakota State Fair Association annual meeting welcome
- Chief of Staff of the Air Force Gen Kenneth S. Wilsbach Assumption of Responsibility (Joint Base Andrews)
- Team Minot breakfast
- Strategic Deterrent Coalition 2026 Planning Committee meeting
- City of Minot Economic Development Data RFP contract negotiations
- Introduction meeting with Taracon Precast
- Monthly EDND Board meeting
- Association of Chamber of Commerce Executives Emerging Cities Council CEO peer call
- Client meeting with North Dakota Department of Commerce and WBI Energy
- Business After Hours | Y's Men PBR
- Landowner meeting
- City of Minot railway grant meeting
- Native Green Grow (NG2) grand opening (ML)
- Logistics Park of North Dakota (LPND) Committee meeting
- Regular City of Minot City Council meeting | Great American Defense Community recognition
- Meeting with potential client
- Meeting with North Dakota Department of Commerce and potential client
- Minot State University Networking Action welcome and opening comments
- Eastern ND/MN intermodal meeting
- North American Iron meeting
- Women in Economic Development International Economic Development Council (IEDC) Committee meeting
- Meeting with Cornerstone Member Investor
- Operation Homebound event at QDOBA and Jersey Mike's
- Minot Air Force Base Installation Readiness Coordination meeting
- Military Affairs Committee meeting
- Sentinel Working Group meeting
- Board member meeting
- Military support discussion with Montgomery Chamber
- Minot Air Force Base Team Minot holiday party
- The Reagan National Defense Forum
- Office of Local Defense Community Cooperation meeting
- Monthly Task Force 21 meeting
- Meeting with City of Minot and data provider
- Strategic Deterrent Coalition Board of Directors meeting (Falls Church VA)
- Strategic Deterrent Coalition Board of Regents Threat Workshop (Falls Church VA)
- Meeting with City of Minot and data provider

- North Dakota Employee Ownership Working Group
- Meeting with Cornerstone Member Investor
- Williston Basin Petroleum Conference planning meeting
- Monthly meeting with Minot Air Force Base Public Affairs

MINOT AREA CHAMBER EDC

PROGRAMMING COMMUNITY OUTREACH MONTHLY ACTIVITY REPORT | November 10 – December 12, 2025

COMMITTEE REPORTS

Adopt an Airman – In the last month, two airmen have applied to be matched with a host family. One placement has been made, and the other is in the process of getting their information back to the MACEDC.

Agribusiness Committee – The committee did not meet during this time.

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

- November 13 – McKenzie Health Ribbon Cutting – 1 002 18th Ave SE, Suite C – new orthopedic clinic
- November 18 – Old National Bank Ribbon Cutting – 1615 36th Ave SW – new name, formerly Bremer Bank
- November 20 – Acme Equipment Ribbon Cutting – 2001 6th St SE – new business
- November 20 – Mrs. Fields Closet Ribbon Cutting – 1215 36th Ave NW – fourth location now at Erik Ramstad
- November 21 – The Road Home Ribbon Cutting – 908 42nd St SE – new pet crematorium
- December 6 – ND Special Olympics Basketball VIP Escorts for opening ceremony
- December 11 – Cornerstone Caregiving Ribbon Cutting – 2010 4th Ave NW – home healthcare
- December 12 – Myers Micro Market and Perky's coffee shop Ribbon Cutting – Trinity Health Medical Arts

Business Retention & Expansion (BR&E) – BR&E interviews were held with SandPro, Beaver Creek, Badger Daylighting, Rossco Crane, Creedence Energy Services, Torque Transport, Enbridge, and Mowbray and Son.

Business After Hours – Business After Hours was hosted by the Minot Y's Men's PBR on November 20 at the Minot Auditorium. Nearly 200 people enjoyed food from The Meat Company and beverages by Sports on Tap. The evening included a silent auction to benefit the Triangle Y Camp and a Calcutta. The Y's Men's Business After Hours is an annual event.

Community Leadership Institute (CLI) – The 8-week course if complete for this year and planning will start in April for the 2026 course. It will start September 3 and run through October 22. The class is limited to 25 participants and already 19 have signed up.

Eagle Awards – November 11 thirty-seven Eagle Awards were given to the following:

Joey Barrett, Ryan Buick GMC	Theresa Peterson, Fountain Behavioral Services
LaVawn Burton, Five Guys Burgers & Fries	Marcus Quist, Lotus Lagree
Veronica Davis, Trinity Homes	Kim Reedy, Minot Motor Vehicle Department
Katelynn Demerey, Domestic Violence Crisis Center	Jennie Rodgers, Karl's TV, Appliance and Furniture
Mikayla Donahue, Ryan Buick GMC	Rodney Rogahn, Rehab Services
Bailey Doty, Trinity Health St. Joes	Adam Russell, Verizon BeMobile
Preston Feakes, Farmers Union Insurance	Joan Rust, Trinity Health
Jason & Amy Gemar, Gemar Photography	Hailey Scarborough, Home Goods
Amanda Hoffner, IMM	Carson Schell, Val's Cyclery
Dr. Tyler Hunsakor, West Oaks Animal Hospital	Mike Sian, Spectrum Fitness
Dr. Jennifer Johnson, Trinity Health	Jeff Skaare, Thru Tubing
Killian Johnson, Verizon BeMobile	Dr. Jeremiah Shuck, Trinity Health
Katie Kautzmann, Town & Country Credit Union	Maureen Staumberg, Souris Valley Dental Group
Tristina Kage, Unifi	Annie Stein, Trinity CancerCare
Kim Lentz, South Prairie School	Nicole Thebert, Walmart
Dr. Andrea Monson, Monson Dental Center	Rhamel Thomas, Kay Jewelers
Janice Meyer, Souris Valley Heights	Will Witherspoon, Culligan Water Conditioning
Wendy Nesheim, G & G Pharmacy	

Thirty Eagle Awards were given to the following individuals in December:

Jeanette Beck, Washington Elementary School	Avery Bradley, Prairie Grit Adaptive Sports & Therapy
Kristi Burgess, Don Bessette Motors	Tanner Case, Ryan Honda
Veronica Davis, Trinity Homes	TJ Decoteau, SERVPRO
Nikita Dosphehoff, USAF 5th Civil Engineering Squadron	Misty Forbes, Glenburn Public Schools
Katelyn Fornshell, Minot State University	Caleb Harris, Trinity Health First Response
Jerry Hanshaw, Don Bessette Motors	Craig Haskins, North Prairie Regional Water District

Tom Hegre, All America City Glass
Adam Kirkhorn, Ryan Buick GMC
Mack Lloyd, Trinity Health
Kaylee Morris, Starbucks
Cheryl Nilsen, Minot State University
Cade Sellers, USAF 5th Civil Engineering Squadron
Nathan Shrum, Arrowhead Ace Hardware
Abbey Stewart, MarketPlace Foods
Hayley Timm, Spine and Sport Chiropractic

Emilee Helstedt, John Hoeven Elementary
Ali Lenertz, Kiddie Korral 2.0
Dr. Lexi Lundin, Dakota Kids Dentistry
Carson Nadeau, Minot Family YMCA
Katie Ressler, Preferred Partners Real Estate
Geena Schmidt, Prairie Grit Adaptive Sports & Therapy
Christine Staley, Magic City Hoagies & Sweets
Larry Stinson, Menards
Nikki Van Pelt, Trinity Health

Energy Committee – The committee did not meet during this time.

Governmental Affairs Committee – The committee did not meet during this time.

Infrastructure Committee – November 14 the Infrastructure Committee, with 20 in attendance, heard from Mike Huffington from Ulteig Engineering on the four-lane study of Highway 52 between Minot and Voltaire. Passing lanes have been placed on the road and are effective. The project proposes expanding the remaining two-lane segments of US 52 between Minot and just past Voltaire into a four-lane corridor, driven by local safety concerns, legislative pressure, and high truck traffic despite crash data not indicating a clear safety deficiency. Multiple build alternatives, environmental reviews, and right-of-way considerations are underway, with a preferred alternative expected soon, though funding and construction timelines remain uncertain. The committee also heard from the NDDOT, Airport Manager, City of Minot Engineer, Ward County Engineer, and Minot Parks Director. Minot NDDOT's Korby Seward and Chad Beggs reported on the Puppy Dog Coulee project with all work near Denny's complete by Thanksgiving.

December 12, the Infrastructure Committee heard from Verendrye Electric Cooperative Manager, Brad Doll. Doll explained why Basin Electric's wholesale power costs—and in turn, Verendrye Electric's member rates—are increasing. About 70% of Verendrye's costs come from wholesale power, and Basin Electric is projecting roughly a 10% increase driven by major infrastructure investments. Verendrye will need to pass these costs on to members, with a significant rate increase planned for March 1. Doll outlined Basin Electric's structure, membership, and power delivery system: member-owners receive electricity through local distribution co-ops like Verendrye, which receive power from Central Power, which in turn receives generation and high-voltage transmission from Basin Electric. NDDOT reported on their strategic planning for 2026. The City of Minot building permit numbers were released for November showing fewer single-family homes built compared to 2024. Ward County is preparing for 2026 road projects.

Military Affairs Committee – December 4 the Military Affairs Committee was back meeting after a hiatus during the government shutdown. The committee met at SRT and heard from Visit Minot Executive Director, Stephanie Schoenrock on all there is to see and do in Minot and North Dakota. Military updates were provided by Minot Air Force Base 5th Bomb Wing Commander Col. Jesse Lamarand, Minot Air Force Base 91st Missile Wing Deputy Commander Col. Matthew Crosman, Major Bill Gripp with the ND Air National Guard, and Captain Christopher Spangler with the ND Army National Guard. The meal was catered by Qdoba, who donated all proceeds from sales that day to Operation Homebound. Over 80 attended the meeting.

National Civics Bee – November 11 Minot's own Clara Zheng represented North Dakota in the National Civics Bee in Washington DC. Clara was among 39 contestants participating in this year's event. The contest started with more than 7,000 essays from 6th, 7th, and 8th graders from around the country. Competitors advanced through local and state bees. While Clara didn't make the top ten, she represented North Dakota and Minot well. Aarit Koul from Ohio took home top honors with a \$100,000 education savings prize. Since then, Clara has asked if MACEDC would help her organize a youth civics club. We are meeting with her to discuss the idea she brought back from the national competition.

Prairie Warrior Auction – The 39th annual event is set to take place April 23, 2026 at the North Dakota State Fair Center.

Right Start Committee – December 10 the MACEDC 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 130 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. MACEDC leads the community portion each month.

Showcase of Business – The 35th Annual Showcase of Business presented by SRT took place November 13. There was a total of 73 booths, including four with food stations ranging from sushi to sandwiches, appetizers, and Jamaican food. More than 900 people attended. This year's event had a new look to the booth layout and stage. The theme was Winter Wonderland, which was well received by participants. Thank you to board members who were able to have a booth at this year's Showcase of Business: Ackerman-Estvold, Creedence Energy Services, Minot State University, SRT, Trinity Health, and Trusted Tire and to all who attended.

Start Up Minot Academy powered by CO.STARTERS - The fall 10-week course wrapped up on November 12, when we celebrated the graduation of nine students. The next class starts on January 28, 2026.

Start Up Minot (SUM) – The free networking event on November 13 at the Carnegie Center downtown featured Anna Schneider with Blissful Bee Juicery and the December 11 SUM event featured Jessica Ackerman with Local Motives. Both were well attended, with nearly 70 people attending the two events.

Task Force 21 (TF21) – Regular TF21 committee meeting was held November 10. TF21 members attended the Chief of Staff of the Air Force Gen Kenneth S. Wilsbach Assumption of Responsibility ceremony. Team Minot meeting was held at Minot Air Force Base with leadership from the 5th Bomb Wing and 91st Missile Wing, along with members of TF21 and our Military Affairs chair. Strategic Deterrent Coalition (SDC) Board members attended the SDC Board of Directors meeting and Board of Regents Threat Workshop. The TF21 Sentinel Working Group continued planning for the upcoming modernization project, and work progressed on the North Dakota Nuclear Triad Symposium. TF21 members attended the City of Minot City Council meeting on December 1 where Mayor Jantzer showcased the Association of Defense Communities Great American Defense Community Minot recognition, and both Wing Commanders provided an update. The Office of Local Defense Community Cooperation Installation Readiness team continues to meet, and a consultant will be selected to support the project. U.S. Air Force General Anthony J. Cotton officially handed over command of U.S. Strategic Command to Navy Admiral Richard Correll on December 5.

Women Connect – Women Connect is getting its booklet together for the January 27 Intentional Collisions workshop at the Grand Oasis Hotel. The dynamic networking event is designed to create meaningful connections between mentors and mentees across our community. Tickets are now available online and the event will feature 40 community leaders serving as mentors.

UPCOMING MEETINGS AND EVENTS

Minot Area Chamber EDC Programming

January 8, 2026	Start Up Minot Networking Event, 7:30 am, Carnegie Center
January 15, 2026	Minot Air Force Base Honorary Commanders Induction Ceremony, Jimmy Doolittle Center
January 22, 2026	Business After Hour, 5:00 pm, North Star Community Credit Union
January 27, 2026	Women Connect Intentional Collisions, Grand Oasis
May 1 – 2, 2026	Citywide Spring Cleanup
June 12, 2026	Military Appreciation Day in the Parks, Oak Park
August 24, 2026	Military Golf Scramble, Beowulf Golf Club

Minot Area Chamber EDC Signature Events

March 23, 2026	MACEDC Annual Meeting, Regency Event Center
April 10, 2026	National Civics Bee, Minot State University Aleshire Theatre
April 23, 2026	Prairie Warrior Auction, North Dakota State Fair Center
April 28, 2026	Task Force 21 ND Nuclear Triad Symposium, Clarion Convention Center
September 18, 2026	Task Force 21 Nuclear Triad Symposium, Washington D.C.
November 12, 2026	Showcase of Business, North Dakota State Fair Center

Minot Area Chamber EDC Strategic Engagements | Stakeholder and Partner Events

December 18	CPKC Holiday Train in Downtown Minot
January 24, 2026	Bakken BagFest, Clarion Convention Center
January 27, 2026	Northern Pulse Growers Association Annual Meeting, Sleep Inn
January 28 – 30, 2026	KMOT Ag Expo, North Dakota State Fair Center
March 20 – 21, 2026	Minotauros Energy Weekend, MAYSA Arena



Date: December 29, 2025
To: Mayor/City Council
City Manager
From: City Attorney's Office
Re: Monthly Attorney Report (January 2026)

Pursuant to Minot City Code of Ordinances, Section 2-30(a)(3), the following items are submitted as a summary of some of the matters addressed by the City Attorney's Office in the month prior to the January 5, 2026 City Council meeting:

I. Civil Matters

A. Floodplain Eminent Domain Cases:

1. City of Minot v. Parkview MHP, LLC

Counsel: John Warcup
Retained by City of Minot

Opposing Counsel: Abigale R. Griffin and Howard Roston

Current Status: Pending in District Court – Dismissal filings imminent
Status Conference set for 3/30/26

Property owned by Parkview MHP, LLC is considered a necessary acquisition to complete the Mouse River Enhanced Flood Protection Project. The City Council approved an eminent domain resolution at its August 5, 2024 regular meeting. The City filed its summons and complaint on September 9, 2024. An Answer has been filed and served. Judge Mattson filed a recusal in this matter on February 24 and the case was reassigned to Judge Cresap. An executive session was held with the Council on May 5 to discuss negotiating strategy and provide negotiating instructions to the City's counsel. The City held an executive session on July 21 to discuss negotiating strategy and provide negotiating instructions to the City's counsel.

City Council approved a settlement agreement at its meeting on September 15, 2025 to purchase this property for \$8,520,000.00 as a global/full settlement of any and all claims, costs, reimbursements, and expenses including any just compensation and damages claims, URA benefits, and attorney fees.

January: Staff and contract counsel are finalizing the closing/concluding paperwork and the parties will file a stipulation for dismissal into the pending court case once completed. Until that time, the status conference scheduled for March 30, 2026 will remain on the calendar.

B. Other Civil Matters:

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

Counsel: John Warcup

Retained by City of Minot

Opposing Counsel: Ryan Simatic

Current Status: Pending in District Court – Dismissal filings imminent

In 2023, the City of Minot reached out to Liberty Sierra to negotiate a temporary and permanent easement to complete Storm Sewer District 121. After lengthy attempts by the City to negotiate the easement terms, the City commenced eminent domain proceedings. On March 8 2025, Defendant and City signed a stipulation agreement that grants the City a temporary easement for one year beginning on June 1, 2025 and a permanent easement that the City may take possession of on June 1, 2025. Just compensation for the taking of the permanent easement and the temporary easement have yet to be determined. On April 1, 2025, Judge Cresap signed an order granting the aforementioned easements to the City.

After a failed mediation attempt in September, the Council provided negotiating instructions to its negotiators at an executive session held on September 24, 2025. The Parties continued to negotiate

Mediation between the Parties was conducted on September 19, 2025 and was ultimately unsuccessful. A special city council meeting for the City Council to provide negotiating instructions to its negotiators was held on September 24, 2025.

The Parties continued to negotiate through its attorneys and an agreement was approved by the City Council at its meeting on Monday, November 17, 2025. The agreement purchases two easements from Liberty Sierra – a temporary construction easement, and a permanent drainage easement. Per the agreement, the City will deposit with the Court the total sum of \$130,000 as full payment for the property acquisition, just compensation, damages, attorney fees and costs. The City also agreed to provide construction signage directing traffic to Revel Hotel. Such signage will be removed upon completion of the construction of the stormwater system improvements.

January: A Stipulation for Entry of Judgment and Final Order of Condemnation, Proposed Entry of Judgment and Proposed Final Order of Condemnation have all been filed into the court case. City staff continues to work through closing/concluding paperwork and dismissal of this matter is imminent.

2. Josiah Roise v. City of Minot and Ward County

Counsel: Lawrence King

Opposing Counsel: Pro Se/Unrepresented

Current Status: Federal Suit filed

On June 12, 2025, the City was made aware of several documents filed by Josiah Roise in the United States District Court for North Dakota. These documents were filed on April 11th, 2025 and include incomplete US District Court pleading forms and several attachments. The attachments contain several personal recollections as well as court and law enforcement records related to a 2019 incident involving the execution of a Ward County warrant seeking bomb-making materials. There are also several attachments referencing various state and federal statutes and case law.

The City submitted this case to the North Dakota Insurance Reserve Fund (NDIRF), who appointed attorney Lawrence King to represent the City in this matter.

January: The City Attorney was handed copies of these pleadings by a representative of the Plaintiff on December 23, 2025. These pleadings have been forwarded to Attorney King for review and response.

3. Josiah Roise v. City of Minot Police Officers

Counsel: Lawrence King

Opposing Counsel: Pro Se/Unrepresented

Current Status: Federal Suit filed

On July 16, 2025, the City was made aware of additional pro se pleadings filed by Josiah Roise in the United States District Court for North Dakota. These documents were filed on April 23rd, 2025 and again include incomplete US District Court pleading forms and several attachments. The attachments contain several personal recollections as well as court and law enforcement records related to what appears to be two separate encounters Minot Police Department Officers in 2019. The first incident appears to concern a traffic stop, and the second concerns an incident where law enforcement officers observed an open door at a local business late at night and made contact to ensure nothing was wrong. There are also several attachments referencing various state and federal statutes and case law. The City submitted this case to the North Dakota Insurance Reserve Fund (NDIRF), who appointed attorney Lawrence King to represent the City in this matter.

January: The City Attorney was handed copies of these pleadings by a representative of the Plaintiff on December 23, 2025. These pleadings have been forwarded to Attorney King for review and response.

C. City Business:

1. City Department Legal Support – This Office provided legal support to the City’s City Manager, Department Heads, and Planning Commission regarding contracts, human resources/personnel issues, and other legal matters, including the following:

- a. Employment Investigations:** The City Attorney’s Office provided a draft memo template to the City Manager to help the HR and Police Departments work through the recommendations made in the police department and mayoral investigative reports. The HR Director and Police Chief assigned this task to their staff who have generated a preliminary report for City Manager Joyce’s review.
- b. 2026 Goals and 2027 Budget:** City Attorney’s Office staff are working towards completion and assessment of our 2026 office goals and are beginning to discuss and set office goals for 2027.
- c. Superfund Site Meetings/Document Review:** Attorney Stalheim and the City’s Utility Director continue to work with EPA and the state’s Department of Environmental Quality (DEQ) to make the superfund site available to the park district for recreation. The City continues to work with EPA and DEQ to finalize the environmental covenant. City staff have advised the Park District to work with their consultant to draft the Quality Assurance Project Plan (QAPP), which is an essential deliverable for purposes of the Reuse Work Plan. Once these organizations finalize these documents and route them through the appropriate

approval process, the City Council can anticipate an ordinance, consent decree, and environmental covenant being presented for its consideration and approval.

- d. **Attorney General Open Meetings Response:** Attorney Stalheim responded to a complaint filed with the North Dakota Attorney General's Office alleging executive sessions held regarding the Nok Back Tavern purchase. The City has not yet received an opinion on this matter.
- e. **Community Survey Results:** Attorney Stalheim reviewed the community survey result comments for compliance with open records laws.
- f. **Criminal Traffic Cleanup Ordinance:** Attorney Schmitz drafted an ordinance to updating the city's criminal code to align with state law, and updated the ordinance to retain the elevated fines for no liability insurance tickets and use of a wireless communication device.
- g. **Highlands at North Hill Development Agreement:** Attorneys Stalheim and Dickerson had numerous consultations regarding this development agreement.
- h. **City Property Sale:** Attorney Stalheim discussed logistics of auctioning off city owned parcels that the City has no current for future need or use for with engineering staff.
- i. **Title VI Master Plan, Title VI Assurances, and Title VI Non-Discrimination ADA Policy Statement:** Attorney Stalheim reviewed these documents and submitted questions to the HR and Engineering departments.
- j. **Building and Planning Code Nonconforming Properties:** Attorneys Stalheim and Dickerson continue to counsel to staff regarding several properties that are not in compliance with building and zoning codes.
- k. **Fire Inspections:** Assistant City Attorney Schmitz is working with Minot Fire Department to develop a new inspection reporting process using a third-party contractor.
- l. **Dispatch Visitor Policy:** Attorney Schmitz is working with Minot Fire Department and Dispatch to put together a Dispatch Visitor Policy and Agreement.
- m. **Big 'M' Building and Tracks Development TIF Agreements:** Attorneys Stalheim and Dickerson had meetings regarding these TIF agreements with City staff.
- n. **CDBG HRR and SRRR Program Review:** Attorney Stalheim met with finance staff to talk about these programs and next steps to close out review.
- o. **Snow Removal Services Agreement at MOT:** Attorney Dickerson worked through this agreement with Minot International Airport Staff.
- p. **CDM Smith Contract Amendment:** Attorney Stalheim worked through this contract amendment with Finance staff.
- q. **Engle Court Flex Pace Agreement with Beyond Shelter and Minot Housing Authority:** Attorney Stalheim reviewed this commitment package.

2. **Ordinance/Policy Revisions:**

- a. **Alcohol Ordinances:** Attorney Stalheim is working through the changes Council requested at its November 17th meeting with city staff. The City Clerk and Attorney's Offices are working on setting up a date/time to discuss some of the changes with representation of some of the liquor license holders. Any questions regarding the proposed ordinance changes can be submitted to attorney@minotnd.gov or mikayla.mcwilliams@minotnd.gov.
- b. **Camping Ordinance:** Attorney Schmitz has drafted a proposed ordinance regulating camping that is modeled after the ordinance recently drafted by City of Bismarck. Attorney Schmitz has circulated this ordinance to police department leadership for comment.

3. **City Manager Committees:** Legal Assistant Rebekkah Hintz has been serving on the employee recognition committee.

4. **Continuing Legal Education:** Attorney Schmitz and MPD Lieutenant Shane Haug will be attending a law enforcement internal investigation training December 1-5, 2015 in Las Vegas, NV facilitated by the Legal and Liability Risk Management Institute.
5. **Assistant City Attorney Portfolios:** The City Attorney's Office created portfolios for each of the attorneys in an effort to streamline inquiries from City Departments and Officials. After conducting a strengths findings assessment and consulting with Department Heads and City Administration, our office restructured our portfolio assignments to maximize our strengths as follows:
 - a. **Stefanie Stalheim:** City Council, City Manager, Human Resources, Finance/NDR-CDBG, Assessors, and Library;
 - b. **Nick Schmitz:** Municipal Court, Fire Department, and Police Department – the "Public Safety" Portfolio;
 - c. **Corbin Dickerson:** Airport, Engineering, Public Works, Community and Economic Development, and Planning Commission – the "Community Development Portfolio".

Attorneys Schmitz and Dickerson continue to maintain regular, weekly office hours on site at the Airport, Public Works, Fire, and Police Departments.

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

6. **Staffing Update:** The City Attorney Staff will be working through some staffing transitions over the upcoming months and appreciates the continued support and understanding of City staff and the City Council as we work to ensure a smooth and effective transition:
 - a. **Assistant Attorney Resignation:** Assistant City Attorney Corbin Dickerson has accepted a new professional opportunity and has tendered his resignation. We thank Attorney Dickerson for his service and wish him continued success in his new role. City Attorney staff will be working with Attorney Dickerson to ensure a smooth transition his duties to Attorneys Stalheim and Schmitz.
 - b. **Administrative Leave:** Legal Assistant Rebekkah Hintz will be on extended leave from the first week in December through mid-January, 2026. During this time her duties will transition to Legal Assistant Nathaniel Henjum.

II. **Criminal Matters**

- A. **Minot Municipal Court:** Assistant City Attorney Schmitz handled routine and daily matters in Minot Municipal Court for criminal prosecution (trials) and civil ordinance violations, as well as approval or initiation of criminal complaints for ordinance violations.
 - a. **Annual Case Totals:** Below are tables documenting the number of criminal and traffic matters opened in municipal court each month for 2022, 2023, 2024 and

January through October, 2025. November 2025 totals were not available at the time of the publishing of this memo.

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

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

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

2025	Criminal	Traffic	Total
January	72	166	238
February	90	193	283
March	79	234	313
April	123	232	355
May	92	174	266
June	116	206	322
July	115	302	417
August	114	176	290
September	136	211	347
October	89	162	251
November			
December			
totals			

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

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

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

cases originating in the Minot Municipal Court and subsequently transferred to the Ward County District Court.

- a. **Fitness to Proceed Evaluations:** The 2025 legislative assembly amended the municipal court statutes to authorize municipal judges to refer cases to District Court for fitness to proceed evaluations. See [NDCC 40-18.1-03](#). Under this statute, if the defendant is found *fit to proceed*, the case must be remanded to municipal court for further proceedings. If the defendant is found *not fit to proceed*, the case must be dismissed. See [NDCC 40-18.1-03\(4\)](#). These limitations are important to emphasize when communicating with victims of crimes under municipal court jurisdiction, as the statute restricts the City's ability to move forward with cases where a Defendant is determined to lack fitness to proceed. Currently, the City has two of these cases pending with the District Court.

Respectfully Submitted,

X 

Stefanie Stalheim
City Attorney

On December 2, 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 05:28 PM.

1. ROLL CALL

Members Present: Tim Baumann, Erin Iverson, Robert Kibler, Annette Mennem, Dustin Offerdahl, Robert Amick, Kasper Ziegler

Members Absent: Kayla Johnson, Serena Pontenila, Darrik Trudell, Bradly Wolff, Tanner Dockter, Casey Erickson

Others Present: Matt Watne

City Staff Present: Tom Joyce, Corbin Dickerson, Emily Huettl, Brian Billingsley, Hannah Hornberger, Doug Diedrichsen

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS AND DECORUM

3.1. INTRODUCTIONS AND DECORUM HANDOUT

4. APPROVAL OF MINUTES

4.1. APPROVAL OF THE NOVEMBER 2025 REGULAR MEETING MINUTES

The motion to approve the November 2025 regular meeting minutes was initiated by Planning Commission Representative Amick seconded by Ziegler and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Robert Kibler, Annette Mennem, Dustin Offerdahl, Robert Amick, Kasper Ziegler; nays: None.

5. PUBLIC HEARING

5.1. CASE #2025-50 - LAKEVIEW 5TH ADDITION - PRELIMINARY PLAT, ZONING MAP AMENDMENT

Mr. Diedrichsen reviewed the staff report.

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

Matt Watne, applicant, gave an overview of the property.

Chairman Offerdahl closed the public hearing.

The motion to approve based on staff's recommendation and finding 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, Robert Kibler, Annette Mennem, Dustin Offerdahl, Robert Amick, Kasper Ziegler; nays: None.

5.2. CASE #2025-52 - 1920 VALLEY ST - ZONING MAP AMENDMENT

Mr. Diedrichsen reviewed the staff report.

The Commissioners had a discussion.

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

No one appeared to testify.

Chairman Offerdahl closed the public hearing.

The motion to approve based on staff's recommendation and finding of fact was initiated by Planning Commission Representative Kibler seconded by Planning Commission Representative Amick and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Robert Kibler, Annette Mennem, Dustin Offerdahl, Robert Amick, Kasper Ziegler; nays: None.

5.3. CASE #2025-53 - ALMY 2ND ADDITION - PRELIMINARY PLAT, ZONING MAP AMENDMENT

Mr. Diedrichsen reviewed the staff report.

The Commissioners had a discussion.

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

No one appeared to testify.

Chairman Offerdahl closed the public hearing.

The motion to approve based on staff's recommendation and finding of fact was initiated by Planning Commission Representative Amick seconded by Ziegler and carried by the following roll call vote: ayes: Tim Baumann, Erin Iverson, Robert Kibler, Annette Mennem, Dustin Offerdahl, Robert Amick, Kasper Ziegler; nays: None.

6. MISCELLANEOUS AND DISCUSSION ITEMS

Chairman Offerdahl reminded commissioners that starting January the meetings will move to the 2nd week of the month.

Mr. Billingsley thanked Corbin Dickerson for serving the Planning Commission as he will be starting a new adventure with a new organization.

6.1. PUBLIC COMMENT DISCUSSION

Commissioner Amick had concerns that we should have a portion of the meeting at the end for a public comment period for people to talk about any planning issues.

Commissioner Kibler is in favor.

Commissioner Baumann recommended having a time limit to mimic City Council.

Chairman Offerdahl agreed as well, just agreeing to have a time limit.

Mr. Diedrichsen recommended staff meet with the legal department about setting rules.

Chairman Offerdahl directed staff to meet with legal and bring back rules at the January meeting and will plan to start a public comment period starting in February.

7. ADJOURNMENT

With no further business, Chairman Offerdahl adjourned the meeting at 5:57 pm.



TO: Mayor and Members of the City Council

FROM: Doug Diedrichsen, Principal Planner

DATE: January 5, 2026

**SUBJECT: PUBLIC HEARING: CASE #2025-50 - LAKEVIEW 5TH ADDITION -
PRELIMINARY PLAT, ZONING MAP AMENDMENT**

I. RECOMMENDED ACTION

It is recommended City Council approve the Zoning Map Amendment and Preliminary Plat in alignment with the recommendations of the Planning Commission as shown in Attachment A. The Zoning Map Amendment Ordinance is 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

Public hearing request by Matt Watne representing Five Star Holdings, LLC, owner for a preliminary plat on a property zoned "C1" Neighborhood Commercial District and "R3B" Multiple Residence District. The applicant is also requesting a zoning map amendment from "R3B" Multiple Residence District to "C1" Neighborhood Commercial District. The staff report is included in Attachment B.

B. Proposed Project

The legal description for the property is Lakeview Addition S44' & Adjacent N10' of Vacated Alley of Lot 1 Block 22, Lakeview Addition N59' of E120' Lot 2 & Adjacent S10' of Vacated Alley Block 22, Lakeview Addition N38' of S91' of E120' of Lot 2 Block 22 Lakeview Addition Oen's S/D Port LT2 BLK 22 LT3 & Port of Vacated Alley & E2' of N30' & E10' of S20' LT3 Block 22 Lakeview Less Parcel F4, Ward County, North Dakota.

The subject property address is 505, 507, 509, 513 and 515 3rd St. NE & 213 4th Ave NE

C. Recommendation Detail

It is recommended City Council approve the Zoning Map Amendment and Preliminary Plat in alignment with the recommendations of the Planning

Commission as shown in Attachment A. The Zoning Map Amendment Ordinance is included in Attachment C.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing

B. Service/Delivery Impact:

The property owner seeks to rearrange the lot boundaries and zoning designations of the neighborhood commercial lot. This will be an expansion of the neighborhood commercial district with the multifamily district remaining on the lot with the multi-family structure.

C. Fiscal Impact

N/A

Project Costs

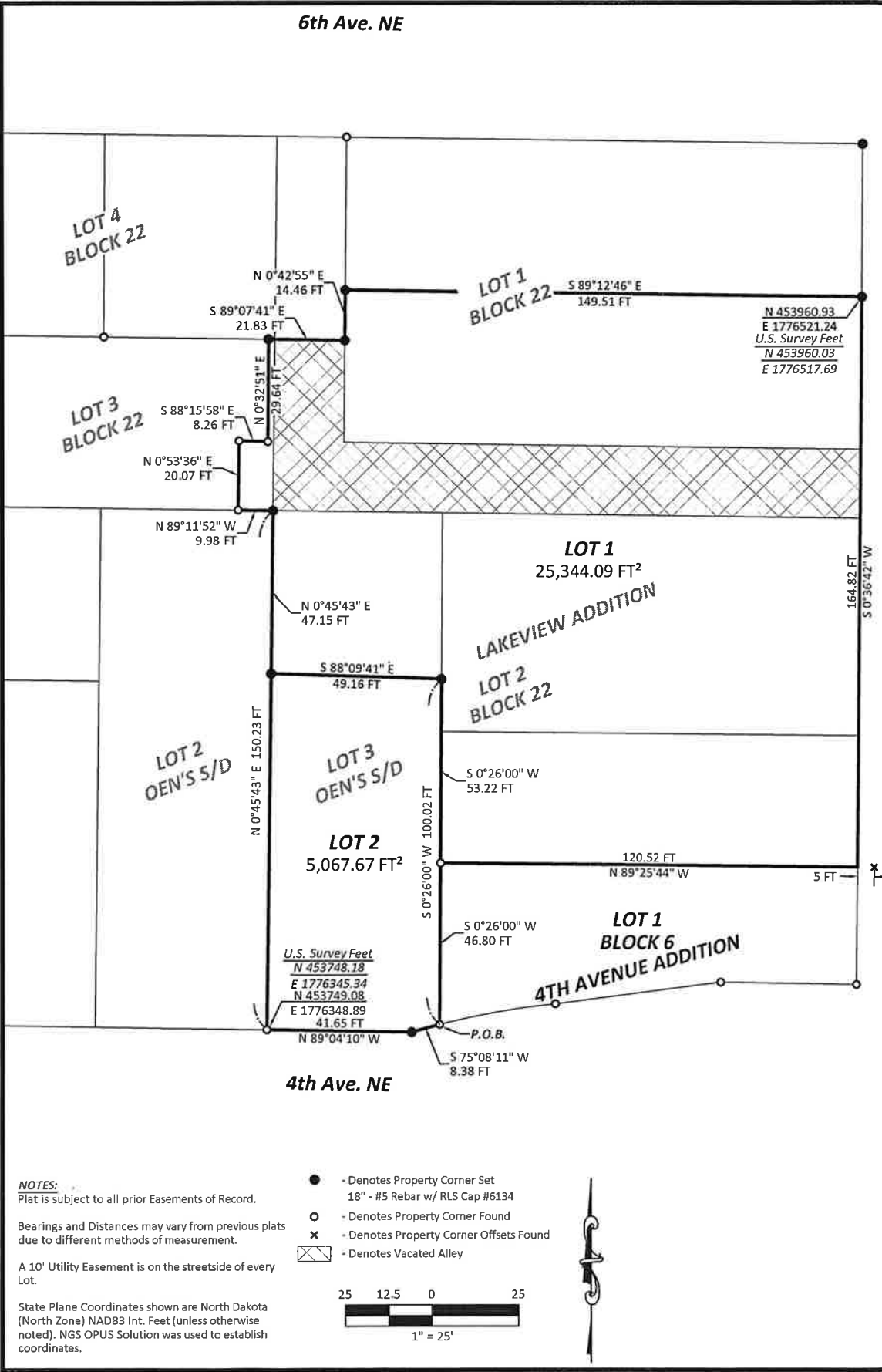
N/A

Project Funding

N/A

VI. ALTERNATIVES

Council may approve with conditions or deny the request.



LAKEVIEW 5TH ADDITION
to the City of Minot, ND

Being the South 44' of Lot 1, a Portion of Lot 2, a Portion of Lot 3, and Vacated Alley,
of Block 22, of Lakeview Addition, and Lot 3 of Oen's Subdivision of Lot 2, of Block 22, of Lakeview Addition,
to the City of Minot, North Dakota

DESCRIPTION:
Know all men by these presents that Five Star Holdings, LLC, being Owner and Proprietor, of the South 44' of Lot 1, a Portion of Lot 2, a Portion of Lot 3, and Vacated Alley, of Block 22, of Lakeview Addition, to The City of Minot, North Dakota, being more particularly described as follows:
Beginning at the Southwest Property Corner, of Lot 1, of Block 6, of 4th Avenue Addition, to the City of Minot, a Plat being on File at the Ward County Recorder's Office; Thence S 75°08'11" W, a distance of 8.38 FT, to a Point being on the South Line, of Lot 2, of Block 22, of Lakeview Addition, to the City of Minot, a Plat being on File at the Ward County Recorder's Office; Thence N 89°04'10" W, on the South Line, of said Lot 2, a distance of 41.65 FT; Thence N 0°45'43" E, a distance of 150.23 FT, to the Southeast Corner, Lot 3, of said Block 22; Thence N 89°11'52" W, on the South Line, of said Lot 3, a distance of 9.98 FT; Thence N 0°53'36" E, a distance of 20.07 FT; Thence S 88°15'58" E, a distance of 8.26 FT; Thence N 0°32'51" E, a distance of 29.64 FT, to a Point being on the South Line of Lot 4, of said Block 22; Thence S 89°07'41" E, a distance of 21.83 FT, to a Point being on the West Line of Lot 1, of said Block 22; Thence N 0°42'55" E, on the West Line of Lot 1, of said Block 22, a distance of 14.46 FT; Thence S 89°12'46" E, a distance of 149.51 FT, to a Point being on the East Line of Lot 1, of said Block 22; Thence S 0°36'42" W, on the East Line, of said Lot 1, a distance of 164.82 FT, to the Northeast Corner of Lot 1, of said Block 6; Thence N 89°25'44" W, on the North Line of Lot 1, of said Block 6, a distance of 120.52 FT, to the Northwest Corner of Lot 1, of said Block 6; Thence S 0°26'00" W, on the West Line of Lot 1, of said Block 6, a distance of 46.80 FT, to the Point of Beginning.
Said described tract, of land contains 0.70 Acres more or less. Have caused the same to be surveyed and platted as shown hereon, to be known as Lakeview 5th Addition, to the City of Minot, the owners hereunto affixed their signatures.

Matthew Watne
President - Five Star Holdings, LLC

On this ____ Day of _____, 2025, before me, a Notary Public in and for said State, Appeared Matthew Watne, well known to be the person described in the foregoing description and acknowledged to me that he executed the same on his own free act and deed.

My commission expires

Notary Public, State of North Dakota

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

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

STATE OF NORTH DAKOTA, COUNTY OF _____

On this ____ Day of _____, 2025, before me, a Notary Public in and for said State, Appeared Thomas R. Leshovsky, Registered Professional Land Surveyor, well known to be such, and acknowledged to me that he executed the foregoing Surveyor's Certificate as his own free act and deed.

My commission expires

Notary Public, State of North Dakota

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

Approved: _____, 2025
Minot City Engineer



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



**Planning Commission
Staff Report**

Application Date: 10/09/2025
Date of Staff Report: 11/19/2025
Planning Commission Meeting: 12/02/2025

Staff Contact: Doug Diedrichsen, Principal Planner
Staff Recommendation: Approval

Case Number: 2025-50

Project Name: Lakeview 5th Addition – Prelim Plat, Zone Change

Current Legal Description: See Project Description

Proposed Legal Description: Lots 1 & 2 of Lakeview Addition to the City of Minot

Present Address: 505, 507, 509, 513 and 515 3rd St. NE & 213 5th Ave NE

Representative: Matt Watne

Owner: Five Star Holdings, LLC

Entitlements Requested: Preliminary Plat approval, Zoning Map Amendment from “R3B” Multiple Residence District to “C1” Neighborhood Commercial District on Lot 1. Lot 2 Will remain “R3B” Multiple Residence District.

Present Zone(s): “R3B” Multiple Residence District, and “C1” Neighborhood Commercial District

Present Use(s): Vacant lot, Single family home

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 Suburban Residential

Proposed Zone(s): “C1” Neighborhood Commercial District lot 1, and “R3B” Multiple Residence District on lot 2

Proposed Use(s): Neighborhood commercial on Lot 1, multi-family residence on lot 2

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 Matt Watne representing Five Star Holdings, LLC, owner for a preliminary plat on a property zoned “C1” Neighborhood Commercial District and “R3B” Multiple Residence District. The applicant is

also requesting a zoning map amendment from “R3B” Multiple Residence District to “C1” Neighborhood Commercial District. The legal description for the property is Lakeview Addition S44' & Adjacent N10' of Vacated Alley of Lot 1 Block 22, Lakeview Addition N59' of E120' Lot 2 & Adjacent S10' of Vacated Alley Block 22, Lakeview Addition N38' of S91' of E120' of Lot 2 Block 22 Lakeview Addition Oen’s S/D Port LT2 BLK 22 LT3 & Port of Vacated Alley & E2' of N30' & E10' of S20' LT3 Block 22 Lakeview Less Parcel F4, Ward County, North Dakota.

The subject property address is 505, 507, 509, 513 and 515 3rd St. NE & 213 4th Ave NE

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

BACKGROUND INFORMATION:

The property owner seeks to rearrange the lot boundaries and zoning designations of the neighborhood commercial lot. This will be an expansion of the neighborhood commercial district with the multifamily district remaining on the lot with the multi family structure.

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:

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 Lakeview 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.

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 satisfied.

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 General Commercial, which aligns with the proposed zone change to "C1" Neighborhood Commercial District for the realignment of Lot 1 and Suburban Residential for the Lot 2 realignment. 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 “C1” Neighborhood Commercial District is a complimentary zone to the General Commercial designation on the FLU map and with the change being a 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 “C1” Neighborhood Commercial District will diminish the condition or value of property within the vicinity. The adjacent properties have primary been developed with single family homes or commercial 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 General Commercial in the City of Minot 2040 Comprehensive Plan. Therefore, Section 9.1-7.H 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 no comment was received.

FINDINGS OF FACT:

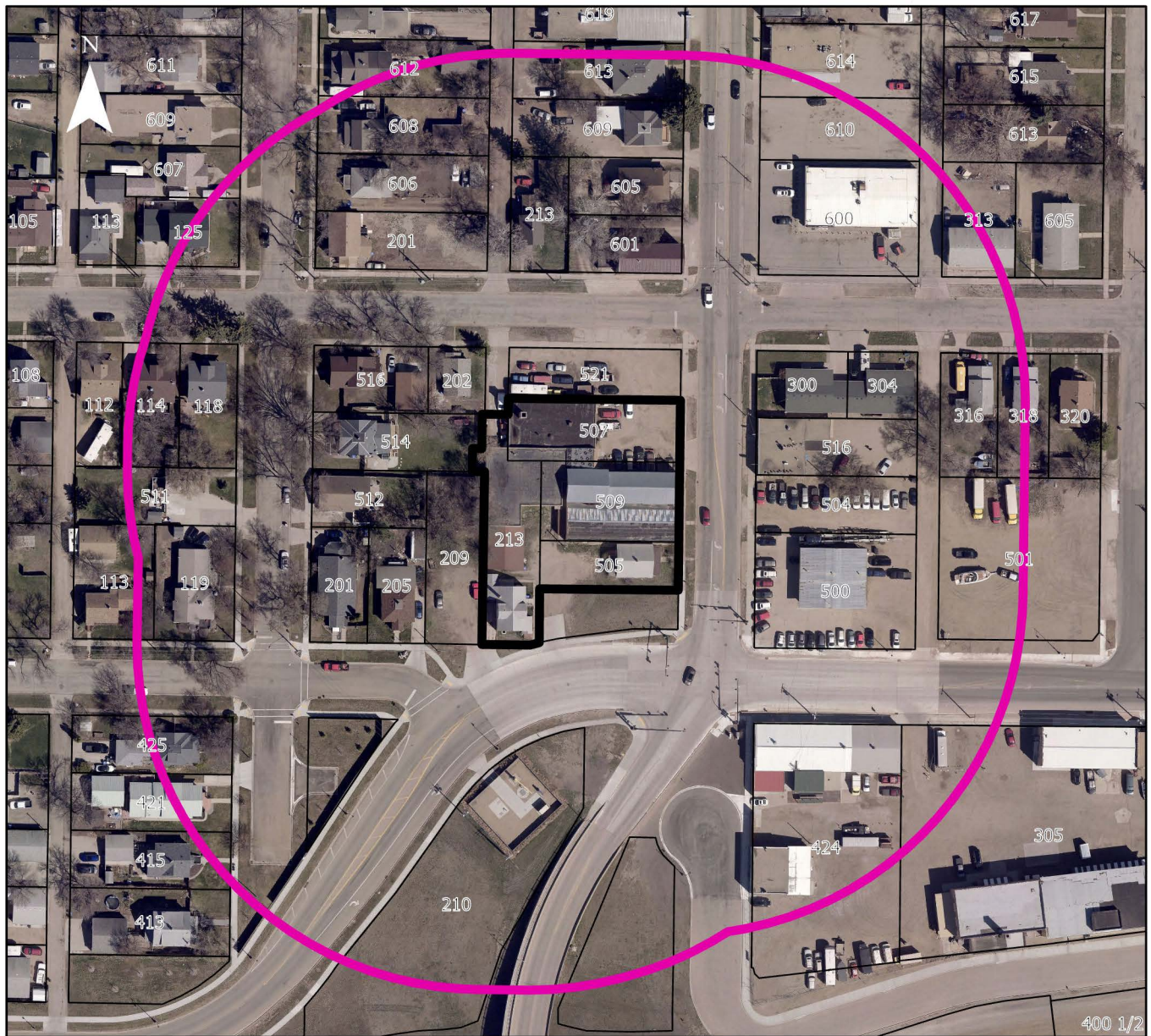
The Minot Planning Commission should accept the following findings of facts:

- 1) The applicants have submitted a complete application for preliminary plat and zoning map amendment.
- 2) The applicant’s request is consistent with the bulk requirements of Chapter 2.13 – “C1” Neighborhood Commercial District and “RM” Medium Density Residential 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 “C1” Neighborhood Commercial District & “R3B” Multiple Residence District (Zoning equivalency to “RM” Medium Density Residential District).
- 5) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as General Commercial and Suburban Residential.

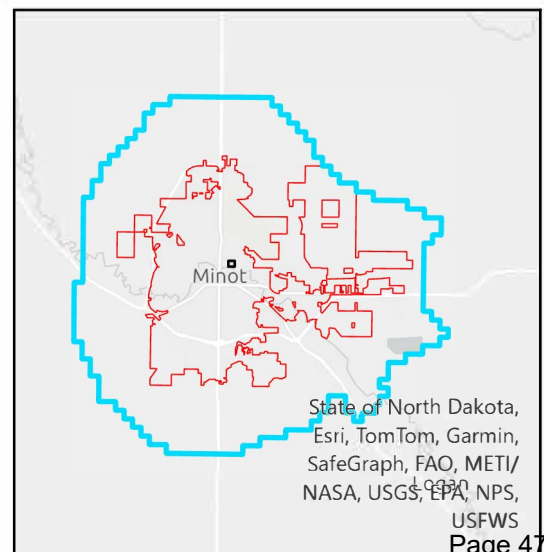
- 6) Section 9.1-7 H. 1. is satisfied, as the FLU map denotes this area as General Commercial and Suburban Residential and the proposal is to zone the property as “C1” Neighborhood Commercial District and “R3B” Multiple Residence District is in alignment with the FLU map designation.
- 7) Section 9.1-7 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.

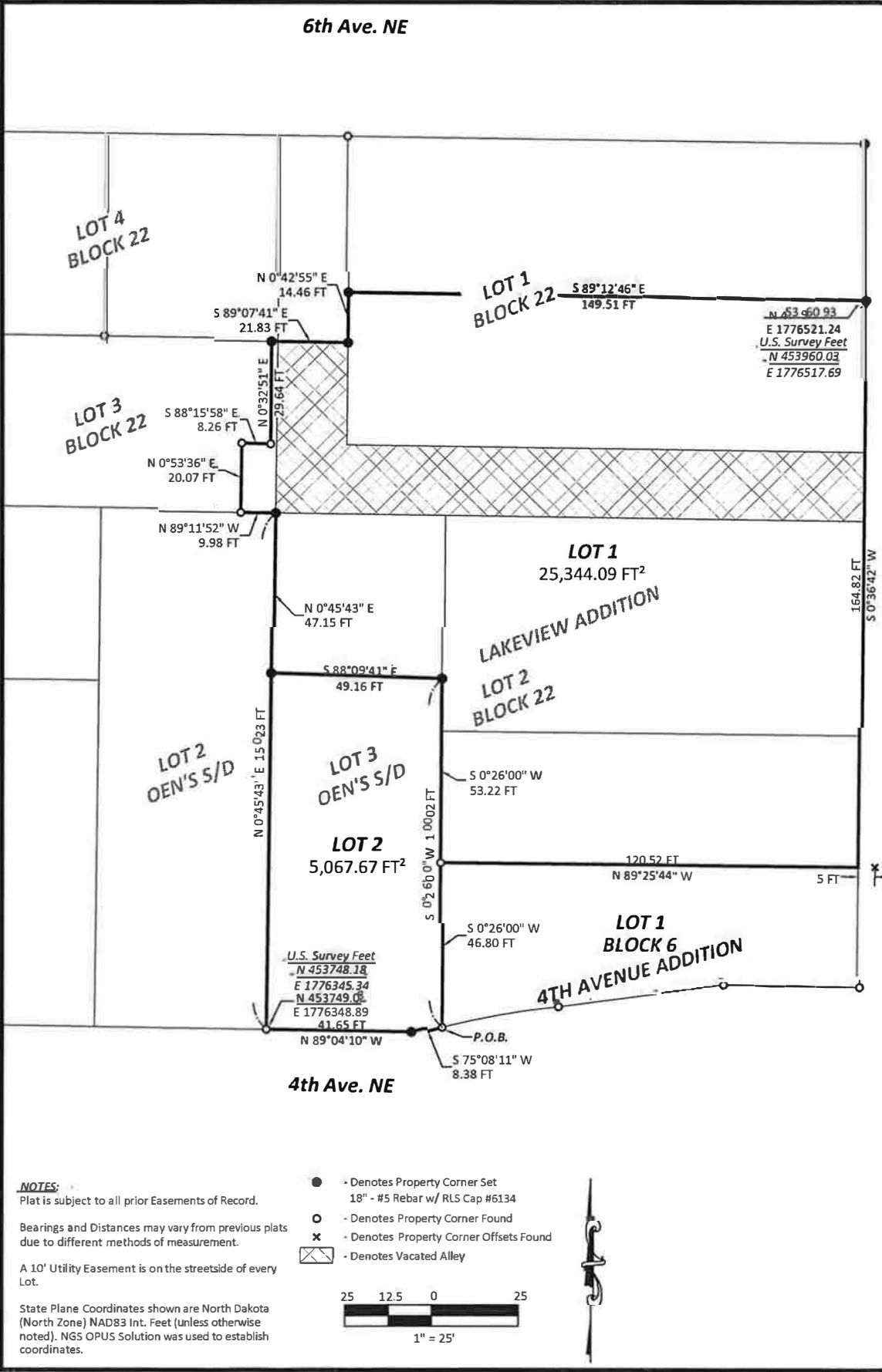
RECOMMENDATION:

Staff recommends the Planning Commission adopt the staff findings of fact and recommend approval to City Council for a zoning map amendment from “R3B” Multiple Residence District to “C1” Neighborhood Commercial District and Planning Commission recommend approval of the preliminary plat for Lakeview 5th Addition without conditions.



- ▬ City Limits
- ▬ Two Mile Boundary
- ▬ Case # 2025-50
- ▬ Case # 2025-50 Notification Area





LAKEVIEW 5TH ADDITION
to the City of Minot, ND

Being the South 44' of Lot 1, a Portion of Lot 2, a Portion of Lot 3, and Vacated Alley,
of Block 22, of Lakeview Addition, and Lot 3 of Oen's Subdivision of Lot 2, of Block 22, of Lakeview Addition,
to the City of Minot, North Dakota

DESCRIPTION:
Know all men by these presents that Five Star Holdings, LLC, being Owner and Proprietor, of the South 44' of Lot 1, a Portion of Lot 2, a Portion of Lot 3, and Vacated Alley, of Block 22, of Lakeview Addition Addition, to The City of Minot, North Dakota, being more particularly described as follows:
Beginning at the Southwest Property Corner, of Lot 1, of Block 6, of 4th Avenue Addition, to the City of Minot, a Plat being on File at the Ward County Recorder's Office; Thence S 75°08'11" W, a distance of 8.38 FT, to a Point being on the South Line, of Lot 2, of Block 22, of Lakeview Addition, to the City of Minot, a Plat being on File at the Ward County Recorder's Office; Thence N 89°04'10" W, on the South Line, of said Lot 2, a distance of 41.65 FT; Thence N 0°45'43" E, a distance of 150.23 FT, to the Southeast Corner, Lot 3, of said Block 22; Thence N 89°11'52" W, on the South Line, of said Lot 3, a distance of 9.98 FT; Thence N 0°53'36" E, a distance of 20.07 FT; Thence S 88°15'58" E, a distance of 8.26 FT; Thence N 0°32'51" E, a distance of 29.64 FT, to a Point being on the South Line of Lot 4, of said Block 22; Thence S 89°07'41" E, a distance of 21.83 FT, to a Point being on the West Line of Lot 1, of said Block 22; Thence N 0°42'55" E, on the West Line of Lot 1, of said Block 22, a distance of 14.46 FT; Thence S 89°12'46" E, a distance of 149.51 FT, to a Point being on the East Line of Lot 1, of said Block 22; Thence S 0°36'42" W, on the East Line, of said Lot 1, a distance of 164.82 FT, to the Northeast Corner of Lot 1, of said Block 6; Thence N 89°25'44" W, on the North Line of Lot 1, of said Block 6, a distance of 120.52 FT, to the Northwest Corner of Lot 1, of said Block 6; Thence S 0°26'00" W, on the West Line of Lot 1, of said Block 6, a distance of 46.80 FT, to the Point of Beginning.
Said described tract, of land contains 0.70 Acres more or less. Have caused the same to be surveyed and platted as shown hereon, to be known as Lakeview 5th Addition, to the City of Minot, the owners hereunto affixed their signatures.

Matthew Watne
President - Five Star Holdings, LLC

On this ____ Day of _____, 2025, before me, a Notary Public in and for said State, Appeared Matthew Watne, well known to be the person described in the foregoing description and acknowledged to me that he executed the same on his own free act and deed.

My commission expires

Notary Public, State of North Dakota

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

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

STATE OF NORTH DAKOTA, COUNTY OF _____

On this ____ Day of _____, 2025, before me, a Notary Public in and for said State, Appeared Thomas R. Leshovsky, Registered Professional Land Surveyor, well known to be such, and acknowledged to me that he executed the foregoing Surveyor's Certificate as his own free act and deed.

My commission expires

Notary Public, State of North Dakota

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

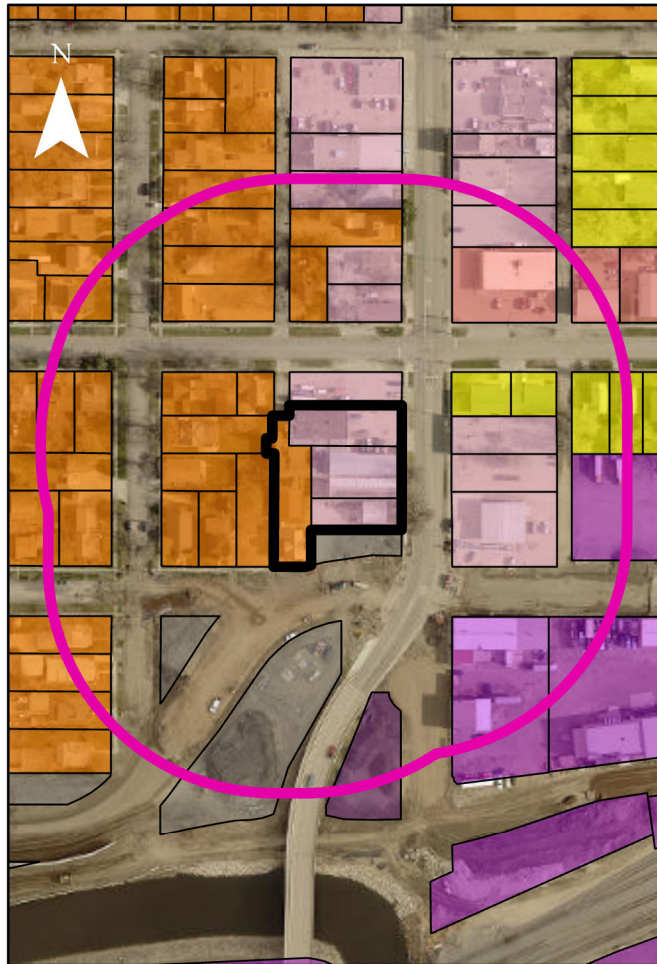
Approved: _____, 2025
Minot City Engineer



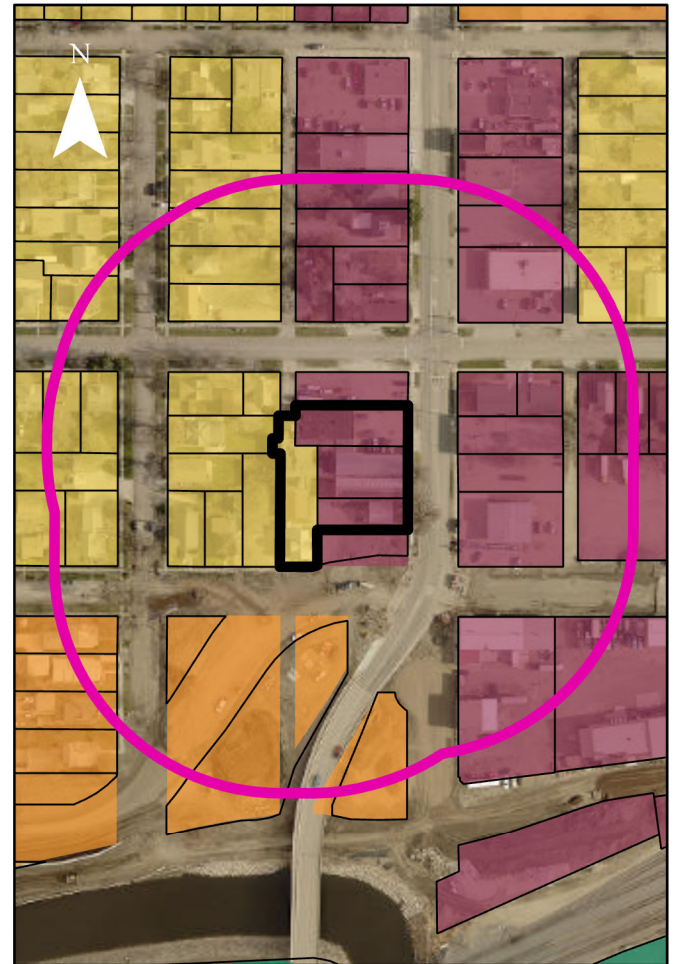
WOLD
ENGINEERING, P.C.

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

ZONING



FUTURE LAND USE



0 125 250 500 Feet

Zoning

	C1
	C2
	M1
	M2
	P
	R1
	R3
	R3B
	RM

Both Maps

	Case # 2025-50
	Case # 2025-50 Notification Area

Land Use Type

	Suburban Residential
	Urban Residential
	General Commercial
	Riverfront Activation
	Riverfront Activation

Exhibit 4 – Site Photos



Aerial View 1



Aerial View 2

ORDINANCE NO. XXXX

**AN ORDINANCE REZONING LOT 1 OF LAKEVIEW 5TH ADDITION FROM “R3B”
MULTIPLE RESIDENCE DISTRICT TO “C1” NEIGHBORHOOD COMMERCIAL
DISTRICT.**

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

Section 1. That the property described below is hereby zoned **“C1” Neighborhood Commercial District**:

LOT 1 OF LAKEVIEW 5TH ADDITION

Section 2. The **“C1” Neighborhood 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:

PASSED SECOND READING:

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Mark Jantzer, Mayor



TO: Mayor and Members of the City Council

FROM: Doug Diedrichsen, Principal Planner

DATE: January 5, 2026

SUBJECT: PUBLIC HEARING: CASE #2025-52 - 1920 VALLEY ST - ZONING MAP AMENDMENT

I. RECOMMENDED ACTION

It is recommended City Council approve the Zoning Map Amendment in alignment with the recommendations of the Planning Commission. The Zoning Map Amendment Ordinance is included in Attachment A.

II. DEPARTMENT CONTACT PERSONS

Doug Diedrichsen, Principal Planner, 701-857-4122

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

III. DESCRIPTION

A. Background

Public hearing request by Taylor Picard, representing Picard Excavation INC., owner for a zoning map amendment from "C2" General Commercial District to "M1" Light Industrial District. The staff report is included in Attachment B.

B. Proposed Project

The legal description for the property is Outlot 48 of NE ¼ NW ¼ Section 30, Township 155 North, Range 82 West, Ward County, North Dakota.

The subject property address is 1920 Valley St.

C. Recommendation Detail

It is recommended City Council approve the Zoning Map Amendment in alignment with the recommendations of the Planning Commission. The Zoning Map Amendment Ordinance is included in Attachment A.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing

B. Service/Delivery Impact:

The property owner seeks to build an industrial construction shop building. Zoning map amendment will allow for construction of an industrial use by right.

C. Fiscal Impact

N/A

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

Council may approve with conditions or deny the request.

ORDINANCE NO. XXXX

AN ORDINANCE REZONING OUTLOT 48 OF NE ¼ NW ¼ SECTION 30, TOWNSHIP 155 NORTH, RANGE 82 WEST, WARD COUNTY, NORTH DAKOTA FROM “C2” GENERAL COMMERCIAL DISTRICT TO “M1” LIGHT INDUSTRIAL DISTRICT.

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

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

OUTLOT 48 OF NE ¼ NW ¼ SECTION 30, TOWNSHIP 155 NORTH, RANGE 82 WEST, WARD COUNTY, NORTH DAKOTA

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

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

PASSED FIRST READING:

PASSED SECOND READING:

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Mark Jantzer, Mayor



**Planning Commission
Staff Report**

Application Date: 10/22/2025 Date of Staff Report: 11/19/2025 Planning Commission Meeting: 12/02/2025		Staff Contact: Doug Diedrichsen, Principal Planner Staff Recommendation: Approval	
Case Number: 2025-52 Project Name: 1920 Valley Street –Zone Change Current Legal Description: See Project Description Proposed Legal Description: Outlot 48 of NE ¼ NW ¼ Section 30, Township 155 North, Range 82 West, Ward County, North Dakota Present Address: 1920 Valley St.		Representative: Taylor Picard Owner: Picard Excavation INC. Entitlements Requested: Zoning Map Amendment from “C2” General Commercial District to “M1” Light Industrial District	
Present Zone(s): “C2” General Commercial District Present Use(s): Commercial Building 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: Light Industrial		Proposed Zone(s): “M1” Light Industrial District Proposed Use(s): Construction Shop 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 Taylor Picard, representing Picard Excavation INC., owner for a zoning map amendment from “C2” General Commercial District to “M1” Light Industrial District. The legal description for

the property is Outlot 48 of NE ¼ NW ¼ Section 30, Township 155 North, Range 82 West, Ward County, North Dakota.

The subject property address is 1920 Valley St.

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

BACKGROUND INFORMATION:

The property owner seeks to Build an Industrial construction shop building. Zoning map amendment will allow for construction of an industrial use by right.

The zoning and future land use map are provided in **Exhibit 2**.

Site photos are provided in **Exhibit 3**.

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 future land use designation is Light Industrial, which aligns with the proposed zone change to “M1” Light Industrial District. 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 align lots with the Future Land Use Map, as the “M1” Light Industrial District is a complimentary zone to the Light Industrial designation on the FLU 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 zoning map amendment to “M1”

Light Industrial District will diminish the condition or value of property within the vicinity. The adjacent properties have primary been developed with industrial uses or large lot single family homes. 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 Light Industrial in the City of Minot 2040 Comprehensive Plan. Therefore, Section 9.1-7. H. 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 no comment was received.

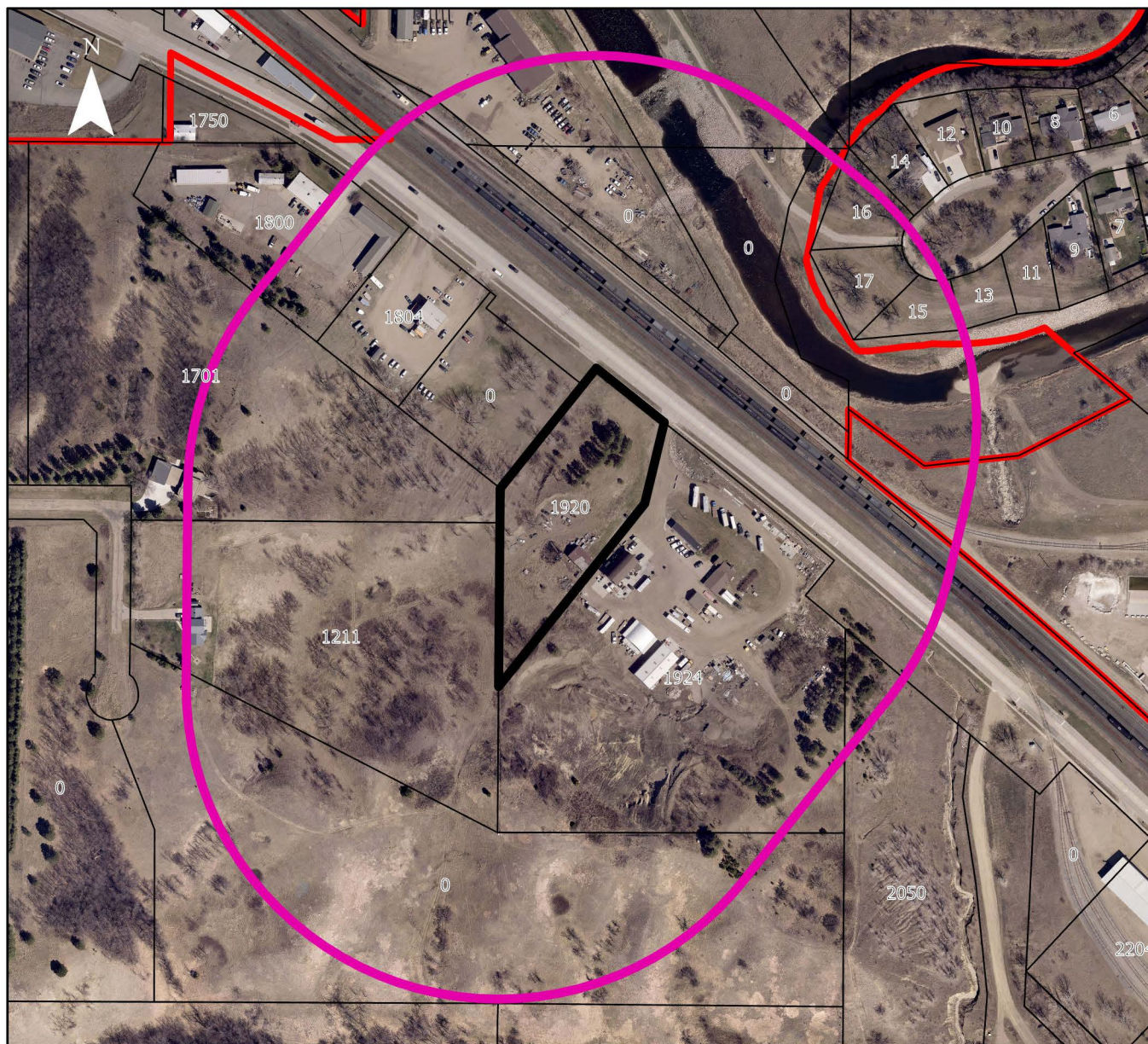
FINDINGS OF FACT:

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

- 1) The applicants have submitted a complete application for a zoning map amendment.
- 2) The applicant's request is consistent with the bulk requirements of Chapter 2.18 – "M1" Light Industrial District of the Land Development Ordinance of the City of Minot (LDO).
- 3) The present zoning is "C2" General Commercial
- 4) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as Light Industrial.
- 5) Section 9.1-7 H. 1. is satisfied, as the FLU map denotes this area as Light Industrial and the proposal is to zone the property as "M1" Light Industrial District is in alignment with the FLU map designation.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) 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.

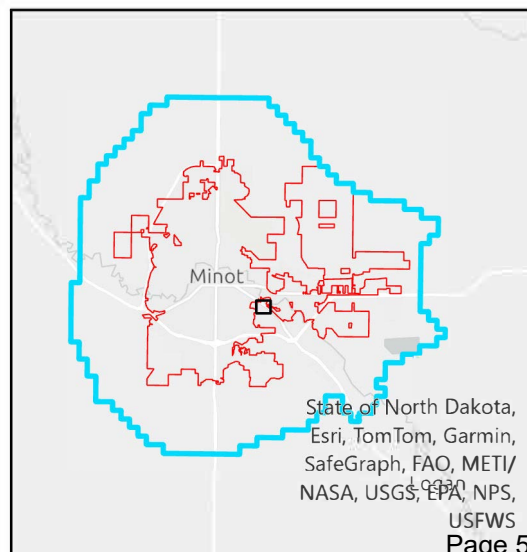
RECOMMENDATION:

Staff recommends the Planning Commission adopt the staff findings of fact and recommend approval to City Council for a zoning map amendment of 1920 Valley St. from “C2” General Commercial to “M1” Light Industrial District.

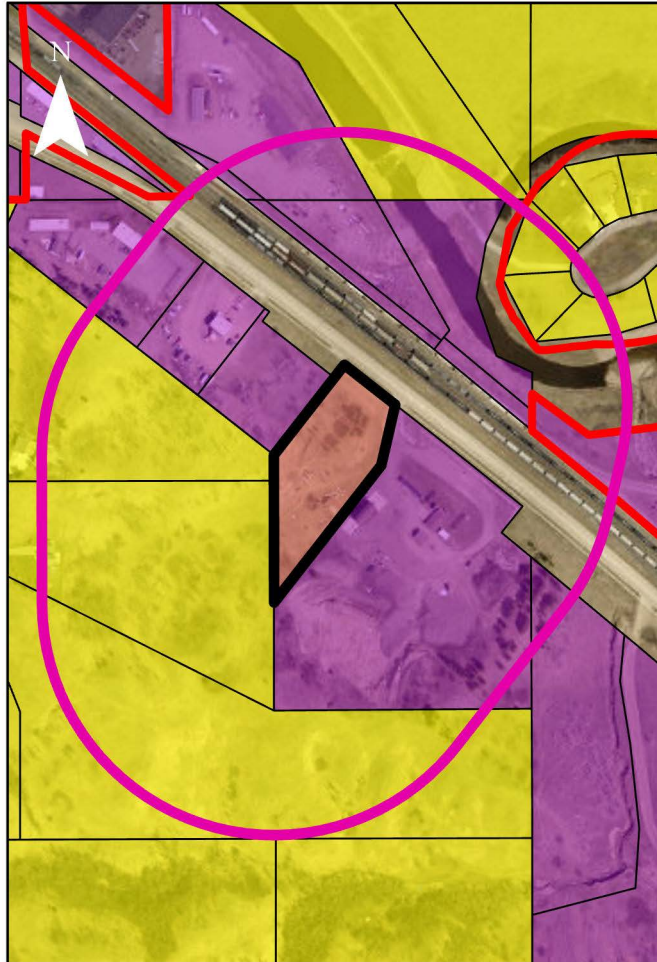


0 220 440 880 Feet

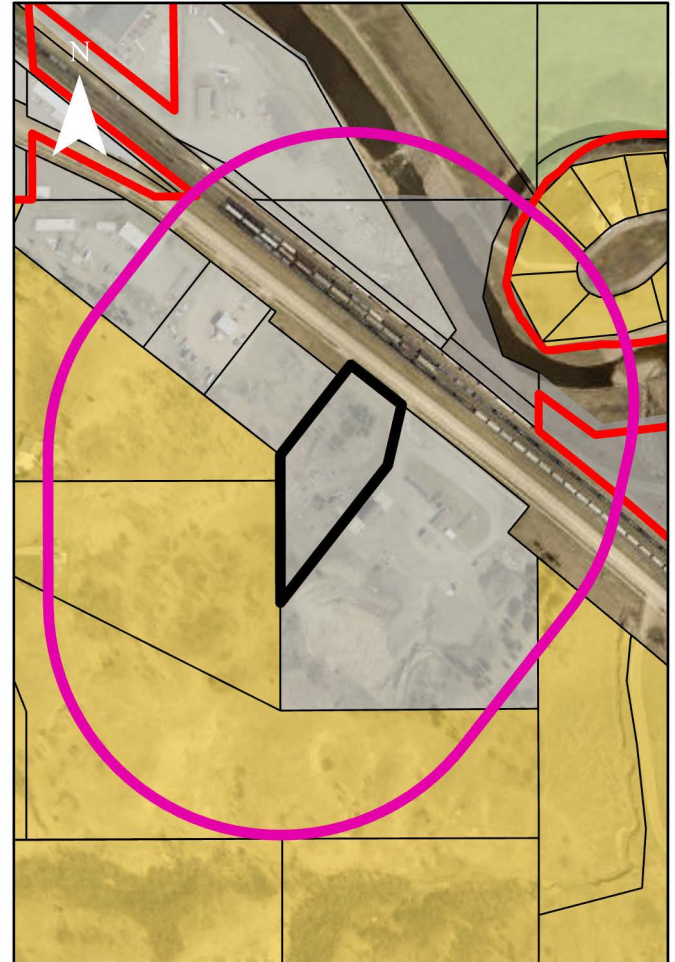
- City Limits
- Two Mile Boundary
- Case # 2025-52
- Case # 2025- 52 Notification Area



ZONING



FUTURE LAND USE



0 230 460 920 Feet

Zoning

-  C2
-  M1
-  M2
-  R1
-  Case # 2025-52
-  Case # 2025- 52 Notification Area
-  Case # 2025- 52 Notification Area

Both Maps

-  Case # 2025-52
-  Case # 2025- 52 Notification Area

Land Use Type

-  Suburban Residential
-  Light Industrial
-  Heavy Industrial
-  Agricultural and Open Space
-  Suburban Residential
-  Light Industrial

Exhibit 3 – Site Photos



Aerial View 1



Aerial View 2



TO: Mayor and Members of the City Council

FROM: Doug Diedrichsen, Principal Planner

DATE: January 5, 2026

**SUBJECT: PUBLIC HEARING: CASE #2025-53 - ALMY 2ND ADDITION -
PRELIMINARY PLAT, ZONING MAP AMENDMENT**

I. RECOMMENDED ACTION

It is recommended City Council approve the Zoning Map Amendment and Preliminary Plat in alignment with the recommendations of the Planning Commission as shown in Attachment A. The Zoning Map Amendment Ordinance is 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

Public hearing request by Cory & Tracy Almy owner for a preliminary plat on a property zoned "AG" Agricultural District. The applicant is also requesting a zoning map amendment from "AG" Agricultural District to "R1" Single Family Residential District. The staff report is included in Attachment B.

B. Proposed Project

The legal description for the property is NW ¼ SW ¼ Outlots 3 & 10, Lot 1 Almy Addition to the City of Minot Section 32, Township 155 North, Range 82 West, Ward County, North Dakota.

The subject property address is unassigned.

C. Recommendation Detail

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

IV. IMPACT

A. Aspirations

Dynamic and Flourishing

B. Service/Delivery Impact:

The property owner seeks to subdivide a residential lot from an agricultural lot.

C. Fiscal Impact

N/A

Project Costs

N/A

Project Funding

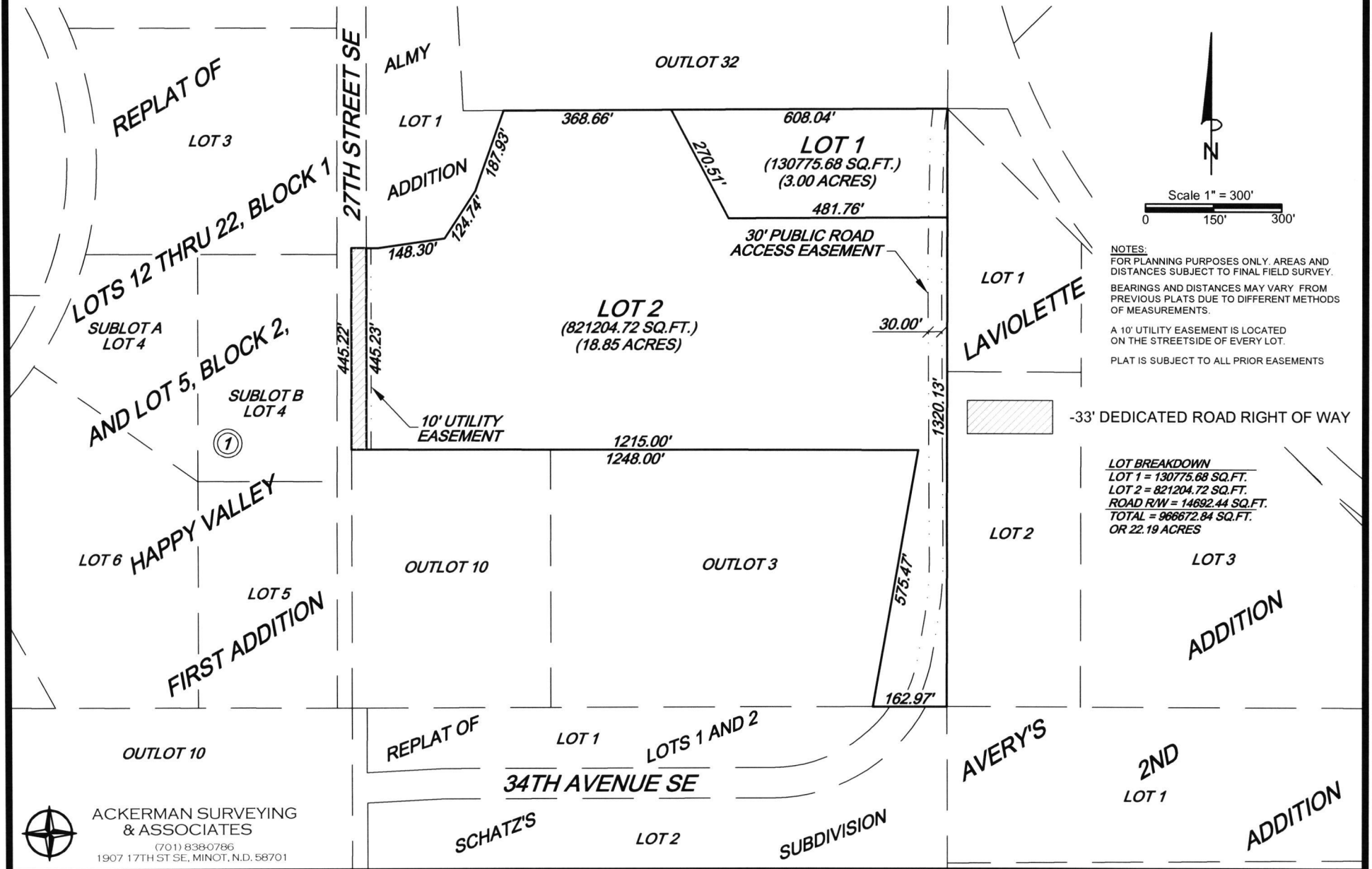
N/A

VI. ALTERNATIVES

Council may approve with conditions or deny the request.

PRELIMINARY PLAT OF ALMY SECOND ADDITION

TO THE CITY OF MINOT, NORTH DAKOTA
(BEING A UNPLATTED PORTION OF THE NW1/4SW1/4, SECTION 32,
TOWNSHIP 155 NORTH, RANGE 82 WEST, WARD COUNTY, NORTH DAKOTA)



ACKERMAN SURVEYING
& ASSOCIATES
(701) 838-0786
1907 17TH ST SE, MINOT, N.D. 58701



Planning Commission Staff Report

Application Date: 10/24/2025
Date of Staff Report: 11/19/2025
Planning Commission Meeting: 12/02/2025

Staff Contact: Doug Diedrichsen, Principal Planner
Staff Recommendation: Approval

Case Number: 2025-53

Project Name: Almy Second Addition – Prelim Plat, Zone Change

Current Legal Description: See Project Description

Proposed Legal Description: Lots 1 & 2 of Almy Second Addition to the City of Minot

Present Address: Unassigned

Representative: Rob Berard, Ackerman Surveying

Owner: Cory & Tracy Almy

Entitlements Requested: Preliminary Plat approval, Zoning Map Amendment from “AG” Agricultural District to “R1” Single Family Residential District on Lot 1. Lot 2 will remain “AG” Agricultural District.

Present Zone(s): “AG” Agricultural District

Present Use(s): Agricultural lot, Single family home

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: Suburban Residential

Proposed Zone(s): “R1” Single Family Residential District lot 1, and “AG” Agricultural District on lot 2

Proposed Use(s): Single family home on Lot 1, Agricultural use on lot 2

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 Cory & Tracy Almy owner for a preliminary plat on a property zoned “AG” Agricultural District. The applicant is also requesting a zoning map amendment from “AG” Agricultural District to “R1” Single

Family Residential District. The legal description for the property is NW ¼ SW ¼ Outlots 3 & 10, Lot 1 Almy Addition to the City of Minot Section 32, Township 155 North, Range 82 West, Ward County, North Dakota.

The subject property address is unassigned.

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

BACKGROUND INFORMATION:

The property owner seeks to subdivide a residential lot from agricultural lot.

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:

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 Almy Second 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 not applicable.

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 Suburban Residential, which aligns with the proposed zone change to “R1” Single Family Residential 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 “R1” Single Family Residential District is a complimentary zone to the Suburban Residential designation on the FLU map and with the change being a 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 “R1” Single Family Residential District will diminish the condition or value of property within the vicinity. The adjacent properties have primary been developed with single family 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 Suburban Residential in the City of Minot 2040 Comprehensive Plan. Therefore, Section 9.1-7. H 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 no comment was received.

FINDINGS OF FACT:

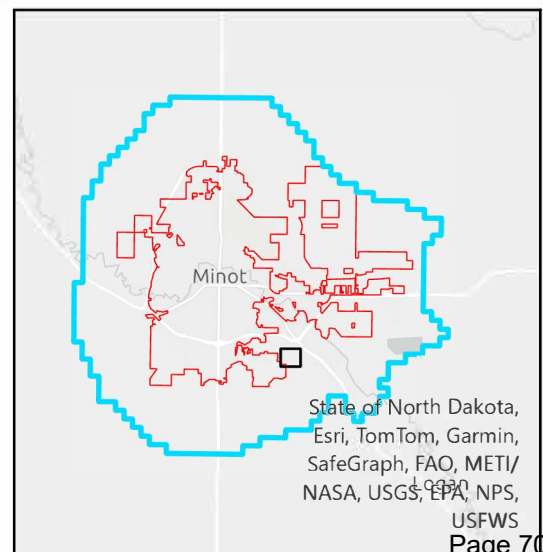
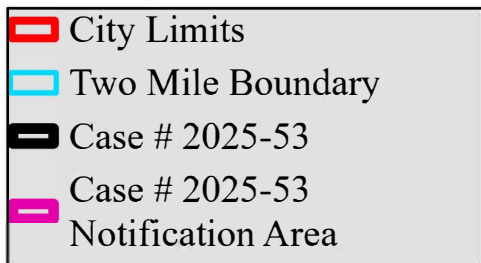
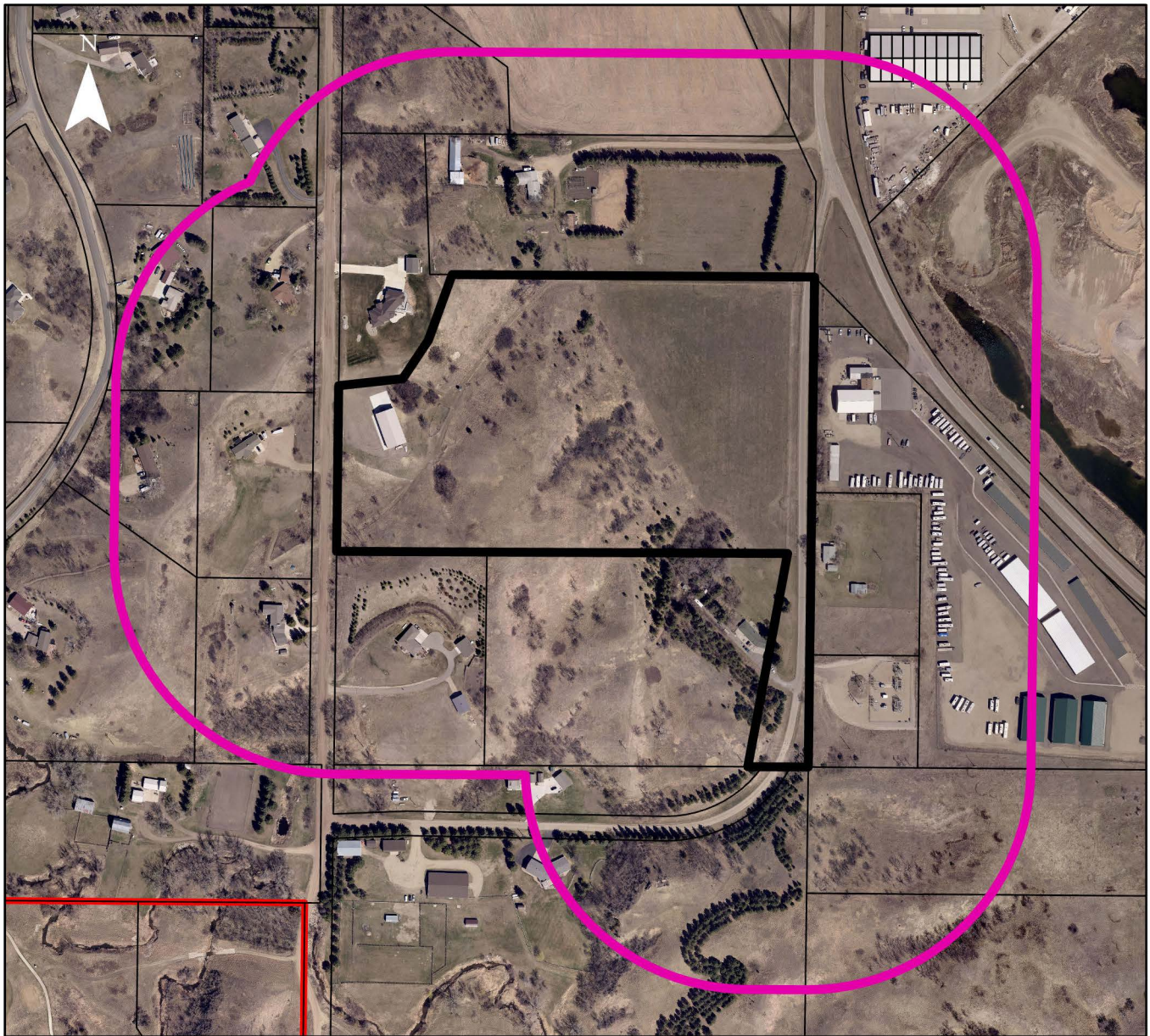
The Minot Planning Commission should accept the following findings of facts:

- 1) The applicants have submitted a complete application for preliminary plat and zoning map amendment.
- 2) The applicant’s request is consistent with the bulk requirements of Chapter 2.6 – “R1” Single Family Residential 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 “AG” Agricultural District.
- 5) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as Suburban Residential.
- 6) Section 9.1-7 H. 1. is satisfied, as the FLU map denotes this area as Suburban Residential and the proposal is to zone the property as “R1” Single Family Residential 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.

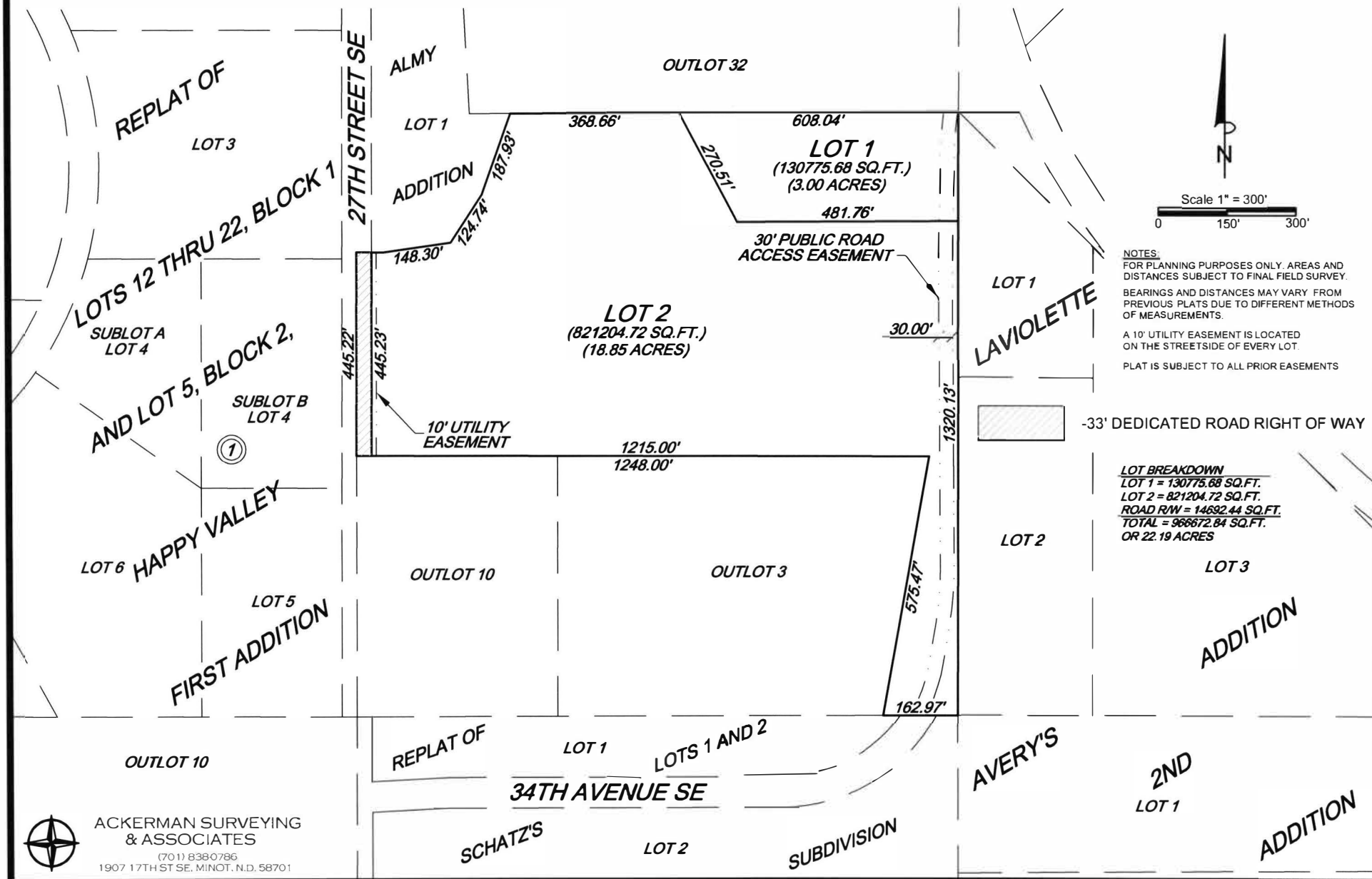
RECOMMENDATION:

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 “R1” Single Family Residential District and Planning Commission recommend approval of the preliminary plat for Almy Second Addition without conditions.

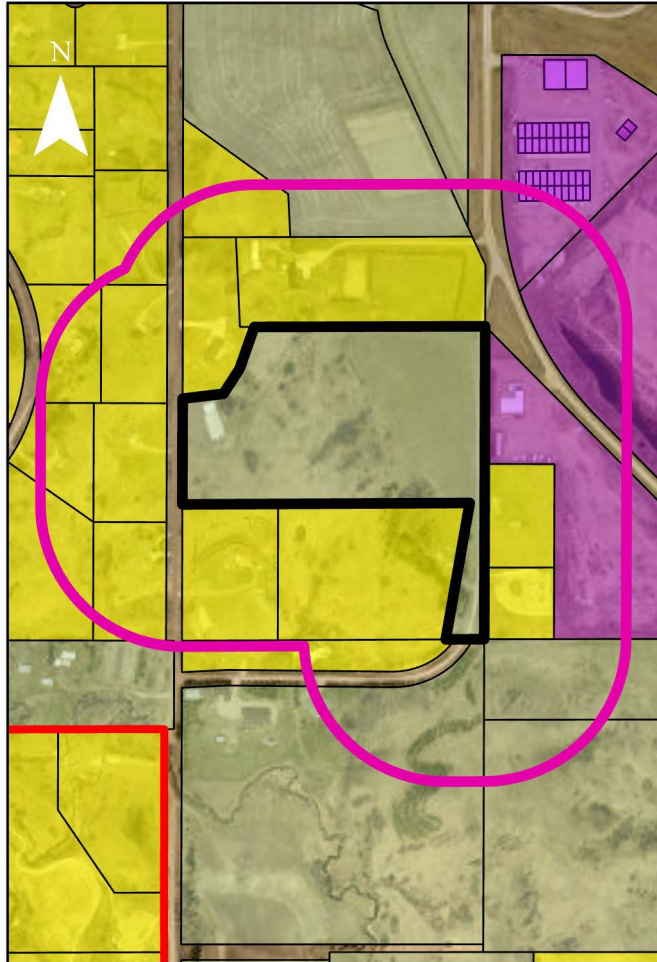


PRELIMINARY PLAT OF ALMY SECOND ADDITION

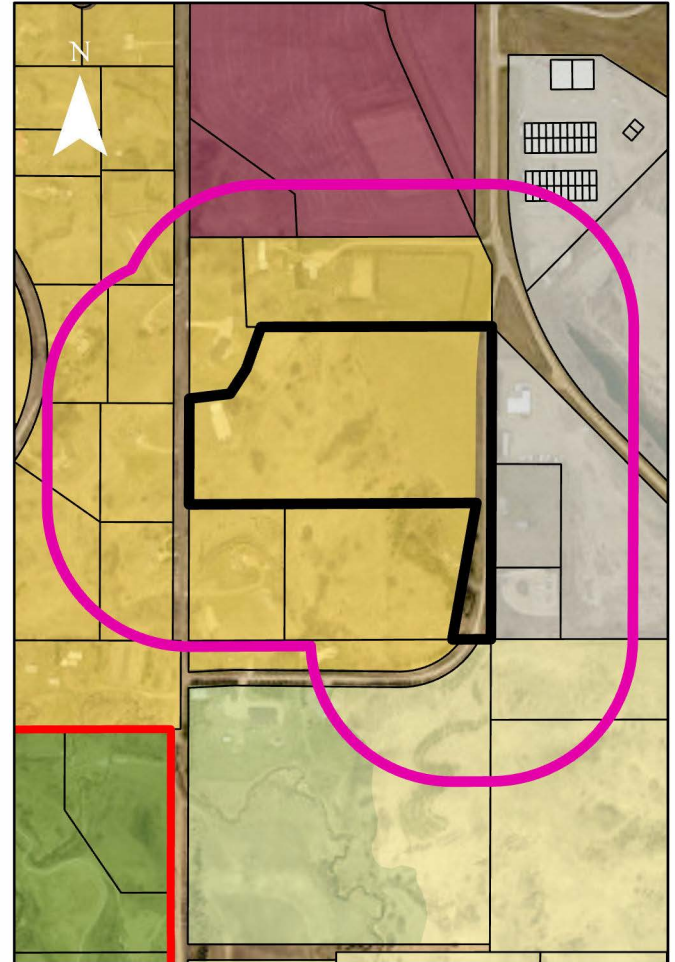
TO THE CITY OF MINOT, NORTH DAKOTA
(BEING A UNPLATTED PORTION OF THE NW1/4SW1/4, SECTION 32,
TOWNSHIP 155 NORTH, RANGE 82 WEST, WARD COUNTY, NORTH DAKOTA)



ZONING



FUTURE LAND USE



0 380 760 1,520 Feet

Zoning

-  AG
-  M1
-  MH
-  R1

Both Maps

-  Case # 2025-53
-  Case # 2025-53 Notification Area

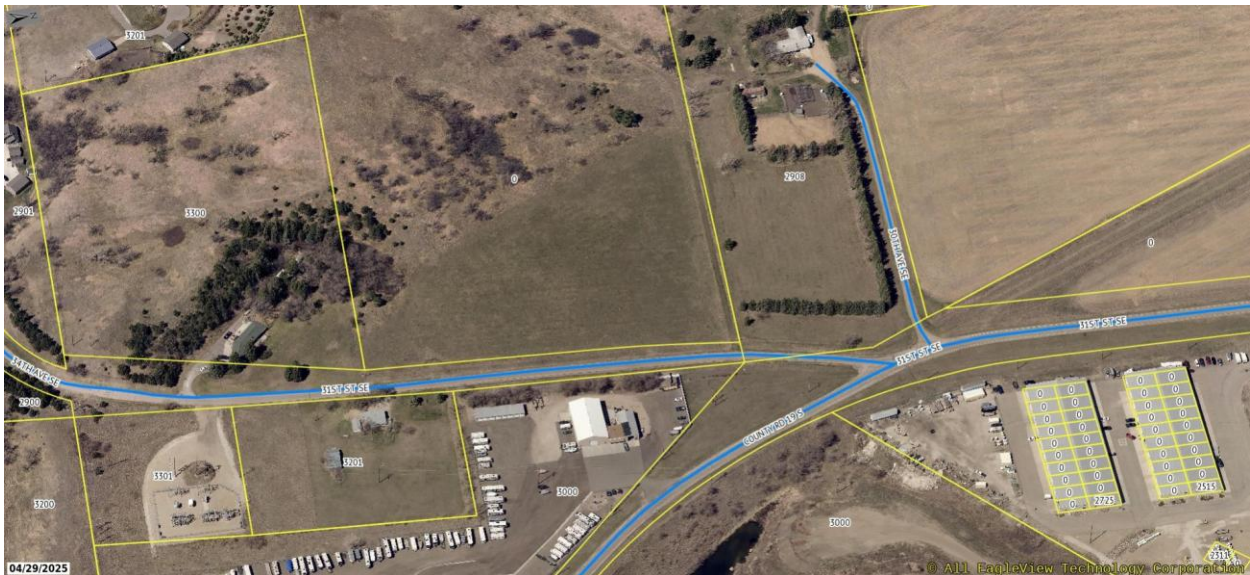
Land Use Type

-  Agricultural and Open Space
-  Rural Residential
-  Suburban Residential
-  General Commercial
-  Light Industrial
-  Parks and Recreation

Exhibit 4 – Site Photos



Aerial View 1



Aerial View 2

ORDINANCE NO. XXXX

AN ORDINANCE REZONING LOT 1 ALMY SECOND ADDITION TO THE CITY OF MINOT FROM “AG” AGRICULTURAL DISTRICT TO “R1” SINGLE FAMILY RESIDENTIAL DISTRICT.

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

Section 1. That the property described below is hereby zoned **“R1” Single Family Residential District**:

LOT 1 ALMY SECOND ADDITION TO THE CITY OF MINOT

Section 2. The **“R1” Single Family Residential District** zoning of the above described property and any development thereof shall be in accordance with said zoning district’s provisions as set forth in the Land Development Ordinance of the City of Minot.

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

PASSED FIRST READING:

PASSED SECOND READING:

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Mark Jantzer, Mayor



TO: Mayor and Members of the City Council

FROM: Jenna Zelinski, Comptroller

DATE: January 5, 2026

**SUBJECT: PUBLIC HEARING: FY2024 CDBG CONSOLIDATED ANNUAL
PERFORMANCE EVALUATION REPORT (CAPER)**

I. RECOMMENDED ACTION

It is recommended City Council close the public hearing and approve the FY2024 CAPER and authorize staff to submit it to HUD.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director, 701-857-4774

Jenna Zelinski, Comptroller, 701-857-4703

III. DESCRIPTION

A. Background

The Community Development Block Grant (CDBG) Entitlement funds require the City of Minot to submit a performance report to the U.S. Department of Housing and Urban Development (HUD) within 90 days after the close of the program year. The Consolidated Annual Performance Evaluation Report (CAPER) explains how the City is carrying out the projects and activities described in the 2024-2029 Consolidated Plan and annual action plans. It is meant to report and assess the progress towards achieving strategic plan goals. The CAPER is made available for a 15-day public review and comment period at the end of each program year.

B. Proposed Project

The City of Minot's program year concluded on June 30, 2025. Due to staff turnover in both the NDR Grant Manager and City Manager positions in August, the required report was inadvertently delayed. Following discussions with HUD, the City has been advised to complete the CAPER at the earliest opportunity.

C. Recommendation Detail

Staff recommends City Council conduct a public hearing to encourage public comment on the FY2024 CAPER. After the closing of the public hearing, staff recommends City Council approve the FY2024 CAPER. Staff will submit it to HUD to ensure compliance with 24 CFR 91.520.

IV. IMPACT

A. Aspirations

Excellent and Connected - The public comment period and CAPER are in accordance with CDBG regulations.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

As reported in the CAPER, no CDBG entitlement funds were spent during the program year. Staff was working on the planning and administrative efforts to obligate various activity funds but nothing was under contract during the program year.

VI. ALTERNATIVES

N/A



CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The FY2024 Consolidated Annual Performance Evaluation Report (CAPER) marks the first year for the City of Minot as an Entitlement Community with the United States Department of Housing and Urban Development (HUD). FY2024 is also the first year of implementation under the City of Minot's 2024-2029 Consolidated Plan. The Consolidated Plan serves as a five-year strategic framework that identifies the City's most critical housing and community development needs, prioritizes investment strategies, and establishes measurable goals to track progress in improving outcomes for Minot's low-income residents.

The City's projected outcomes over the 2024-2029 Consolidated Plan include the following:

- Provide decent housing by preserving the affordable housing stock, increasing the availability of affordable housing, reducing discriminatory barriers, increasing the supply of supportive housing for those with special needs, and transitioning homeless persons or families into housing.
- Provide a suitable living environment through safer, more livable neighborhoods, greater integration of LMI residents throughout Minot, increased housing opportunities, and reinvestment in LMI neighborhoods.
- Expand economic opportunities through targeted public services, homeownership opportunities, development activities that promote long-term community viability, and the empowerment of low- and moderate-income individuals to achieve self-sufficiency.

As the City of Minot is a new grantee receiving an annual allocation from the HUD Community Development Block Grant (CDBG) program, the FY2024 program year included many planning and administrative efforts for the public services, public facilities and infrastructure improvements and housing activities. City staff worked diligently on various policies and procedures, citizen participation plans, and action plan development during the program year. Subrecipient agreements are being drafted to fully obligate the Public Services activity in the upcoming months. City staff are also working with a local nonprofit organization that is proposing to utilize the funds in the Public Facilities and Infrastructure Improvements activity.



Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Housing	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	2	0	0.00%	1	0	0.00%
Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	18	0	0.00%	3	0	0.00%
Planning and Administration	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Other	Other	5	0	0.00%	1	0	0.00%

Public Facilities and Infrastructure Improvements	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	7650	0	0.00%	530	0	0.00%
Public Services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	425	0	0.00%	80	0	0.00%

Public Services	Affordable Housing Public Housing Homeless Non- Homeless Special Needs Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Public Services	Affordable Housing Public Housing Homeless Non- Homeless Special Needs Non-Housing Community Development	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	

Table 1 - Accomplishments – Program Year & Strategic Plan to Date



Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The 2024 program year included many planning and administrative efforts for the public services and housing goals but did not include any spending under those activities. The City will have these program funds obligated to subrecipients and benefiting the community in the following year.



CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	0
Black or African American	0
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	0
Hispanic	0
Not Hispanic	0

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The City of Minot is a new grantee receiving an annual allocation from the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program. The 2024 program year included many planning and administrative efforts for the public services and housing goals but did not include any spending under those activities. The City will have these program funds obligated to subrecipients and benefiting the community in the following year.



CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	331,580	0

Table 3 - Resources Made Available

Narrative

The City of Minot is a new grantee receiving an annual allocation from the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program. The 2024 program year included many planning and administrative efforts for the public services and housing goals but did not include any spending under those activities. The City will have these program funds obligated to subrecipients and benefiting the community in the following year.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

N/A



Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

N/A



CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	425	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	425	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	1	0
Number of households supported through Rehab of Existing Units	3	0
Number of households supported through Acquisition of Existing Units	0	0
Total	4	0

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City of Minot is a new grantee receiving an annual allocation from the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program. The 2024 program year included many planning and administrative efforts for the public services and housing



goals but did not include any spending under those activities. The City will have these program funds obligated to subrecipients and benefiting the community in the following year.

Discuss how these outcomes will impact future annual action plans.

The City of Minot is committed to improving and expanding access to safe and affordable housing for low-to-moderate income (LMI) residents. The most common housing problem in the City of Minot is cost burden, which disproportionately impacts LMI renters. The need for smaller units is high, and addressing this could help alleviate some of the challenges LMI households encounter. Affordable housing will remain a prioritized activity in our annual action plans.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 7 – Number of Households Served

Narrative Information

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 safe living environments.



CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

The City of Minot continues to work with 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 open in Minot, addressing this need is a high priority.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Minot recently approved a non-profit to take over the operation and maintenance of a Family Homeless Shelter as well as a seventeen (17) unit LMI apartment complex and contract negotiations are underway.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, 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 individuals leaving publicly funded institutions or healthcare systems.

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 continues efforts to support the transition of individuals experiencing homelessness and remain flexible so service providers can adapt to their clients' needs as economic and housing conditions change.





CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City of Minot meets regularly with the Minot Housing Authority (MHA) to discuss opportunities for partnership and expansion of available housing to meet the needs of the citizens.

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

MHA conducts weekly meetings at one of its housing developments to encourage residents to engage in conversation. Topics include opportunities for upgrades, rehabilitation, living condition needs and educational opportunities.

Actions taken to provide assistance to troubled PHAs

MHA is not designated as a troubled PHA.



CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

N/A

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The primary obstacles 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 taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City will prioritize attending HUD-sponsored lead-based paint training opportunities to ensure all environmental review processes are complying with HUD standards.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City's plan has three primary components:

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

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 the recent years, the City of Minot's 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 taken to develop institutional structure. 91.220(k); 91.320(j)

When applicable and as funding allows, City staff will attend relevant CDBG training to help create a



broader institutional knowledge base of the CDBG program and requirements.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City continues to actively encourage participation and communication between public and private housing and social service agencies; with efforts will be made to identify opportunities for service providers to expand services where needed while minimizing duplication of efforts.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

N/A



CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Minot had no subrecipients under contract during the program year. As future subrecipient agreements get executed, City staff will monitor subrecipients in accordance with adopted policies and procedures to ensure compliance with program requirements. All monitoring efforts will be documented.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The Citizen Participation Plan clearly outlines the City policy for providing notice to the public for CDBG related activities, including the CAPER.

Items for public comment, including the CAPER, are noticed in the Minot Daily News, the local and official newspaper. Notices are also posted on the City's public website.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City of Minot's CDBG program has continued to work towards the goals identified in the 2024-2029 Consolidated Plan. We are a new grantee in this program and are continuing planning efforts to utilize these funds for the target LMI population.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?



No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.



CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City of Minot's CDBG program has continued to work towards the goals identified in the 2024-2029 Consolidated Plan. We are a new grantee in this program and are continuing planning efforts to utilize these funds for the target LMI population.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.



CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					



Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other.					

Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

N/A



Office of Community Planning and Development
U.S. Department of Housing and Urban Development
Integrated Disbursement and Information System
PR26 - CDBG Financial Summary Report
Program Year 2024
MINOT , ND

DATE: 12-03-25
TIME: 15:56
PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	0.00
02 ENTITLEMENT GRANT	331,580.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	331,580.00

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	0.00
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	0.00
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	0.00
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	331,580.00

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	0.00
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	0.00
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	0.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	0.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	0.00
32 ENTITLEMENT GRANT	331,580.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	331,580.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	0.00%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	0.00
42 ENTITLEMENT GRANT	331,580.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	331,580.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	0.00%



LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

No data returned for this view. This might be because the applied filter excludes all data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

No data returned for this view. This might be because the applied filter excludes all data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

No data returned for this view. This might be because the applied filter excludes all data.

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

No data returned for this view. This might be because the applied filter excludes all data.

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

No data returned for this view. This might be because the applied filter excludes all data.



TO: Mayor and Members of the City Council

FROM: Brian Billingsley, Community Development Director

DATE: January 5, 2026

**SUBJECT: PUBLIC HEARING: RENAISSANCE ZONE FINAL APPROVAL OF
CASE NO. M-101; PROPERTY LOCATED AT 215, 217, & 219 5TH
AVE. NW**

I. RECOMMENDED ACTION

It is recommended City Council close the public hearing, approve the request, and authorize staff to forward this item to the State of North Dakota for final approval.

II. DEPARTMENT CONTACT PERSONS

Brian Billingsley, Community Development Director, 701-857-4122
Ryan Kamrowski, City Assessor, 701-857-4161

III. DESCRIPTION

A. Background

Case No. M-101 was conditionally approved by the State of North Dakota on March 31, 2023. The applicant, 5th Ave. Investments, LLC, owns three buildings on a single parcel of land located at 215, 217, and 219 5th Ave. NW. They acquired the property for the purpose of rehabilitating all three dilapidated buildings.

B. Proposed Project

Rehabilitation improvements include electrical, plumbing, HVAC, insulation, drywall, windows, and exterior paint and stone. The application was required to invest a minimum of \$113,500 in eligible improvements. The applicant submitted invoices and canceled checks totaling \$315,157.

C. Recommendation Detail

The City Assessor has inspected the improvements and has certified that the applicant has completed the work that was requested in the application.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing - The Renaissance Zone enables property owners to rehabilitate older structures in need of serious repairs and make them useful again.

B. Service/Delivery Impact:

The project is complete and the buildings are ready for occupancy.

C. Fiscal Impact

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

Project Costs

The applicant spent over \$315,000 on repairs and improvements.

Project Funding

The Renaissance Zone is a tax incentive program. No city funding is given to the applicant.

VI. ALTERNATIVES

Send this item back to the Renaissance Zone Review Board for more information.

City of Minot
Economic Development Division
Renaissance Zone Application

m-101

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

APPLICANT INFORMATION

5th Ave Investments, LLC

LLC

Applicant(s) Business State Type of Entity

Address

City

State

Zip

Phone

Email

Social Security Number

Federal Tax ID Number

PROJECT LOCATION

NORTH MINOT ADDITION NORTH 250' OF LOT 1

7D

Legal Description
215 5th Ave NW

Renaissance Zone Block
Minot

Address
Vacant

City

Current Use of Property

TYPE OF PROJECT

☒ Commercial ☐ Residential ☐ Utility Infrastructure Project (UIP)

TYPE OF INVESTMENT

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

REQUESTED TAX EXEMPTIONS

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

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

Complete Interior and Exterior Renovation of both structures located on the property. Expected future use of the properties will be a contractor's shop, an event space, and professional office space.

SQUARE FOOTAGE CALCULATIONS:

42,150

5,340

Lot

Building (Total)

Basement

1st Floor

2nd Floor

3rd Floor

4th Floor

5th Floor

6th Floor

7th Floor

Current True and Full Value: 122,000

[illegible]

Total Estimated Cost \$ 254500

Current True and Full Value \$ 122,000

Estimated Value After Improvements \$ 400000

Estimated Start Date: 10-7-22

Estimated Completion Date: 6-1-23

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 years (applies to all projects)

Total State Tax Benefit for five (5) years \$ _____

Total Property Tax Benefit for five (5) years \$ 25,000 _____

Total Non-Participation Owner Tax Credit \$ _____

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

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

OFFICE ONLY

Zone Authority and City Documentation

Date of Approval or Conditional Approval _____
(date)

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

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

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

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

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

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

Jonathon
Rued

Digitally signed by


2-8-23

Signature

Date

Renaissance Zone Project Checklist:

Office
Use

- | | | | |
|-------------------------------------|----|--------------------------|---|
| ☐ | NA | ☐ | 1) For residential projects, provide evidence that the home purchased is the taxpayer's primary residence. |
| ☐ | NA | ☐ | 2) If the property is currently a vacant lot, provide evidence that it was previously developed. |
| ☐ | NA | ☐ | 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. <i>A #ched</i> |
| ☒ | | ☐ | 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) 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:



Parcel Number: MI14.259.050.0012
Deed Holder: 5TH AVE INVESTMENTS, LLC
Property Address: 215 5TH AVE NW
 MINOT, ND 58703-2339 [MAP THIS ADDRESS](#)
Mailing Address: 3624 GRAYSON DR
 BURLINGTON, ND 58722-9541 USA
Zoning: C2/GENERAL COMMERCIAL
Sec-Twp-Rng: 14259--
Lot-Block: 0012-050
Legal Description: NORTH MINOT ADDITION NORTH 250' OF LOT 1 LESS EAST 33' BLOCK 5 PLUS UNPLATTED PORTION (SEE DOC #106419)
Lot Dimensions: 160' +/- X IRR
Land Use: EVAC ZONE 4



Pin MI14.259.050.0012 Photo

1 / 1

Current Value Information

Land Value	Dwelling Value	Improvement Value	Total Value
\$105,000	\$122,000	\$0	\$227,000

[Get Current Year Tax Estimate](#)

[Click here](#) to request information on pending or certified special assessments or call 701-857-4770.

For all other questions, please contact us at assessor@minotnd.org or 701-857-4160

Land Information

Lot Type	Square Feet	Acres
Sq. Ft x Rate	42,150	0.968

Residential Building Information

Occupancy	Style	Year Built	Total Living Area
- Single-Family / Rental Unit	1 Story Brick	1975	1,892

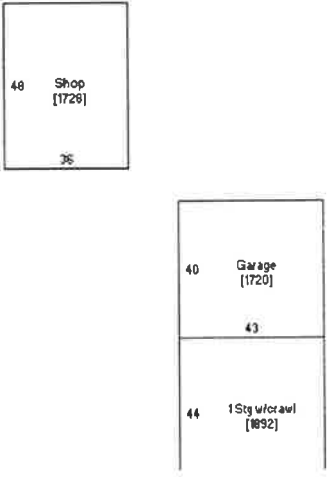
Commercial Building Information

Occupancy	Year Built	Building Area
- Warehouse (Storage)	1979	1,728

Sales Information

Sale Date	Amount	Recording
- 10/06/2022	\$0	3069104
- 12/30/2010	\$0	2918615
- 11/01/1999	\$0	2780043
- 03/13/1979	\$0	576657
- 03/13/1979	\$0	576658

Sketch



Sketch of Pin MI14.259.050.0012

YELLOW

GRAY

PINK

Tear down

25000

Demo	10000	Demo		
Frame	13000	Frame	4000	
Electric	22000	Electric	12000	
HVAC	20000	HVAC	5000	
Plumb	4000	int. wall cover	8000	
Insulate	8000	ins. ceiling	7000	
Drywall	20000	siding soffit	15000	
Flooring	10000	fence	5000	
Windows	15000	water/sewer	5000	
Doors	8000	bathroom	2500	
Interior Trim	5,000	overhead doors	12000	
Exterior Paint	10,000	roof	16000	
Ext. Stone	5,000	ext misc		
Ext clean	2,000	int. misc.		
tree removal	4,000	general fee		
ext misc.				
int. misc				
bathroom	2000			
steps	5,000			
general fee				

163000

91500

91,500

254500

25000

279500

Jonathan Rosenthal

From: Jonathon Rued [REDACTED]
Sent: Thursday, February 9, 2023 10:31 AM
To: Jonathan Rosenthal
Subject: Fwd: Purchase Information 23039708520674474

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.

Receipt of Payment on Property Taxes for 215 5th Ave NW

----- Forwarded message -----

From: <noreply@mpnotify.com>
Date: Wed, Feb 8, 2023 at 6:42 PM
Subject: Purchase Information 23039708520674474
To: [REDACTED]

Hello Jonathon,

Thank you for making a purchase. Here are the details of your purchase:

ACH WEB Transaction Summary

Payment Item	Parcel Number	Amount
MuniciPay*Service Fee Ward County		\$1.50
Property Tax	13346	\$3,561.55
Total:		\$3,563.05

Transaction Number: 23039708520674474
Date Processed: 02/08/2023 18:42:32 GMT-06:00
Transaction Type: ACH WEB
Check Number:
Account Number: *****3292
Cardholder Name: Jonathon Rued
Phone: [REDACTED]

City of Minot

Assessor's Office

DATE: February 21, 2023

TO: Jonathan Rosenthal, Economic Development Administrator

FROM: Damon Druse, Asst City Assessor

REFERENCE: Renaissance Zone Prospective Project located at 215 5th Ave NW, application by 5th Ave Investments, LLC.

I have been asked to provide some property tax information on the current and estimated future assessment of a building at 215 5th Ave NW. The 2022 True and Full assessment is \$227,000. The building assessment portion is \$122,000 and the estimated taxes on the building amount for 2022 are \$2,200.

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 \$345,000. The estimated taxes on this amount for the building would be about \$6,300 per year. If the renaissance application were approved, approximately \$31,500 would not be collected over 5 years of tax exemption.

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

Please reach out to me if there are any additional questions.



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

February 13, 2023

Ref: L2057520256

5TH AVE INVESTMENTS, LLC
[REDACTED]

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

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

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

Taxpayer's Name: 5TH AVE INVESTMENTS, LLC
SSN or FEIN: [REDACTED]

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

Liliya Montgomery

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

LGK Holdings LLC

SA

INVOICE

BILL TO
5th Ave Investments LLC

INVOICE 1071
DATE 01/03/2023
TERMS Net 30
DUE DATE 02/02/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/01/2022	General Construction	framing-4k wall coverings 8k	1	12,000.00	12,000.00
PAYMENT					12,000.00
BALANCE DUE					\$0.00
					PAID

LGK Holdings LLC

INVOICE

BILL TO
5th Ave Investments LLC

INVOICE 1067
DATE 12/02/2022
TERMS Net 30
DUE DATE 01/01/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
11/01/2022	demo	demo and general cleanup/landfill fees. prep floor for level	1	7,500.00	7,500.00

PAYMENT	7,500.00
BALANCE DUE	\$0.00
	PAID

LGK Holdings LLC

INVOICE

BILL TO
5th Ave Investments LLC
2281 S
Durham, NC 27612

INVOICE 1068
DATE 12/02/2022
TERMS Net 30
DUE DATE 01/01/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
11/01/2022	general fee	November paid invoices	1	874.56	874.56
PAYMENT					874.56
BALANCE DUE					\$0.00
					PAID

LGK Holdings LLC

INVOICE

BILL TO
5th Ave Investments LLC

INVOICE 1064
DATE 11/01/2022
TERMS Net 30
DUE DATE 12/01/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/31/2022	Labor	Demo6380-permit375-gen-1040	1	7,795.00	7,795.00

Reimburse Levi for Demo permit-375
Demo on brick building hourly-6,380
Gen fee on invoices paid in oct. @8%-1,040

PAYMENT 7,795.00

BALANCE DUE \$0.00
PAID

Paragon Stairs Account Transaction Results

West Columbia, SC 29172

Status: approved

Response Code: 00

Description: APPROVAL

Transaction Details

Date: 03-30-2023 12:49 EDT

Payment Type: Credit Card

Transaction Type: sale

Amount: \$4850.83

Card Type: MasterCard

Account Number: xxxxxxxx-9107

Name: Levi Kraft

Ticket: P-396199

Authcode: 786092

Deal Number:: P-396199

LGK Holdings LLC

INVOICE

BILL TO
5th Ave Investments LLC

INVOICE 1085
DATE 04/04/2023
TERMS Net 30
DUE DATE 05/04/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/04/2023	General Construction	215 floors demo concrete frame	1	52,188.16	52,188.16

BALANCE DUE

\$52,188.16

LGK Holdings LLC

INVOICE

BILL TO
5th Ave Investments LLC

INVOICE 1086
DATE 04/04/2023
TERMS Net 30
DUE DATE 05/04/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/04/2023	general fee	100% Tywall-80%welstad- 50%midwest-nwm30,465	1	6,899.60	6,899.60

BALANCE DUE

\$6,899.60

Welstad Heating & Contracting

4/4/2023

551

5th Ave Investments LLC
Minot ND 58701

Forced air system for north side of office space

System includes:

96% efficient 80,000 BTU furnace

3 ton air conditioner

Duct work

Gas piping

Permits and application fees

Total:\$16750

Brick

Unit heater installed in shop

Included:

120,000 BTU hanging unit heater

Venting

Gas piping

Permit and application fees

Total:\$3800

green

80% down for both projects

16,440.00

16,440.00

Please make checks payable to Welstad Heating LLC
Thank you for your business!!

Total

\$16,440.00

NORTHWESTERN ELECTRIC, INC.

Statement

ELECTRICAL SUPPLIES AND CONSTRUCTION

Date

3/24/2023

5th Ave Investments, LLC

		Amount Due	
		\$30,465.00	
Date	Transaction	Amount	Balance
02/06/2023	INV #14187. Orig. Amount \$3,380.00. 215 5th Ave NW - replace faulty service WO#3070	3,380.00	3,380.00
02/06/2023	INV #14188. Orig. Amount \$12,485.00. 215 5th Ave NW App #1 WO#2768	12,485.00	15,865.00
02/06/2023	INV #14189. Orig. Amount \$14,600.00. 215 5th Ave NW west building shop/office WO#2768	14,600.00	30,465.00
TO AVOID ANY FURTHER CHARGES, PAY THE TOTAL AMOUNT DUE			Amount Due
NOTICE: Your account is payable by the 10th of the month following purchase date. It is past due thereafter. If it is not paid by the 25th of the month in which it became due, a FINANCE CHARGE computed by a "periodic rate" of 1 1/2% per month, which is AN ANNUAL PERCENTAGE RATE OF 18%, will be added and charged to your account. (MINIMUM MONTHLY charge of .50). This will continue each month on whatever amount is past due until your account is current.			\$30,465.00

Midwest Glass and Door Inc.



INVOICE

BILL TO
Levi Kraft

INVOICE 23-45
DATE 03/27/2023
TERMS Due on receipt
DUE DATE 03/27/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Materials	Partial Material - Kraft Building	1	30,000.00	30,000.00
SUE TOTAL					30,000.00
TAX					0.00
TOTAL					30,000.00
BALANCE DUE					\$30,000.00

Dakota Plumbing

Invoice



BILL TO
Levi Kraft

INVOICE #
1129

DATE
03/13/2023

TOTAL DUE
\$200.00

DUE DATE
04/12/2023

ENCLOSED

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Broadway building			
	fix broken water meter and new valve			
Sales	parts & labor			200.00
	BALANCE DUE			\$200.00

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
1132	04/12/2023	\$6,400.00	05/12/2023	

Page 122 of 411

LGK Holdings LLC

INVOICE

BILL TO

INVOICE 1077
DATE 02/28/2023
TERMS Net 30
DUE DATE 03/30/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
02/01/2023	demo	floor grinding and demo	1	8,800.00	8,800.00
BALANCE DUE					\$8,800.00

LGK Holdings LLC

INVOICE

BILL TO
5th Ave Investments LLC

INVOICE 1078
DATE 03/02/2023
TERMS Net 30
DUE DATE 04/01/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
02/28/2023	Sales	Levi paid for Tywall-need reimbursed	1	9,300.00	9,300.00
BALANCE DUE					\$9,300.00

LGK Holdings LLC

INVOICE

BILL TO
[REDACTED] hents LLC

INVOICE 1080
DATE 03/26/2023
TERMS Net 30
DUE DATE 04/25/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
03/23/2023	Reimbursement	paid for materials	1	8,488.16	8,488.16
BALANCE DUE					\$8,488.16

LGK Holdings LLC

INVOICE

BILL TO
5th Ave Investments LLC

INVOICE 1081
DATE 03/26/2023
TERMS Net 30
DUE DATE 04/25/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
03/23/2023	General Construction	frame brick office	1	4,000.00	4,000.00
BALANCE DUE					\$4,000.00

LGK Holdings LLC

INVOICE

BILL TO
5th Ave Investments LLC

INVOICE 1083
DATE 04/02/2023
TERMS Net 30
DUE DATE 05/02/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
03/01/2023	General Construction	grinding floors/plumb trenches/framing	1	8,190.00	8,190.00
BALANCE DUE					\$8,190.00

Midwest Glass and Door Inc.



INVOICE

BILL TO
Levi Kraft

INVOICE 23-66
DATE 07/18/2023
TERMS Due on receipt
DUE DATE 07/18/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Services	LEVI KRAFT CURVES			67,076.00
	Services	DOWN PAYMENT			-30,000.00

Thank you for your business! You can pay via check mailed to Midwest Glass and Door, Inc 7401
County Road 19 South, Minot, ND 58701.

SUBTOTAL	37,076.00
TAX	0.00
TOTAL	37,076.00
BALANCE DUE	\$37,076.00

272212

001043

8/2/2023

1,890.00

Statement

DATE

TERMS

TO

Jet Mmat.

IN ACCOUNT WITH

Rich Stahl

[REDACTED]

Repair's to
brick in shop
and outside
of building

30 hrs.

\$1,800.00

mortar and brick

\$90.00

\$1,890.00

CURRENT

OVER 30 DAYS

OVER 60 DAYS

TOTAL AMOUNT

adams DC5812

01-11

9
4
9
9
3
6
4
7
6
3
4
5

1,890.00

INVOICE

Selfless Wraps LLC



5th Ave Investments

Bill to

5th Ave Investments

Invoice details

Product or service

Amount

1. **Tint**

\$300.00

2x Frosted Windows

2. **Tint**

\$130.00

Front Door Tint — Tax included in price

Total

\$430.00

Note to customer

Thank you for your business.

Payment

-\$430.00

Balance due

\$0.00

Paid in Full

NORTHWESTERN ELECTRIC, INC.

Invoice

Date	Invoice #
8/30/2023	14695

5th Ave Investments, LLC

Project/Job	Terms	WO#
215 5th Ave NW	10th of the following month	2768-1

Quantity	Description	Serviced	Rate	Amount
	Service - remodel shop space		3,860.00	3,860.00
	EMT, 12 THHN, fittings, connectors, fasteners, etc. -		1,800.00	1,800.00
	Including sales tax and permit			
	Tax		7.50%	0.00

Thank you for your business! We now accept major credit cards at a 3% credit card processing fee

Total \$5,660.00

SERVICE CHARGE COMPUTED ON UNPAID BALANCE 30 DAYS OLD AT A RATE OF 1 1/2% PER MONTH, WHICH IS 18% PER YEAR. .50 MINIMUM CHARGE

Payments/Credits \$0.00

Balance Due \$5,660.00

Dakota Plumbing

Invoice



BILL TO
Levi Kraft

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
1174	09/06/2023	\$4,200.00	10/06/2023	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Shop bathroom (sink, toilet, slop sink, outside hydrant, inside spicket)			
Sales	labor and materials for the rough in			4,200.00
	final bill will be for labor to hook up fixtures and any fixtures you want me to supply			
	BALANCE DUE			\$4,200.00

MAGIC CITY HEATING & COOLING LLC

INVOICE

BILL TO

INVOICE 1997
DATE 10/16/2023
TERMS Due on receipt
DUE DATE 10/31/2023

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
10/09/2023	MODINE HD100K BTU UNIT HEATER	MODINE HD100K BTU UNIT HEATER	1	2,433.18	2,433.18
10/09/2023	Quick Sling	Modine Quick Sling 100k	1	372.67	372.67
10/09/2023	CITY OF MINOT PERMIT	CITY OF MINOT INSPECTION PERMIT	1	150.00	150.00
10/09/2023	GAS PIPING	Gas piping per foot (3/4") and fittings/valve	8	25.00	200.00
10/09/2023	B Vent 4" x 48"	B Vent 4" x 48"	1	64.81	64.81
10/09/2023	B VENT 4x60 ROUND	4x60" B VENT PIPE	1	88.47	88.47
10/09/2023	B VENT 4 90 ADJ ELBOW	4inch ADJUSTABLE 90 BVENT	2	64.73	129.46
10/09/2023	DURAVENT B VENT 4in STORM COLLAR	4" STORM COLLAR	1	6.45	6.45
10/09/2023	DURAVENT HIGH WIND CAP (4)	4" HIGH WIND CAP	1	68.77	68.77
10/09/2023	Duravent B Vent 4" Quick Firestop Firestop / Support UL	Duravent B Vent 4" Quick Firestop Firestop / Support UL	1	51.63	51.63
10/09/2023	ROOF FLASHING (4in)	4" ROOF FLASHING	1	26.66	26.66
10/09/2023	26ga 4x48 Vent pipe	4x48 26ga PIPE	1	24.86	24.86
10/09/2023	26 ga 4in Elbow	4" Elbow 26GA	3	14.17	42.51
10/09/2023	18awg 2wire	18/2 STAT WIRE (per ft)	15	0.75	11.25
10/09/2023	Honeywell Unit Heat Digital Thermostat	HONEYWELL DIGITAL SHOP STAT	1	93.52	93.52
10/09/2023	INSTALL LABOR	LABOR	16	75.00	1,200.00

Thanks for choosing Magic City Heating & Cooling.

the price is a bit higher than estimate

*needed a bit more venting than initially planned for

SUBTOTAL	4,964.24
TAX	0.00
TOTAL	4,964.24
BALANCE DUE	\$4,964.24

001053

11/3/2023

Sink Faucet

95.49

MENARDS

KEEP YOUR RECEIPT
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for
items on this receipt will be in the form
of an in store credit voucher if the
return is done after 01/17/24

If you have questions regarding the
charges on your receipt, please
email us at:

MINOfrontend@menards.com



Sale Transaction

95.49

9736363 95.49

TOTAL	95.49
TAX MINOT-ND 7.5%	7.16
TOTAL SALE	102.65
CERTIFICATE-BARCODED	8.92

Remaining Balance: \$0.00
CERTIFICATE-BARCODED 93.73

Remaining Balance: \$169.37

TOTAL SAVINGS 4.50

TOTAL NUMBER OF ITEMS = 1

THE FOLLOWING REBATE RECEIPTS WERE
PRINTED FOR THIS TRANSACTION:
2324

THANK YOU, YOUR CASHIER, Margaret

76492 01 1034 10/19/23 02:24PM 3113

Dakota Plumbing

Invoice



BILL TO

INVOICE #

1189

DATE

10/24/2023

TOTAL DUE

\$2,300.00

DUE DATE

11/23/2023

ENCLOSED

DATE

DESCRIPTION

QTY

RATE

AMOUNT

white office building shop
bathroom

labor & materials

slop sink and faucet

white wall hung sink

Sales

toilet and seat

2,300.00

BALANCE DUE

\$2,300.00

DATE: 11.13.2023

SOLD TO

Long Creek

SHIP TO

NEW OFFICE BLDG

CUST. ORDER NO.	DATE SHIPPED	SHIPPED VIA	TERMS	SALESMAN	F.O.B.	OUR ORDER NO.
-----------------	--------------	-------------	-------	----------	--------	---------------

QTY. ORDERED	B/O	QTY. SHIPPED	DESCRIPTION	UNIT PRICE	AMOUNT
--------------	-----	--------------	-------------	------------	--------

*REPAIR SURFO OVER
OLD FOUNDATION
TOTAL LABOR + MATERIAL*

\$

1,980.00

X [Signature]

DOMINGUEZ CONSTRUCTION LLC

Contractors Invoice

WORK PERFORMED AT

TO:

LEVI

MINOT, LA

DATE

10/01/2023

YOUR WORK ORDER NO.

OUR BID NO.

DESCRIPTION OF WORK PERFORMED

TAPING, HAND TEXTURING, PRIMING AND PAINTING THE BATHROOM.

TOTAL AMOUNT DUE FOR THIS INVOICE \$1,600.00

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of _____

Dollars (\$ _____).

This is a ☐ Partial ☐ Full invoice due and payable by: _____in accordance with our ☐ Agreement ☐ Proposal

No. _____

Dated _____

ELECTRICAL SUPPLIES AND CONSTRUCTION

Date _____

12/22/2023

5th Ave Investments, LLC

NOTICE: Your account is payable by the 10th of the month following purchase date. It is past due thereafter. If it is not paid by the 25th of the month in which it became due, a FINANCE CHARGE computed by a "periodic rate" of 1 1/2% per month, which is AN ANNUAL PERCENTAGE RATE OF 18%, will be added and charged to your account. (MINIMUM MONTHLY charge of .50). This will continue each month on whatever amount is past due until your account is current.

Amount Due

\$1,818.22

1:55

5G

< Invoices

Edit

SEND

PAYMENTS

SIGN

MORE

Desktop

Mobile

1 of 1

Bill To



LMK Holdings

Pitner Rain Gutters

Payment terms Due upon receipt

Invoice # 1368

Date 07/06/2023

Description

Total

Gutter & Downspouts

\$900.00

Linear Foot

Subtotal

\$900.00

Total

\$900.00

Notes:

Brown Shop

1:55

5G

< Invoices

Edit

SEND

PAYMENTS

SIGN

MORE

Desktop

Mobile

1 of 1



Bill To

LMK Holdings

Pitner Rain Gutters

Payment terms Due upon receipt
Invoice #
Date

Description

Total

Gutter & Downspouts
Linear Foot

\$2,070.00

Subtotal \$2,070.00

Total \$2,070.00

Notes:

Brick Building

INVOICE

48 North Concrete Construction
Inc



5th Ave Investments LLC
Bill to
5th Ave Investments LLC

Invoice details

Invoice no.: 1010
Terms: Net 30

#	Date	Product or service	Description	Qty	Rate	Amount
1.		General construction	C&G-Flatwork-Curb-Stair guardrail-tree trim	1	\$13,500.00	\$13,500.00

Total \$13,500.00

Ways to pay



Pay invoice

Project: Minot ND Bones BBQ Cover

Quote: 5624142MH1

Location: ND Minot

Engineer: Ackerman Estvold - Minot, ND

Owner: Bones BBQ

Sales Contact: [REDACTED]

Bid Date: May 22, 2024 at 9:00 AM

MANHOLE COVER

Item	Description	Qty	Price	Unit	Total
	9.33x9.33x8 Cover w/Hole	1.00	\$3,900.00	EA	\$3,900.00
	Adjusting Ring 27" x 2"	2.00	\$25.02	EA	\$50.04
MANHOLE COVER SUBTOTAL =					\$3,950.04
GRAND TOTAL (estimated)					\$3,950.04

NOTES:

- 1) Includes freight to project site.

Sales Contact: Nathan Kemp [REDACTED]

Prepared By: Dale Schwindt [REDACTED]

TERMS AND CONDITIONS OF SALE: Rinker Materials' offer to sell the products described in this quotation is expressly conditioned upon Buyer's assent to the Rinker Materials' Standard Terms and Conditions ('Rinker Materials STCs') viewable at www.rinkerpipe.com/terms-and-conditions. A valid tax exemption certificate must be issued to Rinker Materials or sales tax will be added.

ACCEPTANCE: I WARRANT AND REPRESENT THAT I HAVE AUTHORITY TO ENTER INTO THIS AGREEMENT ON BEHALF OF THE BUYER. WE HEREBY ORDER THE DESCRIBED MATERIAL SUBJECT TO ALL TERMS AND CONDITIONS OF THIS QUOTATION AND IN THE RINKER MATERIALS STCS VIEWABLE AT www.rinkerpipe.com/terms-and-conditions.

PURCHASER

BY

TITLE

DATE 5-28-24

BY

Region, Sales Manager

Rinker Materials, A Quikrete Company.

TERMS AND CONDITIONS OF SALE

PAYMENT TERMS ARE NET 30. THIS OFFER IS SUBJECT TO CREDIT APPROVAL. PRICES QUOTED APPLY ONLY TO THE REFERENCED PROJECT AND ARE IN EFFECT FOR 30 DAYS FROM THE DATE OF QUOTATION. PRICES ARE BASED ON THE QUANTITIES SHOWN. IF A DIFFERENT QUANTITY IS PURCHASED, RINKER MATERIALS RESERVES THE RIGHT TO ADJUST THE PRICES. THIS QUOTATION CONTAINS THE ENTIRE AGREEMENT WITH RESPECT TO PURCHASE AND SALE OF PRODUCTS DESCRIBED AND SUPERSEDES ALL PREVIOUS COMMUNICATIONS. BUYER'S SIGNATURE BELOW, DIRECTION TO MANUFACTURE, OR ACCEPTANCE OF DELIVERY OF GOODS DESCRIBED ABOVE, SHALL BE DEEMED AN ACCEPTANCE OF THE RINKER MATERIALS STCS. SELLER EXPRESSLY REJECTS ANY OTHER TERMS AND CONDITIONS. PRICES ARE F.O.B. ORIGIN (UNLESS OTHERWISE SPECIFIED IN THE STANDARD NOTES) WITH TRUCK DELIVERY AND UNLOADING NEAR AS POSSIBLE TO JOBSITE UNDER OWN POWER.

DATE: December 2, 2025

TO: Renaissance Zone Review Board

FROM: Ryan Kamrowski, City Assessor

REFERENCE: Renaissance Zone Project located at 215 5th Ave NW, application by 5th Ave Investments, LLC.

I have been asked to confirm the completion of improvements detailed in the Renaissance Zone Application M-101.

It is in my opinion that the improvements outlined in the application have been substantially completed and replacement cost of said improvements exceed the minimum requirements for approval of the Renaissance Property Tax Exemption.

On December 15, 2025, a Regular City Council Meeting of the Minot City Council was held in the City Council Chambers, City Hall (10 3rd Ave SW). Mayor Jantzer called the meeting to order at 5:30 PM.

ROLL CALL

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

Members Absent: Mike Hayes

PLEDGE OF ALLEGIANCE

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

MAYOR'S REPORT

Mayor Jantzer attended a Department Head meeting, the Team Minot Holiday party, the Special Olympics, and OLDCC Grant Team briefing, and the Task Force 21 Strategic Deterrent Coalition 10th Threat/Situational Awareness Workshop.

REPORTS

CITY MANAGER'S REPORT

Tom Joyce submitted a written report to the City Council. David Lakefield presented the 2025 budget management process to the City Council.

CONSENT ITEMS

The motion to approve consent items 5.1-5.4, 5.6-5.11 and 5.13-5.16 with the recommended action 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.

CITY COUNCIL MINUTES - Approve the minutes of the December 1, 2025, Regular City Council meeting.

ORDINANCES - Approve the following ordinances on second reading:

1. Ordinance No 6145 - 2025 BA - FY23 Fire SHSP (2023300003)
2. Ordinance No 6146 - 2025 BA - Transfer Budgeted Line Items Water Distribution
3. Ordinance No 6147 - 2025 BA - NAWS O&M and REM
4. Ordinance No 6148 - 2025 BA - FD Garage Doors & Vehicle Maintenance
5. Ordinance No 6149 - 2025 BA - Shop Mobile Hoist Purchase
6. Ordinance No 6150 - 2026 Building Code Related Ordinance Updates

ADMINISTRATIVE APPROVALS - Ratify the following administratively approved requests:

1. MCDC Booster Club to conduct a raffle on January 11, 2026, at Ann Nicole Nelson Hall - MSU (500 University Ave W).
2. MCDC Booster Club to conduct a sports pool on February 8, 2026, at Magic City Dance Company (1300 4th Ave NW).
3. Dakota Cruisers to conduct raffles on June 3, 2026, and September 19, 2026, at the Clarion Hotel and Convention Center (2200 E Burdick Exwy).
4. Minot Blue Line Club to conduct a calendar raffle in January 2026 at the Maysa Arena (2501 W Burdick Exwy).
5. Three Special Event Permits for Prairie Sky Breads (3 1st St SE).
6. Special Event Permit for the Blue Rider (118 1st Ave SE).
7. Special Event Permit for Bones BBQ (437 N Broadway).
8. Two Special Event Permits for The Spot (6 2nd St NE).

ALCOHOLIC BEVERAGE LICENSE RENEWALS - Approve the alcoholic beverage license renewals for the period of January 1, 2026, through December 31, 2026, for the following businesses:

- Do Eat Asian Cuisine, Minot State University, Trestle Tap House, Ranger Lounge, Atypical Brewery & Barrelworks, The Putt District, The Spot, Try Thai, The "O"riginal, Army's 2.0, Uncle Maddio's Pizza, Moose Lodge No 822, Hampton by Hilton Minot Airport, ND Asia Restaurant and Lounge, X-Golf, Planet Pizza, The Olive Garden Italian Restaurant, Longhorn Steakhouse, 19th Hole, Lamplighter Lounge and Liquor Store, Cookies for You, Saul's, Don Tapatio Mexican Restaurant, Dakota In Trappers Lounge, Pizza Ranch, Taco Feliz, Taco Feliz #2, The Drop Zone, Beowulf Golf Course, Travel Plaza #36 (December 16-31, 2025 & 2026)

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

ACCEPT THE FY2026 LOTTERY GRANT AWARD FOR WARD COUNTY NARCOTICS TASK FORCE - Accept the 2026 JAG Lottery grant; authorize the Mayor and Finance Director to sign any applicable documents; and approve the budget amendment on first reading.

CORDICO APP APPROVAL FOR POLICE AND DISPATCH - Approve the contract and authorize the Mayor to sign.

MINOT PUBLIC LIBRARY FRIENDS DONATION - Accept the donation from the Patrons of the Library group to enhance the Minot Public Library's offerings for the community, approve the budget amendment on first reading and authorize the Library to move forward with the purchases prior to second reading.

2025 SANITARY SEWER REHABILITATION - CIPP FINAL PAYMENT (4878) - Approve the final payment for the 2025 Sanitary Sewer Rehabilitation - CIPP Project to Hydro-Klean, LLC, in the amount of \$43,461.39.

PARATRANSIT SERVICE AGREEMENT WITH SOURIS BASIN TRANSPORTATION - Approve the updated agreement with Souris Basin Transportation for Paratransit ADA services from January 1, 2026, through December 31, 2026; and authorize the Mayor and staff to sign the agreement with Souris Basin Transportation.

APPOINTMENT OF SPECIAL ASSISTANT CITY ATTORNEY DILLON DYER MINOT MUNICIPAL CASE NO. MI-2025-CR-00935 - Consent and approve the appointment of Dillon Dyer, Ward County Assistant States Attorney, to act as Special Assistant City Attorney in Minot Municipal Case No. MI-2025-CR-00935 and authorize the City Attorney and Mayor to sign any necessary paperwork to complete the appointment.

APPOINTMENT OF SPECIAL ASSISTANT CITY ATTORNEY CHRISTOPHER NELSON CF# 25-27819 - Consent and approve the appointment of Christopher Nelson, Ward County Assistant States Attorney, to act as Special Assistant City Attorney in Minot Police Department Case No. 2025-27819 and authorize the City Attorney and Mayor to sign any necessary paperwork to complete the appointment.

AIRPORT CONCESSIONAIRE TAILWIND'S REQUEST FOR CONSENT - Consent to the transaction as outlined in the letter dated November 25, 2025, titled "Re: Request for Consent" and authorize the Airport Director and Mayor to sign all applicable documents.

APPROVE THE LEASE AGREEMENT WITH CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION (CDMPO) - Approve the office lease agreement with the Central Dakota Metropolitan Planning Organization (CDMPO) and authorize the City Manager to sign the agreement.

APPROVAL OF ACCOUNTS RECEIVABLE WRITE-OFFS

The motion to approve the November 2025 general accounts receivable write-offs 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.

~~UNIVERSITY AVE WATERMAIN REPLACEMENT – CONTRACT AMENDMENT & FINAL PAYMENT (4816) - PULLED~~

This item was pulled from the agenda.

ACTION ITEMS

FEDERAL-STATE PARTNERSHIP FOR INTERCITY PASSENGER RAIL GRANT (FSP) AND OTHER FEDERAL RAIL GRANT OPPORTUNITIES

The motion to approve the request to submit an FSP grant and approve the request to submit for future federal grants that have the same terms as City Council has previously approved was initiated by City Council Member Blessum, seconded by City Council Member Fuller and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

HRR RELEASE OF PROPERTIES

The motion to release the two properties from the HRR program, release the UCC Financing Statements and forgive the balance of the loans was initiated by City Council Member Olson, seconded by City Council Member Samuelson and carried by the following roll call vote: ayes: Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: Mike Blessum.

PARKING RAMP PAYMENT METHODS AND RATES RESOLUTION

The motion to approve the attached resolution adopting payment methods and amounts for the Renaissance and Central parking ramps in downtown Minot 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.

APPROVE THE IMPLEMENTATION OF A RETURNED CHECK FEE

The motion to approve the resolution establishing a fee of \$35 for each returned payment transaction was initiated by City Council Member Samuelson, 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.

APPROVE THE 2026 SERVICES AGREEMENTS

The motion to approve the 2026 service agreements with the Minot Area Council of the Arts, First District Health Unit, Minot Commission on Aging, Minot Area Chamber EDC, Souris Basin Transportation and Souris Basin Planning Council; and authorize the Mayor and Finance Director to sign the agreements was initiated by City Council Member Olson and seconded by City Council Member Fuller.

The motion to amend the original motion to adjust each service agreement section (3) Reports. "In April and November, 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. In addition, Provider shall submit an annual report detailing the expenditure of City of Minot funds provided under this Agreement. The annual expenditure report shall be submitted no later than April of each year and shall be prepared in a format acceptable to the City Manager and the Finance Director. Submission of the annual expenditure report shall be a condition of continued funding under this Agreement." was initiated by City Council Member Blessum, seconded by City Council Member Fuller and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

The motion to amend the First District Health Unit scope of services portion of the service agreement to remove the part discussing the syringe exchange services that includes harm reduction counseling was initiated by City Council Member Blessum, seconded by City Council Member Fuller and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Lisa Olson, Paul Pitner, Scott Samuelson; nays: Mark Jantzer.

The motion to approve the 2026 service agreements, as amended, with the Minot Area Council of the Arts, First District Health Unit, Minot Commission on Aging, Minot Area Chamber EDC, Souris Basin Transportation and Souris Basin Planning Council; and authorize the Mayor and Finance Director to sign the agreements 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.

5TH AVE INVESTMENTS - DISCLAIMER OF INTEREST

The motion to authorize the Mayor to sign the attached disclaimer of interest was initiated by City Council Member Fuller, seconded by City Council Member Blessum and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

5TH AVE INVESTMENTS - QUIT CLAIM DEED

The motion to authorize the Mayor to sign the attached quit claim deed was initiated by City Council Member Fuller, seconded by City Council Member Blessum and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

BANK OF NORTH DAKOTA FLEX PACE AGREEMENT WITH CXL, LLC FOR THE LOCATION OF 300, 302, & 304 CENTRAL AVENUE EAST

The motion to approve the item and authorize the Mayor and City Attorney to execute the agreement 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; nays: Scott Samuelson.

PERSONAL APPEARANCES

Lianne Zeltinger discussed MACEDC with the City Council. Billi Gunderson spoke to the council about ADA access routes. Chris Brown, Joan Hawbaker, Melissa Faris, Jeremy Ensrud, and Josiah Roise wanted to discuss LPR. Tom Alexander spoke about the Facade Program.

MISCELLANEOUS AND DISCUSSION ITEMS

AXON LPR IMPLEMENTATION

Chief Frye and Deputy Chief Plessas discussed the Axon LPR System and the approved policy changes. The motion to place the Axon LPR Implementation item on the January 5, 2026, Regular City Council meeting was initiated by City Council Member Olson, seconded by City Council Member Blessum and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

MISCELLANEOUS AND DISCUSSION ITEMS

City Council Members discussed the Minot Housing Authorities request to reconsider the Facade Improvement application.

The motion to place the request for MHA Facade Improvement on the January 5th, 2026, meeting agenda for a 7-person council vote was initiated by City Council Member Olson, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Mark Jantzer, Lisa Olson, Paul Pitner; nays: Mike Blessum, Rob Fuller, Scott Samuelson. The motion failed due to a non-unanimous vote.

LIAISON REPORTS

Alderman Blessum, Alderman Pitner, and Alderman Fuller all have upcoming meetings, but no reports on meetings for this month. Alderwoman Olson attended the CDMPO meeting, the 3rd St Reconstruction Public Input meeting, and the SBPC Executive Board meeting. Alderman Samuelson attended the Ward County Planning meeting and the MPD Swearing-In Ceremony.

ADJOURNMENT

The motion to adjourn the meeting at 8:05 pm was initiated by City Council Member Pitner, seconded by City Council Member Blessum and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Mark Jantzer, Mayor

On December 15, 2025, a Special City Council Meeting of the Minot City Council was held in the City Council Chambers, City Hall (10 3rd Ave SW). Mayor Jantzer called the meeting to order at 4:45 PM.

ROLL CALL

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

Members Absent: Mike Hayes

PLEDGE OF ALLEGIANCE

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

EXECUTIVE SESSION: POTENTIAL LAND PURCHASE - 1310 BURDICK EXPRESSWAY EAST

The topic of discussion will be regarding a potential land purchase by the City of Minot. The City Council will discuss a negotiating strategy and/or provide negotiating instructions to its attorney or other negotiators regarding a potential contract for which negotiation is likely to occur in the immediate future. An open meeting on this topic would have an adverse fiscal effect on the bargaining position of the city if discussed at a public meeting. See N.D.C.C. 44-04-19.1(9).

Mayor Jantzer stated the next item on the agenda is an executive session to discuss a potential land purchase by the City of Minot. The legal authority for closing this portion of the meeting is North Dakota Century Code Section 44-04-19.1(9).

The topic and purpose of the executive session is to allow the City Council to discuss negotiating strategy and provide negotiating instructions to its attorneys and other negotiators regarding a potential contract for which negotiation is likely to occur in the immediate future. An open meeting on this topic would have an adverse fiscal effect on the bargaining position of the City. At this time, a motion would be in order to discuss agenda item number 3 in the executive session.

The motion to move the City Council into executive session 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, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

The executive session will be recorded, and all members of the Council are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the Council will occur after it is reconvened in an open meeting, unless final action is specifically required by law to be taken during the executive session.

Since this executive session is being held to provide guidance and instructions to our attorney and other negotiators pursuant to N.D.C.C. § 44-04-19.1, the prohibition on taking final action during the executive session does not apply to providing negotiating instructions to the City's attorneys and other negotiators.

At this time, the Council will relocate to the City Council conference room adjoining Council Chambers. During the executive session, members of the public attending the meeting are welcome to remain in Council Chambers. We anticipate adjourning the executive session and returning to the dais to reconvene the open portion of this meeting, at approximately 5:15 pm.

The executive session began at 4:48 pm and was attended by members of the City Council, as well as the Mayor, City Clerk, City Attorney, City Assessor, Finance Director, and Utilities Director.

At 5:04 pm, Alderman Pitner moved to adjourn the executive session and return to the open portion of the City Council meeting. The motion was seconded by City Council Member Blessum and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

POTENTIAL ACTION FOLLOWING EXECUTIVE SESSION

There was no action following the executive session.

ADJOURNMENT

The motion to adjourn the meeting at 5:05 pm was initiated by City Council Member Pitner, seconded by City Council Member Blessum and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

ATTEST: _____
Mikayla McWilliams, City Clerk

APPROVED: _____
Mark Jantzer, Mayor

ORDINANCE NO: 6151

**AN ORDINANCE AMENDING THE 2026 ANNUAL BUDGET TO INCREASE THE
WARD COUNTY NARCOTICS TASK FORCE EXPENDITURES AND REVENUES
FOR DEPARTMENT MATERIALS AND SUPPLIES, RENTALS, TELEPHONE
SERVICES, FUEL, TRAVEL, EDUCATION AND TRAINING, & OFFICE FURNITURE
AND EQUIPMENT FOR THE FY2026 MULTIJURISDICTIONAL TASK FORCE
LOTTERY FUNDS GRANT AWARD.**

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

- §1: Amend the 2026 annual budget to increase the Ward County Narcotics Task Force expenditures and revenue for department materials and supplies, rentals, telephone services, fuel, travel, education and training, & office furniture and equipment for the FY2026 multijurisdictional Task Force Lottery Funds grant award:

10023000.46101	2025230001	\$5,000
10023000.44400	2025230001	67,000
10023000.45300	2025230001	4,992
10023000.46262	2025230001	13,500
10023000.45800	2025230001	3,750
10023000.45900	2025230001	3,750
10023000.46102	2025230001	5,364
10000000.33400	2025230001	103,356

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

PASSED FIRST READING: December 15, 2025

PASSED SECOND READING: January 5, 2026

APPROVED:

ATTEST:

Mark Jantzer, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 6152

**AN ORDINANCE AMENDING THE 2025 ANNUAL BUDGET TO INCREASE THE
LIBRARY MEMORIAL FUNDS REVENUES AND EXPENDITURES FOR A
DONATION RECEIVED FROM THE FRIENDS OF THE LIBRARY.**

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

§1: An ordinance amending the 2025 annual budget to increase the Library memorial funds revenues and expenditures for a donation received from the Friends of the Library:

21000000-36400		\$6,558
21067000-48206		6,558

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

PASSED FIRST READING:

December 15, 2025

PASSED SECOND READING:

January 5, 2026

Attest:

Approved:

Mikayla McWilliams, City Clerk

Mark Jantzer, Mayor



TO: Mayor and Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: January 5, 2026

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. 791st Dark Horse Association to conduct a raffle on December 5, 2025, at The Moose Lodge (400 9th St SW).
2. First Lutheran Church to conduct a calendar raffle during February 2026, at First Lutheran Church (120 5th Ave NW).
3. Minot Optimist Club to conduct a raffle on January 10, 2026, at The "O"riginal (720 N Broadway).
4. Power of 1 to conduct a sports pool on January 25 and February 8, 2026, and a raffle on May 6, 2026, at the ARCO Dakota Square (1520 24th Ave SW).
5. Minot State University Athletics to conduct a sports pool on January 25 and February 8, 2026, at Minot State University (500 University Ave W).
6. Two Special Event Permits for Prairie Sky Breads (3 1st St SE).
7. Two Special Event Permits for the Blue Rider (118 1st Ave SE).
8. Two Special Events Permit for Bones BBQ (437 N Broadway).
9. Eight Special Event Permits for The Spot (6 2nd St NE).
10. Special Event Permit for Army's 2.0 (12 3rd St SE).

II. DEPARTMENT CONTACT PERSONS

Mikayla McWilliams, City Clerk, 701-857-4752

Dale Plessas, Deputy Police Chief, 701-857-9800

III. DESCRIPTION

A. Background

Under the Code of Ordinances, a permit issued pursuant to NDCC 5-02-01.1, to allow an alcoholic beverage sales licensee to operate at premises other than the licensed premises to which the license relates, shall be issued administratively

by the city clerk upon the following terms and conditions:

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

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

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

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

IV. IMPACT

A. Aspirations

Safe and Welcoming

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

Special Event Permits, Local Permits and Restricted Event Permits are approved administratively each month through the City Clerk's Office. The

non-refundable application fee for each permit is \$25 and is deposited into the appropriate general fund revenue accounts.

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

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

Department: Airport	
Name	Gross Pay
Andreasen, Eric Thomas	\$ 4,084.07
Baier, Jamison T	\$ 5,077.23
Ballard, Alexander F	\$ 3,470.88
Brock, Vanessa M	\$ 5,637.19
Choi, Alex M	\$ 5,454.57
Clark, Benjamin P	\$ 4,930.25
Davis, Brandon	\$ 6,055.18
Depriest, Isaac	\$ 4,938.34
Draper, David	\$ 6,575.53
Eckman, Jennifer	\$ 12,494.56
Hunter, Kyle James	\$ 3,338.93
Kaminski, Thomas	\$ 3,995.59
Klein, Craig A	\$ 67.68
Long, Jessica	\$ 6,585.64
Molloy, Danielle Elisabeth	\$ 3,641.12
Moody, Sharon	\$ 5,177.26
Norby, Judy	\$ 4,395.83
Ortiz-Pabon, Nelson	\$ 4,604.70
Rafala, Michael	\$ 6,124.83
Romanick, Maria C	\$ 6,918.96
Sanders, Sean Edward	\$ 1,087.35
Smith, Mary C	\$ 3,523.23
Takashige, Alec N	\$ 7,273.70
Taylor, Kenneth Allen	\$ 418.16
Urban, Randy N	\$ 3,911.61
Totals for Department Airport	
Total	\$ 119,782.39

Department: Assessors	
Name	Gross Pay
Druse, Damon	\$ 8,527.27
Feller, Taylor Rae	\$ 3,208.93
Kamrowski, Ryan L	\$ 9,537.95
Lovelace, Daniel D	\$ 7,114.20
Maragos, Sheila M	\$ 7,469.27
Nelson, Chelsy	\$ 4,578.35
Totals for Department Assessors	
Total	\$ 40,435.97

Department: Cemetery	
Name	Gross Pay

Name	Gross Pay
Schneider, Tina	\$ 5,678.72
Seifert, James R	\$ 4,776.85
Wiggins, Kaitlynn	\$ 3,920.18
Zietz, Cole J	\$ 4,575.96
Totals for Department Cemetery	
Total	\$ 18,951.71

Department: City Attorney	
Name	Gross Pay
Dickerson, Corbin	\$ 8,856.91
Henjum, Nathaniel	\$ 4,776.85
Schmitz, Nick	\$ 7,828.23
Stalheim, Stefanie	\$ 11,896.50
Withouse, Rebekkah Jewel	\$ 2,517.61
Totals for Department City Attorney	
Total	\$ 35,876.10

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

Department: City Manager	
Name	Gross Pay
Fuller, Ann M	\$ 4,794.45
Joyce, Thomas C	\$ 16,283.50
McWilliams, Mikayla	\$ 9,350.66
Stein, Jeanne	\$ 7,336.94
Totals for Department City Manager	
Total	\$ 37,765.55

Department: City Shop	
Name	Gross Pay
Anderson, Robbie	\$ 4,445.79
Bradford, Emil	\$ 4,344.10

Name	Gross Pay
Headrick, Jesse	\$ 4,128.82
Hermanson, Brook A	\$ 6,762.65
Hughbanks, Brian	\$ 4,224.82
Ortmann, Donald G	\$ 6,184.54
Rivera, Frank R	\$ 4,919.27
Schaubroeck, April S	\$ 3,740.70
Schmidt, Charles Joseph	\$ 8,008.31
Simard, Brennan Durwood Robert	\$ 3,092.50
Smith, Zachary Thomas	\$ 3,856.44
Totals for Department City Shop	
Total	\$ 53,707.94

Department: Dispatch	
Name	Gross Pay
Alves, Jeanne E	\$ 6,547.12
Brown, Justice	\$ 5,258.72
Buchweitz, Savanah Raelyn	\$ 4,231.62
Christie, Sean A	\$ 10,866.20
Evans, Amy	\$ 4,419.31
Fahy, Wayne W	\$ 7,450.92
Gutierrez, Monique Adriana	\$ 4,285.40
Haugan, Margaret H	\$ 10,768.43
Lausch, Jacqueline	\$ 6,764.66
Lonis, Ashleigh	\$ 7,856.44
Meicher, Chloe G	\$ 4,375.15
Newman, Samantha	\$ 5,464.29
Pakkala, Paige Lillian	\$ 4,264.81
Pletcher, Larkyn Anna	\$ 4,452.31
Roehm, Brandi	\$ 4,524.96
Yost, Braydon Gage	\$ 4,967.40
Totals for Department Dispatch	
Total	\$ 96,497.74

Department: Engineering	
Name	Gross Pay
Erickson, Aleesha L	\$ 7,905.78
Foley, Taylor	\$ 5,018.83
Geigle, Brianna Paige	\$ 5,820.72
Hernandez, Gabriel	\$ 3,505.05
Hoffart, Jesse	\$ 8,297.78
Huettl, Emily	\$ 9,712.95
King, Matthew R	\$ 7,091.94
Meyer, Lance E	\$ 18,005.25
Ramos, Nicole	\$ 5,820.72

Name	Gross Pay
Ravula, Pravalika	\$ 4,660.65
Romann, Alicia A	\$ 5,928.64
Steckler, Thomas E	\$ 7,828.23
Vorgitch, Julia	\$ 5,010.65
Totals for Department Engineering	
Total	\$ 94,607.19

Department: Finance	
Name	Gross Pay
Burns, Callie S	\$ 6,605.01
Grabow, Randi L	\$ 5,513.33
Lakefield, David	\$ 13,181.18
Nerem, Laurisa	\$ 5,027.25
Nishek, Laurie	\$ 5,789.48
Olson, Jaelee	\$ 5,264.52
Schmidt, Susan	\$ 5,273.33
Shatara, Jenna	\$ 32.13
Shefstad, Brittany J	\$ 6,181.26
Shelkey, Melody L	\$ 8,003.23
Van Grinsven, Kristin	\$ 6,835.64
Variste, Jeanny	\$ 4,814.26
Zeece, Holly	\$ 5,853.72
Zelinski, Jenna M	\$ 8,830.85
Totals for Department Finance	
Total	\$ 87,205.19

Department: Fire - Administration	
Name	Gross Pay
Babinchak, Jason A	\$ 8,856.91
Brown, Robby	\$ 6,760.30
Burns, Austin T	\$ 9,803.46
Hammer, Stuart	\$ 6,610.30
Hardy, Glen A	\$ 9,562.95
Klein, Adam Jerome	\$ 6,585.64
Kronschnabel-Dostert, Kelli	\$ 13,156.18
Maxwell, Mason W	\$ 9,537.95
Seifert, Travis J	\$ 7,190.26
Summers, Dana W	\$ 12,169.99
Weber, Brent A	\$ 12,154.45
Totals for Department Fire - Administration	
Total	\$ 102,388.39

Department: Fire Control	
Name	Gross Pay
Aasen, Jerad Eugene	\$ 5,651.76
Ahles, Michael Thomas	\$ 2,077.04
Allen, Scott	\$ 5,955.09
Anderson, Joseph	\$ 5,390.20
Angelo, Jason	\$ 5,237.19
Baker, Griffin Joseph	\$ 4,308.23
Beck, Kyle W	\$ 8,509.69
Berntson, Austin	\$ 9,147.44
Boechler, Matthew A	\$ 5,225.83
Burgess, Justin T	\$ 8,434.70
Christen, Tyler	\$ 6,193.95
Coleman, Alexander	\$ 5,476.88
Croxall, Jeremy M	\$ 6,264.70
Degele, Travis W	\$ 7,918.04
Dockter, James	\$ 6,866.28
Eull, Mitchell	\$ 5,237.19
Filkins, Jacob E	\$ 6,905.70
Garberg, Tully D	\$ 11,691.11
Ghent, Tyler	\$ 5,591.95
Gilliss, Shane	\$ 8,539.59
Green, Brady Michael	\$ 2,077.04
Hall, Aiden Michael	\$ 4,101.36
Hanselman, Andrew J	\$ 7,740.39
Hanson, Myles	\$ 6,979.43
Haskins, Patrick	\$ 5,770.53
Kristiansen, Hans	\$ 15,066.60
Laks, Damon	\$ 5,974.23
Laskowski, Paul J	\$ 14,236.34
Lentz, Jacob W	\$ 17,388.57
Mathieson, Mark	\$ 5,515.67
Meadows, Casey D	\$ 7,793.49
Meadows, Jaydee	\$ 6,276.10
Meyer, Trent	\$ 5,515.31
Nelson, Brady Kent	\$ 4,308.23
Nerem, Jesse	\$ 5,691.17
Newman, Phillip	\$ 5,640.67
Olson, Joshua	\$ 5,601.53
Peterson, Aaron P	\$ 7,882.51
Raymond, Daniel	\$ 7,641.34
Rice, Alec D	\$ 9,758.10
Rohrbach, Robert A	\$ 7,407.01
Ross, Michael T	\$ 9,889.55
Rostberg, Casey	\$ 5,665.66

Name	Gross Pay
Safranski, Dustin M	\$ 6,511.91
Schill, Kyle	\$ 5,955.09
Schoenborn, Matthew Lee	\$ 5,199.17
Schriock, Kerry W	\$ 17,982.98
Shoemaker, Charles	\$ 7,183.71
Staples, Kayden	\$ 4,174.11
Tancabel, Andrew	\$ 12,671.70
Taylor, Matthew	\$ 4,308.23
Tougas, Brady W	\$ 10,860.81
Urban, Augustus	\$ 5,652.86
Vilandre Hauser, Davin Jesse	\$ 4,539.12
Walhood, Bradley	\$ 6,428.19
Walter, Devin M	\$ 8,175.63
Wedar, Elijah Joseph	\$ 2,077.04
West, Jason	\$ 7,985.54
Wolf, Hunter	\$ 5,429.09
Zabka, Aaron	\$ 5,955.09
Totals for Department Fire Control	
Total	\$ 425,633.66

Department: Human Resources	
Name	Gross Pay
Beck, Kelly	\$ 8,680.14
Eichstadt, Monica L	\$ 6,975.18
Scott, Courtney K	\$ 5,430.08
Thurston, Brittany Charlotte	\$ 6,943.96
Totals for Department Human Resources	
Total	\$ 28,029.36

Department: IT	
Name	Gross Pay
Albertson, Alec	\$ 6,467.45
Herslip, Jacob	\$ 4,145.24
Knudsvig, Miles	\$ 6,035.93
McKibben, Jason S	\$ 10,020.98
Podolski, Tyler	\$ 4,145.24
Ulrickson, Paul M	\$ 8,690.85
Totals for Department IT	
Total	\$ 39,505.69

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

Name	Gross Pay
Degroot, Gage	\$ 8,171.60
Hancock, Thomas	\$ 1,710.00
Heizelman, Gerald Lee	\$ 5,188.83
Johnson, Jennifer Lynn	\$ 4,776.85
Kilichowski, Owen J	\$ 6,747.45
Kimball, Michelle L	\$ 5,404.38
Murphy, Michael J	\$ 7,269.27
Nebitsi, Aundrea Rae	\$ 828.75
Sickler, Laurie A	\$ 5,273.73
Stewart, Tony Earl	\$ 5,820.60
Tillema, Luke	\$ 2,729.70
Totals for Department Inspections	
Total	\$ 60,036.99

Department: Landfill	
Name	Gross Pay
Akin, Dwayne S	\$ 4,624.07
Anderson, Melissa Ann	\$ 3,360.45
Bullard-Wolf, Christina	\$ 5,248.29
Bullard-Wolf, Travis D	\$ 4,720.75
Canfield, Nathan Leo	\$ 3,490.47
Curelo, Steven	\$ 3,222.15
Foster, Krystle A	\$ 3,381.37
Helgeson, David	\$ 5,901.08
Mullikin, Christopher Ryan	\$ 4,160.43
Reimche, Tyler J	\$ 5,273.73
Shefstad, Allen	\$ 10,003.69
Zuck, Darren S	\$ 5,513.73
Totals for Department Landfill	
Total	\$ 58,900.21

Department: Library	
Name	Gross Pay
Aberle, Craig S	\$ 3,857.80
Bickell, Destiny Jayd	\$ 3,821.46
Brown, Leah M	\$ 1,469.43
Carswell, Pamela E	\$ 5,450.77
Fagerland, Benjamin	\$ 3,381.37
Frey, Katelin Margaret	\$ 1,629.63
Hall, Bradley William	\$ 669.53
Humble, Katie	\$ 186.79
Huseth, Valerie	\$ 3,825.02
Julson, Marcia G	\$ 4,793.00
Keller, Olivia Marie	\$ 1,138.54

Name	Gross Pay
Lien, Kathryn	\$ 4,052.64
Monley, Randi D	\$ 5,387.55
Ostlund, Emily	\$ 5,146.19
Pecoraro, Betty	\$ 2,282.96
Perryman, Emily	\$ 50.26
Pikka, Joshua	\$ 6,613.56
Possen, Lacey A	\$ 4,643.28
Prevett, Destiney Raine	\$ 1,727.86
Schneibel, Veronica	\$ 4,723.11
Timothy, Scott D	\$ 6,093.98
Wheeler, Mary P	\$ 6,416.96
Williams, David J	\$ 820.79
Wolf, Julie M	\$ 3,711.75
Ziegler, Kassandra M	\$ 4,235.29
Totals for Department Library	
Total	\$ 86,129.52

Department: Metro Planning Org	
Name	Gross Pay
Van Dyke, John W	\$ 9,609.70
Totals for Department Metro Planning Org	
Total	\$ 9,609.70

Department: Municipal Court	
Name	Gross Pay
Beall, Ashley	\$ 4,733.62
Glines, Morgan	\$ 300.00
Harvey, Kristain	\$ 4,049.75
McNicholas, Andrea	\$ 4,335.36
Tallman, Nicole	\$ 5,019.23
Totals for Department Municipal Court	
Total	\$ 18,437.96

Department: NAWS Biota Plan	
Name	Gross Pay
Kittelson, Collin	\$ 6,002.06
O'Keefe, Kevin M	\$ 5,805.22
Parsons, John	\$ 3,879.24
Solberg, Dana	\$ 3,764.84
Walker, James Alonso	\$ 4,355.18
Totals for Department NAWS Biota Plan	
Total	\$ 23,806.54

Department: PW Utility Admin	
Name	Gross Pay
Cofell, Benjamin H	\$ 8,224.56
Cuypers, Anthony J	\$ 4,328.37
Hoyt, Kari L	\$ 5,990.60
Meyer, Veronica M	\$ 9,313.34
Schettler, Tristan	\$ 5,820.72
Sorenson, Jason S	\$ 13,564.51
Totals for Department PW Utility Admin	
Total	\$ 47,242.10

Department: Planning	
Name	Gross Pay
Billingsley, Brian	\$ 12,250.01
Diedrichsen, Douglas Craig	\$ 8,856.91
Falconer, Daniel	\$ 5,399.75
Hornberger, Hannah L.	\$ 4,542.99
Mathieson, Nicole	\$ 1,549.60
Totals for Department Planning	
Total	\$ 32,599.26

Department: Police - Administration	
Name	Gross Pay
Bachmeier, Kendra	\$ 3,714.80
Chapman, David J	\$ 9,909.91
Church, Jenna J	\$ 4,327.15
Foley, Jared S	\$ 8,716.07
Frye, Michael William	\$ 11,327.26
Guthrie, Trisha K	\$ 4,763.02
Haug, Shane M	\$ 16,767.55
Klug, John M	\$ 2,139.02
Kolnes, Kimberly	\$ 3,849.43
Roberts, Christine L	\$ 5,273.73
Sandusky, Caisee M	\$ 9,111.39
Schmidt, Denise	\$ 3,381.37
Sundbakken, Jason J	\$ 10,294.72
Totals for Department Police - Administration	
Total	\$ 93,575.42

Department: Police - Investigations	
Name	Gross Pay
Asham, Carmen L	\$ 13,364.61

Name	Gross Pay
DeNovio, William	\$ 6,506.67
Dyke, Darren M	\$ 13,125.02
Guerton, Kristin	\$ 7,011.23
Hanks, Elijah	\$ 8,649.35
Heringer, Rebecca	\$ 4,979.66
Johnson, Charles S	\$ 10,121.23
Plessas, Dale J	\$ 10,524.80
Reis, Shawn	\$ 12,902.53
Roach, Andrew	\$ 8,174.91
Wheeling, Jill	\$ 3,922.37
Totals for Department Police - Investigations	
Total	\$ 99,282.38

Department: Police - Patrol	
Name	Gross Pay
Andrade, Memorie	\$ 9,383.93
Bach, Kolbe M	\$ 8,662.85
Baker, Cody	\$ 5,591.09
Bambenek, Jason L	\$ 14,294.55
Bartlett, Alec	\$ 7,020.69
Berentson, Taylor	\$ 7,319.41
Black, Winston	\$ 1,980.00
Boyungs, Alex Artino	\$ 4,322.25
Burghardt, Thomas	\$ 6,123.23
Burtch, Tyler R	\$ 6,466.14
Carter, Ronald	\$ 9,552.24
Casarez, Andres	\$ 7,595.73
Connole, Michael W	\$ 8,256.15
Daniels, John Ryan	\$ 4,322.25
Gonzales, Daniel	\$ 6,875.76
Greenlees, Alexander	\$ 4,840.26
Hall, Cullen	\$ 16,679.65
Halseth, Landon Lee	\$ 1,659.84
Hardy, Aaron Lee	\$ 4,684.35
Harrington, Alexander D	\$ 7,052.95
Hathaway, Eric	\$ 7,822.62
Herba, Atlantis Starr	\$ 4,660.65
Hess, Andrew M	\$ 10,104.75
Hess, Belinda	\$ 7,978.82
Hunter, Mark	\$ 5,843.66
Jackson, Joseph James	\$ 5,144.63
Jensen, Taylor A	\$ 13,337.94
Jernigan, Brandon Keith	\$ 5,381.79
Johnson, Greg W	\$ 12,322.83

Name	Gross Pay
Kiss, Sarah	\$ 3,895.07
Lakoduk, Ross Allen Macklin	\$ 9,701.24
Lee, Kerrington	\$ 1,638.89
Lightfoot, Jasir Shively	\$ 5,122.89
Loudermilk, Justin Matthew	\$ 5,279.69
Lovro, Mary Sanford	\$ 2,252.61
Luck, Jayden James	\$ 5,301.29
Maasjo, Justin Harris	\$ 4,322.25
Mathieson, Andrew Michael	\$ 5,350.32
Mehlhoff, Andrew K	\$ 17,692.31
Miller, Cody Lee	\$ 9,756.05
Miller, Gannon E	\$ 8,430.79
Montreal, Jacob Thomas	\$ 4,113.71
Moss, Aaron D	\$ 1,249.60
Myers, Zackery Colin	\$ 7,959.08
Nielsen, Michael Anthony	\$ 5,974.03
Noyes, Joshua D	\$ 17,756.19
Ostrum, Ryan Lee	\$ 5,598.64
Pfeiffer, Peggy	\$ 7,299.54
Pollman, Dana	\$ 12,681.17
Presley, Jessica L	\$ 10,283.59
Rakes, Aubrey	\$ 1,278.59
Roberts, Bobby R	\$ 5,071.35
Ruelle, Tyler J	\$ 22,255.21
Rynestad, Jersey	\$ 5,408.26
Schoenrock, Stephen J	\$ 8,668.68
Schuster, Colton	\$ 1,346.63
Sedillo, Anthony Abran	\$ 4,322.25
Shaide, Kristian	\$ 9,292.89
Smith, Ezekiel William Zachary	\$ 5,122.89
Smith, Wyatt Cordell	\$ 5,987.00
Squyres, Heidi	\$ 3,427.38
Stebbleton, Tatum	\$ 13,456.65
Strandemo, Cole A	\$ 5,096.25
Sullivan, Christian	\$ 6,320.87
Sundheim, Justin C	\$ 18,090.27
Washington, Anthony L	\$ 9,163.74
Wegner, Shawn P	\$ 9,238.00
Wheeler, Daniel B	\$ 13,864.31
Williams, Brian	\$ 8,038.89
Young, Carrie A	\$ 3,206.60
Totals for Department Police - Patrol	
Total	\$ 525,596.67

Department: Property Maintenance	
Name	Gross Pay
Brandt, Kelly G	\$ 7,121.94
Ciccarelli, Amy Jo	\$ 3,466.26
Coughlin, Brent	\$ 4,525.03
Dyson, Andrew Robert	\$ 3,308.30
Espe, Scott A	\$ 3,887.02
Hall, Arlie Rae	\$ 3,306.26
Knatterud, Dena M	\$ 4,031.32
Reinemann, Christopher Jones	\$ 4,013.22
Sickler, Kevin	\$ 11,544.65
Smith, Samuel Allen	\$ 4,025.41
Totals for Department Property Maintenance	
Total	\$ 49,229.41

Department: Public Information	
Name	Gross Pay
Kleen, Jennifer LeAnn	\$ 7,419.21
Kvigne, T	\$ 5,298.33
Obenchain, Bryan	\$ 5,298.73
Totals for Department Public Information	
Total	\$ 18,016.27

Department: Public Works - Administra	
Name	Gross Pay
Banfill, Bryan Douglas	\$ 11,092.04
Obergfell, Jason R.	\$ 5,086.19
Totals for Department Public Works - Administra	
Total	\$ 16,178.23

Department: Sanitation	
Name	Gross Pay
Arriola, Joseph E	\$ 5,497.81
Brock, William	\$ 7,181.48
Hamel, Scott	\$ 9,555.50
Ingold, Douglas A	\$ 5,123.66
Kraft, Joshua B	\$ 8,673.85
Lakoduk, Daltyn J	\$ 5,460.98
Oange, Zephaniah N	\$ 5,146.73
Reynolds, Nicholas R	\$ 11,071.03
Rice, Brian Richard	\$ 3,914.29
Shurtleff, Michael J	\$ 4,224.18

Name	Gross Pay
Simonson, Christopher A	\$ 5,193.43
Totals for Department Sanitation	
Total	\$ 71,042.94

Department: Sewer Pumping	
Name	Gross Pay
Allen, Bryce J	\$ 4,029.53
Brevik, Dax	\$ 5,018.83
Cimino, Robert Paul	\$ 5,062.42
Knoop, Scot M	\$ 5,404.38
Kuglin, Troy D	\$ 5,404.38
LaValley, Christopher	\$ 3,920.20
Marmon, Shannon L	\$ 6,019.01
Olstad, Karlain L	\$ 3,920.19
Racine, Riley	\$ 3,825.02
Sloboden, Timothy J	\$ 6,019.00
Trana, Sebastian Leigh	\$ 3,381.37
Totals for Department Sewer Pumping	
Total	\$ 52,004.33

Department: Storm-Sewer	
Name	Gross Pay
Carpenter, Gary L	\$ 4,048.69
Espe, Mark W	\$ 7,463.37
Heizelman, Dean A	\$ 4,706.90
Herslip, Christopher C	\$ 4,120.24
Iglesias, Adrian	\$ 5,112.16
Ness, Kohlton Izik	\$ 3,139.38
Rockwell, Nicholas paul	\$ 3,370.68
VanSickle, Edward	\$ 3,412.19
Totals for Department Storm-Sewer	
Total	\$ 35,373.61

Department: Street Department	
Name	Gross Pay
Anderson, Dustin Dale	\$ 3,649.35
Archer, Ronald Patrick	\$ 4,224.17
Braaten, Kevin A	\$ 9,078.34
Ciccarelli, Robert S	\$ 6,266.12
Clouse, Michael Andrew	\$ 3,413.22
Fredericksen, Brandon L	\$ 5,693.90
Grant, Zachary L	\$ 9,488.32
Gruse, Richard	\$ 3,483.23

Name	Gross Pay
Harvey, Dale A	\$ 5,769.84
Herzog, Rodney	\$ 3,862.82
Huntzinger, Brian D	\$ 5,278.14
Kueffler, Alexander	\$ 4,260.65
Lower, Robert	\$ 4,625.17
Mackay, Brooke	\$ 4,360.18
Mathwich, Mark Richard	\$ 3,501.46
Mennem, Joseph	\$ 3,492.68
Monk, Harry	\$ 3,888.61
Monley, Lucus	\$ 5,022.56
Neuhalfen, Scott J	\$ 4,444.39
Opperde, Darin B	\$ 4,155.90
Oswalt, Matthew	\$ 4,235.80
Petty, Zachary Douglas	\$ 3,181.51
Rutherford, Robert Hart	\$ 4,058.70
Scofield, Garrett D	\$ 6,884.12
Skinner, Lehmann	\$ 5,459.86
Thompson, Shawn Scott	\$ 3,619.68
Torres, Diego Enrique	\$ 4,037.46
Vind, Roger T	\$ 5,900.88
Wood, Justin G	\$ 6,112.12

Totals for Department Street Department

Total \$ 141,449.18

Department: Traffic

Name	Gross Pay
Behrens, Jeffrey W	\$ 6,256.83
Bieger, Michael	\$ 3,709.18
Degenstein, Joseph	\$ 4,805.11
Derr, Nathan P	\$ 5,185.57
Joersz, Stephen	\$ 9,316.91
Rodman, David F	\$ 8,334.98
Steen, Jeffery	\$ 1,720.81

Totals for Department Traffic

Total \$ 39,329.39

Department: Transit/Bus

Name	Gross Pay
Billings, Angelique M	\$ 1,693.57
Billings, Douglas E	\$ 3,976.69
Cooper, Dean	\$ 2,062.72
Cutaiar, Joseph	\$ 6,699.64
Hochsprung, Kory	\$ 6,261.06
Horinka, Brian L	\$ 13,312.39

Name	Gross Pay
Lawrence, Stephen Chase	\$ 3,469.55
Madison, Samantha Jo	\$ 3,421.19
Newbury-Thomas, Tina M	\$ 4,569.06
Olson, Sheri	\$ 3,949.90
Robinson, Nicole	\$ 4,339.77
Schalesky, Marty	\$ 3,604.10
Shekleton, Michael	\$ 4,622.62
Stacy, Brent Allen	\$ 3,567.22
Totals for Department Transit/Bus	
Total	\$ 65,549.48

Department: Utility Billing	
Name	Gross Pay
Duchscherer, Haili	\$ 4,762.77
Dutenhafer, Miranda S	\$ 5,779.88
Zappone, Maria Katherine	\$ 3,299.10
Totals for Department Utility Billing	
Total	\$ 13,841.75

Department: Water Distribution	
Name	Gross Pay
Bergrude, Carson	\$ 3,731.44
Burckhard, Terry	\$ 3,552.35
Burnley, Cory	\$ 4,084.22
Christianson, Kurt A	\$ 5,723.50
Erhardt, Garrett	\$ 3,592.35
Finken, Chad G	\$ 5,530.45
Hammell, Sarah Elizabeth	\$ 3,218.45
Higgins, Damion Joseph	\$ 3,783.56
Hudson, Kasey L	\$ 5,424.32
Kelly, Kevin J	\$ 5,677.91
Lockyer, Cody M	\$ 5,600.75
Mason, Alexander James	\$ 3,480.93
Murrieta, Rebecca	\$ 3,365.65
Ouradnik, Todd A.	\$ 3,381.37
Randash, Brian K	\$ 7,151.94
Rice, James Andrew	\$ 3,386.61
Rieke, Dustin B	\$ 5,900.45
Robinson, Derek	\$ 4,776.85
Westergaard, Steve B	\$ 6,784.08
Totals for Department Water Distribution	
Total	\$ 88,147.18

Department: Water Treatment Plant	
Name	Gross Pay
Andrysiak, Richard J	\$ 5,073.43
Dinsmoore, Marissa R	\$ 4,629.47
Haider, Mark A	\$ 5,941.40
Hall, Steven M	\$ 1,283.02
Jenkins, Jordan William	\$ 3,616.75
Kopp, Timothy	\$ 5,804.23
Lopez, Ryan	\$ 4,459.92
Mason, Jonathan William	\$ 3,441.21
Paddock, Mark A	\$ 8,881.91
Parton, Janet L	\$ 5,789.88
Plesuk, Sara Dawn	\$ 3,979.48
Reimche, Keith R	\$ 5,864.51
Renaud, Zachery John	\$ 4,196.98
Rensland, Brandon T	\$ 5,733.12
Seifert, Justin R	\$ 7,575.42
Sims, Aaron	\$ 3,869.51
Solberg, Stuart	\$ 135.22
West, Samantha M	\$ 3,737.75
Totals for Department Water Treatment Plant	
Total	\$ 84,013.21
Grand Totals	
Total	\$ 2,918,418.61

Posting date	Transaction date	Supplier	Amount
11/24/2025	11/20/2025	Rhi Supply Minot	106.98
11/24/2025	11/20/2025	Menards Minot Nd	119.58
11/24/2025	11/20/2025	Prairie Supply Inc	35.88
11/24/2025	11/20/2025	Military Names Llc	86.00
11/24/2025	11/20/2025	Menards Minot Nd	137.99
11/24/2025	11/20/2025	Menards Minot Nd	22.69
11/24/2025	11/20/2025	Steins- Minot	169.95
11/24/2025	11/20/2025	Menards Minot Nd	79.68
11/24/2025	11/20/2025	Carquest Auto	879.20
11/24/2025	11/20/2025	Carquest Auto	199.68
11/24/2025	11/20/2025	Team Electronics Inc	76.60
11/24/2025	11/20/2025	Napa Parts 0027632	(77.48)
11/24/2025	11/21/2025	Hobby Lobby #382	69.90
11/24/2025	11/21/2025	Border States Industries	1,083.60
11/24/2025	11/21/2025	Border States Industries	17.25
11/24/2025	11/21/2025	Carquest Auto	79.12
11/24/2025	11/21/2025	Menards Minot Nd	100.94
11/24/2025	11/21/2025	Menards Minot Nd	30.13
11/24/2025	11/21/2025	Fedex395624885584	10.95
11/24/2025	11/21/2025	Galls	1,144.92
11/24/2025	11/21/2025	Menards Minot Nd	285.96
11/24/2025	11/21/2025	Acme Tools Minot	74.77
11/24/2025	11/21/2025	Amazon Mark* B08bj8dj2	9.83
11/24/2025	11/21/2025	Bound Tree Medical Llc	190.99
11/24/2025	11/21/2025	Napa Parts 0027632	25.48
11/24/2025	11/21/2025	Hach Company	61.99
11/24/2025	11/21/2025	Amazon.Com*b09349km1	314.95
11/24/2025	11/21/2025	Schocks Safe And Lock Se	6.25
11/24/2025	11/21/2025	Amazon Reta* B05os39o1	74.99
11/24/2025	11/21/2025	Target 00000851	159.92
11/24/2025	11/22/2025	Amazon Mktpl	177.56
11/24/2025	11/22/2025	Bismarck Residence Inn	550.00
11/24/2025	11/22/2025	Bismarck Residence Inn	550.00
11/24/2025	11/22/2025	Bismarck Residence Inn	550.00
11/24/2025	11/22/2025	Bismarck Residence Inn	550.00
11/24/2025	11/22/2025	Bismarck Residence Inn	550.00
11/24/2025	11/22/2025	Bismarck Residence Inn	550.00
11/24/2025	11/22/2025	Amazon Mark* B048s09n2	141.83
11/24/2025	11/22/2025	Apex Minec* Apex Hosti	74.21
11/24/2025	11/22/2025	U.S. Cad	4,950.00
11/24/2025	11/22/2025	Runnings Of Minot	71.99
11/24/2025	11/22/2025	Amazon Mktpl	14.72
11/24/2025	11/22/2025	Amazon.Com*b008s4un2	19.99

11/24/2025	11/22/2025 Amazon.Com*b03h79ko2	10.00
11/24/2025	11/23/2025 Tandem Dog Training	43.05
11/24/2025	11/23/2025 Amazon Mark* B27563n31	16.72
11/24/2025	11/23/2025 Amazon Mark* B23qi3lm2	150.14
11/24/2025	11/23/2025 Zoom.Com 888-799-9666	149.90
11/24/2025	11/23/2025 Scheels Minot	35.46
11/24/2025	11/24/2025 Amazon Mark* B260x4302	211.34
11/25/2025	11/24/2025 Amazon Mktplace Pmts	(26.79)
11/25/2025	11/24/2025 Amazon Mktplace Pmts	(10.00)
11/25/2025	11/24/2025 All American Trophies Scr	63.00
11/25/2025	11/24/2025 Amazon Mktpl	85.70
11/25/2025	11/24/2025 Harbor Freight Tools3246	75.93
11/25/2025	11/24/2025 Batteries Plus #0639	120.96
11/25/2025	11/24/2025 Tuff Products Brand	70.00
11/25/2025	11/24/2025 Macs Minot, Nd	34.76
11/25/2025	11/24/2025 Enerbase	179.49
11/25/2025	11/24/2025 Coborns Fuel Clearwat	96.59
11/25/2025	11/24/2025 Amazon Mktpl	91.50
11/25/2025	11/24/2025 Thomson West	500.00
11/26/2025	11/24/2025 Amazon Reta* B86gh0680	(9.99)
11/26/2025	11/24/2025 Government Finance Off	500.00
11/26/2025	11/24/2025 Officemax/Depot 6513	249.97
11/26/2025	11/24/2025 Rdo Equipment-Minot	308.08
11/26/2025	11/24/2025 Rdo Equipment-Minot	116.94
11/26/2025	11/24/2025 Marathon 228973	37.37
11/26/2025	11/24/2025 Fedex395714607954	60.73
11/26/2025	11/24/2025 Officemax/Depot 6513	71.47
11/26/2025	11/24/2025 Butler Machinery Company	38.97
11/26/2025	11/25/2025 Minot Area Chamber	20.00
11/26/2025	11/25/2025 Arrowhead Ace	190.96
11/26/2025	11/25/2025 Macs Minot, Nd	123.95
11/26/2025	11/25/2025 Harbor Freight Tools3246	701.89
11/26/2025	11/25/2025 Sp Sweepscrub.Com	362.51
11/26/2025	11/25/2025 Ferguson Entprs 3094	90.68
11/26/2025	11/25/2025 Batteries Plus #0639	1,454.75
11/26/2025	11/25/2025 Att	0.03
11/26/2025	11/26/2025 Rti - Le Training	250.00
11/26/2025	11/26/2025 Amazon Reta* B214c5dp1	234.84
11/26/2025	11/26/2025 Amazon Mktpl	89.99
11/28/2025	11/25/2025 The Home Depot #3703	119.88
11/28/2025	11/25/2025 All Safe Industries	1,229.40
11/28/2025	11/25/2025 Bismarck Staybridge Suit	122.10
11/28/2025	11/25/2025 Rdo Equipment-Minot	72.00
11/28/2025	11/26/2025 Acme Tools Minot	86.97

11/28/2025	11/26/2025 Mab* Inv-643	475.00
11/28/2025	11/26/2025 The Home Depot #3703	127.88
11/28/2025	11/26/2025 Napa Parts 0027632	31.68
11/28/2025	11/26/2025 Asce Purchasing	306.00
11/28/2025	11/26/2025 Arrowhead Ace	15.98
11/28/2025	11/26/2025 Menards Minot Nd	13.36
11/28/2025	11/26/2025 Runnings Of Minot	22.32
11/28/2025	11/26/2025 Amazon Mark* B279m07r1	64.42
11/28/2025	11/26/2025 Menards Minot Nd	27.67
11/28/2025	11/26/2025 Rdo Equipment-Minot	30,071.88
11/28/2025	11/26/2025 Dynamism, Inc.	3,336.01
11/28/2025	11/26/2025 Bambu Lab Store	414.37
11/28/2025	11/26/2025 Blackstonelibrary.Com	30.94
11/28/2025	11/26/2025 Amazon Mktplace Pmts	(84.99)
11/28/2025	11/26/2025 Target.Com	30.08
11/28/2025	11/26/2025 Galls	147.99
11/28/2025	11/26/2025 Menards Minot Nd	87.76
11/28/2025	11/26/2025 Macs Minot, Nd	139.41
11/28/2025	11/26/2025 Tractor-Supply-Co #0130	74.99
11/28/2025	11/26/2025 Amazon Mktpl	35.48
11/28/2025	11/26/2025 Dakota Fluid Power, Inc.	10.76
11/28/2025	11/27/2025 Amazon.Com*b25ug0rl1	20.40
11/28/2025	11/27/2025 Hlu*huluplus	12.99
11/28/2025	11/27/2025 Hlu*huluplus	12.99
11/28/2025	11/27/2025 Help.Hbomax.Com	229.99
11/28/2025	11/27/2025 Help.Hbomax.Com	229.99
11/28/2025	11/27/2025 Peacock De8dc Premium	109.99
11/28/2025	11/27/2025 Peacock Fd4a7 Premium	109.99
11/28/2025	11/27/2025 Rs Group	67.91
11/28/2025	11/27/2025 Amazon Mktpl	42.45
12/1/2025	11/26/2025 Rhi Supply Minot	190.85
12/1/2025	11/28/2025 Amazon Mktpl	308.25
12/1/2025	11/28/2025 Acme Tools Minot	75.00
12/1/2025	11/28/2025 Harbor Freight Tools3246	188.99
12/1/2025	11/28/2025 Officemax/Depot 6513	794.42
12/1/2025	11/28/2025 Menards Minot Nd	189.03
12/1/2025	11/28/2025 Rhi Supply Minot	64.56
12/1/2025	11/28/2025 Schocks Safe And Lock Se	20.00
12/1/2025	11/28/2025 Sp Voomi Supply	77.32
12/1/2025	11/28/2025 Arrowhead Ace	19.18
12/1/2025	11/28/2025 Crunchyroll	11.99
12/1/2025	11/28/2025 Crunchyroll	11.99
12/1/2025	11/28/2025 Amazon Mark* Bb2bi3n82	27.85
12/1/2025	11/28/2025 Oakley Si	786.90

12/1/2025	11/28/2025 Paymentus Corporation	1.25
12/1/2025	11/28/2025 Nd Dept Of Envir Qual	50.00
12/1/2025	11/28/2025 Masterclass.Com/Charge	90.00
12/1/2025	11/28/2025 Carquest Auto	7.08
12/1/2025	11/28/2025 Uw Cont Ed Reg Center	247.50
12/1/2025	11/28/2025 Amazon Reta* B25hy9df0	119.98
12/1/2025	11/28/2025 Runnings Of Minot	58.98
12/1/2025	11/28/2025 Menards Minot Nd	26.66
12/1/2025	11/28/2025 Acme Tools Minot	313.00
12/1/2025	11/29/2025 Amazon Mktpl	20.35
12/1/2025	11/29/2025 Amazon Mktpl	32.55
12/1/2025	11/29/2025 Amazon Mktpl	15.19
12/1/2025	11/29/2025 Amazon Reta* Bb8qh3ns1	77.82
12/1/2025	11/29/2025 Amazon Mktpl	52.50
12/1/2025	11/29/2025 Amazon Reta* Bb5403cm0	119.32
12/1/2025	11/29/2025 Amazon Mktpl	78.78
12/1/2025	11/29/2025 Amazon Mktpl	43.43
12/1/2025	11/30/2025 Amazon Mktpl	364.98
12/1/2025	11/30/2025 Virgin Valley Cab	51.83
12/1/2025	11/30/2025 Scheels Minot	358.00
12/1/2025	11/30/2025 Intl Code Council Inc	170.00
12/1/2025	11/30/2025	1.08
12/1/2025	11/30/2025 Sync.Com* Sync.Com	108.00
12/1/2025	12/1/2025 Dmi* Dell K-12/Govt	1,810.00
12/2/2025	11/30/2025 Autopay/Dish Ntwk	214.12
12/2/2025	12/1/2025 Electric Pump- Inc.	1,428.60
12/2/2025	12/1/2025 In *nd Post	231.73
12/2/2025	12/1/2025 Magic City Garage Door	52.00
12/2/2025	12/1/2025 Tandem Dog Training	43.05
12/2/2025	12/1/2025 Tandem Dog Training	43.05
12/2/2025	12/1/2025 Amazon Reta* Bb62n26j1	26.99
12/2/2025	12/1/2025 Amazon Prime	14.99
12/2/2025	12/1/2025 Gooseneck Implement	1,349.63
12/2/2025	12/1/2025 Core & Main - Mo005	461.59
12/2/2025	12/1/2025 In *dakota Fire Extinguis	68.20
12/2/2025	12/1/2025 In *dakota Fire Extinguis	74.62
12/2/2025	12/1/2025 Hach Company	1,085.37
12/2/2025	12/1/2025 Fastenal Company 01ndmin	97.10
12/2/2025	12/1/2025 Harbor Freight Tools3246	7.96
12/2/2025	12/1/2025 Delta Air	35.00
12/2/2025	12/1/2025 Delta Air	35.00
12/2/2025	12/1/2025 Delta Air	35.00
12/2/2025	12/1/2025 Delta Air	35.00
12/2/2025	12/1/2025 Nd Safety Council	390.00

12/2/2025	12/1/2025 4imprint, Inc	3,713.54
12/2/2025	12/2/2025 Usabluebook	388.65
12/2/2025	12/2/2025 Amazon Mktpl	97.01
12/2/2025	12/2/2025 Amazon Reta* Bb7kb6m80	28.44
12/2/2025	12/2/2025 Amazon Reta* Bb8555540	14.85
12/2/2025	12/2/2025 Amazon Mktpl	1,278.99
12/2/2025	12/2/2025 Amazon Mktpl	675.36
12/2/2025	12/2/2025 International Municipa	510.00
12/3/2025	12/1/2025 Carquest Auto	12.08
12/3/2025	12/1/2025 The Home Depot #3703	252.47
12/3/2025	12/1/2025 Officemax/Depot 6513	59.99
12/3/2025	12/1/2025 Great Lakes Chapter-Aaae	35.00
12/3/2025	12/1/2025 Troy Church Snap On	49.42
12/3/2025	12/1/2025 Red Wing Shoes #825	292.49
12/3/2025	12/1/2025 Red Wing Shoes #825	251.99
12/3/2025	12/1/2025 Boot Barn #119	279.99
12/3/2025	12/1/2025 Menards Minot Nd	291.28
12/3/2025	12/1/2025 Menards Minot Nd	11.97
12/3/2025	12/1/2025 Economy Auto Glass	485.00
12/3/2025	12/1/2025 Menards Minot Nd	112.15
12/3/2025	12/1/2025 Military Names Llc	96.50
12/3/2025	12/1/2025 Main Street Books - Minot	300.00
12/3/2025	12/1/2025 Material Testing Services	433.65
12/3/2025	12/1/2025 Material Testing Services	2,129.40
12/3/2025	12/1/2025 Main Electric Constructn	5,371.46
12/3/2025	12/1/2025 Fedex396042101802	53.25
12/3/2025	12/1/2025 Red Wing Shoes #825	200.00
12/3/2025	12/1/2025 Blueline Equipment Sunnys	39.79
12/3/2025	12/1/2025 Ck Holiday # 06431	225.00
12/3/2025	12/2/2025 Border States Industries	238.16
12/3/2025	12/2/2025 Macs Minot, Nd	84.28
12/3/2025	12/2/2025 Core & Main Nd002	176.64
12/3/2025	12/2/2025 In *nd Post	102.99
12/3/2025	12/2/2025 Runnings Of Minot	65.98
12/3/2025	12/2/2025 Macs Minot, Nd	87.49
12/3/2025	12/2/2025 2pitney Bowes Leasing	282.54
12/3/2025	12/2/2025 Farstad Oil Minot	1,401.16
12/3/2025	12/2/2025 Graybar Electric Company	899.98
12/3/2025	12/2/2025 Column Public Notice	418.77
12/3/2025	12/2/2025 Hach Company	1,266.94
12/3/2025	12/2/2025 Att	43.57
12/3/2025	12/2/2025 Galls	594.05
12/3/2025	12/2/2025 Linde Gas & Equipment Inc	94.11
12/3/2025	12/2/2025 Mowbray & Son Inc	530.54

12/3/2025	12/3/2025 Kaminsky,sullenberger	3,000.00
12/3/2025	12/3/2025 Amazon Mktpl	44.18
12/3/2025	12/3/2025 Amazon Mktpl	26.86
12/3/2025	12/3/2025 Verizon	147.50
12/4/2025	12/2/2025 Graybar Electric Company	293.60
12/4/2025	12/2/2025 Napa Parts 0027632	18.19
12/4/2025	12/2/2025 Menards Minot Nd	74.99
12/4/2025	12/2/2025 Menards Minot Nd	41.98
12/4/2025	12/2/2025 Homedepot.Com	113.07
12/4/2025	12/2/2025 Napa Parts 0027632	75.35
12/4/2025	12/2/2025 Officemax/Depot 6513	119.99
12/4/2025	12/2/2025 Minot Daily News	286.00
12/4/2025	12/2/2025 Menards Minot Nd	260.30
12/4/2025	12/3/2025 Usabluebook	1,512.33
12/4/2025	12/3/2025 Acme Tools Minot	299.00
12/4/2025	12/3/2025 Amazon Mktpl	67.99
12/4/2025	12/3/2025 Amazon Mktpl	37.75
12/4/2025	12/3/2025 Arrowhead Ace	64.99
12/4/2025	12/3/2025 Intl Code Council Inc	640.00
12/4/2025	12/3/2025 Acme Tools Minot	181.96
12/4/2025	12/3/2025 Amazon Mktpl	159.95
12/4/2025	12/3/2025 In *bag Llc	155.00
12/4/2025	12/3/2025 Northwest Tire #10 Minot	37.01
12/4/2025	12/3/2025 Amazon Mark* Bb6kv5230	420.15
12/4/2025	12/3/2025 Sp Carillonsolutions	167.00
12/4/2025	12/3/2025 Northwest Tire #10 Minot	351.30
12/4/2025	12/3/2025 Galls	192.64
12/4/2025	12/3/2025 Starlink Internet	5.00
12/4/2025	12/3/2025 Amazon Reta* Bb9666us0	1,372.80
12/4/2025	12/3/2025 Continental Metal Product	1,290.00
12/4/2025	12/3/2025 Macs Minot, Nd	87.96
12/4/2025	12/3/2025 Continental Metal Product	3,991.00
12/4/2025	12/3/2025 Amazon.Com*bb6bc4sw0	234.24
12/4/2025	12/3/2025 Nybakken Body Shop	243.82
12/4/2025	12/3/2025 Mountain Plains Lib	65.00
12/4/2025	12/3/2025 Srt Communications, Inc	360.54
12/4/2025	12/3/2025 Srt Communications, Inc	575.48
12/4/2025	12/3/2025 Srt Communications, Inc	939.78
12/4/2025	12/3/2025 Srt Communications, Inc	9,780.85
12/4/2025	12/3/2025 Enerbase	156.01
12/4/2025	12/3/2025 Swanston Equip Minot	30.42
12/4/2025	12/3/2025 Community Transportation	398.00
12/4/2025	12/4/2025 Usabluebook	941.89
12/4/2025	12/4/2025 Nd Library Association	60.00

12/5/2025	12/3/2025 Carquest Auto	29.09
12/5/2025	12/3/2025 Zoro Tools Inc	174.59
12/5/2025	12/3/2025 Napa Parts 0027632	4,368.00
12/5/2025	12/3/2025 Butler Machinery Company	187.76
12/5/2025	12/3/2025 Carquest Auto	2.76
12/5/2025	12/4/2025 Old Dominion Freight Lin	536.15
12/5/2025	12/4/2025 Paymentus Corporation	1.25
12/5/2025	12/4/2025 Nd Dept Of Envir Qual	50.00
12/5/2025	12/4/2025 2pitney Bowes Inc.	65.98
12/5/2025	12/4/2025 American Planning Associ	716.44
12/5/2025	12/4/2025 Classroom.Cdlexpert.Co	69.95
12/5/2025	12/4/2025 Runnings Of Minot	20.95
12/5/2025	12/4/2025 Galls	96.35
12/5/2025	12/4/2025 Cdw Govt #ah2bd3q	144.70
12/5/2025	12/4/2025 Amazon Mktpl	829.69
12/5/2025	12/4/2025 Sp Epasales	3,491.12
12/5/2025	12/4/2025 Tractor-Supply-Co #0130	119.99
12/5/2025	12/4/2025 Amazon Mktpl	1,389.60
12/5/2025	12/4/2025 Sp Hosewarehouse.Com	868.08
12/5/2025	12/4/2025 Lowes Garden Center	279.89
12/5/2025	12/4/2025 Paymentus Corporation	1.25
12/5/2025	12/4/2025 Nd Dept Of Envir Qual	50.00
12/5/2025	12/4/2025 Scheels Minot	234.98
12/8/2025	12/4/2025 Menards Minot Nd	73.71
12/8/2025	12/4/2025 Tractor-Supply-Co #0130	(74.99)
12/8/2025	12/4/2025 Courtyard Bismarck Nor	230.00
12/8/2025	12/5/2025 Amazon Mktpl	45.81
12/8/2025	12/5/2025 Nddot-DI-Minot	5.00
12/8/2025	12/5/2025 Menards Minot Nd	13.41
12/8/2025	12/5/2025 Macs Minot, Nd	32.00
12/8/2025	12/5/2025 Ebeltoft . Sickler . Lawy	213.00
12/8/2025	12/5/2025 Paramount+	119.99
12/8/2025	12/5/2025 Amazon Prime	14.99
12/8/2025	12/5/2025 Amazon Reta* Bi2cd8a10	19.99
12/8/2025	12/5/2025 Paramount+	119.99
12/8/2025	12/5/2025 Amazon Prime	14.99
12/8/2025	12/5/2025 Rhi Supply Minot	48.76
12/8/2025	12/5/2025 Menards Minot Nd	129.10
12/8/2025	12/5/2025 Nd Safety Council	945.00
12/8/2025	12/5/2025 Www.Apwa.Net	4,002.00
12/8/2025	12/5/2025 Paypal	580.00
12/8/2025	12/5/2025 Fireside Office Solution	1,013.16
12/8/2025	12/5/2025 Menards Minot Nd	40.96
12/8/2025	12/5/2025 Magic City Car Wash	390.00

12/8/2025	12/5/2025 Rdo Equipment-Minot	274.04
12/8/2025	12/5/2025 Target 00000851	107.94
12/8/2025	12/6/2025 Amazon Mktpl	46.06
12/8/2025	12/6/2025 Amazon Mktpl	17.98
12/8/2025	12/6/2025 Amazon Mktpl	10.99
12/8/2025	12/6/2025 Verizonwrlss	440.11
12/8/2025	12/6/2025 Verizonwrlss	3,522.28
12/8/2025	12/6/2025 Arrowhead Ace	17.99
12/8/2025	12/6/2025 Amazon Prime	14.99
12/8/2025	12/6/2025 Amazon Mark* Bi1dv80t0	18.61
12/8/2025	12/6/2025 Amazon.Com*bi7ut4wd2	85.37
12/8/2025	12/6/2025 Amazon Reta* Bi4cj38y1	1,372.80
12/8/2025	12/6/2025 Amazon Mktpl	72.92
12/8/2025	12/6/2025 Amazon Mktpl	58.60
12/8/2025	12/6/2025 Amazon Mktpl	73.99
12/8/2025	12/6/2025 Amazon Mktpl	55.99
12/8/2025	12/6/2025 Usabluebook	312.97
12/8/2025	12/6/2025 Uber *trip	5.00
12/8/2025	12/6/2025 Uber *trip	21.96
12/8/2025	12/7/2025 Amazon Mktpl	194.85
12/8/2025	12/7/2025 Amazon Mark* 4y6oo2uh3	194.13
12/8/2025	12/7/2025 Amazon Mark* Bi7oc9630	79.99
12/8/2025	12/7/2025 Palace Hotel F/D	1,041.86
12/8/2025	12/7/2025 Amazon Mktpl	871.43
12/8/2025	12/7/2025 Amazon Mktpl	9.73
12/8/2025	12/8/2025 Tandem Dog Training	43.05
12/8/2025	12/8/2025 Tandem Dog Training	43.05
12/9/2025	12/8/2025 Gooseneck Implement	7.60
12/9/2025	12/8/2025 Column Public Notice	140.94
12/9/2025	12/8/2025 Amazon Mktpl	48.95
12/9/2025	12/8/2025 Amazon Mktpl	79.75
12/9/2025	12/8/2025 Amazon Mktpl	41.99
12/9/2025	12/8/2025 Cash Wise Foods #30	112.19
12/9/2025	12/8/2025 Sp Sweepscrub.Com	607.74
12/9/2025	12/8/2025 Vzwrsls*apocc Visb	542.89
12/9/2025	12/8/2025 Batteries Plus #0639	39.75
12/9/2025	12/8/2025 Walmart.Com	376.77
12/9/2025	12/8/2025 Macs Minot, Nd	2.93
12/9/2025	12/8/2025 Lowes Printing	591.35
12/9/2025	12/8/2025 Amazon Mktpl	89.95
12/9/2025	12/8/2025 North Country Sports	163.06
12/9/2025	12/9/2025 Amazon Reta* ly8f08ff3	249.99
12/10/2025	12/8/2025 Menards Minot Nd	68.47
12/10/2025	12/8/2025 Rhi Supply Minot	403.47

12/10/2025	12/8/2025 The Home Depot #3703	33.96
12/10/2025	12/8/2025 Menards Minot Nd	5.90
12/10/2025	12/8/2025 Menards Minot Nd	29.16
12/10/2025	12/8/2025 Grand Forks Fire Equip	1,304.17
12/10/2025	12/8/2025 Qdoba 2710	162.33
12/10/2025	12/8/2025 Softchoice Corporation	8,731.07
12/10/2025	12/9/2025 Amazon Reta* 2t0g53183	21.99
12/10/2025	12/9/2025 Nddot - Motor Vehicle	66.00
12/10/2025	12/9/2025 Galls	701.18
12/10/2025	12/9/2025 Galls	456.50
12/10/2025	12/9/2025 Schocks Safe And Lock Se	65.97
12/10/2025	12/9/2025 Amazon Mktpl	107.97
12/10/2025	12/9/2025 Amazon Mktpl	89.99
12/10/2025	12/9/2025 Schocks Safe And Lock Se	316.89
12/10/2025	12/9/2025 Amazon Mark* Fk9dx1zz3	10.90
12/10/2025	12/9/2025 Amazon Mktpl	119.93
12/10/2025	12/9/2025 Amazon Mktpl	188.97
12/10/2025	12/9/2025 Adp Special Events Mas	1,049.00
12/10/2025	12/9/2025 Py *swanson & Warcup, Ltd	58.00
12/10/2025	12/9/2025 Texaco 0306223	37.19
12/10/2025	12/9/2025 In *uni-Bell Pvc Pipe Ass	399.00
12/10/2025	12/10/2025 Amazon Mktpl	36.95
12/10/2025	12/10/2025 Chevron 0381243	12.14
12/10/2025	12/10/2025 Ms* Thebismarckhotela	119.00
12/10/2025	12/10/2025 Dmi* Dell K-12/Govt	503.98
12/11/2025	12/8/2025 Menards Minot Nd	(5.90)
12/11/2025	12/9/2025 Carquest Auto	155.67
12/11/2025	12/9/2025 Menards Minot Nd	417.30
12/11/2025	12/9/2025 Carquest Auto	4.30
12/11/2025	12/9/2025 Bismarck Staybridge Suit	(12.10)
12/11/2025	12/9/2025 Office Depot #1080	73.67
12/11/2025	12/10/2025 Amazon Reta* Bi2e99xg3	13.47
12/11/2025	12/10/2025 Amazon Mktpl	122.95
12/11/2025	12/10/2025 Amazon Mark* Tf80c9q63	198.00
12/11/2025	12/10/2025 Dfc Company Ccp	3,266.45
12/11/2025	12/10/2025 Dfc Company Ccp	2,700.00
12/11/2025	12/10/2025 Dfc Company Ccp	3,820.20
12/11/2025	12/10/2025 Arrowhead Ace	5.99
12/11/2025	12/10/2025 Linde Gas & Equipment Inc	4,372.29
12/11/2025	12/10/2025 Dakota Fluid Power, Inc.	107.02
12/11/2025	12/10/2025 Acme Tools Minot	518.00
12/11/2025	12/10/2025 Hach Company	798.10
12/11/2025	12/10/2025 4imprint, Inc	1,348.13
12/11/2025	12/10/2025 Delta Air	35.00

12/11/2025	12/10/2025 Delta Air	135.00
12/11/2025	12/10/2025 Hyatt Place Austin Airpo	16.24
12/11/2025	12/10/2025 Delta Air	35.00
12/11/2025	12/10/2025 Amazon Mktpl	10.20
12/11/2025	12/10/2025 Grainger	122.45
12/11/2025	12/10/2025 Amazon Mktpl	237.00
12/11/2025	12/10/2025 Hach Company	418.20
12/11/2025	12/10/2025 In *dakota Fire Extinguis	631.47
12/11/2025	12/10/2025 The Radar Shop	1,545.00
12/11/2025	12/10/2025 American Planning Associ	652.64
12/11/2025	12/10/2025 Macs Minot, Nd	73.93
12/11/2025	12/10/2025 Py *swanson & Warcup, Ltd	1,827.00
12/11/2025	12/10/2025 North Country Sports	260.00
12/11/2025	12/10/2025 Staples Inc	19.98
12/11/2025	12/10/2025 Staples Inc	272.90
12/11/2025	12/11/2025 Usabluebook	42.25
12/11/2025	12/11/2025 Pryor Learning	299.00
12/12/2025	12/10/2025 Great Lakes Chapter-Aaae	35.00
12/12/2025	12/10/2025 Menards Minot Nd	98.78
12/12/2025	12/10/2025 American Association O	272.50
12/12/2025	12/10/2025 Fedex396525928102	37.05
12/12/2025	12/11/2025 Best Buy 00010637	1,604.39
12/12/2025	12/11/2025 Ferguson Entprs 3094	14.81
12/12/2025	12/11/2025 Core & Main Nd002	706.56
12/12/2025	12/11/2025 North Country Sports	668.65
12/12/2025	12/11/2025 B&h Photo 800-606-6969	211.35
12/12/2025	12/11/2025 Balco Uniform Co Inc	472.00
12/12/2025	12/11/2025 Balco Uniform Co Inc	407.99
12/12/2025	12/11/2025 Balco Uniform Co Inc	380.00
12/12/2025	12/11/2025 Balco Uniform Co Inc	408.00
12/12/2025	12/11/2025 Balco Uniform Co Inc	393.00
12/12/2025	12/11/2025 All American Trophies Scr	9.00
12/12/2025	12/11/2025 Dfc Company Ccp	2,700.00
12/12/2025	12/11/2025 Vistaprint	527.52
12/12/2025	12/11/2025 Ndrin-Nd Land Records	30.00
12/12/2025	12/11/2025 Amazon.Com*hg4tw1zz3	12.99
12/12/2025	12/11/2025 Unified Supply	1,325.65
12/12/2025	12/11/2025 Verizonwrlss	29.55
12/12/2025	12/11/2025 Vzwrllss*ivr Vb	99.10
12/12/2025	12/11/2025 Amazon.Com*w71ns4kq3	941.94
12/12/2025	12/11/2025 Uw Cont Ed Reg Center	100.00
12/12/2025	12/11/2025 All American Trophies Scr	88.00
12/12/2025	12/11/2025 All American Trophies Scr	1,053.00
12/12/2025	12/11/2025 Ferguson Entprs 3094	160.48

12/12/2025	12/11/2025 Amazon.Com*wn5ev4e43	19.92
12/12/2025	12/11/2025 Amazon.Com*2s14i8x73	71.74
12/12/2025	12/11/2025 Runnings Of Minot	3.98
12/12/2025	12/11/2025 Runnings Of Minot	14.99
12/12/2025	12/11/2025 North Country Sports	1,872.69
12/12/2025	12/11/2025 Paymentus Corporation	(1.25)
12/12/2025	12/11/2025 Nd Dept Of Envir Qual	(50.00)
12/12/2025	12/11/2025 Harbor Freight Tools3246	19.99
12/12/2025	12/11/2025 Hertz Car Rental	164.18
12/12/2025	12/11/2025 Amazon Mktp	399.99
12/12/2025	12/11/2025 American Planning Associ	544.04
12/12/2025	12/11/2025 Nd Dept Of Envir Qual	(50.00)
12/12/2025	12/11/2025 Paymentus Corporation	(1.25)
12/12/2025	12/11/2025 Levatai*	183.98
12/15/2025	12/10/2025 Menards Minot Nd	(69.41)
12/15/2025	12/11/2025 Menards Minot Nd	155.70
12/15/2025	12/11/2025 Weathertap	99.95
12/15/2025	12/11/2025 The Home Depot #3703	75.56
12/15/2025	12/11/2025 Menards Minot Nd	17.64
12/15/2025	12/11/2025 Officemax/Depot 6513	21.99
12/15/2025	12/11/2025 Dynamism, Inc.	497.00
12/15/2025	12/11/2025 Menards Minot Nd	41.92
12/15/2025	12/12/2025 Acme Tools Minot	420.49
12/15/2025	12/12/2025 Batteries Plus #0639	29.12
12/15/2025	12/12/2025 Fastenal Company 01ndmin	277.53
12/15/2025	12/12/2025 North Country Sports	840.76
12/15/2025	12/12/2025 Transportation Security C	1,000.00
12/15/2025	12/12/2025 Menards Minot Nd	7.66
12/15/2025	12/12/2025 Menards Minot Nd	199.99
12/15/2025	12/12/2025 Acme Tools Minot	243.00
12/15/2025	12/12/2025 Vzwlss*apocc Visb	40.01
12/15/2025	12/12/2025 Balco Uniform Co Inc	179.00
12/15/2025	12/12/2025 Balco Uniform Co Inc	266.00
12/15/2025	12/12/2025 Menards Minot Nd	309.00
12/15/2025	12/12/2025 Intl Code Council Inc	240.00
12/15/2025	12/12/2025 Menards Minot Nd	12.20
12/15/2025	12/12/2025 The Home Depot #3703	(249.00)
12/15/2025	12/12/2025 The Home Depot #3703	99.00
12/15/2025	12/12/2025 The Home Depot #3703	330.11
12/15/2025	12/12/2025 Homedepot.Com	367.89
12/15/2025	12/12/2025 Paymentus Corporation	1.25
12/15/2025	12/12/2025 Nd Dept Of Envir Qual	50.00
12/15/2025	12/12/2025 Officemax/Depot 6513	24.99
12/15/2025	12/12/2025 Menards Minot Nd	124.80

12/15/2025	12/12/2025 Harbor Freight Tools3246	447.92
12/15/2025	12/12/2025 Macs Minot, Nd	184.44
12/15/2025	12/12/2025 Harbor Freight Tools3246	0.03
12/15/2025	12/12/2025 Macs Minot, Nd	279.96
12/15/2025	12/12/2025 General Trading Company	248.99
12/15/2025	12/12/2025 Mackin Educational Resour	1,766.41
12/15/2025	12/12/2025 Mackin Educational Resour	676.46
12/15/2025	12/12/2025 Adobe Inc	29.99
12/15/2025	12/12/2025 Menards Minot Nd	21.53
12/15/2025	12/12/2025 Butler Machinery Company	708.59
12/15/2025	12/12/2025 Wm Supercenter #1636	174.50
12/15/2025	12/12/2025 Schocks Safe And Lock Se	11.25
12/15/2025	12/12/2025 Delta Air	752.96
12/15/2025	12/12/2025 Intl Code Council Inc	28.00
12/15/2025	12/12/2025 Vzwlss*my Vz Vb P	197.70
12/15/2025	12/12/2025 Dacotah Paper Co	310.50
12/15/2025	12/12/2025 Motorola Solutions Onlin	27,009.00
12/15/2025	12/12/2025 Staples Inc	1,202.66
12/15/2025	12/13/2025 Amazon Mktpl	137.81
12/15/2025	12/13/2025 Amazon Mktpl	18.26
12/15/2025	12/13/2025 Amazon Mktpl	48.36
12/15/2025	12/13/2025 Amazon.Com*qu4u20mh3	470.97
12/15/2025	12/13/2025 Amazon Mktpl	34.29
12/15/2025	12/13/2025 Amazon Mktpl	27.51
12/15/2025	12/13/2025 Amazon Mktpl	38.48
12/15/2025	12/13/2025 Amazon Mktpl	23.74
12/15/2025	12/13/2025 Amazon Mktpl	9.20
12/15/2025	12/13/2025 Cdw Govt #ah3gy6n	145.21
12/15/2025	12/13/2025 Amazon Reta* Bh2iy0n73	79.99
12/15/2025	12/14/2025 Pawtree	151.28
12/15/2025	12/14/2025 Amazon Mktpl	44.42
12/15/2025	12/14/2025 Amazon Mktpl	58.76
12/15/2025	12/14/2025 Dmi* Dell K-12/Govt	5,627.34
12/15/2025	12/15/2025 Amazon Mktpl	36.87
12/16/2025	12/15/2025 North Country Sports	602.00
12/16/2025	12/15/2025 Runnings Of Minot	203.51
12/16/2025	12/15/2025 Amazon Reta* 3s3ty41v3	564.03
12/16/2025	12/15/2025 Amazon Mktpl	279.35
12/16/2025	12/15/2025 Crime Scene	46.55
12/16/2025	12/15/2025 Vzwlss*apocc Visb	396.34
12/16/2025	12/15/2025 Column Public Notice	55.89
12/16/2025	12/15/2025 Acme Tools Minot	249.00
12/16/2025	12/15/2025 Acme Tools Minot	99.98
12/16/2025	12/15/2025 Schocks Safe And Lock Se	167.65

12/16/2025	12/15/2025 Core & Main Nd002	30.00
12/16/2025	12/15/2025 Amazon Mktpl	111.05
12/16/2025	12/15/2025 Usps.Com Clicknship	2.44
12/16/2025	12/15/2025 Northwest Tire #10 Minot	37.01
12/16/2025	12/15/2025 Tmg Business Services	97.50
12/16/2025	12/15/2025 B&h Photo 800-606-6969	959.96
12/16/2025	12/15/2025 Column Public Notice	150.66
12/16/2025	12/15/2025 Locators & Supplies Onlin	395.46
12/16/2025	12/16/2025 Amazon Mktpl	27.99
12/16/2025	12/16/2025 Dmi* Dell K-12/Govt	12.05
12/16/2025	12/16/2025 Amazon Mktpl	25.48
12/17/2025	12/15/2025 Butler Machinery Company	919.74
12/17/2025	12/15/2025 Menards Minot Nd	140.44
12/17/2025	12/15/2025 Menards Minot Nd	9.20
12/17/2025	12/15/2025 Menards Minot Nd	47.33
12/17/2025	12/16/2025 Minnesota Valley Testing	489.25
12/17/2025	12/16/2025 Minnesota Valley Testing	489.25
12/17/2025	12/16/2025 Dakota Wrecking And Salva	50.00
12/17/2025	12/16/2025 McKissock	894.00
12/17/2025	12/16/2025 Arrowhead Ace	7.99
12/17/2025	12/16/2025 Tractor-Supply-Co #0130	4.99
12/17/2025	12/16/2025 Amazon Mktpl	86.95
12/17/2025	12/16/2025 Tandem Dog Training	43.05
12/17/2025	12/16/2025 Tandem Dog Training	43.05
12/17/2025	12/16/2025 Classroom.Cdlexpert.Co	69.95
12/17/2025	12/16/2025 Amazon Mktpl	14.68
12/17/2025	12/16/2025 Vistaprint	171.54
12/17/2025	12/16/2025 Verizonwrlss	69.09
12/17/2025	12/16/2025 Amazon.Com*hc4ej9753	26.52
12/17/2025	12/16/2025 McKissock	225.00
12/17/2025	12/16/2025 Amazon Mktpl	185.74
12/17/2025	12/16/2025 Linde Gas & Equipment Inc	132.67
12/17/2025	12/16/2025 Tlo Transunion	162.00
12/17/2025	12/16/2025 Nd Safety Council	(555.00)
12/17/2025	12/16/2025 Trace Analytics Llc	1,183.74
12/17/2025	12/16/2025 Amazon Mktpl	611.47
12/17/2025	12/16/2025 Amazon Mktpl	549.99
12/17/2025	12/16/2025 Sq *the Bark Porch Inc	131.25
12/17/2025	12/16/2025 Muus Lumber And Hardware-	181.94
12/17/2025	12/17/2025 Amazon Reta* Ab3i11pb3	12.65
12/17/2025	12/17/2025 Amazon Mktpl	64.28
12/18/2025	12/16/2025 Carquest Auto	184.16
12/18/2025	12/16/2025 Zoro Tools Inc	92.28
12/18/2025	12/16/2025 Fedex396763804072	19.75

12/18/2025	12/16/2025 Menards Minot Nd	30.98
12/18/2025	12/16/2025 Municipay(M3)*service Fe	1.50
12/18/2025	12/16/2025 Dmv Arrowhead Shopping C	171.50
12/18/2025	12/16/2025 Dmv Arrowhead Shopping C	14.00
12/18/2025	12/16/2025 Municipay(M3)*service Fe	4.54
12/18/2025	12/16/2025 Municipay(M3)*service Fe	1.50
12/18/2025	12/16/2025 Dmv Arrowhead Shopping C	25.50
12/18/2025	12/16/2025 The Home Depot #3703	114.89
12/18/2025	12/16/2025 Menards Minot Nd	47.74
12/18/2025	12/16/2025 Menards Minot Nd	54.89
12/18/2025	12/16/2025 Menards Minot Nd	90.64
12/18/2025	12/16/2025 Prairie Supply Inc	191.76
12/18/2025	12/16/2025 Rhi Supply Minot	16.61
12/18/2025	12/17/2025 Best Buy 00010637	(111.93)
12/18/2025	12/17/2025 Minnesota Valley Testing	(489.25)
12/18/2025	12/17/2025 Oreilly 5967	87.98
12/18/2025	12/17/2025 Intl Code Council Inc	180.45
12/18/2025	12/17/2025 Intl Code Council Inc	100.00
12/18/2025	12/17/2025 Zoro Tools Inc	12.16
12/18/2025	12/17/2025 Zoro Tools Inc	34.33
12/18/2025	12/17/2025 Amazon Mark* Jt9421oi3	23.85
12/18/2025	12/17/2025 Amazon Reta* Fw6nw7833	7.83
12/18/2025	12/17/2025 Ingram Library Services	384.31
12/18/2025	12/17/2025 Amazon Mark* X557x3b13	263.36
12/18/2025	12/17/2025 Ingram Library Services	374.98
12/18/2025	12/17/2025 Ingram Library Services	808.45
12/18/2025	12/17/2025 Ludlum Measurements	174.00
12/18/2025	12/17/2025 Enerbase	137.30
12/18/2025	12/17/2025 Column Public Notice	729.00
12/18/2025	12/17/2025 Amazon Mktpl	20.79
12/18/2025	12/17/2025 Verizonwrlss	329.61
12/18/2025	12/17/2025 Verizonwrlss	40.01
12/18/2025	12/17/2025 Hach Company	118.38
12/18/2025	12/17/2025 All American Trophies Scr	13.00
12/18/2025	12/17/2025 Macs Minot, Nd	29.99
12/18/2025	12/17/2025 North Country Sports	165.00
12/18/2025	12/17/2025 General Trading Company	417.26
12/18/2025	12/17/2025 Amazon Mktpl	308.37
12/18/2025	12/17/2025 Amazon Mktpl	193.54
12/18/2025	12/17/2025 Amazon Mktpl	163.00
12/18/2025	12/17/2025 Sq *yellowstone Narcotics	299.00
12/18/2025	12/17/2025 General Trading Company	85.80
12/18/2025	12/17/2025 Tmg Business Services	1,376.25
12/18/2025	12/17/2025 Dxp Enterprises	400.00

12/18/2025	12/17/2025 Tmg Business Services	9,309.75
12/18/2025	12/17/2025 Tmg Business Services	448.50
12/18/2025	12/17/2025 Continental Metal Product	50.00
12/18/2025	12/17/2025 Muus Lumber And Hardware-	72.00
12/18/2025	12/18/2025 Amazon Mark* Af2q01fn3	112.58
12/18/2025	12/18/2025 Hertzoll 190959576	11.70
12/19/2025	12/15/2025 Dacotah Paper Co	(310.50)
12/19/2025	12/17/2025 Zoro Tools Inc	16.45
12/19/2025	12/17/2025 Menards Minot Nd	32.63
12/19/2025	12/17/2025 Napa Parts 0027632	61.98
12/19/2025	12/17/2025 Advanced First Aid	3,948.00
12/19/2025	12/17/2025 Fedex396887349306	49.48
12/19/2025	12/17/2025 The Home Depot #3703	28.22
12/19/2025	12/17/2025 Rhi Supply Minot	9.51
12/19/2025	12/17/2025 Officemax/Depot 6513	169.99
12/19/2025	12/17/2025 Officemax/Depot 6513	122.98
12/19/2025	12/17/2025 The Home Depot #3703	339.79
12/19/2025	12/18/2025 Gemar Photography	100.00
12/19/2025	12/18/2025 Wpsg, Inc.	27,579.94
12/19/2025	12/18/2025 Nddot - Motor Vehicle	11.00
12/19/2025	12/18/2025 Nddot - Motor Vehicle	3.00
12/19/2025	12/18/2025 Muus Lumber And Hardware-	1,550.76
12/19/2025	12/18/2025 Amazon Mktp	10.28
12/19/2025	12/18/2025 Ingram Library Services	279.29
12/19/2025	12/18/2025 Ingram Library Services	443.11
12/19/2025	12/18/2025 Ingram Library Services	1,643.56
12/19/2025	12/18/2025 Ingram Library Services	282.95
12/19/2025	12/18/2025 Butler Machinery Cat	2,299.04
12/19/2025	12/18/2025 Eb *2026 Nd Solid Wast	450.00
12/19/2025	12/18/2025 Amazon Mktp	2,449.00
12/19/2025	12/18/2025 Murdock Industrial Inc	15.94
12/19/2025	12/18/2025 American Planning Associ	305.00
12/19/2025	12/18/2025 North Country Sports	102.00
12/19/2025	12/18/2025 Harbor Freight Tools3246	30.98
12/19/2025	12/18/2025 Cdw Govt #ah33e3c	1,649.41
12/19/2025	12/18/2025 Cdw Govt #ah3317q	242.30
12/19/2025	12/18/2025 Harbor Freight Tools3246	141.92
12/19/2025	12/19/2025 Dmi* Dell K-12/Govt	4,103.76
12/22/2025	12/17/2025 Menards Minot Nd	(24.51)
12/22/2025	12/18/2025 Menards Minot Nd	31.00
12/22/2025	12/19/2025 Trestle Taphouse	79.39
12/22/2025	12/19/2025 Oday Equipment Llc	72.67
12/22/2025	12/19/2025 Rhi Supply Minot	254.49
12/22/2025	12/19/2025 Zoro Tools Inc	29.78

12/22/2025	12/19/2025 Harbor Freight Tools3246	185.86
12/22/2025	12/19/2025 Sq *the Bark Porch Inc	168.00
12/22/2025	12/19/2025 Balco Uniform Co Inc	277.14
12/22/2025	12/19/2025 Feld Fire	245.33
12/22/2025	12/19/2025 Macs Minot, Nd	27.99
12/22/2025	12/19/2025 Fire Safety Usa Inc	197.04
12/22/2025	12/19/2025 Associatio* Imla Caree	330.00
12/22/2025	12/19/2025 Submittable - Stripe	392.93
12/22/2025	12/19/2025 Menards Minot Nd	224.97
12/22/2025	12/19/2025 Amazon.Com*nw9qa54y3	56.04
12/22/2025	12/19/2025 Hach Company	(780.90)
12/22/2025	12/19/2025 Lowes Printing	165.00
12/22/2025	12/19/2025 Cenex-Harleys Arrowhead	310.00
12/22/2025	12/19/2025 Collinson Enterprises	71.75
12/22/2025	12/19/2025 The Home Depot #3703	15.96
12/22/2025	12/19/2025 Softchoice Corporation	839.59
12/22/2025	12/20/2025 Amazon Mktpl	78.54
12/22/2025	12/20/2025 Flir Detection ,inc	876.00
12/22/2025	12/20/2025 Officemax/Depot 6513	100.60
12/22/2025	12/20/2025 Amazon Mktpl	57.99
12/22/2025	12/20/2025 Uline	407.65
12/22/2025	12/20/2025 Fedex	13.75
12/22/2025	12/20/2025 Fedex	12.57
12/22/2025	12/20/2025 Fedex396975232443	13.75
12/22/2025	12/20/2025 Amazon Mktpl	26.99
12/22/2025	12/20/2025 Amazon Mktpl	35.00
12/22/2025	12/21/2025 Amazon Mktpl	189.90
12/22/2025	12/21/2025 Amazon Mark* Ua2bn8tk3	23.74
12/22/2025	12/21/2025 Amazon Mark* C19lz7ys3	276.91
12/22/2025	12/21/2025 Sq *paws Dakota Resort	456.44
12/22/2025	12/21/2025 Amazon Mktpl	2,904.87
12/22/2025	12/22/2025 Amazon Reta* Mx1fk6zx3	19.99
12/23/2025	12/21/2025 Menards Minot Nd	16.99
12/23/2025	12/22/2025 Automationdirect.Com	479.00
12/23/2025	12/22/2025 Oshkosh Aerotech Orl	1,042.59
12/23/2025	12/22/2025 Swanston Equip Minot	130.17
12/23/2025	12/22/2025 Py *pm2 Llc	352.00
12/23/2025	12/22/2025 Amazon Mark* Na4df9qn3	189.00
12/23/2025	12/22/2025 Myta* Tc	210.00
12/23/2025	12/22/2025 Sherwin-Williams703380	44.45
12/23/2025	12/22/2025 Column Public Notice	5.67
12/23/2025	12/22/2025 The Star Tribune Circulat	731.64
12/23/2025	12/22/2025 Vistaprint	193.42
12/23/2025	12/22/2025 Macs Minot, Nd	15.98

12/23/2025	12/22/2025 Dakota Supply Group - Ws	405.92
12/23/2025	12/22/2025 Macs Minot, Nd	14.37
12/23/2025	12/22/2025 Amazon Mktpl	36.00
12/23/2025	12/22/2025 Muus Lumber And Hardware-	66.91
12/23/2025	12/22/2025 Hach Company	29.05
12/23/2025	12/22/2025 Column Public Notice	386.37
12/23/2025	12/22/2025 Aga Service Company	6.75
12/23/2025	12/22/2025 Submittable - Stripe	392.93
12/23/2025	12/22/2025 Fastenal Company 01ndmin	277.47
12/23/2025	12/23/2025 Uline	121.78
12/24/2025	12/22/2025 Menards Minot Nd	41.49
12/24/2025	12/22/2025 Napa Parts 0027632	256.48
12/24/2025	12/22/2025 Municipay(M3)*service Fe	1.50
12/24/2025	12/22/2025 Dmv Arrowhead Shopping C	17.00
12/24/2025	12/22/2025 Menards Minot Nd	9.99
12/24/2025	12/22/2025 Menards Minot Nd	307.78
12/24/2025	12/23/2025 In *nd Post	1,158.64
12/24/2025	12/23/2025 Minnesota Valley Testing	489.25
12/24/2025	12/23/2025 Zoro Tools Inc	53.12
12/24/2025	12/23/2025 Arrowhead Ace	12.98
12/24/2025	12/23/2025 Overdrive Dist	377.38
12/24/2025	12/23/2025 Dacotah Paper Co	399.50
12/24/2025	12/23/2025 Lowes Printing	694.25
12/24/2025	12/23/2025 Core & Main Nd002	297.52
12/24/2025	12/23/2025 Core & Main Nd002	396.58
12/24/2025	12/23/2025 Amazon Mktpl	27.74
12/24/2025	12/23/2025	4.37
12/24/2025	12/23/2025 Sp Deskboard Buddy B2b	437.31
12/24/2025	12/23/2025 Amazon Mktpl	22.99
12/24/2025	12/23/2025 Amazon Mktpl	9.44
12/24/2025	12/23/2025 Stop Stick, Ltd.	2,778.00
12/24/2025	12/23/2025 Minot Restaurant Supply	143.47
12/24/2025	12/23/2025 In *g & P Commercial Sale	1,276.05
12/24/2025	12/23/2025 Amazon Mktpl	75.86
12/26/2025	12/23/2025 The Home Depot #3703	107.97
12/26/2025	12/23/2025 The Home Depot #3703	276.94
12/26/2025	12/23/2025 Homedepot.Com	191.03
12/26/2025	12/23/2025 Homedepot.Com	199.97
12/26/2025	12/23/2025 Hobby Lobby #382	47.26
12/26/2025	12/23/2025 Menards Minot Nd	11.34
12/26/2025	12/23/2025 Napa Parts 0027632	5.53
12/26/2025	12/23/2025 Fedex397105253895	15.46
12/26/2025	12/24/2025 Softchoice Corporation	614.20
12/26/2025	12/24/2025 Sf Cable	45.51

12/26/2025	12/24/2025 Thomson West	500.00
12/26/2025	12/25/2025 Amazon Reta* C747e69c3	22.72
12/26/2025	12/26/2025 Tandem Dog Training	43.05
		363,127.36

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

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

Electronic Payments:

AFLAC	-
BCBS	675,360.30
Federal Tax Withholding	-
Deferred Comp	34,644.56
NDPERS	220,113.95
NDPERS Service Credit	218.00
Empower	31,442.13
Verendrye	-
Montana Dakota Utilities	40,289.29
Xcel Energy	188,094.27
AT&T	-
Discovery Benefits	9,295.38
ADP Payroll taxes	384,870.85
ADP Payroll Wage garnishment	12,397.58
ADP Payroll Fees	15,717.02
ADP Monthly Invoice	-
Job Service of ND	-
UNUM	30,725.67
Provident	-

Total	\$ <u>1,643,169.00</u>
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Monthly Bills Paid

Check Date	Check Run	Check Number	Vendor Name	Payee Name	Comment	Check Amount	Void Amount
11/25/2025	JO112425	90000034	ACKERMAN ESTVOLD		VOID AFTER UPDATE 11/24/2025	\$0.00	\$149,554.68
	JO112425	90000035	KELLER PAVING AND LANDSCAPING		VOID AFTER UPDATE 11/24/2025	\$0.00	\$167,639.52
	JO112425	90000036	MAIN ELECTRIC CONSTRUCTION		VOID AFTER UPDATE 11/24/2025	\$0.00	\$145,485.02
	JO112425	90000037	NAPA AUTO PARTS		VOID AFTER UPDATE 11/24/2025	\$0.00	\$2,833.16
	JO112425	90000038	ND DEPT OF TRUST LANDS		VOID AFTER UPDATE 11/24/2025	\$0.00	\$5,848.64
	JO112425	90000039	NORTHWEST TIRE AND RETREAD		VOID AFTER UPDATE 11/24/2025	\$0.00	\$6,390.16
	JO112425	90000040	SOURIS RIVER JOINT WATER RESOURCE		VOID AFTER UPDATE 11/24/2025	\$0.00	\$1,453,399.34
	JV112425	90000044	SOURIS RIVER JOINT WATER RESOURCE		VOID AFTER UPDATE 11/24/2025	\$0.00	\$1,468,024.97
	JO112425	90000041	SWANSTON EQUIPMENT COMPANIES		VOID AFTER UPDATE 11/24/2025	\$0.00	\$1,120.14
	JO112425	90000042	TRAFFIC CONTROL CORPORATION		VOID AFTER UPDATE 11/24/2025	\$0.00	\$30,970.00
	UN112025	100007413	UNUM LIFE INSURANCE		NOVEMBER PREMIUM PAYMENT FOR L	\$29,243.10	\$0.00
	JO112525	90000023	WAGNER CONSTRUCTION		4087 - PUPPY DOG COULEE SSD 12	\$2,589,193.10	\$0.00
	JO112425	90000043	WAGNER CONSTRUCTION		VOID AFTER UPDATE 11/24/2025	\$0.00	\$672,339.77
	JO1125-	307514	WARD COUNTY CLERK OF DIST. COURT		Settlement Agreement-Civil No.	\$130,000.00	\$0.00
	WEX1025	100007385	WEX HEALTH, INC		October 2025 WEX/FSA	\$306.60	\$0.00
	AP242	100007415	XCEL		NOVEMBER 2025 XCEL	\$4,912.83	\$0.00
	AP242	100007416	XCEL		NOVEMBER 2025 XCEL	\$386.54	\$0.00
	AP242	100007417	XCEL		NOVEMBER 2025 XCEL	\$5,134.05	\$0.00
	AP242	100007418	XCEL		NOVEMBER 2025 XCEL	\$5,633.36	\$0.00
	AP242	100007419	XCEL		NOVEMBER 2025 XCEL	\$4,256.76	\$0.00
	AP242	100007420	XCEL		NOVEMBER 2025 XCEL	\$41,707.09	\$0.00
	AP242	100007421	XCEL		NOVEMBER 2025 XCEL	\$267.83	\$0.00
	AP242	100007422	XCEL		NOVEMBER 2025 XCEL	\$25,597.79	\$0.00
	AP242	100007423	XCEL		NOVEMBER 2025 XCEL	\$331.48	\$0.00
	AP242	100007424	XCEL		NOVEMBER 2025 XCEL	\$339.09	\$0.00
	AP242	100007426	XCEL		NOVEMBER 2025 XCEL	\$45,943.38	\$0.00
	AP242	100007427	XCEL		NOVEMBER 2025 XCEL	\$522.13	\$0.00
	AP242	100007428	XCEL		NOVEMBER 2025 XCEL	\$35,348.70	\$0.00
	AP242	100007429	XCEL		NOVEMBER 2025 XCEL	\$2,213.95	\$0.00
	AP242	100007430	XCEL		NOVEMBER 2025 XCEL	\$2,649.52	\$0.00
	AP242	100007431	XCEL		NOVEMBER 2025 XCEL	\$1,834.54	\$0.00
	AP242	100007433	XCEL		NOVEMBER 2025 XCEL	\$132.13	\$0.00
	AP242	100007434	XCEL		NOVEMBER 2025 XCEL	\$725.09	\$0.00
11/26/2025	JO112625	90000045	ACKERMAN ESTVOLD		Asbestos inspection for fuel f	\$149,554.68	\$0.00
		205	BANK OF NORTH DAKOTA		Refund of overpayment - Grant	\$534.10	\$0.00
	JO112625	90000046	KELLER PAVING AND LANDSCAPING		Contract Withholding: 300793	\$167,639.52	\$0.00
	JO112625	90000047	MAIN ELECTRIC CONSTRUCTION		4885 - 2024 SIGNAL CABINET IMP	\$145,485.02	\$0.00
	JO112625	90000048	NAPA AUTO PARTS		ALTERNATOR; ALTERNATOR	\$2,833.16	\$0.00
	JO112625	90000049	ND DEPT OF TRUST LANDS		2025 Unclaimed property- Stale	\$5,848.64	\$0.00
	JO112625	90000050	NORTHWEST TIRE AND RETREAD		032; SANITATION DRIVE TIRE	\$6,390.16	\$0.00
	JO112625	90000051	SOURIS RIVER JOINT WATER RESOURCE		3529.05 - MREFPP PHASES WC-1/B	\$1,453,399.34	\$0.00
	JO112625	90000052	SWANSTON EQUIPMENT COMPANIES		015; GUTTER BROOM FOR JOHNSTON	\$1,120.14	\$0.00
	JO112625	90000053	TRAFFIC CONTROL CORPORATION		2026 Central Renewal	\$30,970.00	\$0.00
	JO112625	90000054	WAGNER CONSTRUCTION		WETLAND MITIGATION	\$672,339.77	\$0.00
11/28/2025	JV112825	1243	GENERAL ONE TIME PAY	Andrew Jacob Cain	CONSTRUCTIO Andrew Cain MI-2025-CR-00932 B	\$200.00	\$0.00

	JV112825	1244	GENERAL ONE TIME PAY	Kyler David Fjeld	Kyler Fjeld MI-2025-TR-00786 B	\$200.00	\$0.00
	JV112825	1245	GENERAL ONE TIME PAY	Tylor Lee Hart	MI-2025-CR-00746 Eric Payne Bo	\$725.00	\$0.00
	JV112825	90000055	SOURIS RIVER JOINT WATER RESOURCE		VOID AFTER UPDATE 11/28/2025	\$0.00	\$1,468,024.97
11/30/2025	FSA1125	100007432	WEX HEALTH, INC		November 2025 Discovery Benefi	\$4,423.27	\$0.00
12/01/2025	AP241	100007399	MDU		WTP1	\$5,227.19	\$0.00
	AP241	100007400	MDU		WTRM1	\$3,210.99	\$0.00
	AP241	100007401	MDU		NOVEMBER STATEMENT/2025	\$50.15	\$0.00
	AP241	100007402	MDU		BILLIN NOVEMBER STATEMENT/2025	\$2,545.11	\$0.00
	AP241	100007403	MDU		BILLIN NOVEMBER STATEMENT/2025	\$386.29	\$0.00
	AP241	100007404	MDU		BILLIN NOVEMBER STATEMENT/2025	\$116.31	\$0.00
	AP241	100007405	MDU		BILLIN NOVEMBER STATEMENT/2025	\$743.29	\$0.00
	AP241	100007406	MDU		BILLIN NOVEMBER STATEMENT/2025	\$108.45	\$0.00
	AP241	100007407	MDU		BILLIN NOVEMBER STATEMENT/2025	\$181.15	\$0.00
	AP241	100007408	MDU		BILLIN NOVEMBER STATEMENT/2025	\$1,869.02	\$0.00
	AP241	100007409	MDU		BILLIN NOVEMBER STATEMENT/2025	\$3,877.56	\$0.00
	AP241	100007410	MDU		BILLIN NOVEMBER STATEMENT/2025	\$4,464.56	\$0.00
12/02/2025	AFLA1125	100007414	AFLAC		November 2025 AFLAC	\$16,232.40	\$0.00
	EM112125	100007435	EMPOWER TRUST COMPANY, LLC		Empower Retirement 11/21/2025	\$7,478.75	\$0.00
	JO120225	90000056	NAPA AUTO PARTS		BRAKE ROTOR; REAR ROTORS	\$1,846.95	\$0.00
	JO120225	90000057	NORTHWEST TIRE AND RETREAD		TIRE; REPAIR TIRE	\$2,614.34	\$0.00
	UN112025	100007412	PROVIDENT LIFE & ACC INS CO		Provident Life November 2025	\$337.08	\$0.00
	JO120225	90000058	SOURIS RIVER JOINT WATER RESOURCE		3529.6 - MREFPP PHASE MI-7E RO	\$1,468,024.97	\$0.00
	UN112025	100007411	UNUM LIFE INSURANCE		November 2025 LIFE PREMIUM 009	\$4,833.57	\$0.00
12/03/2025	AP242	100007425	XCEL		NOVMBER 2025 XCEL	\$7,828.26	\$0.00
	JV120325	1246	GENERAL ONE TIME PAY	Megan Darlene Overlie	Megan Overlie MI-2023-CR-01379	\$200.00	\$0.00
	JV120325	1247	GENERAL ONE TIME PAY	Ward County Clerk of Court	Walter Penn MI-2025-CR-00944 B	\$750.00	\$0.00
	PM120325	100007443	MINOT PARK DISTRICT		Park Mass 12.03.2025	\$934.72	\$0.00
	AMEX1125	207	TYLER PAYMENTS		TYLER PAYMENTS GB CC NOV 2025	\$4,809.60	\$0.00
	AMEX1125	208	TYLER PAYMENTS		TYLER PAYMENTS UB CC NOV 2025	\$2,112.58	\$0.00
	WF120325	2000002	WELLS FARGO		WELLS FARGO CC FEES NOV 2025	\$704.45	\$0.00
12/04/2025	JV120425	1248	GENERAL ONE TIME PAY	Dreah Day	MI-2025-CR-00166 Christian Tra	\$182.00	\$0.00
	JV120425	1249	GENERAL ONE TIME PAY	Ricky Anderson	Ricky Anderson MI-2025-CR-0096	\$225.00	\$0.00
	JV120425	1250	GENERAL ONE TIME PAY	Ward County Clerk Of Court	Shawn Cummins 51-2025-CR-02167	\$750.00	\$0.00
12/05/2025	JO120525	307515	3D SPECIALTIES, INC		Traffic Control	\$2,095.00	\$0.00
	JO120525	307678	3D SPECIALTIES, INC.		4890 - 2025 PAVEMENT MARKINGS	\$311,922.18	\$0.00
	JO120525	307516	AAAE		Ben Clark AAAE 1/1/26-12/31/26	\$325.00	\$0.00
	JO120525	307517	ACME TOOLS		FORNEY 45P PLASMA CUTTER	\$2,051.40	\$0.00
	JO120525	307518	ADVANCED BUSINESS METHODS		2023-2028 COPIER AGREEMENT	\$1,328.10	\$0.00
	JO120525	307519	ALL SEASON ARENA		LODGING TAXES COLLECTED	\$21,699.48	\$0.00
	JO120525	307520	AMAZON		001; 8X11X0.37 ELDORADO AC FIL	\$157.97	\$0.00
	JO120525	307521	APEX ENGINEERING GROUP		4022 - GENERAL WASTEWATER ENGI	\$240.00	\$0.00
	JO120525	307522	APH/AUTO VALUE		001; HYD FILTER HYF20030-02 R	\$978.24	\$0.00
	JO120525	307523	AQUA-PURE, INC.		AP 1011 Boiler chemical	\$3,527.48	\$0.00

JO120525	307524	ASPHALT PRESERVATION COMPANY. INC		4867 - 2025 STREET SEAL (FINAL	\$421,110.26	\$0.00
JO120525	307525	BALCO UNIFORM COMPANY, INC.		Body Armor for Brandon Jerniga	\$8,570.53	\$0.00
JO120525	307526	BECHTOLD PAVING		4869 - 2025 STREET PATCHING FI	\$188,980.59	\$0.00
JO120525	307527	BLUE360 MEDIA, LLC		2025 Criminal and Traffic Manu	\$5,487.30	\$0.00
JO120525	307528	BOOKPAGE		BookPage Subscription 2026	\$420.00	\$0.00
JO120525	307529	BORDER STATES INDUSTRIES, INC.		old guard building ceiling bul	\$256.82	\$0.00
JO120525	307630	BRANDON TRONDSON		Children's Library Audio Syste	\$8,947.87	\$0.00
JO120525	307530	BRAVERA INSURANCE		Endt add 2025 Ford Explorer #8	\$90.00	\$0.00
JO120525	307531	BUTLER MACHINERY CO.		NUT; NUT	\$30,090.50	\$0.00
JO120525	307532	CALLYO 2009 CORP		Callyo - Investigation softwar	\$6,672.00	\$0.00
JO120525	307533	CDBG ONE-TIME PAY	Denver Carmona	RC-1141 Claim for Rental Assis	\$1,480.16	\$0.00
JO120525	307534	CDBG ONE-TIME PAY	Lesley Wiedmer	RC-1142 Claim for Rental Assis	\$1,246.00	\$0.00
JO120525	307628	CITY OF MINOT		Donita Pickett MI-2021-CR-0075	\$25.00	\$0.00
JO120525	307561	CITY OF MINOT EMPLOYEE RECOGNITION COMMITTEE		Minot Employee Recognition Com	\$113.50	\$0.00
JO120525	307535	CIVICPLUS		Civic Plus annual subscription	\$10,553.90	\$0.00
JO120525	307536	CREATIVE PRINTING		Recycling Static Clings for Ed	\$779.39	\$0.00
JO120525	307537	CREATIVE PROPERTY MANAGEMENT, INC.		RC-1141 Claim for Rental Assis	\$1,138.09	\$0.00
JO120525	307538	CURALINC, LLC		Q1 2026 Bill	\$2,986.02	\$0.00
JO120525	307539	DACOTAH PAPER CO.		Copy Paper for UB	\$118.14	\$0.00
JO120525	307540	DAKOTA FIRE EXTINGUISHER		first aid kits	\$474.45	\$0.00
JO120525	307541	DAKOTA FLUID POWER, INC.		LOOM; -6 HYD HOSE WRAP	\$2,102.92	\$0.00
JO120525	307542	DAKOTA TRUCK & FARM		HOSE ASSEMBLY; CAC HOSE WESTLI	\$67.75	\$0.00
JO120525	307543	DIAMOND TRUCK EQUIPMENT		--; HYD MOTOR SPINNER MOTOR	\$529.75	\$0.00
JO120525	307544	DIG IT UP BACKHOE SERVICE		Contract Withholding: 300731	\$512,471.67	\$0.00
JO120525	307545	DOMESTIC VIOLENCE CRISIS CENTER		DVCC JAG GRANT PASS THROUGH	\$4,317.60	\$0.00
JO120525	307546	DR. ANTHONY TATMAN		Critical Hire	\$50.00	\$0.00
JO120525	307547	ELECTRIC PUMP		Repair Impeller For Pump 2 At	\$80,460.00	\$0.00
JO120525	307548	EMPLOYEE ONE TIME PAY	Alexander Ballard	CDL Reimbursement	\$20.00	\$0.00
JO120525	307549	EMPLOYEE ONE TIME PAY	Ashley Beall	Annual Law License Fee 2026 Ju	\$395.20	\$0.00
JO120525	307550	EMPLOYEE ONE TIME PAY	Chuck Schmidt	NAFA training- Chuck Schmidt	\$262.40	\$0.00
JO120525	307551	EMPLOYEE ONE TIME PAY	Doug Diedrichsen	Housing Needs & Opportunities	\$155.40	\$0.00
JO120525	307552	EMPLOYEE ONE TIME PAY	Jeanne Stein	2025 Mileage Occupancy Tax Aud	\$26.67	\$0.00
JO120525	307553	EMPLOYEE ONE TIME PAY	Joseph Mennem	CDL Reimbursement- Joseph Menn	\$5.00	\$0.00
JO120525	307554	EMPLOYEE ONE TIME PAY	Krystle Foster	Landfill to City Hall Nov 202	\$50.05	\$0.00
JO120525	307555	EMPLOYEE ONE TIME PAY	Maria Romanick	Scissors and tape for Showcase	\$9.14	\$0.00
JO120525	307556	EMPLOYEE ONE TIME PAY	Melissa Anderson	Landfill to City Hall Nov 202	\$42.35	\$0.00
JO120525	307557	EMPLOYEE ONE TIME PAY	Nicole Ramos	MnAFPM Conference- Nicole Ramo	\$115.60	\$0.00
JO120525	307558	EMPLOYEE ONE TIME PAY	Sebastian Trana	CDL Test Reimbursement- Sebast	\$20.00	\$0.00
JO120525	307559	EMPLOYEE ONE TIME PAY	Zachary Petty	CDL Reimbursement-Zachary Pett	\$5.00	\$0.00
JO120525	307560	EMPLOYEE ONE TIME PAY	Zachary Smith	CDL Skills Test reimbursement-	\$5.00	\$0.00
JO120525	307562	ENERBASE		Fuel 31.598	\$20,210.38	\$0.00
JO120525	307563	ENVISIONWARE, INC		Envisionware Subscription 2026	\$723.23	\$0.00
JO120525	307564	FACTORY MOTOR PARTS		001; OIL FILTER	\$1,003.48	\$0.00
JO120525	307566	FASTENAL COMPANY		LOCK NUT; 5/8 COURSE JAM NYLOC	\$26.14	\$0.00

JO120525	307567	FIRE EQUIPMENT CO.		fire extinguisher service	\$431.00	\$0.00
JO120525	307568	FIRST DISTRICT HEALTH UNIT		FIRST DISTRICT HEALTH	\$26,500.00	\$0.00
JO120525	307569	FIRST INTERNATIONAL BANK & TRUST		Fire Union Due's	\$726.00	\$0.00
JO120525	307570	FLEET PRIDE		HOSE ASSEMBLY; CAC HOSE WESTLI	\$129.17	\$0.00
JO120525	307571	FLEETMIND SOLUTIONS, INC.		Fleetmind Software Agreement	\$2,370.19	\$0.00
JO120525	307572	FORCE AMERICA		HARNESSE; HARNESSE FORCE AMERICA	\$1,085.26	\$0.00
JO120525	307573	GENERAL ONE TIME PAY	Adriana Seline Bueno	MI-2025-CR-00626 Tyler Wilkeni	\$50.00	\$0.00
JO120525	307574	GENERAL ONE TIME PAY	Broadway Liquor	MI-2025-CR-00404 Edward Libke	\$40.00	\$0.00
JO120525	307575	GENERAL ONE TIME PAY	Broadway Liquor	Brittney Pickens Restitution M	\$18.98	\$0.00
JO120525	307576	GENERAL ONE TIME PAY	Carl Davidson	MI-2022-CR-00028 Rachele Mill	\$50.00	\$0.00
JO120525	307577	GENERAL ONE TIME PAY	Casey S Skedsvold	Terrance Johnson Restitution M	\$50.00	\$0.00
JO120525	307578	GENERAL ONE TIME PAY	Comfort Suites	Occupancy Tax Audit Refund for	\$28.46	\$0.00
JO120525	307579	GENERAL ONE TIME PAY	Dan Lawson	Wyatt Knutson MI-2019-CR-01056	\$50.00	\$0.00
JO120525	307580	GENERAL ONE TIME PAY	Italo Camacho	Jerrica Moore MI-2024-CR-00874	\$25.00	\$0.00
JO120525	307581	GENERAL ONE TIME PAY	Jennifer Johnson	MI-2021-CR-00944 Rickey Steen	\$50.00	\$0.00
JO120525	307582	GENERAL ONE TIME PAY	Katelynn Bowen	Bryan Steier MI-2023-CR-00650	\$25.00	\$0.00
JO120525	307583	GENERAL ONE TIME PAY	Lisa Ann Schneider	Donita Pickett MI-2021-CR-0075	\$25.00	\$0.00
JO120525	307584	GENERAL ONE TIME PAY	Mary Ann Engebretson	RHC# 20947(1) Cemetery Lot bac	\$500.00	\$0.00
JO120525	307585	GENERAL ONE TIME PAY	ND Child Support	MI-2016-CR-01408 Duane Blake R	\$50.00	\$0.00
JO120525	307586	GENERAL ONE TIME PAY	ND Child Support	MI-2019-CR-01197 Bo Cramer Res	\$40.00	\$0.00
JO120525	307587	GENERAL ONE TIME PAY	ND Child Support	MI-2019-CR-01543 Bo Cramer Res	\$60.00	\$0.00
JO120525	307588	GENERAL ONE TIME PAY	Shirley Asum	MI-2024-CR-00277 Cheyanne Ryan	\$20.00	\$0.00
JO120525	307589	GENERAL ONE TIME PAY	Target	Jerome Fletcher MI-2024-CR-005	\$19.99	\$0.00
JO120525	307590	GENERAL ONE TIME PAY	Vance Castleman	MI-2016-CR-01433 Daniel Wells	\$150.00	\$0.00
JO120525	307591	GENERAL TRADING		CHEMICAL; ELECTRONIC CLEANER	\$167.39	\$0.00
JO120525	307592	GERDAU RECYCLING		STEEL; STEEL AS NEEDED	\$799.14	\$0.00
JO120525	307593	GILLIG, LLC		001; HVAC AIR INTAKE FILTER BC	\$112.44	\$0.00
JO120525	307594	GOETTLE LAW, PLLC		December Legal Retainer	\$3,500.00	\$0.00
JO120525	307596	GRAINGER		PROTECTOR; 20MM SPIRAL HOSE PR	\$358.15	\$0.00
JO120525	307597	GRANITE SPRINGS CO.		Drinking water	\$106.20	\$0.00
JO120525	307598	GRAYMONT WESTERN US INC.		Lime	\$87,423.66	\$0.00
JO120525	307599	HARLOW'S BUS SALES, INC. - ROLETTE		MOTOR; BLOWER MOTOR ASSEMBLY	\$686.25	\$0.00
JO120525	307600	HAWKINS, INC.		Fluoride bulk	\$2,411.64	\$0.00
JO120525	307601	HIGH POINT NETWORKS, LLC		HPN Monthly M365/GSuite Backup	\$1,180.90	\$0.00
JO120525	307602	HOLOPHANE		Fixture - LED - ATB2 P603 MVOL	\$4,592.70	\$0.00
JO120525	307603	HOUSTON ENGINEERING, INC.		4421.1 - 2025 WATER SYSTEM MOD	\$128,306.16	\$0.00
JO120525	307604	INGRAM LIBRARY SERVICES, LLC		Credit for Damaged Book	\$1,230.36	\$0.00
JO120525	307605	JESSEN ROOFING, INC.		Roof repair for Station 3	\$4,810.00	\$0.00
JO120525	307595	JOHN DEERE FINANCIAL		5/16X8-3/4 CAP SCREW	\$36.44	\$0.00
JO120525	307606	JOHNSON CONTROLS		Hvac Work	\$420.50	\$0.00
JO120525	307607	KALIX		document shredding	\$135.05	\$0.00
JO120525	307608	KLI ENGINEERING, LLC		4873 - 3RD ST BRIDGE REPAIR PR	\$64,638.00	\$0.00

JO120525	307609	LEADSONLINE	Leads Online annual membership	\$6,345.00	\$0.00
JO120525	307610	LIBRARICA, LLC	CASSIE Support/Updates Renewal	\$476.70	\$0.00
JO120525	307611	LINDE GAS & EQUIPMENT INC	010; HAND CUTTING TORCH 21"	\$161.61	\$0.00
JO120525	307612	LIPPERT COMPONENTS MANUFACTURING, INC.	COMPRESSOR; COMPRESSOR	\$384.53	\$0.00
JO120525	307613	LOCATORS & SUPPLIES	Flagging/marketing tape - paint	\$475.10	\$0.00
JO120525	307614	LOWES PRINTING, INC.	Evidence Inventory and Receipt	\$1,391.63	\$0.00
JO120525	307615	M-B COMPANIES, INC	FILTER-AIR; AIR FILTER	\$568.83	\$0.00
JO120525	307616	MARCO, INC.	Marco Copier Maintenance INV 1	\$232.93	\$0.00
JO120525	307617	MCMASTER-CARR	REAMER BLADE 1-11/32" - 1-17/3	\$450.22	\$0.00
JO120525	307618	MIDSTATES WIRELESS, INC.	Install of Radio	\$791.50	\$0.00
JO120525	307619	MIDWEST TAPE	Hoopla November 2025	\$3,448.18	\$0.00
JO120525	307620	MILLER LAW OFFICE, P.C.	Joshua Giambaresi Crt App Att	\$802.50	\$0.00
JO120525	307621	MINOT AUTO	--; FITTING	\$1,480.87	\$0.00
JO120525	307622	MINOT EMPLOYEE DONATIONS	Minot Employee Donations	\$700.74	\$0.00
JO120525	307623	MINOT FIRE RELIEF ASSOCIATION	1/2 Fire Premium Tax (Fire Ins	\$337,952.52	\$0.00
JO120525	307624	MINOT PARK DISTRICT	November 2025 State Aid paid t	\$68,363.41	\$0.00
JO120525	307625	MINOT PAVING	4866.3 -2025 STREET IMPROVEMEN	\$1,245,551.84	\$0.00
JO120525	307626	MINOT RURAL FIRE DEPT	Propane for training grounds c	\$420.72	\$0.00
JO120525	307627	MINOT STATE UNIVERSITY	MSU Apprenticeship Program	\$3,970.28	\$0.00
JO120525	307629	MONTANA-DAKOTA UTILITIES CO.	Montana Dakota Utility - 57970	\$3,247.11	\$0.00
JO120525	307631	MR. LAWN	fall fertilizer and weed contr	\$255.00	\$0.00
JO120525	307632	MVTL LABORATORIES	SWPPP water sample lab fee	\$289.00	\$0.00
JO120525	307633	NARDINI FIRE EQUIPMENT	account fee central ramp	\$368.00	\$0.00
JO120525	307634	NATIONAL SAFETY APPAREL	Under External Carrier winter	\$2,285.05	\$0.00
JO120525	307635	ND DEPT OF ENVIRONMENTAL QUALITY	Fluoride and DBPS testing	\$815.64	\$0.00
JO120525	307636	ND FIREFIGHTER'S ASSOCIATION	ND Firefighters Association an	\$100.00	\$0.00
JO120525	307637	ND WATER COALITION	ND WATER COALITION 2026 DUES F	\$2,000.00	\$0.00
JO120525	307638	NEWARK ELECTRONICS	CONNECTOR; MOLEX CONNECTOR	\$11.54	\$0.00
JO120525	307639	NICOLETTI-FLATER ASSOCIATES, PLLP	Wellness checks and Family nig	\$13,470.78	\$0.00
JO120525	307640	NORMONT EQUIPMENT CO	Parts for sewer camera	\$137.00	\$0.00
JO120525	307641	O'DAY EQUIP., INC.	fuel equipment inspection	\$592.40	\$0.00
JO120525	307642	O'REILLY AUTO PARTS	SEAL; OIL SEAL	\$151.99	\$0.00
JO120525	307643	OLSON'S TOWING	TOW TO RDO	\$1,043.26	\$0.00
JO120525	307644	OSHKOSH AEROTECH, LLC	Replacing worn down subfloor f	\$33,367.00	\$0.00
JO120525	307645	OVERHEAD DOOR CO. OF MINOT	Wash bay door opener replaceme	\$1,485.00	\$0.00
JO120525	307565	PARKLAND USA CORPORATION	008; DIESEL EXHAUST FLUID	\$3,464.43	\$0.00
JO120525	307655	PHIL SCHULTZ	NOVEMBER/DECEMBER 2025 BOOKKEE	\$1,149.74	\$0.00
JO120525	307646	PROCOLLECT	OCT UB PROCOLLECT	\$257.64	\$0.00
JO120525	307647	PROTECH	Monthly fire alarm fee- Pump	\$100.00	\$0.00
JO120525	307648	INTEGRATIONS, LLC PROVIDENT LIFE & ACC INS CO	December Unum Provident Life I	\$950.86	\$0.00
JO120525	307649	RAPID FIRE PROTECTION, INC.	FIRE SPRINKLER SYSTEM PARTS	\$4,885.00	\$0.00

	JO120525	307650	ROLLKALL TECHNOLOGIES LLC		Subscription to RollKall	\$16.00	\$0.00
	JO120525	307651	ROTARY CLUB OF MINOT		ROTARY CLUB DUES AND MEALS	\$222.00	\$0.00
	JO120525	307652	RYAN HONDA OF MINOT		2026 Honda CRV	\$35,304.00	\$0.00
	JO120525	307653	SANITATION PRODUCTS		JOY STICK; JOY STICK	\$6,156.49	\$0.00
	JO120525	307654	SCHOCKS SAFE AND LOCK SERVICE		street shop door lock rekey	\$100.00	\$0.00
	JO120525	307656	SHORT ELLIOTT HENDRICKSON, INC		Airport GA HVAC Upgrades	\$116,007.40	\$0.00
	JO120525	307657	SIGNS TODAY		Signage for PD station	\$306.80	\$0.00
	JO120525	307658	SMART PLANET SOFTWARE, LLC		GPS units November 2025	\$539.73	\$0.00
	JO120525	307659	SOURIS BASIN PLANNING COUNCIL		SBPC SERVICE AGREEMENT 2025	\$1,666.66	\$0.00
	JO120525	307660	SOURIS VALLEY HUMANE SOCIETY, INC.		ANIMAL BOARDING AGREEMENT - SV	\$14,212.39	\$0.00
	JO120525	307661	SPRINKLERS PLUS, LLC		Sprinkler Maintenance Broadway	\$350.00	\$0.00
	JO120525	307662	SPX TECHNOLOGIES, INC		2026 genfare yearly maintenanc	\$7,226.00	\$0.00
	JO120525	307663	STRATA CORPORATION		TAXIWAY C&C3 REHABILITATION	\$99,730.86	\$0.00
	JO120525	307664	SUNDRE SAND & GRAVEL, INC.		top soil	\$2,457.63	\$0.00
	JO120525	307665	T'S GUNS, LLC		84" Root Grapple Bucket	\$3,350.00	\$0.00
	JO120525	307666	TITAN MACHINERY		HANDLE; LEFT OUTER DOOR HANDLE	\$129.40	\$0.00
	JO120525	307667	TRANE COMPANY		Police Dept heat pump	\$3,186.00	\$0.00
	JO120525	307668	TRINITY MEDICAL GROUP		Trinity inmate invoice 48070 f	\$202.56	\$0.00
	JO120525	307669	U.S. POST OFFICE		UB BULK MAILING	\$6,000.00	\$0.00
	JO120525	307670	ULRICH		Panels for wind blowen debris	\$4,492.00	\$0.00
	JO120525	307671	MANUFACTURING UNIFORM CENTER		flexheat clothing	\$408.97	\$0.00
	JO120525	307672	UNITED QUALITY COOPERATIVE		UNLEADED	\$26,656.18	\$0.00
	JO120525	307673	VESSCO, INC.		CL2 feeder parts	\$121.61	\$0.00
	JO120525	307674	VISIT MINOT		November 2025 Motor Vehicle Ta	\$52,835.78	\$0.00
	JO120525	307675	WALLWORK TRUCK CENTER MINOT		--; NOX SENSOR	\$2,828.07	\$0.00
	JO120525	307676	WARD COUNTY AUDITOR		09/2025 Inmate Invoice WDCD	\$11,450.00	\$0.00
	JO120525	307677	WAUSAU EQUIPMENT COMPANY		ROLLER; DRAW ROLLER	\$4,778.53	\$0.00
	JO120525	307679	WESTLIE FORD		SEAL; CAM POSITION SENSOR SEAL	\$274.31	\$0.00
	JO120525	307680	WESTLIE TRUCK CENTER		CHANGE EGR COOLER, REBUILD CRO	\$21,041.38	\$0.00
12/08/2025	EM120525	100007437	EMPOWER TRUST COMPANY, LLC		Empower Retirement 12/05/2025	\$31,647.90	\$0.00
12/11/2025	AT&T1225	100007439	AT&T		DECEMBER 2025 STATEMENTS	\$4,436.15	\$0.00
	AT&T1225	100007440	AT&T		DECEMBER 2025 STATEMENTS	\$174.23	\$0.00
	AT&T1225	100007441	AT&T		DECEMBER 2025 STATEMENTS	\$46.56	\$0.00
	AT&T1225	100007442	AT&T		DECEMBER 2025 STATEMENTS	\$766.62	\$0.00
	BW121125	209	SOURIS BASIN PLANNING COUNCIL		SBPC BUSINESS ACCELERATOR FUND	\$31,639.05	\$0.00
12/12/2025	CC12125	206	US BANK		Credit Card Transaction OCT 20	\$66.61	\$0.00
12/15/2025	JV121525	1251	GENERAL ONE TIME PAY	Alicia Diede	Alicia Diede MI-2025-TR-02484	\$40.00	\$0.00
	JV121525	1252	GENERAL ONE TIME PAY	Kyler Fjeld	Kyler Fjeld MI-2025-CR-00929 B	\$200.00	\$0.00
	JV121525	1253	GENERAL ONE TIME PAY	Lowell Thomas	Jacob Corning MI-2025-CR-00510	\$200.00	\$0.00
	JV121525	1254	GENERAL ONE TIME PAY	Megan Rose Stahl	MI-2025-TR-01452 Megan Rose St	\$250.00	\$0.00
	JV121525	1255	GENERAL ONE TIME PAY	Nicholas Benjamin Fruch	VOID AFTER UPDATE 12/19/2025	\$0.00	\$225.00
	JV121525	1256	GENERAL ONE TIME PAY	Terrell Hallmon	Terrell Hallmon MI-2023-CR-012	\$310.00	\$0.00
	JV121525	1257	GENERAL ONE TIME PAY	Ward County Clerk Of Court	Mia Mosley 51-2025-CR-02205 Bo	\$750.00	\$0.00
	JV121525	1258	GENERAL ONE TIME PAY	Ward County Clerk of Court	Talon Hoaglund 51-2025-CR-0221	\$1,500.00	\$0.00

	PM121525	100007445	MINOT PARK DISTRICT		Park Mass 12.15.2025	\$934.72	\$0.00
12/19/2025	JV121525	307681	U.S. POST OFFICE		UB BULK MAILING	\$5,800.00	\$0.00
	JV121925	307682	1 CALL SEPTIC SERVICES, INC		Recycling Transport x 4 Trips	\$10,089.04	\$0.00
	JV121925	307683	48 NORTH CONCRETE CONSTRUCTION INC		concrete work	\$6,750.00	\$0.00
	JV121925	307684	ACME TOOLS		SADDLE BOX	\$1,871.11	\$0.00
	ADP1125	100007446	ADP, INC		ADP Payroll Services for Octob	\$1,023.50	\$0.00
	ADP1125	100007447	ADP, INC		ADP Payroll Services for Nove	\$14,693.52	\$0.00
	JV121925	307685	AMAZON		VALVE ASSY; TEE JET VALVE	\$548.49	\$0.00
	JV121925	307686	AMERICAN WELDING & GAS, INC.		CO2	\$4,400.71	\$0.00
	JV121925	307687	APEX ENGINEERING GROUP		4826 3RD ST & CENTRAL AVE RECO	\$117,310.51	\$0.00
	JV121925	307688	APH/AUTO VALUE		001; FUEL FILTER	\$836.11	\$0.00
	JV121925	307689	AQUA-PURE, INC.		Phosphate - corrected price be	\$10,816.00	\$0.00
	JV121925	307691	BALCO UNIFORM COMPANY, INC.		Body Armor Carriers/pouches -	\$1,918.00	\$0.00
	BW121925	210	BANK OF NORTH DAKOTA		United PulseTradingInc. Commun	\$269,230.76	\$0.00
	JV121925	307692	BARR ENGINEERING		4618.1 BARR ENG LITTLE ROOSEVE	\$14,390.00	\$0.00
	JV121925	307812	BETH REIERSON-GILBERTSON		RC-1108 Rental Assistance	\$472.93	\$0.00
	JV121925	307694	BORDER STATES INDUSTRIES, INC.		16Th Street Repair Parts	\$5,166.76	\$0.00
	JV121925	307695	BRADY MARTZ PLLC		AUDIT OF STEVEN'S WELDING AND	\$2,992.50	\$0.00
	JV121925	307696	BRAVERA INSURANCE		Add 11 Cemetery Monuments	\$448.00	\$0.00
	JV121925	307697	BUTLER MACHINERY CO.		001; CAT 1R0714, DONALDSON P55	\$35.62	\$0.00
	JV121925	307698	CDBG ONE-TIME PAY	VB Enterprises LLC	VOID AFTER UPDATE 12/24/2025	\$0.00	\$6,734.00
	JV121925	307699	CDBG ONE-TIME PAY	VB Enterprises LLC	VOID AFTER UPDATE 12/24/2025	\$0.00	\$3,472.00
	JV121925	307700	CDBG ONE-TIME PAY	Tachel Halverson	RC-1144 Claim for Moving & Rel	\$950.00	\$0.00
	JV121925	307701	CHRISTIANSON HEATING & AIR		Well 14 Heater repair	\$1,095.61	\$0.00
	JV121925	307780	CITY OF MINOT		Alcohol Compliance	\$155.97	\$0.00
	JV121925	307729	CITY OF MINOT EMPLOYEE RECOGNITION COMMITTEE		Minot Employee Recognition Com	\$113.50	\$0.00
	JV121925	307702	CIVICPLUS		MUNICODE ONLINE HOSTING 2/2026	\$6,898.56	\$0.00
	JV121925	307703	COAST TO COAST CALIBRATIONS INC.		Calibration Services for Lab S	\$216.00	\$0.00
	JV121925	307704	DACOTAH PAPER CO.		COPY PAPER	\$5,271.00	\$0.00
	JV121925	307705	DAKOTA BUSINESS SOLUTIONS		ANNUAL MAINTENANCE - UB MAIL M	\$321.00	\$0.00
	JV121925	307706	DAKOTA FENCE		privacy slats at Broadway Circ	\$14,825.00	\$0.00
	JV121925	307707	DAKOTA FLUID POWER, INC.		HOSE; HYDRAULIC HOSE WITH FITT	\$28,233.75	\$0.00
	JV121925	307708	DAKOTA PUMP & CONTROL CO.		Cloverdale pump repair parts	\$2,360.50	\$0.00
	JV121925	307709	DECOMM VENTURES, LP		MOT TASK ORDER #2 - AIR SERVIC	\$5,560.00	\$0.00
	JV121925	307710	DENVER CARMONA		RC-1141 Rental Assistance	\$1,480.16	\$0.00
	JV121925	307711	DR. ANTHONY TATMAN		Critical Hire Personality Asse	\$25.00	\$0.00
	JV121925	307712	ECOLAB PEST ELIMINATION DIVISION		PEST CONTROL AND AIR QUALITY P	\$587.37	\$0.00
	JV121925	307713	EMPLOYEE ONE TIME PAY	Alec Rice	Hazmat Tech- Alec Rice	\$374.00	\$0.00
	JV121925	307714	EMPLOYEE ONE TIME PAY	Austin Bernston	TEEX Collapse Rescue- Austin B	\$664.00	\$0.00
	JV121925	307715	EMPLOYEE ONE TIME PAY	Bradley Walwood	Hazmat Tech- Bradley Walwood	\$374.00	\$0.00
	JV121925	307716	EMPLOYEE ONE TIME PAY	Brianna Geigle	NDDOT Conference 2026- Brianna	\$75.00	\$0.00
	JV121925	307717	EMPLOYEE ONE TIME PAY	Charles Shoemaker	TEEX Collapse Rescue- Charles	\$664.00	\$0.00
	JV121925	307718	EMPLOYEE ONE TIME PAY	Damon Laks	Hazmat Tech- Damon Laks	\$374.00	\$0.00
	JV121925	307719	EMPLOYEE ONE TIME PAY	Jason West	Hazmat Tech- Jason West	\$374.00	\$0.00

JV121925	307720	EMPLOYEE ONE TIME PAY	Kerry Schriock	Hazmat Tech- Kerry Schriock	\$374.00	\$0.00
JV121925	307721	EMPLOYEE ONE TIME PAY	Michael Ross	TEEX Collapse Rescue- Michael	\$664.00	\$0.00
JV121925	307722	EMPLOYEE ONE TIME PAY	Nick Schmitz	Training in Vegas- Nick Schmit	\$602.00	\$0.00
JV121925	307723	EMPLOYEE ONE TIME PAY	Randi Monley	2025 Mileage- Randi Monley	\$32.34	\$0.00
JV121925	307724	EMPLOYEE ONE TIME PAY	Shane Gillis	Hazmat Tech- Shane Gillis	\$374.00	\$0.00
JV121925	307725	EMPLOYEE ONE TIME PAY	Shane Haug	Out State Training - Hotel Acc	\$1,041.86	\$0.00
JV121925	307726	EMPLOYEE ONE TIME PAY	Shane Haug	Training in Vegas- Shane Haug	\$559.00	\$0.00
JV121925	307727	EMPLOYEE ONE TIME PAY	Trent Meyer	Hazmat Tech- Trent Meyer	\$374.00	\$0.00
JV121925	307728	EMPLOYEE ONE TIME PAY	Tyler Ghent	TEEX Collapse Rescue- Tyler Gh	\$664.00	\$0.00
JV121925	307730	ENERBASE		DIESEL	\$15,390.18	\$0.00
JV121925	307731	FACTORY MOTOR PARTS		BATTERY; BATTERY AC DELCO# 94R	\$1,208.36	\$0.00
JV121925	307733	FERGUSON WATERWORKS #2516		Filter valve shaft seals	\$1,886.58	\$0.00
JV121925	307734	FIRST INTERNATIONAL BANK & TRUST		Fire Union Due's	\$726.00	\$0.00
JV121925	307735	FLASHPARKING, INC		NOVEMBER 2025 FLASH PARKING FE	\$1,650.00	\$0.00
JV121925	307736	FLEETMIND SOLUTIONS, INC.		Fleetmind Software Agreement	\$2,370.19	\$0.00
JV121925	307737	FONTUS BLUE, INC		Aug - Dec 2025 License Fees	\$10,000.00	\$0.00
JV121925	307738	FORCE AMERICA		HARNESSE; HARNESSE FORCE AMERICA	\$541.43	\$0.00
JV121925	307739	FRONTIER PRECISION		GPS SOFTWARE REPAIR	\$11,400.30	\$0.00
JV121925	307741	G & P COMMERCIAL SALES		cleaning supplies	\$295.91	\$0.00
JV121925	307742	GEFROH ELECTRIC		Repaired back flow at recycle	\$904.30	\$0.00
JV121925	1259	GENERAL ONE TIME PAY	Nicholas Benjamin Fruch	Nicholas Benjamin Fruch MI-202	\$225.00	\$0.00
JV121925	307743	GENERAL ONE TIME PAY	James Sharhus	RHC #20621 Cemetery Lot Proper	\$500.00	\$0.00
JV121925	307744	GENERAL ONE TIME PAY	Katelynn Bowen	Bryan Steier MI-2023-CR-00650	\$25.00	\$0.00
JV121925	307745	GENERAL ONE TIME PAY	M&H	Taylor Brevik MI-2025-CR-00131	\$33.21	\$0.00
JV121925	307746	GENERAL ONE TIME PAY	ND Child Support	Vincent Anderson MI-2022-CR-01	\$30.00	\$0.00
JV121925	307747	GENERAL ONE TIME PAY	ND Child Support	Allan Palling MI-2025-CR-00292	\$50.00	\$0.00
JV121925	307748	GENERAL ONE TIME PAY	Patrick Schroeder	Shaila Soiseth MI-2023-CR-0130	\$5.00	\$0.00
JV121925	307749	GERDAU RECYCLING		2X2X1/8 ANGLE	\$259.44	\$0.00
JV121925	307750	GILLIG, LLC		018; LIFT-U LU18 CONTROLLER 37	\$1,165.21	\$0.00
JV121925	307751	GRAYMONT WESTERN US INC.		Lime	\$152,596.45	\$0.00
JV121925	307752	GUARDIAN FLEET SAFETY		2026 FORD P6 UPFITTING	\$113,122.26	\$0.00
JV121925	307753	H.A. THOMPSON & SONS, INC.		Boiler Issue	\$10,717.61	\$0.00
JV121925	307754	HAWKINS, INC.		Chlorine	\$33,608.63	\$0.00
JV121925	307755	HIGH POINT NETWORKS, LLC		24 Port Aruba Switch	\$9,510.20	\$0.00
JV121925	307756	HOUSTON ENGINEERING, INC.		4933 - ENGINEERING SERVICES FO	\$33,382.75	\$0.00
JV121925	307757	INFORMATION TECHNOLOGY DEPARTMENT		VPN/MFA/STATE NET FIBER	\$3,462.40	\$0.00
JV121925	307758	JIMS WELDING, INC.		Blank cut outs for Loader Buck	\$1,000.00	\$0.00
JV121925	307759	JOHNSON CONTROLS		BATTERY PACK REPLACEMENT	\$167.27	\$0.00
JV121925	307760	LANGUAGE LINE SERVICES		Language line translation serv	\$100.57	\$0.00
JV121925	307761	LESLEY WIEDMER		RC-1142 Rental Assistance	\$1,246.00	\$0.00
JV121925	307782	LIANA MUNOZ & BERNARDINO MUNOZ JR.		RC-1104 Rental Assistance	\$567.55	\$0.00

JV121925	307762	LOCATORS & SUPPLIES	40 Winter Gloves	\$1,496.90	\$0.00
JV121925	307763	LOWES PRINTING, INC.	Envelopes	\$757.60	\$0.00
JV121925	307765	MACQUEEN EMERGENCY GROUP	CABLE; EXTENSION CABLE	\$80.00	\$0.00
JV121925	307766	MAD DOG BROKERAGE INC	170.46 Tons Salt	\$18,239.22	\$0.00
JV121925	307767	MAIN ELECTRIC CONSTRUCTION	REPAIRS TO FLASHER CABINET	\$48,610.34	\$0.00
JV121925	307768	MARTIN, JERILYN	RC-1093 Rental Assistance	\$2,480.09	\$0.00
JV121925	307770	MATTSON CONSTRUCTION	BROADWAY CIRCLE - MATTSON CONS	\$118,635.23	\$0.00
JV121925	307796	MAXWELL PATZNER	Children's Library Leaves Pain	\$2,625.00	\$0.00
JV121925	307781	MELANIE MOORE	Building & Grounds Foreman Pro	\$65.00	\$0.00
JV121925	307771	MENARDS	PAINT; RUSTREFORMER	\$155.25	\$0.00
JV121925	307772	MIDWEST TAPE	DVDs	\$1,365.92	\$0.00
JV121925	307764	MINOT AREA CHAMBER EDC	MACEDC SERVICE AGREEMENT 2025	\$46,637.50	\$0.00
JV121925	307773	MINOT AREA COUNCIL OF THE ARTS, INC	2025 MINOT AREA COUNCIL OF	\$3,333.33	\$0.00
JV121925	307774	MINOT AUTO	SOLENOID; 12V STARTER SOLENOID	\$689.51	\$0.00
JV121925	307775	MINOT COMMISSION ON AGING	2025 COMMISSION ON AGING	\$12,875.00	\$0.00
JV121925	307776	MINOT EMPLOYEE DONATIONS	Minot Employee Donations	\$722.40	\$0.00
JV121925	307777	MINOT PLUMBING & HEATING CO, INC.	Installing new makeup heater f	\$6,147.50	\$0.00
JV121925	307778	MINOT RIFLE & PISTOL CLUB	Minot Rifle and Pistol Club Pa	\$135.00	\$0.00
JV121925	307779	MINOT STATE UNIVERSITY	MSU Apprenticeship Program (Ha	\$15,566.61	\$0.00
JV121925	307783	ND DEPT OF ENVIRONMENTAL QUALITY	Boiler inspections	\$660.00	\$0.00
JV121925	307784	ND DEPT OF TRANSPORTATION	PROJECT NHU-SU-4083(155)920	\$260,696.92	\$0.00
JV121925	307785	ND FRATERNAL ORDER OF POLICE	Police Union Due's/ Legal Defe	\$1,419.00	\$0.00
JV121925	307786	NEW HALI-BRITE, INC.	new main windsock led replacem	\$2,035.17	\$0.00
JV121925	307787	NEWARK ELECTRONICS	CONNECTOR; 3 PIN CONNECTOR	\$5.62	\$0.00
JV121925	307788	NICOLETTI-FLATER ASSOCIATES, PLLP	Wellness Checks for PD	\$330.00	\$0.00
JV121925	307789	NORTH PRAIRIE RURAL WATER DISTRICT	Water Usage at Landfill	\$333.85	\$0.00
JV121925	307790	NORTHERN TESTING	2025 Dec northern testing	\$1,085.00	\$0.00
JV121925	307791	NYBAKKEN BODY SHOP	Nybakken Statement	\$7,580.39	\$0.00
JV121925	307792	O'REILLY AUTO PARTS	SWITCH; ROUND 25 AMP LIGHTED R	\$252.28	\$0.00
JV121925	307793	OLSON'S TOWING	Towing Statement for November	\$3,328.26	\$0.00
JV121925	307794	ONE CALL CONCEPTS, INC.	One Call tickets for Traffic -	\$549.60	\$0.00
JV121925	307795	OVERHEAD DOOR CO. OF MINOT	GARAGE DOOR REPAIR	\$34,880.00	\$0.00
JV121925	307732	PARKLAND USA CORPORATION	008; DIESEL EXHAUST FLUID	\$916.59	\$0.00
JV121925	307690	PEC SOLUTIONS LLC	Genetec ALPR Patch	\$71.50	\$0.00
JV121925	307797	PENCCO, INC.	Chemical For Roosevelt Odor Co	\$15,543.84	\$0.00
JV121925	307798	PFM FINANCIAL ADVISORS LLC	2024 CONTINUING DISCLOSURE REP	\$1,500.00	\$0.00
JV121925	307799	PIETSCH AIRCRAFT RESTORATION & REPAIR. INC.	Professional Services for inci	\$2,970.00	\$0.00
JV121925	307800	PRAIRIE SUPPLY	YELLOW MARKER	\$35.88	\$0.00
JV121925	307801	PREFERRED CONTROLS CORP	IP Changes for communication m	\$8,605.00	\$0.00
JV121925	307802	PRINGLE & HERIGSTAD, P.C.	Vashawn Miller MI-2025-CR-0058	\$555.00	\$0.00
JV121925	307803	PRO IT, LLC	SCADA network services	\$2,560.00	\$0.00
JV121925	307804	PSYCHOLOGICAL RESOURCES	Psychological Resources Testin	\$900.00	\$0.00

	JV121925	307805	RDO EQUIPMENT		CYLINDER; LOCKING CYLINDER	\$4,307.02	\$0.00
	JV121925	307806	REFUND ONE TIME PAY	DENIG, ZACHARY	UB 7344 414 7TH	\$50.00	\$0.00
	JV121925	307807	REFUND ONE TIME PAY	FOUCHEY, FLOYD	UB 564 916 25TH	\$10.00	\$0.00
	JV121925	307808	REFUND ONE TIME PAY	LARSON, DONALD	UB 85894 1530 35TH	\$14.23	\$0.00
	JV121925	307809	REFUND ONE TIME PAY	LEISY, JENNIFER	UB 51750 2708 7TH	\$31.49	\$0.00
	JV121925	307810	REFUND ONE TIME PAY	PALMA, JOHNATHON	UB 100472 3212 KODIAK	\$35.11	\$0.00
	JV121925	307811	REFUND ONE TIME PAY	RICE, KRISTI	UB 7638 106 8TH	\$50.00	\$0.00
	JV121925	307813	RHI SUPPLY		HVAC FILTERS (ANNUAL)	\$4,593.85	\$0.00
	JV121925	307814	RICE, KRISTINA		RC-1100 Rental Assistance	\$2,236.36	\$0.00
	JV121925	307815	RICHARD BREKKE		RC-1126 Rental Assistance	\$1,764.82	\$0.00
	JV121925	307740	ROBERT MICHAEL FULLER		Fuller Firearm Sales	\$345.79	\$0.00
	JV121925	307816	SANITATION PRODUCTS		PIN; CYLINDER PIN	\$11,103.53	\$0.00
	JV121925	307817	SCHOCKS SAFE AND LOCK SERVICE		Repair locks on north and sout	\$315.00	\$0.00
	JV121925	307818	SHORT ELLIOTT HENDRICKSON, INC		Runway 8-26 Rehab & Lighting I	\$199,279.36	\$0.00
	JV121925	307819	SOLTIS BUSINESS FORMS CO.		Winter Coats	\$3,978.59	\$0.00
	JV121925	307820	SRF CONSULTING GROUP		4753 - 16TH ST INTER REHAB TAS	\$46,185.82	\$0.00
	JV121925	307769	STEVENSON, MARY		RC-1094 Rental Assistance	\$2,365.73	\$0.00
	JV121925	307821	SUNDRE SAND & GRAVEL, INC.		3007.10 Tons Washed Sand	\$142,159.35	\$0.00
	JV121925	307822	SVL SERVICE CORPORATION		6 air handlers for City Hall	\$27,354.00	\$0.00
	JV121925	307823	TECHCHECK, LLC		Firewall firmware upgrade	\$195.00	\$0.00
	JV121925	307693	TED BOLTON		SEPTEMBER - NOVEMBER 2025	\$771.81	\$0.00
	JV121925	307824	THE IRIS COMPANIES		PARK	\$4,290.00	\$0.00
	JV121925	307825	THIRD WATCH COMMUNICATIONS		BADGE PRINTING SUPPLIES	\$97.00	\$0.00
	JV121925	307826	THOMSON REUTERS-WEST PAYMENT CENTER		CONNECTOR; WHELEN WECAN CONNEC	\$398.61	\$0.00
	JV121925	307827	TRINITY HEALTH		December Online/Software Subsc		\$0.00
	JV121925	307828	ULTIMATE FLOORING LLC		November 2025 Prisoner Care	\$2,937.60	\$0.00
	JV121925	307829	UNITED MAILING SERVICE		Damaged flooring replacement -	\$1,710.00	\$0.00
	JV121925	307830	UNITED QUALITY COOPERATIVE		POSTAGE/SHIPPING	\$6,358.96	\$0.00
	JV121925	307831	WALLWORK TRUCK CENTER MINOT		UNLEADED	\$24,386.92	\$0.00
	JV121925	307832	WARD COUNTY RECORDER		ACTUATOR; FUEL PUMP ACTUATOR	\$5,132.18	\$0.00
	JV121925	307833	WEST OAKS ANIMAL HOSPITAL		Restrictive Covenants	\$20.00	\$0.00
	JV121925	307834	WESTLIE FORD		Ike vet bill	\$56.00	\$0.00
	JV121925	307835	WESTLIE TRUCK CENTER		BATTERY; BATTERY HOLD DOWN AND	\$3,173.28	\$0.00
					OIL FILTER; OIL FILTER 7037/84	\$9,970.91	\$0.00
12/22/2025	AP242	100007438	VERENDRYE ELECTRIC		November 2025 Verendrye	\$84,614.59	\$0.00
12/23/2025	JO122325	1260	GENERAL ONE TIME PAY	Joshua Lee Warne	Joshua Lee Warne MI-2025-CR-00	\$225.00	\$0.00
	JO122325	1261	GENERAL ONE TIME PAY	Ryan Leigh Primas	Ryan Leigh Primas MI-2025-CR-0	\$350.00	\$0.00
12/24/2025	JV122425	307836	CDBG ONE-TIME PAY	VB Enterprises LLC	RC-1143 Claim for Moving & Rel	\$6,734.00	\$0.00
	JV122425	307837	CDBG ONE-TIME PAY	VB Enterprises LLC	RC-1145 Claim for Moving & Rel	\$3,472.00	\$0.00
12/25/2025	WEX1125	100007436	WEX HEALTH, INC		November 2025 WEX/FSA	\$306.60	\$0.00
12/26/2025	JO122625	90000059	CDM SMITH		VOID AFTER UPDATE 12/23/2025	\$0.00	\$143,330.25
	JO122625	90000060	HYDRO KLEAN		VOID AFTER UPDATE 12/23/2025	\$0.00	\$43,461.39
	JO122625	90000061	NAPA AUTO PARTS		VOID AFTER UPDATE 12/23/2025	\$0.00	\$6,848.23
	JO122625	90000062	NORTHWEST TIRE AND RETREAD		VOID AFTER UPDATE 12/23/2025	\$0.00	\$27,811.95
	JO122625	90000063	SOURIS RIVER JOINT WATER RESOURCE		VOID AFTER UPDATE 12/23/2025	\$0.00	\$1,743,319.79
	JO122625	90000064	SWANSTON EQUIPMENT COMPANIES		VOID AFTER UPDATE 12/23/2025	\$0.00	\$25,075.48

JO122625	90000065	WAGNER CONSTRUCTION	VOID AFTER UPDATE 12/23/2025	\$0.00	\$996,295.14
			Total	\$13,522,174.66	\$8,568,203.60



TO: Mayor and Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: January 5, 2026

SUBJECT: GAMING SITE AUTHORIZATION - COMPANIONS FOR CHILDREN

I. RECOMMENDED ACTION

It is recommended City Council approve the gaming site authorization for Companions for Children to conduct games of chance of a raffle on January 24, 2026, at the Clarion Hotel and Convention Center located at 2200 E Burdick Exwy.

II. DEPARTMENT CONTACT PERSONS

Mikayla McWilliams, City Clerk, 701-857-4752
Dale Plessas, Deputy Police Chief, 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 Deputy Police Chief.

B. Proposed Project

N/A

C. Recommendation Detail

Site approvals by the City Council are then approved by the State of ND Attorney General's Office.

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: Mikayla McWilliams, City Clerk
Dale Plessas, Deputy Police Chief

DATE: January 5, 2026

**SUBJECT: ALCOHOLIC BEVERAGE LICENSE - SIMONSON STATION STORE
(100 28TH AVE SW)**

I. RECOMMENDED ACTION

It is recommended City Council approve the Retail Beer license for Simonson Station Stores, Inc. dba Simonson Station Store at the location of 100 28th Ave SW.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

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

City staff have completed the necessary inspections and background checks and the Deputy Police Chief has approved the application.

B. Proposed Project

N/A

C. Recommendation Detail

It is recommended City Council approve the Retail Beer license for Simonson Station Stores, Inc. dba Simonson Station Store at the location of 100 28th Ave SW.

IV. IMPACT

A. Aspirations

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

B. Service/Delivery Impact:
N/A

C. Fiscal Impact
The fees vary depending on the type of license and are deposited into the appropriate general fund revenue account. The owners paid \$625 for a Retail Beer license.

Project Costs
N/A

Project Funding
N/A

VI. **ALTERNATIVES**

The City Council could deny the license and the restaurant could not sell alcohol until approved by the City Council.



TO: Mayor and Members of the City Council

FROM: Emily Huettl, Asst. City Engineer

DATE: January 5, 2026

SUBJECT: DEVELOPMENT AGREEMENT - ROWAN SECOND ADDITION (4872)

I. RECOMMENDED ACTION

It is recommended City Council approve the Rowan Second Addition Development Agreement with CMF Builders, LLC and authorize the Mayor to sign.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

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

III. DESCRIPTION

A. Background

The preliminary plat for Rowan Second Addition was approved by the Council on November 17, 2025.

B. Proposed Project

The proposed project includes replatting six residential lots to adjust the right of way/property line to better fit the existing adjacent roadway and address setback concerns.

The Development Agreement details the expectations and responsible parties relating to the following items associated with the development of the Rowan Second Addition project:

1. Public Street Improvements
2. Erosion Control

C. Recommendation Detail

This Agreement has been thoroughly vetted by both the City and Developer/Owner staff and attorneys. The Development Agreement will be executed and recorded along with the final plat.

IV. IMPACT

A. Aspirations

Resilient and Prepared

B. Service/Delivery Impact:

Developers Agreements protect the City's interests and ensure necessary work within public right of way associated with newly developed or redeveloped property will be completed by Developers, in accordance with City standards and policy.

C. Fiscal Impact

NA

VI. ALTERNATIVES

City Council could choose not to approve this agreement and the developer would not be able to construct the necessary public infrastructure improvements necessary to develop the property.

**DEVELOPMENT AGREEMENT
BY AND BETWEEN THE CITY OF MINOT
AND CMF BUILDERS, LLC FOR THE
ROWAN SECOND ADDITION DEVELOPMENT**

THIS DEVELOPMENT AGREEMENT is made and entered into this ____ day of _____, 2026, by and between the City of Minot, ND, a municipal corporation, hereinafter the “City,” and CMF Builders 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 development whose legal description is Lots 1-6, Rowan Second Addition (hereinafter the “Property”); and more particularly described on the attached Exhibit A; and

WHEREAS, the purpose of this Agreement is to memorialize the specific improvements and conditions the Developer must complete before the City will authorize additional permits for the development of the Property; and

WHEREAS, the following Exhibits are attached and incorporated into this Agreement:

- a) Exhibit A – Plat of Rowan Second Addition; and

WHEREAS, the City Council authorized the following action:

- a) By subdivision plat, Lots 1-6, Rowan Addition was platted as Lots 1-6, Rowan Second Addition;
- b) The City Council authorized the Mayor to sign this Development Agreement with the Developer; and

WHEREAS, the City is requiring the Developer to complete the following improvements as conditioned within the approval of the Rowan Second Addition plat; and

NOW, THEREFORE, the Parties hereto agree and stipulate as follows:

1. Public Street and Utility Infrastructure Improvements

- a. Developer shall pay all fees due to the City for connection to City utilities prior to the issuance of a building permit.
- b. Developer shall install, at their sole cost, the public street sections and street lighting to serve the development within Rowan Second Addition. Specifically:
 - i. Complete the adjacent street section along 27th Street NW to be 32' from back of curb to back of curb.
 - ii. Install one streetlight at the corner of 27th Street NW and 2nd Avenue NW.
- c. All public utility infrastructure must be installed and tested per the City Standard Specifications and Details by the Developer.
- d. All public street and utility infrastructure must be inspected full time by an engineering firm, licensed to do work in North Dakota, and under the direction of a professional engineer, licensed to do work in North Dakota.
 - i. If at any time during construction the work is not being inspected by an engineering firm, the City may order the work to stop immediately until the work can be inspected. The City shall not be held responsible in any way for the work stoppage due to Developer's failure to retain an engineering firm to conduct inspections.
- e. The Developer shall warranty all public street and utility infrastructure work constructed as part of Rowan Second Addition to be free of material and workmanship defects for a period of two (2) years after written notice of substantial completion by the City.
 - i. At any time during the two-year warranty period, the Developer shall correct any deficiencies found by the City. The Developer shall be responsible for the sole cost of correcting any deficiencies identified by the City including but not limited to contractor costs, attorney's fees, and engineering costs.

- f. The Developer shall submit record drawings certified by the engineer of record to the City for all public street and utility infrastructure installed as part of the Rowan Second Addition development conforming to the City's Record Plan Policy on file with the Engineering Department. Record drawings shall be submitted hard copy, dwg, and GIS format within three (3) months from the date of Substantial Completion of the improvements.
- g. Security valued at 120% of all public street and utility infrastructure costs, as determined by a contractor's bid for the work or the design engineer's opinion of probable cost shall be required and provided by the Developer to the City; the required security shall be in the form of an unconditional letter of credit or performance bond, and shall be submitted in a form acceptable to the City Attorney or their designee.
 - i. 10% of the approved security shall be held by the City during the two-year warranty period. After all warranty corrections are approved by the City, the remaining security shall be released to the Developer.
 - ii. Building permits can be issued, at the discretion of the Building Official, once the City has received the required security for the improvements.

2. Erosion Control

- a. Erosion Control practices shall meet the requirements of the State of North Dakota and be approved by the City Engineer or their designee.

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 Ward County District Court, located in Minot, 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.

City:	Developer:
City of Minot	CMF Builders LLC
c/o City Clerk	c/o
PO Box 5006	
Minot, ND 58702	
clerk@minotnd.gov	

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 defend, indemnify, and hold harmless the City, its officer and employees, from and against any and all claims, loss, damages, expenses, and liability for injuries to persons and property, claimed or alleged to be caused for any reason while conducting its obligations pursuant to this Agreement. Developer also agrees to reimburse the City for all costs, expenses and attorney's fees incurred if the City prevails in an action against Developer in establishing and litigating the indemnification coverage provided herein. This obligation shall survive termination of this Agreement.

This agreement shall be recorded by the Developer 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.

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, Mayor

Attest: _____
Mikayla McWilliams, City Clerk

CMF BUILDERS LLC

By: _____
Name: _____

[illegible]

On this ____ day of _____, 20____, before me personally appeared _____, known to me to be the person who is described in, and who executed the within and foregoing instrument and who acknowledged to me that he executed the same.

(seal)

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



TO: Mayor and Members of the City Council

FROM: Stephen Joersz, Traffic Engineer

DATE: January 5, 2026

SUBJECT: REMOVAL OF LAW ENFORCEMENT PARKING ON S MAIN ST

I. RECOMMENDED ACTION

It is recommended City Council pass an ordinance to modify the parking restriction on the west side of S Main Street, which is 60-feet to 100-feet from the intersection of S Main Street and Burdick Expressway and do the following:

- 1. Remove the existing Law Enforcement Only parking zone; and**
- 2. Add a 2-hour limited-time parking zone.**

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

Stephen Joersz, Traffic Engineer, 701-857-4111

III. DESCRIPTION

A. Background

In the fall of 2021, Trinity Health approached the Police Department regarding parking in the downtown hospital's emergency room drop off parking area. This was, in large part at the time, due to the increase in emergency room and COVID-19 related activity. In September 2021, City Council passed an ordinance to dedicate 40-feet of parking on S Main St, directly south of Burdick Expwy, for Law Enforcement Only Parking.

B. Proposed Project

The Traffic Division is proposing to return the stretch of S Main St from Law Enforcement Only Parking to 2-hour limited parking time parking on the west side of S Main St.

C. Recommendation Detail

Since the Trinity Health downtown hospital is no longer in use, there is no longer a need for dedicated law enforcement parking and the area can be returned to 2-hour limited parking as to match the rest of the road and area.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing

B. Service/Delivery Impact:

Update the parking restrictions to match the current field conditions.

C. Fiscal Impact

The No Parking signs and posts will come out of the Traffic Department's inventory. The Traffic Department will perform the installation.

Project Costs

Traffic Department's budgeted funds

VI. ALTERNATIVES

Alt 1: Council could leave the law enforcement parking in place.

ORDINANCE NO. _____

A ORDINANCE ADDING TO THE LIST OF CITY COUNCIL CREATED TRAFFIC RESTRICTIONS PROVIDED FOR IN CHAPTER 20, ARTICLE 1, SECTION 20-2 OF THE CITY OF MINOT CODE OF ORDINANCES.

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

Section 1. The following described zone is hereby removed from the list of City Council created traffic restrictions provided for in **SECTION 20-2 (a) (14): PARKING ZONE TO WHICH SPECIAL RESTRICTIONS APPLY**

- 1. Law Enforcement Only Parking on the west side of S Main Street for a distance that is 60-feet to 100-feet south from the center of the S Main St and Burdick Expressway intersection.**

Section 2. The following described zone is hereby added the list of City Council created traffic restrictions provided for in **SECTION 20-2 (a) (4): LIMITED TIME PARKING ZONES**

- 1. 2-Hour Parking from 9:00 AM to 5:00PM on the west side of S Main Street for a distance that is 60-feet to 100-feet south from the center of the S Main St and Burdick Expressway intersection.**

Section 3. This ordinance shall be in full force and effect from and after its approval, passage and proper sign posting.

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

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

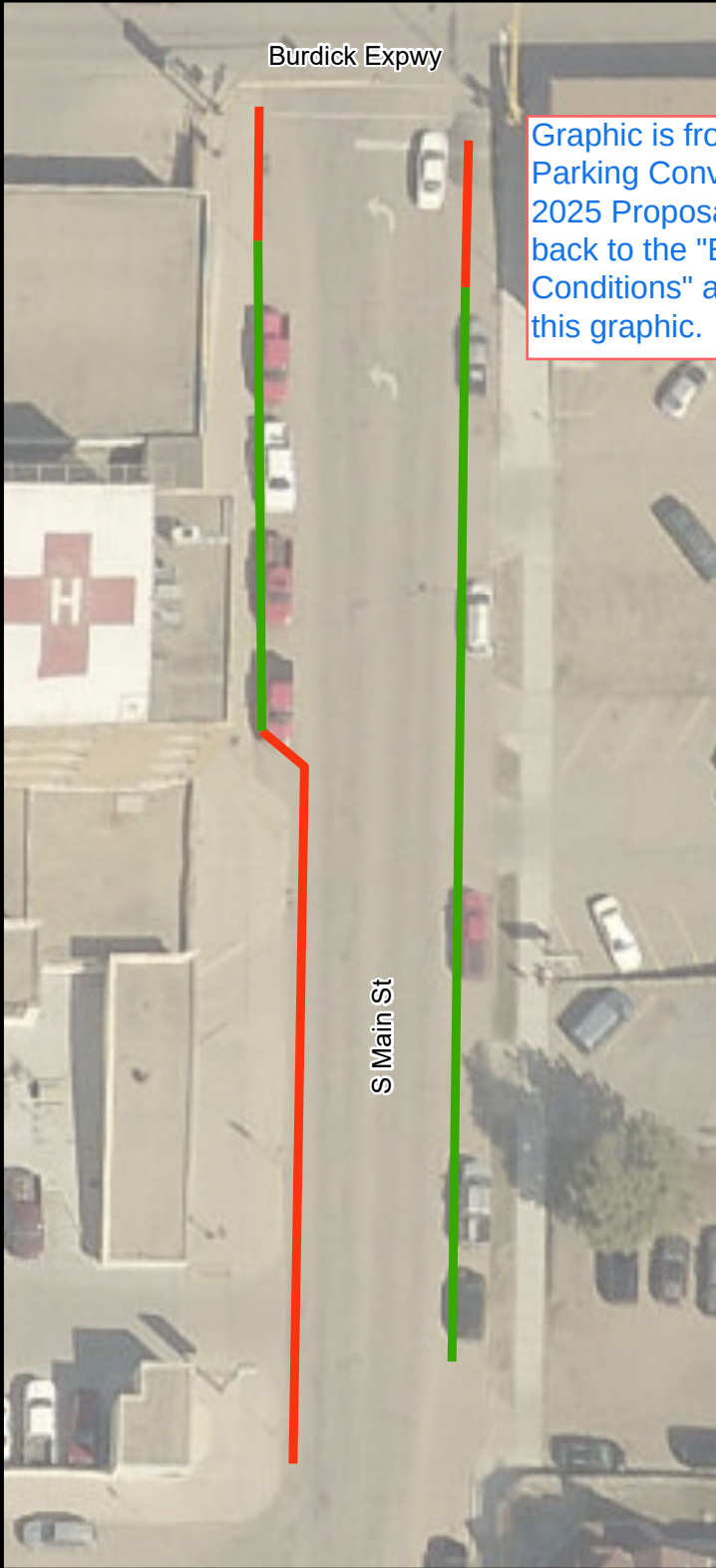
Mark Jantzer, Mayor

ATTEST:

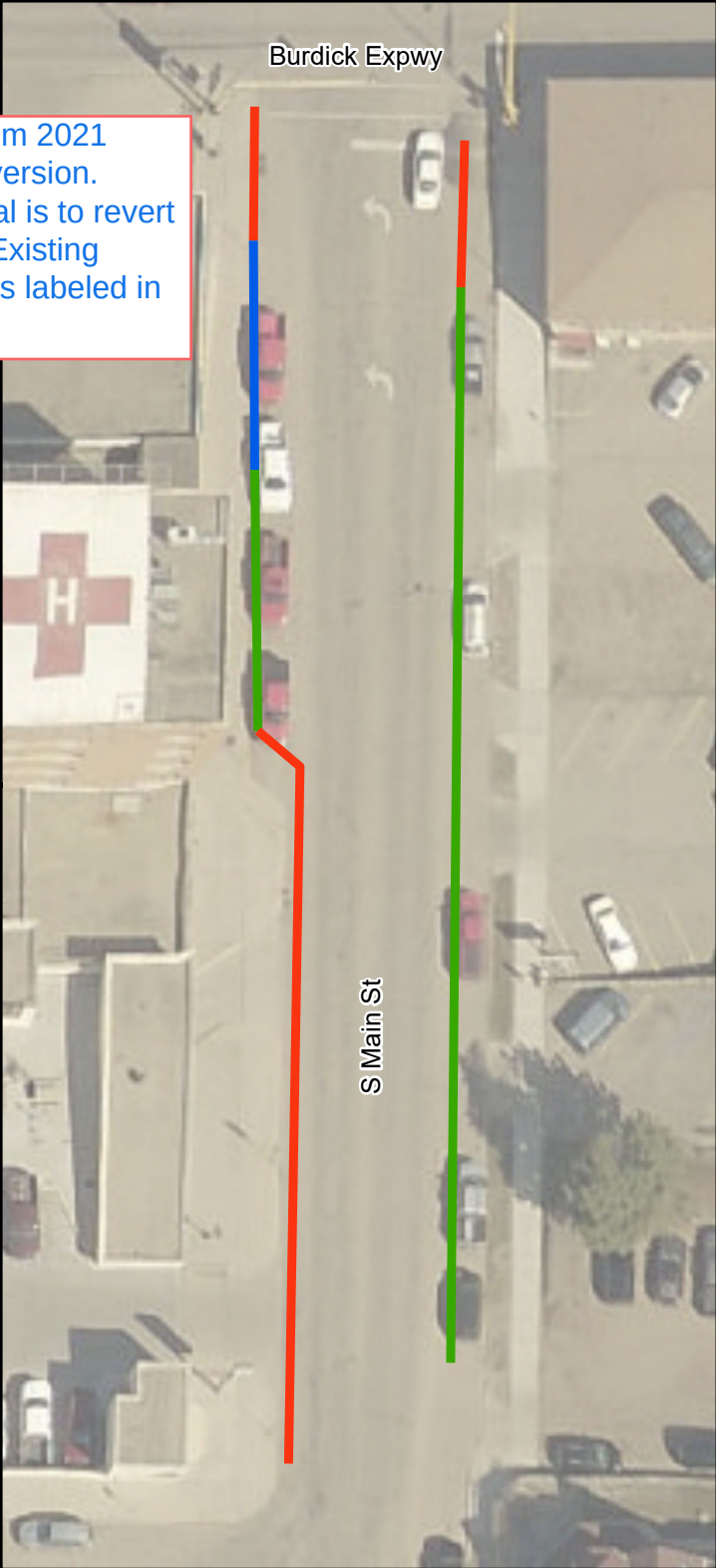
Mikayla McWilliams, City Clerk

Existing Conditions

Proposed Alternative



Graphic is from 2021 Parking Conversion. 2025 Proposal is to revert back to the "Existing Conditions" as labeled in this graphic.

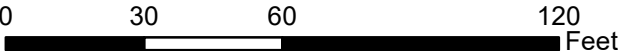


Legend

- 2-Hour Parking
- Law Enforcement
- No Parking

Law Enforcement Parking
S Main St between Burdick Expwy and 5th Ave S

City of Minot
Engineering Department





TO: Mayor and Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: January 5, 2026

**SUBJECT: INFAX ELECTRONIC VISUAL INFORMATION DISPLAY SYSTEM
(EVIDS) SUPPORT AGREEMENTS FOR AIRPORT**

I. RECOMMENDED ACTION

It is recommended City Council approve the annual support agreement with Infax Incorporated for the Airport's Electronic Visual Information Display (EVID) system and authorize the Mayor to sign the contract.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

The Airport currently uses Infax Incorporated for its Electronic Visual Information Display (EVID) system. The EVID and Flightview systems include management of flight, baggage, and gate information, along with digital advertising, visual paging, emergency messaging, and more. Due to the level of technical expertise involved with the program, ongoing support is required for troubleshooting, maintenance, and software updates. The support agreement will provide graphic revisions and updates, remote technical support, and necessary software updates.

B. Proposed Project

Implement the support agreement to best serve the Minot Airport with the current systems in place for 01/01/2026-12/31/2026. Through the support agreement, Airport staff will receive the necessary support to properly address any concerns.

C. Recommendation Detail

Infax Incorporated installed the EVID system in the terminal and has been the sole provider of the services since February 2016. The expertise and knowledge of the EVIDs industry provided by Infax Incorporated is a great benefit to the operations at Minot International Airport.

IV. IMPACT

A. Aspirations

With the continued support of Infax, the Minot Airport will be able to maintain excellence and connection with the world with up-to-date flight information and technology for users of the airport.

B. Service/Delivery Impact:

Passengers and tenants will not be able to see/view flight information and the airport will be in violation of contractual advertising agreements.

C. Fiscal Impact

The annual system support agreement will be paid using the budgeted amounts included in the final budget for 2026.

Project Costs

1 Year Infax SSA	\$14,000
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Project Funding

11050000-44350 - IT MTCE & REPAIR	\$14,000
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VI. ALTERNATIVES

Alt.1. City Council can decline the EVID agreement and go out to bid for a new EVID company.

Alt 2. City Council can decline the EVID agreement and choose to no longer utilize EVID's at the Airport.

SYSTEM SUPPORT AGREEMENT-BASIC

Terms and Conditions

WHEREAS, City of Minot, ND (hereinafter, "CUSTOMER" and detailed in Exhibit 1) has purchased an **INFAX SYSTEM**, consisting of hardware and software for an Electronic Kiosk Information Display System; and WHEREAS, CUSTOMER desires INFAX INCORPORATED (hereinafter, "INFAX"), to provide system support as detailed within this system support agreement (hereinafter, "Agreement"); NOW, THEREFORE, in consideration of the following mutual promises, covenants, and conditions, the parties do hereby agree as follows:

1. SCOPE: INFAX will provide telephone and electronic assistance to help diagnose software and hardware problems with the system components covered by this Agreement during regular business hours (M-F 8am-5pm CST) with a four hour response time. Covered equipment includes INFAX provided equipment and software in service as of the date of this agreement. CUSTOMER will provide technical description of problem by telephone or electronic mail. CUSTOMER will designate two (2) authorized contact persons whose names are listed in Exhibit 1. CUSTOMER shall have the right to change the authorized customer spokespersons upon written notice to INFAX. Additional services are detailed in Exhibit 2.

2. HARDWARE REPAIRS, REPLACEMENT AND SHIPPING: INFAX is not responsible for the cost of repairs, replacement or shipping of equipment. If required, INFAX will provide a cost estimate for each repair or replacement. Hardware will be covered by manufacturer's warranty.

3. CUSTOMER RESPONSIBILITIES: To receive support, CUSTOMER is responsible for complying with the following:

- a. Confirm that the matter is not the result of damage caused by third parties. CUSTOMER understands that we are not responsible for damage caused by power failures, cut network or power cables and other such third party influence.
- b. Data is backed up before beginning repairs. CUSTOMER understands that we are not responsible for any loss of software or data.
- c. Maintaining updated virus definitions and operating system security patches. CUSTOMER understands that we are not responsible for damage caused by viruses, hacking and other such third party influence. If required, INFAX will provide a cost estimate to repair damage caused by such events.
- d. To enable more efficient response by INFAX, CUSTOMER is encouraged to provide internet or dial-up access to system.

4. FEE: The annual fee for this Agreement is Fourteen Thousand Dollars (\$14,000). Additional system components purchased by the CUSTOMER following the effective date of this agreement may be added to this agreement by written amendment. The fee will be adjusted to include the additional system components based on the suggested list price of the system components in effect at the time the system components are added to this agreement. Such fees shall be paid annually. All current fees must be paid in order for services to be rendered under this agreement. If service is cancelled during either one-year period, CUSTOMER will receive refund of unused portion of the agreement.

5. LENGTH OF AGREEMENT: This Agreement is for one-year for the period 1/1/26 – 12/31/26. Upon expiration of its initial term, the parties may mutually agree to renew or extend the term of this agreement, and the parties may renegotiate the terms of this agreement upon mutual agreement of the parties.

6. CANCELLATION AND/OR DEFAULT UNDER THIS AGREEMENT:

Should any invoice under this agreement be unpaid for more than fifteen (15) days from due date, CUSTOMER's coverage under this agreement may be cancelled upon written notice from INFAX. INFAX may cancel this agreement upon thirty (30) days written notice to the CUSTOMER prior to the end of any quarterly period. Customer may cancel this agreement with written notice to INFAX thirty (30) days prior to any annual invoice date. A CUSTOMER who cancels their agreement or who has their agreement cancelled as a result of a breach of this agreement may at a later time renew the agreement and receive benefits of the agreement upon acceptance by INFAX of the payment of the quarterly fee for the agreement in effect at the time of renewal plus a reinstatement fee equal to the difference between the price of the hardware at the time of the CUSTOMER's original agreement and that is prevailing at the time of renewal. If either party does not comply with its obligations hereunder, does not pay the amounts due hereunder, breaches any other terms of this agreement, ceases doing business as a going concern, has a petition filed by or against it under any of the provisions of the Bankruptcy Code, makes an assignment for the benefit of creditors, or attempts an informal arrangement or composition with creditors, or if a receiver or any officer of the court is appointed to have control of any property, either party, in addition to any other legal remedies it may have, may terminate this agreement effective upon written notice. Further, INFAX may terminate this agreement effective upon written notice if the hardware is modified, damaged, or altered or serviced by other than employees or authorized agents of INFAX. FURTHERMORE IT IS EXPRESSLY UNDERSTOOD BY THE PARTIES SUBJECT TO THIS AGREEMENT THAT AFTER CANCELLATION, DEFAULT, OR BREACH OF ANY OF THE CONDITIONS UNDER ANY OF THE TERMS OF THIS AGREEMENT, REINSTATEMENT OF THIS AGREEMENT MUST BE APPROVED BY BOTH PARTIES IN WRITING.

7. INVOICING: The fee due hereunder shall be invoiced with the payment due under this agreement prior to the rendering of any services hereunder.

8. CONTINGENCIES: INFAX shall not be responsible for failure to render service due to causes beyond its control, including but not limited to, work stoppages, fires, civil disorders, riots, rebellions, acts of God, and similar occurrences.

9. GENERAL:

A. TAXES: CUSTOMER is a tax-exempt entity.

B. EQUIPMENT OPERATORS: CUSTOMER shall provide trained equipment operators.

C. AVAILABILITY OF SERVICE: The services covered by this agreement are available only at locations within the United States and its possessions.

D. NOTICES: All notices provided for under this agreement shall be sent by US mail to the following:

To CUSTOMER:

Minot International Airport
305 Airport Rd, Suite 216
Minot, ND 58703

To INFAX:

Infax, Inc.
1235 Old Alpharetta Rd, Suite 120
Alpharetta, GA 30005

E. ASSIGNMENT: Neither party can assign this agreement without the express written consent of the other party.

F. HEADINGS: The headings and titles of this agreement are inserted only for convenience and shall not affect the interpretation or construction of any of the provisions of this agreement.

G. GOVERNING LAW: This Agreement shall be governed and construed in accordance with the laws of the State of North Dakota. Venue for any action arising out of or relating to this Agreement shall be in the District Court for Ward County, North Dakota, located in Minot, North Dakota. The parties expressly agree that arbitration or any other form of alternative dispute resolution is not permitted, and any dispute shall be resolved exclusively in a court of competent jurisdiction in Ward County, North Dakota.

H. EFFECTIVE DATE: This agreement shall be effective upon execution of this agreement by both parties.

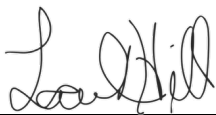
10. DISCLAIMER: Other than the obligations of INFAX expressly set forth herein, INFAX DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. INFAX SHALL NOT BE RESPONSIBLE FOR DIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DAMAGES ARISING FROM THE USE OR PERFORMANCE OF THE SYSTEM OR THE LOSS OR USE OF THE SYSTEM OR ACCESSORIES ATTACHED THERETO.



11. CHANGE OF LOCATION: In the event that CUSTOMER shall move the SYSTEM, CUSTOMER must notify INFAX and INFAX must approve the new installation site in order for this agreement to remain in full force and effect.

12. ENTIRE AGREEMENT: This agreement shall become effective only after execution by CUSTOMER and INFAX as indicated below and delivery of a fully executed copy to CUSTOMER. This agreement is for INFAX supplied software only. Hardware is not included in this agreement. It is expressly understood that no other form of acceptance, verbal or written, will be valid or binding and that this agreement shall constitute the entire agreement between the parties with respect to its subject matter, irrespective of inconsistent or additional terms or conditions in CUSTOMER'S purchase orders, or in any other documents submitted to INFAX by CUSTOMER, or in any representations made by INFAX personnel.

INFAX, INCORPORATED

Signature: 

Name: Laurel Hill

Title: Controllor

Date: 10/22/2025

City of Minot- Mayor

Signature _____

Name: _____

Title: _____

Date: _____

Attest

Finance Director

Signature _____

Name: _____

Title: _____

Date: _____

City Clerk

Signature _____

Name: _____

Title: _____

Date: _____



1235 Old Alpharetta Road, Suite 120
Alpharetta GA 30005-8862

770.209.9925 Main
770.209.0671 Fax

Sales@Infax.com
www.Infax.com

SYSTEM SUPPORT AGREEMENT
Exhibit 1, Customer Information

Customer Name City of Minot, ND, a municipal corporation (Minot International Airport)

Service Address 305 Airport Road, Suite 216

City Minot State ND Zip 58703

Billing Address Same as above

City _____ State _____ Zip _____

Infax Contact Person: Laurel Hill Email: lhill@infax.com

Address: 1235 Old Alpharetta Rd, Suite 120 Alpharetta, GA 30005 Phone: 770-209-671

Period Covered by this Agreement: 1/1/26 – 12/31/26

SYSTEM SUPPORT AGREEMENT

Exhibit 2, Additional services

Additional services to be provided under this agreement are as follows:

1. **Page Layout Updates/Customization:** INFAX will provide up to five (5) revisions per year at no charge.
(One design with up to two (2) revisions.)
2. **Logo Integration:** Three hundred dollars (\$300) per logo.
3. **Hourly Billing Option:** Five hundred dollars (\$500) minimum per support ticket and then billed at two hundred fifty dollars (\$250)/hour for any time over two (2) hours.



TO: Mayor and Members of the City Council

FROM: Veronica Meyer, Senior Project Manager

DATE: January 5, 2026

**SUBJECT: 11TH AVE NW WATERMAIN REPLACEMENT - APPROVE PLANS
AND SPECIFICATIONS (4934)**

I. RECOMMENDED ACTION

It is recommended City Council approve plans and specifications for the 11th Ave NW Watermain Replacement Project and authorize the project to bid.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director, 701-857-4768

III. DESCRIPTION

A. Background

Public Works has included in the 5-year Capital Improvement Plan program a project to replace several blocks of aging cast iron pipe. This project is one of many projects that will be programmed to replace more than 70 miles of old cast iron pipe in the city. This area has experienced not only discolored water, but numerous water main breaks and lower than normal fire flows in the area. Public Works has received a 60% cost share for the design of this year's projects. When the project has been designed, we will apply for the construction engineering and construction cost share from DWR as well. A loan from SRF will be used to fund the remaining 40%.

B. Proposed Project

This project will replace approximately 4,700 feet of watermain along 11th Ave. NW and neighboring streets. The watermain along 11th Ave. NW will be upsized to 10" PVC providing additional fire flow to the neighboring areas.

C. Recommendation Detail

N/A

IV. IMPACT

A. Aspirations

Prepared and Resilient

B. Service/Delivery Impact:

This project will provide needed replacement and upsizing of the water system infrastructure. Traffic control and detour routes will be in place to manage traffic during construction.

C. Fiscal Impact

Project Costs

A DWR cost-share of 60% and a DWSRF loan for the remaining 40% were received for \$200,000 for the design engineering.

Construction Cost Estimate	\$3,825,000
Construction Engineering	\$355,000

Project Funding

The Utilities Department will apply for a 60% cost-share grant through DWR. If unsuccessful in getting grant funding, construction costs will be funded using a Drinking Water State Revolving Fund (DWSRF) loan.

VI. ALTERNATIVES

The council could choose not to award the project, which would further delay the replacement of aging infrastructure.



TO: Mayor and Members of the City Council

FROM: Veronica Meyer, Senior Project Manager

DATE: January 5, 2026

**SUBJECT: UNIVERSITY AVE WATERMAIN REPLACEMENT - CONTRACT
AMENDMENT & FINAL PAYMENT (4816)**

I. RECOMMENDED ACTION

It is recommended City Council approve the contract amendment in the amount of \$11,500 for the University Avenue Watermain Replacement project to Houston Engineering for additional construction services and approve the final payment for the University Avenue Watermain Replacement Project to Knife River, in the amount of \$552,188.54.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director, 701-857-4768

III. DESCRIPTION

A. Background

In May 2024, the University Avenue Watermain project was awarded for construction to be completed in October 2025. The project was included in the 5-year CIP program to continue the replacement of more than 70 miles of old cast iron pipe in the city. This area has experienced not only discolored water, but numerous watermain breaks and lower than normal fire flows in the area. Public Works received a 60% cost share from DWR for the project and an SRF loan for the remaining 40%. The University Avenue Watermain Replacement project was awarded to Knife River (formerly Strata Corporation) for the amount of \$3,996,985.00. Houston Engineering was selected to design and provide construction management for the duration of the project.

B. Proposed Project

When the original task order was executed for the project in October 2023, the expectation was that the design would be completed over the winter of 2023-2024 and construction completed during the summer of 2024 (a 3-month continuous construction period). The SRF loan required additional documents and solicitations for comments from various State and Federal agencies. The additional requirements pushed out the design completion, causing bids to be opened in April 2024. We were made aware that many contractors had full workloads for 2024 and wouldn't be able to complete the project until 2025. The

decision was made to extend the construction completion date of the project 1 year to October 2025. Contractors began work on the project in 2024 using almost three months for the University Avenue project. Another increase in consultant fees was due to the impact of watermain work at several intersections along University Avenue, causing various areas of storm sewer replacement to be included in the design to avoid piecing together aging infrastructure. A previous budget amendment was approved in the amount of \$89,750.00 to account for the additional costs.

The basis for the current requested amendment is due to costs incurred by Houston Engineering exceeding the contract amount caused by the contractor not completing the work within the completion deadlines. Houston Engineering is requesting a contract amendment equal to the amount of liquidated damages the owner is assessing to the contractor for not meeting the contract completion date to compensate for a portion of these additional costs. Cost overages incurred by Houston Engineering above this amended amount will not be invoiced to the City.

Knife River missed the final completion deadline of October 31st, and notified Houston Engineering that they had completed their punch list work on November 17th. An agreement was reached with Knife River to assess liquidated damages of \$2,300/day for 5 days thus reducing the final payment by \$11,500. Houston Engineering is requesting an additional \$11,500 under the RPR phase, equaling to the \$11,500 in liquidated damages.

C. Recommendation Detail

The additional engineering fees are warranted due to the contractor not meeting the contract completion date and will be fully covered by the liquidated damages due to the city by the contractor.

IV. IMPACT

A. Aspirations

Prepared and Resilient

B. Service/Delivery Impact:

Watermain replacement projects improve water quality and provide better conveyance for flows from hydrants.

C. Fiscal Impact

Project Costs

Original Engineering Contract Amount	\$420,000.00
Previous Contract Amendment Amount	\$89,750.00
<u>Current Contract Amendment Request Amount</u>	<u>\$11,500.00</u>
Total Contract Amount	\$521,250.00

Contractor's Low Bid	\$3,996,985.00
<u>Net Change</u>	<u>(\$112,251.77)</u>
Final Construction Cost	\$3,884,733.23

The project had change orders for switching to pipe bursting and back

to open cut, as well as to adjust for final installed quantities. Accrued liquidated damages are also included.

Project Funding

Public Works applied for a 60% cost share grant through DWR for the construction of this project. The remaining construction costs were funded using a Drinking Water State Revolving Fund (DWSRF) loan.

VI. ALTERNATIVES

N/A

EXHIBIT C—AMENDMENT TO TASK ORDER

AMENDMENT TO TASK ORDER No. 4**Amendment No. 2**

Owner: **City of Minot, North Dakota**
Engineer: **Houston Engineering, Inc.**
Specific Project: **University Avenue Watermain Improvements**
Effective Date of Task Order: **October 17, 2023**

Nature of Amendment: (Check those that apply)

- ☐ Modifications to responsibilities of Owner
☐ Modifications of payment to Engineer
☒ Modifications to term of Task Order
☐ Modifications to other terms and conditions of the Task Order

Description of Modifications:

- a. The Scope of Services currently authorized to be performed by Engineer in accordance with the Task Order and previous amendments, if any, is modified as follows: **Amendment is to adjust for excessive costs incurred by the Engineer for CMS Services and Resident Project Representative Services caused by the contractor not completing the work within the contract completion timelines, in addition to, the owner changing the construction schedule from a 1 year to a 2 year construction timeframe after Engineer's budget and contract was executed.**
- b. For the Additional Services or the modifications to the services set forth above, Owner shall pay Engineer the following additional or modified compensation:

Phase	Task	Description	Contract Amount	Amendment Change	Amended Total
1		Basic Services			
	a	Preliminary and Final Design	\$ 175,800.00	\$ -	\$ 175,800.00
	b	Bidding Services	\$ 5,000.00	\$ -	\$ 5,000.00
	c	CMS Engineering Services	\$ 99,800.00	\$ 9,900.00	\$ 109,700.00
	d	Post Construction	\$ 25,000.00	\$ -	\$ 25,000.00
2		Resident Project Representative	\$ 204,150.00	\$ 29,200.00	\$ 233,350.00
		Totals:	\$ 509,750.00	\$ 39,100.00	\$ 548,850.00
3		Additional Services (SRF Compliance)	\$ 20,000.00	\$ 0.00	\$ 20,000.00

Exhibit C—Amendment to Task Order.

Exhibits to Task Order. EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition.

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and American Society of Civil Engineers. All rights reserved.

Page 1 of 2

Owner and Engineer hereby agree to modify the above-referenced Task Order as set forth in this Amendment. The Effective Date of the Amendment is **December 6, 2025**.

Owner

City of Minot, North Dakota

(typed or printed name of organization)

By:

(individual's signature)

Date:

(date signed)

Name:

(typed or printed)

Title:

(typed or printed)

Engineer

Houston Engineering, Inc.

(typed or printed name of organization)

By:

Joseph A Reiter

(individual's signature)

Date:

11/26/2025

(date signed)

Name:

Joseph Reiter

(typed or printed)

Title:

Project Manager

(typed or printed)

Exhibit C—Amendment to Task Order.

Exhibits to Task Order. EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition.

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Page 2 of 2

Contractor's Application for Payment

Owner: <u>City of Minot</u> Engineer: <u>Houston Engineering, Inc.</u> Contractor: <u>Strata Corporation</u> Project: <u>University Watermain Replacement Project</u> Contract: <u>University Watermain Replacement Project</u>	Owner's Project No.: <u>4816</u> Engineer's Project No.: <u>6027-0094</u> Contractor's Project No.: <u>224561</u>																																										
Application No.: <u>9</u> Application Date: <u>11/24/2025</u> Application Period: From <u>10/1/2025</u> to <u>10/31/2025</u>																																											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. Original Contract Price</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 20%; text-align: right;">3,996,985.00</td> </tr> <tr> <td>2. Net change by Change Orders</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">(100,751.77)</td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">3,896,233.23</td> </tr> <tr> <td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">3,896,233.23</td> </tr> <tr> <td>5. Retainage</td> <td></td> <td></td> </tr> <tr> <td> a. <u>0.0%</u> X <u>\$ 1,998,492.50</u> Work Completed</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td> b. <u>10%</u> X <u>\$ -</u> Stored Materials</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td> c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td> d. Total Setoffs</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td> e. Total LDs</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">11,500.00 JR</td> </tr> <tr> <td>6. Amount eligible to date (Line 4 - Line 5.c - 5.d - 5.e)</td> <td style="text-align: right;">\$ 3,884,733.23</td> <td style="text-align: right;">3,896,233.23 JR</td> </tr> <tr> <td>7. Less previous payments (Line 6 from prior application)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">3,332,544.69</td> </tr> <tr> <td>8. Amount due this application</td> <td style="text-align: right;">\$ 552,188.54</td> <td style="text-align: right;">563,688.54 JR</td> </tr> <tr> <td>9. Balance to finish, including retainage (Line 3 - Line 6)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> </table>		1. Original Contract Price	\$	3,996,985.00	2. Net change by Change Orders	\$	(100,751.77)	3. Current Contract Price (Line 1 + Line 2)	\$	3,896,233.23	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	3,896,233.23	5. Retainage			a. <u>0.0%</u> X <u>\$ 1,998,492.50</u> Work Completed	\$	-	b. <u>10%</u> X <u>\$ -</u> Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	-	d. Total Setoffs	\$	-	e. Total LDs	\$	11,500.00 JR	6. Amount eligible to date (Line 4 - Line 5.c - 5.d - 5.e)	\$ 3,884,733.23	3,896,233.23 JR	7. Less previous payments (Line 6 from prior application)	\$	3,332,544.69	8. Amount due this application	\$ 552,188.54	563,688.54 JR	9. Balance to finish, including retainage (Line 3 - Line 6)	\$	-
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Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																																											
Contractor: <u>Knife River (Strata)</u> Signature: <u>Adam S Myers</u> Date: <u>11/24/25</u>																																											
Recommended by Engineer By: <u>Joseph Reiter</u> Title: <u>Project Engineer</u> Date: <u>12/18/2025</u> Approved by Funding Agency By: _____ Title: _____ Date: _____	Approved by Owner By: <u>Veronica M. Meyer</u> Title: <u>Senior Project Manager</u> Date: <u>12/18/25</u> By: _____ Title: _____ Date: _____																																										

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Minot											Owner's Project No.:	4816	
Engineer:	Houston Engineering, Inc.											Engineer's Project No.:	6027-0094	
Contractor:	Strata Corporation											Contractor's Project No.:	224561	
Project:	University Watermain Replacement Project													
Contract:	University Watermain Replacement Project													
Application No.:		9	Application Period:		From	10/01/25	to	10/31/2025	Application Date:					11/24/25
A	B	C	D	E	F	G-1	G-2	H	I	J	K	L		
Bid Item No.	Description	Contract Information				Work Completed			Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)		
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work this Period	Estimated Quantity Incorporated in the Work To-Date	Value of Work Completed to Date (E X G) (\$)						
Original Contract														
Bid Schedule A - University														
1	Mobilization	1.00	LS	\$ 275,000.00	\$ 275,000.00	0.10	1.00	275,000.00	-	275,000.00	100%	-		
2	Temporary Traffic Control	1.00	LS	\$ 32,000.00	\$ 32,000.00	0.10	1.00	32,000.00	-	32,000.00	100%	-		
3	Erosion Control	1.00	LS	\$ 20,000.00	\$ 20,000.00	0.25	1.00	20,000.00	-	20,000.00	100%	-		
4	Temporary Water Service	1.00	LS	\$ 75,000.00	\$ 75,000.00	-	1.00	75,000.00	-	75,000.00	100%	-		
5	Remove Gate Valve and Box (All Sizes)	23.00	EA	\$ 2,200.00	\$ 50,600.00	-	23.00	50,600.00	-	50,600.00	100%	-		
6	Remove Fire Hydrant with Gate Valve	10.00	EA	\$ 2,800.00	\$ 28,000.00	-	10.00	28,000.00	-	28,000.00	100%	-		
7	Partial Removal of Fire Hydrant and Gate Valve	-	EA	\$ 2,500.00	\$ -	-	-	-	-	-	-	-		
8	Remove Curb Stop and Box	90.00	EA	\$ 1,200.00	\$ 108,000.00	-	90.00	108,000.00	-	108,000.00	100%	-		
9	Remove Pipe (All Watermain, Excludes Service Lines)	4,428.00	LF	\$ 30.00	\$ 132,840.00	-	4,428.00	132,840.00	-	132,840.00	100%	-		
10	4" C900 DR 18 PVC Watermain	12.00	LF	\$ 250.00	\$ 3,000.00	-	12.00	3,000.00	-	3,000.00	100%	-		
11	6" C900 DR 18 PVC Watermain	156.00	LF	\$ 138.00	\$ 21,528.00	-	156.00	21,528.00	-	21,528.00	100%	-		
12	8" C900 DR 18 PVC Watermain	4,330.00	LF	\$ 140.00	\$ 606,200.00	-	4,330.00	606,200.00	-	606,200.00	100%	-		
13	4" Gate Valve w/Box	2.00	EA	\$ 4,500.00	\$ 9,000.00	-	2.00	9,000.00	-	9,000.00	100%	-		
14	6" Gate Valve w/Box	2.00	EA	\$ 5,000.00	\$ 10,000.00	-	2.00	10,000.00	-	10,000.00	100%	-		
15	8" Gate Valve w/Box	22.00	EA	\$ 5,900.00	\$ 129,800.00	-	22.00	129,800.00	-	129,800.00	100%	-		
16	Water Service 3/4" Curb Stop w/Box, Brass Union, and Reconnection to Existing Water Service Line	85.00	EA	\$ 2,800.00	\$ 238,000.00	-	85.00	238,000.00	-	238,000.00	100%	-		
17	Water Service 1" Curb Stop w/Box, Brass Union, and Reconnection to Existing Water Service Line	6.00	EA	\$ 4,300.00	\$ 25,800.00	-	6.00	25,800.00	-	25,800.00	100%	-		
18	Reconnect Existing Water Service Line to Watermain with Service Saddle and Corporation Stop (All Types and Sizes)	92.00	EA	\$ 1,800.00	\$ 165,600.00	-	92.00	165,600.00	-	165,600.00	100%	-		
19	3/4" Water Service Pipe	311.68	LF	\$ 130.00	\$ 40,518.40	-	311.68	40,518.40	-	40,518.40	100%	-		
20	1" Water Service Pipe	33.83	LF	\$ 150.00	\$ 5,074.50	-	33.83	5,074.50	-	5,074.50	100%	-		
21	Fire Hydrant Assembly with Gate Valve and Tee Connection to Main	10.00	EA	\$ 14,250.00	\$ 142,500.00	-	10.00	142,500.00	-	142,500.00	100%	-		
22	Connect to Existing Water Main	16.00	EA	\$ 2,400.00	\$ 38,400.00	-	16.00	38,400.00	-	38,400.00	100%	-		
23	Polystyrene Insulation (4" Thickness)	218.00	SF	\$ 12.00	\$ 2,616.00	-	218.00	2,616.00	-	2,616.00	100%	-		
24	Remove Concrete Curb and Gutter (All Types)	1,962.00	LF	\$ 20.00	\$ 39,240.00	-	1,962.00	39,240.00	-	39,240.00	100%	-		
25	Remove Concrete Sidewalk	1,048.21	SY	\$ 25.00	\$ 26,205.25	41.95	1,048.21	26,205.25	-	26,205.25	100%	-		
26	Remove Concrete Driveway	112.24	SY	\$ 28.00	\$ 3,142.72	3.92	112.24	3,142.72	-	3,142.72	100%	-		
27	Remove Concrete Valley Gutter	91.10	SY	\$ 28.00	\$ 2,550.80	30.90	91.10	2,550.80	-	2,550.80	100%	-		
28	Remove Bituminous Pavement (All Thickness)	7,384.00	SY	\$ 16.00	\$ 118,144.00	1,588.30	7,384.00	118,144.00	-	118,144.00	100%	-		
29	Concrete Curb and Gutter (Type 1)	2,000.75	LF	\$ 88.00	\$ 176,066.00	4.50	2,000.75	176,066.00	-	176,066.00	100%	-		
30	4" Concrete Sidewalk	759.69	SY	\$ 185.00	\$ 140,542.65	318.64	759.69	140,542.65	-	140,542.65	100%	-		
31	6" Concrete Sidewalk (At Driveways and ADA Ramps)	403.22	SY	\$ 198.00	\$ 79,837.56	171.16	403.22	79,837.56	-	79,837.56	100%	-		
32	6" Concrete Pavement (Driveways)	88.08	SY	\$ 215.00	\$ 18,937.20	36.58	88.08	18,937.20	-	18,937.20	100%	-		
33	6" Concrete Valley Gutter	100.00	SY	\$ 275.00	\$ 27,500.00	66.00	100.00	27,500.00	-	27,500.00	100%	-		
34	Hot Bituminous Pavement Superpave FAA 43, PG 58S-28	7,384.00	SY	\$ 62.00	\$ 457,808.00	2,404.00	7,384.00	457,808.00	-	457,808.00	100%	-		
35	Concrete Curb (Type 1 At ADA Ramps)	35.00	LF	\$ 130.00	\$ 4,550.00	-	35.00	4,550.00	-	4,550.00	100%	-		
36	6" Pigmented Imprinted Concrete	253.70	SF	\$ 60.00	\$ 15,222.00	158.00	253.70	15,222.00	-	15,222.00	100%	-		
37	Detectable Warning Panels	630.00	SF	\$ 80.00	\$ 50,400.00	250.00	630.00	50,400.00	-	50,400.00	100%	-		
38	Seeding and Hydro-Mulch	1,208.00	SY	\$ 5.50	\$ 6,644.00	532.00	1,208.00	6,644.00	-	6,644.00	100%	-		

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Minot						Owner's Project No.:		4816				
Engineer:	Houston Engineering, Inc.						Engineer's Project No.:		6027-0094				
Contractor:	Strata Corporation						Contractor's Project No.:		224561				
Project:	University Watermain Replacement Project												
Contract:	University Watermain Replacement Project												

Application No.:	9	Application Period:	From	10/01/25	to	10/31/2025	Application Date:						11/24/25
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A	B	C	D	E	F	G-1	G-2	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed			Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work this Period	Estimated Quantity Incorporated in the Work To-Date	Value of Work Completed to Date (E X G) (\$)				
39	Adjust Manhole Casting (All Types)	11.00	EA	\$ 3,000.00	\$ 33,000.00	-	11.00	33,000.00	-	33,000.00	100%	-
48	8" C900 DR18 Fusible PVC Installed by Pipe Bursting	1,138.00	LF	\$ 188.50	\$ 214,513.00	-	1,138.00	214,513.00	-	214,513.00	100%	-
49	Remove Bituminous Pavement at Burst Pits and Service Pits (All Thicknesses)	216.50	SY	\$ 49.90	\$ 10,803.35	-	216.50	10,803.35	-	10,803.35	100%	-
50	Subgrade Preparation, Geotextile Fabric, Aggregate Base Course, and Hot Bituminous Pavement Superpave FAA 43, PG 58S-28 at Burst Pits and Service Pits	216.50	SY	\$ 81.20	\$ 17,579.80	-	216.50	17,579.80	-	17,579.80	100%	-
	Total of Bid Schedule A				\$ 3,602,163.23			\$ 3,602,163.23		\$ 3,602,163.23	100%	\$ -
Bid Schedule B - University												
40	Remove Storm Catch Basin or Manhole (All Sizes, All Types)	15.00	EA	\$ 1,850.00	\$ 27,750.00	-	15.00	27,750.00		27,750.00	100%	-
41	Remove Storm Sewer Pipe (All Sizes, All Types)	392.00	LF	\$ 65.00	\$ 25,480.00	-	392.00	25,480.00		25,480.00	100%	-
42	Storm Sewer Pipe (15" RCP)	416.00	LF	\$ 190.00	\$ 79,040.00	-	416.00	79,040.00		79,040.00	100%	-
43	Storm Sewer Manhole (48" Manhole)	4.00	EA	\$ 14,300.00	\$ 57,200.00	-	4.00	57,200.00		57,200.00	100%	-
44	Storm Catch Basin and Casting (2'x3' Structure and R-3067-L Inlet)	11.00	EA	\$ 7,500.00	\$ 82,500.00	-	11.00	82,500.00		82,500.00	100%	-
45	Remove and Replace Storm Casting - R-3067-L (2'x3')	3.00	EA	\$ 3,200.00	\$ 9,600.00	-	3.00	9,600.00		9,600.00	100%	-
46	Double Catch Basin Modification and Casting - R-3295-2L (2'x6')	1.00	EA	\$ 12,500.00	\$ 12,500.00	-	1.00	12,500.00		12,500.00	100%	-
	Total of Bid Schedule B				\$ 294,070.00			294,070.00		294,070.00	100%	-
Bid Schedule C - University												
47	Water Service Pipe - Lead Line Replacement (All Sizes)	-	LF	\$ 200.00	\$ -		-	-		-		-
	Total of Bid Schedule C				-			-		-		-
Contract Totals					\$ 3,896,233.23			\$ 3,896,233.23	\$ -	\$ 3,896,233.23	100%	\$ -

Stored Materials Summary

Contractor's Application for Payment

Owner: City of Minot						Owner's Project No.: 4816						
Engineer: Houston Engineering, Inc.						Engineer's Project No.: 6027-0094						
Contractor: Strata Corporation						Contractor's Project No.: 224561						
Project: University Watermain Replacement Project												
Contract: University Watermain Replacement Project												
Application No.: 9		Application Period:		From	10/01/25	to	10/31/25	Application Date: 11/24/25				
A	B	C	D	E	F	G	H	I	J	K	L	M
Item No. (Lump Sum Tab) or Bid Item No. (Unit Price Tab)	Supplier Invoice No.	Submittal No. (with Specification Section No.)	Description of Materials or Equipment Stored	Storage Location	Application No. When Materials Placed in Storage	Materials Stored			Incorporated in Work			Materials Remaining in Storage (I-L) (\$)
						Previous Amount Stored (\$)	Amount Stored this Period (\$)	Amount Stored to Date (G+H) (\$)	Amount Previously Incorporated in the Work (\$)	Amount Incorporated in the Work this Period (\$)	Total Amount Incorporated in the Work (J+K) (\$)	
48	V344044	33 14 13 001B	C900 DR18 Fusible Pipe Blue	Strata Shop	2	35,971.43	-	35,971.43	35,971.43	-	35,971.43	-
21	V122446	33 14 13 001	9'0" Minot Spec Hydrants	Strata Shop	2	54,204.30	-	54,204.30	54,204.30	-	54,204.30	-
15	V122446	33 14 13 001	8" MJ Gate Valve	Strata Shop	2	43,654.17	-	43,654.17	43,654.17	-	43,654.17	-
12	N/A	N/A	8" C900 DR 18 PVC Watermain (FPVC)	Strata Shop	4	110,253.37	-	110,253.37	110,253.37	-	110,253.37	-
								-			-	-
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Totals						\$ 244,083.27	\$ -	\$ 244,083.27	\$ 244,083.27	\$ -	\$ 244,083.27	\$ -



TO: Mayor and Members of the City Council

FROM: Dale Plessas, Deputy Police Chief

DATE: January 5, 2026

SUBJECT: MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN MINOT STATE UNIVERSITY (MSU) AND THE MINOT POLICE DEPARTMENT (MPD)

I. RECOMMENDED ACTION

It is recommended City Council approve the updated MOU between the MPD and MSU; and authorize the Mayor, City Clerk, Chief of Police, and Deputy Chief to sign the updated MOU between the MPD and MSU.

II. DEPARTMENT CONTACT PERSONS

Dale Plessas, Deputy Police Chief, 701-857-9800
Michael Frye, Chief of Police, 701-857-4700

III. DESCRIPTION

A. Background

Minot State University has been a vital part of the Minot community since 1913 and serves approximately 2,700 students. Along with its faculty and staff, the university contributes significantly to the life and safety of the community. It is important to both the Minot Police Department and Minot State University to work collaboratively to serve and protect all citizens. To support this shared responsibility, the Minot Police Department has historically participated in a MOU that aligns its efforts with those of MSU to cooperatively achieve common goals.

B. Proposed Project

The purpose of this agreement is to strengthen the Parties' ability to effectively address alleged crimes of violence. It establishes standard communication procedures concerning potential criminal activity on the MSU campus or involving MSU students and/or employees. The Parties also agree to support federal laws that set forth specific requirements for these processes, including Title IX of the Education Amendments of 1972 (Title IX) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

C. Recommendation Detail

The three objectives of this agreement are:

1. Ensure that crimes committed on MSU property and other defined locations are promptly reported and thoroughly investigated.
2. Improve communication and cooperation between MSU and MPD in providing services and assistance to students and employees who are victims or witnesses of a crime.
3. Enhance MSU's capacity to alert the campus community about serious crimes that pose ongoing or significant threats to public safety.

IV. IMPACT

A. Aspirations

Safe and Welcoming, Excellent and Connected

B. Service/Delivery Impact:

This agreement will permit better communications and a partnership that will make both parties stronger and better for the community we serve.

C. Fiscal Impact

There is no direct fiscal impact.

Project Costs

N/A

Project Funding

None

VI. ALTERNATIVES

1. The council could reject the agreement. This would result in a lack of formal understanding between the parties and the potential for lack of communication and cooperation between MSU and the MPD.
2. The council could require re-negotiation of any provision of the agreement.



Memorandum of Understanding

WHEREAS, Minot State University (MSU), North Dakota, and the City of Minot, North Dakota, Minot Police Department (MPD), individually referred to herein as “Party,” and collectively as “Parties,” have agreed to enter into a Memorandum of Understanding (MOU) that sets forth the entire understanding of the Parties regarding the services to be provided collaboratively. This MOU supersedes all prior oral or written agreements or discussions between the Parties.

Purpose:

The purpose of this agreement is to strengthen the Parties’ ability to effectively address alleged crimes of violence. It establishes standard communication procedures concerning potential criminal activity on the MSU campus or involving MSU students and/or employees. The Parties also agree to support federal laws that set forth specific requirements for these processes, including Title IX of the Education Amendments of 1972 (Title IX) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Goals

Compliance with this MOU aims to achieve the following objectives:

- A. Ensure that crimes committed on MSU property and other defined locations are promptly reported and thoroughly investigated.
- B. Improve communication and cooperation between MSU and MPD in providing services and assistance to students and employees who are victims or witnesses of a crime.
- C. Enhance MSU’s capacity to alert the campus community about serious crimes that pose ongoing or significant threats to public safety.

General Policies

1. Information Sharing:

Each Party agrees, within their statutory authority, to share information where it is possible to maintain a safe, violence-free educational environment.

2. Investigation Authority:

MPD is recognized as the primary investigative agency for criminal activity occurring on campus. MSU may conduct concurrent investigations for internal purposes.

3. Provision of Investigatory Information:

Upon request, MSU will provide investigatory information regarding alleged criminal activity, to the extent permitted by law, while avoiding re-victimization of involved parties.

4. Agency Relationships:

It is understood that MSU officials are not agents of MPD, and MPD officials are not agents of MSU. MSU officials retain sole responsibility for disciplinary actions related to violations of institutional rules, alongside police investigations.

Title IX

- Title IX requires MSU to investigate allegations of sex-based harassment—including sexual harassment, sexual assault, domestic violence, dating violence, stalking, and sexual exploitation.
- MSU may conduct internal investigations simultaneously with MPD’s criminal investigations.

- At the request of the Title IX Coordinator, MPD agrees to share relevant information that does not interfere with or compromise their investigation, provided it is not confidential or exempt by law.
- MPD will notify individuals reporting sex-based harassment incidents that they may pursue criminal action and/or a formal complaint through MSU simultaneously.
- MSU commits to promptly referring reports of sex-based harassment when requested by the complainant.

Clery Act

- The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)* require MSU to collect and publish statistics on certain criminal offenses (i.e., criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, domestic violence, dating violence, stalking) occurring on or near MSU properties and related non-campus locations.
- MSU and MPD agree to share information upon request, provided it is not confidential or exempt, and will avoid re-victimization.
- To facilitate accurate reporting, MPD will share available information regarding incidents at these locations:
 - 500 W University Ave
(Main Campus — includes all academic and non-academic buildings)
 - 1428 7th St NW (University Heights)
 - 1432 7th St NW (Campus Heights)
 - 1100 N Broadway (Beaver Ridge)
 - 816 10th Ave NW (Beaver Suites)
 - 114 University Ave West
 - 116 University Ave West
 - 120 Burdick Expressway East
 - 703 University Ave West
 - 709 University Ave West
 - 721 University Ave West
 - 725 University Ave West
 - 804 8th St NW
 - 808 8th St NW
 - 900 N Broadway
 - 920 N Broadway
 - 1012 9th St NW
 - 836 10th Ave NW
 - 838 10th Ave NW
 - 840 10th Ave NW
 - 844 10th Ave NW
- After information is shared with MSU by MPD related to incidents occurring on or adjacent to the abovementioned locations, MSU will determine which incidents need to be reported under the Clery Act.

Modification of the MOU

This Memorandum of Understanding may solely be amended or modified through a written agreement that explicitly delineates the proposed changes and is executed by all Parties involved.

Commitment to Partnership

The undersigned representatives hereby affirm that they have thoroughly reviewed this Memorandum of Understanding and expressly agree to be bound by its terms and provisions.

Steven Shirley, Ph.D. Date
President
Minot State University

Michael Frye Date
Chief of Police
Minot Police Department

Krista Lambrecht Date
Vice President, Administration & Finance
Minot State University

Dale Plessas Date
Deputy Police Chief
Minot Police Department

Lisa Dooley, Ed.D. Date
Title IX Coordinator
Minot State University

Aundrey L. Livingston Sr. Date
Director, Security and Safety
Minot State University

Mark Jantzer Date
Mayor
City of Minot

Mikayla McWilliams Date
City Clerk
City of Minot



TO: Mayor and Members of the City Council

FROM: Doug Diedrichsen, Principal Planner

DATE: January 5, 2026

SUBJECT: CASE #2025-49 - WHITETAIL RIDGE 3RD ADDITION - FINAL PLAT

I. RECOMMENDED ACTION

It is recommended City Council approve the Final Plat as shown in Attachment A.

II. DEPARTMENT CONTACT PERSONS

Doug Diedrichsen, Principal Planner, 701-857-4122

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

III. DESCRIPTION

A. Background

The Preliminary Plat for Whitetail Ridge 3rd Addition passed first reading on November 17th, 2025. The property owner is seeking to combine 2 lots into one lot.

B. Proposed Project

The subject property address is 5809 26th Ave NW.

C. Recommendation Detail

It is recommended City Council approve the Final Plat as shown in Attachment A.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing

B. Service/Delivery Impact:

The property owner seeks to combine two lots into one lot.

C. Fiscal Impact

N/A

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

Council may approve with conditions or deny the request.

WHITETAIL RIDGE 3RD ADDITION
TO THE CITY OF MINOT, NORTH DAKOTA
(BEING LOT 1, ABEL ACRES ADDITION AND LOT 14, BLOCK 1,
WHITETAIL RIDGE TO THE CITY OF MINOT, NORTH DAKOTA)

DESCRIPTION

KNOW ALL MEN BY THESE PRESENTS THAT DAKOTA BOYS AND GIRLS RANCH FOUNDATION, A.K.A. DAKOTA BOYS RANCH FOUNDATION, A NORTH DAKOTA CORPORATION, BEING OWNER AND PROPRIETORS OF LOT 1, ABEL ACRES ADDITION TO THE CITY OF MINOT, NORTH DAKOTA, AND TROY LANGMAACK AND LINDA LANGMAACK, BEING OWNERS AND PROPRIETORS OF LOT 14, BLOCK 1, WHITETAIL RIDGE TO THE CITY OF MINOT, NORTH DAKOTA, WHICH IS MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF THE NW1/4 OF SECTION 8, TOWNSHIP 155 NORTH, RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA; THENCE N 00°01'34.3" E ALONG THE WEST BOUNDARY OF SECTION 8, A DISTANCE OF 1320.51 FEET; THENCE S 89°46'46.5" E, A DISTANCE OF 785.26 FEET; THENCE S 89°44'03.8" E, A DISTANCE OF 358.00 FEET; THENCE S 00°03'43.5" W, A DISTANCE OF 251.40 FEET; THENCE N 89°56'16.5" W, A DISTANCE OF 333.76 FEET; THENCE S 05°25'05.0" E, A DISTANCE OF 225.09 FEET; THENCE S 36°52'08.7" E, A DISTANCE OF 255.76 FEET; THENCE N 89°58'16.7" E, A DISTANCE OF 335.43 FEET; THENCE S 00°04'00.8" E, A DISTANCE OF 1965.62 FEET; THENCE N 89°38'28.0" W, A DISTANCE OF 736.47 FEET; THENCE N 00°07'05.1" W, A DISTANCE OF 1307.23 FEET; THENCE N 89°38'44.6" W, A DISTANCE OF 583.09 FEET TO THE WEST BOUNDARY OF SAID SECTION 8; THENCE N 00°07'18.3" W ALONG THE WEST BOUNDARY OF SECTION 8, A DISTANCE OF 13.91 FEET TO THE POINT OF BEGINNING. TRACT CONTAINS 57.08 ACRES. HAVE CAUSED THE SAME TO BE SURVEYED AND PLATTED AS SHOWN HEREON TO BE KNOWN AS WHITETAIL RIDGE 3RD ADDITION TO THE CITY OF MINOT, NORTH DAKOTA AND HEREBY DONATE AND DEDICATE THE EASEMENTS AS SHOWN HEREON, TO THE PUBLIC FOR PUBLIC USE, IN WITNESS WHEREOF THE OWNERS HAVE HEREUNTO AFFIXED THEIR SIGNATURES.

TROY LANGMAACK

LINDA LANGMAACK

SHEILA MILLER
SHEILA MILLER, VP FINANCE, FACILITIES & TECHNOLOGY
DAKOTA BOYS AND GIRLS RANCH FOUNDATION
A.K.A. DAKOTA BOYS RANCH FOUNDATION,
A NORTH DAKOTA CORPORATION

STATE OF NORTH DAKOTA
COUNTY OF WARD

ON THIS 1st DAY OF December, 2025, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, APPEARED TROY LANGMAACK, LINDA LANGMAACK AND SHEILA MILLER, WELL KNOWN TO ME TO BE THE PERSONS DESCRIBED IN THE FOREGOING DESCRIPTION AND WHO ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME AS THEIR OWN FREE ACT AND DEED.

MY COMMISSION EXPIRES:

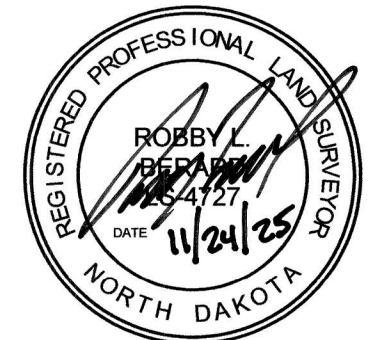
ROBBY L. BERARD
Notary Public
State of North Dakota
My Commission Expires Dec. 28, 2027

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 24th DAY OF November, 2025, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, APPEARED ROBBY L. BERARD, REGISTERED LAND SURVEYOR, WELL KNOWN TO ME TO BE SUCH AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE FOREGOING SURVEYOR'S CERTIFICATE AS HIS OWN FREE ACT AND DEED.

MY COMMISSION EXPIRES:

CHAD ATTERTON
Notary Public
State of North Dakota
My Commission Expires Nov. 11, 2028

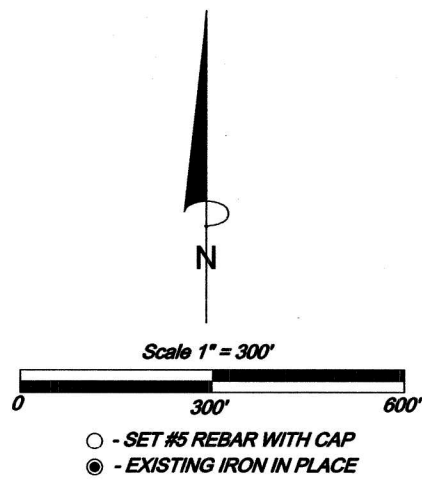
NOTARY PUBLIC, WARD COUNTY, STATE OF NORTH DAKOTA

APPROVED:

DATE:

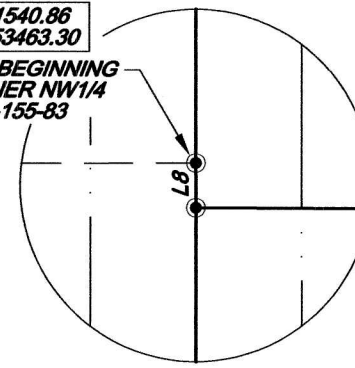
CITY OF MINOT ENGINEER

JOB #174-25



NOTES:
BASIS OF BEARING IS TRUE NORTH.
PLAT IS SUBJECT TO ALL PRIOR EASEMENTS OF RECORD.
BEARINGS AND DISTANCES MAY VARY FROM PREVIOUS PLATS DUE TO DIFFERENT METHODS OF MEASUREMENTS.
COORDINATES SHOWN ARE NORTH DAKOTA STATE PLANE (NORTH ZONE).
COMBINATION FACTOR OF 1.00012118
CONVERT STATE PLANE DISTANCES TO GROUND DISTANCES.
NGS CONTROL USED TO ESTABLISH STATE PLANE COORDINATES: ACKERMAN #2, GASSINAPP

N= 461540.86
E= 1753463.30
POINT OF BEGINNING
SW CORNER NW1/4
SEC. 8-155-83



DETAIL "A"

LOT BREAKDOWN
LOT 1 = 304969.75 SQ. FT.
LOT 2 = 2181335.53 SQ. FT.
TOTAL = 2486305.28 SQ. FT.
OR 57.08 ACRES

N= 462861.13
E= 1753477.56

NW1/4
SEC. 8-155-83

APPROXIMATE FEMA FLOOD ZONE
BOUNDARY PER FIRM PANEL
570D DATED JAN. 19, 2000

LINE	BEARING	DISTANCE
L1	S 89°44'03.8" E	358.00'
L2	S 00°03'43.5" W	251.40'
L3	N 89°56'16.5" W	333.76'
L4	S 05°25'05.0" E	225.09'
L5	S 36°52'08.7" E	255.76'
L6	N 89°58'16.7" E	335.43'
L7	N 89°38'44.6" W	583.09'
L8	N 00°07'18.3" W	13.91'



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



TO: Mayor and Members of the City Council

FROM: Stefanie Stalheim, City Attorney

DATE: January 5, 2026

**SUBJECT: APPOINTMENT OF SPECIAL ASSISTANT CITY ATTORNEY
ROZANNA LARSON MINOT MUNICIPAL CASE NO. MI-2025-TR-02466**

I. RECOMMENDED ACTION

It is recommended City Council consent and approve the appointment of Rozanna Larson, Ward County States Attorney, to act as Special Assistant City Attorney in Minot Municipal Case No. MI-2025-TR-02466 and authorize the City Attorney and Mayor to sign any necessary paperwork to complete the appointment.

II. DEPARTMENT CONTACT PERSONS

Stefanie Stalheim, City Attorney, 701-857-4190

III. DESCRIPTION

A. Background

The City Attorney's Office has a conflict of interest in the above-captioned case and must recuse itself.

B. Proposed Project

Ward County State's Attorney Rozanna Larson has indicated she is willing and available to prosecute this matter on the City's behalf.

C. Recommendation Detail

A City of Minot staff member was issued a traffic ticket and is contesting the same. To ensure impartiality and compliance with professional responsibility standards, the City must secure conflict counsel to prosecute the alleged city ordinance violation on behalf of the City. This step will safeguard the integrity of the proceedings and protect both the City and the employee from any appearance of bias or impropriety.

IV. IMPACT

A. Aspirations

Adopting the proposed recommendation and continuing prosecution of this case without delay, achieves the City Council's aspirations to stay safe, welcoming, resilient, and prepared.

B. Service/Delivery Impact:

Approving the appointment will allow prosecution of this matter to continue without delay.

C. Fiscal Impact

Any anticipated expense will be limited to actual costs (ex: travel, cost to create exhibits, etc.) and should be able to be absorbed by the existing City Attorney budget.

VI. ALTERNATIVES

1. The City Council could direct the City Attorney to locate alternate conflict counsel.



APPOINTMENT OF SPECIAL ASSISTANT CITY ATTORNEY

I, Stefanie Stalheim, City Attorney for the City of Minot, do hereby appoint Rozanna Larson, or her designee, as Special Assistant City Attorney for the City of Minot to prosecute Minot Municipal Case No. MI-2025-TR-02466.

Dated this ____ day of _____, 20__.

Stefanie Stalheim
City Attorney

Minot City Council hereby consents and approves of the appointment.

Dated this ____ day of _____, 20__.

Mayor

I accept said appointment.

Dated this ____ day of _____, 20__.

Rozanna Larson, North Dakota Bar No. 05294
Special Assistant City Attorney

STATE OF NORTH DAKOTA

IN MUNICIPAL COURT

CITY OF MINOT

Before Hon. Ashley E. Beall

City of Minot,)

Plaintiff,)

vs.)

Case No. MI-2025-TR-02466

Carrie Evans,)

Defendant.)

**APPOINTMENT AND
OATH OF SPECIAL
CITY ATTORNEY**

[¶ 1] COMES NOW, the City of Minot, by and through the undersigned City Attorney, to hereby appoint Rozanna Larson, or her designee, to the position of Special Assistant City Attorney for the City of Minot in the above captioned case.

Dated this ____ day of _____, 20 ____.

Stefanie Stalheim, ND Bar No. 06894
City Attorney
P.O. Box 5006
Minot, ND 58701-5006
Telephone: (701) 857-4755
Facsimile: (701) 857-4751
Email: attorney@minotnd.gov

[¶ 2] State of North Dakota)
County of Ward) ss.

I, Rozanna Larson, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of North Dakota and that I will faithfully discharge the duties of the office of Special Assistant City Attorney in the City of Minot, County of Ward, State

of North Dakota to the best of my ability in the above-captioned traffic proceeding so help me
God.

Dated this ____ day of _____, 2025.

Rozanna Larson, ND Bar No. 05294
Special Assistant City Attorney
Ward County State's Attorney Office
P.O. Box 5005
Minot, ND 5872
Telephone: (701) 857-6480
E-service: 51wardsa@wardnd.gov

Subscribed and sworn to before me this ____ day of _____, 2025.

Notary Public



TO: Mayor and Members of the City Council

FROM: Melody Shelkey, Treasurer

DATE: January 5, 2026

SUBJECT: RESOLUTION TO DESIGNATE DEPOSITORIES FOR CITY FUNDS

I. RECOMMENDED ACTION

It is recommended City Council pass the resolution to designate all financial institutions and brokerage firms located in the City of Minot and Stifel, Nicolaus & Company as depositories of the City of Minot and authorize the Mayor to sign the resolution.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director, 701-857-4774
Melody Shelkey, Treasurer, 701-857-4771

III. DESCRIPTION

A. Background

Chapter 21-04 of the North Dakota Century Code requires the governing board to designate depositories of public funds at its regular meeting in January of each even-numbered year. Any financial institution duly incorporated in this state under and pursuant to the laws governing the incorporation of financial institutions, and any financial institution situated and doing business with this state may be designated a depository of public funds.

B. Proposed Project

The resolution allows the City to remain compliant in designating depositories of public funds.

C. Recommendation Detail

In order for the City to remain in compliance with North Dakota Century Code, this resolution is required in January of each even-numbered year.

IV. IMPACT

A. Aspirations

These agreements achieve all the City Council aspirations. This allows for the City to remain in compliance with North Dakota Century Code for designating depositories of public funds.

B. Service/Delivery Impact:

This is required to be in compliance with North Dakota Century Code.

C. Fiscal Impact

N/A

VI. ALTERNATIVES

N/A

RESOLUTION NO.

RESOLUTION TO DESIGNATE DEPOSITORIES OF THE FUNDS OF THE CITY OF MINOT

Whereas, the City of Minot, a municipal corporation existing under the laws of the State of North Dakota, must designate depositories of the funds of the City of Minot,

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Minot, North Dakota hereby designates any Financial Institution or Brokerage Firm located in the City of Minot, and Stifel, Nicolaus & Company Inc to be a depository of the funds of the City of Minot, and that the said funds be subject to withdrawal upon checks, notes, drafts, bills of exchange, acceptances, undertakings or other orders for the payment of money when signed by two signatures of the following: Mark Jantzer, Mayor; David Lakefield, City Finance Director; and Melody Shelkey, City Treasurer.

BE IT FURTHER RESOLVED, that the depository institution is authorized to pay any such checks, notes, drafts, bills of exchange, acceptances, undertakings or other orders and also to receive the same for the credit of in payment from the payee or any other holder without inquiry as to the circumstance of issue or the disposition of the proceeds thereof, even if drawn to the individual order of any signing officer or payable to said firm or others for his account, or tendered in payment of his individual obligation.

BE IT FURTHER RESOLVED, that any and all endorsements for or on behalf of the City of Minot upon checks, drafts, notes or instruments for deposit or collection made with the said Firm may be written or stamped endorsements of the City of Minot without any designation of the person making such endorsements.

BE IT FURTHER RESOLVED, that said Firm be promptly notified in writing by the City Finance Director or any other officer of the City of Minot of any change in these resolutions and that until it has actually received such notice in writing said Firm is authorized to act in pursuance of these resolutions.

WE FURTHER CERTIFY, that these resolutions are within the power of the City Council to pass as provided in the Home Rule Charter to the City of Minot.

Adopted at the meeting of the City Council on January 5, 2026.

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Mark Jantzer, Mayor



TO: Mayor and Members of the City Council

FROM: Kelly Beck, Human Resources Director

DATE: January 5, 2026

**SUBJECT: APPROVE HR PROGRAM MANAGER AND HR PAYROLL/HRIS
MANAGER ROLES**

I. RECOMMENDED ACTION

It is recommended City Council approve the HR Program Manager and HR Payroll/HRIS Manager job descriptions and authorize staff to move forward with the new titles and pay grades.

II. DEPARTMENT CONTACT PERSONS

Kelly Beck, Human Resources Director, 701-857-4753

III. DESCRIPTION

A. Background

The Human Resources (HR) Department of the City of Minot proposes reclassifying several HR positions to better align job titles and pay grades with the current duties being performed by the Sr HR Generalists. This realignment is driven by significant changes in roles and responsibilities that have evolved, and it adheres to the guidelines of Chapter 24 of the City Personnel Code ([Section 24-36 \(f\)](#), clauses 1 and 2), which justify reclassification when a position's duties have substantially changed or the existing classification is no longer appropriate. Importantly, no immediate salary increases are being requested – current employees will retain their existing salaries. Instead, incumbents will be placed into new pay grades that reflect the scope and complexity of their current responsibilities. The Civil Service Commission has approved the HR Program Manager and HR Payroll/HRIS Manager job descriptions and pay grades at their December 17, 2025 meeting.

B. Proposed Project

Staff recommends aligning the titles to more accurately reflect the duties being done and, in doing so, realigning the grades from 66 to 69.

C. Recommendation Detail

Staff recommends the approval of the job descriptions and authorizes staff to move forward with the new titles and grades.

IV. IMPACT

A. Aspirations

Excellent and Connected

B. Service/Delivery Impact:

Under the proposal, the HR Department will be restructured to create a clearer division of roles, with updated job titles and pay grades. This will allow the HR team to better serve our employees with a clearer, more direct scope of work.

C. Fiscal Impact

One of the strengths of this proposal is that it strikes a balance between immediate fiscal responsibility and long-term strategic planning. By not requesting any immediate salary increases, the reclassification minimizes short-term budget impact, yet it lays the groundwork for improved financial planning in the future.

Project Costs

There is no immediate cost to the project. Fiscal impact would be the step increases on a higher grade going forward.

Project Funding

VI. ALTERNATIVES

Alternative would be to not change the titles and grades of the roles



HR Program Manager Job Description

DEPARTMENT:	Human Resources	REPORTS TO:	HR Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	69	DATE REVISED:	07/18/2025

Purpose of Position:

The HR Program Manager provides strategic oversight and leadership for City-wide Human Resources programs, specifically emphasizing Human Resources Risk Management, Workforce Development, and Occupational Health and Wellness. This position is critical in aligning strategic HR initiatives with organizational objectives, ensuring regulatory compliance, minimizing risk exposure, enhancing workforce capabilities, and promoting a culture of health and well-being across the City.

Essential Duties and Responsibilities:

Human Resources Risk Management:

- Develop, implement, and oversee comprehensive HR risk management programs that proactively identify, assess, and mitigate risks.
- Collaborate with departments to conduct risk assessments, establish controls, and continuously monitor effectiveness.
- Lead compliance efforts, including regulatory reporting, policy review, and audits related to workforce safety, HR legal requirements, and best practices.

Workforce Development:

- Design, manage, and evaluate strategic workforce development initiatives including succession planning, leadership training, career development pathways, and organizational effectiveness.
- Develop and coordinate training programs, workshops, and resources to foster leadership skills, professional growth, and employee retention.
- Partner closely with department leaders to anticipate future workforce needs and address capability gaps.

Occupational Health and Wellness:

- Oversee the strategic design and management of occupational health, safety, and employee wellness initiatives, fostering a proactive culture of safety, prevention, and employee well-being.
- Coordinate the development, implementation, and evaluation of wellness programs, health screenings, and health education campaigns aimed at improving overall employee wellness and productivity.
- Manage vendor relationships related to occupational health services, ensuring contractual obligations and performance standards are met.



HR Program Manager Job Description

- Serve as the Workforce Safety & Insurance (WSI) Claims Coordinator, managing workers' compensation claims processes, filings, and reporting.
- Coordinate and participate in city safety committees and accident review boards to enhance organizational safety culture and compliance.
- Act as the City's representative for external safety and human resource association

Strategic Collaboration and Analytics:

- Act as a strategic partner to City leadership and cross-functional teams, aligning HR program initiatives with organizational goals.
- Provide data-driven insights and analytics on workforce development, risk management trends, health outcomes, and compliance performance to inform strategic decisions.
- Prepare and deliver executive-level reports and recommendations based on comprehensive analysis of HR program effectiveness.

Continuous Improvement and Innovation:

- Identify opportunities for program enhancements, leveraging industry best practices and innovative methodologies.
- Monitor emerging trends, regulatory changes, and best practices in HR risk management, workforce development, and occupational wellness, implementing necessary adjustments proactively.
- Champion innovation within HR programs, promoting a culture of continuous improvement and organizational excellence.

Qualifications:

Education and Experience:

- Bachelor's degree in Human Resources, Organizational Development, Public Administration, Risk Management, or a related field preferred.
- Minimum of five (5) years of progressively responsible experience managing strategic HR programs, risk management initiatives, workforce development, and/or occupational wellness programs, preferably within a public-sector or municipal setting.
- Relevant certifications (e.g., SHRM-SCP/SPHR, ARM, PMP) are strongly preferred.
- Any equivalent combination of relevant education and work experience

Knowledge, Skills, and Abilities:

- Expert knowledge of HR risk management principles, workforce development strategies, and occupational health best practices.



HR Program Manager Job Description

- Proven ability to design, implement, and evaluate strategic programs aligned with organizational priorities and regulatory compliance.
 - Strong analytical and critical-thinking skills with experience using data analytics to drive decision-making.
 - Excellent project management, organizational, and time-management skills.
 - Exceptional communication skills, with demonstrated ability to effectively influence, collaborate, and partner across all organizational levels.
-

Physical Requirements:

- Regularly required to speak clearly and hear.
 - Frequently required to stand, walk, and use hands and arms.
 - Occasionally required to sit, stoop, kneel, crouch, and lift/move objects up to 25 pounds.
 - Must possess sufficient vision capabilities for close, distance, and peripheral vision tasks.
-

Working Conditions:

Primarily office-based role requiring the use of standard office equipment, computer systems, and frequent interaction with employees and leadership. Occasional need to lift and transport files or equipment weighing up to 25 pounds.

Disclaimer:

This job description outlines the general nature and level of work performed by the Payroll & HRIS Manager. It is not an exhaustive list of duties and responsibilities, and the City reserves the right to modify duties based on organizational needs.



Payroll/ HRIS Manager Job Description

DEPARTMENT:	Human Resources	REPORTS TO:	HR Director
FLSA STATUS:	Exempt	DIRECT REPORTS:	N/A
PAY GRADE:	69	DATE REVISED:	07/18/2025

Purpose of Position:

The Payroll & HRIS Manager provides strategic oversight, management, and operational leadership of the City's payroll processing, timekeeping systems, HR Information Systems (HRIS), and workforce analytics. This role ensures accuracy, compliance, system optimization, and analytical insights to enhance organizational decision-making and support effective workforce management.

Essential Duties and Responsibilities:

Payroll Management:

- Oversee end-to-end payroll processing for City employees, ensuring accuracy, timeliness, and compliance with federal, state, and local regulations.
- Manage payroll audits, reconciliations, and reporting, addressing discrepancies proactively.
- Ensure compliance with tax reporting requirements, payroll deductions, wage garnishments, and benefit contributions.
- Coordinate and verify accuracy of payroll deductions, withholding taxes, and garnishments.
- Oversee audits and compliance checks related to payroll and benefit plans

Timekeeping and Attendance:

- Supervise and optimize the City's timekeeping systems, policies, and processes to ensure accurate tracking and reporting of employee attendance, leave, overtime, and hours worked.
- Provide guidance to departments on complex timekeeping scenarios, FLSA compliance, and labor agreements related to payroll and attendance.

HRIS System Maintenance:

- Serve as primary administrator for the ADP Workforce Now system, overseeing data integrity, system configuration, updates, troubleshooting, and enhancements.
- Develop and maintain user procedures, guidelines, and training materials related to HRIS operations.
- Evaluate system performance, identify opportunities for improvement, and coordinate upgrades or enhancements with IT and vendors.

Workforce Analytics & Reporting:



Payroll/ HRIS Manager Job Description

- Generate comprehensive workforce analytics reports and dashboards that provide actionable insights to leadership on payroll trends, budgeting, and workforce metrics.
- Utilize data analytics to identify workforce trends, inform budget projections, and support strategic HR initiatives.
- Conduct analyses to ensure equitable pay practices and compliance with internal policies and external regulations.

Collaboration & Customer Service:

- Partner closely with HR team members, the Finance Department, and department heads to resolve payroll-related inquiries efficiently and effectively.
- Act as the expert resource on payroll, HRIS, and workforce analytics topics, providing clear communication and proactive solutions to internal stakeholders.
- Calculate and prepare salary projections for the annual city budget.

Continuous Improvement:

- Stay abreast of regulatory changes, industry best practices, and emerging trends in payroll management, HRIS technology, and workforce analytics.
- Recommend, design, and implement process improvements to enhance efficiency, accuracy, and user experience within payroll and HRIS operations.

Qualifications:

Education and Experience:

- Bachelor's degree in Business Administration, Accounting, Human Resources, Information Systems, or related field preferred
- Minimum of five (5) years of progressive experience managing payroll, HRIS systems, and workforce analytics, preferably within a public-sector or municipal environment.
- Experience with ADP Workforce Now strongly preferred.
- Certified Payroll Professional (CPP), SHRM-CP/SCP, or similar certifications preferred.
- Any equivalent combination of relevant education, work experience, and credentialing

Knowledge, Skills, and Abilities:

- Extensive knowledge of payroll processes, regulatory compliance, taxation, FLSA guidelines, and best practices.
- Proficiency in HRIS platforms, particularly ADP Workforce Now, with advanced skills in data analytics and reporting.



Payroll/ HRIS Manager Job Description

- Strong analytical skills, with the ability to interpret complex data sets and translate them into strategic insights and actionable recommendations.
 - Exceptional attention to detail, accuracy, and organizational skills.
 - Strong communication and interpersonal skills to effectively interact with all organizational levels.
-

Physical Requirements:

- Regularly required to speak clearly and hear.
 - Frequently required to stand, walk, and use hands and arms.
 - Occasionally required to sit, stoop, kneel, crouch, and lift/move objects up to 25 pounds.
 - Must possess sufficient vision capabilities for close, distance, and peripheral vision tasks.
-

Working Conditions:

Primarily office-based role requiring the use of standard office equipment, computer systems, and frequent interaction with employees and leadership. Occasional need to lift and transport files or equipment weighing up to 20 pounds.

Disclaimer:

This job description outlines the general nature and level of work performed by the Payroll & HRIS Manager. It is not an exhaustive list of duties and responsibilities, and the City reserves the right to modify duties based on organizational needs.



TO: Mayor and Members of the City Council

FROM: Melody Shelkey, Treasurer

DATE: January 5, 2026

SUBJECT: MINOT AIR FORCE BASE WATER RATE CONTRACT AMENDMENT

I. RECOMMENDED ACTION

It is recommended City Council ratify the Finance Director's signature on the MAFB water rate contract amendment.

II. DEPARTMENT CONTACT PERSONS

Melody Shelkey, Treasurer, 701-857-4771

David Lakefield, Finance Director, 701-857-4774

III. DESCRIPTION

A. Background

The City of Minot supplies water to Minot Air Force Base (MAFB) and negotiates the water rate annually.

B. Proposed Project

The annual rate calculation for MAFB determined the water rate needed to be adjusted from \$3.41 to \$3.55 per 100 cubic feet effective January 1, 2026. This rate is determined based on the 10-year consumption percentage and applicable budgeted 2026 expenses.

C. Recommendation Detail

This is an annual process where the rates are calculated for MAFB once the budgeted expenses for the next year are finalized.

IV. IMPACT

A. Aspirations

The City Council aspiration achieved through this is Resilient and Prepared. This allows the City to continue operations without service interruptions.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

Project Costs

There is no cost to the City, this amendment is required to be signed so the City can receive the rates calculated for 2026 during the annual MAFB rate calculation.

Project Funding

N/A

VI. ALTERNATIVES

The City could elect not to sign the amendment which could potentially interrupt water services with the base and charge the incorrect water operating revenue.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE 1 OF 2 PAGES	
2. AMENDMENT/MODIFICATION NO. P00040		3. EFFECTIVE DATE 1 Jan 2026		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE		FA4528		7. ADMINISTERED BY (If other than Item 6)		CODE	
5 CONS/PKAS 165 Missile Avenue Minot AFB, ND 58705-5027 POC: Scott Stauffer (701) 723-7499				Same as Block 6			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) CITY OF MINOT WATER DEPARTMENT, OFFICE OF CITY AUDITOR 515 2ND AVENUE SW Minot, ND 58701				(X)			
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				10A. MODIFICATION OF CONTRACT/ORDER NO. F32604-70-D-0089			
10B. DATED (SEE ITEM 13)				1 Jan 61			
CODE 0B8N5		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Payments are made via Government Purchase Card on Master Account Code 59A022 & 59A028

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
☐	
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
☒	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.241-8 Change in Rate/Terms & Conditions of Service for Unregulated Svs
☐	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to incorporate rate changes effective 1 Jan 2026, which will remain in effect until superseded.

See Summary of Changes

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		SCOTT L. STAUFFER, GS-13, DAF	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

City of Minot Water Department**SUMMARY OF CHANGES**

The purpose of this modification is to implement rate changes effective 1 January 2026, which will remain in effect until superseded. The water rate is changed from \$3.41 per 100 cubic feet to \$3.55 per 100 cubic feet, an overall increase of \$0.14 per 100 cubic feet.

(End of Page)



TO: Mayor and Members of the City Council

FROM: Lance Meyer, City Engineer

DATE: January 5, 2026

SUBJECT: 3RD STREET BRIDGE REPAIR PRIORITIZATION REPORT (4873.1)

I. RECOMMENDED ACTION

This report and presentation are intended to provide information to the City Council and to obtain feedback on potential paths forward.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

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

III. DESCRIPTION

A. Background

Council previously approved Task Orders 2 and 3 with KLJ to develop a prioritization report for 3rd St Bridge repairs and to design plans for immediate repairs to the bridge, respectively. KLJ has reviewed the previous inspection reports, including the most recent report completed by NDDOT in the summer of 2025.

B. Proposed Project

The improvements have been categorized into four categories:

1. Currently, Programmed Repairs: These repairs are immediate and high priority repairs located over BNSF right of way. These repairs are included in council-approved Task Order 3.
2. Immediate Priority (0-1 years): Other immediate repairs are not currently covered by Task Order 3. These repairs are focused on repairing approximately 10% of the 900 cross-frame, diaphragm, and/or lateral bracing locations.
3. High Priority (1-5 years): High Priority items are those items that require prioritization of repair to minimize further damage and deterioration of the structure or are critical to maintaining the capacity of the structure.
4. Medium Priority (5-10 years): Medium priority items are items that will continue to degrade over time, or scheduled maintenance items that should be anticipated over the next five to 10 years.

C. Recommendation Detail

This report and presentation are intended to provide information to the council and to obtain feedback on potential paths forward. Staff will be communicating with NDDOT and the city finance department on the best path forward regarding repair recommendations or other possible solutions, such as load rating the structure.

IV. IMPACT

A. Aspirations

Safe and Welcoming, Resilient and Prepared

B. Service/Delivery Impact:

Preserving the 3rd Street Bridge will allow the City time to design and explore funding opportunities for a new structure. It will likely take 5–7 years to design, obtain permits, and obtain funding for a project of this size.

C. Fiscal Impact

There is no fiscal impact with the report and presentation. Staff will be working with stakeholders to find the most cost-effective solution for the bridge while keeping public safety the top priority.

Project Costs

N/A

Project Funding

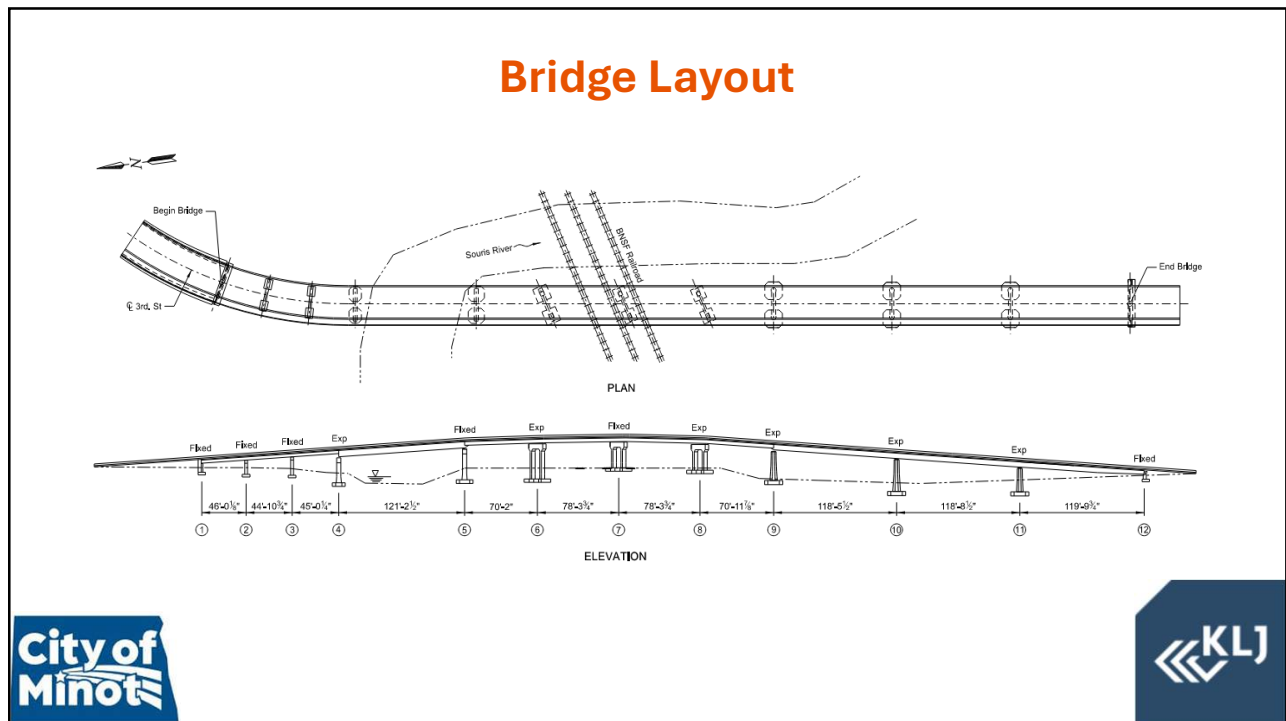
N/A

VI. ALTERNATIVES

N/A

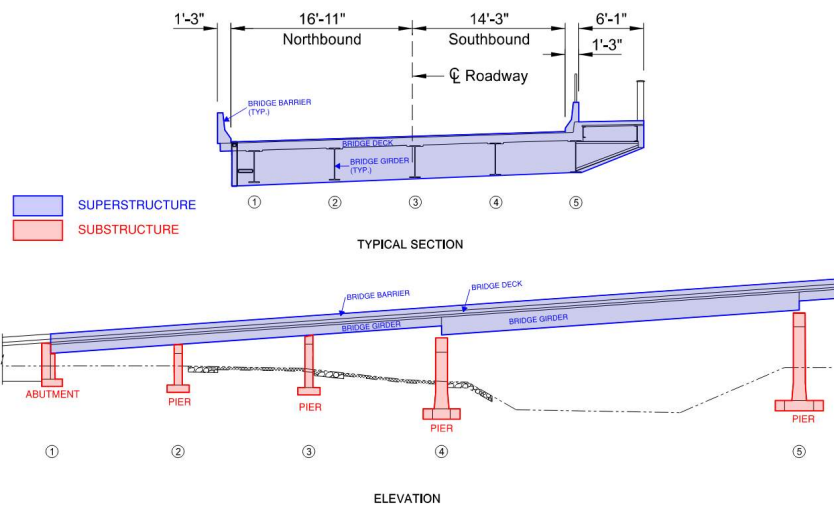


1



2

Bridge Definitions



City of
Minot

KLJ

3

Bridge Components - Superstructure

› Bridge Deck and Joints



City of
Minot

Pier 4 Pre-Rehabilitation

KLJ

4

Bridge Components - Superstructure

› Bridge Deck and Joints



Span 9 Drop Slab



Bridge Deck Overhang



5

Bridge Components - Superstructure

› Barrier and Railing



6

Bridge Components - Superstructure

>Girders



Pack Rust at Bearing Stiffener



Missing Rivets from Pack Rust



7

Bridge Components - Superstructure

>Girders



Deck Separation at Pier 9



Pin and Hanger



8

Bridge Components - Superstructure

> Lateral Bracing



Gusset Plate Section Loss



Gusset Plate Section Loss



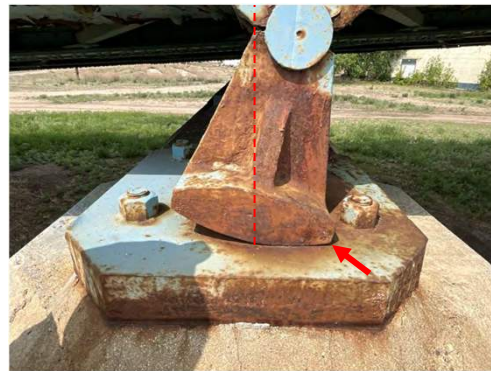
9

Bridge Components - Superstructure

> Bearings



Bearing Undermining



Expansion Bearing Tilt



10

Bridge Components - Substructure

> Piers – Pier 3



2022



2025 Pre-Rehabilitation



11

Bridge Components - Substructure

> Piers – Pier 3



2025 During Construction



2025 Post-Rehabilitation



12

Bridge Components - Substructure

> Piers – Pier 5



City of
Minot

KLJ

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Bridge Components - Substructure

> Piers – Pier 8



City of
Minot

KLJ

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Bridge Components - Substructure

> Piers – Pier 9



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References and Photo Credits

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- > NDDOT Bridge Load Rating Summary prepared by AECOM, October 2024
- > MNOT10 Bridge Inspection Report prepared by AECOM, May 2023
- > MNOT10 In-Depth Pin Inspection Report prepared by Fickett Structural Solutions, October 2021
- > ND State Highway Commission, Overhead Crossing Third St. NE Plans 1936
- > ND State Highway Commission, 3rd Street NE Viaduct Plans & Specifications, January 1985
- > Minot City Engineering Dept, Watermain Relocation 3rd St NE Plans, April 1985
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- > Houston Engineering, 3rd Street NE Bridge Rehabilitation As-Built, November 2010
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MNOT10 (3rd Street Bridge) Bridge Condition Report

December 16, 2025



Prepared for the City of Minot

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EXECUTIVE SUMMARY

Constructed in 1936, Bridge MNOT10 carries 3rd St. NE over the Souris River and three BNSF Railway lines. As with many pieces of infrastructure of this age, the bridge is reaching the end of its useful life cycle. Decades of use and exposure to the environment, combined with bridge and construction details more susceptible to deterioration, have resulted in a bridge in need of numerous repairs. Recent repair work at Piers 3 and 4, validated by AECOM load rating assessments, has addressed the most urgent repairs, however additional critical repairs are still required in many areas of the bridge to prevent a reduction in load rating or permanent closure of the bridge. These additional repairs areas will soon reach critical status without further attention. Further deterioration in areas critical to the bridge load path, such as the pier overhang or underneath bridge bearings, would likely result in a Critical Finding during a bridge safety inspection. As a result of a critical finding, it can be anticipated that either a traffic lane closure on the bridge or even a complete closure of the structure would likely be required, depending on the finding.

Steel corrosion, concrete spalling and other defects are common on the bridge. These defects tend to deteriorate at an accelerated rate once they start, and the rate of deterioration is determined with regularly scheduled safety inspections. The bridge is currently scheduled at a reduced 12-month inspection cycle to monitor the status of the deterioration and ensure the bridge remains safe for public use. This report is an assessment of the bridge based on the 2025 AECOM bridge inspection report and subject to corrections and revisions as continued deterioration is identified and measured through subsequent bridge inspections.

The structure is currently open to traffic with no load postings in place, but progression of critical issues identified in the 2025 AECOM inspection report will reduce this capacity. In order to stay ahead of critical issues, this report has been provided to outline immediate (0-1 years), high (1-5 years) and medium (5-10 years) priority repairs. Understanding the city is looking to start planning and design efforts for a replacement bridge in 2026, it is our recommendation the following items be completed in the 12-18 months to allow the existing bridge to remain in service, reduce the potential for the need to issue a lower load rating, and minimize the potential for subsequent maintenance required until a new bridge is in service: currently programmed repairs, immediate priority repairs, and high priority repairs (excluding deck overhangs and bearings). As noted in the report, additional field observation and inspection by the bridge safety inspection team is needed to fully assess the scope of repairs required within the immediate priority repairs, specifically lateral bracing repairs. Based on information available at the time of this report, it is our professional opinion the magnitude of the costs of the complete list of the repairs to be between \$6.6 million - \$12.0 million. Completing only the recommended work listed above would reduce the anticipated cost to be between \$2.9 million to \$5.8 million. Refer to the body Recommendations section and Appendix for a detailed breakdown of the scope of these repairs and opinions of cost. These opinions of cost reflect a range of uncertainty of

repair quantities and unit costs, as future anticipated deterioration will impact repair limits and type. All costs shown are based on 2026 dollars and should be adjusted for future inflation when budgeting in future years.

PROJECT PURPOSE

Due to an increasing number of structural deficiencies and deferred maintenance items identified in the 2025 AECOM bridge inspection report for the 3rd Street Bridge (Bridge Number MNOT10), KLJ has been contracted by the City of Minot to complete a bridge condition report and provide recommendations for repairs and guidelines for potential costs.

This report categorizes repairs into one of three categories based on bridge condition, repair access, and related work items. This report is primarily based on the annual bridge safety inspection completed by others, as well as KLJ's experience with the structure based on other repairs recently completed to the structure.

BRIDGE HISTORY

The MNOT10 bridge was constructed in 1936, carrying 3rd St. NE over the Souris River and the Great Northern Railway (now BNSF Railway). The 912-foot bridge primarily runs north and south. The curved steel girder bridge is made up of 4 distinct units based on the original span configuration as it crossed over the river and tracks. The bridge substructures, numbered from north to south, consist of two abutments and ten piers in a combination of straight and skewed span. Substructures are skewed in Unit 3 adjacent to the railroad tracks to maintain minimum horizontal clearance.

In 1985, North Dakota Department of Transportation (NDDOT) completed a major reconstruction of the structure. This reconstruction included the addition of new traffic barrier along both sides of the roadway, bridge deck mill and overlay, bridge deck joint repairs, bridge bearing jacking to restore vertical positioning, Abutment 12 (South) reconstruction, and other miscellaneous maintenance and repair work.

In 2010 the City, assisted by Houston Engineering, completed additional rehabilitation work. Spall repairs were completed at numerous substructures and the entire west sidewalk was replaced. Additional work was done on the deck joints. In 2023 significant deterioration of the east pier cap overhang of Pier 3 was observed, including undermining of the Span 2 bridge bearing. A load rating was completed by AECOM to confirm adequate strength remained in the pier cap. Although the load rating confirmed that adequate strength remained, the rate of deterioration determined that a repair should be completed as soon as possible. KLJ was contracted with the City in late 2024 to prepare construction plans for this repair work at Pier 3.

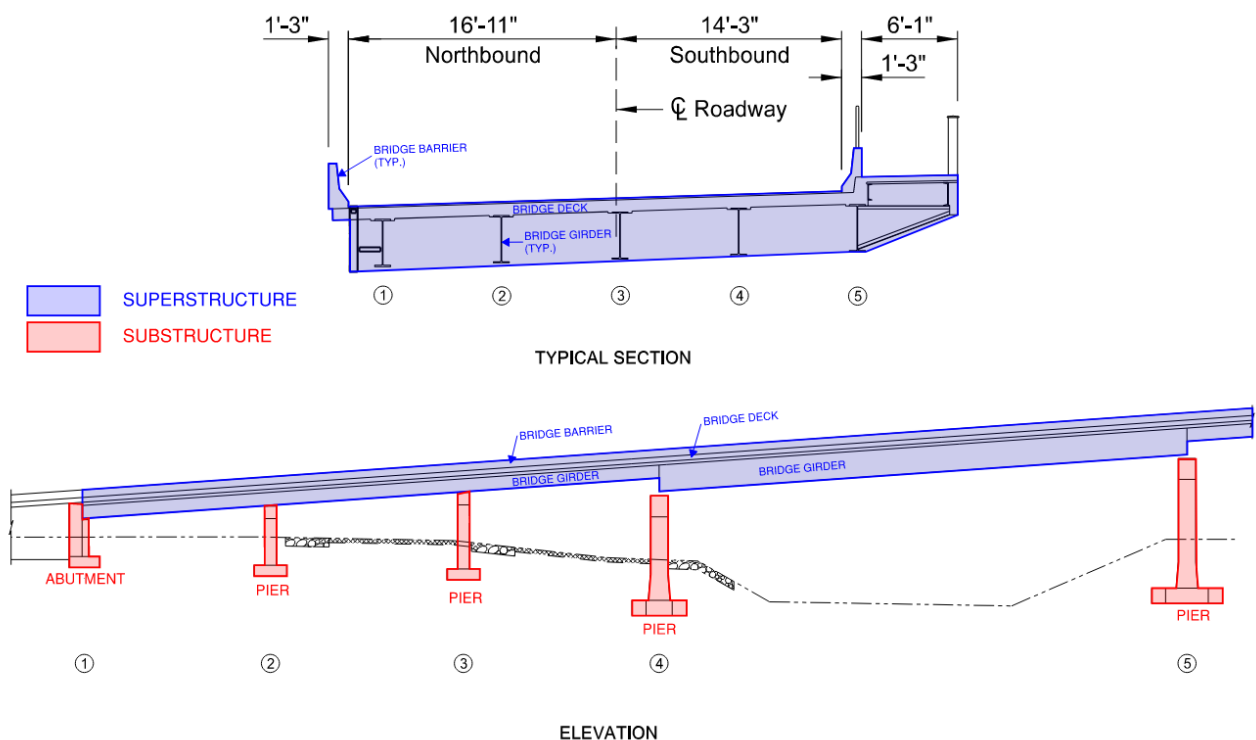
Over the summer of 2025, Pier 3 was rehabilitated, and the concerning bearing was replaced. Concurrently with this project, the 2025 annual bridge safety inspection results

were presented to the City, indicating critical findings at Piers 3, 4, 5 and 9. As a contractor was already on-site repairing Pier 3, Pier 4 repair work was also completed as a change order, along with deck and joint repairs. This work was completed in the fall of 2025.

KLJ is currently under contract to develop construction plans for additional repairs identified for Piers 5-9 in the 2025 bridge inspection report. This work was isolated from the previous project due to the proximity of the railroad and the additional coordination efforts that will be required with the railroad.

BRIDGE CONDITION

Overall, the bridge condition is considered to be Poor per the Specifications for the National Bridge Inventory (SNBI), with numerous deficiencies across nearly the entire structure. The SNBI is a national rating system all bridge components are rated on, scaled from 9 (Excellent) to 0 (Failed). When components are rated below a 5, this means that the strength or performance of the component is affected. For MNOT10, the Deck, Superstructure, Substructure and Bridge Bearings components are all rated at a level 4 (Poor) scale on the SNBI as noted by AECOM at their most recent bridge safety inspection. The recent work completed on Piers 3 and 4 helped raise the substructure rating to a level 4 rating from the previous level 3 (Serious). Those two piers individually would warrant a higher rating, however work remains on other piers, bringing down the overall substructure score. The status of each area of the bridge is summarized below. Several bridge features are shown in the graphic below to assist in understanding the items included in this report



Superstructure

Bridge Deck and Joints

As part of the recently completed 2025 bridge repairs, various spalls were repaired on the surface of the bridge deck, primarily adjacent to the expansion joints. This took place at Abutment 1, and at Piers 3, 5, 7 and 10. There remains widespread transverse cracking across the surface of the deck, with Span 10 containing the most severe cracking. The bridge overhangs contain spalls and delaminations in most spans, with areas of exposed rebar.

Bridge Unit 4 (South) includes a pin and hanger assembly at each end of the span. At a pin and hanger assembly, the bridge joint is offset from the pier location and adjacent spans are connected by a built up section consisting of a large steel pin and riveted steel plates. This connection allows one part of the span to hang from an adjacent part of the girder, instead of terminating at a pier bearing. At both pin locations, the deck is formed into a diaphragm as part of the load path. These drop slabs have experienced significant cracking with exposed and corroding rebar.

Many of the bridge joints were also repaired in 2025. Fixed joints at both abutments and Piers 3, 5, 7 and the two drop hinge locations in Spans 9 and 11 were repaired, and the expansion joint gland at Pier 4 was replaced. The expansion joint at Pier 8 requires repair as well; however it was not replaced as part of the 2025 project due to its proximity to the railroad. At this location, the steel frame has separated from the surrounding concrete, requiring more significant joint removal and repair.

Barrier and Railing

Across the length of the bridge, the barriers (reconstructed in 1985) contain moderate vertical cracks, spaced at approximately 3-6' along the length of the bridge. Additionally, the entire east barrier exhibits considerable spalling with exposed and corroded rebar. Due to the cross slope of the structure, this barrier is exposed to more salt spray than the west barrier, which exhibits fewer similar defects. The metal pedestrian railing has isolated surface corrosion and paint loss throughout. There is also a 40' section of metal pedestrian railing missing at the south abutment.

Girders

Each steel girder consists of multiple pieces of steel, built-up into the final girder shape with rivets. The primary deficiencies in the girders consist of failing paint and pack rust in the built-up stiffeners and connection plates, particularly around the joint locations. Pack rust occurs when water becomes trapped between adjacent steel layers, causing corrosion and lamination that swells and distorts the surrounding steel. On the MNOT10 structure, this pack rust varies between ½" and 1 ½" in width causing distortion of the

bearing stiffeners and sheared rivets. Additional weathering of the girders has resulted in surface corrosion and pitting in multiple locations.

The structure girders also exhibit distortions from seasonal temperature movement and impact damages. The damage is primarily located in Unit 1, which spans over a previous roadway alignment. The damage consists of bent and warped flanges, out-of-plane webs, and bent lateral bracing adjacent to the damaged locations.

Spans 8-10 have localized concrete spalling between the girders and the deck, reducing the composite load capacity. However, the load rating performed by AECOM in 2025 found that this deficiency does not control the load rating. Instead, the girder load rating capacity is controlled by the bracing provided by the cross frames and diaphragms.

In 2021 a Phased Array Ultrasonic Testing (PAUT) and Conventional Ultrasonic Testing (UT) inspection of the bridge pins of the pin and hanger system was performed by Fickett Structural Solutions and no major deficiencies were noted. A follow-up inspection was recommended to be completed every 72 months, such that the next inspection should occur in the fall of 2027. It is expected that the costs for this inspection would be part of the City's normal inspection contract with NDDOT and as such no costs were included for this inspection with this report.

Lateral Bracing

Cross frames, diaphragms and lateral bracing exist to brace the girders throughout the span and carry lateral loading to the bearings. Throughout the bridge these items also exhibit corrosion and section loss, particularly in the exterior bays and at the bridge joints. Select gusset plate connections show complete section loss, severing the diagonal bracing connection. Member section loss and failing paint are also present.

Bearings

Bridge bearings carry the load from the girders and superstructure and connect to the bridge substructure. Bearings generally are either considered fixed, where movement is restricted, or expansion, where bridge thermal movement is accommodated by the bearing design. Due to the unique bridge configuration, several different types of bearings are present to accommodate anticipated bridge movement. The majority of the bridge bearings exhibit surface corrosion and paint loss, with some bearings experiencing more advanced corrosion. Numerous expansion bearings are out of alignment for anticipated movement and approaching the limits of their design movement. Other expansion bearings are rotated off axis or have measurable section loss. Missing pintles are noted in at least one location, which are designed to hold an expansion bearing in place on the bridge while still allowing movement. Missing pintles could allow for the bridge bearing to slide laterally on the bearing pad.

Substructures

Abutments

The abutments show some cracking and minor spalling but are otherwise in fair condition.

Piers

See the following sections for details on each individual pier.

Pier 2

There is moderate cracking in the pier column, and minor spalling on the east overhang. Overall, this pier is in fair condition.

Piers 3 & 4

These piers were repaired as part of the 2025 repair project. Full contact with the substructure was restored underneath the bridge bearings, and the concrete spalls on the pier cap and columns were repaired. These piers would now be considered to be in satisfactory condition.

Pier 5

The east column exhibits heavy spalling with exposed rebar and section loss. The east overhang shows moderate cracking, spalling and section loss. This pier is in fair condition but will likely be downgraded to poor condition without rehabilitation.

Pier 6

Minor spalling. Overall, this pier is in good condition.

Pier 7

Progressive spalling is beginning to undermine the bearings. Cracking is present on the pier columns. This pier is in fair condition.

Pier 8

There is a large deep spall on the underside of Pier 8, with exposed and corroding rebar. Wide vertical cracking in both columns, including spalling. Spalling also present in the pier cap near the bearings. This pier is in poor condition.

Pier 9

There is widespread spalling on the north and east faces of the pier. The southeast corner of the pier cap has a significant spall, impacting bearing area of the pier bearing. Areas of undermining at several bearings, and soft concrete easily removed. This pier is in poor condition and likely to reach critical finding status without rehabilitation.

Pier 10

Overall, this pier is in satisfactory condition.

Pier 11

Overall, this pier is in satisfactory condition.

BRIDGE REPAIR PRIORITIZATION

The proposed repair recommendations below are a result of engineering judgment regarding impacts to the bridge load path, ease of repair, access to the site and bridge history as documented via field visits by KLJ, bridge safety inspections by AECOM, and load ratings completed by AECOM. All recommendations are subject to change due to progression of the bridge deterioration over time. All opinions of cost included are based on the previously noted field information and include an additional contingency factor to account for the unknown information intrinsic to each type of repair work. All costs shown are presented in 2026 dollars. See Appendix A for each opinion of cost.

Currently Programmed Repairs

This list of repairs represent repairs recommended for immediate repair located in or over BNSF right-of-way south of the Souris River. KLJ is currently under contract to develop construction documents for this work to be completed in either 2026 or 2027.

Piers 5-9

Similar to the work completed in 2025, concrete spalls will be repaired at Piers 5-9 in several locations, including the columns, the underside of the pier cap, and the face and overhangs of the pier cap. Exact repair types and limits are unknown but are anticipated to include jacking/ shoring of girder 1 at Piers 5 & 9 to facilitate the work, concrete spall removal, replacement of the pier concrete and the reestablishment of sound contact with the piers under the bridge bearings.

Pier 8 Deck Joint Repair

The expansion joint over Pier 8 is severely damaged and leaking. As an expansion joint, this part of the bridge deck moves and rotates as the bridge expands, accommodating thermal movement of the bridge. To repair, the concrete deck will be cut back several feet on either side of the joint, a new joint will be installed with headed studs to secure the joint to the newly reinstalled bridge deck concrete. While the bridge joint does not currently represent a structure safety issue, intrusion of water through this leaking joint will continue to expedite corrosion and deterioration below the deck. This work takes place over BNSF right of way and should therefore be completed as part of this project.

Urgent Lateral Bracing Repairs

This work will be prioritizing lateral bracing repairs at the pier locations where the drainage through the failed bridge deck joints has caused the most damage. The repair work will be limited to Piers 5-9 locations. It is anticipated repairs will be completed by replacing rivets with high strength bolts and replacing corroded gusset plates and/or cross-frame and diaphragm lateral bracing members, where appropriate.

Railing

The missing section of pedestrian railing at the south end of the bridge is a safety hazard and should be replaced.

Cost and Schedule

This work is anticipated to cost between \$840,000 and \$1,150,000 as currently estimated and be completed over the course of approximately four months. These repairs will require that the bridge be either fully or partially closed to traffic for the duration of the project.

Immediate Priority

The currently programmed repairs address the remaining immediate issues with the substructures as defined in the 2025 AECOM report. Based on the integrity of the concrete removed during the 2025 repair work, it is anticipated that the substructures will continue to show signs of degradation over time. For the superstructure, it is critical to ensure the bridge load path functions as intended. The immediate priority therefore is repairing the remaining lateral bracing items not included in the currently programmed repairs.

Lateral Bracing

Remaining cross frame and diaphragm lateral bracing connections should be inspected and documented throughout the bridge, and repairs completed on any locations not repaired as part of the currently programmed repairs. This will ensure the girders remain properly braced. This aligns with the underlying assumptions made by AECOM during the load rating completed in October 2025.

Cost and Schedule

It is recommended that an inspection be completed within a year to document and itemize the locations, and then these items can be further prioritized. There are approximately 900 cross-frame, diaphragm, or diagonal lateral bracing locations to review on this structure that should be directly accessed and inspected via a bridge snooper truck. While developing the opinion of cost, we currently estimate the number of locations requiring repair to be approximately 10% of these locations. This work is anticipated to cost between \$560,000 and \$1,150,000 as currently estimated and can likely be completed in a two-month construction window.

High Priority

High Priority items are those items that require prioritization of repair to minimize further damage and deterioration of the structure or are critical to maintain the load carrying capacity of the structure. These items should be addressed as soon as is feasible, as further seasonal damage will occur and increase the scope and cost of the repairs. These items are suggested to be repaired in 1-5 years, depending on the specific item.

Girders

The girders, particularly the exterior girders, are subject to significant snow, ice and salt exposure. As such, there are significant corrosive effects present, particularly at joint locations, causing loss of paint, section loss, pitting, and pack rust in the connections and bearing/ transverse stiffeners. Some stiffener locations can be treated in place and repainted; however multiple stiffeners are experiencing such widespread pack rust that they have swelled over 1 ½" wide. This expansion has sheared rivets joining sections of the stiffener together, and the material section loss of the stiffener reduces the section capacity. Additional areas of pack rust exist in the girder flange cover plates in several locations. Continue to monitor these locations for progressive pack rust growth.

It is recommended that stiffeners subject to significant pack rust be removed and replaced, and all superstructure metal be sandblasted and repainted within 10 feet of a bridge joint. As part of this project, it is also recommended that several impact damages be repaired in Spans 2 and 3. The stiffener locations experiencing significant pack rust swelling should be prioritized first, while repairs to other locations may be repaired later in this 5-year window.

Deck Overhang

The area of the bridge deck that is located outside the exterior girder is called the overhang. There are numerous areas of the bridge overhang that exhibit spalling, exposed rebar, and corrosion. Specifically on the east overhang, the rebar that is exposed was added in 1985 is part of the structural load path of the barrier. Loss of capacity of this rebar directly affects the effectiveness of the barrier to impacts from traffic. Additionally, spalling over BNSF right of way could cause debris impacts to the tracks or personnel working below.

It is recommended that these overhangs be addressed by removing loose concrete, adding additional rebar as necessary, and replacing the concrete to the original limits. Completing repairs to the deck overhang will mitigate further deterioration. Continue to monitor the progression of the corrosion and spalling, however this work is more likely to be needed closer to later in this 5-year period.

Thickened Slab at Pin and Hanger

The deck at the pin and hanger locations near Piers 9 and 11 is thicker than other areas to bear directly on the pin and hanger assembly. This drop slab shows significant corrosion and rebar section loss, particularly in Bays 1 and 4 adjacent to the fascia girders.

This area should be repaired similar to the deck overhang, with new rebar and concrete put in place to restore the concrete capacity. Complete this work as soon as it is feasible due to the progression of corrosion and rebar section loss and likelihood of accelerated deterioration.

Bearings

The bearings have also been subject to corrosion and section loss, and there are a significant number bearing tilted and/or rotated beyond service limits for expansion. A few overextended bearings show missing pintles, which help hold the bearing from sliding off of the bearing plate. Corrosion and paint loss on numerous bearings will continue to progress until they are addressed.

Bearings that are still in good condition but rotated out of anticipated expansion should be jacked up and reset plumb. This ensures that the bridge can expand properly, minimizing damage to other parts of the bridge. Bearings that are missing pintles should be repaired or replaced to maintain positive connection between the bridge superstructure and substructure. Bearings should also be cleaned, painted, and greased to minimize further damage and allow proper expansion.

With 100 bearings on the bridge consisting of several different types due to the multiple bridge units, gathering exact condition data on each bearing will be critical to accurately scoping cost and schedule for this work. It is recommended that the bearings be closely surveyed at the same time as the bridge lateral bracing inspection to gather precise data. The bridge will need to be closed during repair work to the bearings, with numerous jacking operations required to complete the repairs. Once measurements are made, continue to monitor the bearings for unusual behavior and movement. Without signs of further distress in related parts of the bridge, this component can be monitored and programmed for completion in several years.

Cost and Schedule

All work in this priority list is anticipated to cost between \$2.9 million and \$5.93 million as currently estimated and can be completed over the course of approximately 3-6 months, depending on number of bearing locations requiring jacking and repair. The specialized steel work included in this section should all be completed at the same time, as it includes similar work type and can utilize the same jacking and shoring work. The concrete repairs can be completed in multiple phases or at the same time as the steel work. All of this work in this section will require closure of the structure to facilitate repair work.

Completing only the recommended work is anticipated to cost between \$1.56 million and \$3.52 million. There would then be additional costs for additional permitting and mobilization if the rest of the work were completed at a later date.

Medium Priority

Medium priority items are items that do not currently affect the structural capacity of the bridge but will continue to degrade over time, or scheduled maintenance items that should be anticipated over the next five to 10 years.

Bridge Deck Overlay

Spot spall repairs that have taken place and are proposed in the high priority section will stabilize the majority of the bridge deck, but the bridge deck ride will continue to degrade with each spot repair. Future consideration should be taken to completing larger bridge deck mill and overlay work. The 2" overlay constructed in 1985 is nearing the end of its anticipated lifespan, and areas underneath appear to be the original bridge elements. As further spalls and delaminations occur, the deck will require more widespread repair.

It is recommended that the deck overlay eventually be removed and replaced if the bridge ride deteriorates appreciably, or if the bridge life is extended beyond what is currently anticipated.

Bridge Barriers

The bridge barriers have widespread cracking and several areas of widespread exposed rebar and corrosion.

It is recommended that the barriers receive some level of patch and protection for the rebar. More extensive removal repairs should be weighed against the life cycle of more surface level repairs.

Joint Seals

Several joints have been addressed in 2025 or as part of the currently programmed work. Joint seals at Piers 2, 6 and 9 should be cleaned of debris and are anticipated to eventually need to be replaced based on the seal failures that occurred at Piers 4 and 8 and the anticipated lifespan of these seals.

Approach Panel

There is widespread cracking throughout the south approach panel. The north panel includes some cracking, including movement of the retaining wall along the east gutter line, causing cracking and separation between the approach panel and the barrier. Some spall repairs were completed in the north approach panel in 2025. Repair or filling cracks to minimize further deterioration is recommended.

Cost and Schedule

This work is anticipated to cost between \$2.33 million and \$3.76 million as currently estimated and can be completed over the course of approximately 1-6 months, with the deck repairs falling at the long end of that time window.

Repairs Excluded

Based on the anticipated remaining life of the bridge, cost, and current need, several items were excluded from this report.

Bridge Deck Replacement

An eventual complete bridge deck mill and overlay should bring this bridge to the end of its life cycle, assuming the bridge lateral bracing is repaired as detailed in the Immediate Repair section. This will mitigate the loss of composite action between the girder and the deck. A full bridge deck, sidewalk, and barrier reconstruction therefore is not recommended at this time based on the scope and cost of the repairs.

Girder Painting

While the girders near the supports require paint to minimize the corrosion at those locations, the remaining girder paint will likely meet the need of the steel until the end of the bridge life cycle. Full structure painting may be done at the same time as the other steel painting, but the current cost-benefit does not support needing this work to be done for structural reasons.

Abutments

Current conditions at the abutments do not require repair work. Continue to monitor the concrete condition, as well as the replaced bridge deck joint seals above the abutments.

RECOMMENDATIONS

These recommendations are intended to balance the competing goals of maintaining the safe operation of the bridge while minimizing costs understanding the City is actively working on planning and design for a replacement bridge. These recommendations are subject to change based on the continued deterioration of the bridge over time

Currently Programmed Repairs

The currently programmed repairs should proceed as planned as these items are critical repairs. Repairing the pier concrete and ensuring proper load distribution under the bearings is a critical safety issue that should be addressed as soon as possible and will continue to be noted on bridge safety inspections. Further deterioration, specifically at Piers 5 and 9, will likely lead to critical findings during the inspection and closure of the northbound lane of traffic again. The load rating completed by AECOM relies upon the assumption of the cross frames/ diaphragms and lateral bracing acting as sufficient bracing of the girders. As such, these items should be repaired as soon as possible in areas of the bridge adjacent to the separation of the deck from the girders and in other areas where known defects are in place.

Immediate Priority Repairs

Additional bracing locations not covered under the currently programmed repairs should be inspected individually to ensure adequate connection remains in place. To minimize cost to the City, it is recommended that the bridge safety inspection team be notified of this recommendation and that they compile a full list of connections requiring repair while mobilized to the site. This work would be outside the scope of a routine safety inspections contract so additional compensation should be anticipated.

Any defects noted during the safety inspection should be prioritized for repair.

High Priority Repairs

The excessive deterioration of the girders at the bridge joints needs to be addressed before it further affects the bridge capacity. Current deformation due to the laminar pack rust will only continue to grow, causing expanding issues. The pack rust growth in numerous locations has already begun to cause issues by fracturing rivets. Repair of key locations, followed by painting the girders at each pier location, is highly recommended. The thickened slab concrete should be repaired at the pin and hanger system to prevent further deterioration of this critical element. While the bridge deck overhangs exhibit significant defects at this time and will continue to deteriorate, the anticipated bridge replacement timeline suggests no major work should be completed to these locations.

Regarding the bridge bearings, at this time it is recommended that continued observation be completed. Previous safety inspections have been completed at a similar time of year. An inspection should be completed this winter to review bridge contraction at the lower seasonal temperatures. Future safety inspections should continue to monitor the bearings for signs of movement as well as associated damage due to lack of movement such as cracking and spalling of the deck near the expansion joints.

Medium Priority Repairs

Medium priority repair items should be considered as optional work at this time based on bridge deck rideability and appearance concerns. These items are most subject to harsh conditions and are likely to see the largest change in condition over time.

Continue to monitor and maintain bridge deck joint seals, removing built-up debris bi-annually to prevent damage to the joints.

REFERENCES

- MNOT10 Bridge Inspection Report prepared by AECOM, May 2025
- NDDOT Bridge Load Rating Summary prepared by AECOM, October 2024
- MNOT10 Bridge Inspection Report prepared by AECOM, May 2023
- MNOT10 In-Depth Pin Inspection Report prepared by Fickett Structural Solutions, October 2021
- ND State Highway Commission, Overhead Crossing Third St. NE Plans 1936
- ND State Highway Commission, 3rd Street NE Viaduct Plans & Specifications, January 1985
- Minot City Engineering Dept, Watermain Relocation 3rd St NE Plans, April 1985
- Houston Engineering, 3rd Street NE Bridge Rehabilitation Plans & Specifications, March 2010
- Houston Engineering, 3rd Street NE Bridge Rehabilitation As-Built, November 2010
- KLJ Engineering: MNOT10 (4873) Minot 3rd Street Bridge Repair, 2025

This report has been prepared for the City of Minot in order to help guide future construction and funding needs with the goal of maintaining bridge operation until a replacement bridge is in service. A replacement bridge timeline beyond that currently estimated may result in different recommendations than those currently included. All conclusions and recommendations are based on the noted references.

Respectfully Submitted,
KLJ Engineering



Jordan Gerber, PE

12/16/2025

APPENDIX A - OPINION OF COST

Currently Programmed Repairs				High Price Range Estimate			Low Price Range Estimate			Assumptions
Spec	Code	Item	Unit	Quantity	Unit Price	Total Cost	Quantity	Unit Price	Total Cost	
103	0100	Contract Bond	L SUM	1	\$ 5,500	\$ 5,500	1	\$ 2,200	\$ 2,200	
107	0100	Railway Protection Insurance	L SUM	1	\$ 12,000	\$ 12,000	1	\$ 5,500	\$ 5,500	
107	0140	Railroad Coordination	L SUM	1	\$ 25,000	\$ 25,000	1	\$ 15,000	\$ 15,000	
107	0145	Railroad Flagging	DAY	25	\$ 1,700	\$ 42,500	15	\$ 1,700	\$ 25,500	
616	0360	Structural Steel	LBS	1600	\$ 26	\$ 41,600	1200	\$ 21	\$ 25,200	8 locations identified for cross-frame repair work. Based on existing plans, diaphragms range from 150-200 lbs of steel per location.
624	0123	Pedestrian Railing	LF	52.5	\$ 180	\$ 9,450	52.5	\$ 140	\$ 7,350	Assumed price range of \$8/lb to \$12/lb for steel.
704		Traffic Control	L SUM	1	\$ 12,000	\$ 12,000	1	\$ 6,000	\$ 6,000	
930	8230	Shoring	EA	3	\$ 50,000	\$ 150,000	2	\$ 36,000	\$ 72,000	
930	8665	Expansion Joint Strip Seal	LF	32.664	\$ 575	\$ 18,782	32.664	\$ 350	\$ 11,432	Quantity based on bridge plans
930	9505	Bridge Repair-Bearing	EA	12	\$ 3,500	\$ 42,000	6	\$ 2,100	\$ 12,600	
930	9612	Spall Repair	SF	200	\$ 1,150	\$ 230,000	150	\$ 950	\$ 142,500	Quantities based on 5/25 and 2/22 inspection report . Overhead work on underside of piers 8 and 9.
930	9620	Pier Repair	SF	600	\$ 420	\$ 252,000	550	\$ 525	\$ 288,750	Estimated quantities based on photos in 05/25 inspection report. Side and top surface work.
Subtotal:						\$ 850,000	Subtotal:			
						\$ 85,000				10% Construction Engineering
						\$ 85,000				10% Mobilization
						\$ 127,500				15% Contingency
Total:						\$ 1,150,000	*2026 Dollars	Total:	\$ 840,000	*2026 Dollars

Immediate Repairs				High Price Range Estimate			Low Price Range Estimate			Assumptions
Spec	Code	Item	Unit	Quantity	Unit Price	Total Cost	Quantity	Unit Price	Total Cost	
103	0100	Contract Bond	L SUM	1	\$ 5,000	\$ 5,000	1	\$ 1,100	\$ 1,100	
107	0100	Railway Protection Insurance	L SUM	1	\$ 12,000	\$ 12,000	1	\$ 6,000	\$ 6,000	
107	0140	Railroad Coordination	L SUM	1	\$ 32,000	\$ 32,000	1	\$ 11,000	\$ 11,000	
107	0145	Railroad Flagging	DAY	55	\$ 1,700	\$ 93,500	25	\$ 1,700	\$ 42,500	
616	0360	Structural Steel	LBS	18000	\$ 32	\$ 576,000	13500	\$ 21	\$ 283,500	Estimated at 10% of 900 cross-frames require repairs. 150-200 lbs of steel per cross frame.
704		Traffic Control	L SUM	1	\$ 13,000	\$ 13,000	1	\$ 6,500	\$ 6,500	
Subtotal:						\$ 740,000	Subtotal:			
						\$ 148,000				20% Design Engineering
						\$ 74,000				10% Construction Engineering
						\$ 74,000				10% Mobilization
						\$ 111,000				15% Contingency
Total:						\$ 1,150,000	*2026 Dollars	Total:	\$ 560,000	*2026 Dollars



High Priority				High Price Range Estimate			Low Price Range Estimate			Assumptions
Spec	Code	Item	Unit	Quantity	Unit Price	Total Cost	Quantity	Unit Price	Total Cost	
103	0100	Contract Bond	L SUM	1	\$ 16,000	\$ 16,000	1	\$ 5,500	\$ 5,500	
107	0100	Railway Protection Insurance	L SUM	1	\$ 10,500	\$ 10,500	1	\$ 5,500	\$ 5,500	
107	0140	Railroad Coordination	L SUM	1	\$ 48,000	\$ 48,000	1	\$ 21,000	\$ 21,000	
107	0145	Railroad Flagging	DAY	75	\$ 1,700	\$ 127,500	45	\$ 1,700	\$ 76,500	
616	5950	Structural Steel Repair-Heat Straightening	L SUM	1	\$ 16,400	\$ 16,400	1	\$ 8,200	\$ 8,200	1 or 2 locations. \$4,100 to \$8,200 per location.
616	7500	Bearing Modification	EA	50	\$ 8,250	\$ 412,500	30	\$ 5,200	\$ 156,000	Resetting bearings to vertical position. Additional plates needed in some locations.
630	0110	Sand Blasting and Spot Painting	SF	11700	\$ 64	\$ 748,800	11700	\$ 48	\$ 561,600	Sandblast and paint all girder ends within 10' of each joint.
630	0201	Pack Rust Repair	EA	30	\$ 7,500	\$ 225,000	20	\$ 4,200	\$ 84,000	Remove and replace stiffeners at supports.
630	9001	Containment System	EA	12	\$ 16,000	\$ 192,000	12	\$ 10,000	\$ 120,000	Containment system for sandblasting and painting at 12 locations along the bridge
650	0800	Deck Spall Repair	SF	678	\$ 1,650	\$ 1,119,250	524	\$ 1,350	\$ 707,625	Deck overhang repair. Overhead work. 5' each way at 12 deck joints, 50-100 LF additional scattered repairs. 3'-1" assumed overhang.
704		Traffic Control	L SUM	1	\$ 27,000	\$ 27,000	1	\$ 10,500	\$ 10,500	
930	8230	Shoring	EA	15	\$ 52,000	\$ 780,000	10	\$ 4,200	\$ 42,000	
930	9610	Deck Spall Repair	SF	171	\$ 525	\$ 89,775	171	\$ 375	\$ 64,125	
				Subtotal:		\$ 3,820,000	Subtotal:		\$ 1,870,000	
						\$ 764,000			\$ 374,000	20% Design Engineering
						\$ 382,000			\$ 187,000	10% Construction Engineering
						\$ 382,000			\$ 187,000	10% Mobilization
						\$ 573,000			\$ 280,500	15% Contingency
				Total:		\$ 5,930,000	*2026 Dollars Total:		\$ 2,900,000	*2026 Dollars

Medium Priority				High Price Range Estimate			Low Price Range Estimate			Assumptions
Spec	Code	Item	Unit	Quantity	Unit Price	Total Cost	Quantity	Unit Price	Total Cost	
103	0100	Contract Bond	L SUM	1	\$ 5,500	\$ 5,500	1	\$ 2,500	\$ 2,500	
602	1133	Concrete Bridge Approach Slab	SY	482.5	\$ 575	\$ 277,415	482.5	\$ 475	\$ 229,169	Full Replacement of north and south approach slabs.
602	2100	Barrier Repair	SF	950	\$ 525	\$ 498,750	425	\$ 425	\$ 180,625	Bottom half of barrier surface to be repaired. 6' at each deck joint. Between 100-400 LF of additional repairs on the bridge.
650	0704	Overlay Concrete	CY	138	\$ 3,200	\$ 440,089	110	\$ 2,500	\$ 275,056	Overlay depth range from 2"-2.5" due to variability in removal depth.
650	0710	Class 1-H Removal	SY	1980	\$ 350	\$ 693,141	2680	\$ 250	\$ 670,101	
650	0711	Class 2-H Removal	SY	1000	\$ 450	\$ 450,000	300	\$ 365	\$ 109,500	
704		Traffic Control	L SUM	1	\$ 16,000	\$ 16,000	1	\$ 10,500	\$ 10,500	
930	8665	Expansion Joint Strip Seal	LF	63	\$ 575	\$ 36,225	63	\$ 350	\$ 22,050	Joints over Piers 2 and 6.
				Subtotal:		\$ 2,420,000	Subtotal:		\$ 1,500,000	
						\$ 484,000			\$ 300,000	20% Design Engineering
						\$ 242,000			\$ 150,000	10% Construction Engineering
						\$ 242,000			\$ 150,000	10% Mobilization
						\$ 363,000			\$ 225,000	15% Contingency
				Total:		\$ 3,760,000	*2026 Dollars Total:		\$ 2,330,000	*2026 Dollars





TO: Mayor and Members of the City Council

FROM: Stefanie Stalheim, City Attorney

DATE: January 5, 2026

SUBJECT: ALCOHOL ORDINANCE COMPREHENSIVE REWRITE

I. RECOMMENDED ACTION

It is recommended City Council review the attached ordinance and consider passing on first reading.

II. DEPARTMENT CONTACT PERSONS

Mikayla McWilliams, City Clerk, 701-857-4752

Stefanie Stalheim, City Attorney, 701-857-4190

III. DESCRIPTION

A. Background

At its meeting on November 17, 2025, the City Council considered staff's recommended alcohol ordinance updates and cap on retail liquor licenses. Following discussion, the Council unanimously directed staff to add an "off-sale" license.

B. Proposed Project

The attached ordinance incorporates an "off-sale" license into the draft alcohol ordinance.

C. Recommendation Detail

Refreshing the City's alcohol ordinances may provide some clarity and new opportunities for local residents and business owners. It may also cause concern for those that favor the City's current ordinance format and licensing/permitting structure. The ordinance contemplates an effective date of January 1, 2027. Following approval of the ordinance, staff will begin laying the groundwork to have the ordinance logistics – such as completing the fee resolution, a public information campaign to inform license holders and the public of pertinent changes, and updating the city's licensing software to contemplate the restructured licenses. The City's present ordinance will remain in place through fiscal year 2026.

IV. IMPACT

- A. Aspirations
Dynamic and Flourishing
- B. Service/Delivery Impact:
Rewriting the City's alcohol ordinances will require local residents and business owners to acclimate to the new ordinances, the impact of which may vary.
- C. Fiscal Impact
City staff time
Project Costs
N/A

Project Funding
N/A

VI. ALTERNATIVES

1. The City Council could decline to approve the ordinance;
2. The City Council can provide further direction for amendments to the ordinance.



ORDINANCE NO. ____

AN ORDINANCE AMENDING CHAPTER 5 (ALCOHOLIC BEVERAGES), CODE OF ORDINANCES, CITY OF MINOT, NORTH DAKOTA TO

WHEREAS, the City of Minot is a political subdivision lawfully recognized in the state of North Dakota as a home rule city and possessing municipal powers and authority pursuant to its home rule charter and provisions of North Dakota Century Code (NDCC) § 40-05.1, as well as statutory provisions codified in NDCC 40-05-01; and

WHEREAS, the City of Minot has the authority, through its home rule charter, to adopt, amend, and repeal ordinances, resolutions, and regulations to carry out its governmental and proprietary powers and to provide for public health, safety, morals, and welfare, and penalties for a violation thereof, including the authority to control its finances and fiscal affairs; and

WHEREAS, the City Council moved to establish the Alcohol Ordinance Review and Rewrite Committee to conduct a comprehensive review of Chapter 5 of the City of Minot's Code of Ordinances (Chapter 5) and make recommendations on code updates, to include a study of whether or not to retain the present cap on the City's liquor licenses; and

WHEREAS, the Alcohol Ordinance Review and Rewrite Committee held several meetings to discuss Chapter 5 amendments and priorities with City staff, eventually adjourning with a recommendation that staff incorporate their proposed changes along with staff recommendations and present the same to the City Council; and

WHEREAS, the City Council directed staff to return on October 20, 2025 with an ordinance reflecting the changes recommended by the Alcohol Ordinance Review and Rewrite Committee and staff's recommendations, and retaining the liquor license cap; and

WHEREAS, the ordinance that follows reflects the changes recommended by the Alcohol Ordinance Review and Rewrite Committee and staff's recommendations, and retaining the liquor license cap; and

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

§ 1. That Chapter 5 (Alcoholic Beverages), Code of Ordinances, City of Minot, North Dakota, is hereby repealed and re-enacted as follows:

CHAPTER 5 - ALCOHOLIC BEVERAGES

ARTICLE I. GENERAL PROVISIONS

Sec. 5-0. Preamble.

The City of Minot finds that the safety and welfare of its citizen and neighborhoods are of highest priority and the judicious dispensing of alcohol is in keeping with this premise. The possession of an alcoholic beverage license in the city is a privilege, not a right; a privilege that must not be taken

Commented [SS1]: Similar to [Grand Forks City Ordinance Sec. 21-0200](#):

for granted, but rather must be continually conditioned by the license holder's adherence to applicable laws and regulations.

Sec. 5-1. Definitions.

For the purpose of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

- a. **Alcohol** means neutral spirits distilled at or above one hundred ninety degrees (190) proof, whether or not such product is subsequently reduced, for nonindustrial use.
- b. **Alcoholic beverages** means any liquid suitable for drinking by human beings, which contains one-half of one (0.5) per cent or more of alcohol by volume.
- c. **Beer** means any malt beverage containing one-half of one (0.5) per cent or more of alcohol by volume and includes an alcoholic beverage made by the fermentation of malt substitutes, including rice, grain of any kind, glucose, sugar, or molasses, which has not undergone distillation.
- d. **Bottle or can** means any container, regardless of the material from which made, having a capacity less than a bulk container for use for the sale of malt beverages at retail.
- e. **Consume** means the actual drinking of an alcoholic beverage, whether in its original form or mixed with any other ingredient, for the purpose of consumption.
- f. **City Council and/or Council** means the Minot City Council.
- g. **Denaturants** means additives that when added to alcohol make the alcohol unpleasant to taste, smell, or ingest.
- h. **Denatured alcohol** means alcohol that has been treated with denaturants to make it unfit for human consumption as a beverage.
- i. **Designee** means a person selected or designated to carry out specific duties on behalf of another.
- j. **Distilled spirits** means any alcoholic beverage that is not beer, wine, sparkling wine, or alcohol.
- k. **Distillery** refers to a domestic operation wherein the owner/operator of the distillery produces distilled spirits within the state of North Dakota in accordance with the provisions of N.D.C.C. § 5-01-19.
- l. **Entertainment** shall mean all forms and types of entertaining the patrons of a licensed premises, whether such entertainment is provided by means of live, audio, and/or video presentations, whether remote or prerecorded; provided, however, that "entertainment" shall not be deemed to include the use of any regularly broadcast television or radio programs, pay-per-view broadcasts, or coin-operated music machines.
- m. **In bulk** means in containers having a capacity not less than one-sixth barrel for use for the sale of malt beverages at retail.
- n. **Food** means food items that are prepared in a kitchen with at least an indoor grill and that are served at a tabletop. Fresh popcorn or prepackaged snacks or candy are not considered food for the purposes of this chapter.
- o. **Growler** means a professionally sanitized and sealed glass bottle with a capacity not to exceed sixty-four (64) ounces filled by a licensee or an employee of a licensee with beer from a keg procured or produced by the licensee in accordance with applicable laws. The sale of a filled Growler is authorized only for those licenses approved to sell alcoholic beverages both on-sale and off-sale. The filling of Growlers by means of a tapped keg shall not constitute breaking of a package. Growlers may only be filled from kegs procured by the licensee from a duly licensed wholesaler or produced by the licensee pursuant to applicable laws. Only professionally sanitized and sealed Growlers may be filled and made available for

Commented [SS2]: Definition from [NDCC 5-01-01\(1\)](#)

Commented [SS3]: Definition from [NDCC 5-01-01\(3\)](#).

Commented [SS4]: Definition from [NDCC 5-01-01\(4\)](#).

Commented [SS5]: Definition from [Grand Forks City Ordinance 21-0201\(3\)](#).

Commented [SS6]: Definition similar to [Fargo City Ordinance 25-1501\(5\)](#).

Commented [SS7]: Definition similar to what is found in [Chapter 51, Internal Revenue Code](#).

Commented [SS8]: Definition similar to what is found in [Chapter 51, Internal Revenue Code](#).

Commented [SS9]: Definition from [NDCC 5-01-01\(6\)](#).

Commented [SS10]: Definition from [Fargo City Ordinance 25-1501\(7\)](#).

Commented [SS11]: Definition from [Fargo City Ordinance 25-1501\(8\)](#).

Commented [SS12]: Definition from [NDCC 5-01-01\(8\)](#).

Commented [SS13]: Definition from [Bismarck City Ordinance 5-01-01\(3\)](#).

Commented [SS14R13]: See also [NDCC 5-02-05\(2\)\(c\)](#).

Commented [SS15]: Added language from [Bismarck City Ordinance 5-01-01\(4\)](#).

retail sale. The sale of a filled Growler shall be considered off-sale. A Growler with a broken seal shall be considered an open container for the purposes of Minot City Ordinance 5-75.

- p. **Guardian** for purposes of this chapter means an individual who has legal responsibility for the health and well-being of the individual under twenty-one years of age.
- q. **Licensed premises** means the premises on which beer, liquor, or alcoholic beverages are normally sold, stored, or dispensed and is delineated by diagram or blueprint which shall be included with the license application or the license renewal application.
- r. **Liquor** means any alcoholic beverage except beer or wine.
- s. **Local License** means a retail alcoholic beverage license issued by the City of Minot.
- t. **Lodge or club** means and includes any corporation or association organized for civic, fraternal, social, or business purposes, or for the promotion of sports, which has at least two hundred (200) members at the time a license is applied for and shall have been in existence for at least twenty (20) years prior to the time of application for the license; provided, that a local organization that has not existed for twenty (20) years but is a subsidiary of and chartered by a national organization which has had a bona fide existence for more than twenty (20) years shall be deemed to be a "lodge" or "club" for purposes of this article.
- u. **Location transfer** means a change in the location of the licensed premises.
- v. **Mandatory Server Training** means server training that has been approved by the Minot Police Department and/or its designee for any person responsible for, or participating in, any activity involved in the stream of service of alcoholic beverages, including, but not limited to, selling, dispensing, serving, identification, verification, admission and security at licensed liquor establishments, including restaurants. Mandatory server training applies to, but is not limited to, managers, servers, security bartenders, and door attendants, or any other employee or agent of the Owner in the capacity to determine compliance with applicable laws.
- w. **Minor** means a person that is under twenty-one years of age.
- x. **Movie theater** means any establishment whose business building contains a square footage of at least seven thousand five hundred (7,500) square feet and fixed seating capacity for at least one hundred fifty (150) where motion pictures are screened regularly, and which premises meets building code requirements for said screenings.
- y. **Off-sale** means and includes the sale of alcoholic beverages in the original package, or in a Growler as defined in this section, for consumption off or away from the licensed premises where sold, including permitted deliveries. Off-sale sales of alcoholic beverages shall occur only at the place designated in such license and not elsewhere, unless the licensee obtains a special event permit in accordance with Minot City Ordinance 5-55. No opening of the package sold on the premises is permitted. Every Off-sale sale of alcoholic beverages must be completed by delivery of the beverage sold to the actual purchaser thereof. A licensee with an Off-sale license may periodically provide complimentary samples of alcoholic beverages for promotional purposes, to be consumed on the premises.
- z. **On-sale** means and includes the sale of alcoholic beverages for consumption on the licensed premises where sold **except** that nothing in this section shall prohibit any person from taking and consuming a lawfully purchased on-sale alcoholic beverage from one licensed premises to another licensed premises located contiguously in the same building. An on-sale license shall authorize the license holder to conduct such on-sales only at the place designated in such license and not elsewhere, unless the licensee obtains a special event permit in accordance with Minot City Ordinance 5-55.

Commented [SS16]: Definition from [NDCC 5-02-06\(2\)\(a\)](#).

Commented [SS17]: Definition from current ordinance, consistent with [NDCC 5-01-01\(11\)](#) except that I added wine to clarify that wine would not be considered liquor.

Commented [SS18]: Added language similar to [Fargo City Ordinance 25-1501\(13\)](#). Our prior definition regarding the Liquor Control Act is similar to Bismarck's [Section 5-01-01\(8\)](#).

Commented [SS19]: Definition from [Fargo City Ordinance 25-1501\(12\)](#).

Commented [SS20]: Definition from [Fargo City Ordinance 25-1501\(26\)](#).

Commented [SS21]: Definition from [Williston City Ordinance §3-1](#).

Commented [SS22]: Added language from [Grand Forks City Ordinance 21-0201\(7\)](#).

Commented [SS23]: Added language from Added language from [Grand Forks City Ordinance 21-0201\(8\)](#).

Commented [SS24]: Added exception from Bismarck City Ordinance [5-01-01\(10\)](#).

aa. *Organization* means a domestic or foreign corporation, general partnership, limited partnership, or limited liability company.

bb. *Owner* as used in this Chapter means the person or entity that is issued a license to serve alcoholic beverages under the City's ordinances, and is also referred to as the 'licensee' and a 'license holder'.

cc. *Ownership transfer* means any assignment, sale, exchange, or other conveyance of any license issued pursuant to the provisions of this Chapter. An ownership transfer occurs upon the assignment, sale, exchange, or other conveyance of fifty percent (50%) or more of the Owner's interest in their license, whether such assignment, sale, exchange, or other conveyance occurs in one (1) single transaction or multiple transactions within the prior thirty-six (36) months. Recognizing that the licensee may be a business entity consisting of multiple business entities, then in addition to the foregoing, an ownership transfer shall be deemed to occur whenever the a change in ownership interest occurs by a change in ownership of fifty (50%) or more of any of the licensee business entities or by any indirect change of ownership whenever there is a fifty percent (50%), or more, change in ownership held by any single natural person. The term "ownership transfer" shall not apply to the following described conveyances:

1. When an individual licensee issued a license pursuant to the provisions of this Chapter has become deceased, the license may be transferred to another individual or business entity upon application of the personal representative of the decedent's estate to the city; provided, however, that such individual or business entity receiving the license is subject to all the requirements of this Chapter relating to the application for a license and the qualifications of the license holder.
2. When any business entity licensee issued a license pursuant to the provisions of this Chapter voluntarily dissolves, the license may be issued to any individual or business entity that held an ownership interest at the time of the issuance or last renewal of the license (whichever occurred most recently), and whose application is approved by the holders owning a majority of the ownership interest in the business entity prior to the time of dissolution; provided, however, that such individual or business entity receiving the license is subject to all the requirements of this Chapter relating to the application for a license and the qualifications of the license holder.
3. When an individual licensee desires to transfer a license to a business entity in which the license holder is the owner of at least a majority of the ownership interest in the business entity; provided, however, that such licensee's ownership in the transferee business entity does not fall below a majority interest in the transferee business entity without the prior approval of the city council and reapplication for the license by the transferee business entity. The transferee business entity shall be subject to all of the requirements of this Chapter relating to the application for a licensee and the qualifications of a license holder.
4. When a business entity licensee desires to transfer its license to another business entity having substantially the same partners or stockholders; provided, however, that such individual or business entity receiving the license is subject to all the requirements of this Chapter relating to the application for a license and the qualifications of the license holder.

Commented [SS25]: New language – added with the intent to clarify ownership transfer.

Commented [SS26]: See [Fargo Municipal Code No. 25-1501\(17\)](#):

5. When an individual licensee desires to transfer their license to a relative as defined herein. For purposes of this subsection only, a similar conveyance of shares of stock in a license holder corporation shall not be considered a "transfer" if the person seeking to convey shares of stock owns at least a majority of the outstanding shares of the stock in the corporation or is seeking to convey shares or stock to a relative as defined herein.
- dd. *Package* and *original package* shall mean and include any container or receptacle holding alcoholic beverages which is corked or sealed by the manufacturer and which cork or seal has not been removed or broken prior to the sale of such package to the purchaser; except that the filling of a Growler, as defined in this section, shall not constitute the breaking of a package under this definition.
- ee. *Person* means and includes persons, partnerships, unincorporated associations, and bodies corporate.
- ff. *Relative* means any individual having a relationship with another individual by marriage, blood, or adoption. This term explicitly includes a mother, father, stepmother, stepfather, grandparent, brother, sister, stepbrother, stepsister, and grandchild. Should any dispute arise over whether an individual is a relative for purposes of applying this ordinance, the Council shall defer to the definition of a relative provided by the North Dakota Century Code.
- gg. *Restaurant* means a business which prepares and sells food in a kitchen with at least an indoor grill for consumption on the premises where the food and alcoholic beverages are sold, which is properly licensed or permitted for such activity by the appropriate public health authorities who have charge of such matters.
- hh. *Sale* means and includes all methods or modes of furnishing alcoholic beverages for a consideration, including selling, exchanging, bartering, dispensing or similar means of transfer. Such term shall include all transactions, whether for cash, credit or other consideration and shall include, but not be limited to, transactions where the consideration for the alcoholic beverage is included or combined with another transaction or where the consideration is considered a "donation", or used to purchase any ticket, token, or other object redeemable for alcoholic beverages. The term also includes the keeping for sale and disposition of such alcoholic beverages.
- ii. *Retail sale* shall mean a sale of alcoholic beverages for use or consumption and not for the purpose of resale.
- jj. *Sparkling wine* shall mean wine made effervescent with carbon dioxide.
- kk. *Special event* means an event held at a location other than the primary place of business for the license holder and requires a permit as required by Minot City Ordinance Sec. 5-55 and North Dakota Century Code Sec. 5-02-01.1.
- ll. *Supper club* shall mean an establishment or enterprise which primarily operates as a restaurant, whose restaurant has the capacity to seat one hundred fifty (150) or more patrons at the same time, and holds a Supper Club License as described in Minot City Ordinance Sec. 5-12, which and whose restaurant shall demonstrate that on an annual basis, that their gross sales of food are at least equal to gross sales of alcoholic beverages which are consumed on the licensed premises.
- mm. *Transfer* shall mean as context provides, either a change in location of the licensed premises, or any assignment, sale, exchange or other conveyance of any license issued pursuant to the provisions of this Chapter.
- nn. *Twenty-one years of age* means it is after 8:00 a.m. on the date twenty-one (21) years after a person's date of birth.
- oo. *Wholesaler* shall mean and include any person engaged in the sale and distribution of liquor at wholesale to persons holding a retail license for the sale and

Commented [SS27]: See N.D.C.C. 5-02-06(2)(c) where individuals under 21 can enter under certain circumstances and includes the indoor grill component.

Commented [SS28]: Added language from Fargo Municipal Code No. 25-1501(22)

Commented [SS29]: See Fargo Municipal Code No. 25-1501(24):

"Transfer" shall mean a change in location of the licensed premises; or any assignment, sale, exchange or other conveyance of any license issued pursuant to the provisions of this article.

distribution of alcohol and alcoholic beverages within the state or interstate commerce.

- pp. *Wine* means the alcoholic beverage obtained by fermentation of agricultural products containing natural or added sugar or such beverage fortified with brandy and containing not more than twenty-four (24) per cent alcohol by volume.
- qq. *Winery* shall mean a domestic operation wherein the owner/operator of the winery shall produce wine within the state of North Dakota in accordance with the provisions of N.D.C.C. § 5-01-17.

Commented [SS30]: See [Fargo Municipal Code No. 25-1501\(28\)](#):

Sec. 5-2. Authority, Territorial Jurisdiction, and Application of Chapter.

Pursuant to Chapter 40-05.1 of the North Dakota Century Code (N.D.C.C.) and the Home Rule Charter of the City of Minot, the City of Minot has the authority to regulate the sale and consumption of alcoholic beverages. This chapter is declared to be an exercise of the police power directly affecting and designed to promote the peace, safety, good order, health, and well-being of the people of this city. This chapter shall apply to all territory within the city and to such outlying contiguous territory without the corporate limits within which the city may exercise police jurisdiction as defined by law.

Commented [SS31]: Amended to clarify authority and jurisdiction and moved to new Section 5.1

Sec. 5-3. Exceptions.

- a. This chapter shall not apply to wines delivered to priests, rabbis, pastors, and ministers for sacramental use.
- b. This chapter shall not be construed to apply to the following items, when they are unfit for beverage purposes:
 1. Denatured alcohol produced and used pursuant to federal law;
 2. Patent, proprietary, medical, pharmaceutical, antiseptic, and toilet preparations;
 3. Flavoring extracts, syrups, food products, or alcoholic products involved in food preparation;
 4. Scientific, chemical, and industrial products;
 5. Nor to the manufacture or sale of the aforementioned items containing alcohol.

Commented [SS32]: See [Grand Forks City Code § 21-0203](#):

- (1) This article shall not apply to wines delivered to priests, rabbis, pastors and ministers for sacramental use.
- (2) This article shall not be construed to apply to the following articles, when they are unfit for beverage purposes:
 - (A) Denatured alcohol produced and used pursuant to federal law;
 - (B) Patent, proprietary, medical, pharmaceutical, antiseptic, and toilet preparations;
 - (C) Flavoring extracts, syrups, food products or alcoholic products involved in food preparation;
 - (D) Scientific, chemical, and industrial products;
 - (E) Manufacture or sale of such articles containing alcohol.

Sec. 5-4 through 5-10. - Reserved.

ARTICLE II. ALCOHOL LICENSES

Division 1. Licenses – Generally.

Sec. 5-11. License Required To Sell Alcoholic Beverages, Exceptions.

- a. No person shall sell alcoholic beverages at retail within the city limits of Minot without securing a state license and a license from the City of Minot. It is unlawful for any person to engage in the sale of beer, liquor, wine, or other alcoholic beverages within the City without first obtaining a license or permit to sell alcoholic beverages from the City of Minot.
- b. The City of Minot's license shall allow the sale (and consumption, when applicable health code requirements are met) of alcoholic beverages only on the premises to which the license specifically relates, unless the licensee obtains a special event permit pursuant to Sec. 5-55.
- c. No licensee shall be permitted to hold more than one (1) license under this Chapter per premises, unless specifically authorized in this Chapter.

- d. No license shall be required for a winery or other operator having a license from the state tax commissioner and only being present within the city to utilize special event permits issued by the state tax commissioner state law, provided that the owner or operator presents the state tax commissioner permit to the city clerk and obtains a permit for each event from the city clerk in accordance with the procedure set forth in section 5-55 of this Code of Ordinances.

Sec. 5-12. City Retail License Categories, Descriptions, and Requirements.

Commented [SS33]: Cross-reference with [Minot City Ordinance Sec. 5-16](#) – contains all current licenses, but listed out for ease of reference.

- a. The following city retail licenses are hereby established:

- ~~1. Retail Beer.~~
- ~~2.1. Retail Liquor.~~
- ~~2. Retail Beer and Wine.~~
- ~~3. Off-Sale.~~
- ~~4. Specialty Restaurant Wine Sale.~~
- ~~5. Specialty Restaurant Beer Sale~~
- ~~6.4. Supper Club.~~
- ~~7.5. Winery.~~
- ~~8.6. Hotel.~~
- ~~9. Motel.~~
- ~~10.7. Fraternal Order, Club, or Military Organization~~Club.
- ~~11. Serviceman's or Veteran's Organization.~~
- ~~12.8. MAYSA.~~
- ~~13.9. Airport Terminal Restaurant.~~
- ~~14.10. Souris Valley Golf Course.~~
- ~~15. North Dakota National Guard.~~
- ~~16.11. Private golf course.~~
- ~~17.12. Minot State University (MSU).~~
- ~~18.13. Movie Theater.~~

- b. ~~Retail license descriptions and specific requirements:~~

~~c. Retail Beer.~~

- ~~d. A retail beer license shall be for the on-sale and/or off-sale of beer.~~

- ~~e. Fee. The fee for a retail beer license shall be six hundred twenty-five (\$625.00) per year.~~

- ~~f. A holder of a retail beer license on or before June 1, 1973 shall not convey nor transfer that license and submit application for another license in one (1) of the two (2) newly designated classes of licenses.~~

- ~~g.b. Samples authorized: A license holder possessing such a license may provide their customers, free of charge, samples of alcoholic beverages as a promotion for the sale of the same provided the size of the sample is no greater than two (2) fluid ounces and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.~~

1. Retail Liquor.

- a. A retail liquor license shall be for the on-sale and/or off-sale of liquor, beer, and wine.

- ~~b. Fee. The fee for a retail liquor license shall be three thousand one hundred twenty-five dollars (\$3,125.00) per year.~~

- ~~c.b. A holder of a retail liquor license on or before June 1, 1973 shall not convey nor transfer that license and submit application for another license in one (1) of the two (2) newly designated classes of licenses.~~

- ~~d.c. Samples authorized: A license holder possessing such a license may provide their customers, free of charge, samples of alcoholic beverages as a promotion for the sale of the same provided the size of~~

the sample is no greater than two (2) fluid ounces and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.

e.d. Limitation on number of licenses. The total number of retail liquor licenses in force in any one (1) year shall not exceed one (1) for each one thousand five hundred (1,500) persons, or major fraction thereof, of the total population of the city. The city council may issue such additional licenses as it deems warranted by the change in population. Before the official 2020 United States Census, this population of the city shall be determined by the most recent official federal, regular, or special census. After the official 2020 United States Census, this population of the city shall be determined by the most recent official federal, regular, or special census or by the annual official United States Census Bureau population estimate.

- i. Exception as to the limitation as to the number of retail liquor licenses. If because of a growth in the population of the city or because of the revocation or voluntary surrender of a license, or because any of the numerical limitation formulas under section 5-12(b)(~~12~~) are amended, there becomes available for issuance a license under the authority of this chapter, and if it appears to the city council that it is reasonably likely that more than one (1) person might be interested in obtaining the license, given the then current market demand in the city for licenses of that type, the city shall advertise the availability of the license for a reasonable period of time and shall auction the license off openly or through sealed written bids to the highest bidder. The successful bidder must qualify under city ordinance and state law in order to obtain the license. The city may set a minimum auction or bid price and/or other conditions of the auction or bid which shall be stated in the advertisement. If more than one (1) license of a particular class has been available for issuance consistent with the numerical limitations under section 5-12(b)(~~12~~) for a period of three (3) months without an application having been made for a license of that class, there shall arise a rebuttable presumption that the market demand for licenses of that class does not exceed the number of licenses of that class available for issuance.
- ii. A license shall authorize the carrying on of activity pursuant to its authority only with regard to licensed premises at one (1) particular location except to the extent allowed under city ordinance and state law. However, this subsection shall not be construed as prohibiting the periodic expansion and contraction of licensed premises at a particular location as the occasion demands, such as when, for example, a motel licensee dispenses alcoholic beverages at a public assembly room within the motel during a convention or other special activity, when otherwise such room is not ordinarily used for the service or consumption of alcoholic beverages.
- iii. When the city annexes territory which contains an establishment which was licensed by the county to sell alcoholic beverages at retail immediately prior to the annexation, the city will issue to its owner a city license to sell alcoholic beverages, without regard to subsection (a) and even though one (1) of the numerical limitations on licensed imposed by section 5-12(b)(~~12~~) is exceeded, or a prior condition or excess licenses under that section is aggravated as a

Commented [SS34]: See Minot City Ordinance Sec. 5-35.

result of the issuance of the license under this section. Unless the city council lays down a special rule at the time of annexation whereby the new city license shall carry the same restrictions and terms as the old county license, the new city license issued under this subsection shall be as similar to the prior county license as may be obtained under the then existing categories of city licenses. A license issued under this subsection shall thereafter be counted as one (1) of the licenses subject to the numerical limitation imposed by section 5-12(b)(12), so that, for example, if the issuance of a license under this subsection causes one (1) of the numerical limitations imposed by section 5-12(b)(12) to be exceeded, the license issued under this subsection will be counted against future population growth in determining when an additional license is available for issuance under the formula set forth in section 5-12(b)(12). It is the intent to this subsection that no county licensee shall lose a license to sell alcoholic beverages simply because the licensee is annexed to the city, but that city licenses which have county license ancestors over a period of time shall be treated the same as all other licenses for purposes of section 5-12(b)(12) numerical limitations. This subsection shall apply retroactively as well as prospectively, except that as a one-time exception it shall not be construed to bar the issuance of any additional licenses which became available under section 5-12(b)(12) after January 1, 1990, and before January 1, 1992, under the ordinance then in effect.

2. Retail Beer and Wine.

- a. A retail beer and wine license shall be for the on-sale and/or off-sale beer and/or wine.
- b. ~~Fee. The fee for a retail beer and wine license shall be nine hundred fifty dollars (\$950.00).~~
- c. ~~Samples authorized:~~ A license holder possessing such a license may provide their customers, free of charge, samples of alcoholic beverages as a promotion for the sale of the same provided the size of the sample is no greater than two (2) fluid ounces and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.

3. Specialty Restaurant Wine Sale.

- a. ~~A specialty restaurant wine sale license shall be for the sale of wine to be consumed on the licensed premises in conjunction with the sale of restaurant food.~~
- b. ~~Fee. The fee for a specialty restaurant wine sale license shall be three hundred twenty-five dollars (\$325.00) per year.~~
- c. ~~Restrictions.~~
 - i. ~~A specialty restaurant wine sale licensee is not permitted to sell wine for removal from the licensed premises, except as allowed pursuant to Section 5-02-13, N.D.C.C.~~
 - ii. ~~A specialty restaurant wine sale licensee shall not serve or allow to be consumed any other alcoholic beverage on the licensed premises except beer as authorized under subsection (5)c.1.~~
- d. ~~Samples authorized:~~ A license holder possessing such a license may provide their customers, free of charge, samples of alcoholic beverages as a promotion for the sale of the same provided the size of the sample is no greater than two (2) fluid ounces and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.

4. Specialty restaurant beer sale.

- a. ~~A specialty restaurant beer sale license shall be for the sale of beer to be consumed on the licensed premises in conjunction with the sale of restaurant food.~~

b. ~~Fee.~~ The fee for a specialty restaurant beer sale license shall be six hundred twenty-five dollars (\$625.00) per year.

c. ~~Restriction.~~ A specialty restaurant beer sale licensee is permitted to sell wine only if a separate specialty restaurant wine sale license is obtained for an additional three hundred twenty-five (\$325.00) per year.

d.b. ~~Samples authorized:~~ A license holder possessing such a license may provide their customers, free of charge, samples of alcoholic beverages as a promotion for the sale of the same provided the size of the sample is no greater than two (2) fluid ounces and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.

3. ~~Off-Sale.~~

a. An Off-Sale license shall permit the sale of liquor, beer, and wine off-sale.

b. ~~Samples authorized:~~ A license holder possessing such a license may provide their customers, free of charge, samples of alcoholic beverages as a promotion for the sale of the same provided the size of the sample is no greater than one (1) fluid ounce in volume per customer and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.

5.4. ~~Supper Club.~~

a. A supper club licensee shall be for the on-sale of liquor, beer, and wine at an establishment defined as a supper club under section 5-1(kk) of this Code.

b. ~~Fee.~~ The fee for a supper club license shall be three thousand one hundred twenty-five (\$3,125.00) per year.

d.b. ~~Restrictions.~~

- i. A supper club licensee shall have, on an annual basis, gross sales of food that are at least equal to gross sales of alcoholic beverages which are consumed in the dining area.
- ii. A supper club licensee shall not sell or deliver alcoholic beverages for consumption off the licensed premises, except as allowed pursuant to N.D.C.C. § 5-02-13 and Sec. 5-55 of this Code.
- iii. A supper club licensee shall not create or maintain a distinctive portion of the licensed premises where for the most part only alcoholic beverages and snack items are served to and consumed by the patrons of the supper club;
- iv. A supper club licensee shall not give away an alcoholic beverage if as a precondition to such gift it is necessary for the donee or any other person to purchase an alcoholic beverage other than the one (1) being given away; and
- v. A supper club licensee shall discontinue the sale and consumption of alcoholic beverages on the licensed premises within one (1) hour of the time the full kitchen is not in operation. During all other hours of the supper club, the full kitchen shall remain in operation for continuous food service.

d.c. ~~Verification of compliance requirement.~~

- i. To verify that the licensee meets the requirements of Sec. 5-12(b)(6)(c)(i), a supper club licensee shall file with the application for license renewal a statement by a certified public accountant indicating that he or she has examined and tested the books and records of the licensee and that licensee's food sales and alcoholic beverage sales for the previous year meet the requirements of Sec. 5-12(b)(6)(c)(i). At the option of the licensee, in lieu of a certified

Commented [SS35]: See Grand Forks Code of Ordinances Section 21-0205 – class 2 General license.

public accountant's statement, licensee may furnish to the city clerk a certified copy of the licensee's sales tax returns for the most recent twelve-month period prior to renewal.

- ii. The city council may, in its discretion, require the licensee to provide such additional proof of the licensee's compliance with this section as the city council deems necessary.
- iii. The city council may also, in its discretion, conduct an independent investigation into the sales ratio of food to alcoholic beverages and for such purpose, the licensee agrees to allow inspection of its business records.

e.d. Limitation on number of licenses. There shall be no restriction on the number of supper club licenses.

f.e. Samples authorized: A license holder possessing such a license may provide their customers, free of charge, samples of alcoholic beverages as a promotion for the sale of the same provided the size of the sample is no greater than two (2) fluid ounces and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.

6-5. Winery.

- a. A winery shall be for the on-sale and/or off-sale of wine produced by the winery on the licensed premises, in retail lots, and not for resale, in total quantities not to exceed twenty-five thousand (25,000) gallons in a calendar year. The sale of wine must occur on the licensed premises.

~~b. Fee. The fee for a winery license shall be three hundred twenty-five dollars (\$325.00).~~

c.b. Restrictions.

- i. A winery licensee must hold a license from the state tax commissioner allowing for the production of wine on the licensed premises.
- ii. Samples authorized. A winery licensee may offer complimentary samples of wine produced on the licensed premises provided that the size does not exceed two (2) fluid ounces per customer and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.
- iii. A winery licensee may obtain and utilize special event permits issued by the state tax commissioner.

7-6. Hotel.

- a. A hotel license shall be for the on-sale of liquor in a hotel or motel ~~in the city containing one hundred (100) or more rooms.~~ A hotel license does not permit off-sale of alcoholic beverages, except to registered guests thereof.

~~i. The one hundred (100) rooms requirement may be attained when two (2) or more separate buildings, each constituting a hotel, are located on one (1) parcel of real property described in one (1) legal description, or on separate parcels of real property which are immediately adjacent and contiguous to each other and where said parcels are owned by the same individual or organizational licensee pursuant to Section 5-21, and the total number of rooms in the separate buildings does, in fact, accumulatively meet or exceed the minimum one-hundred-room requirement of issuance of a license under this section; if a license is attained under either of the latter~~

exceptions, the license shall authorize the carrying on of activity pursuant to its authority only with regard to licensed premises at one (1) particular location in one (1) particular building.

b. ~~Fee.~~ The fee for a hotel license shall be two thousand five hundred dollars (\$2,500.00) per year.

c. ~~b.~~ Restriction. A hotel licensee is not permitted to sell beer and/or wine without obtaining a separate license for six hundred twenty-five dollars (\$625.00).

d. ~~c.~~ Samples authorized: A license holder possessing such a license may provide their customers, free of charge, samples of alcoholic beverages as a promotion for the sale of the same provided the size of the sample is no greater than two (2) fluid ounces and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.

8. Motel.

a. ~~A motel license shall be for the on-sale of liquor in a motel in the city containing no less than fifty (50) units, and containing an operating restaurant as an integral part thereof which is larger in area than any part (or those parts cumulatively, if there is more than one (1) part of the motel used solely for the consumption of alcoholic beverages, and which restaurant operates at least as many hours per day as does the alcoholic beverage service of the motel. A motel license does not permit off-sale of alcoholic beverages, except to registered guests thereof.~~

b. ~~Fee.~~ The fee for a motel license shall be two thousand five hundred dollars (\$2,500.00) per year.

c. ~~Restrictions.~~ A motel licensee is not permitted to sell beer and/or wine without obtaining a separate license for six hundred twenty-five dollars (\$625.00).

d. ~~Samples authorized:~~ A license holder possessing such a license may provide their customers, free of charge, samples of alcoholic beverages as a promotion for the sale of the same provided the size of the sample is no greater than two (2) fluid ounces and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.

9.7. Fraternal Order, or Club, or Military Organization.

a. Fraternal Order, Club, or Club-Military Organization Retail Liquor, Beer, and Wine License.

i. ~~A fraternal order or club retail beer~~ This license shall be for the on-sale of liquor, beer, and wine at any nationally organized and recognized fraternal order or club that was in existence at the time of the adoption of the North Dakota Liquor Control Act or by nationally organized and recognized serviceman's or veteran's organization that is under the control and supervision of a national organization and officers.

ii. ~~Fee.~~ The fee for a fraternal order or club retail beer license shall be five hundred dollars (\$500.00) per year.

iii. ~~ii.~~ Restriction. A fraternal order or club retail liquor license shall not sell any alcoholic beverage for off-sale purposes, except as allowed pursuant to Section 5-55 of this Code.

iv. ~~iii.~~ Limitations on licenses. There is no limitation on the number of fraternal order or club retail beer licenses to be issued, nor should a license issued under this subsection go toward the

number of permitted retail beer licenses permitted under Section 5-12(b)(1)(d).

~~b. Fraternal Order or Club Retail Liquor License.~~

- ~~i. A fraternal order or club retail liquor license shall be for the on-sale of liquor at a nationally organized and recognized fraternal order or club that was in existence at the time of the adoption of the North Dakota Liquor Control Act.~~
- ~~ii. Fee. The fee for a fraternal order for club retail liquor license shall be two thousand dollars (\$2,000.00) per year.~~
- ~~iii. Restrictions.~~
 - ~~1. A fraternal order or club retail liquor licensee shall not sell any alcoholic beverage or off-sale purposes, except as allowed pursuant to section 5-55 of this Code.~~
 - ~~2. A fraternal order or club retail liquor licensee shall not sell beer without obtaining a fraternal order or club retail beer license.~~
- ~~iv. Limitations on licenses. There is no limitation on the number of fraternal order or club retail liquor licenses to be issued, nor should a license issued under this subsection go toward the number of permitted retail liquor licenses permitted under Section 5-12(b)(2).~~

~~c.b. Samples authorized:~~ A license holder possessing such a license may provide their customers, free of charge, samples of alcoholic beverages as a promotion for the sale of the same provided the size of the sample is no greater than two (2) fluid ounces and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.

~~10. Serviceman's or Veteran's Organization.~~

~~a. Serviceman's or Veteran's Organization Retail Beer License.~~

- ~~i. A serviceman's or veteran's organization retail beer license shall be for the on-sale of beer at a nationally organized and recognized serviceman's or veteran's organization which is under the control and supervision of a national organization and officers.~~
- ~~ii. Fee. The fee for a serviceman's or veteran's organization retail beer license shall be five hundred dollars (\$500.00) per year.~~
- ~~iii. Restrictions. A serviceman's or veteran's organization licensee shall not sell any alcoholic beverage for off-sale purposes, except as allowed pursuant to Section 5-55 of this Code.~~
- ~~iv. Limitations on licenses. There is no limitation on the number of serviceman's or veteran's organization retail beer licenses to be issued, nor should a license issued under this subsection go toward the number of permitted retail beer licenses permitted under Section 5-12(b)(1)(d).~~

~~b. Serviceman's or Veteran's Organization Retail Liquor License.~~

- ~~i. A serviceman's or veteran's organization retail liquor license shall be for the on-sale of liquor at a nationally organized and recognized fraternal order or club that was in existence at the time of the adoption of the North Dakota Liquor Control Act.~~
- ~~ii. Fee. The fee for a serviceman's or veteran's organization retail liquor license shall be two thousand dollars (\$2,000.00) per year.~~
- ~~iii. Restrictions.~~

1. ~~A serviceman's or veteran's organization retail liquor licensee shall not sell any alcoholic beverage or off-sale purposes, except as allowed pursuant to section 5-55 of this Code.~~
2. ~~A serviceman's or veteran's organization club retail liquor licensee shall not sell beer without obtaining a fraternal order or club retail beer license.~~
- iv. ~~Limitations on licenses. There is no limitation on the number of serviceman's or veteran's organization retail liquor licenses to be issued, nor should a license issued under this subsection go toward the number of permitted retail liquor licenses permitted under Section 5-12(b)(2).~~
- c. ~~Samples authorized: A license holder possessing such a license may provide their customers, free of charge, samples of alcoholic beverages as a promotion for the sale of the same provided the size of the sample is no greater than two (2) fluid ounces and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.~~

11-8. MAYSA.

- a. The MAYSA license is a restricted license to any person or corporation authorized by the Minot Park District board of commissioners for the sale of beer and/or wine at the MAYSA Arena.
- b. ~~Fee. The fee for the MAYSA license is nine hundred forty-seven dollars and fifty cents (\$947.50) per year.~~
- c.b. Restrictions.
 - i. The MAYSA license is not transferrable, and, in the event the operator shall cease to do business, any license issued under this section shall promptly terminate and the license shall revert to the city as an unissued license to be held by the city and available for any subsequent operator of the MAYSA Arena.
 - ii. The sale and consumption of beer and/or wine shall be limited to a room at the MAYSA Arena designated by the Minot Park District board of commissioners an MAYSA Arena management.
 - iii. The Minot Park District board of commissioners, by special permission, may allow the sale and consumption of beer and/or wine n the confines of the facility.
 - iv. No beer and/or wine products shall be advertised on the licensed premises by means of an exterior display or sign or by means of an illuminated display sign.
 - v. No off-sale of alcoholic beverages is permitted.

- d.c. Samples authorized: A license holder possessing such a license may provide their customers, free of charge, samples of alcoholic beverages as a promotion for the sale of the same provided the size of the sample is no greater than two (2) fluid ounces and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.

12-9. Airport Terminal Restaurant.

- a. The airport terminal restaurant license is for the on-sale of liquor, beer, and wine for the operator of any restaurant located in the terminal building of the Minot International Airport.
- b. ~~Fee. The fee for the airport terminal restaurant license shall be three thousand one hundred twenty-five dollars (\$3,125.00) per year.~~

c.b. Premises. A recipient of the airport terminal restaurant license shall be allowed to serve alcoholic beverages only in the area identified as the restaurant within the Minot International Airport.

d.c. Restrictions.

- i. An airport terminal restaurant licensee shall operate a restaurant on the licensee's premises and shall have, on an annual basis, gross sales of food that are at least equal to gross sales of alcoholic beverages which are consumed in the dining area.
- ii. The airport terminal restaurant license is not transferrable and, in the event the operator of the restaurant shall cease to do business at the Minot International Airport, any license issued under this section shall promptly terminate and the license shall revert to the city as an unissued license to be held by the city and available for any subsequent restaurant operator who may lease the restaurant located in the terminal building of the Minot International Airport.

e.d. Verification of compliance requirement.

- i. To verify that the licensee meets the requirement of Section 15-12(b)(13)(d)(1), an airport terminal restaurant licensee shall file with the application for license renewal a statement by a certified public accountant indicating that he or she has examined and tested the books and records of the licensee and that the licensee's food sales and alcoholic beverage sales for the previous year meet the requirements of Section 15-12(b)(13)(d)(1). At the option of the licensee, in lieu of a certified public accountant's statement, licensee may furnish to the city clerk a certified copy of the licensee's sales tax returns for the most recent twelve-month period prior to renewal.
- ii. The city council may, in its discretion, require the licensee to provide such additional proof of the licensee's compliance with this section as the city council deems necessary.
- iii. The city council may also, in its discretion, conduct an independent investigation of the sales ratio of food to alcoholic beverages and for such purpose, the licensee agrees to allow inspection of its business records.

f.e. Samples authorized: A license holder possessing such a license may provide their customers, free of charge, samples of alcoholic beverages as a promotion for the sale of the same provided the size of the sample is no greater than two (2) fluid ounces and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.

13.10. Souris Valley Golf Course.

a. The Souris Valley Golf Course license is a restricted license to any person or corporation authorized by the Minot Park District board of commissioners for the sale of beer and/or wine at the Souris Valley Golf Course.

~~b. Fee. The fee for the Souris Valley Golf Course license is nine hundred forty-seven dollars and fifty cents (\$947.50) per year.~~

c.b. Restrictions.

- i. The Souris Valley Golf Course license is not transferrable, and, in the event the operator shall cease to do business, any license issued under this section shall promptly terminate and the license shall revert to the city as an unissued license to be held by the city and available for any subsequent operator of the Souris Valley Golf Course.
- ii. The sale and consumption of beer and/or wine shall be limited to the main floor and porch of the structure on Souris Valley Golf Course generally known as the "Men's and Women's Clubhouse," the "Pro Shop," and/or the "19th Hole."
- iii. The Minot Park District board of commissioners, by special permission, may allow the sale and consumption of beer and/or wine elsewhere on the golf course under such terms and conditions as they establish in the grant of permission.
- iv. No beer and/or wine products shall be advertised on the licensed premises by means of an exterior display or sign or by means of an illuminated display sign.
- v. No off-sale of alcoholic beverages is permitted.

d.c. Samples authorized: A license holder possessing such a license may provide their customers, free of charge, samples of alcoholic beverages as a promotion for the sale of the same provided the size of the sample is no greater than two (2) fluid ounces and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.

14. ~~North Dakota National Guard.~~

- ~~a. The North Dakota National Guard license is a special license for the sale and consumption of alcoholic beverages for only five (5) hours per month, with the hours to be specifically determined in advance by the local commander of the National Guard, at the armory ("licensed premises"), which is permanently leased to the North Dakota National Guard.~~
- ~~b. Fee. The fee for the North Dakota National Guard license is twenty-five dollars (\$25.00) per year.~~
- ~~c. Restrictions.~~
 - ~~i. Only members of the North Dakota National Guard, members of their immediate family, and guests invited by members of the North Dakota National Guard shall be permitted to purchase and consume alcoholic beverages upon the licensed premises.~~
 - ~~ii. No alcoholic beverages may be sold off-base.~~
 - ~~iii. The licensee shall observe all restrictions binding upon other licensees such as, for example, the restrictions with respect to closing hours, the delivery of alcoholic beverages to persons under twenty-one (21) years of age and the entry of persons under twenty-one (21) years of age upon licensed premises.~~
- ~~d. Samples authorized: A license holder possessing such a license may provide their customers, free of charge, samples of alcoholic beverages as a promotion for the sale of the same provided the size of the sample is no greater than two (2) fluid ounces and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.~~

15.11. ~~Private golf course.~~

- a. The private golf course license shall be for the on-sale of liquor, beer, and wine by an operator of the food and beverage concession at a private golf course.

~~b. Fee. The fee for a private golf course license shall be three thousand one hundred twenty-five dollars (\$3,125.00) per year.~~

~~c.~~b. Premises. A recipient of a private golf course license shall be allowed to serve alcoholic beverages only in areas which are specifically identified as the licensee's licensed premises. This shall not include the parking lot or the golf course itself, except as permitted in Section 15-12(b)(16)(c)(1).

- i. The private golf course licensed premises shall extend to allow service of alcoholic beverages on the golf course itself from one (1) location or one (1) mobile cart for a nine-hole golf course or from two (2) locations or two (2) mobile carts for an eighteen-hole golf course. No additional license is required for the sale of alcoholic beverages from a location or cart permitted under this provision.

~~d.~~c. Restrictions.

- i. A private golf course licensee shall operate a restaurant on the licensee's licensed premises and shall have, on an annual basis, gross sales of food that are at least equal to gross sales of alcoholic beverages which are consumed in the dining area;
- ii. The private golf course license is not transferrable and may be held only by the operator of the private golf course concession and shall terminate with the termination of the contract or lease of the concession;
- iii. A private golf course licensee shall not sell or deliver alcoholic beverages for consumption off the licensed premises, except as allowed pursuant to Section 5-02-13, N.D.C.C. and section 5-55 by way of a temporary permit;
- iv. A private golf course licensee shall not create or maintain a distinctive portion of the licensed premises where for the most part only alcoholic beverages and snack items are served to and consumed by the patrons of the private golf course, other than the specific locations or carts on the golf course pursuant to subsection Section 15-12(b)(16)(c)(1);
- v. A private golf course licensee shall not sell the same alcoholic beverage or unit or measure of alcoholic beverage at differing prices during the course of any one (1) day; and
- vi. A private golf course licensee shall not give away an alcoholic beverage if as a precondition to such gift if it is necessary for the donee or any other person to purchase an alcoholic beverage other than the one (1) being given away.

~~e.~~d. Verification of compliance requirement.

- i. To verify that the licensee meets the requirement of subsection Section 15-12(b)(16)(d)(1), a private golf course licensee shall file with the application for license renewal a statement by a certified public accountant indicating that he or she has examined and tested the books and records of the licensee and that the licensee's food sales and alcoholic beverage sales for the previous year meet

the requirements of Section 15-12(b)(16)(d)(1). At the option of the licensee, in lieu of a certified public accountant's statement, licensee may furnish to the city clerk a certified copy of the licensee's sales tax returns for the most recent 12-month period prior to renewal.

- ii. The city council may, in its discretion, require the licensee to provide such additional proof of the licensee's compliance with this section as the city council deems necessary.
- iii. The city council may also, in its discretion, conduct an independent investigation of the sales ratio of food to alcoholic beverages and for such purpose, the licensee agrees to allow inspection of its business records.

f.e. Limitation on number of licenses. There shall be no restriction on the number of private golf course licenses.

g.f. Samples authorized: A license holder possessing such a license may provide their customers, free of charge, samples of alcoholic beverages as a promotion for the sale of the same provided the size of the sample is no greater than two (2) fluid ounces and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.

16-12. Minot State University (MSU).

a. The MSU license shall be for the on-sale of liquor, beer, and wine by MSU at MSU events.

~~b. Fee. The fee for the MSU license shall be three thousand one hundred twenty-five dollars (\$3,125.00) per year.~~

c.b. Premises. A recipient of the MSU license shall be allowed to serve alcoholic beverages only in areas which are specifically identified as the licensee's licensed premises. Those areas shall be limited to Herb Parker Stadium, Minot Summer Theater, Allen Field, and the MSU Dome. One (1) license shall cover all locations described in the previous sentence.

d.c. Restrictions.

- i. The MSU license is not transferrable and may be held only by the operator of the MSU concession and shall terminate with the termination of the contract or lease of the concession;
- ii. An MSU licensee shall limit the sale and consumption of alcoholic beverages on the licensed premises to events authorized by MSU's president;
- iii. An MSU licensee shall not sell or deliver alcoholic beverages for consumption off the licensed premises;
- iv. An MSU licensee shall not sell alcoholic beverages after the completion of any event being held at ~~either the~~ Herb Parker Stadium, Minot Summer Theater, Allen Field, or the MSU Dome;
- v. An MSU licensee shall ensure that alcoholic beverages are sold and dispensed by a person legally employed by the licensee or an authorized agent of the licensee; and
- vi. An MSU licensee shall provide, upon request from the city council, special measures which have been or will be implemented, generally or for a particular event, to control or restrict the consumption of alcoholic beverages.

vii. A license holder shall operate a restaurant on the licensee's premises and have on an annual basis, gross sales of food that are at least equal to gross sales of alcoholic beverages consumed in the dining area of their premises.

viii. Gross Sales Verification.

1. Upon renewal of any MSU license, the applicant shall certify, under penalty of perjury, the total annual gross sales at the licensed premises and the total annual gross sales of alcoholic beverages for the most recent calendar year.
2. The city may at any time, in its discretion, require certification, under penalty of perjury, by a certified public accountant retained and paid by the license holder of the total annual gross sales at the licensed premises and the total gross sales of alcoholic beverages for the most recent calendar year.

e.d. Limitation on number of licenses. The city council may issue one (1) MSU license.

f.e. Samples authorized: A license holder possessing such a license may provide their customers, free of charge, samples of alcoholic beverages as a promotion for the sale of the same provided the size of the sample is no greater than two (2) fluid ounces and the total of all samples provided to a customer does not exceed eight (8) fluid ounces.

17.13. Movie Theater.

a. The movie theater license shall be for the on-sale of liquor, beer, and wine by the licensee at a movie theater.

~~b. Fee. The fee for a movie theater license shall be three thousand one hundred twenty-five dollars (\$3,125.00) per year.~~

c.b. Premises. A recipient of a movie theater license shall be allowed to serve alcoholic beverages in areas which are specifically identified as the licensee's licensed premises and as permitted by the State of North Dakota retail alcoholic beverage license. The licensed premises for a movie theater license shall include a designated alcohol service area.

d.c. Restrictions.

- i. A movie theater licensee shall operate a restaurant on the licensee's licensed premises and shall have, on an annual basis, gross sales of food that are at least equal to gross sales of alcoholic beverages which are consumed on the licensed premises;
- ii. A movie theater licensee shall not sell or deliver alcoholic beverages for consumption off the licensed premises, except as allowed pursuant to Section 5-02-13, N.D.C.C. and section 5-55 by way of a temporary permit;
- iii. A movie theater licensee shall not create or maintain a distinctive portion of the licensed premises where for the most part only alcoholic beverages and snack items are served to and consumed by the patrons of the movie theater;
- iv. A movie theater licensee shall not give away an alcoholic beverage if as a precondition to such gift it is necessary for the donee or any other person to purchase an alcoholic beverage other than the one (1) being given away;

- v. The purpose of a movie theater license is to allow for the sale of alcoholic beverages as an adjunct to the operation of the movie theater and not that of operating a full-time liquor establishment. The purchase of a movie theater admission ticket is required for the purchase of an alcoholic beverage;
- vi. A movie theater licensee shall not serve or deliver more than one (1) alcoholic beverage to a customer at one (1) time; and
- vii. A movie theater licensee shall only sell or allow consumption of alcoholic beverages on the licensed premises in compliance with Section 5-62 and shall be additionally limited as set forth herein:
 - 1. A movie theater licensee may not sell alcoholic beverages more than ninety (90) minutes prior to a scheduled movie screening and must immediately cease selling alcoholic beverages at the conclusion of the last movie screening and remove all attendees from the licensed premises.

e.d. Verification of compliance requirement.

- i. To verify that the licensee meets the requirement of Section 15-12(b)(18)(d)(1), a movie theater licensee shall file with the application for license renewal a statement by a certified public accountant indicating that he or she has examined and tested the books and records of the licensee and that the licensee's food sales and alcoholic beverage sales for the previous year meet the requirements of subsection Section 15-12(b)(18)(d)(1). At the option of the licensee, in lieu of a certified public accountant's statement, licensee may furnish to the city clerk a certified copy of the licensee's sales tax returns for the most recent twelve-month period prior to renewal.
- ii. The city council may, in its discretion, require the licensee to provide such additional proof of the licensee's compliance with this section as the city council deems necessary.
- iii. The city council may also, in its discretion, conduct an independent investigation of the sales ratio of food to alcoholic beverages and for such purpose, the licensee agrees to allow inspection of its business records.

f.e. Limitation on number of licenses. There shall be no restriction on the number of movie theater licenses.

Sec. 5-13. License Term

Except where otherwise provided in this article, all licenses issued hereunder shall be for a period of not more than one (1) year, and shall expire on the thirty-first day of December in each year. Where a license is granted for a period less than a year, any subsequent renewal thereof must be made for the full annual term.

Sec. 5-14. License Fees.

- a. Starting in 2027, all Annual, Issuance, and Transfer Fees for the licenses listed in this ~~Section~~ **Chapter** shall be established annually by resolution of the City Council.
- b. The License Fees described in this Chapter shall not be prorated.

Sec. 5-15. Only licensee to operate under license.

The authority conveyed by a license issued under this chapter extends only to the named licensee and not to the lease or assignee or transferee of the licensee, except as provided in section 5-31 pertaining to transfers.

Sec. 5-16. Exceptions to the limitations as to the number of licenses.

- a. If because of a growth in the population of the city or because of the revocation or voluntary surrender of a license, or because any of the numerical limitation formulas under section 5-12 are amended, there becomes available for issuance a license under the authority of this chapter, and if it appears to the city council that it is reasonably likely that more than one (1) person might be interested in obtaining the license, given the then current market demand in the city for licenses of that type, the city shall advertise the availability of the license for a reasonable period of time and shall auction the license off openly or through sealed written bids to the highest bidder. The successful bidder must qualify under [section 5-21](#) in order to obtain a license. The city may set a minimum auction or bid price and/or other conditions of the auction or bid which shall be stated in the advertisement. If more than one (1) license of a particular class has been available for issuance consistent with the numerical limitations under section 5-12 for a period of three (3) months without an application having been made for a license of that class, there shall arise a rebuttable presumption that the market demand for licenses of that class does not exceed the number of licenses of that class available for issuance.
- b. A license shall authorize the carrying on of activity pursuant to its authority only with regard to licensed premises at one (1) particular location except to the extent allowed under section 5-21. However, this subsection shall not be construed as prohibiting the periodic expansion and contraction of licensed premises at a particular location as the occasion demands, such as when, for example, a motel licensee dispenses alcoholic beverages at a public assembly room within the motel during a convention or other special activity, when otherwise such room is not ordinarily used for the service or consumption of alcoholic beverages.
- c. When the city annexes territory which contains an establishment, which was licensed by the county to sell alcoholic beverages at retail immediately prior to the annexation, the city will issue to its owner a city license to sell alcoholic beverages. Unless the city council lays down a special rule at the time of annexation whereby the new city license shall carry the same restrictions and terms as the old county license, the new city license issued under this subsection shall be as similar to the prior county license as may be obtained under the then existing categories of city licenses. It is the intent to this subsection that no county licensee shall lose a license to sell alcoholic beverages simply because the licensee is annexed to the city, but that city licenses which have county license ancestors over a period of time shall be treated the same as all other licenses.

Sec. 5-17. Mandatory alcohol server training.

- a. No person shall work in any premises licensed under this chapter for the sale of alcoholic beverages, whether on- or off-sale, as a manager, bartender, waiter, waitress, or in any other capacity where such person may sell, serve or deliver alcoholic beverages in or from premises licensed under this chapter or whose job description entails the checking of identification for the purchase of alcoholic beverages or admittance into the licensed premises unless such person has successfully completed server training presented by the First District Health Unit or by a trainer approved by the First District Health Unit, and has

Commented [CD36]: See [Grand Forks Municipal Code No. 21-0235](#).

obtained a certificate of training within 90 days of beginning work at said licensed premise.

- b. All certificates of training issued under this chapter shall be valid for three (3) years from the date of issuance. The certificate of training may be renewed by its holder prior to its expiration as provided herein.
- c. All persons licensed under Article II for the sale of alcoholic beverages, whether on- or off-sale, shall require all employees engaged in the sale, service, delivery, or management of the sale or service of alcoholic beverages, or the checking of identification for the purchase of alcoholic beverages or admittance into the licensed premise to possess certification required hereunder within 90 days of beginning work at said licensed premise.
- d. Each licensee under Article II shall maintain on file at its licensed premises a listing of each person employed by the licensee, identifying all employees required to obtain training under this article, date of hire for such employees, and proof of a current certificate of server training that was presented or approved by the First District Health Unit for such employee.
- e. Application for server testing shall be submitted to the First District Health Unit, or approved trainer, upon forms provided by the First District Health Unit or approved trainer and such application shall be verified under oath and shall contain such information as determined by the First District Health Unit to be reasonably required for the purposes of determining competency and eligibility.
- f. All training programs and instructors must be approved by the First District Health Unit.
- g. All training programs shall minimally include the following topics:
 - 1. Reducing accessibility of alcohol to minors.
 - 2. Over-consumption/over-serving of alcohol.
 - 3. Server liability.
 - 4. Drunk driving.
- h. The First District Health Unit may authorize and approve a person or entity for the administration of any test or training program required hereunder.
- i. Any person having completed the approved training must attain a minimum score of seventy-five (75) percent on a test administered by, under the direction of, or approved by the First District Health Unit in order to successfully complete the training and obtain or renew a certificate.
- j. Each person successfully completing the training and test will be issued a certificate by the First District Health Unit, or approved trainer, establishing the date of successful completion of training.
- k. Each certificate shall expire three years from the date of issuance.
- l. The First District Health Unit and the City of Minot Police Department shall both have the authority to conduct compliance checks to ensure licensees are in compliance with this section.

Sec. 5-18. Compliance Checks.

The Minot Police Department will be responsible for conducting compliance checks to determine whether the licensees are conducting business in accordance with all state, local, and federal laws, to include this code of ordinances.

Sec. 5-19 through 5-20. - Reserved.

Division 2. Application and Qualifications for Licenses and Permits.

Sec. 5-21. Application for license – Information required.

No license may be issued under this chapter unless the applicant files a sworn application on the form provided by the City Clerk, accompanied by appropriate fee, showing the following qualifications and providing the following information:

- a. Name and address of applicant. If the applicant is a corporation, the name and address of all persons holding 1% or more of the stock in the corporation; if the applicant is a copartnership, the name and address and place of residence of each member of the co-partnership and any persons having any financial interest therein.
 1. Citizenship status of applicant. Applicant shall state whether they are a citizen of the United States, and if a naturalized citizen, the date and place of naturalization.
 2. Residence of applicant. Applicant shall state their state of residency, and the place of residence the applicant maintained for the year preceding the date of their application.
 3. Business entity applicant Information. If the applicant is a business entity, they must include the official name of their business entity, any trade or alternate names, the date of creation or incorporation, the state where created or incorporated, the amount of authorized capital, the amount of the paid in capital and whether such business entity is a subsidiary of any other business entity, and if so, the name of the parent business entity, the purpose for which the applicant business entity was created, and the names and addresses of the corporate officers, directors, and managing agents of the business entity.
- b. Name, birth date, and address of manager. The name, birth date, and address of the person who will have charge, management, and control of the establishment applying for a license.
- c. License Type. The applicant must indicate on the application which license they are applying for.
- d. Description and Address of the Licensed Premises. The applicant must list the street address and legal description of the premises sought to be licensed accompanied by a clear and understandable floor plan of the premises to be licensed.
- e. Name, birth date, and Address of the owner of the Licensed Premises. The name, birth date, and address of the owner of the premises for which the license is sought by a person other than the owner of such premises, the terms of the lease under which such applicant holds possession of the premises, insofar as the terms of such lease and the rental to be paid therefore are concerned. The applicant, when requested by the City Clerk or other City official reviewing their application, shall furnish that City staff member a copy of the lease under which they hold possession of the premises. If the license is sought by the owner of the premises sought to be licensed, the applicant shall state the time when such applicant acquired title thereto.
- f. Property tax delinquencies. Whether the taxes on the property where their premises will be located are delinquent.
- g. Personal property tax delinquencies. Whether the personal property taxes of the applicant are delinquent. If a business entity, whether the personal property taxes of corporate officers, directors, and managing agents of the business entity are delinquent.
- h. City Tax delinquencies. Whether the applicant is delinquent in payment of lodging taxes, sales taxes, or any other tax imposed by the Minot Municipal Code. Applicants are required to provide documentation demonstrating all taxes are current upon request.

- i. Future Sale/Transfer Agreements. Any agreements or understandings to obtain an alcoholic beverage license for any other person, partnership, or corporation must be indicated on the application.
- j. Previous Retail/Similar Businesses Experience/Past Occupation. Applicant shall state their occupation for the past ten (10) years and whether the applicant has ever engaged in the sale or distribution of alcoholic beverages prior to this application and if so, the date and type of business and location where such business took place, whether in or outside of the state. If the application is for a renewal license, the date the applicant first began to operate.
- k. Purchase Agreements. If applicant is buying an existing business, application must include a copy of purchase agreement.
- l. Lease Agreements. If applicant is leasing an existing business, application must include a copy of lease agreement.
- m. Health and Safety Certifications. The building in which business is to be conducted must meet local and state requirements for sanitation and safety. Applicants are required to provide documentation demonstrating they are following all appropriate building, health, safety, and sanitation codes upon request.
- n. Mandatory Server Training. The applicant must provide proof their staff has completed mandatory server training as provided in this Chapter.
- o. Previous Revocations, Violations, and Convictions. The applicant must list the following:
 - 1. Previous Alcohol License Suspensions/Revocations. If the applicant has had a license for the sale of alcoholic beverages suspended or revoked for any violation of state law or local ordinances they must list the names of the entities that acted against their license, the dates of the suspensions or revocations, and the reasons why the license was suspended or revoked.
 - 2. Violations of Alcoholic Beverage Laws. The applicant must disclose whether they have ever been convicted of a violation of any law of the United States, any state, or local ordinance regarding the manufacture, sale, distribution, or possession of alcoholic beverages and if so, list the dates, names of places, and courts where the convictions were found.
 - 3. Other convictions. Whether the applicant has ever been convicted of any other crime that other than previously stated in their application, in this state or any other state or under any federal law, and if so, the date of such convictions, the name of the crime for which convicted, the amount and terms of the sentence imposed and the court that convicted them.
- p. Other Information as Requested. City staff or the council may require the applicant to set forth such other information in the application as necessary to enable it to determine if a license should be granted.

Sec. 5-22. License application deadlines.

- a. All license applications shall be submitted to the city clerk by November 1 for license renewals, and for new licenses at least 60 days before the council meeting where their license issuance will be considered.
- b. The city clerk shall submit the application for a renewal license to the chief of police or their designee for their consideration within forty-five (45) days of receipt of all application materials required under section 5-21, including but not limited to the renewal license fee and any outstanding fines.

Sec. 5-23. Investigation of application.

The chief of police or their designee shall review all applications, investigate the facts stated therein and the character, reputation, and fitness of the applicant and report

the same to the city council. The chief of police shall advise the city council regarding any applicants or licenses that have been subjected to disciplinary action, and any concerns regarding the truthfulness of the information and representations made in the application. For purposes of this section, disciplinary action includes any fines, suspensions, or revocations.

Sec. 5-24. Inspection of licensed premises.

- a. Any applicant for a license from the City to sell alcoholic beverages must expressly consent to any law enforcement officer, building official, and fire chief, or their designees, of the City of Minot and State of North Dakota to enter the areas of public access of the licensed premises to inspect the same for compliance with city ordinances and state and federal law and to produce for any law enforcement officer the license authorizing them to engage in the sale of alcoholic beverages under this chapter.
- b. The Chief of Police, ~~Building Official~~, Fire Chief, or their designees, shall make a written report to the city council describing the applicant's present compliance with these ordinances and state and federal law to include all findings as to the general condition of the proposed license premises, the sufficiency of the structure for the purpose sought to be carried on therein, and their recommendation on whether the structure is suitable for carrying on a business involving the sale of alcoholic beverages as contemplated in this chapter. No license shall be issued or transferred by the city council, including any renewal licenses, for any establishment utilized for the sale of alcoholic beverages unless the building in which the business is carried on has been inspected in accordance with the terms of this section.
- c. The Chief of Police, ~~Building Official~~, Fire Chief, or their designees, shall make the written report to the city council described in preceding paragraph shall within forty-five (45) days of the city clerk receiving the renewal application and all of the materials required under this chapter, including but not limited to the annual license fee. If the Chief of Police, ~~Building Official~~, Fire Chief, or their designees fail to file the report with the city council within the timeframe specified in this paragraph, the city clerk shall place the application on the next city council agenda for its consideration.

Commented [CD37]: Should this be "fire inspector" of "fire marshal"?

Sec. 5-25. City Clerk to submit application to City Council; approval.

- a. Upon the receipt by the city council of the reports from the Chief of Police, ~~Building Official~~, and Fire Chief, or their designees, the council shall decide whether or not to issue the license. In so doing it shall consider the following:
 1. the reports submitted by City staff;
 2. any statements made before the city council at the meeting wherein the question of whether or not to issue the license is taken up;
 3. any such matters of which a court could take judicial notice; and
 4. whether the design, physical condition, and location of the proposed premises, and the proposed method of operation by the licensee, are consistent with the health, safety, general welfare, morals, comfort, good order, and peace and quiet of the general public or of those persons who work, live, transact business or participate in recreation in the vicinity of the premises sought to be licensed.
- b. The applicant shall have the following rights:
 1. To make an argument and/or plea to the council;
 2. To comment upon the matters presented to the council; and
 3. To comment on those matters which the council indicates it will take notice of.

- c. No license shall be issued or transferred by the city council, including any renewal licenses, for any establishment utilized for the sale of alcoholic beverages unless the building in which the business is carried on has been inspected in accordance with the terms of this section and the premises complies with this code of ordinances as well as state and federal laws.

Sec. 5-26. Issuance when approved.

If the application for a license by this article is approved by the city council, the city clerk shall issue to the applicant a receipt showing the date and amount paid and by whom and for what location, and what class of license has been granted him, which shall constitute the license.

Sec. 5-27. Identification number.

Each license issued pursuant to this article must be given an identification number and a permanent record thereof must be kept by the city clerk, showing the name and address of the licensee and the legal description of the place licensed.

Sec. 5-28. Disqualifying circumstances.

The circumstances described hereafter disqualify an applicant for a license under this chapter:

Commented [SS38]: See [Administrative Rules 10-08-01](#)

- a. The applicant or manager must not have been found guilty of, pled guilty to, or released from incarceration or probation for a felony within the last five years.
- b. The applicant or manager must not have been found guilty of, or pled guilty to, a misdemeanor or an infraction offense contained in North Dakota Century Code chapters 5-01, 5-02, 5-03, 12.1-06, 12.1-08, 12.1-09, 12.1-10, 12.1-11, 12.1-12, 12.1-20, 12.1-22, 12.1-23, 12.1-24, 12.1-27.1, 12.1-28, 12.1-29, 12.1-31, 12.1-31.1, 19-03.1, 53-04, 53-06.1, 53-06.2, or have committed any other crime which has a direct bearing on the applicant's fitness to be involved in the sale or dispensing of alcoholic beverages within the last three years. If such person has pled or been found guilty, or has committed an offense under subsection 2, the applicant may be issued a retail license if the attorney general determines the person to be sufficiently rehabilitated.
- c. The applicant's building in which the business is to be conducted fails to meet local and state requirements for sanitation and safety.
- d. The applicant may not have any financial interest in any wholesale alcoholic beverage business.

False information submitted on a sworn application constitutes grounds for denial of licensure.

Sec. 5-29. Refund or fee upon denial; exception.

If the application for a license provided for in this article is denied, the city clerk shall return to the applicant the amount deposited by the applicant, unless otherwise indicated under this article.

Sec. 5-30. License Renewals.

Unless explicitly stated otherwise in this code of ordinances, applications to renew a license to sell alcoholic beverages shall follow the same process as a new application for a license to sell alcoholic beverages.

Sec. 5-31. License Transfers and Amendments.

Commented [SS39]: I moved some of the language from current [Sec. 5-31](#) to this section.

- a. No license to sell alcoholic beverages shall be transferred or amended, either as to the license holder or as to the premises, without first making application to and receiving the approval of the city council.
- b. The transferee shall also pay a non-refundable application review fee of two hundred fifty dollars (\$250.00) or other fee that may otherwise be established by resolution of the city council.
- c. Applications to transfer or amend a license or premises shall follow the same process as a new application for a license to sell alcoholic beverages and shall include a detailed description of any consideration received in exchange for the license transfer or amendment.
- d. No transaction affecting a license, including a transfer (whether full or partial), lease, grant or retention of a security interest, or other change in its status, operation, or form (hereafter a "license amendment") is binding on the city until application for the license amendment has been filed by the licensee or other interested person with the city clerk and approved by the city council. Upon final approval by the city council, the city clerk shall generate a new license certificate confirming the amended status of the license.
- e. License amendment applications must be forwarded to the Chief of Police or their designee before being submitted to the City Council for investigation and recommendation to the City Council concerning its merits as the Chief believes is warranted or advisable under the circumstances. If the license amendment application relates to the physical characteristics of the licensed premises, the Chief of Police or their designee shall consult with the Fire Chief, and the Building Official, or their designees, during the investigation to ascertain any building or fire code concerns.
- f. The Chief of Police or their designee has the power to approve a temporary license amendment a period of time not to exceed forty (40) consecutive days upon a showing satisfactory to the Chief or their designee of pressing circumstances requiring action before the application can be heard before the next regular meeting of the city council. Such circumstances contemplated include when a licensee dies, or a secured party or lien holder forecloses on its security interest in a license. The Chief, their designee, or the Council may revoke or suspend this temporary approval provided that reasonable notice of such contemplated action is first provided to the affected party or parties. The chief of police shall contact the city clerk to generate a license certificate confirming the temporary license status.
- g. In the absence of a temporary or final approval of a license amendment, no person other than the named licensee may rely on the grant of the license as a defense to

prosecution or civil action brought under this chapter or otherwise provided in law for an offense or cause of action involving the sale of alcoholic beverages without a license.

Sec. 5-32. License to constitute a defeasible property right, transfer or other change in status not binding until approved by Council.

- a. A licensee under this chapter shall enjoy a defeasible property right in the license. It is defeasible in the sense that it may be revoked by the city "for cause" without compensation to the licensee as provided in Division 3 of these ordinances. Subject to that reservation of rights in the city, the licensee may sell, pledge, grant, or retain a security interest in, give away in a will, or otherwise deal with the license.
- b. No transaction affecting a license including a transfer, lease, grant, or retention of a security interest, or other change in its status, operation, or form (hereafter a "license amendment"), is binding on the city until application for the license amendment has been filed by the licensee or other interested person with the city clerk and approved by the city council. However, as provided in Sec. 5-31 of this code, the chief of police or their designee has the power to approve a temporary license amendment for a temporary period of time, and if completed it has the same force and effect as approval by the city council during such temporary period of time. If approved, the city clerk will issue a certificate evidencing the temporary status of the license.

Sec. 5-33 through 5-40. - Reserved.

Division 3. Termination, Suspension, Revocation – Hearing Process.

Sec. 5-41. Termination.

All licenses issued pursuant to this Chapter shall automatically expire at the end of their License Term as described in Minot City Ordinance Section 5-13. To maintain continuity of services, each license holder must reapply and be approved for a license each year before the expiration of their License Term.

Sec. 5-42. Council authority to suspend or revoke a license.

The city council shall have the power to suspend or revoke any license issued under the authority of this chapter for any of the following reasons:

- a. The licensee violates the laws of this state or of any of the provisions of this chapter.
- b. The licensee willfully makes a false statement or a misrepresentation as to a material fact in the application for the issuance, ownership transfer, or change in location of the licensed premises.
- c. The licensee knowingly permits the occurrence of a pattern or practice of disorderly or immoral acts upon the licensed premises.
- d. The licensee does not conduct the activity for which the license was issued at the licensed premises for a period of twelve (12) consecutive months.
- e. The licensee or its manager or both no longer meet the requirements of section 5-18 for the issuance of the license.
- f. The licensee does not hold a necessary permit or license issued by another governmental entity, which license or permit is required by that governmental entity as a precondition to the carrying on by the license of the activity authorized by the City of Minot license.

Commented [SS40]: See current Minot city Ordinance Section. 5-32.v

Sec. 5-43. Complaints against Licensees -- Notice

- a. Any person having information that a licensee has violated any provisions of this code of ordinances may file a complaint with the Minot Police Department specifically setting forth such violation. Upon receipt of the complaint, the Minot Police Department shall investigate the truth or falsity of the allegations set forth therein.
- b. If the Minot Police Department investigation finds the facts alleged in the complaint are supported by probable cause, the Minot Police Department shall forward the complaint to the City Attorney, who shall assist the City Clerk with scheduling the matter for a hearing not later than the next regular meeting of the local governing body.
 1. The City Clerk shall ensure a copy of the complaint and notice of hearing is mailed to the licensee by registered mail or hand delivered to the licensee not less than five (5) days before such hearing, exclusive of the date of mailing and date of the hearing.
 2. The notice must include:
 - i. the date, time, and place of the hearing;
 - ii. notice to the licensee that its license may be suspended or revoked;
 - iii. the factual allegations that form the basis of the complaint.
 3. The City Clerk shall mail the notice to the licensee's last known address as indicated on the licensee's most recent application on file with the City Clerk's office.
 4. The City Clerk shall ensure a record of such hearings is made by the use of an electronic recording device.
- c. If the licensee requests that the originally scheduled hearing date be continued the city council shall grant a continuance to a time mutually convenient to the licensee and the city council, but the city council shall have the discretion to suspend the license from the date for which the hearing was originally scheduled to the date of the continued hearing.
- d. Should the facts alleged in the complaint not be supported by probable cause, the Minot Police Department shall advise the complainant, licensee, and city council of the outcome of their investigation.

Sec. 5-44. Hearings.

- a. The city council shall conduct the public hearings on complaints against licensees – to include consideration of the evidence and testimony presented by witnesses. A member of the local governing body has the power to administer oaths and subpoena and examine witnesses. Any witness called by the City, except a peace officer while on duty, shall receive the same fees and mileage as a witness in a civil case in district court.
- b. If the licensee fails to appear at the hearing, or if he does not dispute the facts set forth in the complaint, the factual allegations in the complaint shall be deemed to be admitted. Otherwise the city shall have the burden of going forward with the evidence and the burden of persuasion as to any disputed issues of fact.
- c. If, upon conclusion of the hearing, it appears to the majority of the city council that sufficient cause exists to revoke or suspend a license, or impose other sanctions or penalties, the city council shall issue its findings, conclusions, and order, which shall then be served on the licensee by certified mail or hand delivered with an affidavit of service.

Division 4. Penalties and Appeals.

Sec. 5-45. Licensee Penalties.

- a. If a licensee admits a violation under this chapter occurred, fails to appear at a scheduled hearing relating to a violation under this chapter, or the city council after a hearing determines that a violation under this chapter occurred, the following penalties shall be applied and assessed, in addition to any other civil or criminal penalties a licensee may be subject to for violating any provision of state, local, or federal law:
 1. First violation: Written warning by the Minot Police Department.
 2. Second violation: Five hundred dollar (\$500) fine.
 3. Third violation: Business ordered to close for three (3) consecutive days and pay a seven hundred and fifty dollar (\$750) fine.
 4. Fourth violation: Business ordered to close for seven (7) consecutive days and pay a one thousand dollar (\$1000) fine.
 5. Fifth violation: Business ordered to close for thirty (30) consecutive days and pay a one thousand, two hundred and fifty dollar (\$1,250) fine.
 6. Sixth violation: License recommended to be revoked.
- b. The penalties described above shall be for violations that occur within a period of twenty-four (24) months. The twenty-four-month time period commences to run and is calculated from the first offense by the licensee.
- c. The Minot Police Department will be responsible for monitoring compliance with this chapter. If a licensee (1) admits a violation occurred; (2) fails to appear at the scheduled hearing relating to the alleged violation; or (3) the city council determines a violation of this chapter occurred after a hearing, the licensee is subject to suspension or revocation, as determined by the city council, in addition to any other civil or criminal penalties a licensee may be subject to for a violation of this chapter.

Sec. 5-46. Penalty for failure to complete mandatory alcohol server training.

- a. Any licensee who employs a person in violation of subsection(s) 5-12 (a) or (c) shall be subject to a fine as follows:
 1. A fine of fifty dollars (\$50.00) for a first violation;
 2. A fine of one hundred dollars (\$100.00) for a second violation within one year of the first violation;
 3. A fine of two hundred dollars (\$200.00) for each violation within one year of the second violation;
- ~~b.~~ Any imposed fine shall be paid to the City of Minot.

~~c.b.~~

Sec. 5-47. Appeal.

The decision of the city council shall be final for purposes of the legal doctrine which requires the exhaustion of administrative remedies as a prerequisite for judicial review. The decision of the city council may be appealed to the district court by following the appeal procedure set forth in North Dakota Century Code chapter 28-32, except that the order revoking or suspending the license is inoperative while the appeal is pending.

Commented [CD41]: See [Grand Forks Municipal Code No. 21-0236](#).

Commented [SS42]: See [NDCC 5-02-11](#)

Sec. 5-48. No refund of fee when license is terminated, suspended, or revoked.

When a license issued pursuant to this article is terminated, suspended, or revoked for cause, the licensee or those claiming under him, shall not be entitled to any return of any portion of the license fee previously paid to the city.

Sec. 5-49. No license to be issued until five years after revocation.

Where a license for any premises licensed pursuant to this article has been revoked, no license shall thereafter be issued to the licensee for a period of five (5) years after revocation.

Sec. 5-50 through 5-54 – Reserved.

ARTICLE III. REGULATION OF LICENSED PREMISES, PATRONS, MINORS

Division 1. Licensed Premises Regulations

Sec. 5-55. Special Event Permits; fees.

- a. A permit issued pursuant to Section 5-02-01.1, N.D.C.C. to allow a 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. Payment of fees as established by City Council resolution.
 2. Submission of an application to the city clerk, at least seven (7) days prior to the event (not including the day of the event). Applications received within twenty-four (24) hours of the event will not be considered. To be considered complete, applications must be made on the form provided by the city clerk, and include any information required by the city clerk, including but not limited to a brief narrative explaining:
 - i. The nature and duration of the occasion for the permit (e.g., wedding dance, trade show or promotion, etc.); and
 - ii. The steps which will be undertaken by the permittee to restrict the sale to, and consumption of, alcoholic beverages by persons under twenty-one (21) years of age at such occasion; and
 - iii. A diagram or site map annotating the premise where the event will occur.
 3. The written approval by the chief of police or their designee of the issuance of the permit. The chief of police or their designee may police the event(s) covered by the special permit. The chief of police or their designee may determine the number, if any, of police officers or licensed private security officers needed to police the event(s). If the chief of police or their designee determines police officer or licensed private security officers are needed to police the event(s), the licensee shall hire the required number of off-duty police officers or licensed private security officers to police the event(s). If the licensee retains off-duty police officers to police the event(s), the written approval for the special permit shall be contingent on the licensee paying the Minot Police Department the expense of any off-duty police officer required

for the proper policing of the event(s) prior to the event(s) occurrence. No special event(s) shall be permitted to proceed unless the required number of police officers or licensed private security officers are present.

4. A permit issued pursuant to this subsection may not be used for the off-sale of alcoholic beverages.
 5. The city council may authorize an individual under twenty-one (21) years of age to attend the special event, but may not authorize the consumption or possession of an alcoholic beverage by an individual under twenty-one (21) years of age.
 6. A permit issued under this section will only be issued for the duration of the occasion identified in the application.
 7. If a permit is requested for a multi-day event, each day must host substantially similar activities, anticipate similar attendance, and the description of the event must be the same.
- b. Each month the chief of police shall submit a report to the city council concerning the permits allowed and the permits denied under this subsection subsequent to the last prior such report. Applications, whether granted or not, shall be retained by the city clerk for no less than three (3) years.

Commented [SS43]: This is new language and a staff recommendation – current practice allows a licensee to obtain one license for a two week period to host a variety of events.

Sec. 5-56. Outdoor Premises Requirements – Permit Available.

- a. Licensed premises for retail liquor, beer, and wine licenses which extend out-of-doors must meet the following requirements in respect to the portion located out-of-doors (hereafter called the "outdoors"):
 1. The outdoors must be contiguous with the rest of the licensed premises (hereafter called the "indoors").
 2. The periphery of the outdoors - to the extent not adjoining the indoors - must be enclosed with a wall or fence that is at least thirty-six (36) inches in height and said wall or fence may include a gate that can be used for entering or exiting the outdoors.
- b. The requirements of subsection (b) shall not apply to licensees holding an outdoor dining license or a license not listed in subsection 5-56, however, permit holders shall meet all requirements provided under chapter 28, article VII, division 2 of this Code.

Sec. 5-57. Adequate Parking.

At the time of erection, conversion or expansion of a structure to be used for a retail liquor or beer business, there shall be provided and thereafter maintained off-street parking facilities to accommodate the motor vehicles used by the occupants, customers, clientele and employees of said retail business. Such off-street parking spaces shall be used exclusively for off-street parking purposes. Off-street parking and loading spaces shall be provided in accordance with the requirements for specific uses set forth in chapter 23 of the City of Minot Zoning Ordinance, Ordinance No. 1149, as amended.

Sec. 5-58. Premises and Records available.

The licensed premises and the records of the licensee shall be available to the police department for immediate inspection whenever the licensed premises are open for public patronage and the licensed premises shall be available to the police department for immediate inspection at any other time when there are persons on the licensed premises.

Sec. 5-59. Removal of wine from restaurant.

Commented [SS44]: See [NDCC 5-02-13](#)

If a full bottle of wine has been opened and the contents partially consumed, a retail alcoholic beverage licensee whose gross sales of food are at least thirty percent of the gross sales of alcoholic beverages consumed on the premises may permit an individual purchasing the bottle to remove the bottle when leaving the licensed premises if the licensee reseals the bottle with a seal that must be made conspicuously inoperative to reopen the bottle, and places a receipt of sale with the bottle. The removal of the bottle under these conditions is not an off sale of wine and is permitted without an additional license.

Sec. 5-60. Sale of beer in kegs – Registration and marking required.

Commented [SS45]: See [NDCC 5-02-07.2](#)

Licensees that sell beer in containers with a liquid capacity greater than six gallons [22.71 liters] must comply with the registration and marking requirements established in state law.

Sec. 5-61. Sale of alcoholic beverages in exchange for goods prohibited.

Commented [SS46]: See [NDCC 5-0-07.1](#)

Any licensee that accepts goods, chattels, or other tangible personal property other than money, checks, legal tender, negotiable instruments, or other evidences of debt, in exchange for any alcoholic beverages is guilty of a class b misdemeanor.

5-62. Licensee to close at certain times.

- a. No one shall dispense or permit the consumption of alcoholic beverages on a licensed premises outside of the hours permitted by the State of North Dakota for the sale of alcoholic beverages.
- b. During such time of each day when, pursuant to subsection (a), the sale or consumption of alcoholic beverages is not allowed on licensed premises, it shall be unlawful for any person to enter upon or to remain on licensed premises, except for:
 1. The licensee;
 2. Employees of the licensee and employees of a permitted gaming operation on the licensed premises while they are actively carrying on their duties with regard to the licensed business or gaming operation;
 3. A bona fide independent contractor who has entered into a contract with the licensee to perform work on the licensed premises, while actively performing such contract; and
 4. Persons who are on the licensed premises pursuant to a special permit issued by the city council (which permit may contain such limitations and conditions as the council deems appropriate to impose).

Sec. 5-63. Wine tasting permitted.

A licensed off-sale retailer may permit the sampling of wine upon the licensed premises.

Sec. 5-64. Bottle Clubs Prohibited – Penalty.

Commented [SS47]: This is in [NDCC 5-01-10](#).

Any person operating an establishment whereby persons are allowed to bring their own alcoholic beverages on the premises where the proprietor sells soft drinks, mix, ice, or charges for bringing such beverages on the premises is guilty of a class B misdemeanor.

Sec. 5-65. Retail delivery prohibited; exception.

It shall be unlawful for any licensed taxicab driver to make, or assist in the making of any deliveries of alcoholic beverages outside of a place of business licensed pursuant to this chapter, except when accompanied by the purchaser. Any licensed retailer, using a vehicle marked as prescribed in this section, may make deliveries of alcoholic beverages or beer. Such deliveries shall not be made during the last thirty (30) minutes the licensee is legally open for business. Any vehicle so used for making such deliveries shall have the name of the licensee painted or attached in contrasting color on the side of such delivery vehicle. Such letters shall not be less than two (2) inches high and of corresponding proportionate width. The retail licensee shall secure a receipt from the purchaser in accordance with the form prescribed by the police department. Such receipt will show:

1. The name of the licensee making the sale.
2. The name and age of the purchaser.
3. The name and age of the person making the delivery.
4. The date of the delivery and the quantity delivered.
5. The signature of the recipient of the beverage so sold and delivered.

It shall be the responsibility of the retail licensee to retain the above prescribed form and such receipts retained shall be open to inspection by the police department. The retail licensee shall be fully responsible for any and all deliveries made by and for the licensee.

Sec. 5-66. Clubs and lodges prohibited from making off-sales, and from making deliveries of alcoholic beverages.

It shall be unlawful for any nationally organized or recognized fraternal order or club or any nationally organized and recognized servicemen's or veterans' organization holding a license from the city to sell any alcoholic beverage for off-sale purposes or, except as allowed pursuant to section 5-55 by way of a temporary permit, to make, or aid in the delivery of any alcoholic beverages outside its licensed premises.

Sec. 5-67. Sale of alcoholic beverages at municipal auditorium and armory complex by licensed liquor dealers.

The holder of a current liquor or beer license of the city may sell and dispense alcoholic beverages at the municipal auditorium and armory complex of the city provided that:

1. Permission is granted in the same manner as provided in section 5-55.

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2. The licensee accepts all responsibilities and liabilities for enforcement of City of Minot and North Dakota State Liquor laws regarding the dispensing of alcoholic beverages during the times of the special permission.
 3. Twenty (20) per cent of the gross sales of alcoholic beverages at the auditorium/armory are paid to the city immediately upon expiration of the permit.

Sec. 5-68. Dispensing of alcoholic beverages at private party held at municipal auditorium or armory.

Any lessee of the municipal auditorium or armory may dispense alcoholic beverages, at a private party or gathering, provided that there is no charge for the alcoholic beverages, provided that all of the laws of the City of Minot and State of North Dakota regarding dispensation of alcoholic beverages are fully complied with and provided that responsibility and liability for compliance with these laws are fully assumed by the lessee.

Sec. 5-69. Nudity, semi nudity and sexually explicit acts prohibited.

- a. No person who is within or upon premises which are licensed under this chapter shall knowingly omit to cover securely with an opaque covering the following portions of his or her anatomy:
 1. Female breasts below a point immediately above the top of the areola;
 2. The pubic regions;
 3. The buttocks to include the anus; and
 4. Human genitals.
- b. No person while upon or within premises licensed under this chapter shall perform or simulate acts of sexual intercourse, masturbation, sodomy, bestiality, oral copulation, or shall perform or simulate the erotic touching of the human genitals and pubic regions, buttocks, anus, or female breasts.
- c. Premises licensed under this chapter for the purposes of this section shall include any area or room under control of the licensee, or as to which he has the lawful right to assert control, whether control is exercised or not:
 1. In which or in any portion of which alcoholic beverages are stored, mixed, prepared, opened, served or consumed as an incident of the business operation of the licensee carried on pursuant to the license; or
 2. The interior of which is visible from an area or room described in subparagraph a. but only while its interior is so visible.

Sec. 5-70 through 5-75. - Reserved.

Division 2. Patrons and Minors Regulations

Sec. 5-76. Open Container and Public Consumption limited.

- a. No owner, manager, or person having control of any public place shall serve, permit to be served, or permit any person to drink alcoholic beverages in such place, unless such place has been duly issued an on-sale or other appropriate license or special permit under this chapter.

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- b. No person shall mix, prepare, serve, or consume alcoholic beverages in any public place unless such place has been duly issued an on-sale or other appropriate license or special permit under this chapter.
 - c. No person shall possess an open container holding alcoholic beverages, including a growler with a broken seal, in any public place unless such place has been duly issued an on-sale or other appropriate license or special permit under this chapter.
 - d. The only exception to the provisions of this section is that alcohol may be served and/or consumed on a business premises during the hours of 8:00 a.m. and 10:00 p.m., however, no sale of alcohol shall occur on such business premises unless the business premises has been duly issued an on-sale or other appropriate license or special permit under this chapter.
 - e. For purposes of this section, "public place" shall mean an indoor or outdoor area, whether privately or publicly owned, to which the public has access by right or by invitation, expressed or implied, whether by payment of money or not, but not a place when used exclusively by one (1) or more individuals for a private gathering or other personal purpose.

Sec. 5-77. Possession and consumption of alcoholic beverages by minors.

~~a.~~

~~b.a.~~ Except as permitted in this chapter, a person under twenty-one (21) years of age (a "minor") shall not manufacture or attempt to manufacture, purchase or attempt to purchase, consume or have recently consumed other than during a religious service, be under the influence of, be in possession of, or furnish money to any individual for the purpose of an alcoholic beverage.

~~c.b.~~ This offense shall be presumed to have occurred within the city limits if actual consumption occurs within the city or the individual having consumed alcoholic beverages is arrested within the city limits.

~~d.c.~~ A minor that violates this section is guilty of an infraction.

Sec. 5-78. Presence in licensed premises prohibited as to minors.

- a. It shall be unlawful for any minor to enter, be upon, or otherwise be present upon a licensed premises where any form of alcoholic beverages is sold or offered for sale, unless such minor qualifies under state law or one of the exceptions specifically set forth in this chapter. A minor that violates this section is guilty of an infraction.
- b. If a minor is charged with unlawfully entering a licensed premises, the court shall consider the following in mitigation:
 - 1. After consuming the alcohol, the underage individual needed medical assistance as a result of consuming alcohol; and
 - 2. Within twelve hours after the underage individual consumed the alcohol, the defendant contacted law enforcement or emergency medical personnel to report that the underage individual needed medical assistance as a result of consuming alcohol.

Commented [SS48]: See NDCC 5-02-06(8)

Sec. 5-79. Licensee prohibited from allowing minors on licensed premises.

It shall be unlawful for any licensee or any of their agents or employees to permit any minor to enter or be upon the premises where alcoholic beverages are sold or are allowed to be sold unless such minor qualifies under state law or one of the exceptions specifically set forth in this chapter.

Sec. 5-80. Minors shall not enter licensed premises – Exceptions – Penalty.

- a. A minor may not enter any licensed premises where alcoholic beverages are being sold or displayed, except:
 1. In accordance with an exception permitting minors to enter a licensed premises that is explicitly stated in the North Dakota Century Code; or
 2. A minor may enter a licensed premises that is a restaurant where alcoholic beverages are opened or mixed and gross sales of food are at least equal to gross sales of alcoholic beverages which are consumed in the dining area; or
 3. A minor is attending an event where alcoholic beverages are sold in accordance with the conditions of an event permit issued pursuant to Section 5-55 of this chapter.
- b. A minor that violates this section is guilty of an infraction.
 1. The Court may sentence a violator to an evidence-based alcohol and drug education program operated under rules adopted by the department of health and human services. For a second or subsequent violation of this section, the Court also shall sentence a violator to an evidence-based alcohol and drug education program operated under rules adopted by the department of health and human services.
 2. The court may refer the individual to an outpatient addiction facility licensed by the department of health and human services for evaluation and appropriate counseling and treatment.
- c. An individual under twenty-one years of age is immune from criminal prosecution under this section if they contacted law enforcement or emergency medical services and report that another individual under twenty-one years of age was in need of medical assistance due to alcohol consumption, provided assistance to the individual in need of medical assistance until assistance arrived and remained on the scene, or was in need of medical assistance and cooperated with medical assistance and law enforcement personnel on the scene. The maximum number of individuals that may claim immunity for any one occurrence is five individuals.

Commented [SS49]: See specifically 5-01-08 and 5-02-06.

Sec. 5-81. Proof of Identification – Refusal – Penalty.

Commented [SS50]: See NDCC 5-01-08(3-6)

Commented [SS51]: See NDCC 5-02-06.1

- a. If a peace officer has reasonable and articulable suspicion that an individual is in a licensed premises for a purpose prohibited by this section, the peace officer may request the individual to furnish a nondriver photo identification card of an operator's license to verify the individual's age. An individual who refuses to provide proof of identification upon request is guilty of an infraction.
- b. If an individual charged with an infraction under this section produces a nondriver photo identification card or an operator's license before the final disposition of the infraction establishing the individual was twenty-one years of age or older at the time of the peace officer's request to furnish identification, the prosecuting attorney shall dismiss the infraction against the individual.

Sec. 5-82. Misrepresentation of Age.

Commented [SS52]: Sec. 5-14 a and b are taken from NDCC. 5-01-08.1

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- a. Any person who misrepresents or misstates their age or the age of any other person by making a false statement or by presenting a false or fictitious registration card, driver's license, identification card, or any other document purporting to show that person is of legal age to purchase alcoholic beverages is guilty of a class B misdemeanor.
 - b. Any licensee may keep a book and may require anyone who has shown documentary proof of that person's age, which substantiates that person's age to allow the purchase of alcoholic beverages, to sign the book if the age of that person is in question. The book must show the date of the purchase, the identification used in making the purchase and the appropriate numbers of such identification, the address of the purchaser, and the purchaser's signature.
 - c. A licensee or their employee may determine proof of age for purchasing or consuming alcoholic beverages solely by an inspection of one of the following:
 - 1. A valid driver's license or identification card issued by the state, another state, or a province of Canada which includes the photograph and date of birth of the licensed individual;
 - 2. A valid military identification card issued by the United States department of defense; or
 - 3. A valid passport issued or recognized by the United States.
 - d. A licensee or their employee may seize a form of identification displayed as proof of age if the licensee or their employee has a reasonable belief that the form of identification has been altered, falsified, or is being used to unlawfully obtain alcoholic beverages.
 - e. Within twenty-four hours of seizing a form of identification as allowed under this section, a licensed retailer or an employee of a licensed retailer shall notify a law enforcement agency of the seizure and the law enforcement agency shall take possession of the identification within twenty-four hours after receipt of the notice.

Commented [SS53]: The rest of this section is taken from NDCC 5-01-08.3.

Sec. 5-83. Purchasing for or furnishing alcohol to minors.

It shall be unlawful for any person to purchase or procure for any minor, any form of alcoholic beverages or to furnish or deliver any such alcoholic beverages to any minor.

Sec. 5-84. Licensee shall not sell or dispense alcoholic beverages to minors.

It shall be unlawful for any licensee, or any of their agents, servants, or employees, to sell, dispense, or deliver alcoholic beverages in any form to a minor, or to permit the consumption of alcoholic beverages upon the licensed premises by any minor, or to permit any sale, dispensing, delivering, of any alcoholic beverages to a minor.

Sec. 5-85. Licensee shall not allow minors to be furnished with alcoholic beverages.

It shall be unlawful for any licensee, or any of their agents, servants, or employees, to permit any minor to be furnished with any alcoholic beverages on the premises for which a license is granted and issued pursuant to this chapter.

Sec. 5-86 through 5-90. - Reserved.

Division 3. Penalties.

Sec. 5-91. General Penalty for Violations of this Chapter

- a. In this chapter, if an act is prohibited, made unlawful, or is a violation of the provisions of this chapter and no specific penalty is provided therefore, any person upon conviction for the violation of any such provision of this chapter shall be punishable according to Section 1-8 of these City ordinances.
- b. In the construction and interpretation of this Division, the revocation of a license or permit shall not be considered as a recovery or penalty so as to bar any other penalty from being enforced.
- c. If this general penalty is in conflict with any specific provision in this Chapter, the two must be construed, if possible, so that the effect may be given to both provisions, but if a conflict between this provision and another provision in this Chapter is irreconcilable, the more specific provision must prevail and must be construed as an exception to this general provision, unless this general provision is enacted later and it is the manifest intent of the Council that this general provision shall prevail.

C.

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

PASSED FIRST READING: _____

PASSED SECOND READING: _____

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Mark Jantzer, Mayor



CHAPTER 5 - ALCOHOLIC BEVERAGES

ARTICLE I. GENERAL PROVISIONS

Sec. 5-0. Preamble.

Sec. 5-1. Definitions.

Sec. 5-2. Authority, Territorial Jurisdiction, and Application of Chapter.

Sec. 5-3. Exceptions.

Sec. 5-4 through 5-10. - Reserved.

ARTICLE II. ALCOHOL LICENSES

Division 1. Licenses – Generally.

Sec. 5-11. License Required To Sell Alcoholic Beverages, Exceptions.

Sec. 5-12. City Retail License Categories, Descriptions, and Requirements.

a. The following city retail licenses are hereby established:

1. Retail Liquor.
2. Retail Beer and Wine.
3. Off-Sale.
4. Supper Club.
5. Winery.
6. Hotel.
7. Fraternal Order, Club, Military Organization.
8. MAYSA.
9. Airport Terminal Restaurant.
10. Souris Valley Golf Course.
11. Private golf course.
12. Minot State University (MSU).
13. Movie Theater.

Sec. 5-13. License Term

Sec. 5-14. License Fees.

Sec. 5-15. Only licensee to operate under license.

Sec. 5-16. Exceptions to the limitations as to the number of licenses.

Sec. 5-17. Mandatory alcohol server training.

Sec. 5-18. Compliance Checks.

Sec. 5-19 through 5-20. - Reserved.

Division 2. Application and Qualifications for Licenses and Permits.

- Sec. 5-21. Application for license – Information required.**
- Sec. 5-22. License application deadlines.**
- Sec. 5-23. Investigation of application.**
- Sec. 5-24. Inspection of licensed premises.**
- Sec. 5-25. City Clerk to submit application to City Council; approval.**
- Sec. 5-27. Identification number.**
- Sec. 5-28. Disqualifying circumstances.**
- Sec. 5-29. Refund or fee upon denial; exception.**
- Sec. 5-30. License Renewals.**
- Sec. 5-31. License Transfers and Amendments.**
- Sec. 5-32. License to constitute a defeasible property right, transfer or other change in status not binding until approved by Council.**
- Sec. 5-33 through 5-40. - Reserved.**

Division 3. Termination, Suspension, Revocation – Hearing Process.

- Sec. 5-41. Termination.**
- Sec. 5-42. Council authority to suspend or revoke a license.**
- Sec. 5-43. Complaints against Licensees – Notice.**
- Sec. 5-44. Hearings.**

Division 4. Penalties and Appeals.

- Sec. 5-45. Licensee Penalties.**
- Sec. 5-46. Penalty for failure to complete mandatory alcohol server training.**
- Sec. 5-47. Appeal.**
- Sec. 5-48. No refund of fee when license is terminated, suspended, or revoked.**
- Sec. 5-49. No license to be issued until five years after revocation.**
- Sec. 5-50 through 5-54 – Reserved.**

ARTICLE III. REGULATION OF LICENSED PREMISES, PATRONS, MINORS

Division 1. Licensed Premises Regulations

- Sec. 5-55. Special Event Permits; fees.**
- Sec. 5-56. Outdoor Premises Requirements – Permit Available.**
- Sec. 5-57. Adequate Parking.**
- Sec. 5-58. Premises and Records available.**
- Sec. 5-59. Removal of wine from restaurant.**
- Sec. 5-60. Sale of beer in kegs – Registration and marking required.**
- Sec. 5-61. Sale of alcoholic beverages in exchange for goods prohibited.**
- Sec. 5-62. Licensee to close at certain times.**
- Sec. 5-63. Wine tasting permitted.**
- Sec. 5-64. Bottle Clubs Prohibited – Penalty.**
- Sec. 5-65. Retail delivery prohibited; exception.**
- Sec. 5-66. Clubs and lodges prohibited from making off-sales, and from making deliveries of alcoholic beverages.**
- Sec. 5-67. Sale of alcoholic beverages at municipal auditorium and armory complex by licensed liquor dealers.**

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- Sec. 5-68. Dispensing of alcoholic beverages at private party held at municipal auditorium or armory.**
Sec. 5-69. Nudity, semi nudity and sexually explicit acts prohibited.
Sec. 5-70 through 5-75. - Reserved.

Division 2. Patrons and Minors Regulations

- Sec. 5-76. Open Container and Public Consumption limited.**
Sec. 5-77. Possession and consumption of alcoholic beverages by minors.
Sec. 5-78. Presence in licensed premises prohibited as to minors.
Sec. 5-79. Licensee prohibited from allowing minors on licensed premises.
Sec. 5-80. Minors shall not enter licensed premises – Exceptions – Penalty.
Sec. 5-81. Proof of Identification – Refusal – Penalty.
Sec. 5-82. Misrepresentation of Age.
Sec. 5-83. Purchasing for or furnishing alcohol to minors.
Sec. 5-84. Licensee shall not sell or dispense alcoholic beverages to minors.
Sec. 5-85. Licensee shall not allow minors to be furnished with alcoholic beverages.
Sec. 5-86 through 5-90. - Reserved.

Division 3. Penalties.

- Sec. 5-91. General Penalty for Violations of this Chapter**



TO: Mayor and Members of the City Council

FROM: Lance Meyer, City Engineer

DATE: January 5, 2026

SUBJECT: SUNSET BOULEVARD FUNDING REQUEST AND US 83 BYPASS INTERCHANGE POLICY DISCUSSION

I. RECOMMENDED ACTION

Both of these requests are policy issues for the City Council to debate and vote on. Staff will take the outcomes from the discussion and execute accordingly.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

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

III. DESCRIPTION

A. Background

Dr. Mark Whitman is looking to develop approximately 65 acres of land south of 21st Avenue NW and east of the US 83 Bypass into commercial property. There is an existing access easement that was granted in the early 2000s to provide emergency access to areas of northwest Minot. A utility easement was also platted about a decade ago to provide utility access to land north of 21st Avenue NW.

In addition, council adopted a policy in 2013 that would prevent the US 83 Bypass from having additional access points, develop arterial roadways in northwest Minot, and have land dedicated by plat to allow the construction of future interchanges on the bypass. This was in response to the rapid development in northwest Minot at the time, where over 600 acres of land development was going through the approval process.

B. Proposed Project

Request for City to Construct Sunset Boulevard:

Dr. Whitman has requested the city pay for the construction of Sunset Boulevard from 19th Avenue NW to 21st Avenue NW. If council were to approve this request, Dr. Whitman would plat the land and donate the required right of way to

the city for the construction of the improvements. The city would enter into contracts with Moore Engineering, who is Dr. Whitman's consulting engineer, and then publicly bid the improvements. The approximate cost of the improvements is \$1.8 million. This estimate is very preliminary and no design work has taken place.

US 83 Bypass Development Policy:

Since the rapid expansion of growth that occurred in 2013, development has slowed significantly. Most of the areas that were expected to develop between 2013 to 2023 have not developed, or are being replatted to a different configuration. Many of the capital improvements once planned to support growth in this area have been delayed or eliminated due to the pace of growth. Thus, it may be 20–40 years into the future before some of these areas will be ready for growth.

The policy has several transportation aspects that must remain no matter the decision of council on a freeway concept. Access restrictions, development of arterial roadways, and interconnection of neighborhoods and street networks are all key policy concepts. The decision in front of council is whether they still support the long-term vision of a limited-access freeway with interchanges on the bypass, or whether eventually the bypass becomes an expressway similar to the US 2-52 bypass. These questions apply:

1. Does the council still want an interchange right of way dedicated by plat at no cost to the city, per policy?
2. Does the council want to purchase the right of way now to support the future vision?
3. Does the council want to suspend or eliminate the freeway portion of the policy?

Any updates to this policy must be approved by resolution. If council wishes, staff can modify the policy and propose a resolution at a future council meeting.

C. Recommendation Detail

Staff is bringing forward a funding request from a developer for the city to construct Sunset Boulevard. Minot typically requires developers to install streets and utilities within their proposed subdivisions. The council could still require the developer to install the infrastructure, could allow a special assessment for the improvements, or pay for the improvements out of a city funding source.

The US 83 Bypass Policy also directly affects this proposed development since 21st Avenue NW is the preferred site for an interchange.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing, Excellent and Connected

B. Service/Delivery Impact:

The construction of Sunset Boulevard has been a long-sought-after improvement requested by residents in northwest Minot. Past councils have decided that this roadway must be installed by the land developer. Council can change that decision at any time if the land is platted, annexed, and right of way dedicated to the public.

The US 83 Bypass Policy was developed in response to the rapid growth of the City. The policy represents the long-term aspirations of the City regarding transportation development in the northern sections of Minot. The council can modify the policy by resolution if changes are deemed necessary. If right of way is not acquired before land development occurs, it will likely be cost prohibitive to develop the 83 Bypass into a freeway system in the future.

C. Fiscal Impact

The requested improvements are not programed into the Capital Improvement Plan. Thus, any funding dedicated to a project would need to come from reserves or other budget priorities would need to be sacrificed.

Project Costs

\$1,800,000 - \$2,000,000

Project Funding

Sales Tax Infrastructure

VI. ALTERNATIVES

Alternative 1: Council can approve, deny, or modify the funding request for the construction of Sunset Boulevard.

Alternative 2: Council can keep the US 83 Bypass policy in tact or make revisions as desired. Staff will develop a resolution for any requested changes.

US 83 Bypass Development Policy

1/19/2013



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Introduction

The City Council of the City of Minot desires to have the US 83 Bypass function as a true bypass. For this vision to become a reality, policies must be developed to guide future decisions by staff and the City Council.

The policy will also provide an understanding for developers and other interested parties as to the requirements for developing land surrounding the US 83 Bypass corridor.

Coordination with the North Dakota Department of Transportation

Because the US 83 Bypass is a principal arterial classified roadway and because it is owned by the North Dakota Department of Transportation (NDDOT), policies in this document are subject to rules and policies adopted by the Federal Highway Administration (FHWA) and the NDDOT.

Improvements to the US 83 Bypass corridor must be coordinated and approved by the NDDOT.

US 83 Bypass Corridor Access Control

In order to achieve the desire of the City Council to retain the status of the Bypass as a true bypass, access control is critical. Policy regarding access control must be strictly followed.

Policy Regarding Access Control:

1. It shall be the policy of the City of Minot that no new access to the US 83 Bypass is permitted except for arterial accesses that are planned for the connection to the Bypass.

New access points shall be:

- 16th St NW/36th Ave NW
- 21st Ave NW

2. It shall be the policy of the City of Minot that existing accesses will be restricted in the future as the US 83 Bypass corridor is further developed. Existing access points will be addressed in the future with coordination of the NDDOT. Existing access points will be reduced to right in right out intersections or grade separations. The type of controlled access will be determined through engineering methods.

Arterial and Collector Road System Development

It is essential to develop arterial and collector roadways surrounding the US 83 Bypass to move traffic from the City to controlled access points along the Bypass. Several minor arterial and collector roadways are planned in northwest Minot to achieve this goal. These roadways include, but are not limited to:

- 16th St NW
- 30th Ave NW

- 36th Ave NW
- 21st Ave NW
- 30th St NW
- 46th Ave NW
- Frontage and backage roads along the bypass corridor providing key connections

Policy Regarding Arterial and Collector Road System Development

1. It shall be the policy of the City of Minot to adequately plan for and construct road improvements identified as necessary to support the development of the US 83 Bypass corridor.
2. It shall be the policy of the City of Minot to require the construction of minor arterial, collector, and frontage/backage roads when adjacent to new development.

Dedication of Necessary Right of Way

Dedication of right of way is essential for the development of the US 83 Bypass corridor. Right of way will be needed for the development of interchanges, grade separations, roadways, and other improvements.

Policy Regarding the Dedication of Right of Way Necessary to Construct Improvements

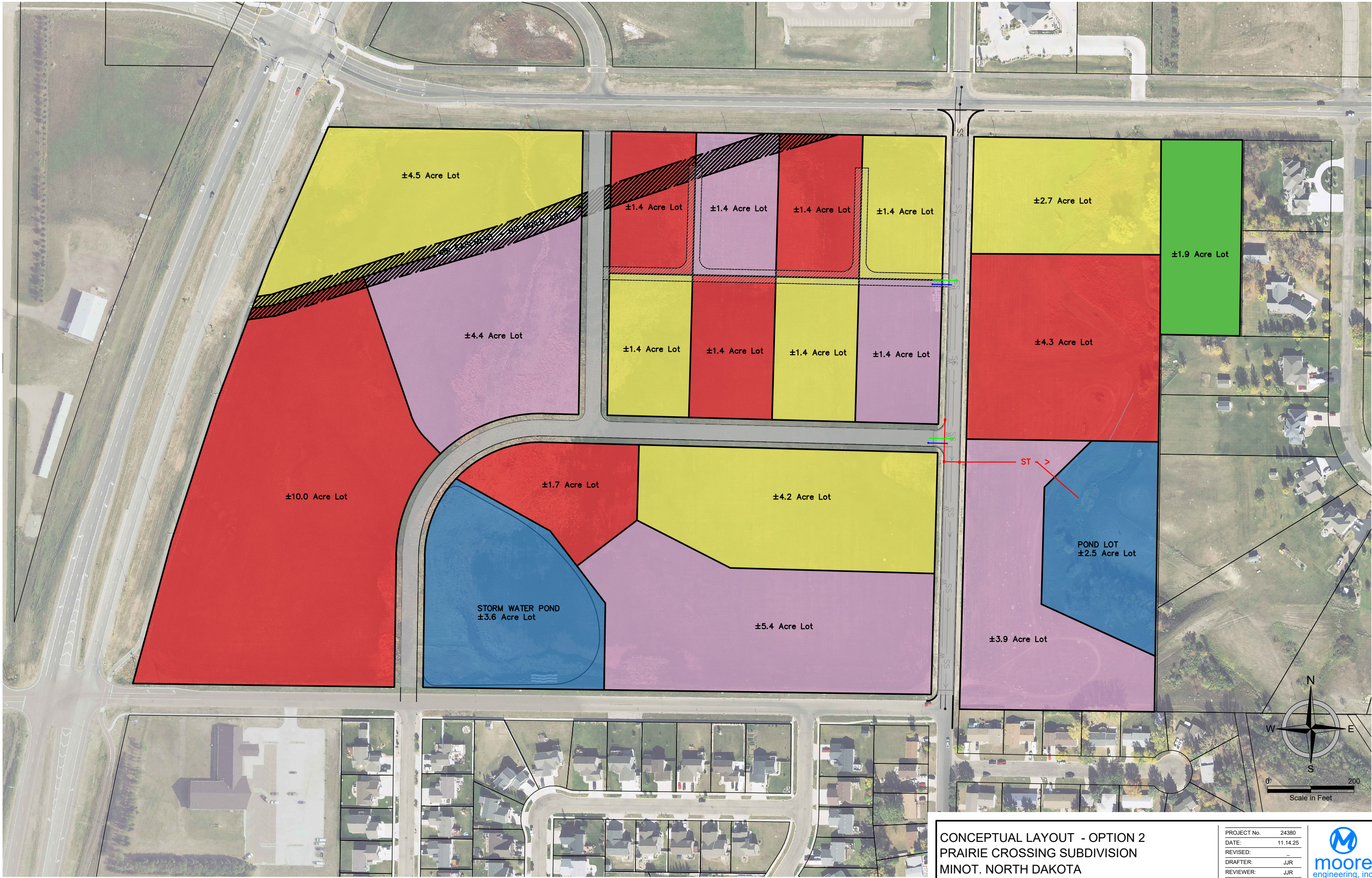
1. It shall be the policy of the City of Minot to require the dedication of right of way through the platting process for the development of the US 83 Bypass corridor and related arterial and collector roadways.
2. It shall be the policy of the City of Minot for arterial and collector roadways to have a minimum of 80 feet in width dedicated to the City of Minot for the development of those roadways. Greater widths may be required as identified in traffic and transportation plans.
3. It shall be the policy of the City of Minot for property adjacent to interchanges to dedicate to the City of Minot the right of way required to construct the future interchange when those lands are platted.

Modification of Policy and Approval by the City Council

This policy shall be modified from time to time as deemed necessary by the City Council of the City of Minot. Policy changes to this document shall be approved by City Council resolution.

Implementation

City staff shall implement the policy as approved by the City Council of the City of Minot. When interpretations are needed as to the implementation of the policy, the City Engineer shall interpret the policy in the best interests of the City of Minot.



CONCEPTUAL LAYOUT - OPTION 2
PRAIRIE CROSSING SUBDIVISION
MINOT, NORTH DAKOTA

PROJECT No.	24380
DATE:	11.14.25
REVISED:	
DRAFTER:	JJR
REVIEWER:	JJR



**Sunset Boulevard
Prairie Crossing Subdivision
Minot, ND**

Engineer's Preliminary Opinion of Cost

BID ITEM NO. & DESCRIPTION		UNIT	QUANTITY	UNIT PRICE	TOTAL
Item No	Sort	Unit	Quantity	Unit Price (\$)	Total
<u>Part 1 - General</u>					
1.	Mobilization	L SUM	1	\$130,000.00	\$130,000.00
2.	Testing Allowance	ALLOW	1	\$20,000.00	\$20,000.00
3.	Storm Water Management	L SUM	1	\$10,000.00	\$10,000.00
4.	Traffic Control	L SUM	1	\$5,000.00	\$5,000.00
Part 1 Construction Subtotal					\$165,000.00
<u>Part 2 - Sanitary Sewer</u>					
1.	Sanitary Sewer Manhole	EA	2	\$12,500.00	\$25,000.00
2.	Sanitary Sewer - Connect to Existing	EA	2	\$3,500.00	\$7,000.00
3.	Sanitary Sewer - 8" - SDR 35	LF	110	\$125.00	\$13,750.00
4.	Sanitary Sewer Service - 6" - SDR 26	LF	150	\$110.00	\$16,500.00
5.	Sanitary Sewer Service Connection	EA	4	\$1,250.00	\$5,000.00
6.	Televiser - Mainline	LF	110	\$10.00	\$1,100.00
Part 2 Construction Subtotal					\$68,350.00
<u>Part 3 - Water Main</u>					
1.	Water Main - Connect to Existing	EA	5	\$5,500.00	\$27,500.00
2.	Water Main - 8" - C900	LF	90	\$140.00	\$12,600.00
3.	Water Main - 6" - C900	LF	60	\$130.00	\$7,800.00
4.	Gate Valve & Box - 8"	EA	2	\$5,500.00	\$11,000.00
5.	Gate Valve & Box - 6"	EA	3	\$4,500.00	\$13,500.00
6.	Hydrant - 6"	EA	3	\$10,000.00	\$30,000.00
7.	Water Service Connection - 2"	EA	4	\$1,500.00	\$6,000.00
8.	Curb Stop & Box - 2"	EA	4	\$1,500.00	\$6,000.00
9.	Water Service Line - 2"	LF	175	\$100.00	\$17,500.00
Part 3 Construction Subtotal					\$131,900.00
<u>Part 4 - Storm Sewer</u>					
1.	Manhole 48In	EA	1	\$10,000.00	\$10,000.00
2.	Inlet - 2'X3'	EA	3	\$6,500.00	\$19,500.00
3.	Pipe Conduit 15In-Storm Drain	LF	150	\$125.00	\$18,750.00
4.	Pipe Conduit 18In-Storm Drain	LF	300	\$145.00	\$43,500.00
5.	Rip Rap	CY	10	\$150.00	\$1,500.00
6.	End Sect-Conc Reinf 18In	EA	1	\$1,500.00	\$1,500.00
Part 4 Construction Subtotal					\$93,250.00

**Sunset Boulevard
Prairie Crossing Subdivision
Minot, ND**

Engineer's Preliminary Opinion of Cost

BID ITEM NO. & DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
<u>Part 5 - Roadway, Sidewalks and Restoration</u>				
1. Removal of Curb and Gutter	LF	40	\$15.00	\$600.00
2. Remove Bituminous Surfacing	SY	100	\$10.00	\$1,000.00
3. Common Excavation (P)	CY	6,500	\$20.00	\$130,000.00
4. Subgrade Preparation-Type A-12In	SY	6,400	\$7.00	\$44,800.00
5. Geosynthetic	SY	6,400	\$6.00	\$38,400.00
6. Aggregate Base Course CI 5	CY	1,800	\$45.00	\$81,000.00
7. Superpave FAA 43	TON	1,750	\$150.00	\$262,500.00
8. Curb & Gutter- Type I	LF	2,600	\$60.00	\$156,000.00
9. Sidewalk Concrete 4In	SY	750	\$150.00	\$112,500.00
10. Detectable Warning Panels	SF	40	\$100.00	\$4,000.00
11. Hydraulic Mulch	SY	4,600	\$3.50	\$16,100.00
12. Seeding Class III	SY	4,600	\$3.50	\$16,100.00
13. Topsoil	CY	270	\$50.00	\$13,500.00
14. Inlet Protection-Special	EA	4	\$250.00	\$1,000.00
Part 5 Construction Subtotal				<u>\$876,500.00</u>

Part 6 - Lighting

1. Street Light	EA	7	\$4,000.00	\$28,000.00
2. Feed Point	EA	1	\$15,000.00	\$15,000.00
3. Conductor	LF	1400	\$10.00	\$14,000.00
4. Trenching	LF	1400	\$10.00	\$14,000.00
5. Junction Box	EA	1	\$3,000.00	\$3,000.00
6. Spare Pole	EA	2	\$2,000.00	\$4,000.00
7. Spare Luminaire	EA	2	\$500.00	\$1,000.00
Part 6 Construction Subtotal				<u>\$79,000.00</u>

Assumptions for Basis of Estimate:

1. Improvements are limited to Sunset Boulevard alignment		
2. Sidewalk only to be installed on one side of road	Construction Subtotal	\$1,414,000.00
3. Roadway to be 37' wide measured Back of Curb to Back of Curb	Contingencies	\$146,000.00
4. Roadway pavement section to consist of 6" of Asphalt over 10" Gravel	Total Construction Cost	<u>\$1,560,000.00</u>
5. Sewer & Water Utilities to be stubbed out only for future extension to serve future development.		
7. Additional Sewer and Water Service stubs may be required depending on final lot configuration adjacent to Sunset Boulevard	Design & Construction Engineering	\$280,000.00
8. Storm Sewer System May Expand	Soil Borings & Geotechnical Report	\$10,000.00
9. Excavation volume is estimated to average 2' depth within Sunset Boulevard ROW to achieve appropriate elevation.	TOTAL PROJECT COST	<u>\$1,850,000.00</u>
10. Sanitary Sewer, Water & Storm Sewer Sizing to be verified		
11. Engineering fees are limited to Sunset Boulevard Improvements and specifically exclude platting, traffic study, storm water modeling/studies water and sewer modeling/studies.		





21ST AVE

16TH ST



21ST AVE

16TH ST



21ST AVE

16TH ST



21ST AVE

16TH ST



US 2

US 83

BURDICK EXPY

4TH AVE

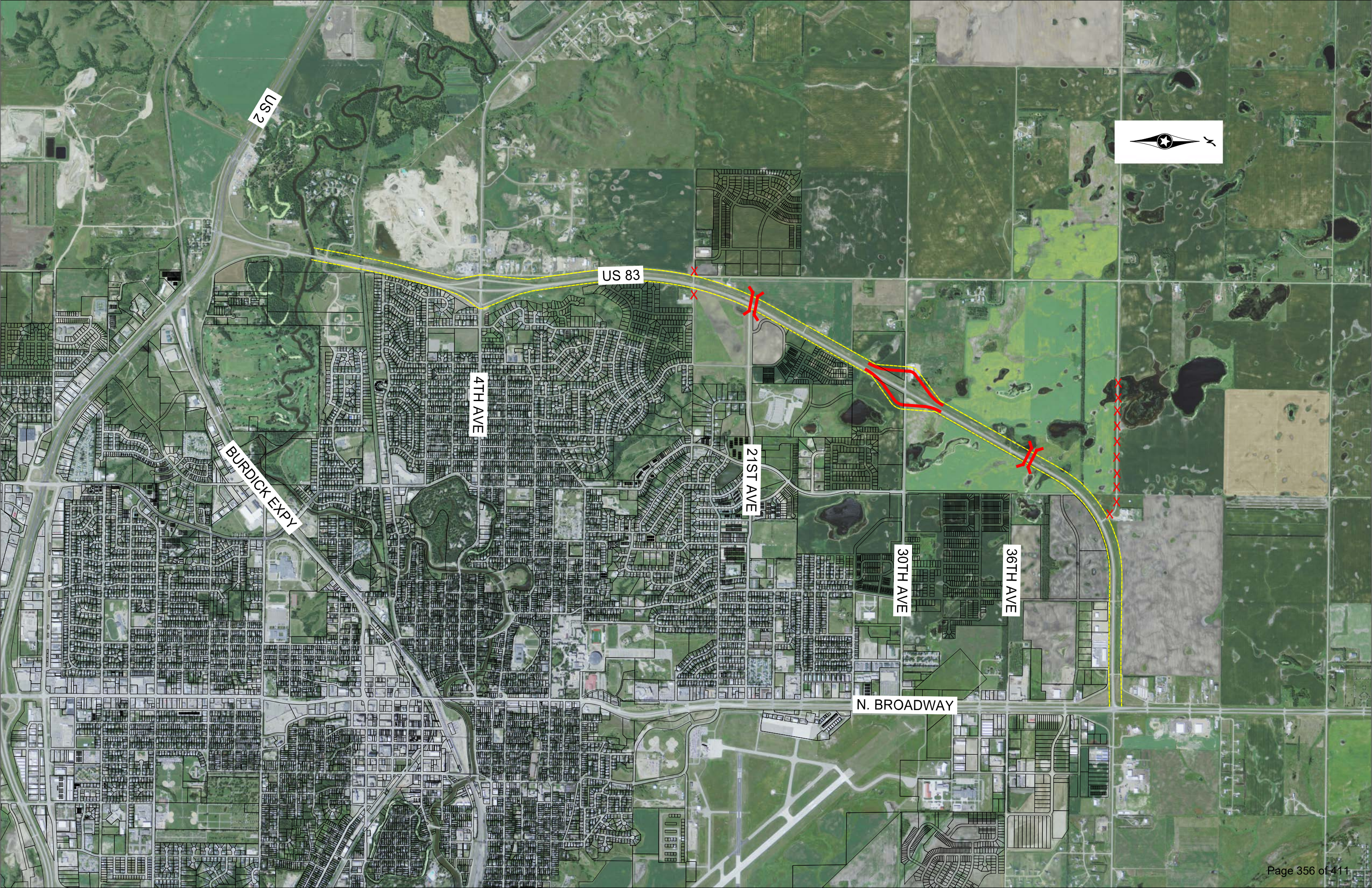
21ST AVE

30TH AVE

36TH AVE

N. BROADWAY







TO: Mayor and Members of the City Council

FROM: Stephen Joersz, Traffic Engineer

DATE: January 5, 2026

SUBJECT: 21ST AVENUE NW LANE CONFIGURATION STUDY

I. RECOMMENDED ACTION

It is recommended that City Council approve the lane reconfiguration of 21st Ave NW between 16th St NW and N Broadway. The implementation will be completed with the following projects:

- **21st Ave NW between 16th St NW and 8th St NW - 2026 Street Improvement**
- **21st Ave NW between 8th St NW and N Broadway - 2027 Street Seal**

It is also recommended that City Council pass an ordinance to prohibit parking on 21st Ave NW between 8th St NW and N Broadway in conjunction with the 2027 Street Seal.

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 recently completed a 21st Ave NW Lane Configuration Study that focused on 21st Ave NW between 16th St NW and N Broadway. This report reviewed historical and forecasted traffic volumes, safety/crash analysis, and cross sections comparing the existing four/five-lane and two-lane roadway to a possible three-lane roadway. The study is attached to this council memo.

B. Proposed Project

The Engineering Department is proposing to reconfigure 21st Ave NW from 16th St NW to N Broadway to a consistent three-lane roadway. The three-lane roadway would consist of one through lane in each travel direction along with a shared center turn lane. The currently allowable on-street parking on 21st Ave NW between 8th St NW and N Broadway would need to be removed/prohibited

as part of this lane reconfiguration.

C. Recommendation Detail

Incorporating lane reconfiguration with a roadway resurfacing project is a great way to save project costs.

21st Ave NW between 16th St NW and 8th St NW is currently planned to be part of the 2026 Street Improvement. 21st Ave NW between 8th St NW and N Broadway is in the Engineering Department's plan for Street Seal in 2027.

IV. IMPACT

A. Aspirations

Excellent and Connected; Dynamic and Flourishing

B. Service/Delivery Impact:

A 21st Ave NW lane reconfiguration would provide a consistent roadway cross-section through the corridor. It is anticipated that this change will improve safety for the general traveling public. It is important to note that a change to a three-lane roadway on 21st Ave NW between 8th St NW and N Broadway would result in the loss of on-street parking.

C. Fiscal Impact

The Engineering Department is proposing to tie the lane reconfigurations into upcoming roadway resurfacing projects. This keeps costs to a minimum.

VI. ALTERNATIVES

Council could elect two other lane configuration paths:

1) Leave the 21st Ave NW corridor between 16th St NW and N Broadway As-Is. 16th St NW to 12th St NW would remain four/five-laned and 12th St NW to N Broadway would remain two-laned. This alternative is not recommended by the Engineering Department.

2) Partial reconfiguration to a three-lane roadway. This alternative would reconfigure 21st Ave NW between 16th St NW and 8th St NW to a three-lane roadway. 21st Ave NW between 8th St NW and N Broadway would remain as-is, two-lane roadway with on-street parking.

ORDINANCE NO. _____

A ORDINANCE ADDING TO THE LIST OF CITY COUNCIL CREATED TRAFFIC RESTRICTIONS PROVIDED FOR IN CHAPTER 20, ARTICLE 1, SECTION 20-2 OF THE CITY OF MINOT CODE OF ORDINANCES.

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

Section 1. The following described zone is hereby added the list of City Council created traffic restrictions provided for in **SECTION 20-2 (a) (3): NO PARKING ZONES**

- 1. No Parking on the north side of 21st Avenue NW between 8th Street NW and N Broadway.**
- 2. No Parking on the south side of 21st Avenue NW between 8th Street NW and N Broadway.**

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

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

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

Mark Jantzer, Mayor

ATTEST:

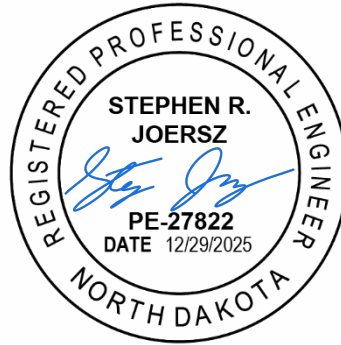
Mikayla McWilliams, City Clerk



Engineering Report

21st Avenue NW Lane Configuration Study

December 2025



I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of North Dakota.

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Purpose

The purpose of this high-level study is to review the roadway section of 21st Ave NW between 16th St NW and N Broadway. This section of 21st Ave NW is planned to have major roadway resurfacing projects in 2026 and in 2027. Roadway resurfacing projects are the ideal time to evaluate lane configurations and make any necessary revisions.

The roadway is bookended by US Highways with marginal room for expansion to the west and zero room for expansion to the east as the roadway runs into the Minot International Airport. This results in 21st Ave NW being more of a connector corridor versus a through-put corridor.

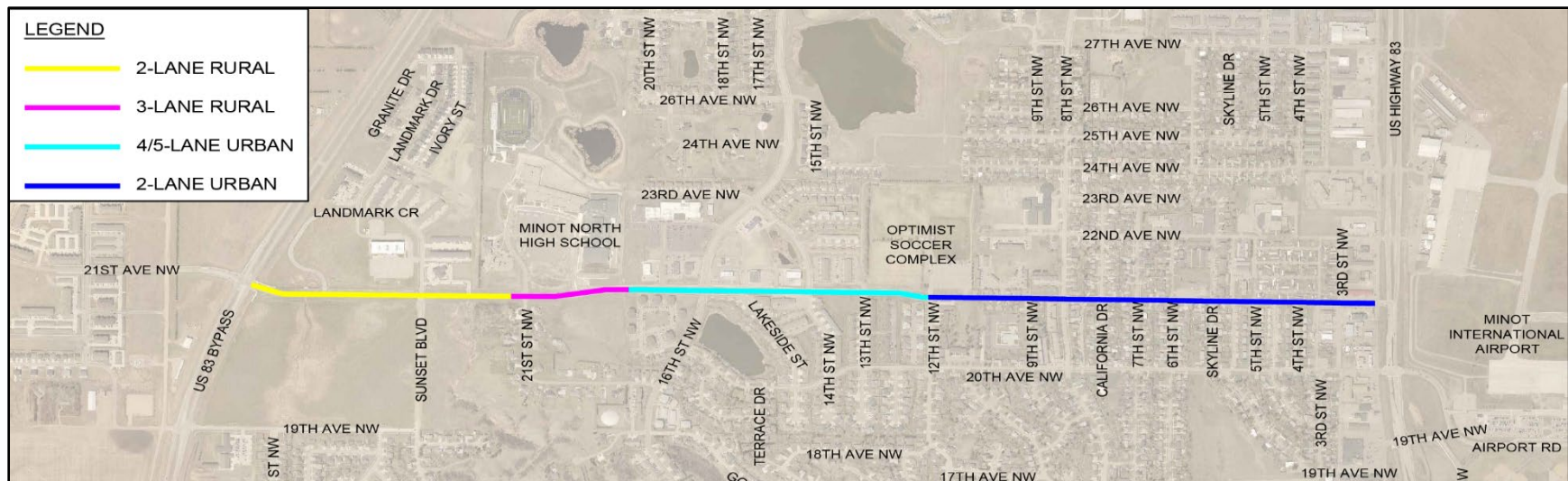
In a larger sense, 21st Ave NW between the US Hwy 83 NW Bypass and N Broadway is one that is suffering from an identity crisis. The roadway has a more rural feel to the west, this area is primed for

either commercial or residential growth. The middle area of 21st Ave NW is an expanded four/five lane urban roadway with a more commercial atmosphere. 21st Ave NW alters again between 12th St NW to N Broadway to a two-lane roadway with a more residential feel.

In the technical sense, this study analyzes whether 21st Ave NW segment between 16th St NW and 12th St NW should be remarked with the existing four/five-lane roadway cross-section and should the 21st Ave NW segment between 12th St NW and N Broadway should be remarked with the existing two-lane cross-section or if a different and more uniform roadway layout should be considered. The varying pavement marking lane difference is shown in *Figure 1*, below.

In a 'what do we want the corridor to be' sense, this study will review 21st Ave NW east of 16th St NW on how to provide continuity through the corridor.

Figure 1 - Study Area



Background Traffic Information

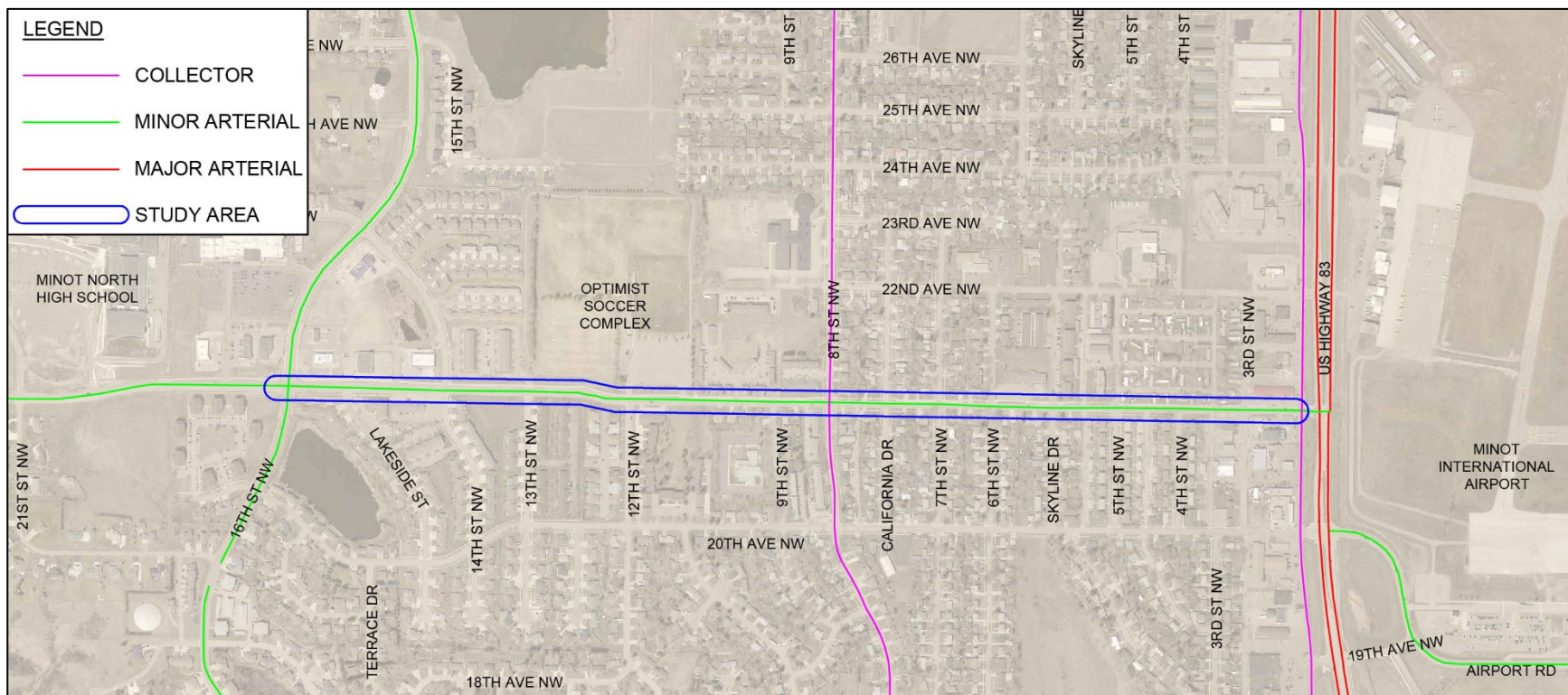
Functional Classification

Functional classification is the ordering and grouping of roadways by the character of service they provide, i.e. to move traffic or provide access. Principal arterials typically have higher levels of access control and regional significance for vehicle travel. Minor arterials are generally designed to provide a high degree of intracommunity connection. Collectors are designed to provide a balance of mobility and access. Local roadways provide limited

mobility but are often the primary access to residential and business properties.

Per designations with the North Dakota Department of Transportation, the study area of 21st Ave NW is classified as a minor arterial and is bookended by principal arterials of N Broadway (US Highway 83) and the US Highway 83 Bypass. 16th St NW is classified as a minor arterial. 8th St NW is classified as a collector. A summary of the NDDOT functional classifications is shown in *Figure 5*.

Figure 2 - Functional Classification



Historical and Projected Traffic Volume

A visual display of both historical traffic volume dating back to 2011 as well as the forecasted 21st Ave NW traffic volumes through 2050 are shown below in *Figure 3*.

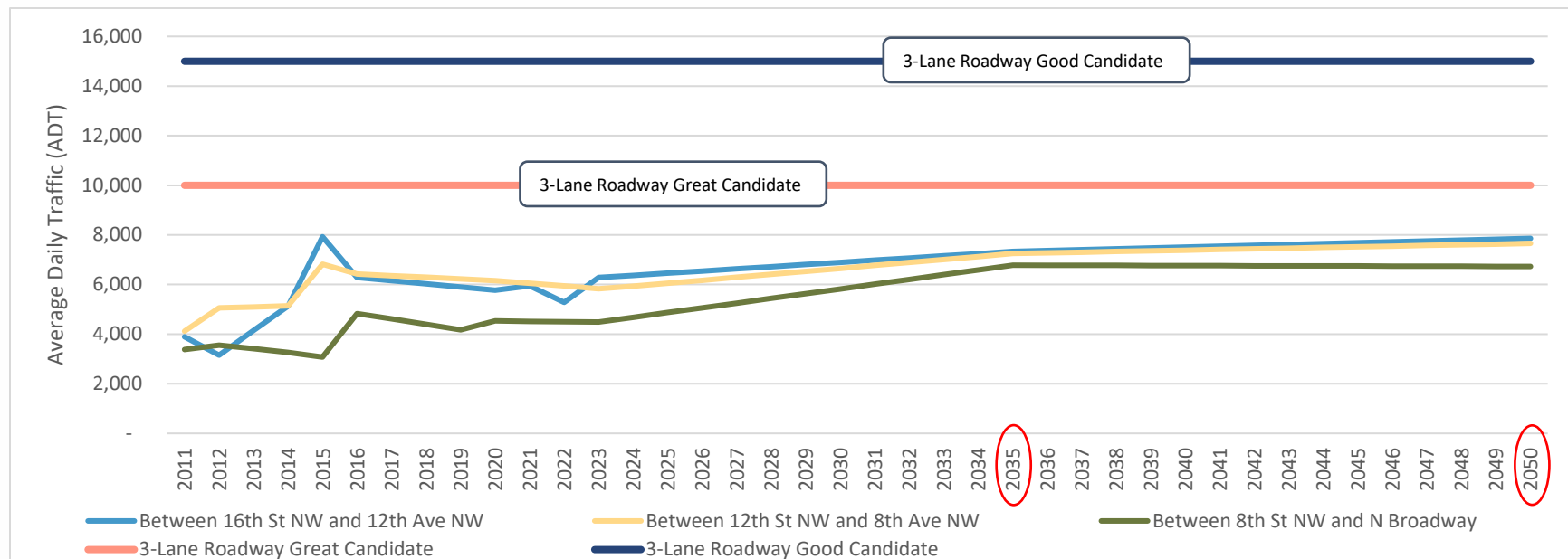
Future traffic projections were obtained from the Central Dakota Metropolitan Planning Organization's (CDMPO) draft Metropolitan Transportation Plan (MTP) for the years of 2035 and 2050. Interpolations were made between known and forecasted data points. Both 2035 and 2025 traffic forecasts include increased volumes from the new Minot North High School as well as continued in-fill development on the west portion of 21st Ave NW closer to the US Hwy 83 NW Bypass.

Lane Configuration Thresholds

While the actual capacity of a roadway depends on a multitude of factors such as hourly distribution of traffic, access management and intersection control types, The Federal Highway Administration (FHWA) states that roadways with an ADT of less than 10,000 vehicles per day make great candidates for three-lane roadway configuration and roadways with an ADT between 10,000 and 15,000 vehicles per day being good candidates for three-lane configurations in many instances.

Both historical and projected traffic volumes for 21st Ave NW are below the 10,000 ADT mark. Even if future volumes increase above the projections and about the 10,000 ADT mark, 21st Ave NW is still a good candidate for a three-lane roadway.

Figure 3 - 21st Ave NW Historical and Projected Traffic Volumes



Safety Analysis

Reviewing historic crash information can help identify deficiencies within a roadway corridor. Five years of crash records were obtained from the NDDOT for the dates between October 31, 2020 through October 31, 2025. Excluding the intersections of N Broadway and 16th St NW, there were seventeen (17) reported crashes during the five-year period. Two (2) of the crashes were non-incapacitating injury and two (2) were classified as possible injury.

Utilizing the 2026 MnDOT (Minnesota Department of Transportation) Crash Costs for Highway Safety Analysis, as broken down in *Table 1*, the estimated crash costs endured for 21st Avenue NW between 16th St NW and N Broadway is \$270,800 per year (2026 dollar value)

Table 1 - Comprehensive Crash Cost Summary

Crash Severity	Letter Code	No. of Crashes	MnDOT Comprehensive Crash Costs (2026)	5-Year Study Area Crash Cost
Fatal	K	0	\$ 16,500,000	\$ -
Suspected Serious Injury	A	0	\$ 1,700,000	\$ -
Suspected Minor Injury	B	2	\$ 380,000	\$ 760,000
Possible Injury	C	2	\$ 180,000	\$ 360,000
Property Damage Only	O	13	\$ 18,000	\$ 234,000
Total Number of Crashes		17	Total 5-Year Comprehensive Cost	\$ 1,354,000
5-Year Comprehensive Average				\$ 270,800

The dollar value that is tied to each crash type in *Table 1* is tied to the cost valuation of both economic/monetary impacts (i.e. medical, legal, insurance, etc.) and estimates of the intangible effects from diminished quality of life following injury crashes. These values are based on the USDOT's "Departmental Guidance: Treatment of the Value of Preventing Fatalities and Injuries in Preparing Economic Analyses" published March 2021.

Crash statistics and comparables are utilized from the MnDOT rather than the NDDOT, as the NDDOT does not have an extensive data set available to compare against.

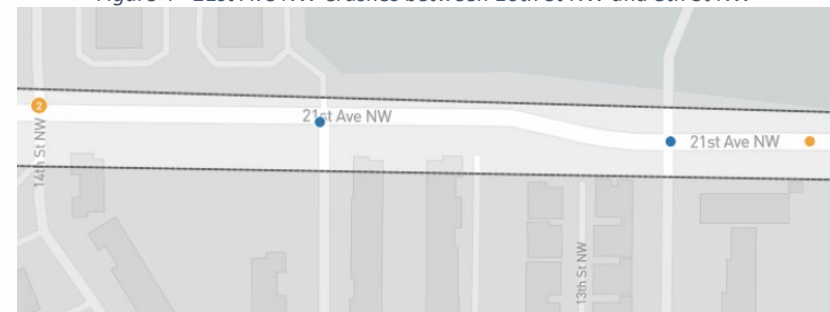
Safety Analysis – 21st Ave NW between 16th St NW and 8th St NW

From late 2020 through late 2025 there have only been five reported crashes in the 21st Ave NW stretch between 16th St NW and 8th Ave NW. Two possible injury crashes and three property damage only crashes.

This area is of high focus for the City of Minot. During the summer and fall months, high volumes of pedestrians cross 21st Ave NW at 12th St NW as the nearby neighborhood serves as the overflow parking area for the adjacent soccer complex. This is also the point where the corridor switches between four-lanes and two-lanes.

Simplifying and providing a consist roadway layout through this area could provide a safer and easier pedestrian crossing. It is also important to note that in 2026, a marked pedestrian crosswalk along with rectangular rapid flashing beacons will be installed on the west side of 12th St NW.

Figure 4 - 21st Ave NW Crashes between 16th St NW and 8th St NW



Safety Analysis – 21st Ave NW at 8th St NW

For the five-year requested crash reporting period, there have been seven reported crashes at the 21st Ave NW and 8th St NW intersection. One suspected minor possible injury crash and six property damage only crashes. This all-way stop controlled intersection has a crash rate of 0.476 crashes per million entering vehicles, which is higher than average crash rate for a comparable intersection in Minnesota but lower than the critical index.

It is recommended that the 21st Ave NW and 8th St NW intersection be continually monitored for any uptick in crashes with consideration for a future roundabout. Given the built-out nature of this intersection, likely a full 150-foot roundabout complete with a middle median will not fit spatially. But rather, a 90-foot to a 110-foot compact roundabout with a full mountable median would be the more appropriate alternative.

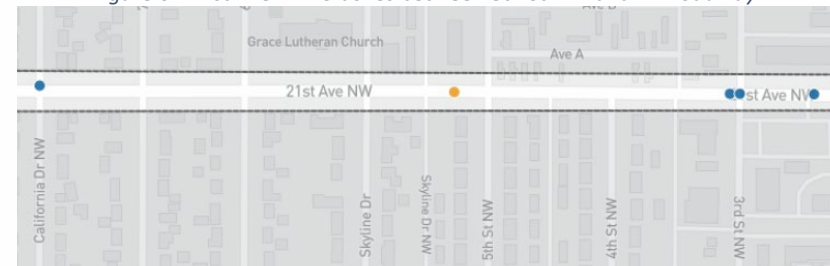
Figure 5 - 21st Ave NW at 8th St NW Crashes



Safety Analysis – 21st Ave NW between 8th St NW and N Broadway

The 21st Ave NW corridor between 8th St NW and N Broadway has experienced one suspected minor injury and four property damage only crashes. Combined with the 6,050 vehicles that travel this segment daily, the crash rate for this 21st Ave NW segment is 0.854 crashes per million vehicle miles traveled. This is lower than the average crash rate of 1.317 for comparable roadways in Minnesota.

Figure 6 - 21st Ave NW Crashes between 8th St NW and N Broadway



Three-Lane Roadway Safety Benefits

Four-lane to three-lane roadway conversions have been proven nationwide to improve safety, calm traffic, provide better mobility and access for all roadway users and enhance overall quality of life. The FHWA states that a 19-47% reduction in crashes can be anticipated from converting a roadway from four-lanes to three-lanes. It is anticipated that the City would see this improvement for the 21st Ave NW stretch between 16th St NW and 12th St NW.

On-Street Parking

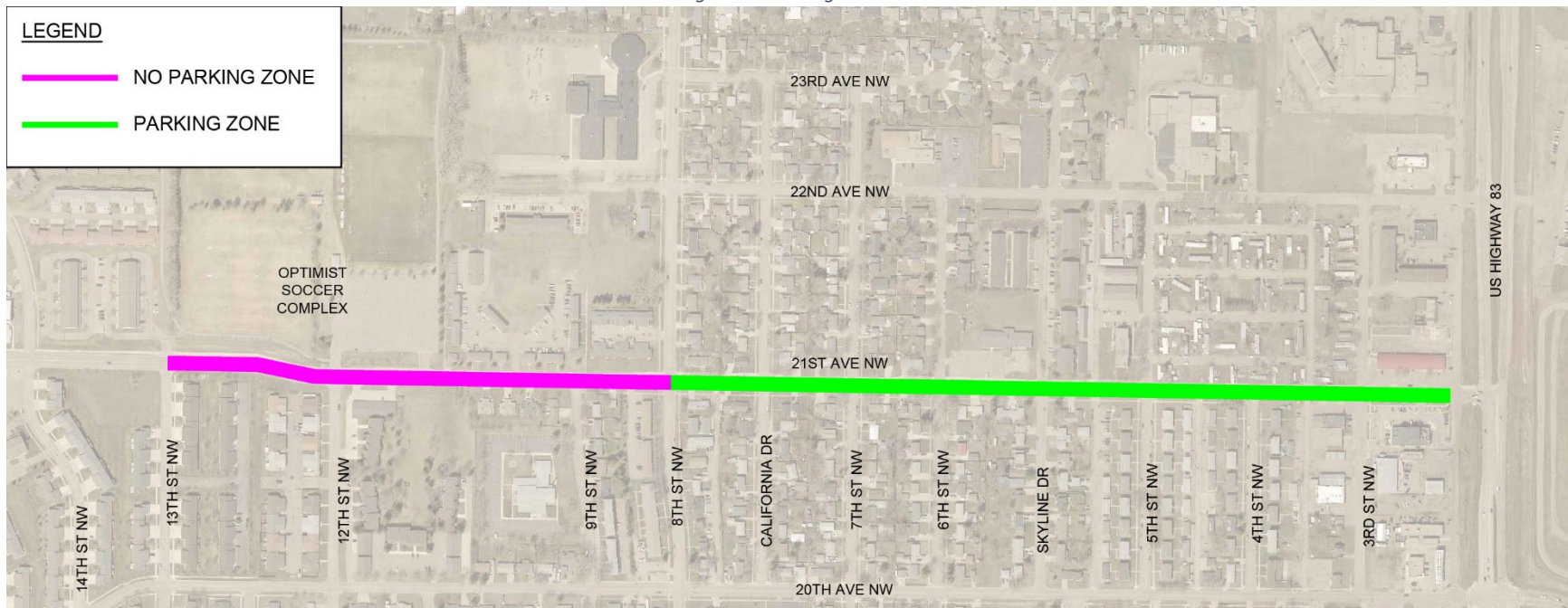
On-street parking is currently allowed on 21st Ave NW between 8th St NW and N Broadway. The two-lane section of 21st Ave NW west of 8th Street NW is currently signed for No Parking.

A comprehensive parking review was not completed as part of this study. Anecdotally, the daily volume of parking on 21st Ave NW between 8th St NW and N Broadway is almost zero. Occasionally, a vehicle is parked on the north side of 21st Ave NW between 8th St NW and 7th St NW.

In order for a three-lane roadway to be implemented between 8th St NW and N Broadway, the on-street parking would need to be removed.

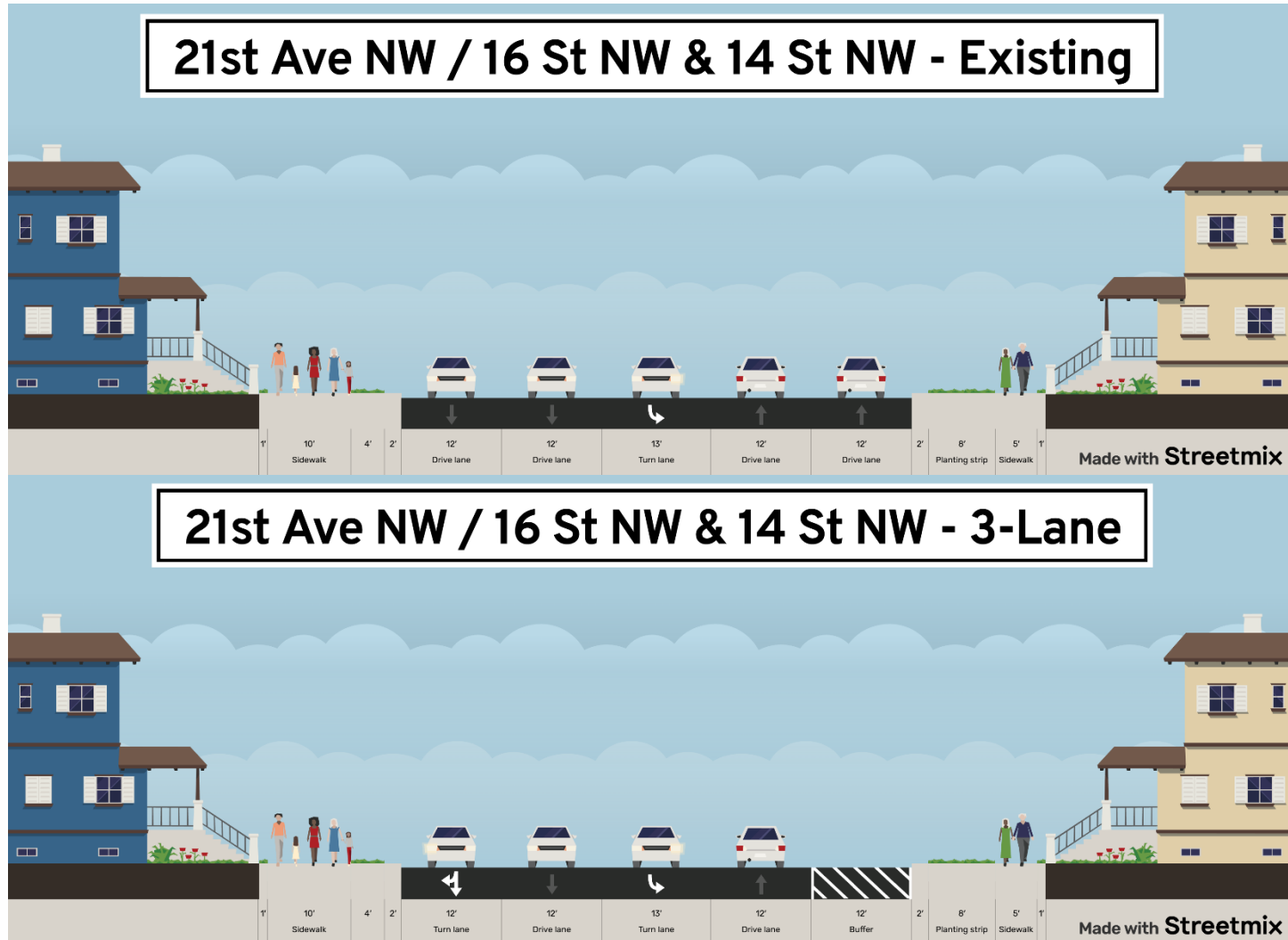
Consideration will need to be given to the trade-offs and how the City of Minot wants the 21st Ave NW minor arterial to look and function; to have on-street parking or to have a two-way center turn lane. On-street parking can be valuable to nearby homeowners. Whereas a three-lane roadway can provide consistency through the corridor along with traffic operations and crash safety benefits.

Figure 7 - Parking Status



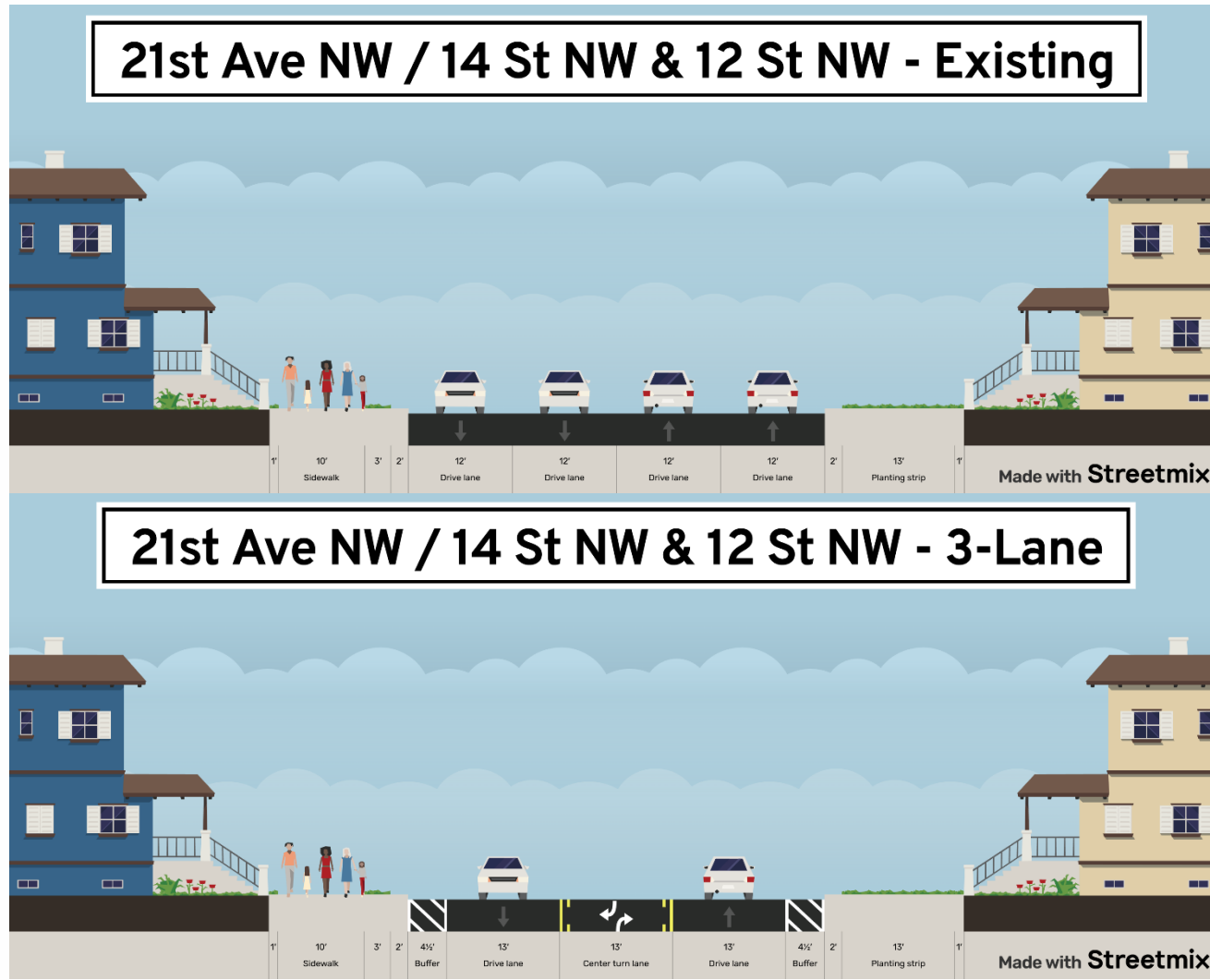
Cross Section Comparisons – 21st Ave NW between 16th St NW and 14th St NW

For 21st Ave NW between 16th St NW and 14th Ave NW, the difference in the existing lane configuration and that of a possible reconfiguration to a 3-lane roadway is the removal of the outside eastbound through lane. The roadway space of this removed eastbound through lane would be covered with a painted gore with the width shrinking as the roadway travels east. The existing outside westbound through/right-turn lane can be re-added near the 16th St NW intersection and continue onto the Minot North High School lane drop.



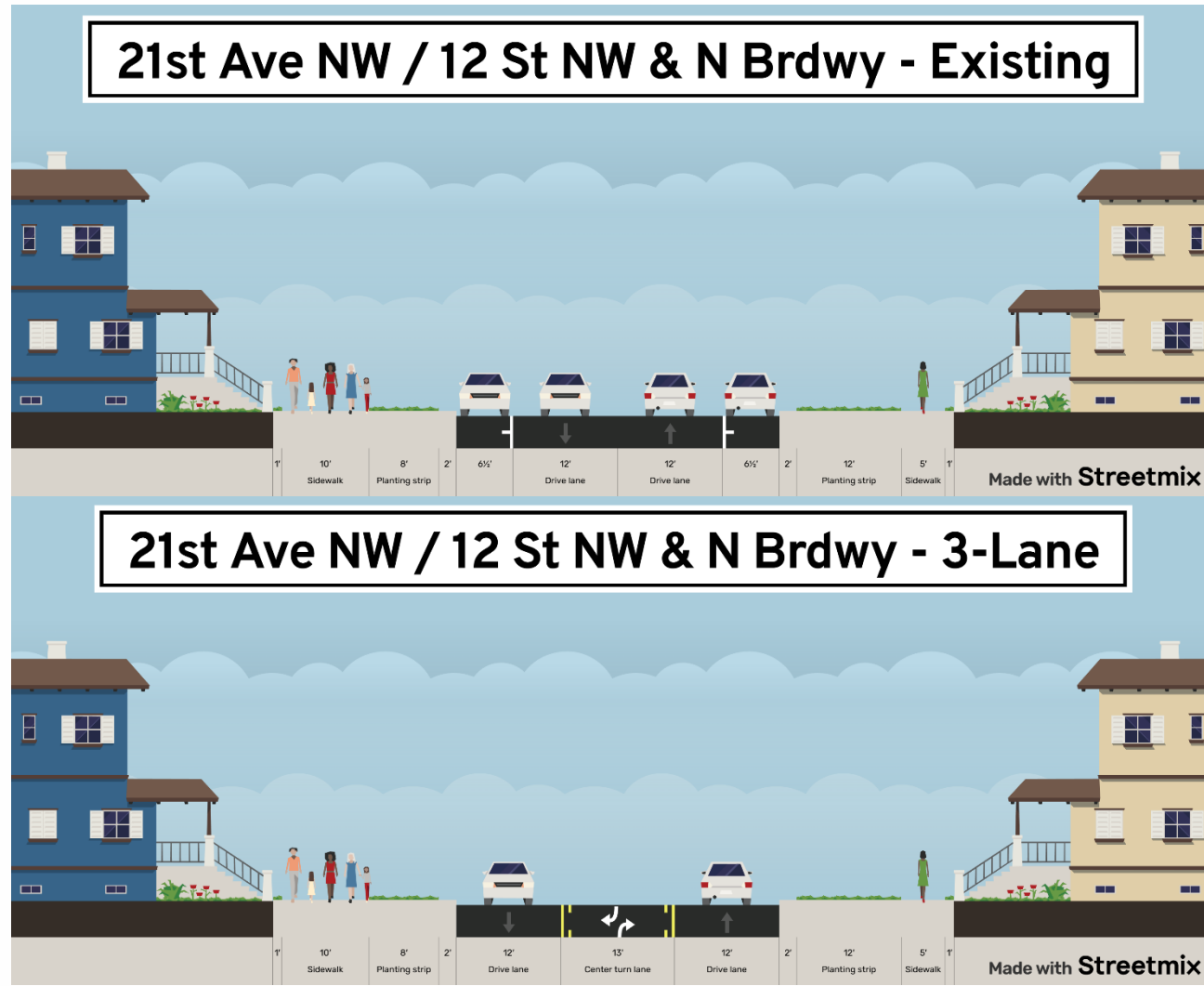
Cross Section Comparisons – 21st Ave NW between 14th St NW and 12th St NW

For 21st Ave NW between 14th St NW and 12th Ave NW, the difference in the existing lane configuration and that of a possible reconfiguration to a 3-lane roadway is a reduction of through lanes in each direction from two to one along with the addition of a two-way left-turn lane. There is still excess roadway space needed for a 3-lane roadway, the excess space would be covered with a painted gore.



Cross Section Comparisons – 21st Ave NW between 12th St NW and N Broadway

For 21st Ave NW between 12th St NW and N Broadway, the difference in the existing lane configuration and that of a possible reconfiguration to a 3-lane roadway is the addition of a two-way left-turn lane in the center of the roadway. However, in order to have this lane configuration, the existing on-street parking will need to be prohibited.



Other Considerations

Soccer Complex Pedestrian Crossing

As mentioned previously, a pedestrian crossing on 21st Ave NW at 12th St NW will be added in 2026 as part of a pedestrian sidewalk improvement project. As part of that project, a rectangular rapid flashing beacon (RRFB) system will be installed to provide greater awareness of pedestrian activity.

Converting 21st Ave NW near the future crossing at 12th St NW to a consistent 3-lane roadway section would provide the following benefits:

- ✖ Fewer lanes for pedestrians to cross.
- ✖ Traffic calming with more consistent vehicle speeds.
- ✖ Significantly lower the possibility of the flashing beacons and pedestrians being obstructed by other vehicles.

Figure 8 - RRFB System on 13th St SE near Hoeven Elementary



Bicycle Network

The Engineering Department is not proposing to implement on-street bicycle lanes as part of any lane reconfiguration for 21st Ave NW. This is due mainly in part to two corridor characteristics:

- ✖ Existing shared-use path on the north side of the corridor.
- ✖ Limited roadway width (37-feet). This is enough to accommodate a shared center turn lane but not enough for additional on-street bicycle lanes.

Implementation with Future Projects

The ideal time to examine pavement marking layouts are with roadway resurfacing projects. The reason this is optimum is that the existing pavement markings will be obliterated with the roadway construction and new, fresh pavement markings will need to be installed. In-turn, this type of improvement minimizes the cost of any roadway operating alteration.

The following roadway resurfacing projects are currently in the Engineering Department's queue:

- ✖ 2026 – Street Improvement (Mill and Overlay) of 21st Ave NW between 16th St NW and 8th St NW
- ✖ 2027 – Street Seal (Chip and Fog Seal) of 21st Ave NW between 8th St NW and N Broadway

Signal Warrant Analysis

A comprehensive signal warrant analysis was not completed as part of this study. Anecdotally, the intersection of 21st Ave NW at 8th St NW will not meet any of the signal warrants. This is largely due to the volume on 8th St NW being 1,800 to 2,000 vehicles per day.

Implementation Options

Given all the statistics and discussion points mentioned in this study, there are a few lane configuration paths forward:

- 1) Leave As-Is
 - a. This option would incorporate the existing pavement marking layouts with the upcoming roadway resurfacing projects in 2026 and 2027.
 - b. Four/Five-lane road between 16th St NW and 12th St NW and a two-lane roadway between 12th St NW and 8th St NW.
- 2) Full Reconfiguration to a Three-Lane Road
 - a. This option would incorporate pavement marking revisions to provide a consistent 3-lane roadway in the upcoming 2026 and 2027 roadway resurfacing projects.
 - b. On-street parking on 21st Ave NW between 8th St NW and N Broadway would be removed.
 - c. Similar to the changes made on 11th Ave SW at 6th St SW, the Engineering Department recommends that the 21st Ave NW left-turn lane space be gored off at 8th St NW. The intent is to simplify the decisions at the all-way stop controlled intersection with all of the 21st Ave NW turning movements occurring from one lane.
- 3) Partial Reconfiguration to a Three-Lane Road
 - a. Option 3 would reconfigure 21st Ave NW between 16th St NW and 8th St NW to a three-lane roadway cross-section. 21st Ave NW between 8th St NW and N Broadway would remain striped as a two-lane roadway.

- b. On-street parking on 21st Ave NW between 8th St NW and N Broadway would remain in place.

Summary and Implementation

21st Ave NW between 16th St NW and N Broadway is classified as Minor Arterial and serves as an east/west connection for north hill in Minot. Current daily traffic volumes are approximately 6,000 vehicles per day, future forecasts call for corridor volumes to increase to the 8,000 vehicles per day range. Traffic volume wise, this stretch of 21st Ave NW is a great candidate for a three-lane roadway lane configuration.

Converting 21st Ave NW between 16th St NW from four-lanes to three-lanes is anticipated to reduce crashes between 19 to 47 percent. On-street parking on 21st Ave NW between 8th St NW and N Broadway is often un-used. Removal of the on-street parking in favor of a shared center turn lane would provide a greater benefit for the 21st Ave NW corridor as a whole.

Therefore, the Engineering Department is proposing that the City of Minot move forward with “Implementation Option 2, Full Reconfiguration to a Three-Lane Road.”

It is recommended that both traffic operations and safety/crashes continue to be monitored at the intersection of 21st Ave NW at 8th St NW with future consideration of converting the intersection to a compact roundabout.



TO: Mayor and Members of the City Council

FROM: Dale Plessas, Deputy Police Chief
Michael Frye, Chief of Police

DATE: January 5, 2026

SUBJECT: AXON LPR IMPLEMENTATION AND POLICY

I. RECOMMENDED ACTION

It is recommended City Council table this item until the January 20, 2026, Regular City Council meeting.

II. DEPARTMENT CONTACT PERSONS

Dale Plessas, Deputy Police Chief, 701-857-9800
Michael Frye, Chief of Police, 701-857-4700

III. DESCRIPTION

A. Background

The Minot City Council unanimously approved the ALPR Policy in May 2025. Following the installation of AXON Fleet 3 in-car camera systems in patrol vehicles, ALPR functionality became available to the Minot Police Department. The MPD tested the system and developed a training process prior to implementation. After completing these steps, the MPD notified the City Council, which voted to revisit the program as an action item during its January 5, 2026, Regular City Council meeting.

B. Proposed Project

The attached policy guides the implementation of ALPR. Implementation of the ALPR system is optional and is currently disabled on all of our AXON Fleet 3 systems. The proposed program would permit the MPD to use the ALPR AXON system under the constraints of the approved Policy.

C. Recommendation Detail

There has been a lot of misinformation in the community about ALPR and what it does. Attached is information from AXON to address some of the community and council concerns.

IV. IMPACT

A. Aspirations

Prepared and Resilient; Safe and Welcoming.

B. Service/Delivery Impact:

The ALPR system enhances officer safety and efficiency through improved notifications.

C. Fiscal Impact

This system is part of an existing AXON Fleet in car camera system and there is no additional expense to implementation of the system.

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

1. The City Council could decline implementation of the AXON ALPR System.
2. The City Council could implement further restrictions on the use of the AXON ALPR System.

Automated License Plate Readers (ALPR)

433.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. The ALPR is used by the Minot Police Department to convert data associated with vehicle license plates and use it for official law enforcement purposes. The ALPR may also be used to gather information related to active warrants, homeland security, suspect interdiction and stolen property recovery. ALPR technology shall not be used for general surveillance, or intelligence gathering unrelated to specific, documented criminal investigations.

433.2 ADMINISTRATION OF ALPR DATA

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Administration Division Commander. The Administration Division Commander will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and data. All ALPR system actions, access and data handling must be logged and included in quarterly privacy audits conducted by the Office of Professional Standards.

433.3 ALPR OPERATION

Use of ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official and legitimate law enforcement business. An ALPR shall not be used for personal or political purposes. The ALPR system shall not be used for the purpose of interfering with individuals engaged in lawful First Amendment activities.
- (b) An ALPR may be used in conjunction with any law enforcement operation or official department investigation related to felony level stolen property offenses, narcotics distribution or manufacturing, stolen motor vehicles, missing persons or violent crimes. ALPR data may also be used in any circumstance where there is a justifiable concern for the immediate safety of a person or persons. A minimum of an articulable reasonable suspicion or probable cause is necessary before accessing ALPR data. ALPR data may not be used for pretextual or speculative searches. Each access request must include a case or incident number and justification.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas surrounding homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.

Automated License Plate Readers (ALPR)

- (e) No ALPR operator may access Criminal Justice Information Sharing (CJIS) data unless otherwise authorized to do so.
- (f) Upon receipt of an alert and prior to performing a traffic stop, the officer must visually confirm that the scanned plate matches the alert with regard to plate letters, numbers and issuing state. If practicable, the officer should verify an ALPR response through NCIC, CJIS, or local records before taking enforcement action that is based solely upon an ALPR alert.

433.4 ALPR DATA COLLECTION AND RETENTION

All data and images gathered by ALPR are for the official use of the Minot Police Department. Because such data may contain confidential information, it is not open to public review. The ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.

The Administration Division Commander is responsible to ensure proper collection and retention of ALPR data. All ALPR data not linked to an active criminal investigation shall automatically deleted after 30 days. No extension of this is permitted unless authorized in writing by the Administration Division Commander with documentation of the associated case number.

All ALPR data downloaded to the server should be stored for the period identified in the department records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

433.5 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Minot Police Department will observe the following safeguards regarding access to and use of stored data:

- (a) All non-law enforcement requests for access to stored ALPR data shall be referred to the Records Sergeant and processed in accordance with applicable law.
- (b) All ALPR data downloaded to the mobile work station and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time. All searches must be tied to a specific, documented case number, and personnel must enter a reason for access before querying the system. Unauthorized searches are strictly prohibited.
- (c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only and must enter a case number and written justification for each access request. Speculative searches are prohibited.
- (d) ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes, consistent with applicable law.

Minot Police Department

Minot PD Policy Manual

Automated License Plate Readers (ALPR)

- (e) ALPR system audits shall be conducted every 30 days by the departments Office of Professional Standards. The purpose of the audit will be to determine the number of searches and to determine if the searches were conducted within the policy of the department. A total review of usage will be conducted quarterly by the finance department.
- (f) Any persons accessing ALPR data outside the scope indicated above shall be subject to disciplinary action.
- (g) Supervisor notification is required and shall be made prior to any search request. Hot sheet entries shall be made by a supervisor or require supervisor approval at a minimum.

433.6 COMMUNITY OVERSIGHT (OPTIONAL)

[An appointed oversighty board or privacy admisory committe shall review ALPR policy and audit reports annually to ensure alignment with community values and legal standards.](#)



TO: Mayor and Members of the City Council

FROM: Mikayla McWilliams, City Clerk
Dale Plessas, Deputy Police Chief

DATE: January 5, 2026

SUBJECT: ALCOHOLIC BEVERAGE LICENSE RENEWAL

I. RECOMMENDED ACTION

It is recommended City Council approve the alcoholic beverage license renewal for the period of January 5, 2026, through December 31, 2026, for the following business:

1. Basecamp Indian Kitchen

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

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

B. Proposed Project

N/A

C. Recommendation Detail

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

IV. IMPACT

A. Aspirations

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

B. Service/Delivery Impact:
N/A

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

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

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



TO: Mayor and Members of the City Council

FROM: Mikayla McWilliams, City Clerk
Dale Plessas, Deputy Police Chief

DATE: January 5, 2026

SUBJECT: ALCOHOL LICENSING - EBSEATPUB, LLC

I. RECOMMENDED ACTION

It is recommended City Council approve the transfer of the Retail Liquor, Beer, and Wine License from WWW, Inc. to Ebseatpub, LLC dba Ebenezer's Eatery & Irish Pub.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

The City received a transfer request from WWW, Inc. dba Ebenezer's Eatery & Irish Pub to transfer the Retail Liquor, Beer, & Wine license to Ebseatpub, LLC. dba Ebenezer's Eatery & Irish Pub. All documentation has been submitted by the new owners and has been approved by the Deputy Police Chief, Building Official and Fire Inspectors.

B. Proposed Project

Once the City license is approved, Ebseatpub, LLC must also apply for a State license. A timely approval is necessary if their business wishes to proceed with the sale.

C. Recommendation Detail

It is recommended City Council approve the transfer of the Retail Liquor, Beer, and Wine License from WWW, Inc. to Ebseatpub, LLC dba Ebenezer's Eatery & Irish Pub.

IV. IMPACT

A. Aspirations

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

B. Service/Delivery Impact:
N/A

C. Fiscal Impact
Alcoholic beverage license applications are processed by the City Clerk. The Retail Liquor, Beer, and Wine license fee of \$3,125.00 was paid by the applicant for the year of 2026.

Project Costs
N/A

Project Funding
N/A

VI. ALTERNATIVES

The City Council could deny this transfer if it finds reasonable cause to do so, in which case the transfer would not be completed and the license would remain with WWW, Inc.

**CITY OF MINOT
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE
TRANSFER**

The following statement to be completed for a transfer request only:

I, Wayne Whitty Pres. WWW Inc., the holder of the alcoholic beverage
license known as WWW Inc. - Ebenezer's Eatery & Irish Pub
hereby request the license be transferred to Ebseatpub LLC
_____ subject to the approval by the City of Minot Council.

This transfer will be effective the 15 day of December, 2025 subject to the
approval of the applicant's documentation.

**Detailed description or documentation of any consideration received in exchange for
the license transfer:**

Signed: _____

State of North Dakota)
) SS
County of Ward)

Wayne Whitty, being first duly sworn, deposes and
says that he/she is the present license holder of the above named premises, and does
request that the license be transferred by the City of Minot Council to Ebseatpub LLC
_____. Subscribed and sworn to before me this
15th day of December, 20 .

BEATRIZ AGUILAR
Notary Public
State of North Dakota
My Commission Expires July 26, 2028

Signed: _____

Notary Public

My commission expires: July 26 2028



TO: Mayor and Members of the City Council

FROM: Lance Meyer, City Engineer

DATE: January 5, 2026

**SUBJECT: FEDERAL-STATE PARTNERSHIP FOR INTERCITY PASSENGER
RAIL GRANT (FSP) AND OTHER FEDERAL RAIL GRANT
OPPORTUNITIES - MODIFICATION TO PREVIOUS COUNCIL ACTION**

I. RECOMMENDED ACTION

It is recommended City Council approve the request to submit an FSP grant and approve the request to submit for future federal grants that focus on a point project at 27th Street NE.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

III. DESCRIPTION

A. Background

Staff has been working with Olsson, BNSF, and MACEDC on the application for a Railroad Crossing Elimination (RCE) grant. BNSF has requested that Olsson also prepare a Federal -State Partnership (FSP) grant in order for the team to cast a wider net of federal funding opportunities for grade crossings through Minot.

In addition, other federal rail grants may become available that the team will want to apply for.

In a previous council action, council approved applying for rail grants that will review rail crossings along an 11-mile corridor in the Minot area. Until recently, the team felt this was the best course of action based on past Notification of Funding Opportunities (NOFO). However, this administration prioritizes projects that can find solutions to infrastructure issues faster. Thus, a corridor study will not fare well in the selection process.

B. Proposed Project

Based on this new information and insight from BNSF, staff is recommending the City switch from a corridor study grant to a point project grant at 27th St NE. The point project is a grade separation type project that will better meet the requirements of the NOFOs.

However, due to the fact that point projects go through a full NEPA review and will generate 30% design plans, they do cost more than a corridor study.

C. Recommendation Detail

Based on new information contained in the NOFOs and insight provided by BNSF, staff recommends changing to a single point grant project located at 27th Street NE.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing, Safe and Welcoming, Resilient and Prepared

B. Service/Delivery Impact:

Applying for several federal rail grants will cast a wider net in our ability to obtain a federal grant for a project at 27th Street NE. A grade separation project has several key advantages for the City if constructed in the future.

First, as large scale industrial project begin to take hold in northeast Minot, other reliable transportation corridors must be constructed to move employees and freight through the area.

Next, as traffic volumes begin to climb on 27th Street with new development, increases in traffic delay will occur as the interaction with rail traffic occurs more frequently.

Last, beyond closing the crossing, grade separations provide the safest design to avoid the potential for rail crashes. The crash potential will increase as vehicle volumes increase.

C. Fiscal Impact

For the FSP grant application and any other federal grant applications, BNSF will pay for the cost of the grant application work performed by Olsson.

If any of the grant applications are successful, a federal grant will be available with an 80/20 federal/local cost match.

Based on data from a similar project, the point project's engineering at 27th Street NE is estimated to be \$2.6 million.

Previously, the City's contribution for the corridor study was 10% or \$100,000. BNSF has stated they will increase their cost share for the point project in order to lower the burden to the City. Thus, the City's cost share will increase to \$150,000 and BNSF will cover the remaining local share, estimated to be about \$370,000.

Project Costs

Grant Application Cost \$0

If any of the grant applications are successful and a point project proceeds:

Federal Funds: \$2,080,000

Local Funds: \$370,000 BNSF Railway

Local Funds \$150,000 Economic Development Sales Tax

Project Funding

Economic Development Sales Tax MAGIC Fund

25172000-43040 \$150,000

VI. ALTERNATIVES

Alternative 1: City Council could choose not to move forward with a point project and continue to apply for rail corridor studies.



1020 S Broadway | Minot, ND 58701
701.857.8206
info@visitminot.org
visitminot.org

December 29, 2025

City of Minot
Mayor Mark Jantzer
10 3rd Ave Southwest
Minot, ND 58701

RE: Report to City of Minot Regarding Services Agreement of Visit Minot

Dear Mayor Jantzer:

This annual report outlines the activities, outcomes, and impacts delivered under the Services Agreement between the City of Minot and the Minot Convention & Visitors Bureau, Inc. (Visit Minot), in support of promoting tourism, conventions, events, and group travel to the City of Minot and surrounding area.

During the reporting period, the tourism industry experienced a nationwide decline, with travelers taking fewer trips and shortening lengths of stay. In response, Visit Minot adapted its marketing strategies to focus on targeted, data-driven outreach designed to maintain visibility, encourage regional travel, and support local events and businesses.

Visit Minot prioritized efforts to increase visitation from outside Ward County to strengthen Minot's positioning as a competitive destination for leisure travel, meetings, tournaments, and conventions, and collaborate closely with event organizers, attractions, and local businesses. Through these efforts, Visit Minot provided comprehensive services to group travel and event partners, supporting successful event execution, generating overnight stays, and sustaining visitor spending and economic activity despite broader market challenges.

Mission & Organizational Purpose

The purpose of the Minot CVB shall be to promote, develop, and attract visitors including leisure travelers, sporting events, and all types of state, regional, and national conventions/meetings that will promote overnight hotel stays and have a positive economic impact for the City of Minot.

The CVB shall assist event planners in publicizing, promoting, planning and coordinating their event. The CVB will also serve as the lead information source in the travel industry and provide visitors with information regarding the community, as well as events taking place in Minot and surrounding area. The CVB shall work to engage the local business community in the importance of the travel and tourism industry.

Provider Services Performance Overview

(Exhibit 1, Section 1)

a. Operate the Convention & Visitors Bureau

Visit Minot operates the Minot Visitor Center, located adjacent to the Scandinavian Heritage Park, one of the city's major attractions. The Visitor Center and Gift Shop are open six days per week during peak season and five days per week during the off-season.

The Visitor Center offers brochures and printed materials highlighting Minot attractions, statewide tourism destinations, and surrounding states, along with maps and other visitor resources. The on-site gift shop features Minot and North Dakota-themed merchandise, including Scandinavian-inspired items that reflect the community's heritage.

Visitor Center Traffic (January 1, 2025- November 30, 2025):

- Guestbook Signers: 4,810
- Countries Represented: 31
- All 50 U.S. States represented by July 1

Top States Represented:

- Minnesota
- Texas
- California
- Florida
- Montana

b. Advise the City on Tourism-Related Issues & Initiatives

Visit Minot staff works closely with City of Minot staff and community leaders and partners to ensure tourism remains an active and informed part of community conversations. Recognizing tourism as a key driver of economic development, Visit Minot prioritizes collaboration, information sharing, and strategic input, resulting in increased alignment across departments and stakeholders, improved awareness of the economic impact of visitors, and stronger coordination on initiatives that enhance Minot's appeal as both a destination and a place to live.

c. Maintain a team of qualified professionals, led by a full-time executive direction and a Board of Directors to achieve strategic objectives, and ensure operational excellence.

Visit Minot's staff is comprised of 5 full-time employees, including:

- Executive Director
- Director of Group Development
- Marketing Director
- Marketing Assistant
- Office Administrator

Visit Minot also hires seasonal summertime or holiday support staff as needed.

Governance is provided by a nine-member Board of Directors representing hotels and motels, Minot businesses, community members-at-large, and the Minot City Council. Ex-officio members from partner organizations also participate in an advisory capacity to ensure broad community representation.

The Board's Executive Committee—comprised of the President, 1st and 2nd Vice Presidents, Treasurer/Secretary—provides leadership and oversight between regular board meetings.

d. Develop and implement a data-driven marketing strategy leveraging analytics from various sources, which may include website traffic, social media engagement, CoStar hospitality data, and geolocation insights.

Visit Minot's marketing efforts are guided by data sources outlined in the Services Agreement and are continuously evaluated to maximize reach, efficiency, and return on investment.

In 2025, domestic and international travel declined, with travelers taking shorter trips and staying for fewer nights compared to 2024. This section outlines the data and insights used by Visit Minot to inform marketing strategy adjustments in response to external factors and to guide continued engagement with prospective visitors.

Marketing Performance Outputs

Website Performance from January 1, 2025 to November 30, 2025

In February, Visit Minot launched a redesigned website featuring mobile optimization, improved navigation, and refreshed content to better support visitor planning and engagement. The site is regularly updated with new business listings, local events, and search engine–optimized content to improve visibility and support organic discovery.

While overall website traffic was influenced by external factors such as changes in search behavior, large language models, and AI-generated search overviews, Visit Minot tested new content strategies in 2025 to better capture visitor interest and intent.

Primary traffic sources continued to include organic search and social media referrals.

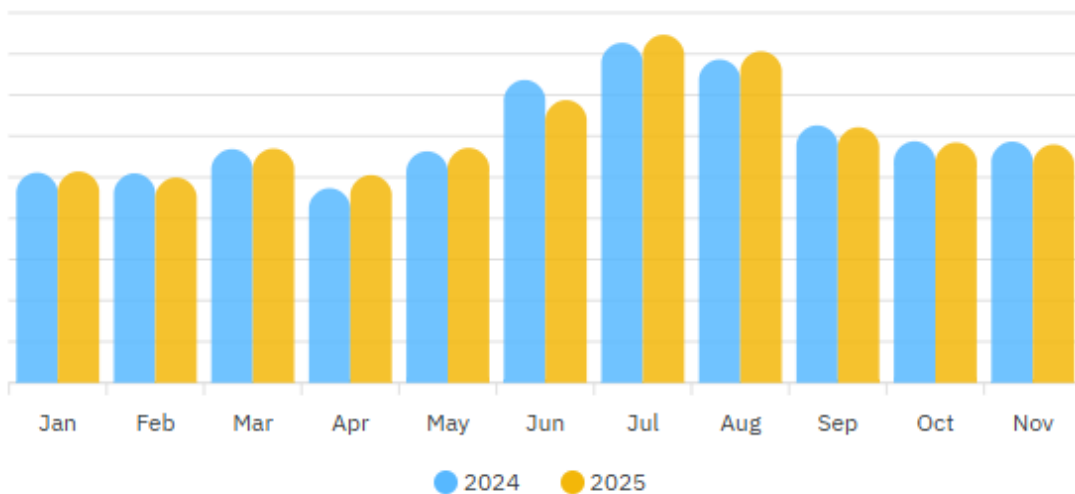
Website performance from January 1 to November 30, 2025:

Active Users	169,115
Average Engagement Time	1 minute, 9 seconds
Traffic Generated – Organic Search	151,714 Sessions
Traffic Generated – Direct Traffic	38,355 sessions
Traffic Generated - Paid Traffic	27,076 sessions

Co-Star Hotel Data

- 12 Month Occupancy Rate – 53.2% (prior year 55.7%)
- 12 Month ADR (Average Daily Rate) - \$92 (prior year \$87)

Visitation by Month-Visitor Days



e. Develop, produce, and distribute promotional materials that effectively market Minot as a travel destination.

Visit Minot develops and distributes a mix of print and digital promotional materials to market Minot as a travel destination. Content is regularly updated to ensure accuracy, timeliness, and relevance for visitors and partners.

2025 Deliverables Include:

- **Annual Visitor Guide:** The Visitor Guide is a magazine that showcases Minot’s signature events, major attractions, lodging, and local business spotlights.
 - 20,000 distributed to North Dakota rest stops, visitor centers, hotels, key partners, Minot Air Force Base, Canadian communities, and mailed by request through website inquiries.
- **Dining Guides:** 1,200 copies distributed.

- **City Maps:** 2,600 copies of the Minot and downtown map distributed.
- **Online Event Calendar:** Featured over 1,500 events, including festivals, concerts, sporting events, and community activities.
- **Promotional Video Content:** 56 short-form videos highlighting attractions, events, shopping, and dining. Content was developed in collaboration with community partners such as the Minot Minotauros, Union Silos, and regional influencers.
- **Monthly E-Newsletters:** Distributed to targeted subscriber lists:
 - **US subscriber (B2C) newsletters - 5,356 subscribers:** featuring seasonal highlights, upcoming events, and visitor information.
 - **Canadian subscriber newsletters - 12,079 subscribers:** tailored to visitor information and collaborative partner deals, offering discounts on attractions, dining, and shopping for Canadian visitors and tournament participants.
 - **Stakeholder and partner (B2B) newsletters:** highlighting tourism industry updates and marketing tips.

f. Establish and maintain a digital presence, utilizing social media, online advertising, and other digital platforms to enhance awareness of Minot’s attractions, events, and visitor opportunities, with a targeted focus on audiences outside Ward County.

Visit Minot maintains a comprehensive digital presence to promote Minot’s attractions, events, and visitor opportunities, with a targeted focus on audiences outside Ward County. This includes active management of the Visit Minot website, social media channels, digital advertising, and destination listings across partner and third-party platforms. These efforts position the Visit Minot website as a centralized visitor resource and support year-round promotion of attractions and major events.

In addition, Visit Minot actively manages Minot’s presence on the North Dakota Tourism website, where the destination is represented through **53 individual listings** highlighting attractions, major events, lodging, and visitor experiences.

Metric Changes

In 2025, Visit Minot’s social media performance metrics are not directly comparable to prior years due to changes implemented by Meta within its analytics platform. Meta has discontinued its previous “reach” metric and now reports performance using a “views” metric, which reflects the total number of times content is displayed, including repeat views by the same user.

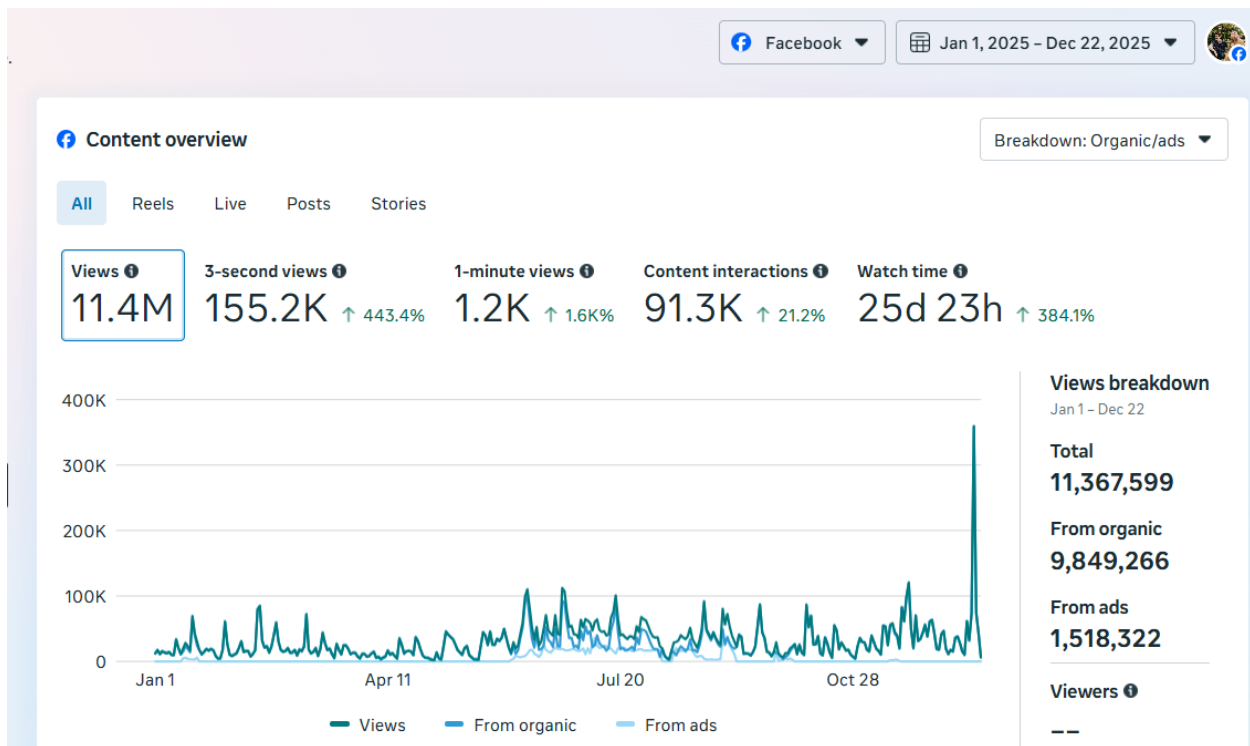
This change was implemented by Meta to standardize reporting across all content formats and platforms. As a result, 2025 social media reports may show higher totals than prior reach-based reports. Visit Minot is updating its benchmarking and analysis methods to align with this new reporting standard and ensure continued transparency and accuracy when evaluating digital performance.

Facebook Social Media Outputs

As of December 22, 2025, Visit Minot's Facebook account reached **34,116 followers**, increasing from **30,500 followers at the start of the year** and exceeding the 2025 growth goal of 34,000 followers.

Facebook content views in 2025 were driven primarily by organic performance, with approximately 87% of total views generated organically and 13% supported through paid promotion. This reflects that intentionally designed content generated strong visibility and engagement without heavy reliance on paid advertising. **68%** of Facebook views were generated by **non-followers**, indicating strong exposure beyond the existing audience.

Visit Minot Facebook Content Overview



Instagram Social Media Outputs

As of December 22, 2025, Visit Minot’s Instagram account reached **7,213 followers**, increasing from **6,476 followers at the start of the year**. While slightly below the year-end goal of 7,500 followers, Instagram performance reflects the platform’s continued emphasis on content views and engagement over follower growth, particularly for short-form video.

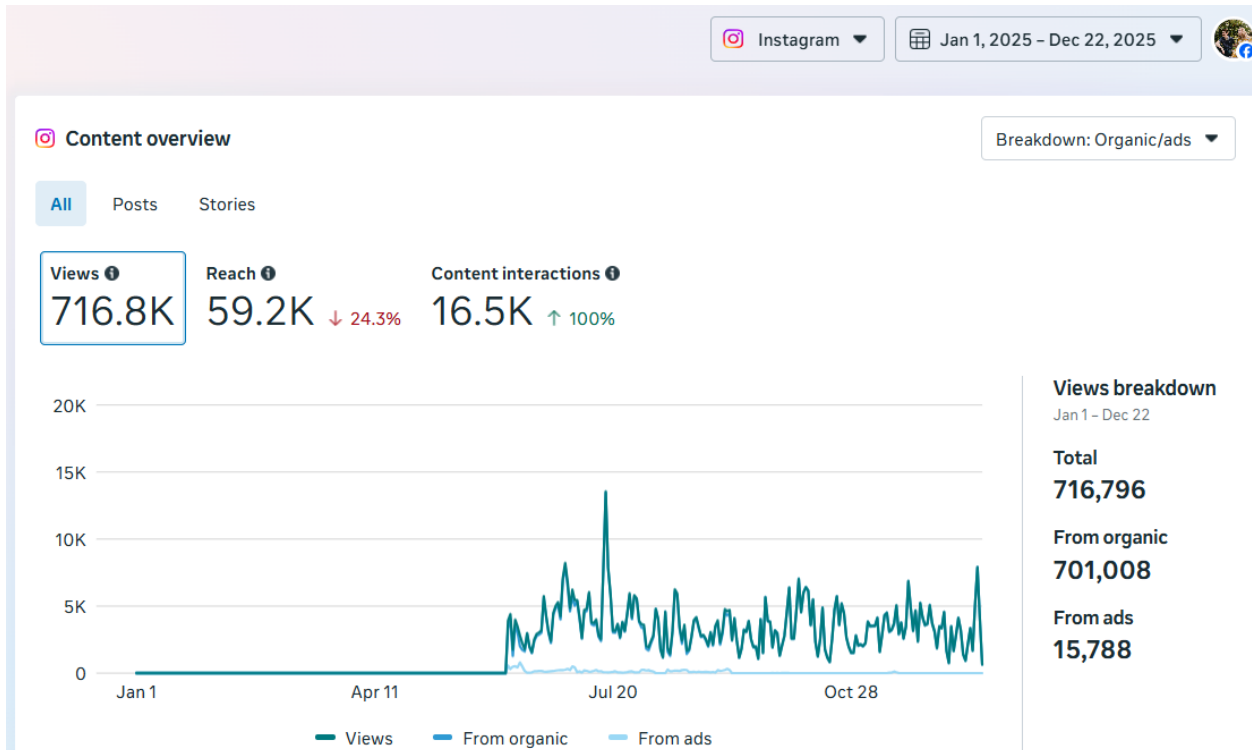
Consistent with Facebook performance, Instagram content views in 2025 were driven primarily by organic reach, with approximately 98% of total views generated organically and 2% supported through paid promotion. Paid advertising on Meta platforms during the reporting period was weighted more heavily toward Facebook placements, contributing to the higher share of organic views on Instagram.

Instagram Audience Reach Overview:

- **25%-40%** of total reach was from non-followers (metrics change on a monthly basis)
- **60%** of total reach was generated outside of Minot, supporting Visit Minot’s focus on attracting out-of-market audiences.

Instagram Content Performance Note:

In April 2025, Instagram transitioned to “views” as its primary performance metric, replacing previous measures such as impressions and plays. As a result, data from January through May 2025 reflects a mixed reporting period and should be interpreted accordingly.



YouTube Social Media Outputs

As of December 22, 2025, Visit Minot's YouTube channel recorded **98,345 total views**, increasing from approximately **30,000 views at the start of the year**. During the summer of 2025, Visit Minot utilized targeted YouTube advertising to reach Canadian audiences and established U.S. drive markets, including states bordering North Dakota.

Visit Minot strategically uses YouTube as a low-cost, high-reach platform for brand discovery and audience growth. Short-form video, including YouTube Shorts, is intentionally leveraged to deliver lighthearted, engaging content designed to spark curiosity and drive viewers toward longer-form videos, destination storytelling, and Visit Minot's digital platforms. This approach allows the organization to meet mobile-first audiences where they are, while using YouTube as a complementary funnel within the broader marketing ecosystem.

Marketing resources continue to be prioritized across platforms most frequently used by Visit Minot's target audiences to ensure effective, efficient use of funds while maximizing reach, engagement, and conversion.

g. Promote Minot as a preferred destination for conventions, meetings, tournaments, events, and group travel, and provide comprehensive support to event organizers to ensure successful execution and increased visitation.

In 2025, Visit Minot partnered with **33 conferences and conventions**. While interest in meetings and group travel remains strong, growth in this segment is currently constrained by convention facility availability as local facilities remain in flux. A fully operational convention facility represents a significant opportunity to expand Minot's ability to attract additional conferences and group travel in the future.

Once an event is secured, Visit Minot provides comprehensive support services, including funding assistance, hotel coordination and room block management, event promotion, registration assistance, name badges, signage, and on-site logistical support. Visit Minot also supplies visitor guides, maps, and curated activity and dining recommendations to encourage attendees to explore the community, extend their stay, and return for future leisure travel.

Visit Minot also takes an active role in partnership with North Dakota Tourism to enhance group travel opportunities through collaborative efforts that position Minot within statewide and regional/international group travel initiatives.

Tournaments remain a significant driver of visitation and economic impact. In 2025, Visit Minot supported **37 sporting tournaments**, which generated an estimated economic impact of **\$11,104,682 for the community**.

h. Collaboration with event organizers, attractions, and local businesses to promote and support events that draw leisure visitors from outside Ward County and to enhance economic impact and visitor engagement.

The foundation of the tourism industry is the leisure visitor, individuals and families traveling from outside Ward County. Visit Minot prioritizes collaboration with local events, attractions, and businesses that have a demonstrated ability to attract visitors from beyond the region and generate new economic activity for the community.

Since 2020, Visit Minot has invested in and built a suite of marketing tools specifically designed to communicate with its core customer: people who do not live in Ward County. These tools allow the organization to strategically deliver messaging that encourages leisure travelers to extend their stay, add experiences, or make additional trips to Minot. Through these efforts, Visit Minot helps ensure visitors engage with the community beyond their hotel stay, supporting restaurants, retail, attractions, and local services.

Visit Minot operates under the philosophy that when tourism-facing partners are more successful, they are positioned to grow their businesses, reinvest locally, and expand the experiences available to visitors. This approach supports organic economic development by strengthening existing assets and allowing the visitor economy to grow in a sustainable, market-driven way.

While Visit Minot supports many events throughout the year, **12 priority events** receive enhanced marketing support based on their proven ability to attract visitors from outside the area. These events receive additional strategic promotion and collaboration to maximize visitor impact and return on investment for the community.

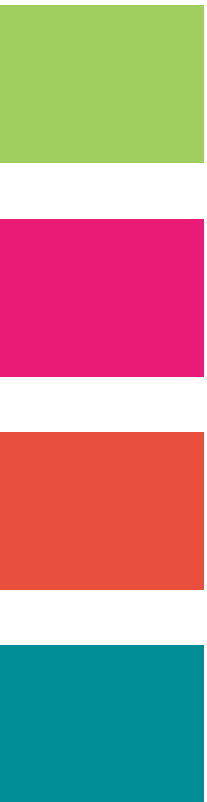
Conclusion

Visit Minot is proud to report that we have successfully fulfilled our contractual obligations in 2025, enhancing Minot's appeal as a premier destination for conventions, tourism, and leisure travel. We sincerely appreciate the continued partnership with the City of Minot, and we are excited about the opportunities in 2026.

Sincerely,

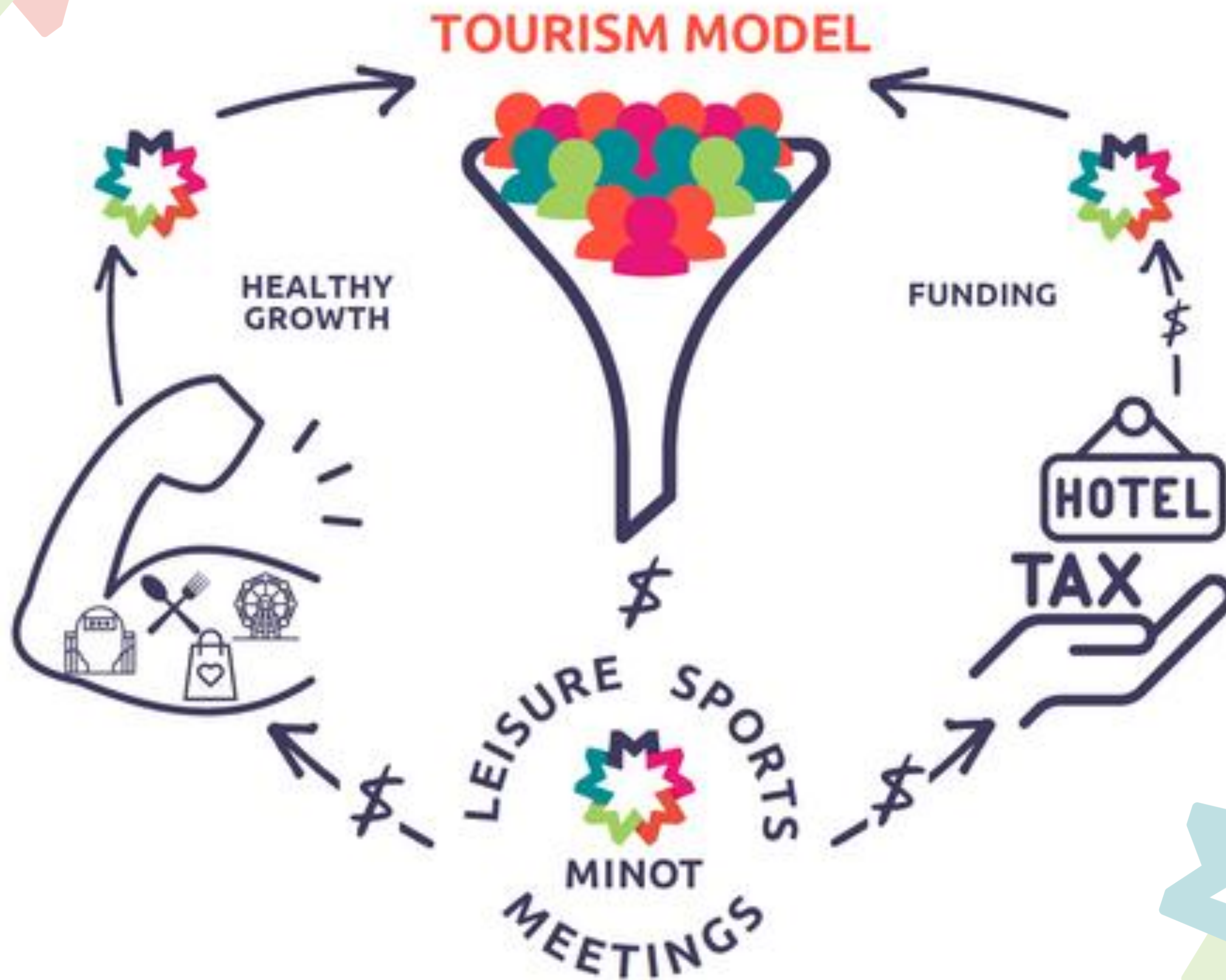
A handwritten signature in black ink, appearing to read 'Stephanie Schoenrock', with a long horizontal line extending to the right.

Stephanie Schoenrock, Visit Minot Executive Director



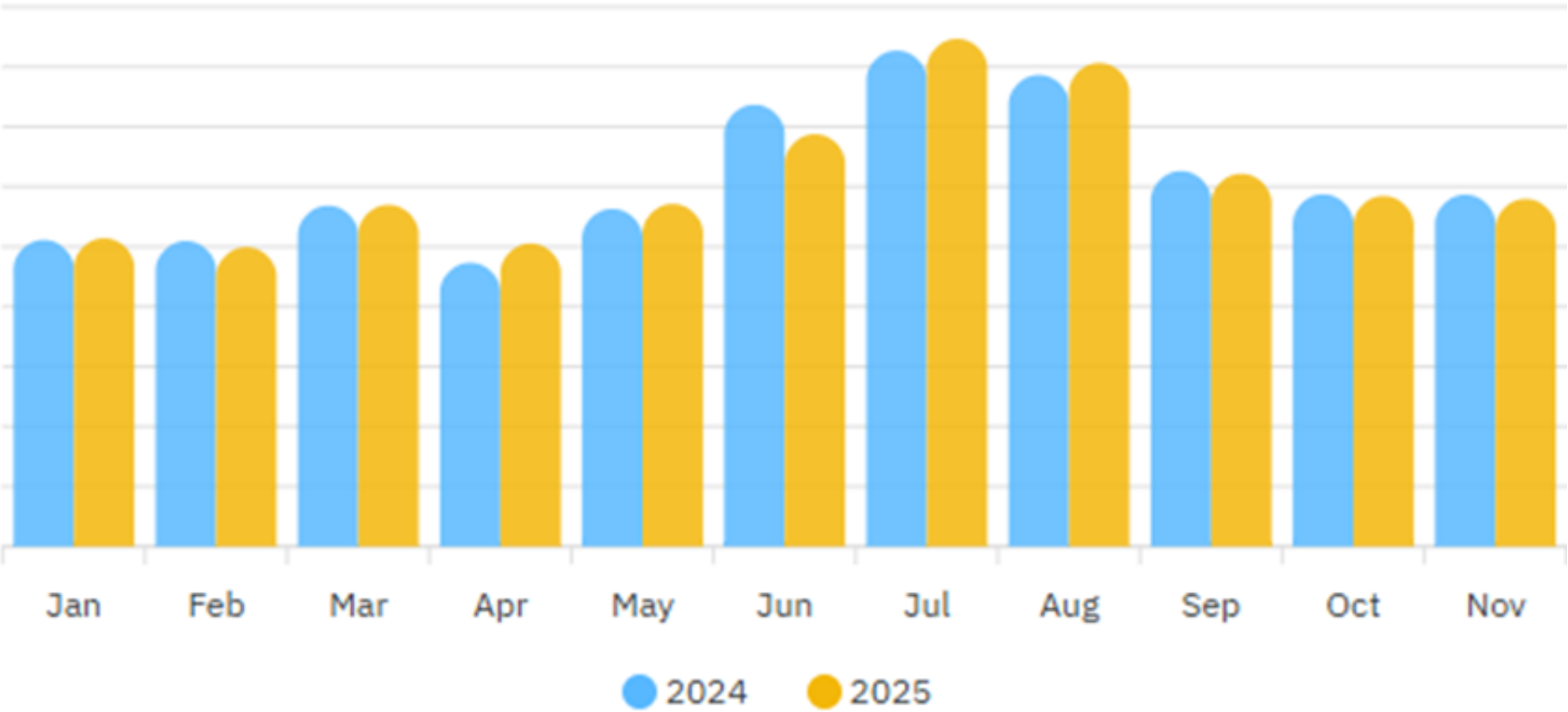
2025 Performance Report



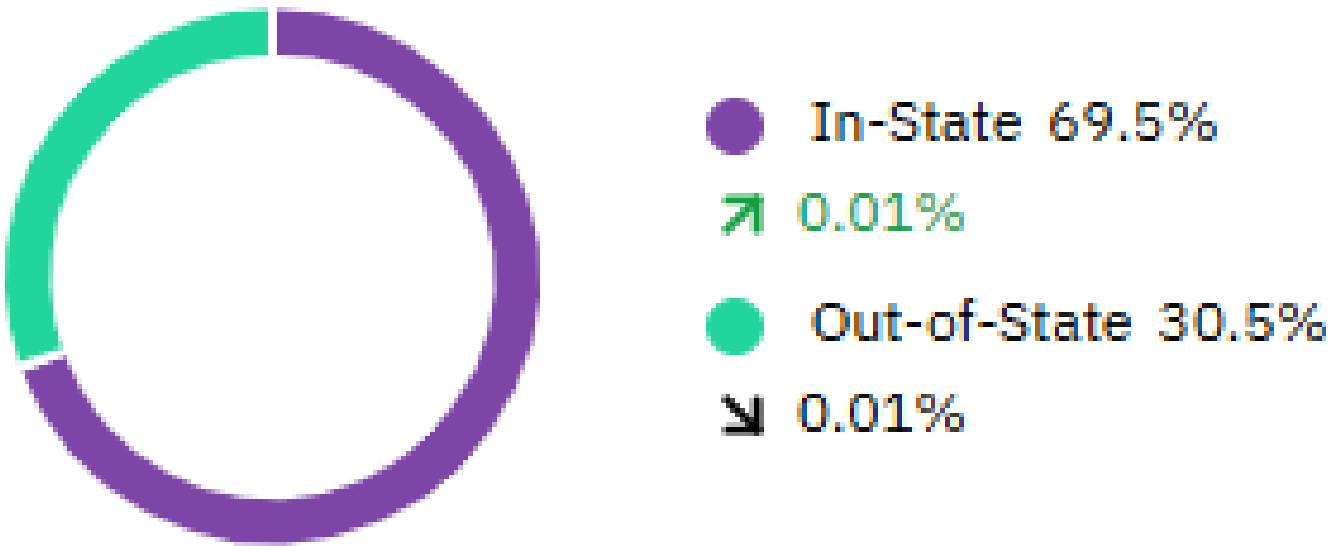


VISITOR DAYS BY MONTH

Monthly Volume by Visitor Days



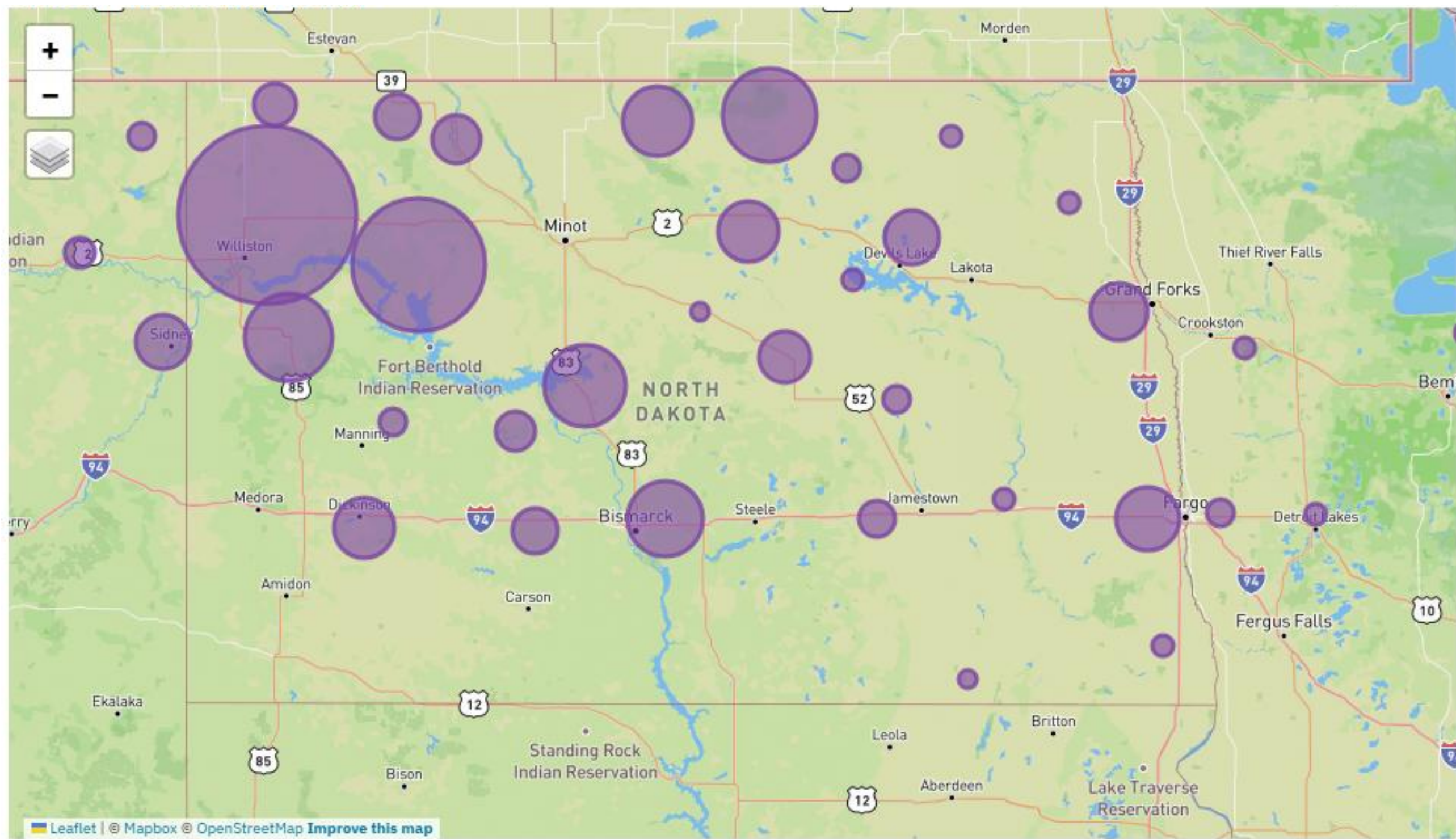
In-State vs Out-of-State % Share



Percent of Visitor Days



SHARE OF SPENDING BY COUNTY

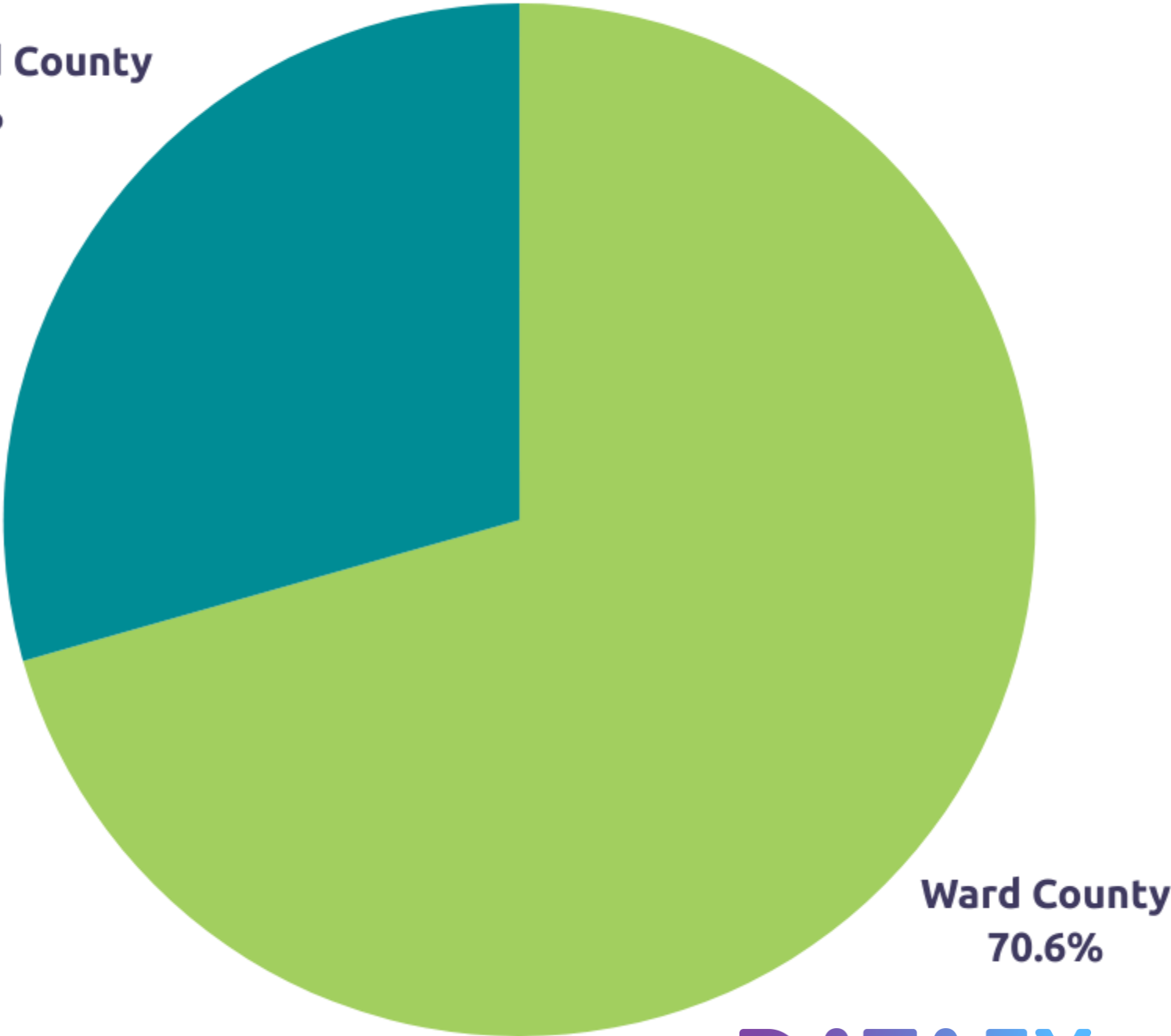


CREDIT CARD SPEND

Spending by County

County	Share of Spending for 1/25 - 11/25	Change in Share of Spending vs 1/24 - 11/24
Williams, ND	26.7%	- 1.69%
Mountrail, ND	12.6%	+ 0.17%
Rolette, ND	5.41%	+ 0.14%
McKenzie, ND	4.68%	- 0.63%
McLean, ND	3.96%	+ 0.92%

Outside Ward County
29.4%

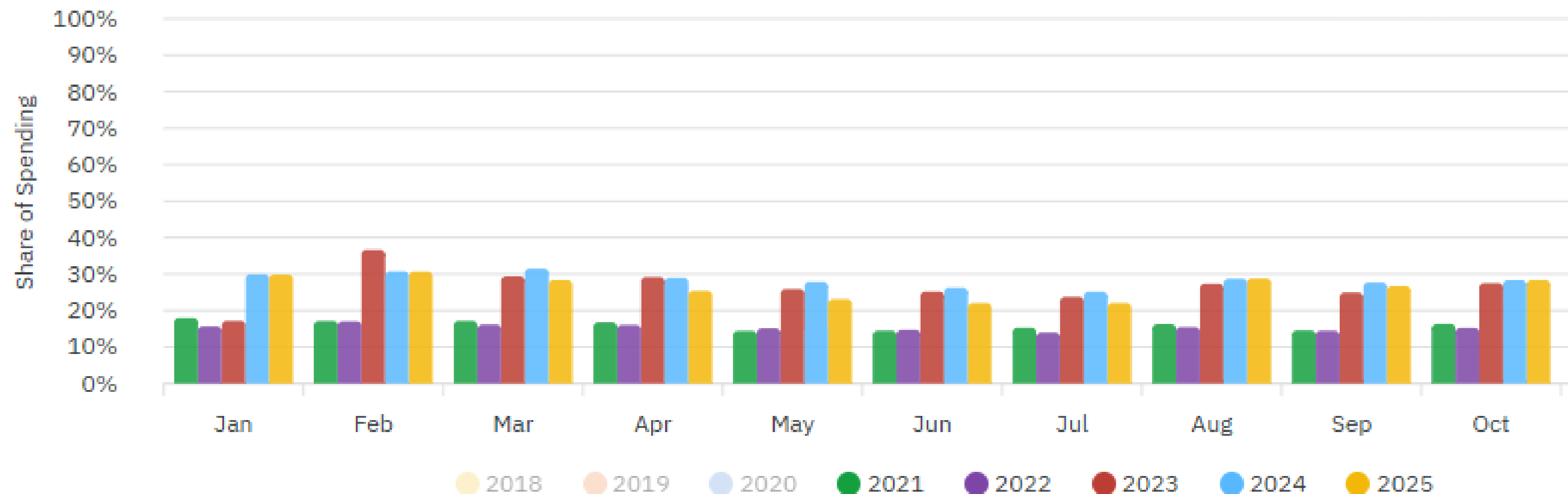


DATAFY

*Share in Spending by County excludes spending from within 50 miles of Minot.

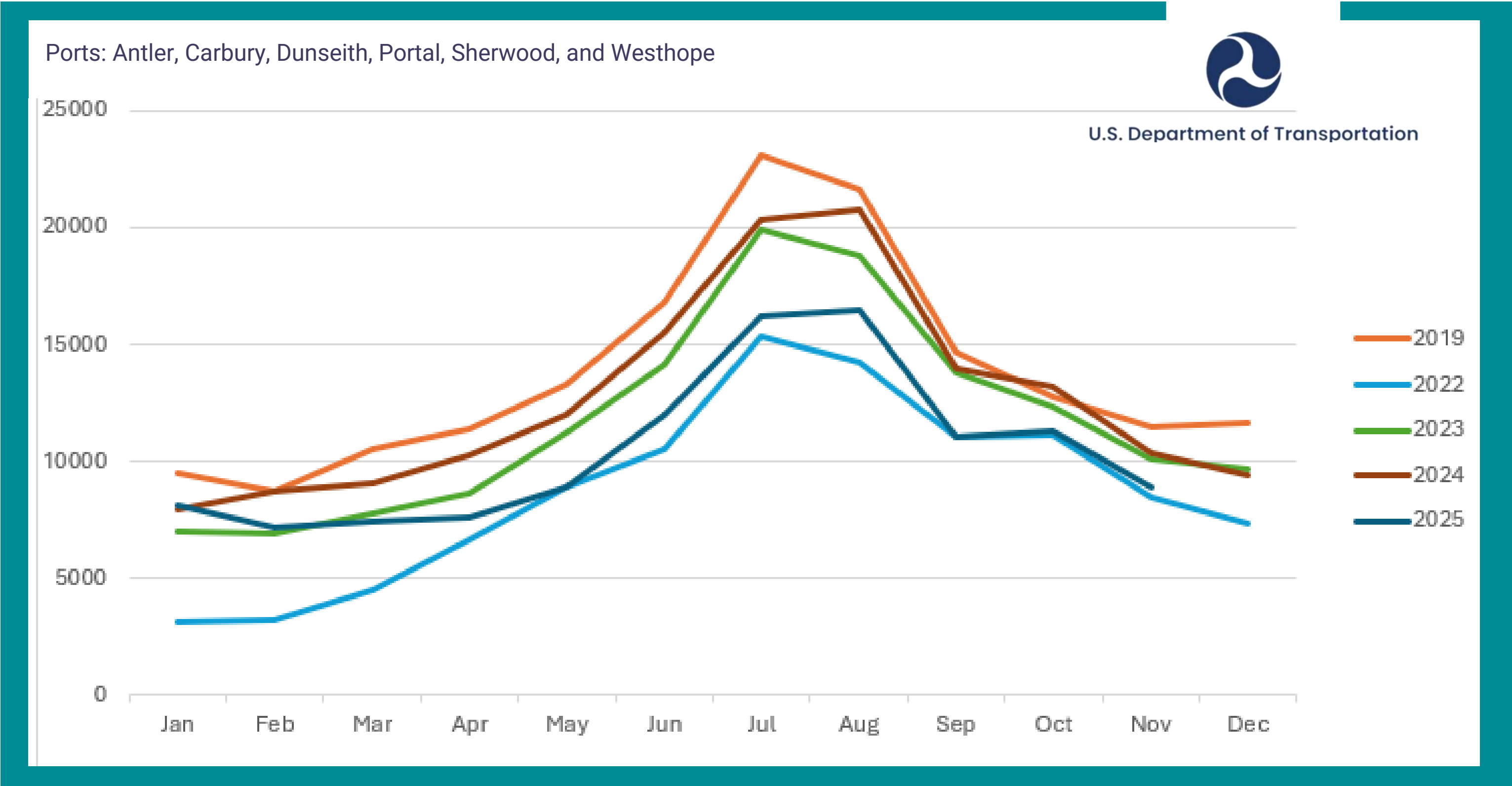
YEAR OVER YEAR SPENDING: WILLIAMS COUNTY

JANUARY - OCTOBER 2025



DATAFY

CANADIAN BORDER CROSSINGS: PERSONAL VEHICLES



LEISURE TOURISM

2025 PERFORMANCE: JANUARY 1 - NOVEMBER 30

WEBSITE PERFORMANCE

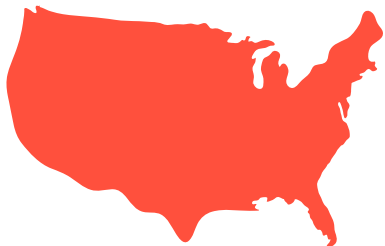
ACTIVE USERS	169,115
AVERAGE ENGAGEMENT TIME	1m, 09s
ORGANIC SEARCH	151,714 Sessions
DIRECT TRAFFIC	60,836 Sessions

VISITOR CENTER TRAFFIC

ALL 50 STATES REACHED BY July 1, 2025

50

States



TOP 5

States

- Minnesota
- Texas
- California
- Florida
- Montana

31

Countries



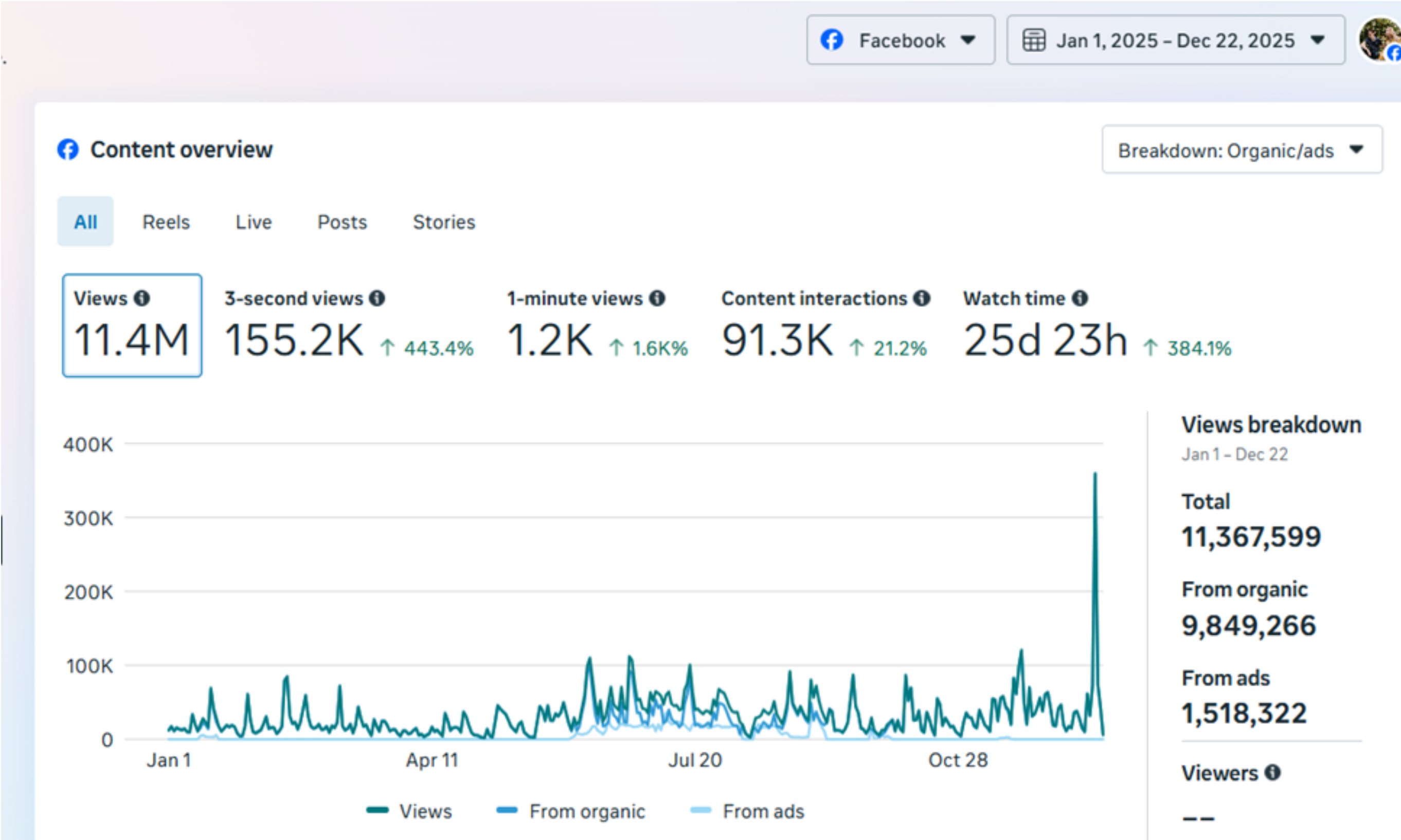
LEISURE TOURISM

2025 SOCIAL MEDIA PERFORMANCE: JANUARY 1 - NOVEMBER 30

FACEBOOK CONTENT

- Organic Views: 87%
- Paid Views: 13%
- Non-Follower Views: 68%

Strong organic performance indicates effective content design with limited reliance on paid advertising.



SPORTS TOURISM

2025

37 TOURNAMENTS

\$11,104,682 ESTIMATED ECONOMIC IMPACT

2025 TOP PERFORMING TOURNAMENTS

January

- North Dakota Tournament Association 8-Ball Pool Tournament
- North Dakota Association of Dance and Drill State Championship

February

- Athletic Empire Live First Volleyball Tournament
- Minot Soccer Association Indoor Cup

March

- North Dakota State Amateur Basketball
- Dakota Rattlers Westing Tournament
- Rebel Athletics Rebel Roundup

April

- Athletic Empire Spring Spikedown Tournament

June

- Minot Storm Invitational
- Magic City Youth Baseball Slugfest

July

- Junior Olympics State Tournament



TO: Mayor and Members of the City Council

FROM: Brian Billingsley, Community Development Director

DATE: January 5, 2026

SUBJECT: ECONOMIC DEVELOPMENT PLAN REVIEW COMMITTEE

I. RECOMMENDED ACTION

This is informational only. City Council can discuss the committee recommendations and take action or provide direction to staff.

II. DEPARTMENT CONTACT PERSONS

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

David Lakefield, Finance Director, 701-857-4774

Mike Blessum, City Council Member, 701-857-4750

Paul Pitner, City Council Member

III. DESCRIPTION

A. Background

This item was placed on the August 4th agenda. It was decided at that time to hold off on taking any action until we filled a vacant Council seat.

B. Proposed Project

A committee of various economic development organizations, city council members, and community leaders and stakeholders was formed in November 2024 and held meetings twice every month until June 2025.

C. Recommendation Detail

The Committee's recommendations are outlined in the attached memo.

IV. IMPACT

A. Aspirations

B. Service/Delivery Impact:

City staff and agencies providing economic development services are ready to address the items listed in the memo.

C. Fiscal Impact

ts
N/A

Project Funding
N/A

VI. ALTERNATIVES

Council can table this item.

Council can refer any items back to the Committee for further discussion and analysis.



REPORT FROM THE ECONOMIC DEVELOPMENT PLAN REVIEW COMMITTEE

I. COMMITTEE BACKGROUND

The Minot City Council approved a motion by a 6-1 vote at its October 7, 2024, regular meeting to create an Economic Development Plan Review Committee. The committee was to be comprised of 2 council members and 5 community members to be appointed by the mayor. Alderman Mike Blessum was selected to chair the committee and was joined by Alderman Paul Pitner as the council representatives. Community members appointed to the committee included Jordan Nelson, Tyler Neether, Justin Hammer, Melinda Howe, and Beth Feldner.

The committee commenced its work on November 8, 2024, and has met twice monthly since. Meetings have generally included presentations from various community and regional partners including ND Commerce, MACEDC, Souris Basin Planning Council, and City of Minot staff. Question and answer sessions were held with each of the presentations. Committee discussions were interspersed with the working sessions. Throughout the process the committee worked with the City Clerk acting as secretary to record bullet points of the thoughts of the committee.

II. WHAT IS ECONOMIC DEVELOPMENT SUCCESS?

The committee held a discussion to work through ways to determine whether the city's economic development initiatives were successful. The committee developed the following bullet points that they felt represented success for the people of Minot.

- Fill Gaps – Funding where other organizations are not, or it is not part of their scope.
- Retail/Restaurant Economic Development and Data Collection
- Expand tax base.
- Increasing discretionary income/spending.
- Strengthening our position as a regional draw.
- Foster a common sense, business-friendly environment that will work to increase entrepreneurship, new business formation, existing business growth and competition which benefits the consumer.
- Work with all stakeholders to ensure that Minot can attract a workforce with a broad skill set, both through new residents and enabling existing residents.
- Diversify Industry Sectors

Economic development activities should generally trace back to these success factors as a measurement for priority and success.

III. PRIMARY RECOMMENDATIONS

Through its discussions, the committee prioritized the following recommendations for the city council's consideration. These items represent immediate actions the council could take to enhance the effectiveness of the city's economic development activities.

- State Program Matching Funds – Prioritize the funding of the PACE and Flex PACE Programs at levels adequate for their operations.
- Continue the Renaissance Zone Program - Encourage the Renaissance Zoning Board to move districts from areas who have not utilized the program, to blighted areas or entrances to our community that need improvements.
- Continue the Builders Property Tax Exemption and Homeowners Property Tax Exemption Programs
- Consider additional residential developer incentives such as:
 - Special Assessments (fund infrastructure improvements)
 - Developer Tax Credits
 - Developer Rebates
- Façade Improvement Program Recommendations
 - Take a larger look at the areas laid out in the 2040 Comprehensive Plan. Task the Renaissance Zone Committee to make these recommendations.
 - Change the structure of the program by changing the City/Applicant Percentage and/or reducing the amount offered per application.
 - Include a sunset date to the program.
- Partnership with MACEDC and City of Minot
 - MACEDC provides more detail on how City of Minot funds are spent yearly.
 - Consider the continued investment in data collection and presentation of data package directory.
- Consider establishing a Land Development Partnership Committee

IV. OTHER COMMITTEE NOTES

The committee members also had the following observations and notes during their deliberations. Although these items did not receive an approval vote for the primary recommendations, the committee forwarded all of its notes for information for the council.

TIF Program Recommendations

- Prioritize blighted properties first, then consider new development.
- If consideration is given to new development, the applicant must provide a benefit to the city.

Direction to City Council on Retail Recruitment Services

- Recommend City Council dissolve Chapter 2, Article V, Division 2 Community Development Advisory Board.

Ideas for further review

- Child Care/Workforce Shortage
 - Other Communities are utilizing the ND Department of Commerce RWIP program for larger childcare facilities (pending funding in the next biennium) and providing local grants.
- Consolidate the Renaissance Zone Review Board and Magic Fund Screening Committee or combination to continue the Economic Development discussion and handle any incoming inquiries.

I appreciate the opportunity to provide feedback this evening as well as the council's continued willingness to revisit the work of the Economic Development Review Committee and reflect on its role and whether it was effective.

The committee's work was primarily focused on a retrospective review. From the beginning, we struggled to find a clearly defined metric to track success or a consistent framework for evaluating economic development outcomes.

Economic development is inherently long-term and regional. Evaluating it effectively requires continuity, subject matter understanding, and alignment with a broader strategy. Without those pieces in place, it's easy for the process to drift away from what's really making a difference or to evaluate the real economic impact.

So far, it hasn't been clear how this process improves economic outcomes for Minot. What has been clear is that it adds uncertainty for partners and organizations that depend on stability to do their work.

Communities that compete well for jobs and investment tend to offer clear expectations, stable funding, and predictable governance. Uncertainty, even when well-intended, can slow progress.

I'd encourage the council to focus less on whether certain tools or partnerships align with personal philosophies and more on whether they deliver real results for the community. By results, I mean metrics such as job growth, private investment, workforce, and housing progress. Those are goals the community should clearly define together, along with each entity's role.

I want to briefly address some of the programs administered by the city that we spent some time on as a committee. Specifically, the programs that focus on the look and feel of our community, including the Renaissance Zone and the Façade Improvement Project, that improve the look and feel of our community. Some view these investments as benefitting only one area or one group. I see them differently. A healthy downtown and attractive business areas are part of the broader economic ecosystem that supports the entire city. They help attract employers, support small businesses, draw visitors, and make Minot a place where people want to live, work, and spend time. That quality-of-life component matters when communities are competing for workforce and private investment. When done well, these programs are not only cosmetic or wasteful. They strengthen the business environment, increase activity, and contribute to long-term economic vitality that benefits the whole community.

Other cities in our state and region are using state, federal, and local programs to address workforce, housing, and growth. Minot will stay competitive by being a part of those efforts. We prove nothing by sitting them out.

From my perspective, the council already receives a strong level of accountability around economic development. The data that's provided, the transparency in reporting, and the results being tracked are appropriate and sufficient for informed decision-making. Adding additional reporting and oversight risks slowing progress without meaningfully improving outcomes.

What I believe matters most moving forward is creating stability and confidence for the partners doing this work and for the businesses watching how Minot approaches growth. One suggestion I hope the council considers is multi-year contracts. Longer-term contracts would create budgetary stability for the City and allow funded entities to plan, hire, and focus on delivering results rather than operating year to year.

Economic development is a necessary investment for communities that want to grow and move forward. Minot's ability to compete, attract people and employers, and strengthen its tax base depends on clear goals, stable partnerships, and a consistent approach.

Thank you again for the opportunity to share these thoughts and support a path forward that keeps Minot positioned for long-term success.

Beth Feldner