



Regular City Council Meeting
Monday, May 4, 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

3.1. PROCLAMATIONS

3.2. EDND SPRING CONFERENCE - MARK LYMAN

4. REPORTS

4.1. CITY MANAGER'S REPORT

MUNICIPAL COURT RELOCATION ANALYSIS

**It is recommended City Council review, analyze, and provide staff
guidance on a preferred course of action.**

4.2. CITY ATTORNEY'S REPORT

5. PLANNING COMMISSION

5.1. CONSIDER THE REPORT OF THE PLANNING COMMISSION

5.2. PUBLIC HEARING: CASE #2026-19 - NORTHRIDGE VILLAS 2ND ADDITION
- ZONING MAP AMENDMENT

RECOMMENDED ACTION

**It is recommended City Council close the public hearing and approve the
Zoning Map Amendment in alignment with the Planning Commission.**

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

RECOMMENDED ACTION

It is recommended City Council approve the minutes from the April 20, 2026, Regular City Council meeting and the April 22, 2026, Special City Council meeting.

6.2. ORDINANCES

RECOMMENDED ACTION

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

- 1. Ordinance No 6188 - Section 22-1 Native Grass & Tall Weeds and Grass**
- 2. Ordinance No 6189 - 2026 BA - 1st St SW Reconstruction - Storm Sewer**
- 3. Ordinance No 6190 - 2026 BA - Skid Steer Loader Trades**
- 4. Ordinance No 6191 - 2026 BA - FD Donation from Enbridge**
- 5. Ordinance No 6193 - 2026 BA - PD Forfeiture Funds for SWAT Equipment**

6.3. ORDINANCES

RECOMMENDED ACTION

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

- 1. Ordinance No 6192 - Section 9-2 Building Inspections to Building Safety**

6.4. ORDINANCES

RECOMMENDED ACTION

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

- 1. Ordinance No 6194 - 2nd Ave SW and 4th St SW**

6.5. ADMINISTRATIVE APPROVALS

RECOMMENDED ACTION

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

1. Trinity Health Foundation to conduct a raffle on June 8, 2026, at the Souris Valley Golf Course (2400 14th Ave SW).
2. Five Special Event Permits for Sports on Tap (220 S Broadway).
3. Two Special Event Permits for The Ranger Lounge (1218 S Broadway).
4. Special Event Permit for The Starving Rooster (30 1st St NE).
5. Two Special Event Permits for Arny's 2.0 (12 3rd St SE).

6.6. BILLS, TRANSFERS, & PAYROLL

RECOMMENDED ACTION

It is recommended City Council approve the payroll for the period from March 22, 2026, through April 18, 2026, in the amount of \$2,686,707.13 and the bills and transfers for April in the amount of \$4,433,577.56.

6.7. GAMING SITE AUTHORIZATIONS RENEWELS

RECOMMENDED ACTION

It is recommended City Council approve the following gaming site authorizations for the following organizations to conduct games of chance during the license year of July 1, 2026, through June 30, 2027, at the following locations:

- Aggie Foundation
 - Best Kept Secret (2400 10th St SW)
 - Arny's 2.0 (12 3rd St SE)
- Minot Hocket Boosters
 - On the Rocks (614 3rd St NE)
 - Aces Lounge (1524 S Broadway Ste 8)
 - The Depot and Baggage Claim (15 Main St N)
 - Nola's (919 Burdick Exwy W)
 - X-Golf (1621 S Broadway)
- Prairie Grit Adaptive Sports
 - Applebee's (2302 15th St SW)
 - The Starving Rooster (30 1st St NE)
 - Sammy's Pizza (400 N Broadway)
- ND Association for the Disabled, Inc.
 - Down Under Bar (23 Main St S Unit 1B)

- Drop Zone (101 S Main St)

- **MSU Beaver Boosters, Inc.**

- The Spot (215 E Central Ave)
- Pour Farm (201 37th Ave SW)
- Lamplighter Lounge (200 16th St SW)
- Sports on Tap (220 S Broadway)

- **Minot Junior Golf Association**

- Lucky Strike Lounge & Casino (1901 N Broadway)
- Dakota Lounge (1525 31st Ave SW)
- Capri Bar (2030 Burdick Expwy E)
- Ranger Lounge (1218 S Broadway)
- Bootleggrz (515 20th Ave SE Ste 2B)
- Trappers Lounge (2401 Elk Drive)

6.8. ALCOHOLIC BEVERAGE LICENSE TRANSFER

RECOMMENDED ACTION

It is recommended City Council approve the transfer of the Retail Liquor, Beer, and Wine license from the previous owner to new ownership under the name Broadway Liquor, LLC dba Broadway Liquor.

6.9. TAXIWAY B RECONSTRUCTION (PHASE 1) PROJECT CONTRACT – CONSTRUCTION ADMINISTRATION SERVICES (AIP 3-38-0037-080-2026)

RECOMMENDED ACTION

It is recommended City Council:

- 1. Approve Phase 1 Taxiway B Reconstruction – Construction Administration Services proposal to be conducted by Mead & Hunt, pending grant funding;**
- 2. Direct staff to apply for federal and state grants;**
- 3. Accept the grants if awarded; and**
- 4. Authorize the Mayor, Airport Director, City Attorney, and Finance Director to sign the agreement, the grants, and other applicable documents.**

6.10. RUNWAY 8-26 REHABILITATION - WEST (PHASE 2) PROJECT

CONTRACT – CONSTRUCTION ADMINISTRATION SERVICES (AIP 3-38-0037-081-2026)

RECOMMENDED ACTION

It is recommended City Council:

- 1. Approve the Phase 2 Runway 8-26 Rehabilitation (West) – Construction Administration Services proposal to be conducted by Mead & Hunt, pending grant funding;**
- 2. Direct staff to apply for federal and state grants;**
- 3. Accept the grants if awarded; and**
- 4. Authorize the Mayor, Airport Director, City Attorney, and Finance Director to sign the agreement, the grants, and other applicable documents.**

6.11. AUTHORIZE ADVERTISEMENT FOR AUCTION/SALVAGE OF FLOODWAY ACQUISITIONS

RECOMMENDED ACTION

It is recommended City Council authorize advertisement for the list of auction/salvage of floodway acquisitions.

6.12. CONTRACT AMENDMENT FOR AIRFIELD UTILITIES (SEWER, WATER, GAS) – DESIGN SERVICES

RECOMMENDED ACTION

It is recommended City Council approve the Airfield Utilities (Sewer, Water, Gas) – Design Services Amendment proposal from Short Elliott Hendrickson, Inc. (SEH); and authorize the Mayor to sign the agreement; and recommend approval to advertise for bid.

6.13. CASE #2026-31 - BOLTON HEIGHTS 15TH ADDITION - MINOR PLAT

RECOMMENDED ACTION

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

6.14. CASE #2026-14 - STONEBRIDGE FARMS 7TH ADDITION - FINAL PLAT

RECOMMENDED ACTION

It is recommended City Council approve the final plat as shown in Attachment A.

6.15. CASE #2026-13 - SUNRISE GARDENS - FINAL PLAT

RECOMMENDED ACTION

It is recommended City Council approve the Final Plat that is included in Attachment A.

6.16. 2026 ALLEY WATERMAIN REPLACEMENT - AWARD OF BID (4898.1)

RECOMMENDED ACTION

It is recommended City Council approve the bid from Kemper Construction Co. in the amount of \$860,152.31 for the 2026 Alley Watermain Replacement project and authorize the Mayor to sign the contract on behalf of the City of Minot.

~~6.17. PERKETT DITCH IMPROVEMENTS PHASE 2 - AWARD OF BID (4751.1) - PULLED~~

6.18. 2025 WASHINGTON SAFE ROUTES TO SCHOOL (SRTS) PROJECT - FINAL PAYMENT (4720)

RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$1,753.53 to be paid to the North Dakota Department of Transportation and authorize the Mayor and Finance Director to sign the final certification of local match.

6.19. NDDOT CURB RAMP AGREEMENT (4920)

RECOMMENDED ACTION

It is recommended City Council approve the attached Curb Ramp Agreement and authorize the Mayor and city staff to sign the required documents.

6.20. PAVEMENT MANAGEMENT PLAN AGREEMENT

RECOMMENDED ACTION

It is recommended City Council concur in awarding the project to Quality Engineering Solutions (QES) and authorize the mayor to sign the contract.

6.21. AMENDMENT TO COST PARTICIPATION AND MAINTENANCE AGREEMENT 16TH ST INTERCHANGE (4753)

RECOMMENDED ACTION

It is recommended City Council approve the CPM amendment and authorize the Mayor to sign the amendment

6.22. DEVELOPMENT AGREEMENT - GREAT PLAINS ADDITION LOT 1 (4944)

RECOMMENDED ACTION

It is recommended City Council approve the Great Plains Addition Lot 1 Development Agreement with Plains Real Estate Company LLC and authorize the Mayor to sign.

6.23. AMENDED MINOT PD AND FD ANNUAL WELLNESS CHECK CONTRACT FOR LOCAL PROVIDERS

RECOMMENDED ACTION

It is recommended City Council:

- 1. Approve the amended Clinician Services Standard Form Agreement and authorize the Mayor to execute the contract upon receipt from a provider; and**
- 2. Terminate any current Clinician Services Agreements and authorize the Mayor to re-execute these contracts using the new standard form agreement.**

6.24. CONTRACT FOR AMENDMENT NO. 1 – TAXIWAY D2 & D3 REALIGNMENT AND RECONSTRUCTION AND RUNWAY 8/26 PAPI REPLACEMENT – DESIGN SERVICES (AIG 3-38-0037-076-2025)

RECOMMENDED ACTION

It is recommended City Council approve the Amendment No. 1 – Taxiway D2 & D3 Realignment and Reconstruction and Runway 8/26 PAPI Replacement – Design Services proposal from Short Elliott Hendrickson Inc. (SEH); and authorize the Mayor to sign the agreement; and recommend approval to advertise for bids.

6.25. CONTRACT FOR INDIGENT DEFENSE COUNSEL

RECOMMENDED ACTION

It is recommended City Council approve the contract for Indigent Defense Counsel (template) and authorize the Mayor, Finance Direction and City Clerk to sign.

7. ACTION ITEMS

7.1. PUBLIC HEARING: PY2026 COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN

RECOMMENDED ACTION

It is recommended City Council close the public hearing and approve the Annual Action Plan and authorize the Mayor to sign the application (form SF 424) and additional certifications required by HUD.

7.2. PUBLIC HEARING: REVISED CITIZEN PARTICIPATION PLAN

RECOMMENDED ACTION

It is recommended City Council close the public hearing and authorize the Mayor to sign the updated version of the Citizen Participation Plan.

7.3. PUBLIC HEARING: CAPITAL IMPROVEMENT PLAN (4979)

RECOMMENDED ACTION

It is recommended City Council close the public hearing and provide any modifications to the Capital Improvement Plan.

7.4. APPROVAL OF CDBG ENTITLEMENT NOFO RECOMMENDATIONS - YOUTHWORKS

RECOMMENDED ACTION

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

7.5. APPROVAL OF CDBG ENTITLEMENT NOFO RECOMMENDATION - MINOT COMMISSION ON AGING, INC

RECOMMENDED ACTION

It is recommended City Council approve the Subrecipient Agreement with MCA and authorize the Mayor to sign the agreement.

7.6. RULES OF ORDER ORDINANCE - FIRST READING

RECOMMENDED ACTION

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

7.7. CASE NO. FI-20: A REQUEST BY CXL, LLC, FOR A FACADE IMPROVEMENT PROGRAM FORGIVABLE LOAN OF UP TO \$148,500.00 FOR IMPROVEMENTS PROPOSED AT 302 EAST CENTRAL AVENUE

RECOMMENDED ACTION It is recommended City Council:

- 1. Approve the forgivable loan;**
- 2. Approve the budget amendment on first reading; and**
- 3. Authorize the Mayor to execute the contract.**

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

10. ADJOURNMENT

Proclamation

Mayor Proclaims May 8 as Provider Appreciation Day

WHEREAS, the child care system supports children’s growth, development, and educational advancement and creates a positive impact for families and communities; and

WHEREAS, child care providers are essential to the health of our communities by fostering welcoming spaces, supporting working families, and creating educational, enriching environments where children can develop lifelong skills; and

WHEREAS, community support for affordable, accessible high-quality child care represents a worthy commitment to help families work, supports children’s healthy development and learning, and keeps our economy growing;

NOW, THEREFORE, DO I, Mark Jantzer, Mayor of Minot, North Dakota, hereby proclaim May 8, 2026, as Provider Appreciation Day and urge all Minot residents to support child care providers for the vital role they play in our communities and to recognize that child care continues to be a lifeline for Minot families, our collective community, and our overall economy.

Mayor Proclaims May 8 as Provider Appreciation Day

Mark Jantzer, Mayor, City of Minot

City of Minot City Clerk

Proclamation

Mayor Proclaims May as Building Safety Month

WHEREAS the City of Minot is committed to recognizing that our growth and strength depend on the safety and essential role our homes, buildings and infrastructure play, both in everyday life and when disasters strike, and;

WHEREAS our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who ensure the safe construction of buildings, and;

WHEREAS Building Safety Month is sponsored by ICC to remind the public about the critical role of our communities' largely unknown protectors of public safety—our code officials—who assure us of safe, sustainable and affordable buildings that are essential to our prosperity, and;

WHEREAS each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local, state, tribal, territorial, and federal building safety and fire prevention departments, in protecting lives and property.

NOW, THEREFORE, DO I, Mark Jantzer, Mayor of the City of Minot, hereby proclaim May as Building Safety Month and encourage residents to recognize and appreciate the dedicated building professionals who create and implement the highest quality codes and standards to protect us in the buildings where we live, learn, work, and play.

Mayor Proclaims May as Building Safety Month

Mark Jantzer, Mayor, City of Minot

City of Minot City Clerk

TO: Mayor, Mark Jantzer
Members of the City Council

FROM: Tom Joyce, City Manager

DATE: May 4, 2026

City Manager, Tom Joyce

I joined the support agency leaders (City Attorney, Finance Director, Human Resource Director, Public Information Officer, and City Clerk) in a deep dive session with the Public Work Operations staff to better understand their short- and mid-term requirements, issues, and operational efficiencies that are being tested in multiple departments (i.e., sharing staff, not backfilling vacancies); we did the same with the Utilities Department to better understand what projects they are currently working on and where they could use our assistance. The City Clerk and I met with our CityWorks subject matter experts to understand how we could better track fees, permits and licenses (i.e., revenues) by general fund department to improve the fidelity of data and better understand the general fund revenue source. I held numerous one-on-ones with my direct reports and others, met with numerous city/community/Minot AFB leaders, participated in our quarterly Employee Recognition Ceremony where 26 of our outstanding teammates were duly recognized for their superb performance, and worked with staff to resolve a few personnel issues. Finally, I initiated a new Process Improvement & Innovation Team to start strategically looking at our organizational design and potential changes that could be made over the next 1-5 years to review and potentially transform how we deliver services.

City Assessor's Office
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.

	MARCH			Year to Date 2026		
	Sales	Median	Average	Sales	Median	Average
Residential	69	\$ 276,500	\$ 298,756	153	\$ 272,400	\$ 284,152
Residential Vacant Land	1	\$ 85,000	\$ 85,000	24	\$ 25,000	\$ 27,625
Commercial	4	\$ 235,750	\$ 912,625	14	\$ 450,000	\$737,536
Commercial Vacant Land	0	\$ 0	\$ 0	3	\$ 125,000	\$ 250,000

**Community Development Department
Director, Brian Billingsley**

Inspections

March Monthly Information:

CATEGORY	2026	2025	2024
Total Permits Issued	112	164	128
Single-Family Homes	3	2	2
Multi-Family Permits (Units)	0	0	0
New Residential Permits	\$540,982.00	\$261,952.00	\$347,000.00
Residential Remodels	\$630,837.00	\$453,644.00	\$19,708.00
New Commercial	\$18,292,955.00	\$3,152,466.00	\$5,864,000.00
Commercial Remodel	\$1,859,768.00	\$1,288,617.00	\$2,600,000.00
Valuation of All Permits	\$21,324,542.00	\$5,156,679.00	\$8,830,708.00

Notable Permits:

- Nail Boss (Remodel) @ Dakota Square Mall - \$1,500,000.00
- 7 Brew Coffee – 1520 S. Broadway - \$610,000.00
- Exceptional Healthcare Hospital – 4600 8th St. NW - \$16,300,000.00

March Year-to-Date Permit Information:

CATEGORY	2026	2025	2024
Total Permits Issued	387	587	536
Single-Family Homes	6	5	6
Multi-Family Permits (Units)	0	0	0
New Residential Permits	\$1,121,014.00	\$585,463.00	\$1,018,698.00
Residential Remodels	\$674,878.00	\$601,846.00	\$455,230.00
New Commercial	\$18,292,955.00*	\$55,983,746.00**	\$5,938,000.00
Commercial Remodel	\$3,363,408.00	\$2,884,698.00	\$4,535,000.00
Valuation of All Permits	\$25,579,968.00	\$60,055,753.00	\$11,946,928.00

*Exceptional Community Hospital - \$16,300,000.00

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

Planning

The Planning Commission held a meeting on March 10th and approved all items. The meeting minutes have been posted: <https://minotnd.portal.civicclerk.com/event/1598/files/agenda/6229>

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

- Commercial Kitchen – 2725 Heritage Dr.
- First Baptist Church (Addition)
- Wayfinder Farms – Butterfly House
- Condos and Shops – 2-mile ETA

Outdoor Dining Permits:

- Prairie Sky Breads - Parklet

Other Projects/Meetings:

- Director participated in two CDBG-DR/NDR meetings.
- Director attended a Monthly economic developer's meeting with the Chamber EDC.
- Director and staff attended one Compatibility Study meetings regarding land uses planning surrounding the Minot Air Force Base.
- Staff attended a Problem Properties Unit meeting.
- Staff attended an Employee Town Hall meeting with the City Manager.
- Planning staff conducted a review of the Land Development Ordinance and came up with several amendments for City Council consideration.

Economic Development

Renaissance Zone Program:

- The Renaissance Zone Review Board held a meeting on March 26. They recommended approval of FI-20 (Firestone Building)

Façade Improvement Program:

- One new application was received and will be presented to the Renaissance Zone Review Board at the April 23rd meeting. I am aware of at least three pending applications at this time.

Economic Development Data Services RFP:

- City, Chamber, and Visit Minot staff have been holding bi-weekly meetings with TPMA on the economic development data services project. We are pleased with the progress that has been made and we should start receiving deliverables later this Spring.

Retail Recruitment Update:

- The Sinclair gas station and mattress store property on South Broadway and 31st Ave. SW is under contract with a development company. It may become the site of a future retail redevelopment project.

- EquipmentShare, a company that sells and leases construction equipment, is expected to file for a building permit on a property in southeast Minot later this year.
- Jiffy Lube is working on submitting information for a building permit application for 300 31st Ave. SW.

**Minot International Airport
Director, Jennifer Eckman**

The Airport continued to have a drop in revenues compared to the prior years for the month of March 2026. Although there was poor weather in Minot, a lot of the cancellations and delays were related to weather events nationwide. The Airport also did not have flights to Sanford-Orlando to boost the numbers. Additionally, Canadian border crossings have dropped, causing fewer travelers from a large portion of our “catchment area,” the regional market surrounding the airport. The Airport Association of North Dakota and the North Dakota Aeronautics Commission awarded the 2025 Airport of the Year Award to Minot International Airport. Airport statistics can be found at <https://www.motairport.com/345/Statistics-Dashboard>.

The Airport continues to work through the easements with Enbridge over a pipeline in Runway 26’s runway safety area (RSA). Enbridge is requesting the City pay (estimated at \$550,000) for the required protective measures. The airport staff has applied for a state grant to cover 90% of the costs for the protective measure. If the state is unable to assist the airport may need to close that runway for use by that specific classification of aircraft. City staff continue to negotiate the pipeline easements and the repairs with Enbridge.

2025 Service Summary

FDHU Environmental Health provided over 5,183 services in the Minot community. (2024 was 5,093)

FDHU Harm Reduction Program distributed 2456 boxes of Narcan. They also had 867 encounters in the Syringe Service program, with 591 of those encounters including peer support services.

FDHU Nursing had **3193** encounters in the Minot community through the following programs: Optimal Pregnancy Outcome Program, High Priority Infant, HIV testing and treatment, Ryan White, STI, TB, and Family Planning. Nursing services also provided **8,638**. (In 2024, that number was 11,831) immunizations in the Minot community.

FDHU Mobile Unit served the Minot community with 56 off-site clinics in the community. (In 2024 there were 47 off-site clinics.)



First District Health Unit 2025 Services Agreement Year End Report

In addition to community services, the following services were provided to the City of Minot per our service agreement.

Material and personnel were provided to conduct **603** water tests for the City Public Works Department. The agreement allows up to 700.

Material and personnel were provided to conduct **58** wastewater tests for the City Public Works Department. The agreement allows up to 300.

Four Hep B and 3 Boostrix TDAP vaccines were given for City of Minot staff. Up to 5 each of Hepatitis B, TDAP, and Boostrix TDAP are allowed per the service agreement.

FDHU provided **40 Leave Behind Kits** to the Minot Fire Department along with **60** additional boxes of Narcan. We also provided **72** boxes of Narcan to the Police Department. That amounts to 172 boxes of Narcan. The service agreement allows for 125 Boxes.

Opioid Settlement Funds report was submitted to NDHHS-Behavioral Health Division our collaborative plan with Ward County.

2025 Report for the City of Minot

Healthy People in Healthy Communities

2025 Program Support

TB Outpatient Services & Program include TB testing, education, treatment, and follow-up appointments. This also includes general community education.

C & Y Program includes services such as head lice checks, fluoride varnish, orthodontic screenings, referrals to other resources, and community education.

Hep C program includes testing, referrals for treatment, and community education.

OPOP & HPI are programs to assist women to have healthy pregnancies and healthy babies.

Injury Prevention includes motor vehicle and child passenger safety, fall prevention, sun safety, ORV/ATV safety, bike safety, internet safety, etc.

Nutrition and Physical Activity Programs include community education on healthy lifestyles. FDHU partners with other community entities to provide programming for both youth and adults. One example is *On the Move* which is taught by our nutritionists or nurses in second grade classrooms.

Environmental Services provide training, information, and/or guidance to the general public regarding mold, private and commercial food safety, hazardous waste, nuisances, rabies, solid waste, and diseases transmitted by insects and animals.

City of Minot Funding

Tuberculosis (TB) Outpatient Services & Program	\$ 20,000.00
Children & Youth (C & Y) Program	\$ 60,275.67
Hepatitis C (Hep C) Program	\$ 5,825.90
Optimal Pregnancy Outcome Program (OPOP)	\$ 46,653.72
HPI	\$ 63,340.55
Injury Prevention	\$ 40,000.00
Nutrition & Physical Activity Programs	\$ 30,537.98
Environmental Services	\$ 51,366.18
Total City of Minot Funding	\$ 318,000.00



Minot Area Council of the Arts

Minot Area Council of the Arts (MACA) 2025 Services Agreement – Annual Expenditure Report

2025 Service Summary

The Minot Area Council of the Arts (MACA) serves as a central arts organization supporting artists, arts organizations, and community engagement throughout Minot.

MACA fulfills its role through public programming, artist support, facility management, and community partnerships, creating accessible arts experiences that strengthen quality of life and community connection. MACA is a nonprofit organization whose mission is:

“Connecting Artists. Building Community. Fostering Possibilities.”

Services Provided to the City of Minot

In accordance with the City services agreement, MACA provides the following:

- Support for the Minot City Band
- Promotion of local artists and arts organizations through marketing and outreach
- Advocacy for the arts through public engagement and media presence
- 15+ Arts in the City events annually
- Concert programming in public spaces, including parks and community venues
- Ongoing efforts to promote arts and culture throughout the city

Program Impact

MACA programming is designed to be free, accessible, and community-centered.

Annual Impact Includes:

- 24 Arts In The City Concerts
- 6 Carnegie Center Events
- 6,700+ attendees
- 236 artists supported, paid, or promoted
- 30+ community partnerships

Events such as Arts in the City bring live music, visual art, and family-friendly activities to spaces like Oak Park and downtown Minot, activating public spaces and supporting local artists.

City of Minot Funding (\$40,000)

City funding is allocated to support both community arts organizations and MACA-led programming and operations, ensuring broad impact across the local arts ecosystem.

Direct Community Support

- **Minot City Band** — \$12,000
Supports a full season of free public performances in Minot parks, continuing a long-standing community tradition.



Minot Area Council of the Arts

- **Minot Symphony Orchestra** — \$3,000
Supports performances and outreach, helping sustain orchestral music opportunities in Minot. The symphony is a key part of the city's cultural landscape.

MACA Programming & Operations — \$25,000

The remaining funds are used to plan, produce, and support free arts programming and services for the community.

Arts Programming & Events

- Artist fees (musicians, performers, visual artists)
- Sound, staging, and production support
- Event supplies and interactive art activities
- Permits, insurance, and logistics

Carnegie Center Operations

- Facility management and scheduling
- Maintenance and upkeep
- Community event support

Community Access & Engagement

- Free admission to all public events
- Family-friendly programming
- Marketing and outreach to ensure strong participation

Funding Summary

- \$12,000 → Minot City Band
- \$3,000 → Minot Symphony Orchestra
- \$25,000 → MACA programming, operations, and public events

Total City Investment: \$40,000

Value to the City of Minot

MACA's services directly support the City by:

- Enhancing quality of life for residents
- Supporting local artists and creative industries
- Activating parks and downtown spaces
- Encouraging tourism and local economic activity
- Providing free, accessible cultural experiences

MACA also leverages additional funding through sponsorships, partnerships, and volunteer support, maximizing the City's investment.



Minot Area Council of the Arts

Additional Community Impact

In addition to direct programming, MACA serves as a fiscal sponsor and agent for large-scale arts and cultural projects in Minot.

Recent examples include:

- **Union Silos Project**
A transformative public art initiative that redefined Minot's skyline and brought national attention to the community.
- **Aurora Nights**
A collaborative arts experience supporting creative placemaking and community engagement.

Through fiscal sponsorship, MACA helps:

- Secure and manage funding
- Support project development
- Ensure accountability and successful execution

This role allows MACA to expand the reach and impact of arts and culture in Minot beyond its core programming.

MACA remains committed to delivering high-quality, accessible arts programming while continuing to expand partnerships and opportunities for the Minot community.

We appreciate the City of Minot's continued support in strengthening arts and culture for all residents.



City of Minot

Minot Commission on Aging, Inc 2025 Year End Report.

March 31, 2026

Services Provided:

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

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

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

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

Testimonial: We received a phone call from a client stating that her network of doctors suggested she get put on the Meals on Wheels program to ensure she received the proper nutrition and each time she

has an appointment they always ask if she is still receiving the meals. Her family knows she is eating properly and that she is receiving a wellness check each day. The client states that the volunteers are kind and take the time to talk with her. She loves the program.

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

Senior Activities:

Exercise - Tuesday and Thursday	Good to Know Speakers-Monthly
Yoga-Wednesday and Friday	NDSU Create Better Health-Monthly
Crafts-Monthly	Game/Cards-Twice Monthly
Bingo – Twice Monthly	Movie-Twice Monthly
Tech Help-Monthly	Walking Group-Twice Monthly
MSU Nursing Students-Health Program-Monthly	Holiday Parties
Falls Prevention Program	Book Club

In 2025 we served 112,220 home delivered meals in Minot to 799 Minot residents. These meals were delivered to seniors and low-income people living with disabilities in Minot. We also served 28,398 congregate meals to seniors in Minot, serving 1,705 Minot local older adults last year. Finally, our health program performed approximately 2,178 health visits in Minot.

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

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

All services are provided on a donation basis only, no senior is denied services because of the inability or unwillingness to contribute. City funds are greatly appreciated as the full cost of a meal is roughly \$13.06 and \$93.56 for a health visit. This means the city of Minot fully funded roughly 11,488 meals and approximately 48 health visits in 2025.

City of Minot Funding Summary

Funding Received	\$154,500.
Food	\$138,168.36.
Meal Supplies	\$11,869.67.
Health Supplies	\$4,461.97.

Profit and Loss by Class

Souris Basin Planning Council

January-December, 2025

	LOAN PROGRAMS	BUSINESS ACCELERATOR FUND	IMPACT FUND	RESILIENCY FUND	TOTAL FOR LOAN PROGRAMS	TOTAL
Income						
4000-00 Project & Program Income		18,685.18	39,029.52	25,480.24	83,194.94	\$83,194.94
4000-01 Loan Origination/Application/Late Fee Income		6,194.80		3,843.71	10,038.51	10,038.51
Total for 4000-00 Project & Program Income		24,879.98	39,029.52	29,323.95	93,233.45	\$93,233.45
4300-00 Miscellaneous Income	19,996.58				19,996.58	19,996.58
Total for Income	19,996.58	24,879.98	39,029.52	29,323.95	113,230.03	\$113,230.03
Cost of Goods Sold						
Gross Profit	19,996.58	24,879.98	39,029.52	29,323.95	113,230.03	\$113,230.03
Expenses						
6300-00 Direct Personnel Expenses		38,671.92	8,755.62	25,999.14	73,426.68	73,426.68
6400-00 Indirect Expenses		11,851.27	2,778.33	8,183.29	22,812.89	22,812.89
6500-00 Direct Project Expenses	6,388.06		5,457.50	1,350.00	13,195.56	13,195.56
Total for Expenses	6,388.06	50,523.19	16,991.45	35,532.43	109,435.13	\$109,435.13
Net Operating Income	13,608.52	-25,643.21	22,038.07	-6,208.48	3,794.90	\$3,794.90
Other Income						
Other Expenses						
Net Other Income						
Net Income	13,608.52	-25,643.21	22,038.07	-6,208.48	3,794.90	\$3,794.90



1020 20th Ave. SW | Minot, ND 58702-0940
Phone 701.852.6000
E-mail: minot@minotchamberedc.com
Website: www.minotchamberedc.com

April 30, 2026

Mayor Mark Jantzer
City of Minot
10 3rd Ave SW
Minot, North Dakota 58701

RE: Report to City of Minot Regarding the Contractual Obligations of MACEDC

Dear Mayor Jantzer:

According to Section 3 of the Minot Area Chamber EDC's (MACEDC) services agreement with the City of Minot, an annual expenditure report is due no later than April 2026. Below you will find a report that fulfills that requirement.

2025 Summary	
INCOME	
City of Minot Economic & Workforce Development	\$ 559,650.00
City of Minot Task Force 21	\$ 106,250.00
	\$ 665,900.00
EXPENSES	
Salary & Benefits (prorated for a staff of 8)	\$ 517,331.22
Utilities, Office & Operational Expense	\$ 97,775.75
Building & Equipment Depreciation	\$ 15,882.60
Memberships & Associations	\$ 2,415.00
Development Strategic Engagements	\$ 19,747.76
Task Force 21 Strategic Engagements	\$ 20,099.49
Advertising & Promotion	\$ 7,236.42
Professional Services	\$ 7,500.00
Programming	\$ 21,891.08
Education & Training	\$ 1,787.48
	\$ 711,666.80

Please reach out if you have any questions. We forward to continuing our work in economic development, workforce development, and military support throughout 2026 and beyond.

Sincerely,

A handwritten signature in black ink that reads "Brekka Kramer".

Brekka Kramer, Minot Area Chamber EDC President | CEO



TO: Mayor and Members of the City Council

FROM: Ryan Kamrowski, City Assessor

DATE: May 4, 2026

SUBJECT: MUNICIPAL COURT RELOCATION ANALYSIS

I. RECOMMENDED ACTION

It is recommended City Council review, analyze, and provide staff guidance on a preferred course of action.

II. DEPARTMENT CONTACT PERSONS

Ryan Kamrowski, City Assessor, 701-857-4161

III. DESCRIPTION

A. Background

During the January 2026 Joint City Council & County Commission meeting, City staff were instructed to explore options for relocation of Minot's Municipal Court operations to include potential shared use spaces with Ward County.

B. Proposed Project

A working group of primary users and external observers was created to analyze prospective new locations for the Municipal Court. A Decision Matrix was created based on universally accepted best business practices.

C. Recommendation Detail

The attached decision matrix outlines the multiple relocation options analyzed by the working group. The grading is structured to show the highest score as the most viable option. In addition to the decision matrix, similar Municipal Court facilities from the state were analyzed to determine the most appropriate course of action.

IV. IMPACT

A. Service/Delivery Impact:

The purpose of this review was to determine the most suitable location for the City of Minot Municipal Court while looking to reduce budget restraints, improve service to the community, and seek opportune partnerships with other political subdivisions.

B. Fiscal Impact

Each of the potential locations will have a varying cost associated, as outlined in the Decision Matrix.

Project Costs

Varies base on course of action

Project Funding

TBD

VI. ALTERNATIVES

City Council could determine that the current location is suitable to sustain the long term operations of Minot Municipal Court and choose to budget funding to resolve long-term security concerns outline in the attached memorandum from CPT Sundheim dated 01.06.2025.

City Council could direct staff to review the viability of other locations not listed in the Decision Matrix.

Municipal Court Relocation Options												Current Statewide Municipal Court Locations	
Options	Cost (\$400/Sqft)	Timeline	Space & Functionality (courtroom size, circulation, offices)	Accessibility & Compliance (ADA, public access, elevators)	Location & Convenience (proximity to justice partners, public)	Operational Disruption (to existing services during/after move)	Security & Safety (screening, detainee circulation, secure zones)	Parking & Transit (public parking, transit access)	Long-Term Value (adaptability, lifecycle costs)	Total Score	Ranking	Bismarck	Co- Located with District Court House
Weighted Score	3	3	5	4	3	2	5	3	4			Grand Forks	Grand Forks County Correction Center
Current Location	8	8	1	3	3	8	5	4	1	131	#5	Fargo	Stand Alone Location
	\$0	0 months	1516 sqft	Ground Floor, ADA Compliant Bldg	Furthest distance from support facilities.	No Change to Operations	Glass panel and panic button.	Unrestricted	Unsustainable for future operations based on growing need and access to Muni Court			Dickinson	City Hall
Ward County Courthouse	7	7	4	6	8	7	8	7	8	217	#1	Williston	Co- Located with District Court House
	\$0	2-3 months	Existing Space	Ground Floor, ADA Compliant Bldg	One Central Locaiton for Court in Minot	Conforming to Current Use	LEO/Security Check in	Unrestricted	One Central Locaiton for Court in Minot, Currently Operating with Like Use			Jamestown	Co- Located with District Court House
Ward County Admin (4th Floor)	6	5	6	1	5	4	4	5	4	141	#4	Mandan	Co- Located with District Court House
	\$50,000	2-3 months	Existing: Need to install partition wall and access doors	Top Floor, Elevator Required, ADA Compliant Bldg	Co-Located with LEO	Built to Conform	Glass panel, panic button, LEO/ Walking distance for prisoner transport	Unrestricted	Co-Leased Space with another Govt Agency				
Ward County Admin(1st Floor)	3	1	3	4	6	3	3	6	5	120	#6		
	\$1,500,000	18-24 months	3,800 sqft	Ground Floor, ADA Compliant Bldg	Co-Located with LEO	Built to Conform	Glass panel, panic button, LEO/ Walking distance for prisoner transport	Unrestricted	Leased Space				
City Hall 3rd Floor	4	4	2	2	1	1	2	1	3	72	#8		
	\$1,000,000	18-24 months	~2,500 sqft	Top Floor, Elevator Required, ADA Compliant Bldg	Split distance from LEO	Built to Conform	Glass panel, panic button, LEO	Limited Onsite Parking/Parking Ramp	Competing with other potential buildout options.				
City Hall Council Chambers and Elect Official Offices	5	6	5	8	2	2	1	2	2	119	#7		
	\$0	2-3 months	Existing Space: 3 offices and one Cubical, Council chambers and Conf. rooms	Ground Floor, ADA Compliant Bldg	Split distance from LEO	Conflict with Council Chambers Agenda Scheduling	Panic Button and LEO	Limited Onsite Parking/Parking Ramp	Conflict with Council Chambers Agenda Scheduling				
Minot Police Department Remodel	2	3	8	5	7	6	7	3	7	180	#2		
	\$1,600,000	12-18 months	~4000 sqft	Ground Floor, ADA Compliant Bldg	Co-Located with LEO	Built to Conform	LEO/Security Check in	Limited Onsite Parking/Library Parking Lot Adjacent	City owned and operated, no 3rd party reliance.				
Renaissance Parking Ramp	1	2	7	7	4	5	6	8	6	172	#3		
	\$900,000 - \$2,000,000	24-36 months	2,400 - 5,800 sqft	Ground Floor, ADA Compliant Bldg	Split distance from LEO	Built to Conform	LEO/Security Check in	Unrestricted/ Parking Ramps	City owned and operated, no 3rd party reliance.				

TO: Chief Frye, City Manager Joyce
FROM: Capt. Sundheim
RE: Municipal Court Security
DATE: 01.06.25

The current space and operations at the Municipal Court raise some security concerns. Certain security concerns have been addressed, and risk has been reduced throughout the years by implementing measures such as 1) Conducting weapons screening prior to courtroom entry 2) Upgraded protective window security for staff. This being considered, additional steps may still be achieved and should be explored and/or implemented.

After an initial meeting with Municipal Court Staff, listed below is an outline of a proposed security measure adjustment in three phases: long-term solutions/challenges, short-term measures, and immediate action items.

LONG-TERM SOLUTIONS AND CHALLENGES

A space analysis was conducted with EAPC in 2023, with additional space requirements being detailed. Ultimately, long-term solutions for the courtroom concerns require additional space and/or additional investment. According to staff, it is not unusual for the courtroom gallery to be full, which makes some mitigation difficult, and in some cases, not possible.

Additional concerns range from staff sharing a public bathroom in an area outside the controlled security space to limited escape routes in an emergency.

LONG-TERM SOLUTIONS TO BE CONSIDERED-

- Construction of a hard barrier integrated into the judge's bench. This enables the judge to achieve safety below her desk, until escape is possible. Unused ballistic vests may potentially be affixed under the bench, understanding that protection is limited due to the absence of steel trauma plates.
- Construction of a partition to establish a physical barrier between the judge and gallery, which is a standard courtroom layout. Currently, movable belt ropes are used.
- Evaluation of constructing a hard door on the judge's office. It appears this would be difficult, considering the location however, a professional review would be

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recommended. This would establish a “safe room” for the judge if escape is not possible.

- Increased security efficiency. A traditional stand-up metal weapon screening device will require additional space. If a walk-through detector in itself were feasible, a processing area would be needed. Between the two requirements, it doesn’t appear to be realistic or efficient in the current location.

SHORT-TERM MEASURES

- Layout of the courtroom: **It is recommended to explore moving the prosecutor's desk and defendant's table to opposite sides.**
 - This will enable the prosecutor an escape route through the secondary door. It will also provide an additional barrier for a defendant to potentially escape.
 - IVAN camera placement may need to be considered.
- Layout of the courtroom: **It is recommended to explore moving/switching the clerk/admin desk and the witness stand to opposite sides.** *(see immediate action items for alternative)*
 - This will enable staff an escape route, as well as remain adjacent to the prosecutor's area/desk.
- Discussion with the Minot Park District regarding the location of the north hallway gate. **It is recommended that the gate be moved to the south side of the north courtroom door.**
 - This will allow an escape route for the judge and prosecutor in the event of a violent event. The current placement of the gate would force the escape route back towards the main court area/hallway.
 - This will also allow staff to enter/exit from a separate door from the public entrance. This reduces unnecessary potential interaction with defendants and

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lessens the time spent walking in the parking lot. This also reduces the risk of the money deposit transport at the end of the day.

- Window covering next to the west door. **It is recommended that a professional one-way privacy screen/window film be installed next to the door.** This would enable staff to see out, and the public to not see in. Cost would be approximately \$500-700 installed by Signs Today.
- Emergency Alarm
 - A programmed radio may be purchased. This would allow staff to activate the emergency button, directly alerting dispatch. This would open the emergency channel (PD OPS 3) “open air” for 30 seconds. **It is recommended that two radios be purchased, one for the judge and one for the office staff area.** Cost per radio is \$2,500, for a total cost of \$5,000.
 - The radio can be specifically programmed for this use, limiting their access, while still accessing our current SIRM radio system (dispatch)
 - This enhances capabilities in addition to and outside the alarm on staff computers (green button)
 - PD spare radios. Availability is currently limited and would be a short-term answer.

IMMEDIATE ACTION ITEMS

- Layout of the courtroom: **Move the appearance podium as far back as feasible to increase space and distance.**
- Layout of courtroom: **Use the witness stand area for staff workspace, and vice versa, alternating the dedicated areas.**
 - *Alternative to physically moving the section as laid out in short-term measures. *It would appear less professional compared to physically moving the section(s).*

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- It would provide staff with an adjacent workspace to the prosecutor's area and an immediate exit point if needed.
- **Ensure Minot Central Dispatch is monitoring/displaying the court video as an additional security oversight.** This also enables immediate eyes on access should a radio system be implemented.
- **TRAINING**
 - PD staff training
 - Expectations and protocol for court security will be established with officers in conjunction with court staff. The mission of the court officer is to ensure the security and safety of the judge, municipal court staff, defendants/prisoners, and witnesses. Consultation with the Ward County Sheriff's Office will take place due to their agency expertise, however, some immediate items have been identified.
 - Sweeps before the court begins for the day. Suspicious item identification.
 - Consistent weapon screening if someone exits the courtroom and the officer loses sight of the individual
 - The officer will remain next to the courtroom entrance and remain adjacent to the entrance, either inside or outside the door threshold.
 - The officer will remain on site until the conclusion of all court proceedings, including trials. Officers who are trial witnesses should not be responsible for court security.
 - The outside door adjacent to the courtroom entrance shall normally remain closed.

- The officer will remain attentive, diligent, and avoid unnecessary distractions while assigned to court security.
- Municipal Court Staff training-It is recommended that the staff go through Active Threat Training. A walk-through and discussion training will be the priority, with an exercise to be conducted at a later date.
 - In addition to active threats, responding to handling disorderly defendants and using effective communication are also important training topics that can be addressed.
 - Staff knowledge and confidence in emergency response also play a vital role.



Date: April 28, 2026
To: Mayor/City Council
City Manager
From: City Attorney's Office
Re: Monthly Attorney Report (May 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 May 4, 2026 City Council meeting:

I. Civil Matters

A. Floodplain Eminent Domain Cases:

1. City of Minot v. Lynette Gotvaslee

Counsel: John Warcup
Retained by City of Minot

Opposing Counsel: None retained yet

Current Status: Pre-litigation

May: Property owned by Lynette Gotvaslee is considered a necessary acquisition to complete the Mouse River Enhanced Flood Protection Project. The City Council approved an eminent domain resolution at its April 6, 2026 regular meeting and Attorney Warcup is presently drafting the eminent domain complaint.

B. Other Civil Matters:

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

Counsel: Lawrence King

Opposing Counsel: Pro Se/Unrepresented

Current Status: City's Motion to Dismiss Pending

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. The City Attorney was handed copies of these pleadings by a representative of the Plaintiff on December 23, 2025.

On January 7, 2026, the City filed a motion to dismiss and memorandum in support of their motion to dismiss this action for failure to effectuate service of process pursuant to Rule 4(c)(1) and Rule 4(m), Fed. R. Civ. P. An objection to the motion has been filed and the City awaits a ruling on the motion.

May: The City's motion to dismiss is still pending before the Court.

2. Josiah Roise v. City of Minot Police Officers

Counsel: Lawrence King

Opposing Counsel: Pro Se/Unrepresented

Current Status: City's Motion to Dismiss Pending

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. The City Attorney was handed copies of these pleadings by a representative of the Plaintiff on December 23, 2025.

On January 7, 2026, the City filed a motion to dismiss and memorandum in support of their motion to dismiss this action for failure to effectuate service of process pursuant to Rule 4(c)(1) and Rule 4(m), Fed. R. Civ. P. An objection to the motion has been filed and the City awaits a ruling on the motion.

May: The City's motion to dismiss is still pending before the Court.

3. Meyhoff v. Becker, LaBodda, and Miller

Counsel: Dan Gaustad

Opposing Counsel: Pro Se/Unrepresented

Current Status: City's Motion to Dismiss Pending

On March 3, two former and one current MPD officer received notice from the U.S. District Court that a lawsuit had been filed against them in their individual capacities. The case stems from a road-rage incident in which the plaintiff was charged and later found not guilty at trial. The plaintiff is representing himself. Because the plaintiff is proceeding pro se, the Federal Court conducted an initial review of the complaint. At this stage of the proceeding, the Court must accept all allegations as true, and its decision only determines whether the claims may proceed—not whether they have merit.

The plaintiff raised several claims against the City and the three officers. Most were dismissed for failure to state a claim, including all claims against the City. However, the Court allowed the plaintiff to move forward on a Fourth Amendment unlawful search and seizure claim against the three officers individually. This type of claim triggers coverage under the City's NDIRF policy. NDIRF has retained Dan Gaustad of Pearson Christensen (Grand Forks) to respond to and defend the officers.

May: The City filed a Motion to Dismiss in this matter on April 24, 2026.

4. Ward County v. City of Minot – Excess Foreclosure Proceeds

Counsel: City Attorney's Office

Opposing Counsel: Ward County State's Attorney

Current Status: Filed in District Court
Hearing scheduled for June 1, 2026 at 9:15am.

This matter involves the statutory process for distributing surplus funds from the tax-foreclosure sale of McLean Kolobakken's property at 413 23rd St. NW. The City incurred abatement costs on the property and has submitted a claim for reimbursement. Two parties, including the City of Minot, filed claims for the excess proceeds. When multiple claims are submitted, the County must transfer the surplus funds to the Clerk of District Court, and the District Court then determines how the proceeds should be distributed. A hearing to determine the rights of the claimants is scheduled for June 1, 2026, at 9:15 a.m.

May: City Attorney's Office is reviewing the case and preparing for the June 1, 2026 hearing.

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. City Manager Joyce has signed off on the memo addressing the police department investigation recommendations. The undersigned is not aware of the status of any similar memo being completed for the mayoral investigation.
- b. 2026 Goals and 2027 Budget:** City Attorney's Office has submitted its proposed budget with a -3% to Finance that eliminates much of the City Attorney's education/training/travel/supplies budget and has drafted its goals for 2027, which are attached to this memo.
- 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 is working with the EPA and DEQ to finalize the environmental covenant and amendments to our ordinances to address the institutional controls prohibiting public access to the Superfund site. 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. The Consent Decree was approved by the City Council at its April 6th agenda, and authorized the DOJ to file the modification with the federal court at its April 20th meeting.

- 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. **Fire and Building Inspections:** Attorneys Schmitz and Stalheim have continued discussions with fire and building inspection concerns with the Building Official, Fire Chief, and other City officials.
- f. **Big 'M' Building and Tracks Development TIF Agreements:** Attorney Stalheim is working with contract counsel, the Finance Director, City Manager, and Tax Assessor to work through the City's options on these agreements.
- g. **Airport Hay Harvesting Contract:** Attorney Stalheim worked with Contract Compliance and Airport to review and update the Airport's hay harvesting contract.
- h. **Care Resource Connection Agreement:** Attorneys Schmitz and Stalheim worked with Contract Compliance to review and offer amendments to this Agreement with the Fire Department.
- i. **Skydancer Casino Advertising Agreements:** Attorney Stalheim worked with Contract Compliance and the Airport to review and offer amendments to this Agreement with Skydancer Casino for advertising space at the Minot International Airport.
- j. **Professional Airport Consultant Services (Mead & Hunt):** Attorney Stalheim worked with Contract Compliance and the Airport to review and offer amendments to this Contract with Mead & Hunt.
- k. **Airport Parking Facilities Management Agreement (LAZ) Optional Extension:** Attorney Stalheim worked with Contract Compliance and the Airport to review and offer amendments to this contract extension with LAZ.
- l. **SOW for JudiGroup Consulting:** Attorney Stalheim reviewed and discussed this contract with HR, Finance, and City Manager Joyce.
- m. **Eminent Domain Resolution:** Attorney Stalheim worked with Attorney Warcup and Finance answering questions regarding this property and process for acquisition.
- n. **Façade Improvement Program Request No. FI-19:** Attorneys Stalheim and Schmitz discussed this request with Community and Economic Development staff.
- o. **Façade Improvement Program Request No. FI-20:** Attorneys Stalheim and Schmitz discussed this request with Community and Economic Development staff.
- p. **Utility Easement with Verendrye:** Attorney Stalheim worked with Contract Compliance and Airport staff to review and discuss this easement.
- q. **Utility Easement with Enbridge:** Attorney Stalheim worked with Contract Compliance and Airport staff to review and discuss this pending easement.
- r. **Contract for Airfield Ditch Stabilization** – Attorney Stalheim worked with Contract Compliance and Airport staff to review and discuss this contract.
- s. **Special City Council Meetings:** Attorney Stalheim attended special City Council meetings held on April 20 and 22.
- t. **Annual Wellness Check Contract for Local Providers (PD/Fire):** Attorney Stalheim worked with Contract Compliance and the PD to draft an amended contract.
- u. **Hotel Tax Collections:** The City Attorneys continued to work with Finance on these collection efforts – and is happy to report that the City's internal auditor successfully collected over \$30,000 in outstanding hotel taxes from one local

hotel. This brings the City's hotel tax collections current aside from a late fee invoice of \$542.92 that is due by April 29, 2026.

- v. **Pending Matters Dashboard:** The City Attorney staff is working with City Contract Compliance Coordinator Laurie Nishek on developing a pending matters dashboard to help track and quantify their pending assignments from Departments, including contracts.
- w. **Recorder's Association Speaker:** Attorney Stalheim delivered a presentation on Conflicts of Interest for the Recorder's Association at the Ward County Courthouse on April 17.
- x. **Transit Center Partnership/Beautification Project:** Attorneys Schmitz and Stalheim assisted the Transit Department with the logistics of this transaction.
- y. **16th Street Reconstruction Engineering Contract Task Order:** Attorney Schmitz reviewed this task order.
- z. **Safe Trails Task Force Memorandum of Understanding:** Attorneys Schmitz and Stalheim assisted the police Department with reviewing this MOU.
- aa. **Construction Administration Services Contract for Taxiway B Reconstruction:** Attorney Stalheim worked with Contract Compliance to review and provide comment on this contract to the Airport.
- bb. **Construction Administration Services Contract for Runway 8-26 Rehabilitation:** Attorney Stalheim worked with Contract Compliance to review and provide comment on this contract to the Airport.
- cc. **Design Services Contract Amendment – Taxiway D2/D3 Realignment and Reconstruction and Runway 8/26 PAPI Replacement:** Attorney Stalheim worked with Contract Compliance to review and provide comment on this contract to the Airport.
- dd. **Contract for Indigent Defense Counsel:** Attorney Stalheim worked with Contract Compliance and Municipal Court staff to finalize this form contract for Council consideration.

2. **Ordinance/Policy Revisions:**

- a. **Alcohol Ordinances:** Attorney Stalheim continues to refine a draft ordinance for Council's consideration. Feedback from the Council's previous meeting are forthcoming. 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.
- c. **City Contract Review Standard Operating Procedures:** Attorney Stalheim has drafted and has been circulating draft standard operating procedures for City use for contract reviews.
- d. **Rules of Order Ordinance:** Attorney Stalheim drafted proposed amendments to Sec. 2-31 for Council's consideration.
- e. **Chapter 22 Nuisance Ordinance Update – Native Grass/Tall Weeds and Grasses:** Attorney Schmitz worked with the Utilities Director to make updates to this city ordinance related to tall weeds and grass abatements.
- f. **Inspection Department/Building Safety Department Ordinance Update:** Attorney Schmitz worked with the Inspections Department to update the ordinance to reflect their name re-brand to the Building Safety Department.

3. **City Manager Committees:** Legal Assistant Rebekkah Hintz has been serving on the employee recognition committee. Staff also attended the first quarter employee recognition ceremony on April 16, 2026.
4. **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. Current portfolio assignments are as follows:
 - a. **Stefanie Stalheim:** City Council, City Manager, Human Resources, Finance/NDR-CDBG, Assessors, Library and Airport; and
 - b. **Nick Schmitz:** The "Community Development Portfolio" - Airport, Engineering, Public Works, Community and Economic Development, and Planning Commission.
 - c. **TJ Wallace:** "The "Public Safety" Portfolio - Municipal Court, Fire Department, and Police Department.

The City Attorneys are maintaining weekly office hours at the Public Works, Fire, and Police Departments. The City Attorney also holds monthly one-on-one meetings with Department Heads, giving each department a dedicated hour to discuss legal questions with both the City Attorney and the attorney assigned to their portfolio. In addition, the City Attorney's Office continues to hold weekly staff meetings to keep the team updated on office matters and City activities.

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 2025. April 2026 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	83	188	271
December	133	214	347
totals	1242	2458	3700

2026	Criminal	Traffic	Total
January	111	178	289
February	77	156	233
March	105	211	316
April			
May			
June			
July			
August			
September			
October			
November			
December			
totals			

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

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

	2024	2025	% change
Criminal	1449	1242	-14.3%
Traffic	3098	2458	-20.7%
	4547	3700	-18.6%

b. Municipal Case Total Analysis: Municipal Court's caseload peaked in 2023 and then declined through 2024 and 2025, driven primarily by reductions in traffic filings. Criminal filings also decreased but became a larger share of the docket, rising from approximately 29% in 2022 to about 34% in 2025. Because criminal matters are significantly more complex and time-intensive than traffic cases, the decrease in total filings has not resulted in a proportional reduction in attorney workload; in fact, average case complexity has actually increased. As a result, staffing needs for the Municipal Court portfolio within the City Attorney's Office remain stable if not slightly strained while we recruited for our second assistant city attorney position, despite lower overall volume. Maintaining adequate attorney coverage for hearings, trial preparation, complaint review, and discovery will continue to be a priority in 2026, particularly as we anticipate the Court's typical spring-and-summer increases in case activity. With the addition of Assistant Attorney TJ Wallace, we have been seeing our workload even out.

B. District Court: Assistant City Attorneys Schmitz and Wallace have been attending and responding to the City's District Court transfer cases involving initial appearances, motion responses, motion hearings, status conferences, pretrial conferences, and order to show cause proceedings for criminal cases originating in the Minot Municipal Court and subsequently transferred to the Ward County District Court.

Respectfully Submitted,

X 



2027 CITY ATTORNEY GOALS

Aligned With: Professionalism, Responsibility, Integrity, Dedication, Excellence (PRIDE)

All goals written to be *measurable, time-based, and objectively reviewable* and unless otherwise indicated, completed by year end. They are already in progress, and we are willing to add additional items and detail to this list upon Council and City Administration's request.

PROFESSIONALISM

1. Implement at least one Process Improvement & Innovation (PII) enhancement to the contract process by year-end.
 - Deliverable: Contribute to and assist with the Contract Process PII project and implementing recommendations.
2. Demonstrate and promote professional workplace conduct through communication, timeliness, dress, and work quality.
 - Deliverable: Submit a minimum of 4 PII comments and 4 Kudos recognitions annually (1 per quarter).
3. Ensure legal staff maintain current professional competency.
 - Deliverable: Each attorney attends at least one CLE-qualifying conference by year end.
 - Nick – IMLA Mid-Year
 - Bekkah – WDLA Conference
 - TJ – IMLA Annual Conference
 - Nate – WDLA Parliamentary Procedure CLE (webinar)
 - Stef – CLE report due this summer, will evaluate further learning later in the year after evaluating CAO and overall City budget constraints.

RESPONSIBILITY

1. Develop a functional Pending Matters Dashboard and update the existing Pending Matters List.
 - Deliverable: New dashboard published by July 1? updated at least monthly through year end
2. Refine the 2027 Proposed Budget and maintain the 2026 Budget in alignment with Council priorities.

- Deliverable: Submitted proposed budget by internal deadline (4/15) and follow Council/City Administration directives through the end of the year.
3. Reinforce prioritization of City Council as the primary client.
 - Deliverable: Conduct at least two CAO staff discussions/training sessions focused on service expectations for Council by year end.

INTEGRITY

1. Review the Employee Policy Manual in full once this year and provide recommended changes with rationale to HR/CM by year end.
 - Deliverable: Submit memo with recommended revisions (e.g., gifting policy already reviewed).
2. Discuss workplace and operational safety with the CAO team.
 - Deliverable: Minimum of 2 safety-focused staff meetings per year.
3. Ensure legal guidance remains impartial, transparent, and ethically grounded.
 - Deliverable: Document legal rationale in written opinions/memos for all major matters. Discuss quarterly.

DEDICATION

1. Support development and mentorship within CAO.
 - Deliverables:
 - Enroll staff in City's Leadership Cohort: Nick completed this year, TJ enrolled.
 - Conduct the Working Genius session with CAO/HR/CM staff by year end.
2. Advance initiatives that strengthen long-term legal health (ordinances, policies, risk mitigation).
 - Deliverable: Complete at least 3 significant updates (ordinance, policy revision, or risk-mitigation initiative).

EXCELLENCE

1. Evaluate and enhance legal services to improve efficiency and reduce risk.
 - Deliverables:
 - Complete Contract PII project.
 - Finalize at least 2 form contracts.
 - Complete AG Contract Manual CLE and distribute materials.

2. Ensure all staff attend one professional conference or training annually.
 - Deliverable: After each conference, staff present *three key takeaways* to the CAO office.
3. Promote teamwork and collaboration across the organization.
 - Deliverable: Identify and complete at least 2 cross-department collaboration projects.
4. Empower and delegate appropriate projects to staff and other departments.
 - Deliverable: Delegate at least 5 projects/tasks with defined deliverables and timelines.

On April 14, 2026, a Regular Planning Commission Meeting of the Minot Planning Commission was held in the City Council Chambers, City Hall (10 3rd Ave SW). Vice-Chairman Baumann called the meeting to order at 05:31 PM.

1. ROLL CALL

Members Present: Tim Baumann, Robert Kibler, Serena Pontenila, Darrik Trudell, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman

Members Absent: Annette Mennem, Dustin Offerdahl, Bradly Wolff

City Staff: Nick Schmitz, Emily Huettl, Brian Billingsley, Hannah Hornberger, Doug Diedrichsen, Dan Falconer, Jennifer Kleen

Others Present: Ray Cook, Wade Vogel, Pat Kraft

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS AND DECORUM

Welcome to our new Planning Commissioners Erin Parker & Melinda Goodman.

3.1. INTRODUCTIONS AND DECORUM HANDOUT

4. PLANNING COMMISSION

4.1. APPROVE THE MARCH 10, 2026 REGULAR MEETING MINUTES

The motion to approve March 10, 2026 regular meeting minutes was initiated by Ziegler seconded by Trudell and carried by the following roll call vote: ayes: Tim Baumann, Robert Kibler, Serena Pontenila, Darrik Trudell, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: None.

5. PUBLIC HEARING

5.1. CASE #2026-18 - 55TH CROSSING 3RD ADDITION LOT 5A BLOCK 2 - VARIANCE

Mr. Diedrichsen reviewed the staff report.

Vice-Chairman Baumann opened the public hearing to the public for testimony.

No one appeared to testify.

Vice-Chairman Baumann closed the public hearing.

The motion to approve based on staff's recommendation and findings 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, Robert Kibler, Serena Pontenila, Darrik Trudell, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: None.

5.2. CASE #2026-19 - NORTHIDGE VILLAS 2ND ADDITION - ZONE CHANGE

Mr. Diedrichsen reviewed the staff report.

Vice-Chairman Baumann opened the public hearing to the public for testimony with development, would like to thank the commission for even hearing the application. Vice-Chairman Baumann closed the public hearing.

The motion to approve based on staff's recommendation and findings of fact was initiated by Planning Commission Representative Amick seconded by Planning Commission Representative Kibler and carried by the following roll call vote: ayes: Tim Baumann, Robert Kibler, Serena Pontenila, Darrik Trudell, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: None.

5.3. CASE #2026-20 - SOUTHGATE 3RD ADDITION LOT 3 - CONDITIONAL USE PERMIT

Mr. Diedrichsen reviewed the staff report.

The Commissioners and City Staff had a discussion.

Vice-Chairman Baumann opened the public hearing to the public for testimony.

Wade Vogel, the applicant, informed the commissioners he is open to answering any questions they have.

Pat Kraft, neighbor, concerns about drainage in their retention pond.

Assistant City Engineer, Emily Huettl, spoke on the Storm Water Plan.

Vice-Chairman Baumann closed the public hearing.

The motion to approve based on staff's recommendation and findings of fact was initiated by Planning Commission Representative Kibler seconded by Planning Commission Representative Dockter and carried by the following roll call vote: ayes: Tim Baumann, Robert Kibler, Serena Pontenila, Darrik Trudell, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Erin Parker, Melinda Goodman; nays: None.

6. PERSONAL APPEARANCES

No one appeared to comment.

7. MISCELLANEOUS AND DISCUSSION ITEMS

7.1. THANK YOU TO PLANNING COMMISSIONER ANNETTE MENNUM AND HER SERVICE.

8. ADJOURNMENT

With no further business, Vice-Chairman Baumann adjourned the meeting at 6:01 pm.



TO: Mayor and Members of the City Council

FROM: Hannah Hornberger, Community Development Admin Asst.

DATE: May 4, 2026

**SUBJECT: PUBLIC HEARING: CASE #2026-19 - NORTHRIDGE VILLAS 2ND
ADDITION - ZONING MAP AMENDMENT**

I. RECOMMENDED ACTION

It is recommended City Council close the public hearing and approve the Zoning Map Amendment in alignment with the Planning Commission.

II. DEPARTMENT CONTACT PERSONS

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

Doug Diedrichsen, Principal Planner, 701-857-4122

III. DESCRIPTION

A. Background

The property owner seeks to remove the "PUD" overlay and develop a suburban residential subdivision that meets the current LDO design standards for the "R2" Two-Family Residential District requirements. This PUD meets all requirements for revocation outlined in Section 2.23 of the LDO, however staff recommends that the process be handled through a zoning map amendment since the owner has willingly applied for the change to be made through this process. The staff report is included in Attachment B.

B. Proposed Project

The legal description for the property is Northridge Villas 2nd Addition to the City of Minot, Ward County, North Dakota.

C. Recommendation Detail

It is recommended that City Council approve the Zoning Map Amendment in alignment with Planning Commission and sign the Zoning Ordinance included in Attachment A.

IV. IMPACT

A. Service/Delivery Impact:

The request stems from an effort to remove an overlay while allowing the underlying zoning district to remain the same, as the "R2" Two-Family

Residential District is already in place and is a complimentary zone to the Suburban Residential designation on the FLU map and the underlying zoning district will not be changed.

B. Fiscal Impact

N/A

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

City Council may deny with or without conditions.



**Planning Commission
Staff Report**

Application Date: 03/07/2026
Date of Staff Report: 03/26/2026
Planning Commission Meeting: 04/14/2026

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

Case Number: 2026-19

Project Name: Northridge Villas 2nd Addition –
Zone Change

Current Legal Description: See Project
Description

Proposed Legal Description: Lots 1 through 35,
Block 1, Northridge Villas 2nd Addition

Present Address: Unaddressed

Representative: Ray Cook

Owner: Northridge Villas LLC.

Entitlements Requested: Zoning Map Amendment
from “R2” Two-Family Residential District with a “PUD”
Planned Unit Development overlay to “R2” Two-Family
Residential District.

Present Zone(s): “R2” Two-Family Residential
District with a “PUD” Planned Unit Development
overlay

Present Use(s): Vacant

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): “R2” Two-Family Residential District.

Proposed Use(s): Residential Subdivision

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 John Zimmerman, Managing Member, representing Northridge Villas, LLC owner for a request of a zoning map amendment from “R2” Two-Family Residential District with Planned Unit

Development to “R2” Two-Family Residential District. The legal description for the property is Northridge Villas 2nd Addition to the City of Minot, 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 remove the “PUD” overlay and develop a suburban residential subdivision that meets the current LDO design standards for the “R2” Two-Family Residential District requirements. This PUD meets all requirements for revocation outlined in Section 2.23 of the LDO, however staff recommends that the process be handled through a zoning map amendment since the owner has willingly applied for the change to be made through this process.

The letter of intent is provided in **Exhibit 2**.

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

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

STAFF ANALYSIS:

Zoning Map Amendment Analysis:

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

The subject property future land use designation is Suburban Residential, which aligns with the proposed zone change to “R2” Two-Family Residential 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 remove an overlay while allowing the underlying zoning district to remain the same, as the “R2” Two-Family Residential District is already in place and is a complimentary zone to the

Suburban Residential designation on the FLU map and the underlying zoning district will not be changed, 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 “R2” Two-Family Residential District will diminish the condition or value of property within the vicinity. The adjacent properties have primarily been developed with suburban residential 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 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:

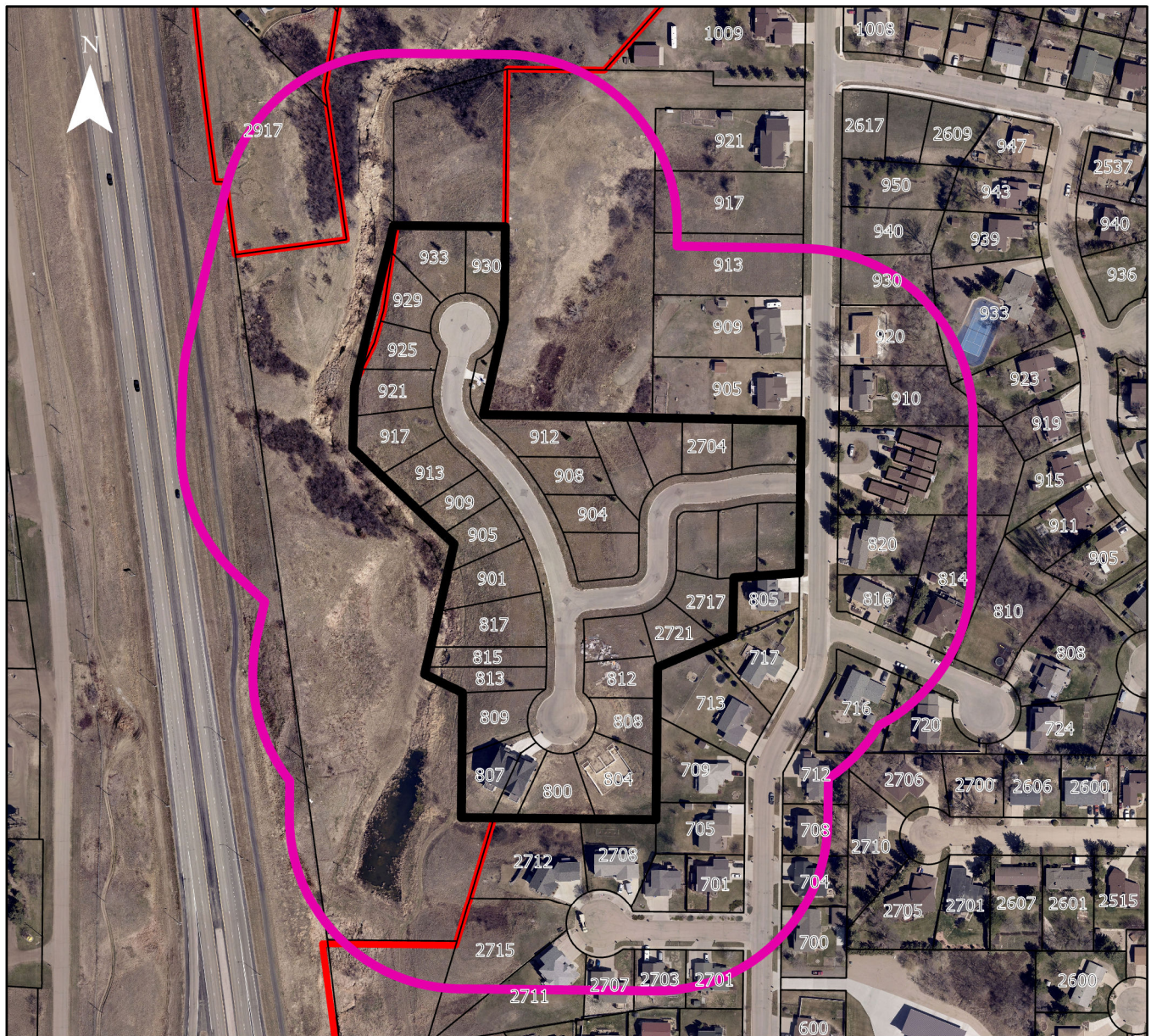
The Minot Planning Commission should accept the following findings of facts:

- 1) The applicants have submitted a complete application for a zoning map amendment.
- 2) The applicant’s request is consistent with the bulk requirements of Chapter 2.8 – “R2” Two-Family Residential District of the Land Development Ordinance of the City of Minot (LDO).
- 3) The present zoning is “R2” Two-Family Residential District with a “PUD” Planned Unit Development overlay.
- 4) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as Suburban Residential.
- 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 “R2” Two-Family Residential 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.

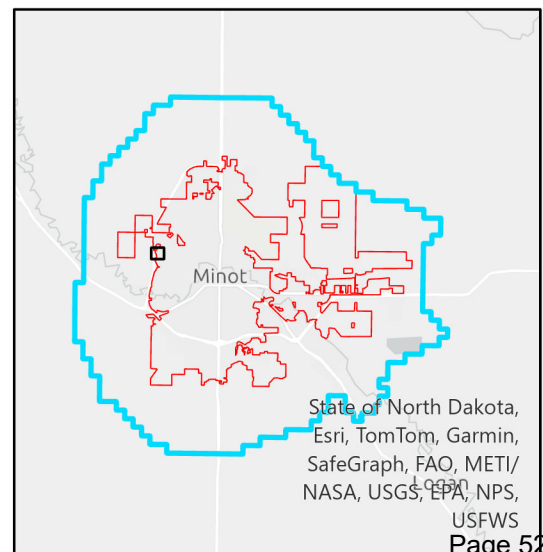
RECOMMENDATION:

Staff recommends the Planning Commission adopt the staff findings of fact and recommend approval to City Council for a zoning map amendment of Lots 1 through 35, Block 1, Northridge Villas 2nd Addition from "R2" Two-Family Residential District with a "PUD" Planned Unit Development overlay to "R2" Two-Family Residential District.



0 195 390 780 Feet

- ▬ City Limits
- ▬ Two Mile Boundary
- ▬ Case # 2026-19
- ▬ Case 2026-19 Notification Area



Letter of Intent for Northridge Villas re-zoning

The owners of Northridge Villas, LLC (NRV) are kindly asking the Minot Planning Committee to receive this “Letter of Intent” as part of the formal procedure for a zoning change request, in relation to the residential development located off 28th St NW, also known as Northridge Villas.

Per the “Zoning Map Amendment Checklist,” this letter will explain the existing and proposed zoning designations, the reason for the requested zoning change, and a list of proposed uses.

A. Existing and proposed zoning designations:

Northridge Villas carries the existing zoning designation of R2PUD.
Northridge Villas proposes a change to a R2 zoning designation.

B. The reason for the requested zoning change:

The primary reason for the request is due to the fact that the NRV owners do not have any future construction plans, nor future intentions, to further develop the property.
Therefore, they believe that, by removing the current, restrictive zoning, it will make the property more salable, and therefore, more desirable to contractors or private buyers, for future residential construction and development.

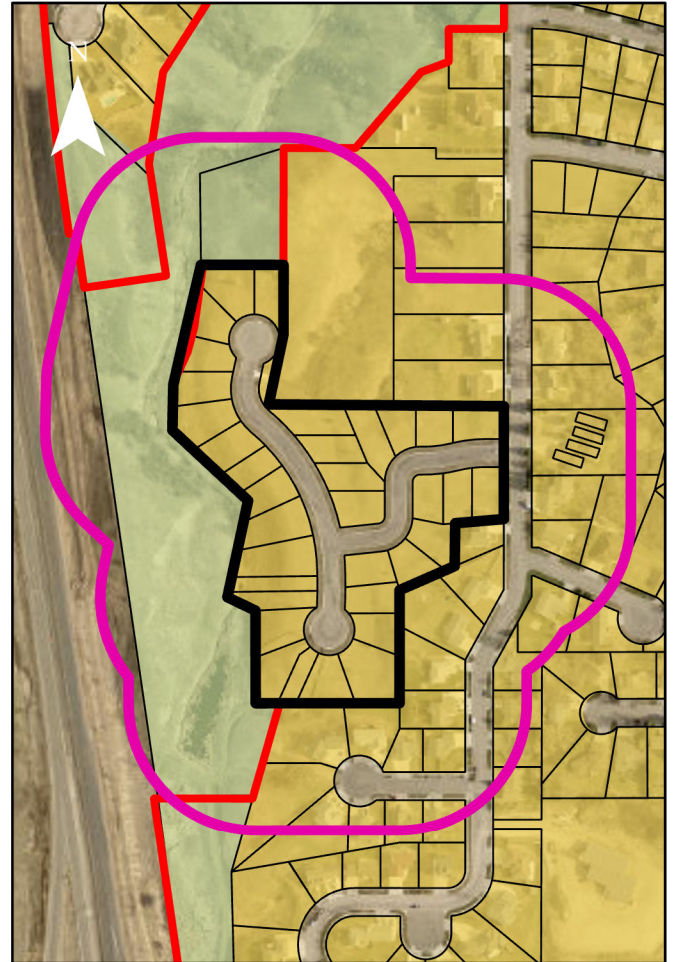
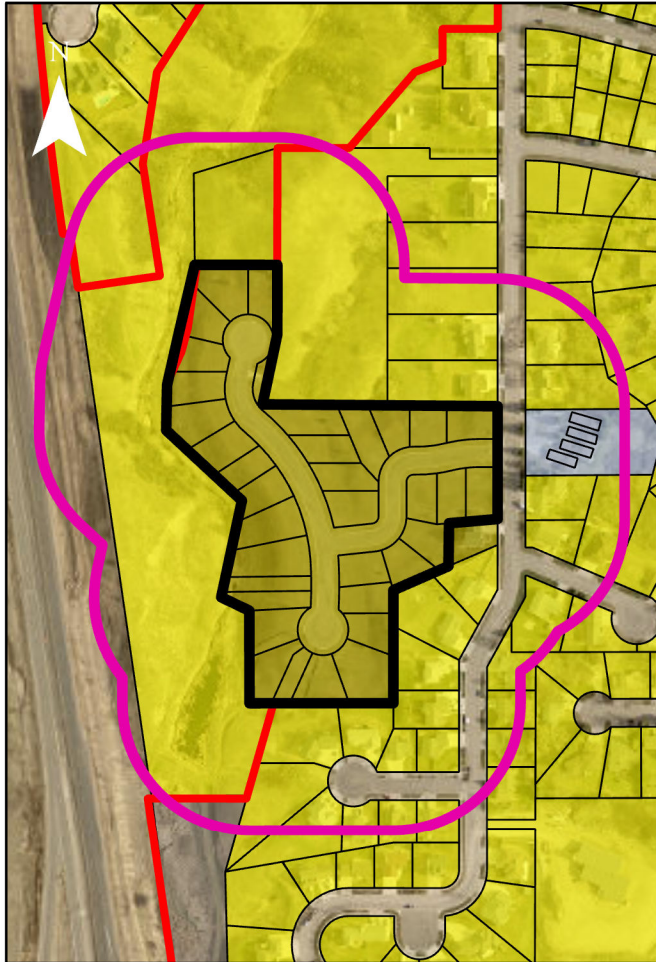
C. Proposed use types:

As the NRV owners understand, an R2 zoning designation limits new construction designs to single-family homes and townhomes.

The Northridge Villas owners thank you for your consideration.

ZONING

FUTURE LAND USE



0 220 440 880 Feet

Zoning

	P
	R1
	R2
	R4

Both Maps

	Case # 2026-19
	Case 2026-19 Notification Area

Land Use Type

	Suburban Residential
	Ag And Open Space

ORDINANCE NO. XXXX

AN ORDINANCE REZONING LOTS 1 THROUGH 35 OF NORTHRIDGE VILLAS 2ND ADDITION TO THE CITY OF MINOT FROM “R2” TWO-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED UNIT DEVELOPMENT OVERLAY TO “R2” TWO-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 **“R2” Two-Family residential District**:

LOTS 1 THROUGH 35 OF NORTHRIDGE VILLAS 2ND ADDITION TO THE CITY OF MINOT

Section 2. The **“R2” Two-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, City Council President

On April 20, 2026, 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, Mike Hayes, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson

Members Absent: None

PLEDGE OF ALLEGIANCE

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

MAYOR'S REPORT

PROCLAMATION

Mayor Jantzer proclaimed April 24, 2026, as Arbor Day.

NORTH AMERICAN IRON UPDATE

Jim Bougalis, Founder/CEO of North American Iron, provided an update to the City Council.

CITY MANAGER'S REPORT

Tom Joyce submitted a written report to the City Council. Tom Joyce also mentioned the Community Contributions application, which is located on the website. Finally, Tom Joyce called on Doug Diedrichson, the Principal Planner, to speak about the Extra Territorial zoning Authority (ETA).

PUBLIC HEARING: RON KELLER MOVE REQUEST

The motion to close the public hearing and approve the relocation of the single-family residence from 304 48th St N, Karlsruhe ND, also known as S1/2 NE1/4 Lots 1-2 SEC 2-153-78, to 1950 Sunset Ridge Rd SE, Minot, ND 58701, also known as Keller's 2nd Addition Lot 2, subject to 8 conditions 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, Mike Hayes, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

The eight conditions include the following:

1. A ten-thousand dollar completion bond must be posted with the City of Minot prior to issuance of any permits for this work.
2. Application and approval of mechanical, electrical, plumbing, building permits for all new proposed construction.
3. Coordinate all relocation activities with public utilities and traffic authorities.
4. An approved foundation design in compliance with City of Minot building codes.
5. If required, plumbing, electrical and HVAC systems must be brought into compliance with current code requirements of the City of Minot.
6. All work at the new location must be in compliance with City of Minot building codes and zoning ordinances.
7. The exterior of the structure must be one consistent color arrangement of colors after relocation.
8. The property must be provided with proper site drainage, and must be landscaped in a manner similar to surrounding properties.

CONSENT ITEMS

The motion to approve consent items 6.1-6.4, 6.6, 6.8-6.23 with the staff recommended action 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, Mike Hayes, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

CITY COUNCIL MINUTES - Approve the minutes from the April 6, 2026, Regular City Council meeting and from the April 7, 2026, Board of Equalization meeting.

ORDINANCES - Approve the following ordinances on second reading:

1. Ordinance No 6180 - Traffic Stop Signs and Yield Signs
2. Ordinance No 6181 - 2026 BA - FD Donation from BCBS
3. Ordinance No 6182 - 2026 BA - Sanitation Truck

ORDINANCES - Approve the following ordinance on second reading:

1. Ordinance No 6183 - Annexation Ord - 2701 30th Ave NW

ORDINANCES - Approve the following ordinance on second reading:

1. Ordinance No 6184 - Zoning Map Amendment Ord - 2701 30th Ave NW

ORDINANCES - Approve the following ordinance on second reading:

1. Ordinance No 6187 - Text Amendment - Spring Cleanup

ADMINISTRATIVE APPROVALS - Ratify the following administratively approved requests:

1. MSU Native American Cultural Awareness Club to conduct a raffle on April 24-25, 2026, at the MSU Dome (500 University Ave W).
2. NoDak Heat to conduct a raffle on August 26, 2026, at Magic City Daycare Center (1420 20th Ave SW).
3. Minot Lions Club to conduct a raffle on June 1, 2026, at the Minot Commission on Aging (21 1st Ave SE B).
4. Magic City Figure Skating Club to conduct a raffle on April 10, 2026, at the Minot Auditorium Armory (420 3rd Ave SW).
5. Ducks Unlimited to conduct a raffle and bingo April 17-18, 2026, at the Clarion Hotel and Convention Center (2200 E Burdick Expwy).
6. Gymagic Gymnastics to conduct a raffle on April 25, 2026, at Gymagic Gymnastics (5645 18th Ave SE).
7. Minot Association of Builders to conduct a raffle on May 7, 2026, at The Foundry (400 E Central Ave).
8. Kiddie Korral 2.0 Child Care Center to conduct a raffle on June 9, 2026, at the Kiddie Korral 2.0 Child Care Center (3524 Burdick Expwy E).
9. Sigma Omicron Tau Chapter to conduct a calendar raffle in May 2026, at Sigma Omicron Tau (426 21st St NW).
10. Special Event Permit for The Landing Bar and Bottleshop (2015 N Broadway).
11. Special Event Permit for The Blue Rider (118 1st Ave SE).

GAMING SITE AUTHORIZATION – NDAD - Approve the gaming site authorization for NDAD to conduct games of chance from April 20, 2026, through June 30, 2026, at the Down Under Bar located at 23 Main St S Unit 1B.

ACCEPT PROPOSAL FROM KLJ FOR HUD-COMPLIANT ENVIRONMENTAL REVIEW SERVICES - Accept the proposal from KLJ and authorize staff to negotiate a Master Professional Services Agreement to serve as the City's professional consultant for HUD-compliant environmental review services over a 5-year term (2026-2031), and return the negotiated contract to Council for approval.

CHAPTER 22 NUISANCE ORDINANCE UPDATE - NATIVE GRASS & TALL WEEDS AND GRASS - Approve the proposed modifications to Section 22 of the Code of Ordinances on first reading.

1ST ST SW RECONSTRUCTION - BA FOR STORM SEWER AND AWARD OF BID (4983) - Approve the budget amendment for Storm Sewer in the amount of \$325,919 on first reading; and award the bid for 1st St SW Reconstruction to the low bidder, Keller Paving & Landscaping, Inc., in the amount of \$2,903,573.91; and authorize the Mayor to sign the agreement.

SKID STEER LOADER TRADE-IN & BUDGET AMENDMENT - Approve the disposition through a trade-in program capitalizing on the equity that is available for the equipment; and approve the budget amendment allowing staff to move forward with the trade-in on first reading; and authorize the Mayor and Staff to sign applicable documentation.

ACCEPTANCE OF DONATION FUNDS FROM ENBRIDGE FOR MEDICAL EQUIPMENT - Approve the budget amendment on first reading, accepting the funds from Enbridge.

ORDINANCE FORMALLY CHANGING THE NAME OF THE INSPECTION DEPARTMENT TO THE BUILDING SAFETY DEPARTMENT - Approve replacing references to the Inspection Department or Inspection Division with the Building Safety Department in the ordinance attached on first reading.

APPROVE BUDGET AMENDMENT TO USE FORFEITURE FUNDS TO PURCHASE SWAT OPERATOR EQUIPMENT - Approve the budget amendment on the first reading.

2026 LEWIS & CLARK AND BEL AIR SRTS CONSULTANT SELECTION (4823) - Select Ackerman-Estvold as the most qualified consultant; authorize the City Engineer to negotiate a scope and fee; and authorize the Mayor to sign the agreement.

PROPOSAL FOR TRANSIT CENTER PARTNERSHIP AND BEAUTIFICATION PROJECT - Approve the request to enter into an agreement with Lowe's Garden Center to provide the planting of perennials in the Transit Transfer Center planters in exchange for advertising on four Minot City Transit buses; and authorize the Mayor and staff to sign any agreements pertaining to this project.

16TH STREET RECONSTRUCTION SEGMENT 2 ENGINEERING CONTRACT TASK ORDER 1 (4780.1) - Approve the Master Service Agreement for the project; Task Order 1 Environmental Document and Preliminary Engineering; and authorize the Mayor to sign the Master Service Agreement and Task Order 1.

2026 PAVEMENT MARKINGS - AWARD OF BID (4986) - Award the bid for the 2026 Pavement Markings Project to the low bidder, Dakota Fence/3D Specialties/Dakota Playground/WRS, in the amount of \$371,274.37; and authorize the Mayor to sign the agreement for the project.

AWARD TRANSIT FAREBOX UPGRADE PROJECT 5011 TO GENFARE LLC - Award the Farebox Upgrade Project to Genfare LLC in the amount of \$415,809.00; and authorize the Mayor and staff to enter into and sign any contracts/agreements pertaining to this project.

APPROVE THE MINOT POLICE DEPARTMENT'S PARTICIPATION IN THE FBI MISSOURI RIVER SAFE TRAILS TASK FORCE AND THE MOU BETWEEN AGENCIES - Approve the MPD participation in the FBI Missouri River Safe Trails Task Force and authorize the Mayor to sign the MOU.

SUPERFUND SITE - AUTHORIZE MOTION TO REOPEN COURT CASE TO FILE CONSENT DECREE - Authorize the U.S. Department of Justice to file a motion to reopen the federal court case for the purpose of lodging the Consent Decree Modification related to the former Minot Landfill Superfund Site.

ORDINANCES

The motion to allow Alderman Hayes to abstain from the vote was initiated by City Council Member Blessum, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

The motion to approve the following ordinance on first reading: Ordinance No 6185 - Annexation Ord - Stonebridge Farms 7th was initiated by City Council Member Blessum, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

ORDINANCES

The motion to allow Alderman Hayes to abstain from the vote 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.

The motion to approve the following ordinance on first reading: Ordinance No 6186 - Zoning Map Amendment Ord - Stonebridge Farms 7th was initiated by City Council Member Blessum, seconded by City Council Member Pitner and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

ACTION ITEMS

TRAFFIC CONTROL MODIFICATIONS — 2ND AVE SW & 4TH ST SW

The motion to pass the following ordinances: convert 4th St SW between 2nd Ave SW and Western Ave from two-way traffic to one-way traffic / southbound only; remove the northbound 4th St SW at 2nd Ave SW Stop control; and modify the posted speed limit on 2nd Ave SW between S Broadway and 215-feet the west of 4th St SW from 25-mph to 20-mph 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, Mike Hayes, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

PERSONAL APPEARANCES

Judy Nelson spoke to the City Council about a watermain break, which occurred on March 17th and failed again on March 18th. Clayton Guffey also spoke to the City Council about sewer and waterline insurance. Melissa Wright discussed alcohol licenses and the idea of a compliance officer being added to staff. Billi Gunderson talked about ADA requirements within the city.

MISCELLANEOUS AND DISCUSSION ITEMS

There were no miscellaneous and discussion items.

LIAISON REPORTS

Alderwoman Olson attended the City/County Library Committee meeting, a CDMPO meeting, and the SPBC Executive Board meeting. Alderman Blessum attended a Minot Commission on Aging meeting. Alderman Pitner attended a Visit Minot meeting, a meeting with staff on Hotel tax, and participated in the Environment RFP review panel. Mayor Jantzer attended a NDSF Board meeting, an MACEDC Board meeting, a DAV meeting, and an assembly for the Month of a Military Child. Alderman Samuelson attended a Ward County Planning meeting and the Employee Recognition event. Alderman Fuller attended the City/County Library Committee meeting, the Ward County Planning meeting, and a Library Board Budget meeting. Alderman Hayes had no meetings to report on.

ADJOURNMENT

The motion to adjourn the meeting at 6:37 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, Mike Hayes, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Mark Jantzer, Mayor

On April 22, 2026, 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 4:00 PM.

ROLL CALL

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

Members Absent: None

PLEDGE OF ALLEGIANCE

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

DISCUSSION ITEM

3RD ST NW WATERMAIN BREAK

Jason Sorenson was available to answer any questions on the 3rd St NW watermain break which occurred on March 17th and 18th.

The motion to deny the claim from Mrs. Nelson based on the decision on the claim from NDIRF 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, Mike Hayes, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

POTENTIAL EXECUTIVE SESSION: 3RD ST NW WATERMAIN BREAK

There was not executive session called by the City Council.

POTENTIAL ACTION FOLLOWING EXECUTIVE SESSION

There was no potential action following the executive session.

ADJOURNMENT

The motion to adjourn the meeting at 4:11 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, Mike Hayes, Mark Jantzer, Lisa Olson, Paul Pitner, Scott Samuelson; nays: None.

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Mark Jantzer, Mayor



ORDINANCE NO. 6188

AN ORDINANCE AMENDING SECTION 22-1 (DECLARATION OF NUISANCES GENERALLY) AND SECTION 22-9 (GEOGRAPHICAL APPLICATION), CODE OF ORDINANCES, CITY OF MINOT, NORTH DAKOTA TO CLARIFY NUISANCES PER SE AND JURISDICTION.

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 the provision 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 power to fix fees in the exercise of its governmental police powers; and

WHEREAS, the City Council desires to amend the following City ordinances related to nuisances to clarify nuisances per se and jurisdiction; and

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

§ 1. That Sec. 22-1 (Declaration of nuisances generally) in Chapter 22 (Nuisances), Code of Ordinances, City of Minot, North Dakota, is hereby amended as follows:

Sec. 22-1 Declaration of nuisances generally.

(a) In addition to such other items or conditions which may be declared to be a nuisance under other chapters of this Code of Ordinances, the following items or conditions designated hereafter are declared to be nuisances:

(1) Nuisances per se:

- a. Any accumulation of (i) organic materials or (ii) inorganic materials, or (iii) combination of both, which is located on private property, and which, because of the circumstances in which it is stored or accumulated, presents a hazard to the health or safety of any person or which presents a hazard to any other property, private or public. Without limiting the generality of the foregoing, there is included within this category the following substances or items:
 1. Garbage, as defined in section 14-1 of the Code of Ordinances;
 2. Dangerous buildings as defined in section 9-11 of the Code of Ordinances;
 3. Noxious weeds;
 4. Materials which are subject to special storage requirements under section 13-39 of the Code of Ordinances and which are in fact are not stored substantially as required therein;

5. Open pits or excavations not barricaded or fenced in a manner sufficient to protect persons, particularly small children, whether or not such persons are trespassers (but excluding those persons working about the premises who assume the risk), from falling therein and injuring themselves, or which pits or excavations present a significant danger of collapse or cave-in with a reasonable likelihood of damage to property, whether public or private, or injury to persons, resulting therefrom;
 6. Barbed wire or electric fences within city limits, except this clause shall not apply to strands of barbed wire if the lowest strand is located more than six and one-half (6½) feet above the adjoining ground level, or to municipal utility facilities such as the sewage lagoons and landfill;
 7. Mining, manufacturing, food processing or other industrial procedures which (i) violate applicable state or federal pollution regulations, or (ii) which are generally offensive (under a reasonable man standard) to three (3) or more people working or living within close proximity to the source;
 8. Any living or standing tree or part thereof located upon public or private property infected to any degree with any disease, fungus, or insect which is, harmful to said tree or other trees on public and/or private property;
 9. Any tree, shrub or hedge, or part thereof, growing upon public property or upon private property but overhanging or interfering with the use of any public walk, street or highway, park or public place within the city of Minot which endangers the life, health, safety or property of the public shall be declared to be a public nuisance;
 10. Privies or septic systems not constructed or operating in accordance with section 26-1 of the Code of Ordinances; or
 11. Nuisance as defined by regulation promulgated by the First District Health Unit pursuant to NDCC 23-05-01 and NDCC 23-14-06 or other equivalent statutes.
 12. Dog and cat droppings.
- (2) *Visual nuisances:* An accumulation or pile of unsightly materials which constitute an eyesore, such as, by way of illustration and not of limitation, the following:
- a. Junked, abandoned, disassembled, inoperative or unregistered automobiles (excluding, however, automobiles which are currently licensed, registered, and operable;
 - b. Discarded building materials;
 - c. Worn out and cast-off furniture or household items;
 - d. Weeds or grasses in excess of eight (8) inches high; or
 - e. Piles of dead trees; or
- provided that, however, such accumulation shall not be considered a visual nuisance if the same is screened from public view and from view from adjoining private property at all times of the year by a fence or vegetation or other suitable means.
- (b) A condition or object described above may constitute both a nuisance per se and a visual nuisance. Moreover, the fact that a condition or object may be adequately screened so as to prevent the same from being considered a visual nuisance does not mean that the

same condition cannot constitute a nuisance per se under subsection (a)(1) of this section.

- (c) Specifically, in the case of auto wreckers, junk yards, scrap processors, dealers in used auto parts, and auto and machinery repair businesses, all operations including the storage of material to be processed, in process, and already processed must either be conducted within a completely enclosed building, or the screening required in under (a)(2) of this section must consist of a reasonably opaque fence at least eight (8) feet high, kept in good repair, which completely surrounds the area or areas in which processing operations take place.
- (d) The screening requirements of (a)(2) of this section shall not be deemed to apply to premises where the only visual nuisance is the storage of building materials as long as there is ongoing construction taking place upon such property in accordance with a city building permit and the building materials will be used in such construction. Likewise, (a)(2) shall not apply to a building supply business which operates entirely on premises which are zoned to permit such business.
- (e) The city building official shall establish and enforce specifications for barricading and fencing of open pits or excavations intended to protect persons from harm and abate nuisances. Barricading or fencing of open pits or excavations is a temporary measure permitted for a period of time not to exceed six (6) months, unless extended by the city building official for a period not to exceed an additional six (6) months.

§ 2. That Sec. 22-9 (Geographical Application) in Chapter 22 (Nuisances), Code of Ordinances, City of Minot, North Dakota, is hereby amended as follows:

Sec. 22-9 Application.

- (a) The provisions of this article shall apply to all land within the corporate city limits and also to all land lying within one-half (½) mile of the corporate city limits.
- (b) Section 22-1(a)(2) Visual nuisances, subsection d, Weeds or grasses in excess of eight (8) inches high, shall not apply to:
 - (1) Lands outside the corporate city limits;
 - (2) Publicly owned lands that are designates as parks or conservation areas;
 - (3) Native plantings as permitted by the landscaping section of the Land Development Ordinance;
 - (4) Lands actively used/zoned for agricultural purposes;
 - (5) Lands that are highly erodible;
 - (6) Land that is densely wooded;
 - (7) Land that is too wet to mow, such as marsh, wetland or storm water drainage, pond, or feature, either natural or man-made; or
 - (8) Land in development that has not exceeded 40% housing development on more than one (1) side of the street, between two (2) intersection streets, and is improved with buildings. Tall weeds and grass will not exceed 24 inches in length, will not contain any weeds determined to be noxious weeds as defined under North Dakota Century Code, designated by the state agriculture commissioner.

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

PASSED FIRST READING: April 20, 2026

PASSED SECOND READING: May 4, 2026

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Mark Jantzer, Mayor

ORDINANCE NO: 6189

**AN ORDINANCE AMENDING THE 2026 ANNUAL BUDGET TO INCREASE THE
STORM SEWER MAINTENANCE EXPENDITURES FOR THE 1ST ST SW
RECONSTRUCTION PROJECT AND APPROVE THE USE OF STORM SEWER
CASH RESERVES.**

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

- §1: Amend the 2026 annual budget to increase the storm sewer maintenance expenditures for the 1st st SW reconstruction project and approve the use of cash reserves:

14059000-44503		\$325,919
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- §2: This ordinance shall be in effect from and after its passage and approval.

PASSED FIRST READING: April 20, 2026

PASSED SECOND READING: May 4, 2026

APPROVED:

ATTEST:

Mark Jantzer, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 6190

AN ORDINANCE AMENDING THE 2026 ANNUAL BUDGET TO INCREASE THE STREET DEPARTMENTS CAPITAL EQUIPMENT REVENUES AND EXPENDITURES FOR THE TRADE IN OF 5 SKIDSTEER LOADERS.

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

§1: Amend the 2026 annual budget to increase the street departments capital equipment revenues and expenditures for the trade in of 5 skidsteer loaders:

42040000-57500		\$293,925.15
42000000-39210		276,425.15

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

PASSED FIRST READING: April 20, 2026

PASSED SECOND READING: May 4, 2026

APPROVED:

ATTEST:

Mark Jantzer, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 6191

**AN ORDINANCE AMENDING THE 2026 ANNUAL BUDGET TO INCREASE THE
FIRE DEPARTMENT FURNITURE & EQUIPMENT EXPENDITURES AND
CONTRIBUTIONS & DONATIONS REVENUE FOR A DONATION RECEIVED.**

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

- §1: Amend the 2026 annual budget to increase the Fire Department Furniture & Equipment expenditures and contributions & donations revenue for a donation received:

10031000-46102		\$4,300
10000000-36400		4,300

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

PASSED FIRST READING: April 20, 2026

PASSED SECOND READING: May 4, 2026

APPROVED:

ATTEST:

Mark Jantzer, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 6193

**AN ORDINANCE AMENDING THE 2026 ANNUAL BUDGET TO INCREASE THE
POLICE DEPARTMENT OFFICE FURNITURE & EQUIPMENT EXPENDITURES
FOR THE PURCHASE OF SWAT EQUIPMENT USING NON-FEDERAL ASSET
FORFEITURE FUNDS.**

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

§1: Amend the 2026 annual budget to increase the police department
Office Furniture & Equipment expenditures for the purchase of SWAT
equipment, using non-federal asset forfeiture funds:

10021000-46102	2021210001	\$50,884
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§2: This ordinance shall be in effect from and after its passage and approval.

PASSED FIRST READING: April 20, 2026

PASSED SECOND READING: May 4, 2026

APPROVED:

ATTEST:

Mark Jantzer, Mayor

Mikayla McWilliams, City Clerk



ORDINANCE NO. 6192

AN ORDINANCE AMENDING SECTION 9-2 (2) (AMENDMENTS TO THE BUILDING CODE) OF DIVISION 1 (INTERNATIONAL BUILDING CODE), ARTICLE I (BUILDING CODES), CHAPTER 9 (BUILDINGS AND HOUSING); AMENDING SECTION 9-6 (a)(3) (AMENDMENTS TO THE RESIDENTIAL CODE) OF DIVISION 2 (INTERNATIONAL RESIDENTIAL CODE), ARTICLE I (BUILDING CODES), CHAPTER 9 (BUILDINGS AND HOUSING); AMENDING SECTION 9-16 (1) (APPEALS) OF ARTICLE II (DANGEROUS BUILDINGS), CHAPTER 9 (BUILDINGS AND HOUSING); AMENDING SECTION 9-93 (a) (HOUSING INSPECTION) OF ARTICLE V (HOUSING CODE), CHAPTER 9 (BUILDINGS AND HOUSING); AMENDING SECTION 15-302 (a)(2) (AMENDMENTS TO THE INTERNATIONAL FUEL GAS CODE) OF ARTICLE VI (INTERNATIONAL FUEL GAS CODE), CHAPTER 15 (GAS CODE); AMENDING SECTION 17-2 (a)(2) (AMENDMENTS TO THE INTERNATIONAL MECHANICAL CODE), ARTICLE I (IN GENERAL), CHAPTER 17 (HEATING, VENTILATING AND AIR CONDITIONING); AND SECTIONS 18-192 (a)(2) (APPLICATION) AND 18-193 (f) (ISSUANCE OF LICENSE) OF DIVISION 11 (SEXUALLY ORIENTED BUSINESS), ARTICLE III (SPECIFIC BUSINESSES AND OCCUPATIONS), CHAPTER 18 (LICENSES AND BUSINESS REGULATIONS), CODE OF ORDINANCES, CITY OF MINOT, NORTH DAKOTA TO REPLACE OR REMOVE REFERENCES TO THE INSPECTION DEPARTMENT AND INSPECTION DIVISION WITH THE BUILDING SAFETY DEPARTMENT.

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 the provision 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 power to fix fees in the exercise of its governmental police powers; and

WHEREAS, The City Council desires to amend as appropriate the following City ordinances to replace or remove references to the Inspection Department and Inspection Division with the Building Safety Department; and

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

§ 1. That Sec. 9-2 (2) (Amendments to the International Building Code) in Division 1 (International Building Code), Article I (Building Codes), Chapter 9 (Buildings and Housing), Code of Ordinances, City of Minot, North Dakota, is hereby amended as follows:

Sec. 9-2 (2) Section 103.1 of the IBC is hereby amended to read as follows:

103.1 Creation of enforcement agency.

The Building Safety Department of the City of Minot is hereby created and the official in charge thereof shall be known as the Building Official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

§ 2. That Sec. 9-6 (a)(3) (Amendments to the Residential Code) in Division 2 (International Residential Code Adopted), Article I (Building Codes), Chapter 9 (Buildings and Housing), Code of Ordinances, City of Minot, North Dakota, is hereby amended as follows:

(3) Section R103.1 of the IRC is hereby amended to read as follows:

R103.1 Creation of enforcement agency.

The Building Safety Department of the City of Minot is hereby created and the official in charge thereof shall be known as the Building Official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

§ 3. That Sec. 9-16 (1) (Appeals) of Article II (Dangerous Buildings), Chapter 9 (Buildings and Housing), Code of Ordinances, City of Minot, North Dakota, is hereby amended as follows:

(1) An owner or owner's representative who receives an order under section 9-13 may appeal. The owner or owner's representative shall file a written notice of appeal with the city Building Safety Department within ten (10) days of service or receipt of the order.

§ 4. That Sec. 9-93 (a) (Housing Inspection) of Article V (Housing Code), Chapter 9 (Buildings and Housing), Code of Ordinances, City of Minot, North Dakota, is hereby amended as follows:

Sec. 9-93 – Housing inspection.

(a) Housing inspection shall be accomplished by any inspector in the city Building Safety Department as assigned by the Building Official.

§ 5. That Sec. 15-302 (a)(2) (Amendments to the International Fuel Gas Code) of Article VI (International Fuel Gas Code), Chapter 15 (Gas Code), Code of Ordinances, City of Minot, North Dakota, is hereby amended as follows:

Sec. 15-302 (a)(2) – Amendments to the International Fuel Gas Code.

(2) Section 103.1 of the IFGC is hereby amended to read as follows:

103.1 Creation of agency.

The Building Safety Department of the City of Minot is hereby created and the official in charge thereof shall be known as the Building Official.

The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

§ 6. That Sec. 17-2 (a)(2) (Amendments to the International Mechanical Code) of Article I (In General), Chapter 17 (Heating, Ventilating and Air Conditioning), Code of Ordinances, City of Minot, North Dakota, is hereby amended as follows:

Sec. 17-2 (a)(2) – Amendments to the International Fuel Gas Code.

(2) Section 103.1 of the IMC is hereby amended to read as follows:

103.1 Creation of agency.

The Building Safety Department of the City of Minot is hereby created and the official in charge thereof shall be known as the Building Official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

§ 7. That Sec. 18-192 (a)(2) (Application) in Division 11 (Sexually Oriented Business), Article III (Specific Businesses and Occupations), Chapter 18 (Licenses and Business Regulations), Code of Ordinances, City of Minot, North Dakota, is hereby amended as follows:

Sec. 18-192 (a)(2) An application for a sexually oriented business operator's license must be made on a form provided by the city. The application must be accompanied by a sketch or a diagram showing the configuration of the premises, including a statement of total floor space occupied by the business. The sketch or diagram need not be professionally prepared but must be drawn to a designated scale or drawn with marked dimensions of the interior of the premises to an accuracy of plus or minus six (6) inches. Prior to issuance of an operator's license, the premises must be inspected by the Minot Fire Department.

§ 8. That Sec. 18-193 (f) (Issuance of license) in Division 11 (Sexually Oriented Business), Article III (Specific Businesses and Occupations), Chapter 18 (Licenses and Business Regulations), Code of Ordinances, City of Minot, North Dakota, is hereby amended as follows:

Sec. 18-193 (f) If so required under other sections of this division, the appropriate department(s) shall complete their certification that the premises are in compliance or not in compliance within twenty (20) days of receipt of the completed application by the city. Failure of an appropriate department to timely certify its inspection shall not be grounds for refusing to issue a license within the mandatory time period. In the event the city fails to render a decision on the application within the time specified herein, the operator shall be permitted to commence operation of a sexually oriented business.

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

PASSED FIRST READING: April 20, 2026

PASSED SECOND READING: May 4, 2026

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Mark Jantzer, Mayor

ORDINANCE NO. 6194

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

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

Section 1. The following described street segment is hereby added to the list of City Council created traffic restrictions provided for in Section 20-2 (a) (11) – One-Way Streets:

STREET SEGMENT

4th Street SW between 2nd Avenue SW and Western Ave

DIRECTION

Southbound Only

Section 2. The following described intersection is hereby removed from the list of City Council created traffic restrictions provided for in Section 20-2 (a) (2-a) – Stop Signs:

STOP STREET

4th Street SW

AT ITS INTERSECTION WITH

2nd Avenue SW

Section 3. The following described street segment is hereby added to the list of City Council created traffic restrictions provided for in Section 20-2 (a) (1) – Special Speed Limits:

STREET SEGMENT

2nd Avenue SW between S Broadway and 215-feet west of 4th Street SW

POSTED SPEED LIMIT

20-mph

Section 4. This ordinance shall be in full force and effect from and after its approval, passage and proper sign posting.

Section 5. 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: April 20, 2026

PASSED SECOND READING: May 4, 2026

APPROVED:

Mark Jantzer, Mayor

ATTEST:

Mikayla McWilliams, City Clerk

Department: Airport	
Name	Gross Pay
Andreasen, Eric Thomas	\$ 4,000.90
Baier, Jamison T	\$ 4,675.93
Ballard, Alexander F	\$ 3,772.55
Brock, Vanessa M	\$ 4,636.08
Choi, Alex M	\$ 6,300.26
Clark, Benjamin P	\$ 4,594.50
Davis, Brandon	\$ 5,469.27
Depriest, Isaac	\$ 5,019.47
Draper, David	\$ 5,607.17
Eckman, Jennifer	\$ 12,804.88
Hunter, Kyle James	\$ 3,445.38
Kaminski, Thomas	\$ 4,198.90
Long, Jessica	\$ 6,918.96
Molloy, Danielle Elisabeth	\$ 3,827.38
Moody, Sharon	\$ 4,829.67
Norby, Judy	\$ 4,466.52
Ortiz-Pabon, Nelson	\$ 4,851.68
Rafala, Michael	\$ 6,218.94
Romanick, Maria C	\$ 7,269.21
Sanders, Sean Edward	\$ 865.95
Smith, Mary C	\$ 3,295.06
Takashige, Alec N	\$ 5,936.87
Taylor, Kenneth Allen	\$ 3,783.56
Urban, Randy N	\$ 3,826.46
Young, Andrew Lawrence	\$ 1,065.09
Totals for Department Airport	
Total	\$ 121,680.64

Department: Assessors	
Name	Gross Pay
Druse, Damon	\$ 8,697.79
Feller, Taylor Rae	\$ 4,120.25
Kamrowski, Ryan L	\$ 9,776.34
Lovelace, Daniel D	\$ 7,091.94
Maragos, Sheila M	\$ 7,450.92
Nelson, Chelsy	\$ 4,697.08
Totals for Department Assessors	
Total	\$ 41,834.32

Department: Cemetery	
Name	Gross Pay

Name	Gross Pay
Schneider, Tina	\$ 5,678.72
Seifert, James R	\$ 15,327.49
Wiggins, Kaitlynn	\$ 4,120.24
Zietz, Cole J	\$ 690.18
Totals for Department Cemetery	
Total	\$ 25,816.63

Department: City Attorney	
Name	Gross Pay
Henjum, Nathaniel	\$ 4,896.19
Hintz, Rebekkah Jewel	\$ 4,120.24
Schmitz, Nick	\$ 8,249.56
Stalheim, Stefanie	\$ 12,191.88
Wallace, Terrence Jasper	\$ 6,585.64
Totals for Department City Attorney	
Total	\$ 36,043.51

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
Joyce, Thomas C	\$ 16,420.92
McWilliams, Mikayla	\$ 7,092.24
Stein, Jeanne	\$ 7,233.78
Totals for Department City Manager	
Total	\$ 30,746.94

Department: City Shop	
Name	Gross Pay
Bradford, Emil	\$ 4,558.67
Headrick, Jesse	\$ 4,115.94
Hermanson, Brook A	\$ 6,903.82

Name	Gross Pay
Hughbanks, Brian	\$ 4,432.74
Ortmann, Donald G	\$ 6,304.40
Rivera, Frank R	\$ 4,996.05
Schaubroeck, April S	\$ 3,990.78
Schmidt, Charles Joseph	\$ 8,023.91
Simard, Brennan Durwood Robert	\$ 3,500.30
Smith, Zachary Thomas	\$ 4,015.18
Totals for Department City Shop	
Total	\$ 50,841.79

Department: Dispatch	
Name	Gross Pay
Alves, Jeanne E	\$ 6,946.11
Brown, Justice	\$ 5,482.47
Buchweitz, Savanah Raelyn	\$ 4,708.36
Christie, Sean A	\$ 9,148.23
Evans, Amy	\$ 4,611.98
Fahy, Wayne W	\$ 7,637.25
Gutierrez, Monique Adriana	\$ 4,207.99
Haugan, Margaret H	\$ 7,984.78
Jones, Chloe G	\$ 4,804.07
Langlais, Sidney Grace	\$ 3,584.33
Lausch, Jacqueline	\$ 6,878.70
Lonis, Ashleigh	\$ 5,625.11
Newman, Samantha	\$ 5,575.49
Pletcher, Larkyn Anna	\$ 3,561.15
Roehm, Brandi	\$ 4,124.32
Yost, Braydon Gage	\$ 4,796.69
Totals for Department Dispatch	
Total	\$ 89,677.03

Department: Engineering	
Name	Gross Pay
Erickson, Aleesha L	\$ 7,536.90
Foley, Taylor	\$ 5,383.73
Geigle, Brianna Paige	\$ 5,820.72
Hernandez, Gabriel	\$ 4,167.80
Hoffart, Jesse	\$ 7,450.92
Huettl, Emily	\$ 9,728.69
King, Matthew R	\$ 7,299.21
Meyer, Lance E	\$ 11,736.21
Ramos, Nicole	\$ 6,115.39
Ravula, Pravalika	\$ 4,660.65
Romann, Alicia A	\$ 5,820.60

Name	Gross Pay
Steckler, Thomas E	\$ 8,023.91
Vorgitch, Julia	\$ 4,896.20
Totals for Department Engineering	
Total	\$ 88,640.93

Department: Finance	
Name	Gross Pay
Burns, Callie S	\$ 6,918.96
Grabow, Randi L	\$ 5,600.24
Lakefield, David	\$ 13,442.64
Nerem, Laurisa	\$ 5,019.15
Nishek, Laurie	\$ 5,678.72
Olson, Jaelee	\$ 5,498.73
Schmidt, Susan	\$ 5,540.24
Shefstad, Brittany J	\$ 6,468.26
Shelkey, Melody L	\$ 8,048.91
Van Grinsven, Kristin	\$ 6,750.18
Variste, Jeanny	\$ 4,777.44
Zeece, Holly	\$ 5,820.72
Zelinski, Jenna M	\$ 8,881.91
Totals for Department Finance	
Total	\$ 88,446.10

Department: Fire - Administration	
Name	Gross Pay
Babinchak, Jason A	\$ 9,078.34
Brown, Robby	\$ 6,774.82
Burns, Austin T	\$ 9,103.34
Hammer, Stuart	\$ 6,774.82
Hardy, Glen A	\$ 9,753.69
Klein, Adam Jerome	\$ 6,750.18
Kronschnabel-Dostert, Kelli	\$ 13,417.64
Maxwell, Mason W	\$ 9,728.69
Seifert, Travis J	\$ 7,333.82
Weber, Brent A	\$ 10,269.72
Totals for Department Fire - Administration	
Total	\$ 88,985.06

Department: Fire Control	
Name	Gross Pay
Aasen, Jerad Eugene	\$ 4,101.36
Ahles, Michael Thomas	\$ 4,685.04
Allen, Scott	\$ 5,932.68

Name	Gross Pay
Anderson, Joseph	\$ 5,374.03
Angelo, Jason	\$ 5,565.67
Baker, Griffin Joseph	\$ 4,526.31
Beck, Kyle W	\$ 8,747.59
Berntson, Austin	\$ 6,498.15
Boechler, Matthew A	\$ 4,755.70
Burgess, Justin T	\$ 8,813.53
Christen, Tyler	\$ 5,250.38
Coleman, Alexander	\$ 5,819.51
Croxall, Jeremy M	\$ 6,272.97
Degele, Travis W	\$ 8,020.07
Dockter, James	\$ 6,887.29
Eull, Mitchell	\$ 5,614.26
Filkins, Jacob E	\$ 7,129.92
Garberg, Tully D	\$ 6,239.70
Ghent, Tyler	\$ 5,009.43
Gilliss, Shane	\$ 8,615.93
Green, Brady Michael	\$ 4,224.48
Hall, Aiden Michael	\$ 4,666.80
Hanselman, Andrew J	\$ 8,239.35
Hanson, Myles	\$ 6,464.58
Haskins, Patrick	\$ 4,687.35
Kristiansen, Hans	\$ 7,318.58
Laks, Damon	\$ 5,213.26
Laskowski, Paul J	\$ 8,148.75
Lentz, Jacob W	\$ 8,239.35
Mathieson, Mark	\$ 5,501.88
Meadows, Casey D	\$ 7,740.39
Meadows, Jaydee	\$ 6,105.24
Meyer, Trent	\$ 5,009.43
Nelson, Brady Kent	\$ 4,308.23
Nerem, Jesse	\$ 5,712.85
Newman, Phillip	\$ 5,787.44
Olson, Joshua	\$ 5,727.86
Peterson, Aaron P	\$ 9,077.57
Raymond, Daniel	\$ 8,107.23
Rice, Alec D	\$ 4,829.73
Rohrbach, Robert A	\$ 7,290.79
Ross, Michael T	\$ 5,411.35
Rostberg, Casey	\$ 6,389.82
Safranski, Dustin M	\$ 6,458.24
Schill, Kyle	\$ 6,351.10
Schoenborn, Matthew Lee	\$ 4,526.31
Schriock, Kerry W	\$ 8,637.99
Shoemaker, Charles	\$ 5,828.70

Name	Gross Pay
Staples, Kayden	\$ 4,385.40
Tancabel, Andrew	\$ 7,978.43
Tougas, Brady W	\$ 5,320.43
Urban, Augustus	\$ 5,869.51
Vilandre Hauser, Davin Jesse	\$ 4,666.80
Walhood, Bradley	\$ 2,761.76
Walter, Devin M	\$ 7,895.07
Wedar, Elijah Joseph	\$ 5,337.12
West, Jason	\$ 7,270.29
Wolf, Hunter	\$ 5,492.55
Zabka, Aaron	\$ 6,129.39
Totals for Department Fire Control	
Total	\$ 362,970.92

Department: Human Resources	
Name	Gross Pay
Beck, Kelly	\$ 8,430.14
Eichstadt, Monica L	\$ 6,943.96
Scott, Courtney K	\$ 5,565.24
Thurston, Brittany Charlotte	\$ 7,116.94
Totals for Department Human Resources	
Total	\$ 28,056.28

Department: IT	
Name	Gross Pay
Albertson, Alec	\$ 6,625.57
Herslip, Jacob	\$ 4,528.35
Knudsvig, Miles	\$ 5,610.08
McKibben, Jason S	\$ 9,355.24
Podolski, Tyler	\$ 4,641.77
Ulrickson, Paul M	\$ 8,906.91
Totals for Department IT	
Total	\$ 39,667.92

Department: Inspections	
Name	Gross Pay
Bischof, Duran	\$ 6,267.45
Degroot, Gage	\$ 7,942.05
Hancock, Thomas	\$ 1,757.50
Heizelman, Gerald Lee	\$ 5,404.38
Johnson, Jennifer Lynn	\$ 4,896.19
Kilichowski, Owen J	\$ 6,425.57
Kimball, Michelle L	\$ 5,512.46

Name	Gross Pay
Murphy, Michael J	\$ 7,414.49
Nebitsi, Aundrea Rae	\$ 973.25
Stewart, Tony Earl	\$ 5,965.82
Tillema, Luke	\$ 9,491.36
Totals for Department Inspections	
Total	\$ 62,050.52

Department: Landfill	
Name	Gross Pay
Akin, Dwayne S	\$ 4,328.36
Anderson, Melissa Ann	\$ 2,223.63
Bullard-Wolf, Christina	\$ 5,437.88
Bullard-Wolf, Travis D	\$ 4,776.85
Canfield, Nathan Leo	\$ 3,412.81
Curelo, Steven	\$ 4,512.06
Foster, Krystle A	\$ 3,640.43
Helgeson, David	\$ 5,020.40
Mullikin, Christopher Ryan	\$ 4,120.18
Reimche, Tyler J	\$ 5,906.88
Shefstad, Allen	\$ 7,660.81
Zuck, Darren S	\$ 5,404.38
Totals for Department Landfill	
Total	\$ 56,444.67

Department: Library	
Name	Gross Pay
Aberle, Craig S	\$ 3,920.00
Baker, Christopher Allan	\$ 1,023.29
Bickell, Destiny Jayd	\$ 3,443.42
Brown, Leah M	\$ 1,332.66
Carswell, Pamela E	\$ 5,587.13
Fagerland, Benjamin	\$ 3,465.28
Frey, Katelin Margaret	\$ 3,375.39
George, Octavia Ruth Hammel	\$ 1,221.69
Hall, Bradley William	\$ 524.37
Humble, Katie	\$ 156.89
Huseth, Valerie	\$ 4,018.61
Julson, Marcia G	\$ 4,906.43
Lien, Kathryn	\$ 4,279.13
Monley, Randi D	\$ 5,317.81
Ostlund, Emily	\$ 5,261.95
Pecoraro, Betty	\$ 3,063.57
Perryman, Emily	\$ 22.65
Pikka, Joshua	\$ 8,174.61

Name	Gross Pay
Possen, Lacey A	\$ 4,368.35
Prevett, Destiney Raine	\$ 1,992.79
Schneibel, Veronica	\$ 4,818.35
Timothy, Scott D	\$ 5,969.56
Wheeler, Mary P	\$ 6,546.28
Williams, David J	\$ 809.46
Wolf, Julie M	\$ 3,798.94
Ziegler, Kassandra M	\$ 4,366.16
Totals for Department Library	
Total	\$ 91,764.77

Department: Metro Planning Org	
Name	Gross Pay
Bosley, Bailey Quinn	\$ 4,033.12
Van Dyke, John W	\$ 9,609.70
Totals for Department Metro Planning Org	
Total	\$ 13,642.82

Department: Municipal Court	
Name	Gross Pay
Beall, Ashley	\$ 4,851.96
Harvey, Kristain	\$ 4,234.96
McCormick, Morgan	\$ 300.00
McNicholas, Andrea	\$ 4,366.45
Tallman, Nicole	\$ 5,144.61
Totals for Department Municipal Court	
Total	\$ 18,897.98

Department: NAWS Biota Plan	
Name	Gross Pay
Kittelson, Collin	\$ 6,131.75
O'Keefe, Kevin M	\$ 6,102.91
Parsons, John	\$ 4,081.07
Schumaier, Jared Wayne	\$ 1,677.43
Solberg, Dana	\$ 3,998.71
Totals for Department NAWS Biota Plan	
Total	\$ 21,991.87

Department: National Disaster Recover	
Name	Gross Pay
Erickson, Jodi Wynn	\$ 6,750.18
Totals for Department National Disaster Recover	

Name	Gross Pay
Total	\$ 6,750.18

Department: PW Utility Admin

Name	Gross Pay
Cofell, Benjamin H	\$ 8,589.03
Cuypers, Anthony J	\$ 4,547.77
Hoyt, Kari L	\$ 5,936.74
Meyer, Veronica M	\$ 9,305.24
Schettler, Tristan	\$ 6,115.39
Sorenson, Jason S	\$ 11,944.50
Totals for Department PW Utility Admin	
Total	\$ 46,438.67

Department: Planning

Name	Gross Pay
Billingsley, Brian	\$ 11,608.42
Diedrichsen, Douglas Craig	\$ 9,034.03
Falconer, Daniel	\$ 5,678.64
Hornberger, Hannah L.	\$ 4,436.43
Totals for Department Planning	
Total	\$ 30,757.52

Department: Police - Administration

Name	Gross Pay
Bachmeier, Kendra	\$ 4,155.96
Beaulieu, Thomas Richard	\$ 4,877.33
Chapman, David J	\$ 9,078.34
Church, Jenna J	\$ 4,284.03
Foley, Jared S	\$ 8,666.77
Frye, Michael William	\$ 11,327.26
Guthrie, Trisha K	\$ 5,267.34
Haug, Shane M	\$ 9,259.91
Kolnes, Kimberly	\$ 4,083.25
Mathieson, Nicole	\$ 3,993.08
Roberts, Christine L	\$ 5,404.38
Sandusky, Caisee M	\$ 8,817.32
Schmidt, Denise	\$ 3,552.35
Sundbakken, Jason J	\$ 10,473.46
Totals for Department Police - Administration	
Total	\$ 93,240.78

Department: Police - Investigations	
Name	Gross Pay
Asham, Carmen L	\$ 8,166.60
DeNovio, William	\$ 7,218.42
Dyke, Darren M	\$ 9,259.91
Guerton, Kristin	\$ 6,606.53
Hanks, Elijah	\$ 8,448.08
Heringer, Rebecca	\$ 6,233.04
Johnson, Charles S	\$ 8,786.75
Plessas, Dale J	\$ 10,785.42
Reis, Shawn	\$ 6,642.55
Roach, Andrew	\$ 8,209.69
Sumlin, Robbie M	\$ 6,843.58
Wheeling, Jill	\$ 4,137.61
Totals for Department Police - Investigations	
Total	\$ 91,338.18

Department: Police - Patrol	
Name	Gross Pay
Andrade, Memorie	\$ 7,283.00
Bach, Kolbe M	\$ 7,745.82
Baker, Cody	\$ 6,036.28
Bambenek, Jason L	\$ 8,189.41
Bartlett, Alec	\$ 6,074.46
Berentson, Taylor	\$ 5,369.81
Black, Winston	\$ 1,773.60
Boyungs, Alex Artino	\$ 5,125.53
Burghardt, Thomas	\$ 7,014.81
Burtch, Tyler R	\$ 6,516.03
Carter, Ronald	\$ 7,863.75
Casarez, Andres	\$ 8,071.22
Connole, Michael W	\$ 7,920.91
Daniels, John Ryan	\$ 4,998.81
Dolenc, Sally Elizabeth	\$ 5,203.21
Gonzales, Daniel	\$ 6,128.38
Greenlees, Alexander	\$ 4,928.61
Hall, Cullen	\$ 8,649.26
Halseth, Landon Lee	\$ 1,615.95
Hardy, Aaron Lee	\$ 4,761.49
Harrington, Alexander D	\$ 7,395.66
Hathaway, Eric	\$ 6,112.39
Herba, Atlantis Starr	\$ 773.68
Hess, Andrew M	\$ 6,528.82
Hess, Belinda	\$ 8,200.53

Name	Gross Pay
Hunter, Mark	\$ 5,199.53
Jackson, Joseph James	\$ 4,769.92
Jensen, Taylor A	\$ 8,337.11
Jernigan, Brandon Keith	\$ 5,216.23
Johnson, Greg W	\$ 8,438.65
Kiss, Sarah	\$ 4,901.66
Lakoduk, Ross Allen Macklin	\$ 8,815.32
Lee, Kerrington	\$ 1,822.23
Lehner, Madison Cameron	\$ 5,839.17
Lightfoot, Jasir Shively	\$ 4,973.67
Luck, Jayden James	\$ 6,166.35
Maasjo, Justin Harris	\$ 4,998.81
Mathieson, Andrew Michael	\$ 5,531.14
Mayfield, Maya Jessica	\$ 3,525.55
McGraw, Gregory Allen	\$ 7,277.76
Mehlhoff, Andrew K	\$ 8,201.69
Miller, Cody Lee	\$ 8,139.74
Miller, Gannon E	\$ 7,274.96
Montreal, Jacob Thomas	\$ 4,757.63
Moss, Aaron D	\$ 422.40
Myers, Zackery Colin	\$ 1,566.63
Noyes, Joshua D	\$ 10,516.78
Ostrum, Ryan Lee	\$ 5,070.71
Pfeiffer, Peggy	\$ 5,128.62
Pollman, Dana	\$ 7,681.79
Presley, Jessica L	\$ 8,141.36
Rakes, Aubrey	\$ 1,487.07
Roberts, Bobby R	\$ 5,058.41
Ruelle, Tyler J	\$ 9,078.34
Rynestad, Jersey	\$ 5,385.34
Schoenrock, Stephen J	\$ 8,594.43
Schuster, Colton	\$ 1,635.91
Sedillo, Anthony Abran	\$ 4,998.81
Shaide, Kristian	\$ 7,822.81
Shaw, Cara Morgan	\$ 4,865.61
Smith, Ezekiel William Zachary	\$ 5,448.05
Smith, Wyatt Cordell	\$ 6,108.51
Squyres, Heidi	\$ 3,586.70
Strandemo, Cole A	\$ 8,024.31
Sullivan, Christian	\$ 6,610.91
Sundheim, Justin C	\$ 10,473.46
Washington, Anthony L	\$ 7,540.93
Wegner, Shawn P	\$ 9,422.79
Wheeler, Daniel B	\$ 8,356.08
Williams, Brian	\$ 7,687.25

Name	Gross Pay
Young, Carrie A	\$ 7,485.51
Totals for Department Police - Patrol	
Total	\$ 432,668.06

Department: Property Maintenance	
Name	Gross Pay
Brandt, Kelly G	\$ 7,450.92
Ciccarelli, Amy Jo	\$ 3,601.90
Coughlin, Brent	\$ 4,333.63
Dyson, Andrew Robert	\$ 3,749.37
Espe, Scott A	\$ 4,032.19
Hall, Arlie Rae	\$ 3,312.09
Knatterud, Dena M	\$ 4,120.24
Reinemann, Christopher Jones	\$ 3,954.08
Smith, Samuel Allen	\$ 4,994.48
Totals for Department Property Maintenance	
Total	\$ 39,548.90

Department: Public Information	
Name	Gross Pay
Kleen, Jennifer LeAnn	\$ 7,450.92
Kvigne, T	\$ 5,430.08
Obenchain, Bryan	\$ 5,429.38
Totals for Department Public Information	
Total	\$ 18,310.38

Department: Public Works - Administra	
Name	Gross Pay
Banfill, Bryan Douglas	\$ 11,387.26
Obergfell, Jason R.	\$ 5,394.63
Totals for Department Public Works - Administra	
Total	\$ 16,781.89

Department: Sanitation	
Name	Gross Pay
Arriola, Joseph E	\$ 5,479.76
Brock, William	\$ 4,326.98
Hamel, Scott	\$ 5,984.01
Ingold, Douglas A	\$ 5,320.13
Kraft, Joshua B	\$ 7,880.70
Lakoduk, Daltyn J	\$ 5,550.29
Reynolds, Nicholas R	\$ 7,244.50

Name	Gross Pay
Rice, Brian Richard	\$ 4,493.92
Shurtleff, Michael J	\$ 4,580.96
Simonson, Christopher A	\$ 5,588.37
Turner, Christopher Ryan	\$ 3,945.86
Wade Jr. III, Henry	\$ 3,984.37
Totals for Department Sanitation	
Total	\$ 64,379.85

Department: Sewer Pumping	
Name	Gross Pay
Allen, Bryce J	\$ 4,359.69
Brevik, Dax	\$ 5,288.14
Burckhard, Terry	\$ 2,088.02
Cimino, Robert Paul	\$ 5,698.60
LaValley, Christopher	\$ 4,133.01
Marmon, Shannon L	\$ 6,140.00
Olstad, Karlain L	\$ 4,328.35
Racine, Riley	\$ 4,046.51
Trana, Sebastian Leigh	\$ 3,381.37
Totals for Department Sewer Pumping	
Total	\$ 39,463.69

Department: Storm-Sewer	
Name	Gross Pay
Carpenter, Gary L	\$ 3,465.28
Espe, Mark W	\$ 6,908.26
Heizelman, Dean A	\$ 4,329.15
Herslip, Christopher C	\$ 4,329.15
Iglesias, Adrian	\$ 5,144.63
Ness, Kohlton Izik	\$ 3,217.91
Rockwell, Nicholas paul	\$ 3,465.28
VanSickle, Edward	\$ 3,465.71
Totals for Department Storm-Sewer	
Total	\$ 34,325.37

Department: Street Department	
Name	Gross Pay
Anderson, Dustin Dale	\$ 3,553.24
Archer, Ronald Patrick	\$ 3,665.72
Boyett II, Jimmy Dearild	\$ 3,299.51
Braaten, Kevin A	\$ 9,259.91
Ciccarelli, Robert S	\$ 1,323.39
Clouse, Michael Andrew	\$ 1,870.67

Name	Gross Pay
Fredericksen, Brandon L	\$ 5,734.60
Grant, Zachary L	\$ 7,323.74
Gruse, Richard	\$ 3,695.48
Harvey, Dale A	\$ 3,545.29
Herzog, Rodney	\$ 3,923.10
Huntzinger, Brian D	\$ 5,419.46
Kueffler, Alexander	\$ 3,924.31
Lower, Robert	\$ 4,339.35
MacKay, Brooke	\$ 4,613.17
Mathwich, Mark Richard	\$ 3,299.71
Mennem, Joseph	\$ 3,165.07
Monley, Lucas	\$ 5,145.59
Opperde, Darin B	\$ 4,120.24
Oswalt, Matthew	\$ 4,342.16
Petty, Zachary Douglas	\$ 3,743.58
Rutherford, Robert Hart	\$ 3,756.88
Scotfield, Garrett D	\$ 4,198.42
Skinner, Lehmann	\$ 5,007.43
Thompson, Shawn Scott	\$ 3,381.37
Vind, Roger T	\$ 6,015.86
Wood, Justin G	\$ 5,833.05

Totals for Department Street Department

Total \$ 117,500.30

Department: Traffic	
Name	Gross Pay
Behrens, Jeffrey W	\$ 6,381.28
Bieger, Michael	\$ 3,894.36
Degenstein, Joseph	\$ 5,057.11
Derr, Nathan P	\$ 5,129.14
Joersz, Stephen	\$ 9,481.08
Rodman, David F	\$ 7,388.02
Steen, Jeffery	\$ 2,096.12

Totals for Department Traffic

Total \$ 39,427.11

Department: Transit/Bus	
Name	Gross Pay
Billings, Angelique M	\$ 1,925.65
Billings, Douglas E	\$ 4,338.35
Cooper, Dean	\$ 2,133.52
Cutaiar, Joseph	\$ 6,294.43
Hochsprung, Kory	\$ 4,904.72
Horinka, Brian L	\$ 9,422.85

Name	Gross Pay
Lawrence, Stephen Chase	\$ 3,959.85
Madison, Samantha Jo	\$ 3,596.11
Newbury-Thomas, Tina M	\$ 4,667.88
Olson, Sheri	\$ 4,115.80
Robinson, Nicole	\$ 4,546.93
Schalesky, Marty	\$ 4,017.79
Shekleton, Michael	\$ 5,002.28
Stacy, Brent Allen	\$ 3,887.57
Totals for Department Transit/Bus	
Total	\$ 62,813.73

Department: Utility Billing	
Name	Gross Pay
Duchscherer, Haili	\$ 4,660.65
Dutenhafer, Miranda S	\$ 5,678.64
Zappone, Maria Katherine	\$ 3,299.10
Totals for Department Utility Billing	
Total	\$ 13,638.39

Department: Water Distribution	
Name	Gross Pay
Bergrude, Carson	\$ 4,408.13
Burckhard, Terry	\$ 1,976.18
Burnley, Cory	\$ 4,774.32
Christianson, Kurt A	\$ 5,887.27
Erhardt, Garrett	\$ 3,818.18
Finken, Chad G	\$ 5,723.08
Hammell, Sarah Elizabeth	\$ 3,218.44
Higgins, Damion Joseph	\$ 4,071.91
Hudson, Kasey L	\$ 5,750.04
Kelly, Kevin J	\$ 6,346.04
Knoop, Scot M	\$ 5,820.60
Mason, Alexander James	\$ 3,555.96
Murrieta, Rebecca	\$ 3,423.29
Persinger, Michael	\$ 3,381.37
Randash, Brian K	\$ 7,516.92
Rice, James Andrew	\$ 3,726.48
Rieke, Dustin B	\$ 6,645.62
Robinson, Derek	\$ 5,431.65
Westergaard, Steve B	\$ 8,780.21
Totals for Department Water Distribution	
Total	\$ 94,255.69

Department: Water Treatment Plant	
Name	Gross Pay
Andrysiak, Richard J	\$ 5,463.53
Dinsmoore, Marissa R	\$ 4,853.06
Haider, Mark A	\$ 5,664.14
Jenkins, Jordan William	\$ 3,926.56
Kopp, Timothy	\$ 5,851.94
Lopez, Ryan	\$ 4,592.33
Mason, Jonathan William	\$ 3,814.50
Miller, Randy William	\$ 623.38
Parton, Janet L	\$ 6,012.03
Plesuk, Sara Dawn	\$ 4,977.87
Reimche, Keith R	\$ 6,179.93
Renaud, Zachery John	\$ 4,383.62
Rensland, Brandon T	\$ 5,753.07
Seifert, Justin R	\$ 7,828.31
Sims, Aaron	\$ 3,941.08
Solberg, Stuart	\$ 380.58
West, Samantha M	\$ 3,981.81
Totals for Department Water Treatment Plant	
Total	\$ 78,227.74

Grand Totals

Total	\$ 2,686,707.13
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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:

AT&T	-
AFLAC	-
BCBS	893,970.53
Federal Tax Withholding	-
Deferred Comp	-
Service Credit	-
NDPERS	-
Empower	73,292.56
Verendrye	72,210.01
Montana Dakota Utilities	35,194.07
Xcel Energy	164,282.20
Discovery Benefits	8,942.82
ADP Payroll taxes	307,019.90
ADP Payroll Wage garnishment	11,883.28
ADP Monthly Invoice	15,864.63
ADP Payroll Taxes wire Alderman	-
ADP Payroll Taxes wire Pension	-
Bank of ND Interest Payment	-
Unum	1,043.40
Provident	285.08

Total	<u><u>\$ 1,583,988.48</u></u>
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Monthly Bills Paid

Check Date	Check Run	Check Number	Vendor Name	Payee Name	Comment	Check Amount	Void Amount
04/01/2026	ADP0326	100007698	ADP, INC		ADP Payroll Services for March	\$19,811.27	\$0.00
	ADP0326	100007699	ADP, INC		ADP Payroll Services for March	\$1,040.55	\$0.00
	AFLA0326	100007681	AFLAC		March 2026 AFLAC	\$13,458.09	\$0.00
		100007688	BANK OF NORTH DAKOTA		IRLF INTEREST PAYMENT - FC24LH	\$103,096.26	\$0.00
	DC032726	100007686	ND PUBLIC EMPLOYEES RETIREMENT SYSTEM		Def Comp 3.27.2026	\$17,294.70	\$0.00
	SC032726	100007687	ND PUBLIC EMPLOYEES RETIREMENT SYSTEM		Service Credit 3.27.2026	\$218.00	\$0.00
04/02/2026	JV040226	308801	APH/AUTO VALUE		SILICONE; ULTRA GREY RTV	\$348.29	\$0.00
	JV040226	1330	GENERAL ONE TIME PAY	Ashante Hechazarria	MI-2025-CR-00226 Ashante Hecha	\$50.00	\$0.00
	JV040226	1331	GENERAL ONE TIME PAY	Elijah Wickum	MI-2025-CR-00886/Elisabeth Wic	\$613.73	\$0.00
	JV040226	1332	GENERAL ONE TIME PAY	Jalicia Cree	Jalicia Cree MI-2025-TR-02778	\$300.00	\$0.00
	JV040226	1333	GENERAL ONE TIME PAY	Jordan Villanueva	Jordan Villanueva MI-2026-CR-0	\$750.00	\$0.00
	JV040226	1334	GENERAL ONE TIME PAY	Joseph Aldrich	MI-2026-TR-00271/Joseph Aldric	\$40.00	\$0.00
	JV040226	1335	GENERAL ONE TIME PAY	Kayla Ellingson	MI-2022-CR-01049 Kayla Ellings	\$200.00	\$0.00
	JV040226	1336	GENERAL ONE TIME PAY	Terry Lee	VOID AFTER UPDATE 04/22/2026	\$0.00	\$750.00
	JV040226	1337	GENERAL ONE TIME PAY	Ward County Clerk Of Court	51-2026-CR-00435 Rinat Mouzafa	\$200.00	\$0.00
	JV040226	1338	GENERAL ONE TIME PAY	Ward County Clerk of Court	51-2026-CR-00458 Breanna Dunn	\$750.00	\$0.00
	JV040226	1339	GENERAL ONE TIME PAY	William Foondle	William Foondle MI-2026-CR-000	\$350.00	\$0.00
04/06/2026	FSA0326	100007689	WEX HEALTH, INC		March 2026 Discovery Benefits	\$15,539.05	\$0.00
04/07/2026	JV040626	90000098	NAPA AUTO PARTS		LIGHT; LIGHT	\$2,122.47	\$0.00
	JV040626	90000099	NORTHWEST TIRE AND RETREAD		TIRE; ELDORADO DRIVE TIRE	\$2,983.65	\$0.00
	JV040626	90000100	SWANSTON EQUIPMENT COMPANIES		001; CAB FILTER	\$1,254.98	\$0.00
04/10/2026	JO041026	308802	ACME TOOLS		--; FREIGHT	\$147.30	\$0.00
	JO041026	308803	AMAZON		007; CONN PLUG HSG FEMALE 14PO	\$64.44	\$0.00
	JO041026	308804	AMERICAN WELDING & GAS, INC.		CO2	\$4,465.36	\$0.00
	JO041026	308805	ANTHONY TATMAN		Critical Hire Personality Asse	\$125.00	\$0.00
	JO041026	308807	APH/AUTO VALUE		FILTER-AIR; BREATHER	\$159.45	\$0.00
	JO041026	308808	APPLE BOOKS, LLC		Children's Books	\$905.96	\$0.00
	JO041026	308809	CARE RESOURCE CONNECTION		Care Resources annual subscrip	\$12,000.00	\$0.00
	JO041026	308810	CDBG ONE-TIME PAY	Al Sadler	RC-1151 Claim for Moving & Rel	\$18,000.00	\$0.00
	JO041026	308811	CDBG ONE-TIME PAY	Al Sadler	Rent Reimbursement - Al Sadler	\$25.00	\$0.00
	JO041026	308812	CDBG ONE-TIME PAY	Jacquelyn Abbott	RC-1133 Claim for Moving & Rel	\$100.00	\$0.00
	JO041026	308813	CDBG ONE-TIME PAY	Todd Ferm Construction, LLC	RC-1150 Claim for Actual Nonre	\$25,035.00	\$0.00
	JO041026	308869	CENTRAL NETWORK RETAIL GROUP LLC		3/8-24 FINE	\$113.47	\$0.00
	JO041026	308831	CITY OF MINOT EMPLOYEE RECOGNITION COMMITTEE		Minot Employee Recognition Com	\$155.50	\$0.00
	JO041026	308814	COLLABORATIVE SUMMER LIBRARY PROG		Summer Reading Items	\$531.70	\$0.00
	JO041026	308815	CRITICAL FACILITIES TECHNOLOGY, LLC		City Hall UPS Annual Service P	\$2,657.00	\$0.00
	JO041026	308816	DAVIDSON CONSTRUCTION		Souris Court Dredging	\$16,500.00	\$0.00
	JO041026	308817	DOMESTIC VIOLENCE CRISIS CENTER		Crisis Center Fees for March 2	\$1,131.86	\$0.00
	JO041026	308818	EBSCO		EBSCO Magazine Order 2026	\$2,571.18	\$0.00

JO041026	308819	ECOLAB PEST ELIMINATION DIVISION		PEST CONTROL AND AIR QUALITY P	\$612.63	\$0.00
JO041026	308820	EIDE BAILLY LLP		INDEPENDENT AUDIT AND OTHER SE	\$52,500.00	\$0.00
JO041026	308821	ELDORADO NATIONAL - CALIFORNIA		WIPER ARM; WIPER ARM	\$102.76	\$0.00
JO041026	308822	EMPLOYEE ONE TIME PAY	David Lakefield	NDLC Spring Workshop- David La	\$363.90	\$0.00
JO041026	308823	EMPLOYEE ONE TIME PAY	Destiny Bickell	JAN-MARCH 2026 Mileage- Destin	\$22.62	\$0.00
JO041026	308824	EMPLOYEE ONE TIME PAY	Kendra Bachmeier	Tyler Connect 2026- Kendra Bac	\$348.20	\$0.00
JO041026	308825	EMPLOYEE ONE TIME PAY	Krystle Foster	Landfill to City Hall March 20	\$55.83	\$0.00
JO041026	308826	EMPLOYEE ONE TIME PAY	Mark Jantzer	NDLC Spring Workshop- Mark Jan	\$357.95	\$0.00
JO041026	308827	EMPLOYEE ONE TIME PAY	Melody Skelkey	Tyler Connect Conference- Mel	\$272.80	\$0.00
JO041026	308828	EMPLOYEE ONE TIME PAY	Randi Monley	JAN-MARCH 2026 Mileage- Randi	\$152.18	\$0.00
JO041026	308829	EMPLOYEE ONE TIME PAY	Tom Joyce	NDLC Spring Workshop- Tom Joyc	\$339.25	\$0.00
JO041026	308830	EMPLOYEE ONE TIME PAY	Trisha Guthrie	Tyler Connect 2026- Trisha Gut	\$348.20	\$0.00
JO041026	308832	ENERBASE		FEBRUARY 1 2026 FUEL	\$49,218.94	\$0.00
JO041026	308833	FACTORY MOTOR PARTS		Batteries for early warning si	\$11,232.71	\$0.00
JO041026	308835	FIRST DISTRICT HEALTH UNIT		FIRST DISTRICT HEALTH	\$27,250.00	\$0.00
JO041026	308836	FIRST INTERNATIONAL BANK & TRUST		Fire Union Due's	\$693.00	\$0.00
JO041026	308837	FLASHPARKING, INC		MARCH 2026 FLASH PARKING FEE	\$1,650.00	\$0.00
JO041026	308838	FLEET PRIDE		RADIO; HEAVY DUTY MIC HOLDER	\$134.98	\$0.00
JO41026-	1340	GENERAL ONE TIME PAY	Brock Andrew Selzler	James Hood MI2026-CR-00164	\$225.00	\$0.00
JO41026-	1341	GENERAL ONE TIME PAY	Nichole Alyse Jorgensen	Nichole Jorgensen Bond MI-2026	\$225.00	\$0.00
JO41026-	1342	GENERAL ONE TIME PAY	Richard Calvin Macias	MI-2026-TR-00375 Richard Macia	\$53.00	\$0.00
JO41026-	1343	GENERAL ONE TIME PAY	Timothy Michael Hoaglund	MI-2025-CR-00966 Talon Hoaglund	\$975.00	\$0.00
JO41026-	1344	GENERAL ONE TIME PAY	Ward County Clerk of Court	51-2026-CR-00483 Brent Aho	\$950.00	\$0.00
JO41026-	1345	GENERAL ONE TIME PAY	Ward County Clerk of Court	Brian Rime 51-2026-CR-00506	\$750.00	\$0.00
JO41026-	1346	GENERAL ONE TIME PAY	Ward County Clerk of Court	51-2026-CR-00509/ Joel Hosie	\$1,500.00	\$0.00
JO41026-	1347	GENERAL ONE TIME PAY	Ward County Clerk of Court	51-2026-CR-00525 Donald Shaw	\$750.00	\$0.00
JO41026-	1348	GENERAL ONE TIME PAY	Ward County Clerk of Court	51-2026-CR-00526 Erik Palmquis	\$750.00	\$0.00
JO041026	308839	GENERAL ONE TIME PAY	Agnes Volk	RHC # 13315 (2) cemetery lot b	\$400.00	\$0.00
JO041026	308840	GENERAL ONE TIME PAY	Broadway Liquor	MI-2025-CR-00198 Kyler Berdahl	\$1.99	\$0.00
JO041026	308841	GENERAL ONE TIME PAY	Celine Eden Marx	Jordan Mello Restitution MI-20	\$10.00	\$0.00
JO041026	308842	GENERAL ONE TIME PAY	Erica Wilson	Paid Item found on library she	\$22.00	\$0.00
JO041026	308843	GENERAL ONE TIME PAY	Italo Brandon Camacho	MI-2024-CR-00874 Jerica Moore	\$25.00	\$0.00
JO041026	308844	GENERAL ONE TIME PAY	Italo Brandon Camacho	MI-2024-CR-00874 Jerica Moore	\$25.00	\$0.00
JO041026	308845	GENERAL ONE TIME PAY	Jeremy Alden Laber	James McNamara Restitution MI-	\$50.00	\$0.00
JO041026	308846	GENERAL ONE TIME PAY	Katie Heupel	Parking Ramps Refund	\$262.50	\$0.00
JO041026	308847	GENERAL ONE TIME PAY	Mark Unruh	MI-2022-CR-00869/Brianna Fergu	\$50.00	\$0.00
JO041026	308848	GENERAL ONE TIME PAY	ND Child Support	MI-2022-CR-01068 Vincent Ander	\$20.00	\$0.00

JO041026	308849	GENERAL ONE TIME PAY	ND Child Support	Taylor Gyles Restitution MI-20	\$115.00	\$0.00
JO041026	308850	GENERAL ONE TIME PAY	ND Child Support	Taylor Gyles Restitution MI-20	\$185.00	\$0.00
JO041026	308851	GENERAL ONE TIME PAY	Schatz Crossroads	Edward Libke Restitution MI-20	\$25.00	\$0.00
JO041026	308852	GENERAL ONE TIME PAY	Scheels	KC Peters Restitution MI-2025-	\$5.98	\$0.00
JO041026	308853	GENERAL ONE TIME PAY	Wal-Mart	Karitta Phillips Restitution M	\$5.00	\$0.00
JO041026	308854	GENERAL ONE TIME PAY	Zuber Ahmed Abdikadir	Ryan Gates Restitution MI-2025	\$23.68	\$0.00
JO041026	308855	GENERAL TRADING		009; ELBOW, 90* STREET 1" PT	\$52.63	\$0.00
JO041026	308856	GERDAU RECYCLING		STEEL; STEEL AS NEEDED	\$1,109.72	\$0.00
JO041026	308857	GILLIG, LLC		SHOCK; FRONT SHOCKS BUS	\$193.90	\$0.00
JO041026	308859	GRAINGER		009; 1/2" X 1/2"-14 QUICK CONN	\$93.70	\$0.00
JO041026	308860	GRAYMONT WESTERN US INC.		Lime	\$84,345.94	\$0.00
JO041026	308861	H.A. THOMPSON & SONS, INC.		HVAC MAU5 repair	\$4,746.73	\$0.00
JO041026	308862	HAWKINS, INC.		Chlorine	\$26,650.00	\$0.00
JO041026	308863	INFORMATION TECHNOLOGY		VPN/MFA/STATE NET FIBER	\$3,571.35	\$0.00
JO041026	308864	DEPARTMENT INGRAM LIBRARY SERVICES, LLC		Credits Memos- 95258157, 95258	\$2,062.21	\$0.00
JO041026	308865	JEROMES COLLISION CENTER		REPAIR COLLISION DAMAGE	\$8,878.72	\$0.00
JO041026	308858	JOHN DEERE FINANCIAL		Duplicate payment (Originally	\$451.51	\$0.00
JO041026	308866	KIWANIS CLUB OF MINOT		Kiwanis Quarterly Dues	\$150.00	\$0.00
JO041026	308867	LANGUAGE LINE SERVICES		Language line translation serv	\$61.97	\$0.00
JO041026	308868	LOWES PRINTING, INC.		Windowed Envelopes	\$385.25	\$0.00
JO041026	308871	MAD DOG BROKERAGE INC		33.96 Tons Salt	\$3,633.72	\$0.00
JO041026	308872	MAIN ELECTRIC CONSTRUCTION		Fixture - LED - Postop - PTUE3	\$125,968.00	\$0.00
JO041026	308873	MATERIAL TESTING SERVICES, LLC		GEOTECHNICAL EXPLORATION	\$5,900.00	\$0.00
JO041026	308874	MIDSTATES WIRELESS, INC.		Radio repair	\$666.00	\$0.00
JO041026	308870	MINOT AREA CHAMBER EDC		MACEDC SERVICE AGREEMENT 2026	\$46,637.50	\$0.00
JO041026	308875	MINOT AREA COUNCIL OF THE ARTS, INC		2026 MINOT AREA COUNCIL OF	\$3,333.33	\$0.00
JO041026	308876	MINOT AUTO		--; CORE	\$559.47	\$0.00
JO041026	308877	MINOT EMPLOYEE DONATIONS		Minot Employee Donations	\$702.04	\$0.00
JO041026	308878	MINOT PARK DISTRICT		12 27th St NW, 8 27th St NW, 1	\$3,100.00	\$0.00
JO041026	308880	NAPA AUTO PARTS		ALTERNATOR; 150 AMP ALTERNATOR	\$1,161.98	\$0.00
JO041026	308881	ND DEPT OF TRANSPORTATION		VOID AFTER UPDATE 04/14/2026	\$0.00	\$1,953.53
JO041026	308882	ND DEPT OF WATER RESOURCES		NAWS COST SUMMARY & COST SHARE	\$6,099.45	\$0.00
JO041026	308883	NDIRF		HR Collaborative 2026 Biennial	\$150.00	\$0.00
JO041026	308884	NEWMAN TRAFFIC SIGNS		2026 Sign Region 4 Order	\$6,304.19	\$0.00
JO041026	308885	NORMONT EQUIPMENT CO		camera parts	\$302.81	\$0.00
JO041026	308886	NORTH COUNTRY SPORTSWEAR		Uniform embroidery/patch Inv 8	\$27.00	\$0.00
JO041026	308887	NORTH PRAIRIE RURAL WATER DISTRICT		Water Usage at Landfill	\$114.56	\$0.00
JO041026	308888	NORTHWEST TIRE AND RETREAD		032; TIRE C43	\$1,090.90	\$0.00
JO041026	308889	O'DAY EQUIP., INC.		Installing two Scully system f	\$31,548.00	\$0.00
JO041026	308890	OVERHEAD DOOR CO. OF MINOT		AvFlight airside garage door s	\$728.00	\$0.00

	JO041026	308834	PARKLAND USA CORPORATION		OIL; AUTOMATIC TRAN.FLUID-ATF	\$25,138.43	\$0.00
	JO041026	308891	PATRIOT FIRE & SAFETY INC		Fire engine parts	\$942.86	\$0.00
	JO041026	308892	POWERDMS, INC		PowerFTO software, annual subs	\$3,589.58	\$0.00
	JO041026	308893	PROCOLLECT		FEBRUARY UB PROCOLLECT	\$1,562.68	\$0.00
	JO041026	308894	PROTECH		Monthly fire alarm fee- Pump S	\$178.00	\$0.00
	JO041026	308895	INTEGRATIONS, LLC		APRIL UNUM IDI PREMIUM	\$937.55	\$0.00
	JO041026	308896	PROVIDENT LIFE & ACC INS CO				
	JO041026	308896	RDO EQUIPMENT		SEAL; O-RING	\$36.78	\$0.00
	JO041026	308897	REDVECTOR.COM, LLC		REDVECTOR (ONLINE FACILITY TRA	\$2,574.11	\$0.00
	JO041026	308898	REFUND ONE TIME PAY	BRUNGART, KOLLIN	UB 18194 816 37TH	\$29.52	\$0.00
	JO041026	308899	REFUND ONE TIME PAY	CREATIVE PROPERTY	UB 19184 546 VALLEY	\$58.37	\$0.00
	JO041026	308900	REFUND ONE TIME PAY	GREYSTONE CONSTRUCTION	UB 200345 1255 21ST	\$428.21	\$0.00
	JO041026	308901	REFUND ONE TIME PAY	JOB 5510 RENZ, CECIL	UB 21986 3100 2ND	\$10.00	\$0.00
	JO041026	308902	REFUND ONE TIME PAY	SALTER, AARON	UB 10384 1016 5TH	\$21.59	\$0.00
	JO041026	308903	REFUND ONE TIME PAY	SECOND CHANCE LLC	UB 200336 523 3RD	\$96.89	\$0.00
	JO041026	308904	REFUND ONE TIME PAY	SOLEM, BRADLEY	UB 81556 1415 35TH	\$50.00	\$0.00
	JO041026	308905	SANITATION PRODUCTS		KIT; WIPER MOTOR REPAIR KIT	\$169.78	\$0.00
	JO041026	308906	SHORT ELLIOTT HENDRICKSON, INC		TAXIWAY C&C3 REHABILITATION	\$119,402.00	\$0.00
	JO041026	308907	SIGNS TODAY		Patrol car lettering	\$697.45	\$0.00
	JO041026	308908	SMART PLANET SOFTWARE, LLC		Monthly GPS Units	\$539.73	\$0.00
	JO041026	308909	SOLTIS BUSINESS FORMS CO.		Winter Clothing Order - 31397	\$5,207.15	\$0.00
	JO041026	308910	SOURIS BASIN PLANNING COUNCIL		SBPC SERVICE AGREEMENT 2026- J	\$6,666.00	\$0.00
	JO041026	308911	SWANSTON EQUIPMENT COMPANIES		BLADE; 74" CUTTING EDGE BLADE	\$1,299.00	\$0.00
	JO041026	308912	TEAM ELECTRONICS, INC.		--; RADIO PROGRAMMING LABOR	\$600.00	\$0.00
	JO041026	308913	TITAN MACHINERY		VOID AFTER UPDATE 04/22/2026	\$0.00	\$1,769.51
	JO041026	308914	U.S. POST OFFICE		UB BULK MAILING	\$6,000.00	\$0.00
	JO041026	308915	UNITED MAILING SERVICE		3/2/26 - 3/13/26 UNITED MAILIN	\$2,899.43	\$0.00
	JO041026	308916	VISIT MINOT		LODGING TAXES COLLECTED	\$37,580.34	\$0.00
	JO041026	308917	WALLWORK TRUCK CENTER MINOT		FILTER-TRANS; HYDRAULIC FILTER	\$1,569.21	\$0.00
	JO041026	308918	WARD COUNTY AUDITOR		01-2026 Inmate Invoice WCDC	\$10,900.00	\$0.00
	JO041026	308879	WAYNE MOE		Snow Removal	\$200.00	\$0.00
	JO041026	308919	WEST OAKS ANIMAL HOSPITAL		K9-Caspian, medication. Invoi	\$35.80	\$0.00
	JO041026	308920	WESTLIE FORD		680; PS STEP PLATE FRONT	\$1,351.61	\$0.00
	JO041026	308921	WESTLIE TRUCK CENTER		2027 Ford F750	\$70,123.43	\$0.00
04/13/2026	JO041026	308806	ZACHARY JOHN SHOY		Well 8 power loss	\$6,735.41	\$0.00
	DC041026	100007693	ND PUBLIC EMPLOYEES RETIREMENT SYSTEM		Def Comp 4.10.2026	\$17,294.70	\$0.00
	NDRE0326	100007694	ND PUBLIC EMPLOYEES RETIREMENT SYSTEM		March 2026 ND PERS RETIREMENT	\$238,708.76	\$0.00
	JO041326	90000101	WAGNER CONSTRUCTION		WETLAND MITIGATION CONSTRUCTIO	\$90,090.16	\$0.00
04/14/2026	JO041426	308922	GUARDIAN FLEET SAFETY		P55 Bomb Truck Buildup, Invoic	\$14,004.86	\$0.00
	JO041426	308923	ND DEPT OF TRANSPORTATION		Contract Withholding: 300803	\$1,753.53	\$0.00
	JO041426	308924	ND DEPT OF TRANSPORTATION		UTILITY PERMIT	\$200.00	\$0.00
04/16/2026	JV041626	90000106	ACKERMAN ESTVOLD		4953 - WATER/SEWER OFFICE & ME	\$31,022.29	\$0.00
	JV041626	90000107	CDM SMITH		CDM SMITH CONTRACT - NDR	\$92,816.50	\$0.00

	JV041626	90000108	SOURIS RIVER JOINT WATER RESOURCE		Contract Withholding: 300465	\$2,188,283.49	\$0.00
	JV041626	90000109	WAGNER CONSTRUCTION		WETLAND MITIGATION CONSTRUCTIO	\$23,574.37	\$0.00
04/17/2026	JV041626	90000102	ACKERMAN ESTVOLD		VOID AFTER UPDATE 04/16/2026	\$0.00	\$31,022.29
	JV041626	90000103	CDM SMITH		VOID AFTER UPDATE 04/16/2026	\$0.00	\$92,816.50
	JV041626	90000104	SOURIS RIVER JOINT WATER RESOURCE		VOID AFTER UPDATE 04/16/2026	\$0.00	\$2,188,283.49
	JV041626	90000105	WAGNER CONSTRUCTION		VOID AFTER UPDATE 04/16/2026	\$0.00	\$23,574.37
04/22/2026	JV042226	308926	ANIMAL EMPOWERMENT LEAGUE, INC.		SERVICES AGREEMENT WITH ANIMAL	\$27,727.11	\$0.00
	JO042226	308925	GENERAL ONE TIME PAY	Minot Public Safety Cadets	2026 Rochester Explorer Confer	\$9,000.00	\$0.00
04/23/2026	JV042326	308927	1 CALL SEPTIC SERVICES, INC		Recycling Transport x 5 Trips	\$13,576.40	\$0.00
	JV042326	308928	ACME TOOLS		SEAL; SEAL	\$115.81	\$0.00
	JV042326	308929	ADVANCED BUSINESS METHODS		2023-2028 COPIER AGREEMENT	\$1,328.10	\$0.00
	JV042326	308930	AFFINITY FIRST FEDERAL CREDIT UNION		#4983 Temporary Easement Payme	\$483.32	\$0.00
	JV042326	308931	AIRPORT LIGHTING COMPANY		RWY/TWY connector cords, RWY h	\$780.90	\$0.00
	JV042326	308932	AMAZON		DISK; 20" CCW 4 HOLE SPINNER	\$469.08	\$0.00
	JV042326	308933	AMERICAN TRUCK & TRAILER, LLC		FENDER; 10.75"WX72"LX18"H TEAR	\$514.63	\$0.00
	JV042326	308934	AMERICAN WELDING & GAS, INC.		CO2	\$5,200.30	\$0.00
	JV042326	308935	APEX ENGINEERING GROUP		4826 3RD ST & CENTRAL AVE RECO	\$95,883.06	\$0.00
	JV042326	308936	APH/AUTO VALUE		FILTER-AIR; AIR FILTER	\$613.46	\$0.00
	JV042326	308938	BARR ENGINEERING		4618.1 BARR ENG LITTLE ROOSEVE	\$5,889.24	\$0.00
	JV042326	309033	BETH REIERSON- GILBERTSON		RC-1108 Rental Assistance	\$472.93	\$0.00
	JV042326	308941	BUTLER MACHINERY CO.		Repairs Unit 621	\$1,499.83	\$0.00
	JV042326	308942	CAROLINA SOFTWARE		Wasteworks	\$475.00	\$0.00
	JV042326	308939	CITY OF BISMARCK		CIDERS FACILITY	\$1,302.00	\$0.00
	JV042326	309013	CITY OF MINOT		Colton Johnson MI-2024-CR-0008	\$25.00	\$0.00
	JV042326	308964	CITY OF MINOT EMPLOYEE RECOGNITION		Minot Employee Recognition Com	\$161.50	\$0.00
	JV042326	308943	COMMITTFF CONNOLE & SOMERVILLE		Replacing broken makeup heater	\$9,213.60	\$0.00
	JV042326	308944	COOKIES FOR YOU		OFFICE SPACE RENTAL	\$900.00	\$0.00
	JV042326	308945	CPS, LTD		4927 - SANITATION COST OF SERV	\$44,471.25	\$0.00
	JV042326	308946	CURT'S STARTER & ALT. SERVICE		Curts Starter	\$231.38	\$0.00
	JV042326	308947	DAKOTA FLUID POWER, INC.		10 MICRON FILLER BREATHER ASSE	\$43.98	\$0.00
	JV042326	308948	DAKOTA SUPPLY GROUP		009; BLACK STEEL 1"X1/2" REDUC	\$49.71	\$0.00
	JV042326	308949	DAKOTA TRUCK & FARM		DIAGNOSE CRANK NO START	\$1,374.00	\$0.00
	JV042326	308950	DENVER CARMONA		RC-1141 Rental Assistance	\$1,480.16	\$0.00
	JV042326	308951	DUININCK, INC.		pallet 56 bags of patch mix	\$1,736.00	\$0.00
	JV042326	308952	EMPLOYEE ONE TIME PAY	Brent Coughlin	Electrical Training Course Att	\$303.60	\$0.00
	JV042326	308953	EMPLOYEE ONE TIME PAY	Brian Billingsley	APA National Conference- Brian	\$296.00	\$0.00
	JV042326	308954	EMPLOYEE ONE TIME PAY	Christopher Reinemann	Electrical Training Course Att	\$303.60	\$0.00
	JV042326	308955	EMPLOYEE ONE TIME PAY	Dana Pollman	Clothing Allowance- Dana Pollm	\$400.00	\$0.00
	JV042326	308956	EMPLOYEE ONE TIME PAY	Jacob Lentz	TEEX Search- Jacob Lentz	\$354.00	\$0.00
	JV042326	308957	EMPLOYEE ONE TIME PAY	Josh Kraft	VOID AFTER UPDATE 04/23/2026	\$0.00	\$385.20
	JV042326	308958	EMPLOYEE ONE TIME PAY	Kelli Kronschnabel	Flight Reimbursement for confe	\$707.65	\$0.00

JV042326	308959	EMPLOYEE ONE TIME PAY	Kerry Schriock	TEEX Search- Kerry Schriock	\$354.00	\$0.00
JV042326	308960	EMPLOYEE ONE TIME PAY	Kristin Van Grinsven	Tyler Connect Conference	\$320.80	\$0.00
JV042326	308961	EMPLOYEE ONE TIME PAY	Marissa Dinsmoore	WTP Operator 4 Test	\$88.40	\$0.00
JV042326	308962	EMPLOYEE ONE TIME PAY	Miles Knudsvig	Tyler Connect Conference	\$272.80	\$0.00
JV042326	308963	EMPLOYEE ONE TIME PAY	Tyler Podolski	Tyler Connect Conference	\$272.80	\$0.00
JV042326	308965	ENERBASE		Fuel 10.831	\$20,488.14	\$0.00
JV042326	308966	FACTORY MOTOR PARTS		FILTER-FUEL; FUEL FILTER	\$642.52	\$0.00
JV042326	308968	FIRE EQUIPMENT CO.		Fire Extinguisher Service	\$1,304.50	\$0.00
JV042326	308969	FIRST INTERNATIONAL BANK & TRUST		Fire Union Due's	\$693.00	\$0.00
JV042326	308970	FLEETMIND SOLUTIONS, INC.		Fleetmind Software Agreement	\$2,370.19	\$0.00
JV042326	102	GALLAGHER BENEFIT SERVICES, INC.		City of Minot Postretirement M	\$14,350.00	\$0.00
JV042326	308971	GEFROH ELECTRIC		Electrical work for new shop a	\$2,891.10	\$0.00
JV042326	1349	GENERAL ONE TIME PAY	Antaviona Withers	Antaviona Withers MI-2025-TR-0	\$75.00	\$0.00
JV042326	1350	GENERAL ONE TIME PAY	Bryen Rattie	Bryen Rattie MI-2025-CR-01005	\$200.00	\$0.00
JV042326	1351	GENERAL ONE TIME PAY	Jackson Lewis	Jackson Lewis 26-64 Bond	\$975.00	\$0.00
JV042326	1352	GENERAL ONE TIME PAY	Jennifer Ellen Nelson	Jennifer Nelson MI-2025-CR-009	\$225.00	\$0.00
JV042326	1353	GENERAL ONE TIME PAY	Terry Lee	Rebecca Lee MI-2025-CR-00853 B	\$750.00	\$0.00
JV042326	1354	GENERAL ONE TIME PAY	Tory Mack	Tawny Mack MI-2026-CR-00126 Bo	\$175.00	\$0.00
JV042326	1355	GENERAL ONE TIME PAY	Trevor Hall	Trevor Hall MI-2025-CR-00923 B	\$200.00	\$0.00
JV042326	1356	GENERAL ONE TIME PAY	Ward County Clerk of Court	51-2026-CR-0000566 Skylar Smit	\$750.00	\$0.00
JV042326	1357	GENERAL ONE TIME PAY	Ward County Clerk of Court	Macey Mosser MI-2026-CR-00301	\$750.00	\$0.00
JV042326	1358	GENERAL ONE TIME PAY	William Roberts	26-163 Linda Victor Bond	\$225.00	\$0.00
JV042326	308972	GENERAL ONE TIME PAY	Broadway Liquor	Gabriel Rogers MI-2025-CR-0101	\$14.09	\$0.00
JV042326	308973	GENERAL ONE TIME PAY	Jade Rhiannon Carson	Christopher Bean MI-2023-CR-01	\$50.00	\$0.00
JV042326	308974	GENERAL ONE TIME PAY	Karma Convenience Stores	Primmerly Bird Bear Restitutio	\$5.00	\$0.00
JV042326	308975	GENERAL ONE TIME PAY	Katelynn Bowen	23-650 Bryan Steier Restitutio	\$25.00	\$0.00
JV042326	308976	GENERAL ONE TIME PAY	Kelsey Spidahl	MI-2023-CR-01158 Daniel Chinni	\$40.00	\$0.00
JV042326	308977	GENERAL ONE TIME PAY	Lindsay Kreger	MI-2022-CR-00206 Benjamin Vand	\$50.00	\$0.00
JV042326	308978	GENERAL ONE TIME PAY	McKynna Stenberg	Francis Oganga MI-2025-CR-0090	\$200.00	\$0.00
JV042326	308979	GENERAL ONE TIME PAY	Minot Senior Coalition	Supporting Sponsorship	\$175.00	\$0.00
JV042326	308980	GENERAL ONE TIME PAY	ND Child Support	MI-2018-CR-00389 Skye Miller R	\$10.00	\$0.00
JV042326	308981	GENERAL ONE TIME PAY	ND Child Support	MI-2023-CR-00694/Taylor Gyles	\$135.00	\$0.00
JV042326	308982	GENERAL ONE TIME PAY	Sarah Brien	Ashlee Morris MI-2023-CR-00689	\$100.00	\$0.00
JV042326	308983	GENERAL ONE TIME PAY	Shawn Weigel	MI-2022-CR-00172 Chase Christe	\$50.00	\$0.00
JV042326	308984	GENERAL ONE TIME PAY	Spark Hotel	25-847 Heaven Allen Restitutio	\$100.00	\$0.00
JV042326	308985	GENERAL ONE TIME PAY	Target	Jerome Fletcher MI-2024-CR-005	\$20.00	\$0.00
JV042326	308986	GENERAL ONE TIME PAY	Verendrye Electric	Blake Lund MI-2019-CR-00185 Re	\$25.00	\$0.00
JV042326	308987	GENERAL ONE TIME PAY	Cooperative Wal-Mart	Jesse Rodriguez MI-2022-CR-007	\$95.48	\$0.00
JV042326	308988	GENERAL ONE TIME PAY	Wal-Mart	Javon Barrett Restitution MI-2	\$20.00	\$0.00

JV042326	308989	GENERAL ONE TIME PAY	WDALA	2026 Registration Fee to atten	\$75.00	\$0.00
JV042326	308990	GENERAL TRADING		013; M-6 NUT, 1.0	\$21.55	\$0.00
JV042326	308991	GLASS DOCTOR		P20 windshield replacement INV	\$635.48	\$0.00
JV042326	308992	GOETTLE LAW, PLLC		April 2026 Legal Retainer	\$3,500.00	\$0.00
JV042326	308994	HAIRBALL HAVEN		SERVICES AGREEMENT WITH HAIRBA	\$6,915.00	\$0.00
JV042326	308995	HOUSTON ENGINEERING, INC.		4934 - ENGINEERING SERVICES FO	\$30,011.36	\$0.00
JV042326	308996	INFAX, INC.		ANNUAL SUPPORT AGREEMENT	\$14,000.00	\$0.00
JV042326	308997	INFORMATION TECHNOLOGY DEPARTMENT		VPN/MFA/STATE NET FIBER	\$3,548.80	\$0.00
JV042326	308998	INGRAM LIBRARY SERVICES, LLC		Books	\$4,057.37	\$0.00
JV042326	308993	JOHN DEERE FINANCIAL		BOLT; M8 CARRIAGE BOLT	\$2,759.14	\$0.00
JV042326	308999	KLJ ENGINEERING, LLC		4873.2 - 3RD STREET BRIDGE PHA	\$14,193.34	\$0.00
JV042326	309000	L-TRON CORPORATION		Crime scene specialized camera	\$2,310.00	\$0.00
JV042326	309001	LEARNING OPPORTUNITIES, INC.		Children's Books	\$944.93	\$0.00
JV042326	309002	LESLEY WIEDMER		RC-1142 Rental Assistance	\$1,246.00	\$0.00
JV042326	309003	LEXIPOL, LLC		Cordico app for PD and dispatc	\$10,798.80	\$0.00
JV042326	309014	LIANA MUNOZ & BERNARDINO MUNOZ JR.		RC-1104 Rental Assistance	\$567.55	\$0.00
JV042326	309005	MED-TECH RESOURCE, INC.		Nitrile gloves - Spit hoods	\$507.58	\$0.00
JV042326	309006	MIDSTATES WIRELESS, INC.		Program new SIRN radios INV 20	\$200.00	\$0.00
JV042326	309007	MIDWEST TAPE		DVDs	\$1,648.53	\$0.00
JV042326	309008	MINOT AUTO		LUG; M14-1.5 LUG NUT SET OF 4	\$837.22	\$0.00
JV042326	309009	MINOT COMMISSION ON AGING		2026 COMMISSION ON AGING	\$12,875.00	\$0.00
JV042326	309010	MINOT EMPLOYEE DONATIONS		Minot Employee Donations	\$691.38	\$0.00
JV042326	309011	MINOT PARK DISTRICT		R26-00015 R26-00019 3717 3716	\$2,000.00	\$0.00
JV042326	309012	MINOT STATE UNIVERSITY		MSU Apprenticeship: Halseth, L	\$19,416.61	\$0.00
JV042326	309015	ND DEPARTMENT OF EMERGENCY SERVICES		Terminal rentals for dispatch	\$3,600.00	\$0.00
JV042326	309016	ND DEPT OF WATER RESOURCES		HSPS ELECTRICITY USAGE FEB 202	\$11,767.83	\$0.00
JV042326	309017	ND FRATERNAL ORDER OF POLICE		Police Union Due's/ Legal Defe	\$1,518.00	\$0.00
JV042326	309018	NEW HALI-BRITE, INC.		windsock fabric for airfield	\$199.02	\$0.00
JV042326	309019	NORMONT EQUIPMENT CO		Crawler repair for RC Camera	\$2,723.11	\$0.00
JV042326	309020	NORTH COUNTRY SPORTSWEAR		Stripes and Years of Service_W	\$276.00	\$0.00
JV042326	309021	NORTHERN TESTING		2026 Mar N Testing	\$820.00	\$0.00
JV042326	309022	O'REILLY AUTO PARTS		TURN SIGN SW	\$634.22	\$0.00
JV042326	309023	OLSON'S TOWING		Month of March Towing, 1st INV	\$1,456.00	\$0.00
JV042326	309024	ONE CALL CONCEPTS, INC.		MAR WATER, SEWER, & ST SEWER L	\$147.60	\$0.00
JV042326	309025	OVERDRIVE		Ebooks & Audiobooks	\$912.93	\$0.00
JV042326	308967	PARKLAND USA CORPORATION		OIL; 5-20 MOTOR OIL	\$499.99	\$0.00
JV042326	308937	PEC SOLUTIONS LLC		ARCHKEY ANNUAL SUPPORT AGREEME	\$13,457.00	\$0.00
JV042326	309026	PLASTICARDS, INC.		Library Cards	\$1,260.00	\$0.00
JV042326	309027	PREFERRED CONTROLS CORP		SCADA Repair	\$13,156.00	\$0.00
JV042326	309028	PRINGLE & HERIGSTAD, P.C.		Hope Mercier Crt App Att Fees	\$2,580.00	\$0.00
JV042326	309029	PROVIDENT LIFE & ACC INS CO		MAY UNUM IDI PREMIUM	\$869.58	\$0.00
JV042326	309030	PSYCHOLOGICAL RESOURCES		Psychological eval, 4 candidat	\$3,500.00	\$0.00
JV042326	309031	RDO EQUIPMENT		INSPECT AND REPAIR AS NEEDED	\$4,277.08	\$0.00

JV042326	309032	REFUND ONE TIME PAY	SIMON, JEFFREY	UB 2472 2019 IDA MAE	\$10.00	\$0.00
JV042326	309034	RICE, KRISTINA		RC-1100 Rental Assistance	\$2,236.36	\$0.00
JV042326	309035	RICHARD BREKKE		RC-1126 Rental Assistance	\$1,764.82	\$0.00
JV042326	309036	SANITATION PRODUCTS		007; VACTOR TRANSFER CASE SPEE	\$332.64	\$0.00
JV042326	309037	SIMRANJIT KAUR		RC-1146 Rental Assistance	\$1,806.00	\$0.00
JV042326	309038	SOURIS VALLEY HUMANE SOCIETY, INC.		ANIMAL BOARDING AGREEMENT - SV	\$3,276.00	\$0.00
JV042326	309039	STATE HISTORICAL SOCIETY OF ND		Minot Daily News Microfilm 6.2	\$206.00	\$0.00
JV042326	309004	STEVENSON, MARY		RC-1094 Rental Assistance	\$2,365.70	\$0.00
JV042326	309040	TACHEL HALVERSON		RC-1148 Rental Assistance	\$1,008.69	\$0.00
JV042326	309041	TEAM ELECTRONICS, INC.		010; TRUNK MOUNTED ANTENNAS	\$336.00	\$0.00
JV042326	308940	TED BOLTON		JANUARY - MARCH 2026 PARKING L	\$945.00	\$0.00
JV042326	309042	THATCHER COMPANY		Chemical For Roosevelt Odor Co	\$14,162.24	\$0.00
JV042326	309043	THE VINCENT METHODIST EPISCOPAL CHURCH OF MINOT		#4983 Temporary Easement Payme	\$2,365.86	\$0.00
JV042326	309044	TIMMONS GROUP		4922 - CITYWORKS SOFTWARE UPGR	\$577.50	\$0.00
JV042326	309045	TRAILER & TRUCK EQUIPMENT OF MINOT, LLC		AXLE; 7K AXLE 95HF 80SC WITH S	\$817.72	\$0.00
JV042326	309046	TRINITY HEALTH		March 2026 prisoner care	\$5,894.40	\$0.00
JV042326	309047	TRINITY MEDICAL GROUP		Trinity inmate invoice 50860 f	\$421.37	\$0.00
JV042326	309048	UNITED MAILING SERVICE		3/16-4/3/26 UNITED MAILING	\$431.59	\$0.00
JV042326	309049	VISIT MINOT		LODGING TAXES COLLECTED	\$17,901.83	\$0.00
JV042326	309050	WALLWORK TRUCK CENTER MINOT		INJECTOR; DEF DOSER	\$10,760.03	\$0.00
JV042326	309051	WEST OAKS ANIMAL HOSPITAL		K9-Cyrus, medication INV 2172	\$157.40	\$0.00
JV042326	309052	WESTLIE FORD		HARNESS; DR SEAT AIR BAG JUMPE	\$744.01	\$0.00
JV042326	309053	WESTLIE TRUCK CENTER		Westlie Truck Statement	\$2,846.61	\$0.00
JV042326	309054	WILBUR ELLIS		2026 airfield vegetation contr	\$1,758.80	\$0.00
JV042326	309055	WSI CLAIM		2026 WSI Bill	\$273,095.89	\$0.00
					\$4,614,837.39	\$2,340,554.89

Posting date	Transaction date	Supplier	Amount
3/30/2026	3/26/2026	Napa Parts 0027632	39.99
3/30/2026	3/26/2026	Zoro Tools Inc	103.45
3/30/2026	3/26/2026	Sickies Garage Burgers	56.50
3/30/2026	3/26/2026	Carquest Auto	16.98
3/30/2026	3/26/2026	Carquest Auto	24.79
3/30/2026	3/26/2026	Menards Minot Nd	15.98
3/30/2026	3/26/2026	Ms* Thebismarckhotela	(23.10)
3/30/2026	3/26/2026	Menards Minot Nd	12.97
3/30/2026	3/26/2026	Menards Minot Nd	45.97
3/30/2026	3/26/2026	Menards Minot Nd	116.40
3/30/2026	3/27/2026	Amazon Mktpl	117.98
3/30/2026	3/27/2026	Main Electric Constructn	969.00
3/30/2026	3/27/2026	Ecolab Inc	98.74
3/30/2026	3/27/2026	Amazon Mktpl	40.56
3/30/2026	3/27/2026	Amazon Mktpl	58.99
3/30/2026	3/27/2026	Amazon Mktpl	58.99
3/30/2026	3/27/2026	Twin City Garage Door Gar	177.00
3/30/2026	3/27/2026	The Home Depot #3703	8.98
3/30/2026	3/27/2026	Military Names Llc	23.00
3/30/2026	3/27/2026	Eggers Electric Motor	1,033.94
3/30/2026	3/27/2026	Target 00000851	29.99
3/30/2026	3/27/2026	Hlu*huluplus	12.99
3/30/2026	3/27/2026	Hlu*huluplus	12.99
3/30/2026	3/27/2026	Column Public Notice	35.64
3/30/2026	3/27/2026	Vzwrllss*my Vz Vb P	73.07
3/30/2026	3/27/2026	Linde Gas & Equipment Inc	144.00
3/30/2026	3/27/2026	All American Trophies Scr	32.00
3/30/2026	3/27/2026	Py *swanson & Warcup, Ltd	128.00
3/30/2026	3/27/2026	Column Public Notice	152.28
3/30/2026	3/27/2026	Column Public Notice	34.83
3/30/2026	3/27/2026	Column Public Notice	379.08
3/30/2026	3/27/2026	Menards Minot Nd	8.99
3/30/2026	3/27/2026	Enerbase	17.78
3/30/2026	3/27/2026	In *dakota Fire Extinguis	173.46
3/30/2026	3/27/2026	In *dakota Fire Extinguis	21.16
3/30/2026	3/27/2026	In *dakota Fire Extinguis	83.50
3/30/2026	3/27/2026	Amazon Reta* Bc13g74y2	28.47
3/30/2026	3/27/2026	Usps Po 3762880701	16.95
3/30/2026	3/28/2026	Sherwin-Williams703380	64.95
3/30/2026	3/28/2026	Amazon Reta* Bc4k24ls2	346.12
3/30/2026	3/28/2026	Amazon Reta* B59x42mb0	346.12
3/30/2026	3/28/2026	Tfs*fisher Sci Rar	749.85
3/30/2026	3/28/2026	Amazon Mktpl	31.19

3/30/2026	3/28/2026 Gih*globalindustrialeq	86.24
3/30/2026	3/28/2026 Amazon Mktpl	33.98
3/30/2026	3/28/2026 Amazon Mktpl	57.60
3/30/2026	3/28/2026 Menards Minot Nd	27.48
3/30/2026	3/28/2026 Crunchyroll	13.99
3/30/2026	3/28/2026 Crunchyroll	13.99
3/30/2026	3/28/2026 Menards Minot Nd	119.92
3/30/2026	3/28/2026 Amazon Mktpl	54.38
3/30/2026	3/28/2026 Amazon Mktpl	22.98
3/30/2026	3/28/2026 Amazon Mktpl	65.49
3/30/2026	3/29/2026 Amazon Mark* Bg8kc8461	1,952.21
3/30/2026	3/30/2026 Sync.Com* Sync.Com	108.00
3/30/2026	3/30/2026	1.08
3/31/2026	3/27/2026 Dacotah Paper Co	(318.00)
3/31/2026	3/29/2026 Country Inn & Suites A	766.64
3/31/2026	3/30/2026 Macs Minot, Nd	11.98
3/31/2026	3/30/2026 In *axelrod Behavioral He	7,500.00
3/31/2026	3/30/2026 Balco Uniform Co Inc	286.00
3/31/2026	3/30/2026 Nfpa Natl Fire Protect	129.99
3/31/2026	3/30/2026 In *american Truck And Tr	360.12
3/31/2026	3/30/2026 Forum Communications	166.77
3/31/2026	3/30/2026 Butler Machinery Cat	1,538.25
3/31/2026	3/30/2026 Gerdau Ameristeel Minot	43.57
3/31/2026	3/30/2026 Amazon Mktpl	37.98
3/31/2026	3/30/2026 Acme Tools Minot	698.41
3/31/2026	3/30/2026 Amazon Mktpl	44.94
3/31/2026	3/30/2026 Amazon Mktpl	36.99
3/31/2026	3/31/2026 Dmi* Dell K-12/Govt	8,024.48
4/1/2026	3/30/2026 Rhi Supply Minot	86.34
4/1/2026	3/30/2026 Autopay/Dish Ntwk	214.12
4/1/2026	3/30/2026 Rdo Equipment-Minot	910.02
4/1/2026	3/30/2026 Napa Parts 0027632	78.44
4/1/2026	3/30/2026 Menards Minot Nd	8.58
4/1/2026	3/30/2026 Carquest Auto	4.78
4/1/2026	3/30/2026 Carquest Auto	22.81
4/1/2026	3/30/2026 Carquest Auto	(18.03)
4/1/2026	3/31/2026 Tractor-Supply-Co #0130	11.98
4/1/2026	3/31/2026 General Trading Company	96.90
4/1/2026	3/31/2026 Balco Uniform Co Inc	2,765.00
4/1/2026	3/31/2026 Curb Lv Taxi Nellis	62.87
4/1/2026	3/31/2026 Cenex- Zip Trip #66	53.21
4/1/2026	3/31/2026 Mowbray & Son Inc	4,032.55
4/1/2026	3/31/2026 Pinkerton Animal Hospi	128.00
4/1/2026	3/31/2026 Galls	653.99

4/1/2026	3/31/2026 Dive Right In Scuba Pl	777.00
4/1/2026	3/31/2026 Ecolab Inc	125.46
4/1/2026	3/31/2026 Vistaprint Corporate Solu	108.56
4/1/2026	4/1/2026 Amazon Reta* Bg3408xh1	81.50
4/1/2026	4/1/2026 Dmi* Dell K-12/Govt	4,466.32
4/1/2026	4/1/2026 Verizon	394.35
4/2/2026	3/30/2026 Kwik Trip #1020	33.69
4/2/2026	3/31/2026 Officemax/Depot 6513	76.98
4/2/2026	3/31/2026 Menards Minot Nd	1,189.40
4/2/2026	3/31/2026 Societyforhumanresource	299.00
4/2/2026	3/31/2026 Wyndham	110.00
4/2/2026	3/31/2026 Bismarck Staybridge Suit	209.00
4/2/2026	3/31/2026 Rhi Supply Minot	187.73
4/2/2026	3/31/2026 Bismarck Staybridge Suit	179.00
4/2/2026	3/31/2026 Fedex380114962898	56.40
4/2/2026	4/1/2026 Harbor Freight Tools3246	76.96
4/2/2026	4/1/2026 Kohls #1497	300.41
4/2/2026	4/1/2026 Walkersgameear.Com	129.99
4/2/2026	4/1/2026 Amazon Web Services	0.52
4/2/2026	4/1/2026 Column Public Notice	157.95
4/2/2026	4/1/2026 Sp Loopy Cases	76.28
4/2/2026	4/1/2026 Linde Gas & Equipment Inc	185.42
4/2/2026	4/1/2026 Core & Main Nd002	5,820.00
4/2/2026	4/1/2026 Sq *gemar Photography	250.00
4/2/2026	4/1/2026 Paws Dakota Resort	81.00
4/2/2026	4/1/2026 Dacotah Paper Co	224.83
4/2/2026	4/2/2026 Dmi* Dell K-12/Govt	12,650.24
4/2/2026	4/2/2026 Dmi* Dell K-12/Govt	23,518.20
4/3/2026	4/1/2026 Troy Church Snap On	49.42
4/3/2026	4/1/2026 Menards Minot Nd	43.45
4/3/2026	4/1/2026 Apco International Inc	425.00
4/3/2026	4/1/2026 Menards Minot Nd	204.21
4/3/2026	4/1/2026 The Home Depot #3703	199.00
4/3/2026	4/1/2026 Carquest Auto	47.48
4/3/2026	4/1/2026 Menards Minot Nd	300.11
4/3/2026	4/1/2026 Amazon Mark* Bg8kc8461	(549.00)
4/3/2026	4/1/2026 Menards Minot Nd	84.81
4/3/2026	4/1/2026 Cenex-Farmers Union Oil	48.08
4/3/2026	4/2/2026 Kalix* O #18636	90.00
4/3/2026	4/2/2026 Dacotah Paper Co	473.54
4/3/2026	4/2/2026 Column Public Notice	298.89
4/3/2026	4/2/2026 Column Public Notice	303.75
4/3/2026	4/2/2026 Amazon Mark* Bg8kc8461	(648.00)
4/3/2026	4/2/2026 Niess Impressions	149.38

4/3/2026	4/2/2026 In *protech Integrations	50.00
4/3/2026	4/2/2026 Amazon Mktpl	24.70
4/3/2026	4/3/2026 Amazon Mktpl	10.18
4/3/2026	4/3/2026 Ck Holiday # 06431	210.00
4/6/2026	4/2/2026 Circa Resort	483.64
4/6/2026	4/2/2026 Kwik Trip #1020	67.21
4/6/2026	4/2/2026 Menards Minot Nd	78.67
4/6/2026	4/2/2026 Menards Minot Nd	340.08
4/6/2026	4/3/2026 Menards Minot Nd	55.97
4/6/2026	4/3/2026 Hampton Inns	550.00
4/6/2026	4/3/2026 Rescue Essentials	1,203.79
4/6/2026	4/3/2026 Tacticalgear.Com	160.93
4/6/2026	4/3/2026 Amazon Mktpl	23.38
4/6/2026	4/3/2026 Amazon Mktpl	121.20
4/6/2026	4/3/2026 Kwik Trip #1020	46.88
4/6/2026	4/3/2026 Country Inn & Suites A	351.12
4/6/2026	4/3/2026 Caseys #3367	39.00
4/6/2026	4/3/2026 Amazon Mktpl	9.46
4/6/2026	4/3/2026 Amazon Mktplace Pmts	(40.40)
4/6/2026	4/3/2026 Amazon Mktpl	11.48
4/6/2026	4/3/2026 Amazon Mktpl	9.92
4/6/2026	4/3/2026 Amazon Mktpl	17.16
4/6/2026	4/3/2026 Amazon Prime	14.99
4/6/2026	4/3/2026 Starlink Internet	5.00
4/6/2026	4/3/2026 Amazon.Com*b76xd4a62	75.04
4/6/2026	4/3/2026 Amazon Mktpl	46.99
4/6/2026	4/4/2026 Menards Minot Nd	19.92
4/6/2026	4/4/2026 Amazon Mktpl	24.69
4/6/2026	4/4/2026 Menards Minot Nd	19.92
4/6/2026	4/4/2026 Amazon Reta* Bg9l086b0	15.40
4/6/2026	4/4/2026 Amazon Mark* B78ob90f2	40.39
4/6/2026	4/4/2026 Amazon Mktpl	17.83
4/6/2026	4/4/2026 Amazon Mktpl	29.81
4/6/2026	4/4/2026 Amazon Mark* Bg0qf2wt1	20.40
4/6/2026	4/4/2026 Runnings Of Minot	37.50
4/6/2026	4/5/2026 Oreilly 5967	11.49
4/6/2026	4/5/2026 Mitchell1 Snap On Us	5,208.00
4/6/2026	4/5/2026 Amazon Mktpl	19.10
4/6/2026	4/5/2026 Amazon Reta* Bg9w59770	86.19
4/6/2026	4/5/2026 Amazon Prime	14.99
4/6/2026	4/5/2026 Amazon Mktpl	128.48
4/6/2026	4/5/2026 Amazon Prime	14.99
4/6/2026	4/5/2026 Amazon Mark* Bc61g4zi1	77.07
4/7/2026	4/5/2026 Country Inn & Suites A	766.64

4/7/2026	4/6/2026 Delta	435.55
4/7/2026	4/6/2026 Allianz Travel Ins	29.40
4/7/2026	4/6/2026 Ray Allen Manufacturing	136.34
4/7/2026	4/6/2026 Ray Allen Manufacturing	131.57
4/7/2026	4/6/2026 Sp Redline K9	204.93
4/7/2026	4/6/2026 Amazon Mark* Bc4i571r1	32.04
4/7/2026	4/6/2026 Amazon Prime	14.99
4/7/2026	4/6/2026 Broadway Pharmacy	29.11
4/7/2026	4/6/2026 Py *international Municip	695.25
4/8/2026	4/6/2026 Carquest Auto	65.86
4/8/2026	4/6/2026 Menards Minot Nd	54.68
4/8/2026	4/6/2026 Kwik Trip #1020	36.96
4/8/2026	4/6/2026 Menards Minot Nd	32.54
4/8/2026	4/6/2026 Menards Minot Nd	42.69
4/8/2026	4/6/2026 Rhi Supply Minot	68.35
4/8/2026	4/6/2026 Carquest Auto	31.36
4/8/2026	4/6/2026 Rhi Supply Minot	147.14
4/8/2026	4/6/2026 Carquest Auto	23.71
4/8/2026	4/6/2026 Marketplace Foods A	7.98
4/8/2026	4/6/2026 Rdo Equipment-Minot	870.32
4/8/2026	4/6/2026 Menards Minot Nd	130.70
4/8/2026	4/6/2026 Delta Air	652.80
4/8/2026	4/6/2026 Delta Air	35.00
4/8/2026	4/7/2026 All American Trophies Scr	135.00
4/8/2026	4/7/2026 Border States Industries	2.72
4/8/2026	4/7/2026 Runnings Of Minot	449.99
4/8/2026	4/7/2026 Twin City Garage Door Gar	18.85
4/8/2026	4/7/2026 Balco Uniform Co Inc	136.00
4/8/2026	4/7/2026 Kirby K9	2,005.00
4/8/2026	4/7/2026 Arrowhead Ace	50.68
4/8/2026	4/7/2026 Amazon Mktpl	43.94
4/8/2026	4/7/2026 Curb Lv Taxi Ycs	38.81
4/8/2026	4/7/2026 Core & Main Nd002	10,579.00
4/8/2026	4/7/2026 Rei	153.10
4/8/2026	4/7/2026 In *am Construction Suppl	299.99
4/8/2026	4/7/2026 Magic City Car Wash	505.00
4/8/2026	4/7/2026 Amazon Mktpl	199.96
4/8/2026	4/7/2026 Sq *axelrod Behavioral He	225.00
4/8/2026	4/8/2026 Amazon Reta* B767p3rh2	9.99
4/8/2026	4/8/2026 Lyft *ride Tue 4pm	52.74
4/9/2026	4/7/2026 Rhi Supply Minot	49.05
4/9/2026	4/7/2026 Menards Minot Nd	11.97
4/9/2026	4/7/2026 Menards Minot Nd	15.98
4/9/2026	4/7/2026 The Don Hume Company,	195.00

4/9/2026	4/7/2026 American Association O	325.00
4/9/2026	4/7/2026 Rhi Supply Minot	272.85
4/9/2026	4/7/2026 Rhi Supply Minot	(272.85)
4/9/2026	4/7/2026 Officemax/Depot 6513	15.58
4/9/2026	4/8/2026 Arrowhead Ace	7.59
4/9/2026	4/8/2026 In *nd Post	150.00
4/9/2026	4/8/2026 Column Public Notice	133.12
4/9/2026	4/8/2026 Column Public Notice	313.47
4/9/2026	4/8/2026 Loves #0849 Outside	39.85
4/9/2026	4/8/2026 Runnings Of Minot	2.99
4/9/2026	4/8/2026 Core & Main Nd002	349.41
4/9/2026	4/8/2026 North Country Sports	220.00
4/9/2026	4/8/2026 Minnesota Valley Testing	98.50
4/9/2026	4/8/2026 Amazon Mark* Bc9qd3dk1	24.99
4/9/2026	4/8/2026 Tonies Usa	220.00
4/9/2026	4/8/2026 Amazon Mark* By7ll7f02	7.99
4/9/2026	4/8/2026 Library Journals Llc	129.00
4/9/2026	4/8/2026 Vzwlss*apocc Visb	158.16
4/9/2026	4/8/2026 Srt Communications, Inc	575.57
4/9/2026	4/8/2026 Amazon Reta* Bc8w36qa1	30.68
4/9/2026	4/8/2026 Srt Communications, Inc	760.17
4/9/2026	4/8/2026 Srt Communications, Inc	1,153.01
4/9/2026	4/8/2026 Srt Communications, Inc	996.94
4/9/2026	4/8/2026 Srt Communications, Inc	9,324.50
4/9/2026	4/8/2026 Srt Communications, Inc	360.12
4/9/2026	4/8/2026 Delta Air	35.00
4/9/2026	4/8/2026 Lowes Printing	1,362.95
4/9/2026	4/8/2026 Ebeltoft Sickler Lawyers	177.50
4/9/2026	4/8/2026 Galls	2,550.95
4/9/2026	4/8/2026 Res* Bismarckho	310.85
4/9/2026	4/8/2026 Eb *2026 Nddeq Spring	23.18
4/9/2026	4/9/2026 Guestrs*cambriahot	(927.07)
4/10/2026	4/8/2026 The Home Depot #3703	123.91
4/10/2026	4/8/2026 Officemax/Depot 6513	31.16
4/10/2026	4/8/2026 Menards Minot Nd	8.98
4/10/2026	4/8/2026 Kwik Trip #1020	66.33
4/10/2026	4/8/2026 Officemax/Depot 6513	40.89
4/10/2026	4/8/2026 Napa Parts 0027632	276.99
4/10/2026	4/8/2026 Napa Parts 0027632	5.64
4/10/2026	4/9/2026 Amazon Mktpl	16.14
4/10/2026	4/9/2026 Balco Uniform Co Inc	1,022.00
4/10/2026	4/9/2026 Column Public Notice	51.84
4/10/2026	4/9/2026 Vzwlss*my Vz Vb P	115.97
4/10/2026	4/9/2026 Column Public Notice	327.24

4/10/2026	4/9/2026 Column Public Notice	57.51
4/10/2026	4/9/2026 In *american Truck And Tr	25.71
4/10/2026	4/9/2026 Runnings Of Minot	13.99
4/10/2026	4/9/2026 Att	47.26
4/10/2026	4/9/2026 Py *swanson & Warcup, Ltd	608.00
4/10/2026	4/9/2026 Py *swanson & Warcup, Ltd	96.00
4/10/2026	4/9/2026 Py *swanson & Warcup, Ltd	203.00
4/10/2026	4/9/2026 Macs Minot, Nd	16.54
4/10/2026	4/9/2026 Amazon Mktpl	32.99
4/10/2026	4/10/2026 Usabluebook	527.73
4/13/2026	4/9/2026 Carquest Auto	42.73
4/13/2026	4/9/2026 Government Finance Off	210.00
4/13/2026	4/9/2026 Marathon 208819	63.09
4/13/2026	4/9/2026 Kwik Trip #458	46.90
4/13/2026	4/9/2026 Menards Minot Nd	91.81
4/13/2026	4/9/2026 Menards Minot Nd	29.96
4/13/2026	4/9/2026 Fedex380366125541	141.84
4/13/2026	4/9/2026 Metro	6.75
4/13/2026	4/9/2026 The Home Depot #3703	149.94
4/13/2026	4/10/2026 In *dakota Fire Extinguis	276.64
4/13/2026	4/10/2026 Venetian/Palazzo Frt D	592.96
4/13/2026	4/10/2026 Amazon Mktpl	319.96
4/13/2026	4/10/2026 Carquest Auto	25.72
4/13/2026	4/10/2026 Amazon Reta* By0a390h2	27.87
4/13/2026	4/10/2026 Hampton Inns	550.00
4/13/2026	4/10/2026 Butler Machinery Company	28.09
4/13/2026	4/10/2026 Radisson Blu Fargo	318.96
4/13/2026	4/10/2026 Rhi Supply Minot	272.85
4/13/2026	4/10/2026 Scheels Minot	192.79
4/13/2026	4/10/2026 Venetian/Palazzo Frt D	592.96
4/13/2026	4/10/2026 Lowes Printing	199.75
4/13/2026	4/10/2026 Virgin Valley Cab	41.68
4/13/2026	4/10/2026 Venetian/Palazzo Frt D	592.96
4/13/2026	4/10/2026 Venetian/Palazzo Frt D	592.96
4/13/2026	4/10/2026 Radisson Blu Fargo	318.96
4/13/2026	4/10/2026 Radisson Blu Fargo	318.96
4/13/2026	4/10/2026 Lyft *ride Fri 11am	39.03
4/13/2026	4/10/2026 Venetian/Palazzo Frt D	592.96
4/13/2026	4/10/2026 Venetian/Palazzo Frt D	592.96
4/13/2026	4/10/2026 Fedex380399956599	15.25
4/13/2026	4/10/2026 Delta Air	35.00
4/13/2026	4/10/2026 Paypal	2,113.37
4/13/2026	4/11/2026 Macs Minot, Nd	15.46
4/13/2026	4/11/2026 Amazon Mark* Bc9yx5s80	33.74

4/13/2026	4/11/2026 Amazon Mktpl	42.99
4/13/2026	4/11/2026 Ndrin-Nd Land Records	30.00
4/13/2026	4/11/2026 Amazon.Com*bc3z01ke0	22.33
4/13/2026	4/11/2026 Everspring Inn & Suite	323.92
4/13/2026	4/11/2026 Wm Supercenter #1636	7.56
4/13/2026	4/11/2026 Amazon.Com*b75ul3lv1	19.40
4/13/2026	4/11/2026 United	(29.01)
4/13/2026	4/11/2026 United	(22.56)
4/13/2026	4/12/2026 Lyft *ride Sun 3pm	78.18
4/13/2026	4/12/2026 Vzwlss*apocc Visb	40.01
4/13/2026	4/12/2026 Sp The Badaxx	276.09
4/13/2026	4/12/2026 Adobe Inc	29.99
4/13/2026	4/12/2026 Supportpdfiller.Com	96.00
4/14/2026	4/12/2026 Caseys #3541	20.35
4/14/2026	4/12/2026 Marathon 267856	54.48
4/14/2026	4/13/2026 Amazon Reta* By18s7212	25.17
4/14/2026	4/13/2026 Amazon Mktpl	67.12
4/14/2026	4/13/2026 Amazon Mktpl	50.59
4/14/2026	4/13/2026 The Ups Store 1423	39.44
4/14/2026	4/13/2026 North Country Sports	30.00
4/14/2026	4/13/2026 Gerdau Ameristeel Minot	387.43
4/14/2026	4/13/2026 Dxp Enterprises	875.00
4/14/2026	4/13/2026 Delta Air	35.00
4/14/2026	4/13/2026 Linde Gas & Equipment Inc	120.82
4/14/2026	4/13/2026 Simsushare.Com	2,625.00
4/14/2026	4/13/2026 Arrowhead Ace	5.99
4/14/2026	4/14/2026 Amazon Reta* B756i2370	69.99
4/14/2026	4/14/2026 Supportpdfiller.Com	(96.00)
4/15/2026	4/13/2026 Menards Minot Nd	170.33
4/15/2026	4/13/2026 Officemax/Depot 6513	31.99
4/15/2026	4/13/2026 Menards Minot Nd	7.99
4/15/2026	4/13/2026 Menards Minot Nd	8.99
4/15/2026	4/13/2026 Menards Minot Nd	52.27
4/15/2026	4/13/2026 Officemax/Depot 6513	58.44
4/15/2026	4/13/2026 Officemax/Depot 6513	73.66
4/15/2026	4/13/2026 Officemax/Depot 6513	87.96
4/15/2026	4/13/2026 Amazon Mark* Bg8kc8461	(47.49)
4/15/2026	4/13/2026 Omni Shoreham	1,215.16
4/15/2026	4/13/2026 Metro	6.75
4/15/2026	4/13/2026 Officemax/Depot 6513	93.09
4/15/2026	4/13/2026 Menards Minot Nd	50.58
4/15/2026	4/14/2026 Border States Industries	52.22
4/15/2026	4/14/2026 Aed.Us_coro Medical	507.00
4/15/2026	4/14/2026 Sp Redline K9	234.94

4/15/2026	4/14/2026 Winsupply Minot Nd	225.18
4/15/2026	4/14/2026 Amazon Reta* B71ex5j10	47.98
4/15/2026	4/14/2026 Macs Minot, Nd	24.99
4/15/2026	4/14/2026 Amazon Reta* B71ex5jj0	11.21
4/15/2026	4/14/2026 Butler Machinery Cat	1,267.38
4/15/2026	4/14/2026 Revision Military	270.19
4/15/2026	4/14/2026 Galls	997.88
4/15/2026	4/14/2026 Amazon Mktpl	19.77
4/15/2026	4/14/2026 Fireside Office Solution	967.06
4/15/2026	4/14/2026 Minot Plumbing And Heatin	115.00
4/15/2026	4/14/2026 Cdw Govt #ai8wc7l	78,246.25
4/15/2026	4/14/2026 Macs Minot, Nd	(599.76)
4/15/2026	4/14/2026 Macs Minot, Nd	777.16
4/16/2026	4/14/2026 Kwik Trip #1020	45.17
4/16/2026	4/14/2026 Menards Minot Nd	53.44
4/16/2026	4/14/2026 Menards Minot Nd	13.98
4/16/2026	4/14/2026 Rdo Equipment-Minot	497.24
4/16/2026	4/14/2026 Grand Forks Fire Equip	123.00
4/16/2026	4/15/2026 Amazon Mktpl	19.79
4/16/2026	4/15/2026 Laz Parking L41122-Flash	48.00
4/16/2026	4/15/2026 Lyft *ride Wed 3am	75.90
4/16/2026	4/15/2026 Runnings Of Minot	60.87
4/16/2026	4/15/2026 Vzwrlls*apocc Visb	396.34
4/16/2026	4/15/2026 Vzwrlls*my Vz Vb P	905.73
4/16/2026	4/15/2026 Country Inn & Suites A	809.44
4/16/2026	4/15/2026 Border States Industries	513.69
4/16/2026	4/15/2026 Acme Tools Minot	129.00
4/16/2026	4/15/2026 Opus Clip	174.00
4/16/2026	4/15/2026 Laz Parking L41122-Flash	48.00
4/16/2026	4/15/2026 Verizonwrlss	103.04
4/16/2026	4/15/2026 Air Burners	6,416.04
4/16/2026	4/15/2026 Vzwrlls*apocc Visb	440.17
4/16/2026	4/15/2026 Verizonwrlss	197.70
4/16/2026	4/16/2026 Amazon Mktpl	26.78
4/16/2026	4/16/2026 Spee Dee Delivery	16.00
4/16/2026	4/16/2026 Dmi* Dell K-12/Govt	12.49
4/17/2026	4/14/2026 Menards Minot Nd	(8.99)
4/17/2026	4/15/2026 Butler Machinery Company	3,954.35
4/17/2026	4/15/2026 Napa Parts 0027632	2.83
4/17/2026	4/15/2026 Butler Machinery Company	880.48
4/17/2026	4/15/2026 Cenex-Enerbase	340.89
4/17/2026	4/15/2026 Brake Time 709	43.59
4/17/2026	4/15/2026 Menards Minot Nd	97.39
4/17/2026	4/15/2026 Holiday Inn San Jose	561.91

4/17/2026	4/15/2026 Holiday Inn San Jose	561.91
4/17/2026	4/15/2026 Officemax/Depot 6513	153.49
4/17/2026	4/15/2026 The Home Depot #3703	169.00
4/17/2026	4/16/2026 Dakota Fluid Power, Inc.	4.36
4/17/2026	4/16/2026 Builders Book, Inc.	154.90
4/17/2026	4/16/2026 Amazon Mktpl	45.56
4/17/2026	4/16/2026 Chewy.Com	162.98
4/17/2026	4/16/2026 Amazon Mark* B711x9y01	65.94
4/17/2026	4/16/2026 Verizonwrlss	99.10
4/17/2026	4/16/2026 Verizonwrlss	29.52
4/17/2026	4/16/2026 Amazon Reta* B71yu7yo1	340.00
4/17/2026	4/16/2026 Expressway Laundromat	5.25
4/17/2026	4/16/2026 Trinity Corporate Finance	10.00
4/17/2026	4/16/2026 Linde Gas & Equipment Inc	130.38
4/17/2026	4/16/2026 Amazon Mktpl	58.00
4/17/2026	4/16/2026 Dacotah Paper Co	419.02
4/20/2026	4/16/2026 Rhi Supply Minot	190.58
4/20/2026	4/16/2026 Ncma	110.00
4/20/2026	4/16/2026 Kwik Trip #1020	56.41
4/20/2026	4/16/2026 Menards Minot Nd	3.39
4/20/2026	4/16/2026 Menards Minot Nd	(4.14)
4/20/2026	4/16/2026 Menards Minot Nd	5.00
4/20/2026	4/16/2026 Menards Minot Nd	344.70
4/20/2026	4/16/2026 Ryan Honda Of Minot Warra	96.25
4/20/2026	4/16/2026 Menards Minot Nd	(200.26)
4/20/2026	4/16/2026 Menards Minot Nd	200.26
4/20/2026	4/16/2026 Marketplace Foods	94.95
4/20/2026	4/17/2026 Acme Tools Minot	309.75
4/20/2026	4/17/2026 Butler Machinery Company	2,337.01
4/20/2026	4/17/2026 Macs Minot, Nd	21.00
4/20/2026	4/17/2026 470 Auto Value - Minot	72.30
4/20/2026	4/17/2026 Napa Parts 0027632	88.34
4/20/2026	4/17/2026 Amazon Mktpl	80.14
4/20/2026	4/17/2026 All Safe Industries	292.62
4/20/2026	4/17/2026 Kirby K9	100.00
4/20/2026	4/17/2026 Menards Minot Nd	77.64
4/20/2026	4/17/2026 Menards Minot Nd	54.93
4/20/2026	4/17/2026 Menards Minot Nd	8.19
4/20/2026	4/17/2026 Fire Safety Usa Inc	805.45
4/20/2026	4/17/2026 Dacotah Paper Co	547.91
4/20/2026	4/17/2026 Jjs Technical Services	789.64
4/20/2026	4/17/2026 E-Collar Technologies Inc	27.63
4/20/2026	4/17/2026 Hach Company	683.20
4/20/2026	4/17/2026 Core & Main Nd002	4,484.64

4/20/2026	4/17/2026 Bambu Lab Store	99.96
4/20/2026	4/17/2026 Goldstar Products Inc	973.30
4/20/2026	4/17/2026 Comfort Inn And Suites Wa	91.98
4/20/2026	4/17/2026 Tmg Business Services	2,036.25
4/20/2026	4/17/2026 Quadient Leasing Usa O	1,279.23
4/20/2026	4/17/2026 Officemax/Depot 6513	45.99
4/20/2026	4/17/2026 Softchoice Corporation	862.44
4/20/2026	4/17/2026 Llrm	150.00
4/20/2026	4/18/2026 Runnings Of Minot	24.99
4/20/2026	4/18/2026 Amazon Mktp	79.99
4/20/2026	4/18/2026 Menards Minot Nd	11.97
4/20/2026	4/18/2026 Amazon Mark* By3kv6jh1	44.94
4/20/2026	4/18/2026 Cenex-Bemidji Coop Assn	92.14
4/20/2026	4/18/2026 Maverik #5049	70.19
4/20/2026	4/18/2026 Runnings Of Minot	104.00
4/20/2026	4/18/2026 Cenex-Bemidji Coop Assn	39.25
4/20/2026	4/18/2026 Arco 913293	47.67
4/20/2026	4/18/2026 Galls	296.61
4/20/2026	4/18/2026 Wpsg, Inc.	295.75
4/20/2026	4/19/2026 Arrowhead Ace	8.99
4/21/2026	4/16/2026 Border States Industries	(33.72)
4/21/2026	4/19/2026 Country Inn & Suites A	408.00
4/21/2026	4/20/2026 General Trading Company	185.06
4/21/2026	4/20/2026 Tractor-Supply-Co #0130	132.09
4/21/2026	4/20/2026 Classroom.Cdlexpert.Co	69.95
4/21/2026	4/20/2026 Cookies For You	40.13
4/21/2026	4/20/2026 In *competitive Edge Hold	72.50
4/21/2026	4/20/2026 Column Public Notice	60.75
4/21/2026	4/20/2026 Column Public Notice	132.84
4/21/2026	4/20/2026 Column Public Notice	46.98
4/22/2026	4/20/2026 Menards Minot Nd	3.49
4/22/2026	4/20/2026 Kwik Trip #1020	50.86
4/22/2026	4/20/2026 Rhi Supply Minot	15.48
4/22/2026	4/20/2026 Duluth Entertainment Conv	10.00
4/22/2026	4/20/2026 Butler Machinery Company	87.89
4/22/2026	4/20/2026 Carquest Auto	879.20
4/22/2026	4/20/2026 Menards Minot Nd	165.90
4/22/2026	4/20/2026 Duluth Entertainment Conv	10.00
4/22/2026	4/20/2026 Menards Minot Nd	43.07
4/22/2026	4/20/2026 Office Depot #1080	97.79
4/22/2026	4/20/2026 Napa Parts 0027632	31.28
4/22/2026	4/21/2026 Parts Town, Llc	1,751.34
4/22/2026	4/21/2026 Arrowhead Ace	10.31
4/22/2026	4/21/2026 Dacotah Paper Co	262.66

4/22/2026	4/21/2026 Eb *missouri Valley Di	455.35
4/22/2026	4/21/2026 Cenex-Legacy Cooperative	104.65
4/22/2026	4/21/2026 Runnings Of Minot	49.99
4/22/2026	4/21/2026 Core & Main Nd002	745.60
4/22/2026	4/21/2026 Ck Holiday # 03548	39.71
4/22/2026	4/21/2026 Gaffaneys Of Minot	53.85
4/22/2026	4/21/2026 Cenex-Legacy Cooperative	60.00
4/22/2026	4/21/2026 The Ups Store 1423	16.00
4/22/2026	4/21/2026 Amazon Mktpl	10.50
4/22/2026	4/21/2026 Schocks Safe And Lock Se	18.75
4/23/2026	4/21/2026 The Home Depot #3703	122.85
4/23/2026	4/21/2026 The Home Depot #3703	26.90
4/23/2026	4/21/2026 Kwik Trip #864	77.93
4/23/2026	4/21/2026 Duluth Holiday Inn	522.72
4/23/2026	4/21/2026 Kwik Trip #224	31.50
4/23/2026	4/21/2026 Kwik Trip #864	52.35
4/23/2026	4/21/2026 Officemax/Depot 6513	32.39
4/23/2026	4/21/2026 Butler Machinery Company	293.55
4/23/2026	4/22/2026 Runnings Of Minot	(24.99)
4/23/2026	4/22/2026 Macs Minot, Nd	21.99
4/23/2026	4/22/2026 Interstate Batteries	111.56
4/23/2026	4/22/2026 Acme Tools Minot	255.99
4/23/2026	4/22/2026 Zoro Tools Inc	158.39
4/23/2026	4/22/2026 Runnings Of Minot	14.99
4/23/2026	4/22/2026 Tractor-Supply-Co #0130	14.99
4/23/2026	4/22/2026 Gooseneck Implement	222.98
4/23/2026	4/22/2026 Gooseneck Implement	(179.22)
4/23/2026	4/22/2026 Gooseneck Implement	299.86
4/23/2026	4/22/2026 Schocks Safe And Lock Se	4.30
4/23/2026	4/22/2026 B&h Photo 800-606-6969	76.66
4/23/2026	4/22/2026 Mowbray & Son Inc	(172.50)
4/23/2026	4/22/2026 Wyndham	119.87
4/23/2026	4/22/2026 Amazon Mktpl	16.49
4/23/2026	4/22/2026 Amazon Mktpl	262.97
4/23/2026	4/22/2026 Core & Main Nd002	10,476.00
4/23/2026	4/22/2026 Core & Main Nd002	505.44
4/23/2026	4/22/2026 Thomson West	410.57
4/23/2026	4/22/2026 Amazon Reta* Bs3e64cc1	31.96
4/23/2026	4/22/2026 Arrowhead Ace	16.99
4/23/2026	4/22/2026 Runnings Of Minot	22.98
4/23/2026	4/22/2026 Atssa	123.00
4/23/2026	4/22/2026 Border States Industries	437.36
4/23/2026	4/22/2026 Icma Online	200.00
4/23/2026	4/22/2026 Intl Code Council Inc	69.00

4/23/2026	4/22/2026 Intl Code Council Inc	255.00
4/23/2026	4/22/2026 Dacotah Paper Co	278.93
4/23/2026	4/22/2026 Amazon Mktpl	25.52
4/23/2026	4/23/2026 Misu-Business Office	300.00
4/24/2026	4/22/2026 Office Depot #1080	40.76
4/24/2026	4/22/2026 Fedex380729044930	16.61
4/24/2026	4/22/2026 Lawson Products Inc	120.92
4/24/2026	4/22/2026 Kwik Trip #1020	54.08
4/24/2026	4/22/2026 Menards Minot Nd	195.21
4/24/2026	4/22/2026 Fedex380730611365	182.02
4/24/2026	4/22/2026 Homedepot.Com	12.35
4/24/2026	4/23/2026 Runnings Of Minot	207.53
4/24/2026	4/23/2026 Zoro Tools Inc	57.52
4/24/2026	4/23/2026 Amazon Mktpl	247.98
4/24/2026	4/23/2026 Harbor Freight Tools3246	27.96
4/24/2026	4/23/2026 Nbs-Fvt*fox Valley Tech	7.84
4/24/2026	4/23/2026 Fox Valley Tech	275.00
4/24/2026	4/23/2026 Amazon Mark* By2bu4bu0	16.29
4/24/2026	4/23/2026 Column Public Notice	136.08
4/24/2026	4/23/2026 Macs Minot, Nd	247.74
4/24/2026	4/23/2026 At&t Premier Ebill	766.17
4/24/2026	4/23/2026 At&t Premier Ebill	3,818.80
4/24/2026	4/23/2026 At&t Premier Ebill	174.14
4/24/2026	4/23/2026 Sq *national Tactical Off	450.00
4/24/2026	4/23/2026 At&t Premier Ebill	46.53
4/24/2026	4/23/2026 Usps Po 3762880701	62.88
4/24/2026	4/23/2026 Usps Po 3762880701	52.40
4/24/2026	4/23/2026 Paypal	1,195.00
4/24/2026	4/23/2026 Cenex- Zip Trip #66	44.50
4/24/2026	4/23/2026 Ck Holiday # 06431	20.75
4/24/2026	4/23/2026 Exxon Sunrise	21.00
4/24/2026	4/23/2026 Granicus	12,465.91
4/24/2026	4/24/2026 Amazon Mktpl	19.95
4/24/2026	4/24/2026 Amazon Mktpl	21.81
4/24/2026	4/24/2026 Usabluebook	354.60

322,846.91



TO: Mayor and Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: May 4, 2026

SUBJECT: GAMING SITE AUTHORIZATIONS RENEWELS

I. RECOMMENDED ACTION

It is recommended City Council approve the following gaming site authorizations for the following organizations to conduct games of chance during the license year of July 1, 2026, through June 30, 2027, at the following locations:

- **Aggie Foundation**
 - **Best Kept Secret (2400 10th St SW)**
 - **Arny's 2.0 (12 3rd St SE)**
- **Minot Hocket Boosters**
 - **On the Rocks (614 3rd St NE)**
 - **Aces Lounge (1524 S Broadway Ste 8)**
 - **The Depot and Baggage Claim (15 Main St N)**
 - **Nola's (919 Burdick Exwy W)**
 - **X-Golf (1621 S Broadway)**
- **Prairie Grit Adaptive Sports**
 - **Applebee's (2302 15th St SW)**
 - **The Starving Rooster (30 1st St NE)**
 - **Sammy's Pizza (400 N Broadway)**
- **ND Association for the Disabled, Inc.**
 - **Down Under Bar (23 Main St S Unit 1B)**
 - **Drop Zone (101 S Main St)**
- **MSU Beaver Boosters, Inc.**

- The Spot (215 E Central Ave)
- Pour Farm (201 37th Ave SW)
- Lamplighter Lounge (200 16th St SW)
- Sports on Tap (220 S Broadway)

○ Minot Junior Golf Association

- Lucky Strike Lounge & Casino (1901 N Broadway)
- Dakota Lounge (1525 31st Ave SW)
- Capri Bar (2030 Burdick Expwy E)
- Ranger Lounge (1218 S Broadway)
- Bootleggrz (515 20th Ave SE Ste 2B)
- Trappers Lounge (2401 Elk Drive)

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

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

IV. IMPACT

A. Service/Delivery Impact:

N/A

B. 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: May 4, 2026

SUBJECT: ALCOHOLIC BEVERAGE LICENSE TRANSFER

I. RECOMMENDED ACTION

It is recommended City Council approve the transfer of the Retail Liquor, Beer, and Wine license from the previous owner to new ownership under the name Broadway Liquor, LLC dba Broadway Liquor.

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

City Council could deny the transfer of the license.

**CITY OF MINOT
APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE
TRANSFER**

The following statement to be completed for a **transfer** request only:

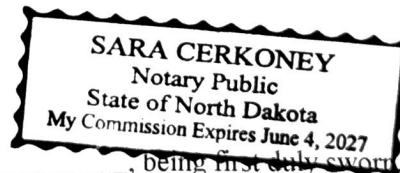
I, Sheila Eby, the holder of the alcoholic beverage
license known as Broadway Liquor LLC
hereby request the license be transferred to Jacob Geiss
_____ subject to the approval by the City of Minot Council.

This transfer will be effective the 1 day of April, 2026 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~~)
 Williams



_____, 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 _____
Jacob Geiss, Subscribed and sworn to before me this
18 day of March, 2026.

Signed: _____

Notary Public

My commission expires:



TO: Mayor and Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: May 4, 2026

**SUBJECT: TAXIWAY B RECONSTRUCTION (PHASE 1) PROJECT CONTRACT –
CONSTRUCTION ADMINISTRATION SERVICES (AIP 3-38-0037-080-
2026)**

I. RECOMMENDED ACTION

It is recommended City Council:

- 1. Approve Phase 1 Taxiway B Reconstruction – Construction Administration Services proposal to be conducted by Mead & Hunt, pending grant funding;**
- 2. Direct staff to apply for federal and state grants;**
- 3. Accept the grants if awarded; and**
- 4. Authorize the Mayor, Airport Director, City Attorney, and Finance Director to sign the agreement, the grants, and other applicable documents.**

II. DEPARTMENT CONTACT PERSONS

Maria Romanick, Operations & Maint. Manager, 701-420-4503
Jessica Long, Business & Development Man., 701-857-4725

III. DESCRIPTION

A. Background

Runway 8/26 and Taxiway B are in need of rehabilitation and do not meet current FAA design guidelines. Since April 2022, the FAA, airport staff, and SEH have worked together on developing design alternatives to meet the FAA's current safety design requirements. The Part 77 airspace, taxiway geometry, easements, and runway pavement structures were all assessed as part of the preliminary study.

B. Proposed Project

The project has been split into three phases to align with available federal funding:

- Phase 1: Taxiway B Reconstruction;
- Phase 2: Rehabilitation of Runway 8-26 (West) and its associated safety areas; and
- Phase 3: Rehabilitation of Runway 8-26 (East) and its associated safety areas, Taxiway D2 & D3 reconstruction, runway lighting and navigational aids replacement.

The overall project was planned to meet FAA design standards including RPZ interim guidance. Additionally, this project fixes one of two Hot Spots (areas of documented cases of or potential for runway incursions or loss of situational awareness) to crosswind Runway 8/26 at the airport. This Hot Spot is caused by both an in-line taxiway to the runway and the intersection of Taxiway B to Runway 8 end not being at a 90-degree angle with the runway end. Both are considered non-standard conditions and do not meet current FAA design guidelines.

Hot Spot 2 is the intersection of Runway 8/26 and Taxiway C, which will need to be addressed in a future project.

C. Recommendation Detail

The FAA has requested all FFY2026 AIP entitlement grant applications be submitted by May 1, 2026.

Although SEH is the Engineer of Record as approved at the City Council meeting on May 17, 2021. Mead and Hunt will become the Engineer of Record during the construction phases of this project.

IV. IMPACT

A. Service/Delivery Impact:

The realignment of Taxiway B will allow the Minot International Airport to maintain federal safety regulations and continue safe and long-lasting operations at the commercial terminal.

B. Fiscal Impact

\$13,350,000 was in the approved budget for 2026 for all three phases. Funding will be received from federal, state, and local funding as outlined below.

Project Costs

Construction Administration - \$555,282.00

Project Funding

FAA (95%) - \$527,517.90

State (2.5%) - \$13,882.05

Airport Infrastructure (2.5%) - \$13,882.05

VI. ALTERNATIVES

City Council could recommend not completing the reconstruction of Taxiway B. The result will be increased costs to reconstruct Taxiway B in later years and continued violation of current FAA design standards. Additionally, if the pavement fails the City will need to temporarily close the surfaces until the appropriate repairs or reconstruction can be completed.

City Council could recommend the use of other funding sources to pay for the project including: sales tax, property tax levy, etc.

TASK ORDER #2026-01
TO
PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT

BETWEEN: City of Minot (“CLIENT”)
Minot, ND 58703

AND: Mead and Hunt, Inc. (“CONSULTANT”)
A Wisconsin Corporation

TASK ORDER EFFECTIVE DATE:

RECITALS

This is the 2026-01 Task Order to the PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT dated effective May 4, 2026 between the CLIENT and CONSULTANT (“CONTRACT”).

AGREEMENT

1. Services to be provided. The Scope of Services is to: Phase 3 – Taxiway B Reconstruction. The full Scope of Services is defined in Exhibit A.
2. Schedule. The project shall be completed December 2027.
3. Consideration. The services shall be provided for the time and expense of \$555,282, as described in Exhibit B. Progress payments shall be made in accordance with the CONTRACT.

APPROVAL AND ACCEPTANCE: Approval and acceptance of the TASK ORDER including any attachments shall incorporate this document as part of the CONTRACT. All work and services defined in this TASK ORDER shall be performed in accordance with the terms and conditions of the aforementioned CONTRACT.

Accepted by: CITY OF MINOT, ND

Approved by: MEAD AND HUNT, INC.

By: _____

By: _____

Name: _____

Name: Jennifer Boehm

Title: _____

Title: Project Manager

*The above person is authorized to sign for Client
and bind the Client to the terms hereof.*

Date: _____

Date: 5/4/26

Approval: _____

Authorized Reviewer Signature

Name: Jon Scraper

Title: 5/4/26

Exhibit A - Aviation Services CA Work Scope

Phase 3 - Taxiway B Reconstruction

Minot International Airport, Minot, ND

AIP Project Number: 3-38-0037-080-2026

Project Number: 2843300-261153.01

April 8, 2026

Project Description

This scope of services details the tasks that Mead & Hunt, Inc. (Consultant) will perform to provide the Minot International Airport (Airport/Sponsor) with Phase 3 - Taxiway B Reconstruction Construction Administration Services (CA). The project was previously designed by a third-party firm and consists of Phase 3 including reconstruction of a portion of Taxiway B shifted to displacement end of runway and connected to apron, removal of existing Taxiway B, apron island construction, pavement markings, grading, drainage, lighting and signage. It is anticipated that the FAA will award the construction grant in the Summer of 2026, in advance of the Airport issuing the Notice to Proceed (NTP) for this scope of work. Construction for the project is anticipated to begin in the Fall of 2026. The contract is expected to achieve Substantial Completion by Fall 2027. The construction administration task will include survey, testing and Resident Project Representative (RPR) services as outlined in this scope of work.

PHASE 2026-01. Project Management

Project management tasks will occur throughout the life of the project and consist of (but not limited to) the following activities:

01.1 Project Scoping

A. Meetings with the Sponsor

Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters and shall meet with FAA and state if needed and other concerned agencies and parties on matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor. It is anticipated that there will be a maximum of 4 meetings with the Sponsor over the course of the project.

B. Prepare Project Scope of Work and Proposal

This includes preparing the scope of work and fee proposal and negotiating the contract scope and fee with the Sponsor. This also includes coordination with subconsultants for scopes and fees. Anticipated subconsultants include AE2S, Terracon and SEH. Consultant will submit the initial project scope of services electronically to the Airport and the FAA for review and comment. The Consultant will revise the scope of services and send it electronically along with a blank fee spreadsheet in Excel format to the Sponsor for establishment of an independent fee estimate (if required). Transmittal to an optional third-party consultant for the independent fee estimate (IFE) will be the responsibility of the Sponsor.

01.2 Prepare Contract and Subcontracts

The Consultant will prepare the Consultant-Sponsor contract and individual subconsultant contracts.

01.3 Project Coordination (coordination with Sponsor, State, FAA, Airport Tenants, etc.)

- A. Consultant shall coordinate with the subconsultants, sponsor, State, FAA and other applicable agencies to complete the work elements.
- B. Consultant shall coordinate with airfield tenants on applicable project elements that impact airfield users (pavement closures, restrictions, working limits, etc.). Meetings, emails, or handouts will be provided as applicable.
- C. Consultant shall coordinate with Sponsor on required updates to the Airport's Capital Improvement Program (CIP).

01.4 Prepare Invoices

The PM will maintain a project budget table to track costs on a monthly basis. At the beginning of each month, the PM will review accrued costs from the previous month and work with accounting staff to prepare invoices for the Sponsor. The PM will also review subconsultant invoices.

01.5 Grant Administration Assistance

This task shall include assisting the Owner with the necessary documents tracking project progress to make periodic draws on the grant(s) and will include the following:

- Calculate cost summary included in the grant(s) draw request.
- Assemble supporting documentation, such as invoices, estimates, etc.
- Complete FAA Form 5100-100, Application for Federal Assistance (Construction Programs).
- Complete FAA Form SF 271, Outlay Report and Request for Reimbursement for Construction Programs.
- Complete annual and final FAA Form SF 425, Federal Financial Report
- Complete quarterly performance reports

PHASE 2026-02. Construction Services

This phase of the work scope includes all basic services rendered after the award of a construction contract. The construction contract is 45 calendar days. Resident Project Representative (RPR) services are assumed for each day of the project's duration for a total of 45 calendar days. The RPR is anticipated to be onsite for 12 hrs/day. Construction Administration tasks begin with contracting and continue throughout the duration of the project and closeout.

2026-02.1 PRE-CONSTRUCTION

A. Internal Project Kickoff Meeting

The PM will prepare for and conduct a meeting, up to one (1) hour, with the internal CA team (anticipated to consist of PM, Senior Associate, RPR, etc.), to present the project, project budget, major project elements, and internal protocol.

B. Pre-Construction Conference

Consultant shall arrange for and conduct the pre-construction conference. The project manager and the resident project representative (RPR) will establish this meeting to review project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include a member of the PM team, RPR, airport representative (s), FAA, SSC, ATC, contractor, and subcontractors. This task will include the following:

- Schedule meeting, send invitations, provide meeting materials, and prepare pre-meeting exhibits and materials.
- Obtain and review the project construction schedules from the contractor or contractors prior to presentation at the preconstruction conference.
- Provide the contractor with a list of required submittals that they must provide and discuss at the pre-construction conference.
- Discuss Construction Safety and Phasing Plan (CSPP) and Safety Plan Compliance Document (SPCD) requirements with the contractor.
- Preside at the pre-construction conference, prepare a detailed record of the conference and distribute the final record.

Meetings:

- The Consultant will conduct a pre-construction conference. This meeting will be attended by up to four (4) consultant/subconsultant staff for two (2) hours and require travel for two (2). The meeting will require two (2) hours of meeting and document preparation for two (2) Consultant staff.

C. Tenant Engagement Meeting

Consultant shall arrange for and conduct an airport tenant engagement meeting prior to the beginning of construction. The Consultant will establish this meeting to review project specific elements that may affect local tenants at the airport. The meeting will be conducted at the Airport and will include a member of the PM team, RPR, and airport representative (s). This task will include the following:

- Schedule meeting, send invitations, provide meeting materials, and prepare pre-meeting exhibits and materials.
- Discuss Construction Safety and Phasing Plan (CSPP)
- Discuss elements that may impact airport tenants including but not limited to airfield pavement closures, restrictions, alternative taxi routes, etc.

Meetings:

- The Consultant will conduct a Tenant Engagement Meeting. This meeting will be attended by up to two (2) Consultant staff for one (1) hour and require travel for one (1). The meeting will require two (2) hours of meeting and document preparation for (1) Consultant staff.

D. Construction Management Plan (CMP)

The Consultant will obtain the Contractor's QC Plan and will subsequently prepare the CMP. The CMP combines data from the QC Plan with information of Project responsibilities from the

Sponsor and Consultant. The CMP will outline the submittal requirements and materials testing requirements, as set forth in the construction documents and contained in FAA Advisory Circular (AC) 150/5370-10H, Standard Specifications for Construction of Airports. The CMP will summarize the types and frequency of testing required for quality acceptance, in addition to the credentials of those performing the testing. A preliminary copy of the CMP will be submitted to the Sponsor and FAA for approval.

E. Prepare Project Files

The consultant will verify the construction contracts are in order, the contractor has met or made a good-faith effort toward Disadvantaged Business Enterprise (DBE) goals, the contractor has provided proof of insurance, and the bonds have been completed, and the contractor has been provided with adequate copies of the construction plans. The Consultant will verify that construction plans are updated to include all addenda items issued during bidding.

2026-02.2 CONSTRUCTION ADMINISTRATION (CA) SERVICES

A. Construction Management

The engineer agrees to provide the management engineering services required for the execution of the contracted work. A project manager (PM) will be assigned to the project and will be responsible for the overall administration and review of construction progress.

The PM will review the project throughout construction and a member of the PM team will make periodic site visits to monitor construction activities. These services shall include, but are not limited to, the following:

- Check construction activities to evaluate compliance with plans, specifications and CSPP.
- Supervise and coordinate sub-consultant contracts for field inspection and testing.
- Review all final pay estimates and explanation of variation between the contract and final quantities.
- Review weekly progress reports.
- Meet with the Owner for consultation and advice during construction.
- Assist Owner with preparing reimbursement requests from grant projects.
- Attend the final construction inspection and make recommendations for acceptance of work.
- Verify all testing required by the specifications is performed
- Monitor contractor's compliance with Disadvantaged Business Enterprise program.

B. Project Meetings and Communication

The Consultant will participate in various meetings and calls during Task 2026-2. Meetings and communication items will be as follows:

- Weekly Construction Progress Meetings
The Consultant will conduct weekly construction progress meetings with the Sponsor and Contractor to discuss safety, schedule, work progress, action items, documentation, and other items necessary to track construction progress. The

nature of the meetings will be established during the pre-construction conference, with a physical in-person location determined. The Consultant, subcontractors, testing firms, and FAA representatives may attend the meetings. The Consultant will prepare an agenda and minutes to support each meeting. Additional attendees may include airport operations, ARFF, SSC, etc. at the discretion of the Sponsor and/or when changes to work elements impact their operations.

Meetings:

- The Consultant will conduct weekly Construction Progress Meetings. These meetings will be attended by up to three (3) consultant staff for one (1) hours and require travel for one (1). The meeting will require one (1) hour of meeting and document preparation for (1) Consultant staff. Up to 7 weekly construction progress meetings are anticipated during construction.
- General Communication with Sponsor and Contractor
The Consultant will communicate with the Sponsor and Contractor throughout construction via phone calls or email in addition to the meetings herein.
- General Communication with the FAA
The Consultant will communicate with the FAA throughout construction to facilitate items in the construction package via phone calls or emails in addition to the meetings herein. The Consultant will not perform design work.
- General Communication with Airport Tenants
The Consultant will communicate with the Sponsor and provide documentation for disbursement to airfield tenants regarding potential impacts to airfield operations (pavement closures, restrictions, etc.) A construction notice and periodic construction updates will be provided for disbursement during construction.

C. Review Material Submittals for Compliance

The Consultant will review Contractor-submitted material cut sheets, mix designs, shop drawings, and certificates for compliance with Plans and Specifications. The CONSULTANT will maintain a submittal checklist, which tracks the date received from the Contractor, the date returned to the Contractor, and the most recent acceptance / rejection of the submittal.

D. Requests for Information (RFIs)

The Consultant will prepare written responses to Contractor RFIs to clarify design intent. Depending on the RFI, the response may require review of documentation not included in the Contract Documents as well as coordination with and review by the original designing firm, additional Consultant staff, Sponsor, or FAA.

E. Requests for Cost Proposals (RFCPs)

The Consultant will prepare RFCPs if additional work is anticipated or desired, either due to unforeseen site conditions, Sponsor request for additional work, or as otherwise necessary to

complete the original intended work. The RFCP(s) will include a description of change, quantity estimates, and exhibits to illustrate the change. The Consultant will send the RFCP to the Contractor to provide a cost proposal. The Consultant and the Sponsor will then review the cost proposal to determine if it is reasonable and follow up with negotiations. The Consultant will communicate the proposed change and cost to the FAA and Sponsor for their concurrence prior to authorizing the work. Depending on the determination, the Consultant will prepare a field directive or change order as described below.

F. Field Directives

The Consultant will prepare Field Directives to formalize instructions that are not otherwise stated in the Project Plans or Specifications. The field directive will include a description of change, quantity estimates, cost estimate, time allotment, and reference the related RFCP, as applicable.

G. Contract Change Orders (CCOs)

The Consultant will prepare CCOs to formalize changes to the Contract cost. The CCO will consist of a Consultant-prepared form that will include a table of the bid items that changed in quantity, or new bid items that were created to capture the CCO cost. Documentation to support the CCO will be attached to the form, and typically includes: justification, eligibility, cost analysis, RFCPs, field directives, Contractor time-and-expense reports, authorizing emails, and exhibits. CCOs will be submitted to the Sponsor and Contractor for review and signature and then be submitted to the FAA by the Consultant or the Sponsor. CCOs that require new design elements are not included in this scope of services.

H. Review of Quality Control (QC) / Quality Assurance (QA) Test Results

The Consultant will review QC test results provided by the Contractor and QA results provided by the Quality Assurance Testing Subconsultant to determine conformance with the Project Plans and Specifications. The Consultant will coordinate with the Sponsor and Contractor to establish corrective actions as required by the specifications.

I. Certified Payroll and Davis Bacon Requirements

Consultant will review Contractor-submitted payroll reports and monitor Contractor's compliance with paying employees per the Davis-Bacon Act requirements. Employee pay rates will be cross-checked with wage rate interviews where available.

The Contractor is responsible for the submission of copies of payrolls for all employees as well as all subcontractors. Contractor will submit these documents to the Consultant.

Certified payroll must be submitted, reviewed, and accepted prior to payment to Contractor each month. Documents are expected to be complete and correct when submitted for review. Consultant will recommend withholding payment unless and until corrected payroll can be provided. Consultant does not warrant accuracy of Contractor-provided items and performs reviews in good faith of the accuracy and completeness of the Certified Payroll (CPR).

J. Monthly Applications for Payment

The Consultant will track quantities on a weekly basis based on RPR daily reports and provide to the Contractor for concurrence. Once per month, the Consultant will review progress billings submitted by the Contractor, prepare applications for payment using Consultant standard forms, and submit to the Sponsor for processing. The Consultant will maintain a tracking spreadsheet with the bid items, showing work complete for previous periods, current period, and total to date. This spreadsheet will be attached to the application for payment each month. An explanation of variation between the contract and pay quantities (if any) will be provided.

K. Substantial Completion Walk-Through and Punch List

The substantial completion walk-through will be scheduled to occur near the end of construction when the Contractor is still on-site and can easily mobilize to complete punch list items. The Consultant will conduct a walk-through with the Sponsor and the Contractor to determine whether the Project has reached substantial completion. The Consultant will document items found to be deficient, develop a punch list, and will provide the Contractor with a list of those items. The walk through will be attended by up to two (2) Consultant staff and require travel for two (2).

The Consultant will prepare and maintain a punch list to include the deficient items discovered prior to, during, and after the substantial completion walk-through. The PM will coordinate with the RPR to identify punch list items in advance of the walk-through and will continue to add and update items as they are identified and completed. The Consultant will send each punch list update to the Sponsor and Contractor. Upon completion of the walk-through, the Consultant will prepare a substantial completion letter summarizing the findings of the walk-through and outstanding items remaining for Project closeout.

L. Final Completion Walk-Through and Documentation

The final completion walk-through will be scheduled when the Contractor notifies the Sponsor in writing that all work has been completed in conformance with the Contract Documents and the Contract has been fully performed, as specified in the General Provisions, Section 10-79. The Consultant will conduct the Final Completion walk-through with the Sponsor and the Contractor to determine whether the Project can be accepted as complete. If deficiencies are noted, the Consultant will notify the Contractor in writing that additional efforts are needed to accept the Project as fully complete.

M. FAA Form 7460

Consultant will review the FAA-approved 7460's and their related determinations. It is assumed that all 7460 (and 7480) documentation has been submitted, approved, and summarily complied with. Therefore no 7460's will be prepared for this Project.

N. Engineer of Record Construction Administration Services

SEH will provide construction administration and support services that involve technical plan interpretations, responding to Requests for Information (RFI), change order assistance, and substitution reviews.

- SEH will provide Mead & Hunt with design clarifications and technical interpretations of the Contract Documents, and recommendations to assist Mead & Hunt and the Airport in resolving field problems relating to construction, via Requests for Information (RFI) submitted by the Contractor within three (3) business days (unless the Owner grants a time extension) within submission of the request. It is anticipated that a maximum of four (4) RFI's (based on experience of similar types of scope and scale of this project) may be received and responded to.

Any revisions to plans or specifications, not included in the design scope of work, requiring the Engineer of Record, are included in this scope as directed by Mead & Hunt or the Airport.

This work is limited to the content and scope of the Contract Documents. Any Mead & Hunt or Airport requested deviations from the content and scope of the Contract Documents may require a change to the project scope and additional fees.

- SEH will review, analyze, and respond to contractor requests for material, equipment, methodology, and other type substitutions during the project at the direction of Mead and Hunt. Requests for substitution responses will be approved by the Engineers of Record. It is anticipated that there will be a maximum of two (2) Substitution reviews.
- SEH will provide the following deliverables:
 - Conformed Documents – PDF Plans and Specifications
 - Digital Terrain Models files
 - Responses to RFI's, change orders and substitutions
 - Digital cad files for asbuilts and survey information

2026-02.3 CONSTRUCTION OBSERVATION

A. Resident Project Representative (RPR)

Duties under this task will include inspection and construction administration for the duration of the project. A dedicated RPR will be assigned. The RPR will be on-site to coordinate and schedule staff (including survey and testing), answer questions, observe quality control activities, process progress reports, and record as-built changes. Additionally, the RPR will monitor compliance with plans and specifications, collect field measurements, make entries in the construction diary, assist in payment request processing, and report non-compliance issues to Owner.

The RPR shall maintain a construction diary to record the construction history of the project. The project diary should include, but not be limited to, the following information:

- Weather conditions
- Job site conditions

- Work in progress
- General location of work
- Equipment in use
- Contractors workforce and hours worked
- Delivered materials
- Tests performed
- Failed tests (if any) and action taken
- Instructions to contractors
- Record of visitors to project and verbal or written instructions given
- Record of telephone conversations and any verbal instructions received or authorizations granted
- Engineering field force activity and hours worked
- Any delays to construction and the reason for delays

RPR services shall include, but are not limited to, the following:

- Review that the construction survey layout is in accordance with "General Requirements and Covenants for Airport Construction" Section 50-06. The RPR shall observe and check surveys conducted by the contractor according to the plans and specifications.
- Coordinate survey and testing throughout construction with contractor and subcontractors.
- Inspect the project to monitor the contractor's compliance to the project plans and specifications. Interpret plans and specifications.
- Review shop drawings, contractor submitted certificates and material submittals for compliance with plans and specifications. Obtain/review any required Buy American Certifications on products used in the project.
- Make necessary acceptance tests according to the cited requirements and standard methods of FAA, ASTM, and AASHTO; record all test results on the appropriate forms; prepare a summary and disposition of all testing and materials inspection; and record all deviating tests. Conduct materials inspections and acceptance tests required by the FAA and observe and evaluate all such tests made by the contractor in the field and laboratory as necessary in accordance with plans and specifications. Monitor contractor's performance of the required quality control tests. The resident engineer shall immediately alert the contractor and Owner of any non-compliance issues.
- Notify the contractor of any failure of the work or materials to conform to the requirements of the contract, plans, or specifications. The RPR may reject nonconforming materials and will notify the contractor to suspend any work in question, until such issues can be referred to the PM, Owner, and/or FAA for a final decision.
- Coordinate with the PM on any change orders needed on the project.

- Maintain daily records of the contractor's progress and activities during construction and include progress of all work. These records will document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the contractor, weather conditions, equipment use, labor requirements, safety problems, and required changes.
- Evaluate and determine the acceptability of substitute materials and equipment proposed by the contractor. Evaluate the contractor's suggestions to modify drawings or specifications and report those suggestions to the PM and Owner.
- Receive from contractor and review the required maintenance and operating instructions, schedules, guarantees, bonds, inspection certificates, tests, approvals, etc.
- Prepare contractor payment applications, records, payroll and final payment processing.
- Monitor the contractor's compliance with the Construction Operations and Safety Plan and immediately bring any non-compliance issues to the attention of the contractor
- Coordinate closures with the contractor and the Owner. Any changes to the CSPP document shall be coordinated with the airport and FAA. If changes occur, a revised SPCD shall be provided by the contractor for the RPR and sponsor acceptance.
- Coordinate required NOTAMS with Sponsor, SSC, ATC and flight procedures.
- Establish and conduct weekly construction progress meetings with the contractor to discuss pertinent construction issues such as schedules, runway and taxiway closures, materials submittals, mix design approvals, and the need for traffic control or gate guards.
- Prepare weekly FAA reports documenting the progress of the project. The reports will be based on FAA form 5370-1, Construction Progress and Inspection.
- Check in daily with the PM on the project.

2026-02.4 SURVEY AND TESTING

A. Survey

During construction, the Consultant shall provide Quality Assurance (QA) survey services as required by the Contract Documents to support the Owner's oversight of the Work. These services are intended to verify general conformance of the constructed work with the approved Plans and Specifications.

- **Quality Assurance (QA) Survey**
The Consultant shall perform independent QA survey services to verify the adequacy and reliability of QC survey results and overall conformance with the Contract Documents, including:
 - Performing independent QA survey verification of critical construction elements at key milestones, including final grades, elevations, slopes, and alignments.

- Independently verifying selected QC survey results to confirm consistency and compliance with the Plans and Specifications.
- Reviewing QC survey documentation and comparing results against design requirements and specification tolerances.
- Documenting QA survey findings and reporting discrepancies or deficiencies to the Owner and RPR for resolution.
- Providing QA survey verification necessary to support acceptance decisions and record documentation, as required by the Contract Documents.

B. Quality Assurance Testing

The material testing services will be performed by the testing subconsultant in conformance with the project Specifications. The Consultant will be responsible for coordinating and scheduling QA material testing with the testing subconsultant throughout the construction duration.

The testing subconsultant will perform acceptance tests in accordance with the cited requirements and standard methods of FAA, ASTM, and AASHTO; record test results on the appropriate forms; prepare a summary and disposition of testing and material inspection; record deviating tests; conduct material inspections and acceptance tests required by the FAA and observe and evaluate such tests made by the Contractor in the field and laboratory as necessary in accordance with Plans and Specifications; and monitor Contractor's performance of the required quality control tests and furnish copies of test reports to the Consultant, for Consultant to provide to the Sponsor. Any non-compliance issues shall immediately be reported to the Contractor and Consultant.

This scope includes the following material testing and construction administration support by the Testing subconsultant:

- Review Contractor-submitted QC Program.
- Attend pre-construction conference.
- Conduct site visits and perform testing for the items as described in the Project Specifications.

PHASE 2026-03. Post Construction Services

2026-03.1 AS-BUILTS, MANUALS AND MATERIALS

A. Record Drawings

The RPR and Contractor will coordinate throughout construction to document field constructed conditions and markup the construction Plans in pdf format. The RPR will provide the Sponsor with a single compiled redlined pdf.

B. Equipment Manuals

The Consultant will review Contractor-provided equipment operation manuals. Consultant will collect and bind the approved PROJECT equipment manuals into one document for use by the Sponsor. The Sponsor will receive one (1) hard copy of the bound document.

C. Final Construction Report

Upon completion of construction, the Consultant will prepare and assemble the final construction report in conformance with FAA standards and requirements.

2026-03.2 AIRPORT DOCUMENTS

A. Airfield Signage and Marking Plan

The Consultant will update the Airfield Signage and Marking Plan, and provide a plan for review and approval by the FAA Cert Inspector and FAA.

B. Airport Diagram

The Consultant will update the Airport Diagram reflecting the current Airport geometry.

PHASE 2026-04. Closeout

Once the project is complete, a project closeout report will be prepared and assembled for each grant. The closeout report will meet the requirements of the FAA. The project closeout will be submitted to the FAA for final approval and grant reimbursement.

RESPONSIBILITIES OF MINOT INTERNATIONAL AIRPORT

The Sponsor and Consultant agree that the following items will be provided by the Sponsor. If these or any additional items are added to the Consultant's scope of work, they will be considered extra services and require a negotiated fee, and an Amendment to the contract.

- Sponsor shall issue Notices to Airmen (NOTAMs) and announcements regarding the impact of the Project on aviation activities.
- Sponsor shall provide access to and make provisions for the Consultant to enter the Airport as required for the Consultant to perform his work under this Agreement.
- Sponsor shall examine documents presented by the Consultant and render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of the Consultant.
- Protection of Mead & Hunt-supplied digital information or data, if any, from contamination, misuse, or changes.
- Provide Computer-Aided Drafting and Design (CADD) drawings of the airport's current Sign and Marking Plan.
- Provide CADD drawings of the airport's current Airport Diagram.
- Provide CADD drawings of the airport's current ALP.

WORK NOT INCLUDED IN THE SCOPE OF SERVICES

The following items are excluded from this agreement and are anticipated to be provided by Mead & Hunt, Inc. in a subsequent agreement.

- Land Acquisition Services
- Coordination as a Result of Cultural Discoveries
- Tribal Coordination

- CA Services Past 45 calendar days, 6 days/week, 12 hrs/day
- Creation of the Airport's Sign and Marking Plan
- Construction Staking

PROJECT SCHEDULE

- Construction to begin Fall 2026 (contingent on FAA process completion).
- Construction substantial completion by Fall 2027.

Exhibit B: Aviation Services Construction Administration Workslope

AIRPORT: Minot International Airport
LOCATION: Minot, ND
AIP PROJECT NO. 3-38-0037-080-2026
PROJECT DESCRIPTION: Taxiway B Reconstruction

PROJECT NUMBER: 2843300-261153.01
DATE: 4/16/26
REV. NO:

TASK		Engineering Fee
TASK 2026-01 - PROJECT MANAGEMENT		
2026-01.1	Project Scoping	\$18,092.00
2026-01.2	Prepare Contracts and Subcontracts	\$5,058.00
2026-01.3	Project Coordination	\$37,480.00
2026-01.4	Prepare Invoices	\$4,888.00
2026-01.5	Grand Administration Assistance	\$5,250.00
	Expenses	\$390.00
TOTAL		\$71,158.00
TASK 2026-02 CONSTRUCTION SERVICES		
2026-02.1	Preconstruction	\$30,210.00
2026-02.2	Construction Administration (CA) Services	\$93,505.00
2026-02.3	Construction Observation	\$149,950.00
2026-02.4	Survey and Testing	\$41,736.00
	Expenses	\$25,275.00
TOTAL		\$340,676.00
TASK 2026-03 - POST CONSTRUCTION SERVICES		
2026-03.1	Asbuilts, Manuals and Materials	\$16,242.00
2026-03.2	Airport Documents	\$5,804.00
	Expenses	\$0.00
TOTAL		\$22,046.00
TASK 2026-04 PROJECT CLOSEOUT		
2026-04.1	Prepare Closeout Report	\$6,402.00
	Expenses	\$0.00
TOTAL		\$6,402.00
TOTAL MEAD & HUNT FEES		\$440,282.00

DIRECT SUB CONSULTANTS	Fee
Topographic Surveying (QA)	\$75,000.00
Topographic Surveying (QC)	\$0.00
Testing (QA)	\$30,000.00
SEH Engineer of Record	\$10,000.00
Expenses	\$0.00
TOTAL DIRECT SUB CONSULTANTS	\$115,000.00

TOTAL MEAD & HUNT FEES	\$440,282.00
TOTAL DIRECT SUB CONSULTANTS	\$115,000.00

TOTAL ENGINEERING FEES	\$555,282.00
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		Senior Project Manager \$351.00	Senior Engineer \$299.00	Engineer III \$192.00	Engineer II \$174.00	Engineer I \$143.00	Technician IV \$174.00	Registered Land Surveyor \$171.00	Project Assistant III \$139.00	Planner III \$192.00	Total Hours/Cost	Cost Summary	
Rate Hours													
TASK 2026-01 - PROJECT MANAGEMENT													
2026-01.1	Project Scoping												
	Meetings	4	4	4	0	0	0	0	0	0	12	\$3,368.00	
	Project Scope of Work and Proposal	4	24	32	0	0	0	0	0	0	60	\$14,724.00	
	Estimated Total Man-hours	8	28	36	0	0	0	0	0	0	72		
	Summary Costs	\$2,808.00	\$8,372.00	\$6,912.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,092.00	\$18,092.00	
2026-01.2	Prepare Contracts and Subcontracts												
	Consultant Contract	1	8	0	0	0	0	0	0	0	9	\$2,743.00	
	Subconsultant Contracts	1	4	4	0	0	0	0	0	0	9	\$2,315.00	
	Estimated Total Man-hours	2	12	4	0	0	0	0	0	0	18		
	Summary Costs	\$702.00	\$3,588.00	\$768.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,058.00	\$5,058.00	
2026-01.3	Project Coordination												
	Schedule	0	32	8	0	0	0	0	0	0	40	\$11,104.00	
	Meetings	4	16	16	0	0	0	0	0	0	36	\$9,260.00	
	Capital Improvement Plan	4	32	32	0	0	0	0	0	0	68	\$17,116.00	
	Estimated Total Man-hours	8	80	56	0	0	0	0	0	0	144		
	Summary Costs	\$2,808.00	\$23,920.00	\$10,752.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,480.00	\$37,480.00	
2026-01.4	Peapare Invoices												
	Invoicing	2	10	0	0	0	0	0	0	0	12	\$3,692.00	
	Budgeting	0	4	0	0	0	0	0	0	0	4	\$1,196.00	
	Estimated Total Man-hours	2	14	0	0	0	0	0	0	0	16		
	Summary Costs	\$702.00	\$4,186.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,888.00	\$4,888.00	
2026-01.5	Grand Administration Assistance												
	Grant Application	0	2	2	0	0	0	0	0	0	4	\$982.00	
	Reimbursement documentation	0	4	16	0	0	0	0	0	0	20	\$4,268.00	
	Estimated Total Man-hours	0	6	18	0	0	0	0	0	0	24		
	Summary Costs	\$0.00	\$1,794.00	\$3,456.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,250.00	\$5,250.00	
	Expenses												
	Airfare per Trip	0	0	0	0	0	0	0	0	0	0 Trip	\$800.00	\$0.00
	Car/Pickup per Day	0	0	2	0	0	0	0	0	0	2 Day	\$120.00	\$240.00
	Lodging per Night	0	0	0	0	0	0	0	0	0	0 Night	\$160.00	\$0.00
	Mileage per Mile	0	0	0	0	0	0	0	0	0	0 Mile	\$0.73	\$0.00
	Meals per Meal	2	2	2	0	0	0	0	0	0	6 Meal	\$25.00	\$150.00
	Printing per Each	0	0	0	0	0	0	0	0	0	0 Each	\$1.00	\$0.00
	Survey Vehicle per Mile	0	0	0	0	0	0	0	0	0	0 Mile	\$0.84	\$0.00
	Postage per Each	0	0	0	0	0	0	0	0	0	0 Each	\$10.00	\$0.00
	Fuel per Day	0	0	0	0	0	0	0	0	0	0 Day	\$30.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Total Expenses											\$390.00	
	TASK 2026-01 - PROJECT MANAGEMENT TOTAL												\$71,158.00

TASK 2026-02 CONSTRUCTION SERVICES												
2026-02.1	Preconstruction											
	Internal Project Kickoff Meeting	2	2	4	0	0	0	0	0	0	8	\$2,068.00
	Preconstruction Conference	4	12	12	0	0	0	0	0	0	28	\$7,296.00
	Tenant Engagement	2	4	16	0	0	0	0	0	0	22	\$4,970.00
	Prepare Construction Management Plan (CMP)	0	8	40	0	0	0	0	0	0	48	\$10,072.00
	Prepare Project Files	0	4	24	0	0	0	0	0	0	28	\$5,804.00
	Estimated Total Man-hours	8	30	96	0	0	0	0	0	0	134	
	Summary Costs	\$2,808.00	\$8,970.00	\$18,432.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,210.00	\$30,210.00
2026-02.2	Construction Administration (CA) Services											
	Construction Management	4	32	40	0	0	0	0	0	0	76	\$18,652.00
	Project Meeting and Communication	0	24	40	0	0	0	0	14	0	78	\$16,802.00
	Review Materials Submittals for Compliance	0	8	24	0	0	0	0	0	0	32	\$7,000.00
	Request for Information	0	8	24	0	0	0	0	0	0	32	\$7,000.00
	Request for Cost Proposals	0	8	24	0	0	0	0	0	0	32	\$7,000.00
	Field Directives	0	8	24	0	0	0	0	0	0	32	\$7,000.00
	Contract Change Orders	0	8	24	0	0	0	0	0	0	32	\$7,000.00
	Review of Quality Control/Quality Assurance Tests	0	2	16	0	0	0	0	0	0	18	\$3,670.00
	Certified Payroll and Davis Bacon Requirements	0	2	16	0	0	0	0	16	0	34	\$5,894.00
	Monthly Applications for Payment	0	4	24	0	0	0	0	0	0	28	\$5,804.00
	Substantial Completion and Punch List	0	4	12	0	0	0	0	0	0	16	\$3,500.00
	Final Completion and Documentation	0	4	12	0	0	0	0	0	0	16	\$3,500.00
	FAA Form 7460	0	1	2	0	0	0	0	0	0	3	\$683.00
	Estimated Total Man-hours	4	113	282	0	0	0	0	30	0	429	
	Summary Costs	\$1,404.00	\$33,787.00	\$54,144.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,170.00	\$0.00	\$93,505.00	\$93,505.00

		Rate Hours	Senior Project Manager \$351.00	Senior Engineer \$299.00	Engineer III \$192.00	Engineer II \$174.00	Engineer I \$143.00	Technician IV \$174.00	Registered Land Surveyor \$171.00	Project Assistant III \$139.00	Planner III \$192.00	Total Hours/Cost	Cost Summary	
2026-02.3														
2.3A	Construction Observation													
	Resident Project Representative													
	Field Inspection		5	45	15									
	Hours per Day		10	12	12									
	Estimated Total Man-hours	0	50	540	180	0	0	0	0	0	0	770		
	Summary Costs	\$0.00	\$14,950.00	\$103,680.00	\$31,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$149,950.00	\$149,950.00	
2026-02.4														
	Survey and Testing													
	Survey - QA	0	8	60	0	0	0	0	0	0	0	68	\$13,912.00	
	Survey - QC	0	8	60	0	0	0	0	0	0	0	68	\$13,912.00	
	Testing - QA	0	8	60	0	0	0	0	0	0	0	68	\$13,912.00	
	Estimated Total Man-hours	0	24	180	0	0	0	0	0	0	0	204		
	Summary Costs	\$0.00	\$7,176.00	\$34,560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,736.00	\$41,736.00	
	Expenses													
	Airfare per Trip	0	0	0	0	0	0	0	0	0	0	0 Trip	\$800.00	\$0.00
	Car/Pickup per Day	0	5	45	15	0	0	0	0	0	0	65 Day	\$120.00	\$7,800.00
	Lodging per Night	0	5	45	15	0	0	0	0	0	0	65 Night	\$160.00	\$10,400.00
	Mileage per Mile	0	0	0	0	0	0	0	0	0	0	0 Mile	\$0.73	\$0.00
	Meals per Meal	0	15	135	45	0	0	0	0	0	0	195 Meal	\$25.00	\$4,875.00
	Printing per Each	0	0	200	0	0	0	0	0	0	0	200 Each	\$1.00	\$200.00
	Survey Vehicle per Mile	0	0	0	0	0	0	0	0	0	0	0 Mile	\$0.84	\$0.00
	Postage per Each	0	0	5	0	0	0	0	0	0	0	5 Each	\$10.00	\$50.00
	Fuel per Day	0	5	45	15	0	0	0	0	0	0	65 Day	\$30.00	\$1,950.00
	Other	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Total Expenses												\$25,275.00	
	TASK 2026-02 CONSTRUCTION SERVICES TOTAL												\$340,676.00	

TASK 2026-03 - POST CONSTRUCTION SERVICES													
2026-03.1	Asbuilts, Manuals and Materials												
	Prepare Record Drawings	0	0	20	8	0	0	0	0	0	28	\$5,232.00	
	Equipment Manuals	0	0	4	0	0	0	0	0	0	4	\$768.00	
	Final Construction Report	0	2	40	0	0	0	0	0	0	42	\$8,278.00	
	Coordination	0	4	4	0	0	0	0	0	0	8	\$1,964.00	
	Estimated Total Man-hours	0	6	68	8	0	0	0	0	0	82		
	Summary Costs	\$0.00	\$1,794.00	\$13,056.00	\$1,392.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,242.00	\$16,242.00	
2026-03.2	Airport Documents												
	ADIP	0	0	0	0	0	0	0	0	0	0	\$0.00	
	ALP	0	0	0	0	0	0	0	0	0	0	\$0.00	
	Airfield Signage and Marking Plan	0	2	12	0	0	0	0	0	0	14	\$2,902.00	
	Airport Diagram	0	2	12	0	0	0	0	0	0	14	\$2,902.00	
	Estimated Total Man-hours	0	4	24	0	0	0	0	0	0	28		
	Summary Costs	\$0.00	\$1,196.00	\$4,608.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,804.00	\$5,804.00	
	Expenses												
	Airfare per Trip	0	0	0	0	0	0	0	0	0	0 Trip	\$800.00	\$0.00
	Car/Pickup per Day	0	0	0	0	0	0	0	0	0	0 Day	\$120.00	\$0.00
	Lodging per Night	0	0	0	0	0	0	0	0	0	0 Night	\$160.00	\$0.00
	Mileage per Mile	0	0	0	0	0	0	0	0	0	0 Mile	\$0.73	\$0.00
	Meals per Meal	0	0	0	0	0	0	0	0	0	0 Meal	\$25.00	\$0.00
	Printing per Each	0	0	0	0	0	0	0	0	0	0 Each	\$1.00	\$0.00
	Survey Vehicle per Mile	0	0	0	0	0	0	0	0	0	0 Mile	\$0.84	\$0.00
	Postage per Each	0	0	0	0	0	0	0	0	0	0 Each	\$10.00	\$0.00
	Fuel per Day	0	0	0	0	0	0	0	0	0	0 Day	\$30.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
												Total Expenses	\$0.00
	TASK 2026-03 - POST CONSTRUCTION SERVICES TOTAL												\$22,046.00

	Rate Hours	Senior Project Manager \$351.00	Senior Engineer \$299.00	Engineer III \$192.00	Engineer II \$174.00	Engineer I \$143.00	Technician IV \$174.00	Registered Land Surveyor \$171.00	Project Assistant III \$139.00	Planner III \$192.00	Total Hours/Cost		Cost Summary
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TASK 2026-04 PROJECT CLOSEOUT													
2026-04.1	Prepare Closeout Report												
	Develop Closeout Report	0	4	20	0	0	0	0	0	0	24		\$5,036.00
	Coordination	0	2	4	0	0	0	0	0	0	6		\$1,366.00
	Estimated Total Man-hours	0	6	24	0	0	0	0	0	0	30		
	Summary Costs	\$0.00	\$1,794.00	\$4,608.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,402.00		\$6,402.00
	Expenses											Rate	
	Airfare per Trip	0	0	0	0	0	0	0	0	0	0 Trip	\$800.00	\$0.00
	Car/Pickup per Day	0	0	0	0	0	0	0	0	0	0 Day	\$120.00	\$0.00
	Lodging per Night	0	0	0	0	0	0	0	0	0	0 Night	\$160.00	\$0.00
	Mileage per Mile	0	0	0	0	0	0	0	0	0	0 Mile	\$0.73	\$0.00
	Meals per Meal	0	0	0	0	0	0	0	0	0	0 Meal	\$25.00	\$0.00
	Printing per Each	0	0	0	0	0	0	0	0	0	0 Each	\$1.00	\$0.00
	Survey Vehicle per Mile	0	0	0	0	0	0	0	0	0	0 Mile	\$0.84	\$0.00
	Postage per Each	0	0	0	0	0	0	0	0	0	0 Each	\$10.00	\$0.00
	Fuel per Day	0	0	0	0	0	0	0	0	0	0 Day	\$30.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Total Expenses												\$0.00
TASK 2026-04 PROJECT CLOSEOUT TOTAL													\$6,402.00



TO



APPROVAL AND ACCEPTANCE: Approval and acceptance of the TASK ORDER including any attachments shall incorporate this document as part of the CONTRACT. All work and services defined in this TASK ORDER shall be performed in accordance with the terms and conditions of the aforementioned CONTRACT.

Accepted by: CITY OF MINOT, ND

Approved by: MEAD AND HUNT, INC.

By: _____

Name: Mark Jantzer

Title: Mayor

*The above person is authorized to sign for Client
and bind the Client to the terms hereof.*

Date: _____

By: _____

Name: Jennifer Boehm

Title: Project Manager

Date: 5/4/26

Approval: _____

Name: David Lakefield

Date: _____

Approval: _____

Authorized Reviewer Signature

Name: Jon Scrapper

Title: 5/4/26

Attestation:

By: _____

Name: Mikayla McWilliams

Title: City Clerk

Date: _____



TO: Mayor and Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: May 4, 2026

SUBJECT: **RUNWAY 8-26 REHABILITATION - WEST (PHASE 2) PROJECT
CONTRACT – CONSTRUCTION ADMINISTRATION SERVICES (AIP 3-
38-0037-081-2026)**

I. RECOMMENDED ACTION

It is recommended City Council:

- 1. Approve the Phase 2 Runway 8-26 Rehabilitation (West) – Construction Administration Services proposal to be conducted by Mead & Hunt, pending grant funding;**
- 2. Direct staff to apply for federal and state grants;**
- 3. Accept the grants if awarded; and**
- 4. Authorize the Mayor, Airport Director, City Attorney, and Finance Director to sign the agreement, the grants, and other applicable documents.**

II. DEPARTMENT CONTACT PERSONS

Maria Romanick, Operations & Maint. Manager, 701-420-4503
Jessica Long, Business & Development Man., 701-857-4725

III. DESCRIPTION

A. Background

Runway 8/26 and Taxiway B are in need of rehabilitation and do not meet current FAA design guidelines. Since April 2022, the FAA, airport staff, and SEH have worked together on developing design alternatives to meet the FAA's current safety design requirements. The Part 77 airspace, taxiway geometry, easements, and runway pavement structures were all assessed as part of the preliminary study.

B. Proposed Project

The project has been split into three phases to align with available federal funding:

- Phase 1: Taxiway B Reconstruction;

- Phase 2: Rehabilitation of Runway 8-26 (West) and its associated safety areas; and
- Phase 3: Rehabilitation of Runway 8-26 (East) and its associated safety areas, Taxiway D2 & D3 reconstruction, runway lighting and navigational aids replacement

The overall project was planned to meet FAA design standards including RPZ interim guidance. Additionally, this project fixes one of two Hot Spots (areas of documented cases of or potential for runway incursions or loss of situational awareness) to crosswind Runway 8/26 at the airport. This Hot Spot is caused by both an in-line taxiway to the runway and the intersection of Taxiway B to the Runway 8 end not being at a 90-degree angle with the runway end. Both are considered non-standard conditions and do not meet current FAA design guidelines.

Hot Spot 2 is the intersection of Runway 8/26 and Taxiway C, which will need to be addressed in a future project.

C. Recommendation Detail

The FAA has requested all FFY2026 AIP entitlement grant applications be submitted by May 1, 2026.

Although SEH is the Engineer of Record as approved at the City Council meeting on May 17, 2021. Mead and Hunt will become the Engineer of Record during the construction phases of this project.

IV. IMPACT

A. Service/Delivery Impact:

The rehabilitation of Runway 8-26 (West) will allow the Minot International Airport to maintain federal safety regulations and continue safe and long-lasting operations at the commercial terminal and for the general aviation users.

B. Fiscal Impact

\$13,350,000 was in the approved budget for 2026 for all three phases. The updated engineer's cost for this phase of the project is outlined below. Funding will be received from federal, state, and local funding as outlined below.

Project Costs

Construction Administration — \$529,422.00

Project Funding

FAA (95%) - \$502,950.90

State (2.5%) - \$13,235.55

Local Infrastructure (2.5%) - \$13,235.55

VI. ALTERNATIVES

City Council could recommend not completing the rehabilitation of Runway 8-26 (West). The result will be increased costs to reconstruct Runway 8-26 in later years and continued violation of current FAA design standards. Additionally, if the pavement fails the City will need to temporarily close the surfaces until the appropriate repairs or reconstruction can be completed.

City Council could recommend the use of other funding sources to pay for the project including: sales tax, property tax levy, etc.

TASK ORDER #2026-02
TO
PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT

BETWEEN: City of Minot (“CLIENT”)
Minot, ND 58703

AND: Mead and Hunt, Inc. (“CONSULTANT”)
A Wisconsin Corporation

TASK ORDER EFFECTIVE DATE:

RECITALS

This is the 2026-02 Task Order to the PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT dated effective May 4, 2026 between the CLIENT and CONSULTANT (“CONTRACT”).

AGREEMENT

1. Services to be provided. The Scope of Services is to: Phase 4 – Runway 8-26 Rehabilitation (West). The full Scope of Services is defined in Exhibit A.
2. Schedule. The project shall be completed December 2027.
3. Consideration. The services shall be provided for the time and expense of \$529,422, as described in Exhibit B. Progress payments shall be made in accordance with the CONTRACT.

APPROVAL AND ACCEPTANCE: Approval and acceptance of the TASK ORDER including any attachments shall incorporate this document as part of the CONTRACT. All work and services defined in this TASK ORDER shall be performed in accordance with the terms and conditions of the aforementioned CONTRACT.

Accepted by: CITY OF MINOT, ND

Approved by: MEAD AND HUNT, INC.

By: _____

By: _____

Name: _____

Name: Jennifer Boehm

Title: _____

Title: Project Manager

*The above person is authorized to sign for Client
and bind the Client to the terms hereof.*

Date: _____

Date: 5/4/26

Approval: _____

Authorized Reviewer Signature

Name: Jon Scraper

Title: 5/4/26

Exhibit A - Aviation Services CA Work Scope
Phase 4 - Runway 8-26 Rehabilitation (West)
Minot International Airport, Minot, ND
AIP Project Number: 3-38-0037-081-2026
Project Number: 2843300-261310.01
April 8, 2026

Project Description

This scope of services details the tasks that Mead & Hunt, Inc. (Consultant) will perform to provide the Minot International Airport (Airport/Sponsor) with Phase 4 - Runway 8-26 Rehabilitation (West) Construction Administration (CA) services. The project was previously designed by a third-party firm and consists of Phase 4 including the rehabilitation (mill/overlay) of the west side of RW 8-26 and a portion of TW C, grading, drainage, pavement markings, lighting and signage. It is anticipated that the FAA will award the construction grant in the Fall of 2026, in advance of the Airport issuing the Notice to Proceed (NTP) for this scope of work. Construction for the project is anticipated to begin in the Fall of 2026. The contract is expected to achieve Substantial Completion by Fall 2027. The construction administration task will include survey, testing and Resident Project Representative (RPR) services as outlined in this scope of work.

PHASE 2026-01. Project Management

Project management tasks will occur throughout the life of the project and consist of (but not limited to) the following activities:

01.1 Project Scoping

A. Meetings with the Sponsor

Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters and shall meet with FAA and state if needed and other concerned agencies and parties on matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor. It is anticipated that there will be a maximum of 4 meetings with the Sponsor over the course of the project.

B. Prepare Project Scope of Work and Proposal

This includes preparing the scope of work and fee proposal and negotiating the contract scope and fee with the Sponsor. This also includes coordination with subconsultants for scopes and fees. Anticipated subconsultants include AE2S, Terracon and SHE. Consultant will submit the initial project scope of services electronically to the Airport and the FAA for review and comment. The Consultant will revise the scope of services and send it electronically along with a blank fee spreadsheet in Excel format to the Sponsor for establishment of an independent fee estimate (if required). Transmittal to an optional third-party consultant for the independent fee estimate (IFE) will be the responsibility of the Sponsor.

01.2 Prepare Contract and Subcontracts

The Consultant will prepare the Consultant-Sponsor contract and individual subconsultant contracts.

01.3 Project Coordination (coordination with Sponsor, State, FAA, Airport Tenants, etc.)

- A. Consultant shall coordinate with the subconsultants, sponsor, State, FAA and other applicable agencies to complete the work elements.
- B. Consultant shall coordinate with airfield tenants on applicable project elements that impact airfield users (pavement closures, restrictions, working limits, etc.). Meetings, emails, or handouts will be provided as applicable.
- C. Consultant shall coordinate with Sponsor on required updates to the Airport's Capital Improvement Program (CIP).

01.4 Prepare Invoices

The PM will maintain a project budget table to track costs on a monthly basis. At the beginning of each month, the PM will review accrued costs from the previous month and work with accounting staff to prepare invoices for the Sponsor. The PM will also review subconsultant invoices.

01.5 Grant Administration Assistance

This task shall include assisting the Owner with the necessary documents tracking project progress to make periodic draws on the grant(s) and will include the following:

- Calculate cost summary included in the grant(s) draw request.
- Assemble supporting documentation, such as invoices, estimates, etc.
- Complete FAA Form 5100-100, Application for Federal Assistance (Construction Programs).
- Complete FAA Form SF 271, Outlay Report and Request for Reimbursement for Construction Programs.
- Complete annual and final FAA Form SF 425, Federal Financial Report
- Complete quarterly performance reports

PHASE 2026-02. Construction Services

This phase of the work scope includes all basic services rendered after the award of a construction contract. The construction contract is 40 calendar days. Resident Project Representative (RPR) services are assumed for each day of the project's duration for a total of 40 calendar days. The RPR is anticipated to be onsite for 12 hrs/day. Construction Administration tasks begin with contracting and continue throughout the duration of the project and closeout.

2026-02.1 PRE-CONSTRUCTION

A. Internal Project Kickoff Meeting

The PM will prepare for and conduct a meeting, up to one (1) hour, with the internal CA team (anticipated to consist of PM, Senior Associate, RPR, etc.), to present the project, project budget, major project elements, and internal protocol.

B. Pre-Construction Conference

Consultant shall arrange for and conduct the pre-construction conference. The project manager and the resident project representative (RPR) will establish this meeting to review project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include a member of the PM team, RPR, airport representative (s), FAA, SSC, ATC, contractor, and subcontractors. This task will include the following:

- Schedule meeting, send invitations, provide meeting materials, and prepare pre-meeting exhibits and materials.
- Obtain and review the project construction schedules from the contractor or contractors prior to presentation at the preconstruction conference.
- Provide the contractor with a list of required submittals that they must provide and discuss at the pre-construction conference.
- Discuss Construction Safety and Phasing Plan (CSPP) and Safety Plan Compliance Document (SPCD) requirements with the contractor.
- Preside at the pre-construction conference, prepare a detailed record of the conference and distribute the final record.

Meetings:

- The Consultant will conduct a pre-construction conference. This meeting will be attended by up to four (4) consultant/subconsultant staff for two (2) hours and require travel for two (2). The meeting will require two (2) hours of meeting and document preparation for two (2) Consultant staff.

C. Tenant Engagement Meeting

Consultant shall arrange for and conduct an airport tenant engagement meeting prior to the beginning of construction. The Consultant will establish this meeting to review project specific elements that may affect local tenants at the airport. The meeting will be conducted at the Airport and will include a member of the PM team, RPR, and airport representative (s). This task will include the following

- Schedule meeting, send invitations, provide meeting materials, and prepare pre-meeting exhibits and materials.
- Discuss Construction Safety and Phasing Plan (CSPP)
- Discuss elements that may impact airport tenants including but not limited to airfield pavement closures, restrictions, alternative taxi routes, etc.

Meetings:

- The Consultant will conduct a Tenant Engagement Meeting. This meeting will be attended by up to two (2) Consultant staff for one (1) hour and require travel for one (1). The meeting will require two (2) hours of meeting and document preparation for (1) Consultant staff.

D. Construction Management Plan (CMP)

The Consultant will obtain the Contractor's QC Plan and will subsequently prepare the CMP. The CMP combines data from the QC Plan with information of Project responsibilities from the

Sponsor and Consultant. The CMP will outline the submittal requirements and materials testing requirements, as set forth in the construction documents and contained in FAA Advisory Circular (AC) 150/5370-10H, Standard Specifications for Construction of Airports. The CMP will summarize the types and frequency of testing required for quality acceptance, in addition to the credentials of those performing the testing. A preliminary copy of the CMP will be submitted to the Sponsor and FAA for approval.

E. Prepare Project Files

The consultant will verify the construction contracts are in order, the contractor has met or made a good-faith effort toward Disadvantaged Business Enterprise (DBE) goals, the contractor has provided proof of insurance, and the bonds have been completed, and the contractor has been provided with adequate copies of the construction plans. The Consultant will verify that construction plans are updated to include all addenda items issued during bidding.

2026-02.2 CONSTRUCTION ADMINISTRATION (CA) SERVICES

A. Construction Management

The engineer agrees to provide the management engineering services required for the execution of the contracted work. A project manager (PM) will be assigned to the project and will be responsible for the overall administration and review of construction progress.

The PM will review the project throughout construction and a member of the PM team will make periodic site visits to monitor construction activities. These services shall include, but are not limited to, the following:

- Check construction activities to evaluate compliance with plans, specifications and CSPP.
- Supervise and coordinate sub-consultant contracts for field inspection and testing.
- Review all final pay estimates and explanation of variation between the contract and final quantities.
- Review weekly progress reports.
- Meet with the Owner for consultation and advice during construction.
- Assist Owner with preparing reimbursement requests from grant projects.
- Attend the final construction inspection and make recommendations for acceptance of work.
- Verify all testing required by the specifications is performed
- Monitor contractor's compliance with Disadvantaged Business Enterprise program.

B. Project Meetings and Communication

The Consultant will participate in various meetings and calls during Task 2026-2. Meetings and communication items will be as follows:

- Weekly Construction Progress Meetings
The Consultant will conduct weekly construction progress meetings with the Sponsor and Contractor to discuss safety, schedule, work progress, action items, documentation, and other items necessary to track construction progress. The

nature of the meetings will be established during the pre-construction conference, with a physical in-person location determined. The Consultant, subcontractors, testing firms, and FAA representatives may attend the meetings. The Consultant will prepare an agenda and minutes to support each meeting. Additional attendees may include airport operations, ARFF, SSC, etc. at the discretion of the Sponsor and/or when changes to work elements impact their operations.

Meetings:

- The Consultant will conduct weekly Construction Progress Meetings. These meetings will be attended by up to three (3) consultant staff for one (1) hours and require travel for one (1). The meeting will require one (1) hour of meeting and document preparation for (1) Consultant staff. Up to 6 weekly construction progress meetings are anticipated during construction.
- General Communication with Sponsor and Contractor
The Consultant will communicate with the Sponsor and Contractor throughout construction via phone calls or email in addition to the meetings herein.
- General Communication with the FAA
The Consultant will communicate with the FAA throughout construction to facilitate items in the construction package via phone calls or emails in addition to the meetings herein. The Consultant will not perform design work.
- Flight Check Coordination
The Consultant will coordinate with the Sponsor and FAA to schedule and complete a flight check for the constructed PAPIs and MIRLs. Coordination efforts shall include, at a minimum, preparation and submittal of required documentation, schedule coordination with the FAA Flight Program Operations for final flight inspection services, and coordination with the Sponsor and Contractor for flight check results and any required modifications.
- General Communication with Airport Tenants
The Consultant will communicate with the Sponsor and provide documentation for disbursement to airfield tenants regarding potential impacts to airfield operations (pavement closures, restrictions, etc.) A construction notice and periodic construction updates will be provided for disbursement during construction.

C. Review Material Submittals for Compliance

The Consultant will review Contractor-submitted material cut sheets, mix designs, shop drawings, and certificates for compliance with Plans and Specifications. The CONSULTANT will maintain a submittal checklist, which tracks the date received from the Contractor, the date returned to the Contractor, and the most recent acceptance / rejection of the submittal.

D. Requests for Information (RFIs)

The Consultant will prepare written responses to Contractor RFIs to clarify design intent. Depending on the RFI, the response may require review of documentation not included in the Contract Documents as well as coordination with and review by the original designing firm, additional Consultant staff, Sponsor, or FAA.

E. Requests for Cost Proposals (RFCPs)

The Consultant will prepare RFCPs if additional work is anticipated or desired, either due to unforeseen site conditions, Sponsor request for additional work, or as otherwise necessary to complete the original intended work. The RFCP(s) will include a description of change, quantity estimates, and exhibits to illustrate the change. The Consultant will send the RFCP to the Contractor to provide a cost proposal. The Consultant and the Sponsor will then review the cost proposal to determine if it is reasonable and follow up with negotiations. The Consultant will communicate the proposed change and cost to the FAA and Sponsor for their concurrence prior to authorizing the work. Depending on the determination, the Consultant will prepare a field directive or change order as described below.

F. Field Directives

The Consultant will prepare Field Directives to formalize instructions that are not otherwise stated in the Project Plans or Specifications. The field directive will include a description of change, quantity estimates, cost estimate, time allotment, and reference the related RFCP, as applicable.

G. Contract Change Orders (CCOs)

The Consultant will prepare CCOs to formalize changes to the Contract cost. The CCO will consist of a Consultant-prepared form that will include a table of the bid items that changed in quantity, or new bid items that were created to capture the CCO cost. Documentation to support the CCO will be attached to the form, and typically includes: justification, eligibility, cost analysis, RFCPs, field directives, Contractor time-and-expense reports, authorizing emails, and exhibits. CCOs will be submitted to the Sponsor and Contractor for review and signature and then be submitted to the FAA by the Consultant or the Sponsor. CCOs that require new design elements are not included in this scope of services.

H. Review of Quality Control (QC) / Quality Assurance (QA) Test Results

The Consultant will review QC test results provided by the Contractor and QA results provided by the Quality Assurance Testing Subconsultant to determine conformance with the Project Plans and Specifications. The Consultant will coordinate with the Sponsor and Contractor to establish corrective actions as required by the specifications.

I. Certified Payroll and Davis Bacon Requirements

Consultant will review Contractor-submitted payroll reports and monitor Contractor's compliance with paying employees per the Davis-Bacon Act requirements. Employee pay rates will be cross-checked with wage rate interviews where available.

The Contractor is responsible for the submission of copies of payrolls for all employees as well as all subcontractors. Contractor will submit these documents to the Consultant.

Certified payroll must be submitted, reviewed, and accepted prior to payment to Contractor each month. Documents are expected to be complete and correct when submitted for review. Consultant will recommend withholding payment unless and until corrected payroll can be provided. Consultant does not warrant accuracy of Contractor-provided items and performs reviews in good faith of the accuracy and completeness of the Certified Payroll (CPR).

J. Monthly Applications for Payment

The Consultant will track quantities on a weekly basis based on RPR daily reports and provide to the Contractor for concurrence. Once per month, the Consultant will review progress billings submitted by the Contractor, prepare applications for payment using Consultant standard forms, and submit to the Sponsor for processing. The Consultant will maintain a tracking spreadsheet with the bid items, showing work complete for previous periods, current period, and total to date. This spreadsheet will be attached to the application for payment each month. An explanation of variation between the contract and pay quantities (if any) will be provided.

K. Substantial Completion Walk-Through and Punch List

The substantial completion walk-through will be scheduled to occur near the end of construction when the Contractor is still on-site and can easily mobilize to complete punch list items. The Consultant will conduct a walk-through with the Sponsor and the Contractor to determine whether the Project has reached substantial completion. The Consultant will document items found to be deficient, develop a punch list, and will provide the Contractor with a list of those items. The walk through will be attended by up to two (2) Consultant staff and require travel for two (2).

The Consultant will prepare and maintain a punch list to include the deficient items discovered prior to, during, and after the substantial completion walk-through. The PM will coordinate with the RPR to identify punch list items in advance of the walk-through and will continue to add and update items as they are identified and completed. The Consultant will send each punch list update to the Sponsor and Contractor. Upon completion of the walk-through, the Consultant will prepare a substantial completion letter summarizing the findings of the walk-through and outstanding items remaining for Project closeout.

L. Final Completion Walk-Through and Documentation

The final completion walk-through will be scheduled when the Contractor notifies the Sponsor in writing that all work has been completed in conformance with the Contract Documents and the Contract has been fully performed, as specified in the General Provisions, Section 10-79. The Consultant will conduct the Final Completion walk-through with the Sponsor and the Contractor to determine whether the Project can be accepted as complete. If deficiencies are noted, the Consultant will notify the Contractor in writing that additional efforts are needed to accept the Project as fully complete.

M. FAA Form 7460

Consultant will review the FAA-approved 7460's and their related determinations. It is assumed that all 7460 (and 7480) documentation has been submitted, approved, and summarily complied with. Therefore no 7460's will be prepared for this Project.

N. Engineer of Record Construction Administration Services

SEH will provide construction administration and support services that involve technical plan interpretations, responding to Requests for Information (RFI), change order assistance, and substitution reviews.

- SEH will provide Mead & Hunt with design clarifications and technical interpretations of the Contract Documents, and recommendations to assist Mead & Hunt and the Airport in resolving field problems relating to construction, via Requests for Information (RFI) submitted by the Contractor within three (3) business days (unless the Owner grants a time extension) within submission of the request. It is anticipated that a maximum of four (4) RFI's (based on experience of similar types of scope and scale of this project) may be received and responded to.

Any revisions to plans or specifications, not included in the design scope of work, requiring the Engineer of Record, are included in this scope as directed by Mead & Hunt or the Airport.

This work is limited to the content and scope of the Contract Documents. Any Mead & Hunt or Airport requested deviations from the content and scope of the Contract Documents may require a change to the project scope and additional fees.

- SEH will review, analyze, and respond to contractor requests for material, equipment, methodology, and other type substitutions during the project at the direction of Mead and Hunt. Requests for substitution responses will be approved by the Engineers of Record. It is anticipated that there will be a maximum of two (2) Substitution reviews.
- SEH will provide the following deliverables:
 - Conformed Documents – PDF Plans and Specifications
 - Digital Terrain Models files
 - Responses to RFI's, change orders and substitutions
 - Digital cad files for asbuilts and survey information

2026-02.3 CONSTRUCTION OBSERVATION

A. Resident Project Representative (RPR)

Duties under this task will include inspection and construction administration for the duration of the project. A dedicated RPR will be assigned. The RPR will be on-site to coordinate and schedule staff (including survey and testing), answer questions, observe quality control activities, process progress reports, and record as-built changes. Additionally, the RPR will monitor compliance with plans and specifications, collect field measurements, make entries in the

construction diary, assist in payment request processing, and report non-compliance issues to Owner.

The RPR shall maintain a construction diary to record the construction history of the project. The project diary should include, but not be limited to, the following information:

- Weather conditions
- Job site conditions
- Work in progress
- General location of work
- Equipment in use
- Contractors workforce and hours worked
- Delivered materials
- Tests performed
- Failed tests (if any) and action taken
- Instructions to contractors
- Record of visitors to project and verbal or written instructions given
- Record of telephone conversations and any verbal instructions received or authorizations granted
- Engineering field force activity and hours worked
- Any delays to construction and the reason for delays

RPR services shall include, but are not limited to, the following:

- Review that the construction survey layout is in accordance with "General Requirements and Covenants for Airport Construction" Section 50-06. The RPR shall observe and check surveys conducted by the contractor according to the plans and specifications.
- Coordinate survey and testing throughout construction with contractor and subcontractors.
- Inspect the project to monitor the contractor's compliance to the project plans and specifications. Interpret plans and specifications.
- Review shop drawings, contractor submitted certificates and material submittals for compliance with plans and specifications. Obtain/review any required Buy American Certifications on products used in the project.
- Make necessary acceptance tests according to the cited requirements and standard methods of FAA, ASTM, and AASHTO; record all test results on the appropriate forms; prepare a summary and disposition of all testing and materials inspection; and record all deviating tests. Conduct materials inspections and acceptance tests required by the FAA and observe and evaluate all such tests made by the contractor in the field and laboratory as necessary in accordance with plans and specifications. Monitor contractor's performance of the required quality control tests. The resident

engineer shall immediately alert the contractor and Owner of any non-compliance issues.

- Notify the contractor of any failure of the work or materials to conform to the requirements of the contract, plans, or specifications. The RPR may reject nonconforming materials and will notify the contractor to suspend any work in question, until such issues can be referred to the PM, Owner, and/or FAA for a final decision.
- Coordinate with the PM on any change orders needed on the project.
- Maintain daily records of the contractor's progress and activities during construction and include progress of all work. These records will document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the contractor, weather conditions, equipment use, labor requirements, safety problems, and required changes.
- Evaluate and determine the acceptability of substitute materials and equipment proposed by the contractor. Evaluate the contractor's suggestions to modify drawings or specifications and report those suggestions to the PM and Owner.
- Receive from contractor and review the required maintenance and operating instructions, schedules, guarantees, bonds, inspection certificates, tests, approvals, etc.
- Prepare contractor payment applications, records, payroll and final payment processing.
- Monitor the contractor's compliance with the Construction Operations and Safety Plan and immediately bring any non-compliance issues to the attention of the contractor.
- Coordinate closures with the contractor and the Owner. Any changes to the CSPP document shall be coordinated with the airport and FAA. If changes occur, a revised SPCD shall be provided by the contractor for the RPR and sponsor acceptance.
- Coordinate required NOTAMS with Sponsor, SSC, ATC and flight procedures.
- Establish and conduct weekly construction progress meetings with the contractor to discuss pertinent construction issues such as schedules, runway and taxiway closures, materials submittals, mix design approvals, and the need for traffic control or gate guards.
- Prepare weekly FAA reports documenting the progress of the project. The reports will be based on FAA form 5370-1, Construction Progress and Inspection.
- Flight Check Coordination with FAA, Airport, and Contractor
- Check in daily with the PM on the project.

2026-02.4 SURVEY AND TESTING

A. Survey

During construction, the Consultant shall provide Quality Assurance (QA) survey services as required by the Contract Documents to support the Owner's oversight of the Work. These services are intended to verify general conformance of the constructed work with the approved Plans and Specifications.

- **Quality Assurance (QA) Survey**

The Consultant shall perform independent QA survey services to verify the adequacy and reliability of QC survey results and overall conformance with the Contract Documents, including:

- Performing independent QA survey verification of critical construction elements at key milestones, including final grades, elevations, slopes, and alignments.
- Independently verifying selected QC survey results to confirm consistency and compliance with the Plans and Specifications.
- Reviewing QC survey documentation and comparing results against design requirements and specification tolerances.
- Documenting QA survey findings and reporting discrepancies or deficiencies to the Owner and RPR for resolution.
- Providing QA survey verification necessary to support acceptance decisions and record documentation, as required by the Contract Documents.

B. Quality Assurance Testing

The material testing services will be performed by the testing subconsultant in conformance with the project Specifications. The Consultant will be responsible for coordinating and scheduling QA material testing with the testing subconsultant throughout the construction duration.

The testing subconsultant will perform acceptance tests in accordance with the cited requirements and standard methods of FAA, ASTM, and AASHTO; record test results on the appropriate forms; prepare a summary and disposition of testing and material inspection; record deviating tests; conduct material inspections and acceptance tests required by the FAA and observe and evaluate such tests made by the Contractor in the field and laboratory as necessary in accordance with Plans and Specifications; and monitor Contractor's performance of the required quality control tests and furnish copies of test reports to the Consultant, for Consultant to provide to the Sponsor. Any non-compliance issues shall immediately be reported to the Contractor and Consultant.

This scope includes the following material testing and construction administration support by the Testing subconsultant:

- Review Contractor-submitted QC Program.
- Attend pre-construction conference.
- Conduct site visits and perform testing for the items as described in the Project Specifications.

PHASE 2026-03. Post Construction Services

2026-03.1 AS-BUILTS, MANUALS AND MATERIALS

A. Record Drawings

The RPR and Contractor will coordinate throughout construction to document field constructed conditions and markup the construction Plans in pdf format. The RPR will provide the Sponsor with a single compiled redlined pdf.

B. Equipment Manuals

The Consultant will review Contractor-provided equipment operation manuals. Consultant will collect and bind the approved PROJECT equipment manuals into one document for use by the Sponsor. The Sponsor will receive one (1) hard copy of the bound document.

C. Final Construction Report

Upon completion of construction, the Consultant will prepare and assemble the final construction report in conformance with FAA standards and requirements.

2026-03.2 AIRPORT DOCUMENTS

A. Airfield Signage and Marking Plan

The Consultant will update the Airfield Signage and Marking Plan, and provide a plan for review and approval by the FAA Cert Inspector and FAA.

B. Airport Diagram

The Consultant will update the Airport Diagram reflecting the current Airport geometry.

PHASE 2026-04. Closeout

Once the project is complete, a project closeout report will be prepared and assembled for each grant. The closeout report will meet the requirements of the FAA. The project closeout will be submitted to the FAA for final approval and grant reimbursement.

RESPONSIBILITIES OF MINOT INTERNATIONAL AIRPORT

The Sponsor and Consultant agree that the following items will be provided by the Sponsor. If these or any additional items are added to the Consultant's scope of work, they will be considered extra services and require a negotiated fee, and an Amendment to the contract.

- Sponsor shall issue Notices to Airmen (NOTAMs) and announcements regarding the impact of the Project on aviation activities.
- Sponsor shall provide access to and make provisions for the Consultant to enter the Airport as required for the Consultant to perform his work under this Agreement.
- Sponsor shall examine documents presented by the Consultant and render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of the Consultant.
- Protection of Mead & Hunt-supplied digital information or data, if any, from contamination, misuse, or changes.

- Provide Computer-Aided Drafting and Design (CADD) drawings of the airport's current Sign and Marking Plan.
- Provide CADD drawings of the airport's current Airport Diagram.
- Provide CADD drawings of the airport's current ALP.

WORK NOT INCLUDED IN THE SCOPE OF SERVICES

The following items are excluded from this agreement and are anticipated to be provided by Mead & Hunt, Inc. in a subsequent agreement.

- Land Acquisition Services
- Coordination as a Result of Cultural Discoveries
- Tribal Coordination
- CA Services Past 40 calendar days, 6 days/week, 12 hrs/day
- Creation of the Airport's Sign and Marking Plan
- Construction Staking

PROJECT SCHEDULE

- Construction to begin Fall 2026 (contingent on FAA process completion).
- Construction substantial completion by Fall 2027.

Exhibit B: Aviation Services Construction Administration Workslope

AIRPORT: Minot International Airport
LOCATION: Minot, ND
AIP PROJECT NO. 3-38-0037-081-2026
PROJECT DESCRIPTION: Runway 8-26 Rehabilitation - West

PROJECT NUMBER: 2843300-261153.01
DATE: 4/16/26
REV. NO:

TASK		Engineering Fee
TASK 2026-01 - PROJECT MANAGEMENT		
2026-01.1	Project Scoping	\$18,092.00
2026-01.2	Prepare Contracts and Subcontracts	\$5,058.00
2026-01.3	Project Coordination	\$37,480.00
2026-01.4	Prepare Invoices	\$4,888.00
2026-01.5	Grand Administration Assistance	\$5,250.00
	Expenses	\$390.00
TOTAL		\$71,158.00
TASK 2026-02 CONSTRUCTION SERVICES		
2026-02.1	Preconstruction	\$30,210.00
2026-02.2	Construction Administration (CA) Services	\$93,505.00
2026-02.3	Construction Observation	\$127,990.00
2026-02.4	Survey and Testing	\$41,736.00
	Expenses	\$21,375.00
TOTAL		\$314,816.00
TASK 2026-03 - POST CONSTRUCTION SERVICES		
2026-03.1	Asbuilts, Manuals and Materials	\$16,242.00
2026-03.2	Airport Documents	\$5,804.00
	Expenses	\$0.00
TOTAL		\$22,046.00
TASK 2026-04 PROJECT CLOSEOUT		
2026-04.1	Prepare Closeout Report	\$6,402.00
	Expenses	\$0.00
TOTAL		\$6,402.00
TOTAL MEAD & HUNT FEES		\$414,422.00

DIRECT SUB CONSULTANTS	Fee
Topographic Surveying (QA)	\$75,000.00
Topographic Surveying (QC)	\$0.00
Testing (QA)	\$30,000.00
SEH Engineer of Record	\$10,000.00
Expenses	\$0.00
TOTAL DIRECT SUB CONSULTANTS	\$115,000.00

TOTAL MEAD & HUNT FEES	\$414,422.00
TOTAL DIRECT SUB CONSULTANTS	\$115,000.00

TOTAL ENGINEERING FEES	\$529,422.00
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		Senior Project Manager \$351.00	Senior Engineer \$299.00	Engineer III \$192.00	Engineer II \$174.00	Engineer I \$143.00	Technician IV \$174.00	Registered Land Surveyor \$171.00	Project Assistant III \$139.00	Planner III \$192.00	Total Hours/Cost		Cost Summary
Rate Hours													
TASK 2026-01 - PROJECT MANAGEMENT													
2026-01.1	Project Scoping												
	Meetings	4	4	4	0	0	0	0	0	0	12		\$3,368.00
	Project Scope of Work and Proposal	4	24	32	0	0	0	0	0	0	60		\$14,724.00
	Estimated Total Man-hours	8	28	36	0	0	0	0	0	0	72		
	Summary Costs	\$2,808.00	\$8,372.00	\$6,912.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,092.00		\$18,092.00
2026-01.2	Prepare Contracts and Subcontracts												
	Consultant Contract	1	8	0	0	0	0	0	0	0	9		\$2,743.00
	Subconsultant Contracts	1	4	4	0	0	0	0	0	0	9		\$2,315.00
	Estimated Total Man-hours	2	12	4	0	0	0	0	0	0	18		
	Summary Costs	\$702.00	\$3,588.00	\$768.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,058.00		\$5,058.00
2026-01.3	Project Coordination												
	Schedule	0	32	8	0	0	0	0	0	0	40		\$11,104.00
	Meetings	4	16	16	0	0	0	0	0	0	36		\$9,260.00
	Capital Improvement Plan	4	32	32	0	0	0	0	0	0	68		\$17,116.00
	Estimated Total Man-hours	8	80	56	0	0	0	0	0	0	144		
	Summary Costs	\$2,808.00	\$23,920.00	\$10,752.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,480.00		\$37,480.00
2026-01.4	Peapare Invoices												
	Invoicing	2	10	0	0	0	0	0	0	0	12		\$3,692.00
	Budgeting	0	4	0	0	0	0	0	0	0	4		\$1,196.00
	Estimated Total Man-hours	2	14	0	0	0	0	0	0	0	16		
	Summary Costs	\$702.00	\$4,186.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,888.00		\$4,888.00
2026-01.5	Grand Administration Assistance												
	Grant Application	0	2	2	0	0	0	0	0	0	4		\$982.00
	Reimbursement documentation	0	4	16	0	0	0	0	0	0	20		\$4,268.00
	Estimated Total Man-hours	0	6	18	0	0	0	0	0	0	24		
	Summary Costs	\$0.00	\$1,794.00	\$3,456.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,250.00		\$5,250.00
	Expenses											Rate	
	Airfare per Trip	0	0	0	0	0	0	0	0	0	0 Trip	\$800.00	\$0.00
	Car/Pickup per Day	0	0	2	0	0	0	0	0	0	2 Day	\$120.00	\$240.00
	Lodging per Night	0	0	0	0	0	0	0	0	0	0 Night	\$160.00	\$0.00
	Mileage per Mile	0	0	0	0	0	0	0	0	0	0 Mile	\$0.73	\$0.00
	Meals per Meal	2	2	2	0	0	0	0	0	0	6 Meal	\$25.00	\$150.00
	Printing per Each	0	0	0	0	0	0	0	0	0	0 Each	\$1.00	\$0.00
	Survey Vehicle per Mile	0	0	0	0	0	0	0	0	0	0 Mile	\$0.84	\$0.00
	Postage per Each	0	0	0	0	0	0	0	0	0	0 Each	\$10.00	\$0.00
	Fuel per Day	0	0	0	0	0	0	0	0	0	0 Day	\$30.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Total Expenses												\$390.00
	TASK 2026-01 - PROJECT MANAGEMENT TOTAL												\$71,158.00

TASK 2026-02 CONSTRUCTION SERVICES												
2026-02.1	Preconstruction											
	Internal Project Kickoff Meeting	2	2	4	0	0	0	0	0	0	8	\$2,068.00
	Preconstruction Conference	4	12	12	0	0	0	0	0	0	28	\$7,296.00
	Tenant Engagement	2	4	16	0	0	0	0	0	0	22	\$4,970.00
	Prepare Construction Management Plan (CMP)	0	8	40	0	0	0	0	0	0	48	\$10,072.00
	Prepare Project Files	0	4	24	0	0	0	0	0	0	28	\$5,804.00
	Estimated Total Man-hours	8	30	96	0	0	0	0	0	0	134	
	Summary Costs	\$2,808.00	\$8,970.00	\$18,432.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,210.00	\$30,210.00
2026-02.2	Construction Administration (CA) Services											
	Construction Management	4	32	40	0	0	0	0	0	0	76	\$18,652.00
	Project Meeting and Communication	0	24	40	0	0	0	0	14	0	78	\$16,802.00
	Review Materials Submittals for Compliance	0	8	24	0	0	0	0	0	0	32	\$7,000.00
	Request for Information	0	8	24	0	0	0	0	0	0	32	\$7,000.00
	Request for Cost Proposals	0	8	24	0	0	0	0	0	0	32	\$7,000.00
	Field Directives	0	8	24	0	0	0	0	0	0	32	\$7,000.00
	Contract Change Orders	0	8	24	0	0	0	0	0	0	32	\$7,000.00
	Review of Quality Control/Quality Assurance Tests	0	2	16	0	0	0	0	0	0	18	\$3,670.00
	Certified Payroll and Davis Bacon Requirements	0	2	16	0	0	0	0	16	0	34	\$5,894.00
	Monthly Applications for Payment	0	4	24	0	0	0	0	0	0	28	\$5,804.00
	Substantial Completion and Punch List	0	4	12	0	0	0	0	0	0	16	\$3,500.00
	Final Completion and Documentation	0	4	12	0	0	0	0	0	0	16	\$3,500.00
	FAA Form 7460	0	1	2	0	0	0	0	0	0	3	\$683.00
	Estimated Total Man-hours	4	113	282	0	0	0	0	30	0	429	
	Summary Costs	\$1,404.00	\$33,787.00	\$54,144.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,170.00	\$0.00	\$93,505.00	\$93,505.00

		Rate Hours	Senior Project Manager \$351.00	Senior Engineer \$299.00	Engineer III \$192.00	Engineer II \$174.00	Engineer I \$143.00	Technician IV \$174.00	Registered Land Surveyor \$171.00	Project Assistant III \$139.00	Planner III \$192.00	Total Hours/Cost	Cost Summary	
2026-02.3	Construction Observation													
2.3A	Resident Project Representative													
	Field Inspection		5	40	10									
		Number of Days												
		Hours per Day	10	12	12									
	Estimated Total Man-hours	0	50	480	120	0	0	0	0	0	0	650		
	Summary Costs	\$0.00	\$14,950.00	\$92,160.00	\$20,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$127,990.00	\$127,990.00	
2026-02.4	Survey and Testing													
	Survey - QA	0	8	60	0	0	0	0	0	0	0	68	\$13,912.00	
	Survey - QC	0	8	60	0	0	0	0	0	0	0	68	\$13,912.00	
	Testing - QA	0	8	60	0	0	0	0	0	0	0	68	\$13,912.00	
	Estimated Total Man-hours	0	24	180	0	0	0	0	0	0	0	204		
	Summary Costs	\$0.00	\$7,176.00	\$34,560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,736.00	\$41,736.00	
	Expenses													
	Airfare per Trip	0	0	0	0	0	0	0	0	0	0	0 Trip	\$800.00	\$0.00
	Car/Pickup per Day	0	5	40	10	0	0	0	0	0	0	55 Day	\$120.00	\$6,600.00
	Lodging per Night	0	5	40	10	0	0	0	0	0	0	55 Night	\$160.00	\$8,800.00
	Mileage per Mile	0	0	0	0	0	0	0	0	0	0	0 Mile	\$0.73	\$0.00
	Meals per Meal	0	15	120	30	0	0	0	0	0	0	165 Meal	\$25.00	\$4,125.00
	Printing per Each	0	0	200	0	0	0	0	0	0	0	200 Each	\$1.00	\$200.00
	Survey Vehicle per Mile	0	0	0	0	0	0	0	0	0	0	0 Mile	\$0.84	\$0.00
	Postage per Each	0	0	0	0	0	0	0	0	0	0	0 Each	\$10.00	\$0.00
	Fuel per Day	0	5	40	10	0	0	0	0	0	0	55 Day	\$30.00	\$1,650.00
	Other	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
												Total Expenses	\$21,375.00	
												TASK 2026-02 CONSTRUCTION SERVICES TOTAL	\$314,816.00	

TASK 2026-03 - POST CONSTRUCTION SERVICES														
2026-03.1	Asbuilts, Manuals and Materials													
	Prepare Record Drawings	0	0	20	8	0	0	0	0	0	28		\$5,232.00	
	Equipment Manuals	0	0	4	0	0	0	0	0	0	4		\$768.00	
	Final Construction Report	0	2	40	0	0	0	0	0	0	42		\$8,278.00	
	Coordination	0	4	4	0	0	0	0	0	0	8		\$1,964.00	
	Estimated Total Man-hours	0	6	68	8	0	0	0	0	0	82			
	Summary Costs	\$0.00	\$1,794.00	\$13,056.00	\$1,392.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,242.00		\$16,242.00	
2026-03.2	Airport Documents													
	ADIP	0	0	0	0	0	0	0	0	0	0		\$0.00	
	ALP	0	0	0	0	0	0	0	0	0	0		\$0.00	
	Airfield Signage and Marking Plan	0	2	12	0	0	0	0	0	0	14		\$2,902.00	
	Airport Diagram	0	2	12	0	0	0	0	0	0	14		\$2,902.00	
	Estimated Total Man-hours	0	4	24	0	0	0	0	0	0	28			
	Summary Costs	\$0.00	\$1,196.00	\$4,608.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,804.00		\$5,804.00	
	Expenses											Rate		
	Airfare per Trip	0	0	0	0	0	0	0	0	0	0 Trip	\$800.00	\$0.00	
	Car/Pickup per Day	0	0	0	0	0	0	0	0	0	0 Day	\$120.00	\$0.00	
	Lodging per Night	0	0	0	0	0	0	0	0	0	0 Night	\$160.00	\$0.00	
	Mileage per Mile	0	0	0	0	0	0	0	0	0	0 Mile	\$0.73	\$0.00	
	Meals per Meal	0	0	0	0	0	0	0	0	0	0 Meal	\$25.00	\$0.00	
	Printing per Each	0	0	0	0	0	0	0	0	0	0 Each	\$1.00	\$0.00	
	Survey Vehicle per Mile	0	0	0	0	0	0	0	0	0	0 Mile	\$0.84	\$0.00	
	Postage per Each	0	0	0	0	0	0	0	0	0	0 Each	\$10.00	\$0.00	
	Fuel per Day	0	0	0	0	0	0	0	0	0	0 Day	\$30.00	\$0.00	
	Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	
												Total Expenses	\$0.00	
	TASK 2026-03 - POST CONSTRUCTION SERVICES TOTAL													\$22,046.00

	Rate Hours	Senior Project Manager \$351.00	Senior Engineer \$299.00	Engineer III \$192.00	Engineer II \$174.00	Engineer I \$143.00	Technician IV \$174.00	Registered Land Surveyor \$171.00	Project Assistant III \$139.00	Planner III \$192.00	Total Hours/Cost	Cost Summary
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TASK 2026-04 PROJECT CLOSEOUT													
2026-04.1	Prepare Closeout Report												
	Develop Closeout Report	0	4	20	0	0	0	0	0	0	24		\$5,036.00
	Coordination	0	2	4	0	0	0	0	0	0	6		\$1,366.00
	Estimated Total Man-hours	0	6	24	0	0	0	0	0	0	30		
	Summary Costs	\$0.00	\$1,794.00	\$4,608.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,402.00		\$6,402.00
	Expenses											Rate	
	Airfare per Trip	0	0	0	0	0	0	0	0	0	0 Trip	\$800.00	\$0.00
	Car/Pickup per Day	0	0	0	0	0	0	0	0	0	0 Day	\$120.00	\$0.00
	Lodging per Night	0	0	0	0	0	0	0	0	0	0 Night	\$160.00	\$0.00
	Mileage per Mile	0	0	0	0	0	0	0	0	0	0 Mile	\$0.73	\$0.00
	Meals per Meal	0	0	0	0	0	0	0	0	0	0 Meal	\$25.00	\$0.00
	Printing per Each	0	0	0	0	0	0	0	0	0	0 Each	\$1.00	\$0.00
	Survey Vehicle per Mile	0	0	0	0	0	0	0	0	0	0 Mile	\$0.84	\$0.00
	Postage per Each	0	0	0	0	0	0	0	0	0	0 Each	\$10.00	\$0.00
	Fuel per Day	0	0	0	0	0	0	0	0	0	0 Day	\$30.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Total Expenses												\$0.00
TASK 2026-04 PROJECT CLOSEOUT TOTAL													\$6,402.00



TASK ORDER #2026-02
TO
PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT

BETWEEN: City of Minot ("CLIENT")
Minot, ND 58703

AND: Mead and Hunt, Inc. ("CONSULTANT")
A Wisconsin Corporation

TASK ORDER EFFECTIVE DATE:

RECITALS

This is the 2026-02 Task Order to the PROFESSIONAL SERVICES TERMS AND CONDITIONS OF AGREEMENT dated effective May 4, 2026 between the CLIENT and CONSULTANT ("CONTRACT").

AGREEMENT

1. Services to be provided. The Scope of Services is to: Phase 4 – Runway 8-26 Rehabilitation (West). The full Scope of Services is defined in Exhibit A.
2. Schedule. The project shall be completed December 2027.
3. Consideration. The services shall be provided for the time and expense of \$529,422, as described in Exhibit B. Progress payments shall be made in accordance with the CONTRACT.



APPROVAL AND ACCEPTANCE: Approval and acceptance of the TASK ORDER including any attachments shall incorporate this document as part of the CONTRACT. All work and services defined in this TASK ORDER shall be performed in accordance with the terms and conditions of the aforementioned CONTRACT.

Accepted by: CITY OF MINOT, ND

Approved by: MEAD AND HUNT, INC.

By: _____

By:  _____

Name: Mark Jantzer

Name: Jennifer Boehm

Title: Mayor

Title: Project Manager

*The above person is authorized to sign for Client
and bind the Client to the terms hereof.*

Date: _____

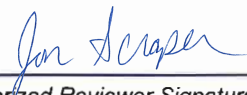
Date: 5/4/26

Approval: _____

Name: David Lakefield

Title: Finance Director

Date: _____

Approval:  _____

Authorized Reviewer Signature

Name: Jon Scaper

Title: 5/4/26

Attestation:

By: _____

Name: Mikayla McWilliams

Title: City Clerk

Date: _____



TO: Mayor and Members of the City Council

FROM: Jenna Zelinski, Comptroller

DATE: May 4, 2026

SUBJECT: AUTHORIZE ADVERTISEMENT FOR AUCTION/SALVAGE OF FLOODWAY ACQUISITIONS

I. RECOMMENDED ACTION

It is recommended City Council authorize advertisement for the list of auction/salvage of floodway acquisitions.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director, 701-857-4774

Jenna Zelinski, Comptroller, 701-857-4703

III. DESCRIPTION

A. Background

The City of Minot Building Auction Policy states that City staff along with CDM Smith staff conduct walk-through of properties to determine if a structure is eligible for auction by meeting the following criteria:

- Structurally sound
- Suitable to be relocated through moving
- Habitable if a home and suitable for reuse if a commercial/non-profit structure
- Is code compliant or sufficiently meets code that a move will not result in substantial repair to meet code

Structures approved for auction by City staff based on the findings of the inspection will then be assigned for environmental inspections for lead-based paints and asbestos before going to Council for approval to go to auction. Successful bidders have 90 days to remove structures from the subject property.

The City of Minot Demolition Program Salvage Policy follows many of the same steps as above; however, if the structure does not meet auction requirements, there may still be salvageable materials within the property. City staff along with CDM Smith prepare a cost reasonableness analysis to determine if salvaging is

cost effective. If determined to be cost effective, and prevent to not contain lead-based paint or asbestos, property may be approved by City staff to be sent to Council for approval to advertise for salvage. Successful bidders have 10 days to remove materials from the subject property.

B. Proposed Project

Below is the list of auction/salvage items that City staff and CDM Smith will be looking to advertise.

Address	Structure/Dwelling	Auction or Salvage
420 15th St SE	Apartment Structure	Auction
810 2nd Ave SW	4-Unit Structure	Salvage
804 1st Ave SW	Single-Family Structure	Auction
804 1st Ave SW	Fence	Auction
808 1st Ave SW	Single-Family Structure	Auction
808 1st Ave SW	Shed	Auction
808 1st Ave SW	Fence	Auction
104 8th St SW	2-Unit Structure	Salvage
100 8th St SW	4-Unit Structure	Salvage
100 8th St SW	Shed	Auction
709 Central Ave W	Single-Family Structure	Auction
709 Central Ave W	Fence	Auction
705 Central Ave W	Single-Family Structure	Auction
705 Central Ave	Shed	Auction
705 Central Ave W	Fence	Auction
701 Central Ave W	Single-Family Structure	Auction
701 Central Ave W	Shed	Auction
2406 El Rio Drive	Single-Family Structure	Auction

C. Recommendation Detail

City staff and CDM Smith recommend City Council authorize advertisement for the auction/salvage for the properties listed above.

IV. IMPACT

A. Service/Delivery Impact:

Purchases of auction/salvage materials from floodway acquisitions generates program income which is used to support the acquisition program.

B. Fiscal Impact

Advertisement expenses will be funded by a combination of Department of Water Resources and CDBG-NDR.

VI. ALTERNATIVES

City Council may deny auction or salvage on these properties and proceed straight to clearance and site restoration.



TO: Mayor and Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: May 4, 2026

SUBJECT: CONTRACT AMENDMENT FOR AIRFIELD UTILITIES (SEWER, WATER, GAS) – DESIGN SERVICES

I. RECOMMENDED ACTION

It is recommended City Council approve the Airfield Utilities (Sewer, Water, Gas) – Design Services Amendment proposal from Short Elliott Hendrickson, Inc. (SEH); and authorize the Mayor to sign the agreement; and recommend approval to advertise for bid.

II. DEPARTMENT CONTACT PERSONS

Maria Romanick, Operations & Maint. Manager, 701-420-4503
Jessica Long, Business & Development Man., 701-857-4725

III. DESCRIPTION

A. Background

The Minot International Airport secured funding from the North Dakota Airport Commission (NDAC) to make underground infrastructure improvements in the south building area. The proposed project is to provide sewer, water, and gas utilities to existing and future aircraft hangars within the project area.

While conducting the preliminary design of the utilities, it was discovered that the terrain in the area was not sufficiently sloped to allow proper drainage of the sanitary sewer lines into the nearby sewer mains. The solutions considered involved trenching the sanitary sewer at significant depths, installation of a lift station, or installation of a septic system. Of the options, only the septic system was within the current grant limits. Upon further preliminary design efforts, the soils and proposed locations of the septic system's drain field were not considered viable options by SEH.

B. Proposed Project

This project is for the additional costs associated with designing the recommended lift station.

This building area is used by general aviation tenants. This project would allow

the installation of a water main and a sanitary sewer system to continue. Design, coordination, and/or installation, of private connections into existing hangars is not included in this proposal.

Design services for this project will include project formulation, preliminary design including existing utility investigation, private utility coordination, and survey, final design, plan drawings and project manual development, NDAC review of documents, construction bidding document coordination and bidding, and contract award preparation.

C. Recommendation Detail

The Minot International Airport secured funding from the North Dakota Airport Commission (NDAC) to make underground infrastructure improvements in the south building area. If approved, the proposed final design project will prepare the airport for a construction project in the fall of 2026 or spring 2027. The design contract proposed in this action will be funded via a state grant that was awarded to Minot International Airport on May 27, 2025. The Airport plans on requesting supplemental funds on the existing NDAC grant to cover the cost of construction of the lift station.

SEH is the engineer of record as was approved at the City Council meeting on May 17, 2021.

IV. IMPACT

A. Service/Delivery Impact:

Completing this project will set the airport up for further development at the Minot International Airport. It is anticipated that providing utilities to the south building area will spur additional revenue-generating hangar lease activity.

B. Fiscal Impact

The anticipated cost of this project is outlined below:

Project Costs

Design Engineering - \$136,300

Project Funding

The funding will come from the City of Minot allocated in the approved 2025 & 2026 budgets. Project expenses will be reimbursed at 90% from a 2025 NDAC grant.

VI. ALTERNATIVES

An alternative the City Council could recommend is not to install the lift station. The result will be the water and sanitary sewer will not be available to hangar development on the airfield's south side.

An alternative the City Council could recommend is to trench the sanitary sewer line. The results will have operational impacts to the airfield and to the access

roadways on the East side of the terminal, possibly impacting tower, cargo and airline operations for the duration of the trenching.

Amendment No. 1 to Supplemental Letter Agreement

This Amendment No. 1 to the Supplemental Letter Agreement ("SLA") titled Airfield Utilities (Sewer, Water, Gas) - Design Services between City of Minot, North Dakota, a municipal corporation ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective May 4, 2026, modifies the Consultant's work on the Project as described in the SLA, effective July 21, 2025 (collectively "Contract") as described below.

Client's Authorized Representative: Jennifer Eckman, Airport Director

Address: Minot International Airport (MOT), 305 Airport Road, Suite 216,
Minot, North Dakota 58703, United States

Telephone: 701.857.4724 **email:** Jennifer.eckman@minotnd.gov

Project Manager: Adinda Van Espen

Address: 3535 Vadnais Center Drive
St. Paul, Minnesota 55110

Telephone: 320.428.3654 **email:** avanespen@sehinc.com

Scope: The Services to be provided by Consultant are included in Attachment A.

Schedule: Several of the original tasks have already been completed. Consultant will begin work on additional tasks and the remaining tasks per the original SLA immediately upon receipt of the signed agreement and will complete the services included in this Amendment consistent with the revised schedule included in Attachment A.

Payment: The lump sum fee is \$136,300 including expenses and equipment. See Attachment B reflecting a detailed estimate of labor, fees, and expenses.

The payment terms remain the same as in the original SLA dated July 21, 2025.

Other Terms and Conditions: Other or additional terms contrary to the Contract that apply solely to this Amendment as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

City of Minot, North Dakota

By: Kaci Nowicki

By: _____

Full Name: Kaci Nowicki

Full Name: _____

Title: Client Service Manager

Title: _____

Attestation:

Attestation:

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT A
Minot International Airport (MOT)
Minot, North Dakota
Airfield Utilities (Sewer, Water, Gas) – Design Services (Amendment No. 1)
Scope of Work

General:

This amendment includes design efforts related to the need for a lift station in the South Building Area at the Minot International Airport (MOT). This amended effort includes a geotechnical investigation, design of a lift station and force main, additional coordination with City Staff and North Dakota Aeronautics Commission (NDAC), as well as formal submission of the plans and specifications to the North Dakota Department of Environmental Quality (NDEQ) for review and permitting.

Proposed revised project schedule:

Completed

July 21, 2025	City of Minot City Council consideration of design contract
September 15, 2025	50% design submittal
October 1, 2025	50% design review meeting

Revised

April 21, 2026	Send contract amendment documents to MOT for legal review and inclusion in City Council meeting packet
May 4, 2026	City of Minot City Council consideration of contract amendment
May 2026	Geotechnical investigation and soil testing
July 14, 2026	75% design submittal
July 20-24, 2026	75% review meeting
August 12, 2026	90% design submittal
August 24-28, 2026	90% review meeting
August 28, 2026	Submit final project documentation to NDEQ for permitting
September 15, 2026	Post plans and specifications for bidding
October 6, 2026	Bid opening
October 20, 2026	Provide MOT staff with construction contract documents for legal review and inclusion in City Council meeting packet
November 2, 2026	City of Minot City Council consideration of construction administration contract and construction contract award
Summer 2026	Construction - Gas main extension and service installation (Construction Administration and Construction Observation (CACO) oversight by SEH)
Winter 2026	Apply for state grant amendment
2027 Construction Season	Construction - Sewer and water (CACO oversight by Mead&Hunt)
December 2027	Project completion (estimated)

Additional Project Deliverables:

The project deliverables include the following:

1. Revised Scope
2. Construction Drawings including Lift Station and Force Main
3. Additional NDAC and City of Minot Plan Review
4. Bidding Documents including Lift Station Information and Force Main
5. Submittal to the North Dakota Department of Environmental Quality (NDEQ)

1. Project Formulation

1.1 Scoping, Review, and Coordination – Short Elliott Hendrickson (SEH) will coordinate with the Minot International Airport (MOT) (Sponsor) to develop the appropriate revised scope of work to include a lift station design. Additional coordination will include task definition and establishment of project goals and objectives. The scope of work will be presented to NDAC for review and will be updated based on input received (estimated one round of edits).

2. Preliminary Design

2.1 Geotechnical Investigation – A geotechnical investigation (45-ft deep) will be completed on the eastside (preferred location) for the proposed lift station by SEH's subconsultant. Additionally, two more geotechnical borings will be completed along the force main (15-ft below the force main invert) and two more geotechnical borings will be completed along the proposed utility route (15-ft deep). The subconsultant's proposal for this specific effort is attached. SEH will provide escorting and oversight during the boring operation. This is estimated to take two full working days. SEH's scope of work also includes review of the final report. The boring logs and narrative report will be used to design the lift station and force main bedding and backfill requirements.

3. Final Design and Construction Drawings

Final design and construction drawings will be prepared in accordance with City of Minot and North Dakota State regulations and other applicable guidance. Additional tasks included with this scope element are:

3.1 Lift Station and Force Main Design – This task includes the design of the proposed lift station and associated force main.

1. Design and prepare construction drawings for a new wastewater lift station and associated force main.
2. Incorporate hydraulic, electrical, and control system design elements in compliance with City of Minot and North Dakota Department of Environmental Quality (NDEQ) standards.
3. Include detailed plans and specifications covering site layout, piping profiles, pump sizing, wet well configuration, and control systems.
4. Conduct hydraulic modeling to verify performance under varying operating conditions.
5. Coordinate with NDAC and City of Minot staff for review, comment resolution, and approval of the lift station and force main design.

3.2 Construction Drawings – Additional plan sheets to be developed and included in the plan set are as follows:

1. Develop construction drawings for the lift station and force main, including plan and profile sheets, details, and electrical/control schematics.
2. Incorporate standard details and specifications required by the City of Minot and NDAC.
3. Prepare and label plan sheets showing force main alignment, connection points, appurtenances, and associated civil site improvements.
4. Include lift station plan and section views, wet well configuration, pump arrangement, and valve vault layout.

5. Ensure that all drawings meet NDEQ submittal requirements and are formatted for inclusion in the bid package

3.3 Quality Control Review – This task includes additional quality control reviews of the lift station and force main project plans and specifications, quantity determinations, and construction cost estimates.

4. Bidding Documents

Elements of the Bidding Documents will be prepared in accordance with City of Minot and North Dakota State regulations and other applicable guidance. Additional tasks included with this scope element are:

4.1 Construction Bidding Documents – This task includes preparation of the technical specifications for the lift station. SEH will ensure that the project manual includes said technical specifications.

5. NDAC Construction Plans Review

5.1 NDAC Submittal Coordination – SEH will coordinate with the NDAC for one additional submittal of the 75% plans for review. This task includes preparation of these submittal packages.

5.2 Address NDAC Comments – SEH will prepare documentation to track any comments received and address comments as needed. One round of edits is estimated per submittal stage. Attendance at the review meetings are covered under Task 7.3.

6. Bidding Services

6.1 Bidding Services – SEH's wastewater engineering group will take questions from prospective bidders throughout the bidding process, and if needed, will clarify questions with an addendum. A pre-bid meeting is still not anticipated.

7. Meetings and Project Management

This task includes additional meetings and overall project management of Work Elements noted above as well as additional effort for the wastewater engineer to attend previously scoped meetings.

7.1 Design Team Meetings – This task includes bi-weekly, internal meetings by the design team to discuss project elements, schedule, issues, and provide coordination between team members. It is anticipated that there will be an additional 10 30-minute meetings that will take place.

7.2 Owner Meetings – This task includes an additional four 30-minute monthly project coordination meetings between SEH and MOT airport staff to discuss project progress, schedule, updates, and foster collaboration. It is anticipated that one of the meetings will take place onsite, with two SEH staff members traveling from Minneapolis-St. Paul (MSP).

7.3 Review Meetings – This task includes one additional review meeting between the design team, NDAC, MOT staff, City of Minot staff, and other individuals and agencies as needed, to discuss the project design development, schedule, and any other related items. It is estimated there will be one additional 1-hour virtual meeting at the 75% submittal stage. The meeting will be attended by the Principal, Project Manager, Project Engineer IV, and Wastewater Engineer VI. An additional hour of time is included for the Project Manager and Project Engineer IV to prepare for the meeting. Additionally, it includes another hour for the Wastewater Engineer VI to attend the 90% review meeting as well.

7.4 General Project Management – This task includes additional effort needed for general project coordination, documentation, and administration, including maintaining project documentation and administrative tasks related to invoicing.

Subconsultants performing work under this proposal include the following:

1. **Braun Intertec.** All geotechnical work associated with the project will be performed by Braun Intertec out of Bismarck, North Dakota.

ATTACHMENT B
ESTIMATED FEES AND EXPENSES
AIRFIELD UTILITIES (SEWER, WATER, GAS) - DESIGN SERVICES (AMENDMENT NO. 1)
FINAL DESIGN, PLANS AND SPECIFICATIONS, BIDDING
MINOT INTERNATIONAL AIRPORT (MOT)
MINOT, NORTH DAKOTA

Task No.	Task Description	Principal	Project Manager	Project Engineer IV	Wastewater Engineer VI	Wastewater Engineer III	Electrical Engineer VI	Electrical Engineer II	Senior Technician IV	Administrative Assistant
1. Project Formulation										
1.1	Scoping, Review, and Coordination	2	4	4	2			1		2
2. Preliminary Design										
2.1	Geotechnical Investigation			16						
3. Final Design and Construction Drawings										
3.1	Lift Station and Force Main Design				12	80	12	24		
3.2	Construction Drawings			4	24	60	8	40	140	
3.3	Quality Control Review	2			8	2	2	2		
4. Bidding Documents										
4.1	Construction Bidding Documents			2	2	4	2			2
5. NDAC Construction Plan Review										
5.1	NDAC Submittal Coordination		2	4						2
5.2	Address NDAC Comments		1	2	2					
6. Bidding Services										
6.1	Bidding Services		2		8	2			2	4
7. Project Management										
7.1	Design Team Meetings	1	5	5	1	5	1	5	5	
7.2	Owner Meetings	2	10	10						
7.3	Review Meeting	1	2	2	2	2		2		
7.4	General Project Management	4	12							4
	Total hours per labor category	12	38	49	61	155	25	74	147	14

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Principal	12	\$ 87.51	\$ 1,050.12
Project Manager	38	\$ 75.88	\$ 2,883.44
Project Engineer IV	49	\$ 59.40	\$ 2,910.60
Wastewater Engineer VI	61	\$ 81.11	\$ 4,947.71
Wastewater Engineer III	155	\$ 56.78	\$ 8,800.90
Electrical Engineer VI	25	\$ 94.34	\$ 2,358.50
Electrical Engineer II	74	\$ 45.02	\$ 3,331.48
Senior Technician IV	147	\$ 49.64	\$ 7,297.08
Administrative Assistant	14	\$ 43.15	\$ 604.06
Total Direct Labor Costs:	575		\$ 34,183.89
Direct Salary Costs plus Overhead			\$ 65,981.74
Total Labor Costs			\$ 100,165.63
Fixed Fee on Labor Costs (15%)			\$ 15,024.84

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Flights	3	\$ 1,000.00	\$ 3,000.00
Per Diem	4	\$ 200.00	\$ 800.00
Computer Charge	575	\$ 6.50	\$ 3,737.50
Reproductions / Miscellaneous	1	\$ 500.00	\$ 500.00
Subconsultant - Braun Intertec	1	\$ 13,100.00	\$ 13,100.00
Total Expenses			\$ 21,137.50

SUMMARY:

Total Labor Costs + Expenses + Fixed Fee	\$ 136,327.97
Estimated Total	\$136,300.00

November 3, 2025

Revised Proposal Number: QTB224467

Adinda Van Espen, PE
Short Elliot Hendrickson, Inc.
3535 Vadnais Center Drive
Saint Paul, MN 55110

Re: Revised Proposal for a Geotechnical Evaluation
MOT Lift Station
305 Airport Road
Minot, North Dakota

Dear Ms. Van Espen:

Braun Intertec Corporation (Braun Intertec) submits this proposal to complete a geotechnical evaluation for MOT Lift Station at the referenced site. We have revised this proposal at your request, updating the soil boring depths in the vicinity of the force main.

Project Information

Per our email conversations, we understand the project will consist of the installation of a new lift station and force main at the Minot International Airport (MOT). The project will include a new lift station, valve vault, force main, and gravity fed sanitary sewer.

Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations, evaluate their impact on the project, and provide geotechnical recommendations for the design and construction of the new lift station and associated underground utilities.

Scope of Services

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.

Site Access

Based on aerial photographs, it appears that the site is accessible to our truck mounted drill rig. We assume there will be no cause for delays in accessing the exploration locations. We are not including tree clearing, debris or obstruction removal, grading of navigable paths, or snow plowing.



We anticipate we will need to coordinate access with you and the airport management, we have included up to 1 hour of time for our field crew to coordinate access onsite.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

We intend to affix an orange and white flag to our drill rig mast and have our vehicles equipped with flashing lights while near the airport property. Please advise us if other visibility or safety equipment is required.

Staking

We will stake the borings in advance of our drill rig mobilization with our Trimble Catalyst GPS based on soil boring locations you will provide. We will collect the boring locations and elevations while staking. For purposes of linking the GPS data to an appropriate reference, we request that you provide CAD files indicating location/elevation references appropriate for this project, or give us contact information for the consultant that might have such information. We will also require the desired horizontal and vertical datum to be used for the project.

Utility Clearance

Prior to drilling or excavating, we will contact North Dakota One Call and arrange for notification of the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

If you, or your authorized representative, cannot locate underground objects or private utilities that are suspected or known to exist, we can retain a private locate company for an additional fee. Fees charged will be 1.15x the subcontractor fee plus additional time for our staff to coordinate the work onsite.

If performed, the property owner must also be available to assist the private locate company in determining the presence of any underground objects or the location of utilities. We will not be liable for any damages resulting from unidentified or misidentified underground objects or utilities. Further, we reserve the right to stop work if underground objects or utilities are suspected or known to exist, but locations cannot be accurately determined.

Penetration Test Borings

We propose to drill the requested 5 standard penetration test (SPT) borings for the project. [Table 1](#) provides a summary of the proposed boring locations and depths. We will perform standard penetration tests at 2 1/2-foot vertical intervals to a depth of about 15 feet, and at 5-foot intervals at greater depths.



Table 1. Summary of Proposed Borings

Location	Type	Quantity	Depth (feet)
Lift Station	SPT	1	45
Gravity Sewer	SPT	2	15
Force Main	SPT	2	25
Total		5	125

We have also made provisions to obtain 4 thin-walled tube samples of the soils encountered for laboratory testing.

If the intended boring depths do not extend through unsuitable material, we will extend the borings at least 5 feet into suitable material at greater depths. The additional information will help evaluate such issues as excavation depth, consolidation settlement, and foundation alternatives, among others. If we identify a need for deeper (or additional) borings, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

Groundwater Measurements

If the borings encounter groundwater during or immediately after drilling of each boring, we will record the observed depth on the boring logs. We will leave the lift station borehole open until we complete our fieldwork and perform groundwater level rechecks prior to leaving the site.

Borehole Abandonment

We will backfill our exploration locations immediately after drilling or after final groundwater measurements at each location with auger cuttings.

Upon backfilling exploration locations, we will fill holes in pavements with a temporary patch.

Over time, subsidence of borehole backfill may occur, requiring releveling of surface grades or replacing bituminous or concrete patches. We are not assuming responsibility for releveling or re-patching after we complete our fieldwork.

Sample Review and Laboratory Testing

We will return recovered samples to our laboratory, where a geotechnical engineer will visually classify and log them. To help classify the materials encountered and estimate the engineering properties necessary to our analyses, we have budgeted to perform the following laboratory tests.



Table 2. Laboratory Tests

Test Name	Number of Tests	ASTM Test Method	Purpose
Moisture content	30	D2216	Soil classification, moisture condition, and engineering properties
Moisture content and unit weight	2	D7263	Wet and dry unit weight for use in settlement and bearing capacity analyses
Atterberg limits	6	D4318	Soil plasticity, shrink/swell potential, engineering parameters, suitability of soils for reuse
Percent passing #200 sieve	4	D1140	Soil classification, and evaluate frost susceptibility
Unconfined compression	2	D2166	Evaluate undrained shear strength for bearing capacity, settlement, and lateral pressure evaluations
pH and Sulfate	2	Various	Evaluate soil's corrosion potential for concrete structures.

We will determine the actual laboratory testing for the project depending on the encountered subsurface conditions. If we identify a laboratory testing program that exceeds the budget included in this proposal but provides additional value to the project, we will request authorization for the additional fees through a Change Order.

Engineering Analyses

We will use data obtained from the subsurface exploration and laboratory tests to evaluate the subsurface profile and groundwater conditions, and to perform engineering analyses related to structure and pavement design and performance.

Report

We will prepare a report including:

- A CAD sketch showing the exploration locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the subsurface conditions that will impact design and construction.
- Discussion regarding the reuse of on-site materials during construction.
- Recommendations for preparing structure and pavement subgrades, and the selection, placement, and compaction of fill.
- Recommendations for the design and construction of the lift station and sewer utilities.
- Recommendations for soil parameters to be used by the excavation contractor in the design and construction of temporary shoring, if required.



We will only submit an electronic copy of our report to you unless you request otherwise. At your request, we can also send the report to additional project team members.

Schedule

We anticipate performing our work according to the following schedule provided we receive written authorization by November 7, 2025.

- Drill rig mobilization – scheduled for November 17, 2025
- Field exploration – 1 day on site to complete the work
- Classification and laboratory testing – within 1 to 2 weeks after completion of field exploration
- Preliminary results – within 1 week after completion of field exploration
- Report submittal – within about 3 weeks after completion of field exploration, estimated report delivery by December 8, 2025

If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

Fees

We will furnish the services described in this proposal for a lump sum fee of \$13,100, which includes up to 1 hour of post deliverable consulting time. Additional requests for meetings, consulting or modifications to the report will be billed at a rate of \$300 per hour. Please note that our drilling/field services were budgeted to occur within our normal work hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. If conditions occur that require us to work outside of these hours, we will request additional fees to cover our additional overtime costs.

Our work may extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.



General Remarks

We based the proposed fee on the scope of services described and the assumption that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

We will provide our services under the terms of the Master Subcontract for Services, dated March 19, 2024. Please issue a work order to authorize the work.

We appreciate the opportunity to present this proposal to you. We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Ian Becket at 612.750.2758.

Sincerely,

Braun Intertec Corporation

Firm Registration, if needed

Ian C. Becket, EI

Staff Engineer

Charles (Wes) Dickhut, MS, PE

Associate Director, Principal Engineer



TO: Mayor and Members of the City Council

FROM: Hannah Hornberger, Community Development Admin Asst.

DATE: May 4, 2026

SUBJECT: CASE #2026-31 - BOLTON HEIGHTS 15TH ADDITION - MINOR PLAT

I. RECOMMENDED ACTION

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

II. DEPARTMENT CONTACT PERSONS

Doug Diedrichsen, Principal Planner, 701-857-4122

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

III. DESCRIPTION

A. Background

Consider approval of a minor subdivision plat to combine 4 lots into 2 lots.

B. Proposed Project

The current legal description is Lots 2A, 2B, 3A & 3B of Bolton Heights 4th Addition.

C. Recommendation Detail

It is recommended that the City Council approve the proposed minor subdivision plat as provided in Attachment A with the condition from the Engineering Department that the duplicate water and sewer services at the utility mains are abandoned.

IV. IMPACT

A. Service/Delivery Impact:

The plat will combine 4 lots into 2 lots.

B. Fiscal Impact

N/A

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

City Council may deny or approve with conditions.

BOLTON HEIGHTS 15TH ADDITION

BEING LOTS 2A, 2B, 3A AND 3B, OF BOLTON HEIGHTS 4TH ADDITION, TO THE CITY OF MINOT, NORTH DAKOTA

DESCRIPTION:

Know all men by these presents that Alberto Castillo and Yolanda Hafen, being Owners and Proprietors, of Lots 2A, 2B, 3A AND 3B of Bolton Heights 4th Addition, to the City of Minot, Ward County, North Dakota, being more particularly described as follows: Beginning at the Southwest Property Corner, of Lot 2A of Bolton Heights 4th Addition, a Plat being on file at the Ward County Recorder's Office; Thence N 35°59'44" E, along the West Line, of Lots 2A, 2B, 3A, and 3B, of said Bolton Heights 4th Addition, a distance of 119.86 FT, to the Northwest Corner of said Lot 3B; Thence S 54°02'16" E, on the North Line, of said Lot 3B, a distance of 97.95 FT, to the Northeast Corner, of said Lot 3B; Thence S 35°58'33" W, along the East Line, of Lots 2A, 2B, 3A, and 3B, of said Bolton Heights 4th Addition, a distance of 120.01 FT, to the Southeast Corner, of said Lot 2A; Thence N 53°57'10" W, on the South Line, of said Lot 2A, a distance of 98.00 FT, to the Point of Beginning. Said described tract, of land contains 0.27 Acres more or less. Have caused the same to be surveyed and platted as shown hereon, to be known as Bolton Heights 15th Addition, to the City of Minot, North Dakota and hereby dedicate and donate road rights, of ways and easements as shown to the public for public use forever, in witness whereof, the owners hereunto affixed their signatures.

Alberto Castillo

Yolanda Hafen

On this 8th Day of April, 2026, before me, a Notary Public in and for said State, Appeared Alberto Castillo, 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

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

Notary Public, State of North Dakota

On this 8th Day of April, 2026, before me, a Notary Public in and for said State, Appeared Yolanda Hafen, well known to be the person described in the foregoing description and acknowledged to me that she executed the same on her own free act and deed.

My commission expires

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

Notary Public, State of North Dakota

SURVEYOR'S CERTIFICATE

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

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

STATE OF NORTH DAKOTA, COUNTY OF Ward

On this 3rd Day of March, 2026, before me, a Notary Public in and for said State, Appeared Thomas R. Leshovsky, Registered Professional Land Surveyor, well known to be such, and acknowledged to me that he executed the foregoing Surveyor's Certificate as his own free act and deed.

My commission expires

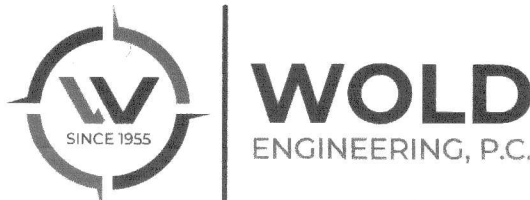
KIMBERLY J P FLATEN
Notary Public
State of North Dakota
My Commission Expires May 31, 2027

Notary Public, State of North Dakota

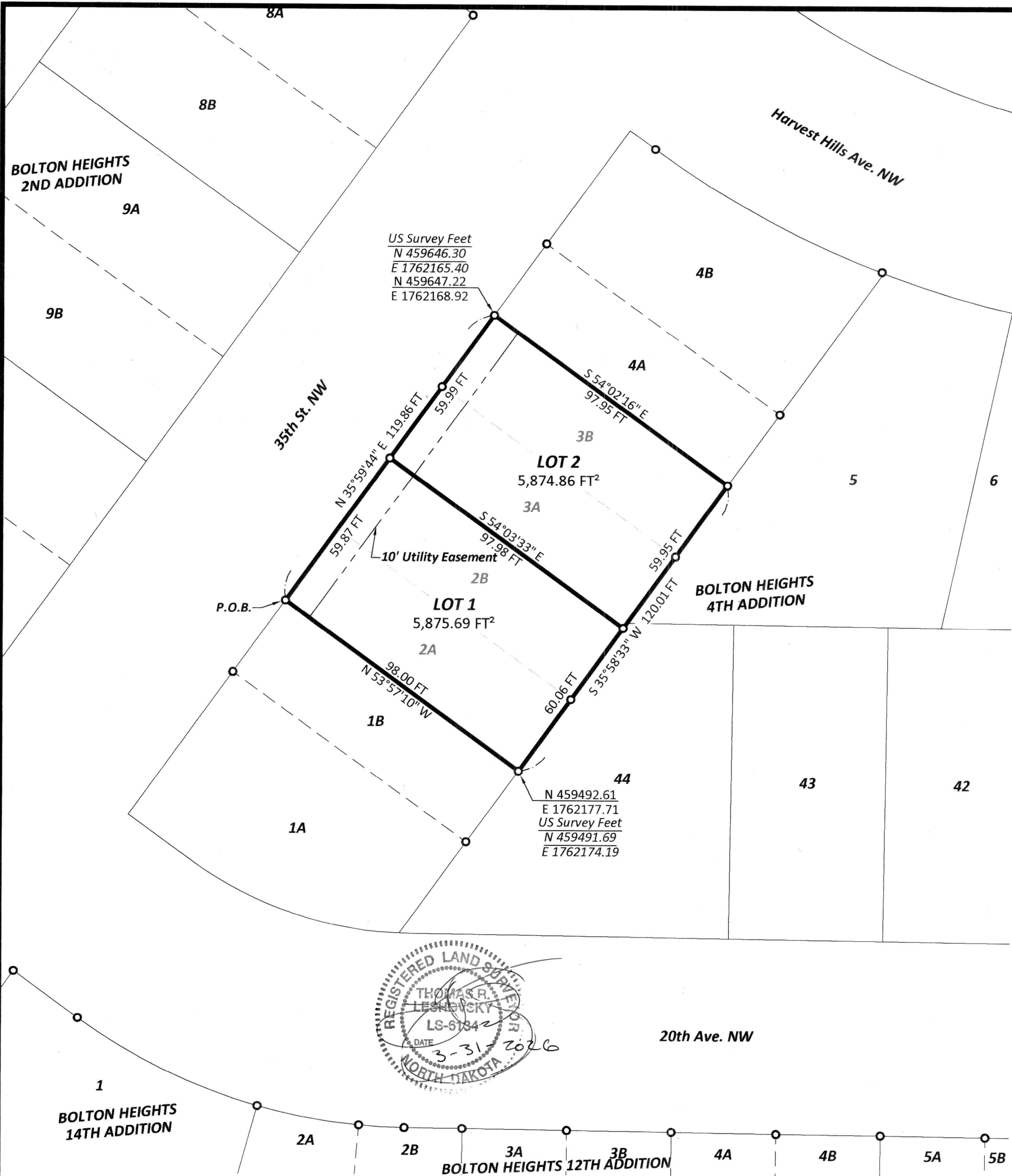
APPROVAL

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

Approved: _____, 2026
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



NOTES:

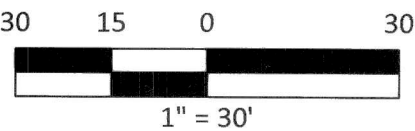
Plat is subject to all prior Easements of Record.

Bearings and Distances may vary from previous plats due to different methods of measurement.

A 10' Utility Easement is on the streetside of every Lot.

State Plane Coordinates shown are North Dakota (North Zone) NAD83 Int. Feet. NGS OPUS Solution was used to establish coordinates.

● - Denotes Property Corner Set
18" - #5 Rebar w/ PLS Cap #6134





TO: Mayor and Members of the City Council

FROM: Hannah Hornberger, Community Development Admin Asst.

DATE: May 4, 2026

SUBJECT: CASE #2026-14 - STONEBRIDGE FARMS 7TH 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 Stonebridge Farms 7th Addition Preliminary Plat was approved on first reading at the April 6th, 2026, City Council. The staff report is attached in Attachment B.

B. Proposed Project

The legal description is Block 1 & 2 of Stonebridge Farms 7th Addition to the City of Minot.

C. Recommendation Detail

It is recommended that City Council approve the final plat as shown in Attachment A.

IV. IMPACT

A. Service/Delivery Impact:

The plat will create 9 lots to build single family homes.

B. Fiscal Impact

N/A

Project Costs

N/A

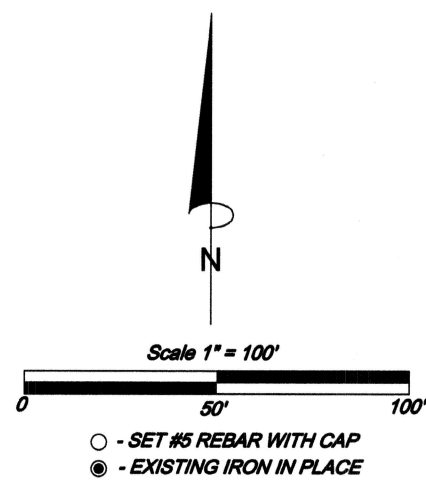
Project Funding

N/A

VI. ALTERNATIVES

The City Council may deny or approve with conditions.

STONEBRIDGE FARMS 7TH ADDITION **TO THE CITY OF MINOT, NORTH DAKOTA** (BEING AN UNPLATTED PORTION OF THE SE1/4 OF SECTION 1, TOWNSHIP 155 NORTH, RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA)



NOTES:
 BASIS OF BEARING IS TRUE NORTH.
 BEARINGS AND DISTANCES MAY VARY FROM PREVIOUS PLATS DUE TO DIFFERENT METHODS OF MEASUREMENTS.
 A 10' UTILITY EASEMENT IS ON THE STREETSIDE OF EVERY LOT UNLESS OTHERWISE NOTED.
 COORDINATES SHOWN ARE NORTH DAKOTA STATE PLANE (NORTH ZONE).
 COMBINATION FACTOR OF 1.000119768
 CONVERT STATE PLANE DISTANCES TO GROUND DISTANCES.
 NGS CONTROL USED TO ESTABLISH STATE PLANE COORDINATES: TRANSPORT, LARSON

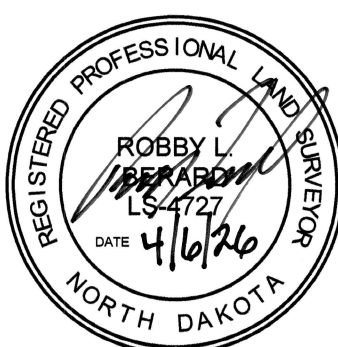
CURVE	DELTA ANGLE	RADIUS	ARC	TANGENT	CHORD	CHORD BEARING
C 1	52°42'22.3"	426.00'	391.88'	211.03'	378.20'	N 56°23'49.7" E
C 2	12°46'38.0"	426.00'	95.00'	47.70'	94.80'	N 76°21'41.8" E
C 3	11°08'19.9"	426.00'	82.82'	41.54'	82.69'	N 64°24'12.8" E
C 4	11°08'19.9"	426.00'	82.82'	41.54'	82.69'	N 53°15'52.9" E
C 5	11°08'19.9"	426.00'	82.82'	41.54'	82.69'	N 42°07'32.9" E
C 6	6°30'44.5"	426.00'	48.42'	24.24'	48.39'	N 33°18'00.7" E
C 7	30°00'44.4"	566.00'	296.48'	151.72'	293.10'	N 15°03'02.1" E
C 8	59°59'38.9"	366.00'	383.24'	211.29'	365.97'	N 29°57'09.5" W
C 9	25°24'15.2"	366.00'	162.28'	82.50'	160.95'	N 12°39'27.6" W
C 10	12°29'29.5"	366.00'	79.79'	40.06'	79.84'	N 31°36'20.0" W
C 11	10°15'27.2"	366.00'	65.53'	32.85'	65.44'	N 42°58'48.3" W
C 12	10°15'27.2"	366.00'	65.53'	32.85'	65.44'	N 53°14'15.5" W
C 13	1°34'59.9"	366.00'	10.11'	5.06'	10.11'	N 59°08'29.2" W
C 14	60°02'39.3"	200.00'	209.59'	115.57'	200.13'	N 29°54'41.2" W
C 15	56°18'05.8"	100.00'	98.26'	53.51'	94.36'	N 72°11'40.4" W
C 16	26°23'24.0"	165.92'	76.42'	38.90'	75.75'	N 30°50'55.5" W
C 17	40°59'17.5"	556.25'	556.25'	207.91'	388.50'	S 50°32'49.5" W
C 18	6°30'12.2"	556.25'	63.14'	31.60'	63.10'	S 33°18'16.8" W
C 19	11°08'19.9"	556.25'	108.14'	54.24'	107.97'	S 42°07'32.9" W
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C 24	1°16'46.4"	366.00'	8.17'	4.09'	8.17'	N 29°24'37.8" E
C 25	69°45'50.0"	49.00'	59.66'	34.16'	56.04'	S 34°55'52.7" W

LINE	BEARING	DISTANCE	LINE	BEARING	DISTANCE
L 1	N 00°00'58.8" E	59.86'	L 15	S 71°02'28.2" W	100.85'
L 2	N 00°00'58.8" E	19.86'	L 16	N 02°52'30.3" W	71.88'
L 3	N 35°48'38.8" E	85.34'	L 17	N 30°03'01.0" E	106.56'
L 4	N 52°56'04.8" W	50.54'	L 18	S 61°13'45.5" E	191.03'
L 5	N 72°23'22.9" E	172.55'	L 19	S 61°13'45.5" E	19.63'
L 6	N 25°02'28.0" E	129.25'	L 20	S 15°24'30.9" E	75.90'
L 7	N 30°03'10.7" E	46.58'	L 21	S 89°57'02.3" E	102.27'
L 8	S 39°19'22.7" W	157.97'	L 22	S 00°02'57.7" W	43.67'
L 9	N 00°02'57.7" E	60.00'	L 23	S 69°48'47.7" W	114.39'
L 10	S 89°54'04.5" E	49.03'	L 24	S 52°08'55.3" W	100.00'
L 11	N 10°20'43.3" W	150.06'	L 25	S 31°38'00.9" W	116.78'
L 12	N 44°02'37.5" W	121.90'	L 26	N 00°02'57.7" E	60.00'
L 13	S 59°56'49.3" E	130.25'	L 27	S 89°54'04.5" E	49.98'
L 14	S 30°03'10.7" W	46.85'			

LOT BREAKDOWN
 LOT 1, BLOCK 1 = 765614.03 SQ.FT.
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 TOTAL = 1886340.71 SQ.FT.
 OR 43.30 ACRES

POINT OF BEGINNING
 SOUTHEAST CORNER
 SEC. 1-155-83
 N= 463800.99
 E= 1779935.79

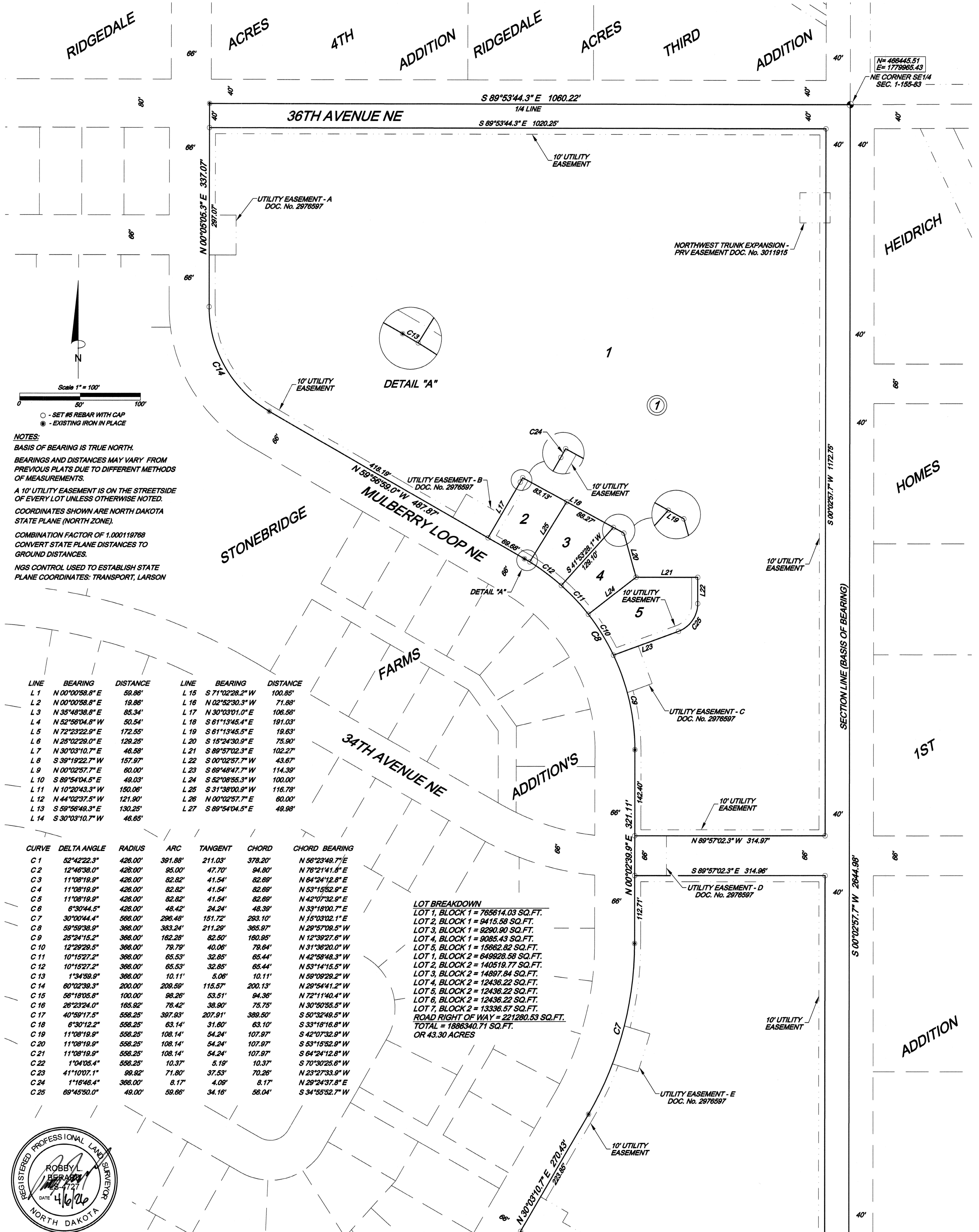
UNPLATTED
 SEC. 12-155-83



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

SHEET 1 OF 3
 JOB #3-26

STONEBRIDGE FARMS 7TH ADDITION
TO THE CITY OF MINOT, NORTH DAKOTA
 (BEING AN UNPLATTED PORTION OF THE SE1/4 OF SECTION 1,
 TOWNSHIP 155 NORTH, RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA)



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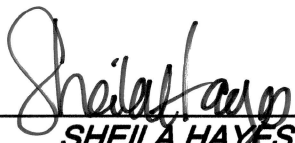
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 ROAD RIGHT OF WAY = 221280.53 SQ.FT.
 TOTAL = 1886340.71 SQ.FT.
 OR 43.30 ACRES



DESCRIPTION

KNOW ALL MEN BY THESE PRESENTS THAT FOUR SEASONS CONSTRUCTION INC., BEING OWNER AND PROPRIETOR OF AN UNPLATTED PORTION OF THE SE1/4 OF SECTION 1, TOWNSHIP 155 NORTH, RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA, WHICH IS MORE PARTICULARLY DESCRIBED AS FOLLOWS; BEGINNING AT THE SOUTHEAST CORNER OF SECTION 1, TOWNSHIP 155 NORTH, RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA; THENCE N 89°54'04.5" W, ALONG THE SOUTH BOUNDARY OF SECTION 1, A DISTANCE OF 1387.09 FEET; THENCE N 00°00'58.8" E, A DISTANCE OF 59.86 FEET; THENCE N 35°48'38.8" E, A DISTANCE OF 85.34 FEET; THENCE S 89°58'57.6" E, A DISTANCE OF 486.02 FEET; THENCE N 52°56'04.8" W, A DISTANCE OF 50.54 FEET; THENCE N 46°40'03.2" W, A DISTANCE OF 286.15 FEET; THENCE N 72°23'22.9" E, A DISTANCE OF 172.55 FEET; THENCE N 25°02'29.0" E, A DISTANCE OF 129.25 FEET; THENCE ALONG A CURVE TO THE LEFT A DISTANCE OF 391.88 FEET, SAID CURVE HAVING A RADIUS OF 426.00 FEET AND A CHORD OF 378.20 FEET WHICH BEARS N 56°23'49.7" E; THENCE N 30°03'10.7" E, A DISTANCE OF 270.43 FEET; THENCE ALONG A CURVE TO THE LEFT A DISTANCE OF 296.48 FEET, SAID CURVE HAVING A RADIUS OF 566.00 FEET AND A CHORD OF 293.10 FEET WHICH BEARS N 15°03'02.1" E; THENCE N 00°02'39.9" E, A DISTANCE OF 321.11 FEET; THENCE ALONG A CURVE TO THE LEFT A DISTANCE OF 383.24 FEET, SAID CURVE HAVING A RADIUS OF 366.00 FEET AND A CHORD OF 365.97 FEET WHICH BEARS N 29°57'09.5" W; THENCE N 59°56'59.0" W, A DISTANCE OF 487.87 FEET; THENCE ALONG A CURVE TO THE RIGHT A DISTANCE OF 209.59 FEET, SAID CURVE HAVING A RADIUS OF 200.00 FEET AND A CHORD OF 200.13 FEET WHICH BEARS N 29°54'41.2" W; THENCE N 00°05'05.3" E, A DISTANCE OF 337.07 FEET TO THE NORTH BOUNDARY OF THE SE1/4 OF SAID SECTION 1; THENCE S 89°53'44.3" E, ALONG THE NORTH BOUNDARY OF THE SE1/4 OF SECTION 1, A DISTANCE OF 1060.22 FEET TO THE NORTHEAST CORNER OF THE SE1/4 OF SECTION 1; THENCE S 00°02'57.7" W, ALONG THE EAST BOUNDARY OF SECTION 1, A DISTANCE OF 2644.98 FEET TO THE SOUTHEAST CORNER OF SECTION 1 AND TO THE POINT OF BEGINNING. TRACT CONTAINS 43.30 ACRES. HAVE CAUSED THE SAME TO BE SURVEYED AND PLATTED AS SHOWN HEREON TO BE KNOWN AS STONEBRIDGE FARMS 7TH ADDITION TO THE CITY OF MINOT, NORTH DAKOTA AND HEREBY DONATE AND DEDICATE THE STREET RIGHT OF WAYS AND EASEMENTS AS SHOWN HEREON, TO THE PUBLIC FOR PUBLIC USE, IN WITNESS WHEREOF THE OWNER HAS HEREUNTO AFFIXED HER SIGNATURE.

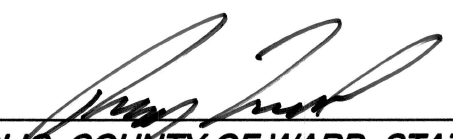

SHEILA HAYES, PRESIDENT
FOUR SEASONS CONSTRUCTION INC.

STATE OF NORTH DAKOTA
COUNTY OF WARD

ON THIS 9th DAY OF April, 2026, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, APPEARED SHEILA HAYES, WELL KNOWN TO ME TO BE THE PERSON DESCRIBED IN THE FOREGOING DESCRIPTION AND WHO ACKNOWLEDGED TO ME THAT SHE EXECUTED THE SAME AS HER OWN FREE ACT AND DEED.

MY COMMISSION EXPIRES:

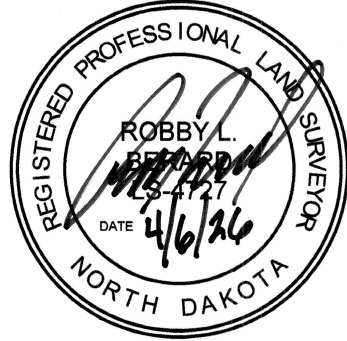
ROBBY L. BERARD
Notary Public
State of North Dakota
My Commission Expires Dec. 28, 2027


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 6th DAY OF April, 2026, 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



Planning Commission Staff Report

Application Date: 01/29/2026
Date of Staff Report: 02/23/2026
Planning Commission Meeting: 03/10/2026

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

Case Number: 2026-11

Project Name: Stonebridge Farms 7th Addition – Prelim Plat, Annex, Zone Change, Easement Vacation

Current Legal Description: See Project Description

Proposed Legal Description: Block 1 & 2 of Stonebridge Farms 7th Addition to the City of Minot

Present Address: Unaddressed

Representative: Rob Berard, Ackerman Surveying

Owner: Four Seasons Construction Inc.

Entitlements Requested: Preliminary Plat approval, Zoning Map Amendment from “Ag” Agricultural District to “R1S” Single Family Residential with Small Lot Flexibility District, Annexation and a utility easement vacation

Present Zone(s): “Ag” Agricultural District

Present Use(s): Vacant

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): “AG” Agricultural District, “P” Public District and “R1S” Single Family Residential with small lot flexibility

Proposed Use(s): Residential

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

Proposed Future Land Use Map Designation: No Change

PROJECT DESCRIPTION:

Public hearing request by Rob Berard, Ackerman Surveying representing Four Season Construction Inc., owner for a request of a zoning map amendment from “AG” Agricultural District to “R1S” Single-Family District with

Small Lot Flexibility and “P” Public District, annexation, preliminary plat and easement vacation. The legal description for the property is Stonebridge Farms 1st & 4th Additions less N 40’ to the City of Minot, Ward County, North Dakota

The subject properties addresses are unassigned

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

BACKGROUND INFORMATION:

The property owner seeks to realign, annex, rezone Lot 1 from “AG” Agricultural (AG) to “R1S” Single Family Residential with Small Lot Flexibility and vacate a utility easement. There is also a stormwater project on Lot 2 of Block 2 that will be rezoned to public to support future infrastructure for the subdivision. The subject property was designated Suburban Residential in the 2040 Comprehensive Plan. Annexation will address its position adjacent to city limits and will be evaluated by City Council along with the recommendation from Planning Commission on the preliminary plat, zoning map amendment and easement vacation request.

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

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

Annexation Exhibit is provided in **Exhibit 4**.

Easement Vacation Exhibit provided in **Exhibit 5**.

Site photos are provided in **Exhibit 6**.

STAFF ANALYSIS:

Annexation:

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

Subdivision Design Standards:

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

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

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

Section 10.3-2 prohibits the approval of the subdivision of land that is unsuitable for development due to a variety of reasons. Staff finds the proposed preliminary layout, which proposes twelve (12) 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 Stonebridge Farms 7th Addition has not yet been taken and is spelled correctly. Section 10.3-3. is satisfied.

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

The requirements of Section 10.3-11. relating to the design of the individual lots has been satisfied as they all meet the dimensional standards of the proposed zoning district.

Section 10.3-12 relating to block design is satisfied as it follows the concept plans submitted and approved on previous plats.

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 Suburban Residential, which aligns with the proposed zone change to “R1S” Single Family Residential with Small Lot Flexibility District and “P” Public 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 zoning with the Future Land Use Map, as the “R1S” Single Family Residential with Small Lot Flexibility District and “P” Public District are a complimentary zone to the Suburban Residential 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 “R1S” Single Family Residential with Small Lot Flexibility District or “P” Public District will diminish the condition or value of property within the vicinity. The adjacent properties have primary been developed with similar residential 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. 4. is satisfied.

Easement Vacation Standards:

Chapter 40-39 of North Dakota Century Code covers the process of application and submittal for opening and vacation streets, alleys and public places. The applicant has submitted the necessary application documents required and noticing has been conducted as required per 9.2-1 (B) and (C).

NDCC 40-39-05. Petitions for vacation of streets, alleys, or public grounds to meet the following. No public grounds, streets, alleys, or parts thereof within a municipality shall be vacated or discontinued by the governing

body except on a petition signed by all of the owners of the property adjoining the plat to be vacated. Such petition shall set forth the facts and reasons for such vacation, shall be accompanied by a plat of such public grounds, streets, or alleys proposed to be vacated, and shall be verified by the oath of at least one petitioner. To that end, staff provides the following guidance

The owner of the property has submitted a petition to vacate a utility easement on their property accompanied by a copy of the current plat, a vacation exhibit prepared and stamped by a licensed land surveyor and a letter of intent for the request referring to a request for a building permit for new construction on the subject property that would encroach on the vacant easement. NDCC 40-39-05 is satisfied.

NDCC 40-39-06, requiring public hearing notification, is satisfied with public hearing notices being mailed via certified letter to all properties within 300', addition mailings to properties within 600' as required the Land Development Ordinance of the City of Minot for application in the Extraterritorial Zoning Jurisdiction and publication of hearing notices as required by Section 9.2-1. B. of the Land Development Ordinance of the City of Minot.

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:

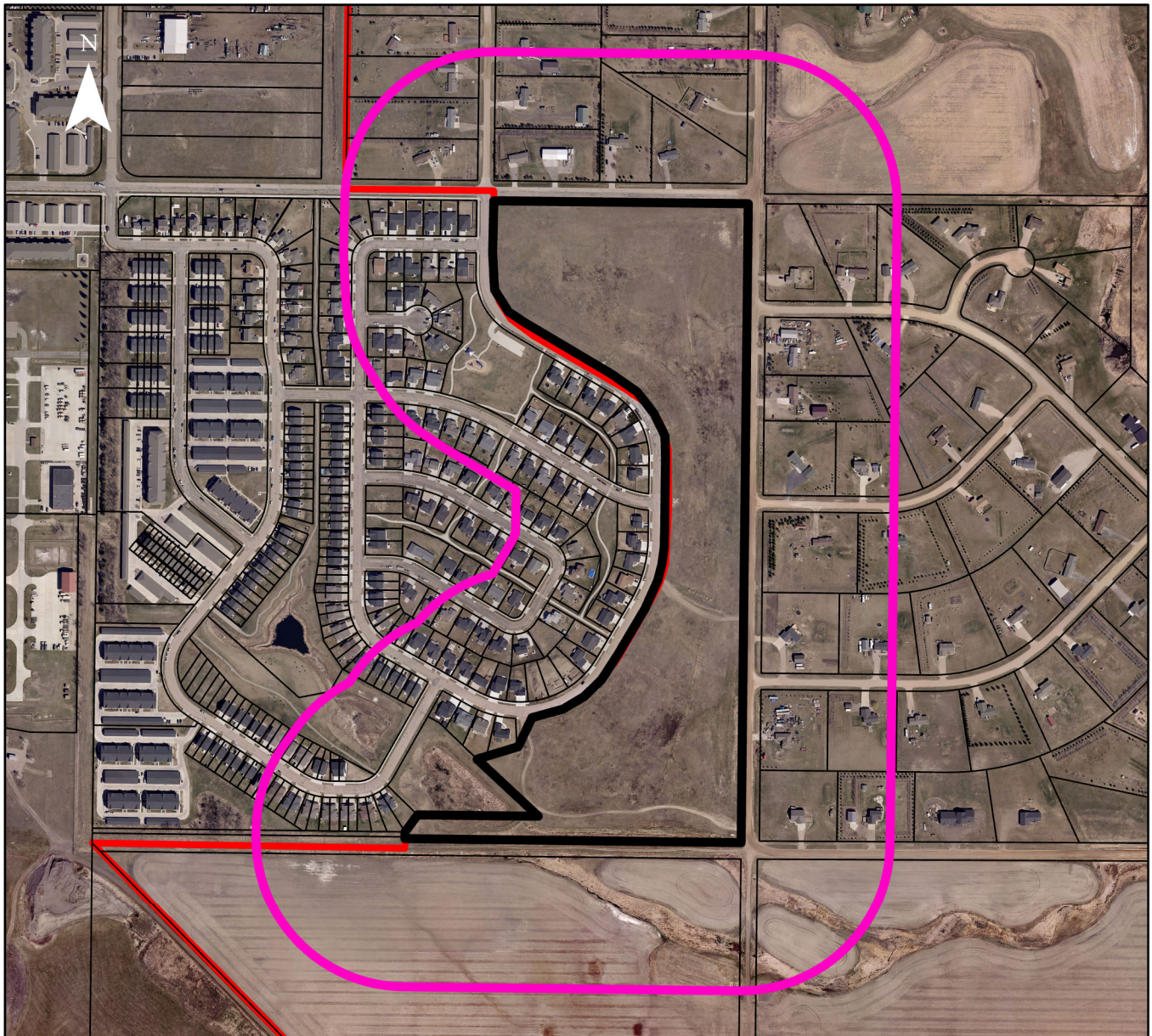
The Minot Planning Commission should accept the following findings of facts:

- 1) The applicants have submitted a complete application for annexation, preliminary plat, easement vacation and zoning map amendment.
- 2) The applicant's request is consistent with the bulk requirements of Chapter 2.7 – "R1S" Single Family Residential with Small Lot Flexibility District and Chapter 2.22 "P" Public 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 "R1S" Single Family Residential with Small Lot Flexibility District and "P" Public District are 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.

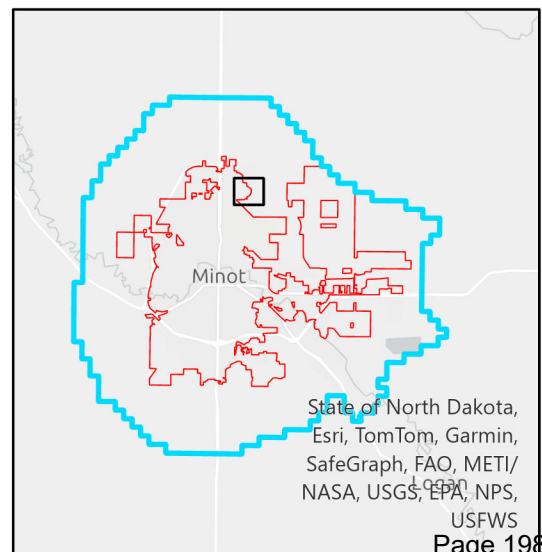
RECOMMENDATION:

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 “R1S” Single Family Residential with Small Lot Flexibility District and “P” Public District and Planning Commission recommend approval of the preliminary plat, annexation, and easement vacation without conditions.



0 450 900 1,800 Feet

- ▬ City Limits
- ▬ Two Mile Boundary
- ▬ Case # 2026-11
- ▬ Case # 2026-11 Notification Area



PRELIMINARY PLAT OF
STONEBRIDGE FARMS 7TH ADDITION
 TO THE CITY OF MINOT, NORTH DAKOTA
 (BEING AN UNPLATTED PORTION OF THE SE1/4 OF SECTION 1,
 TOWNSHIP 155 NORTH, RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA)

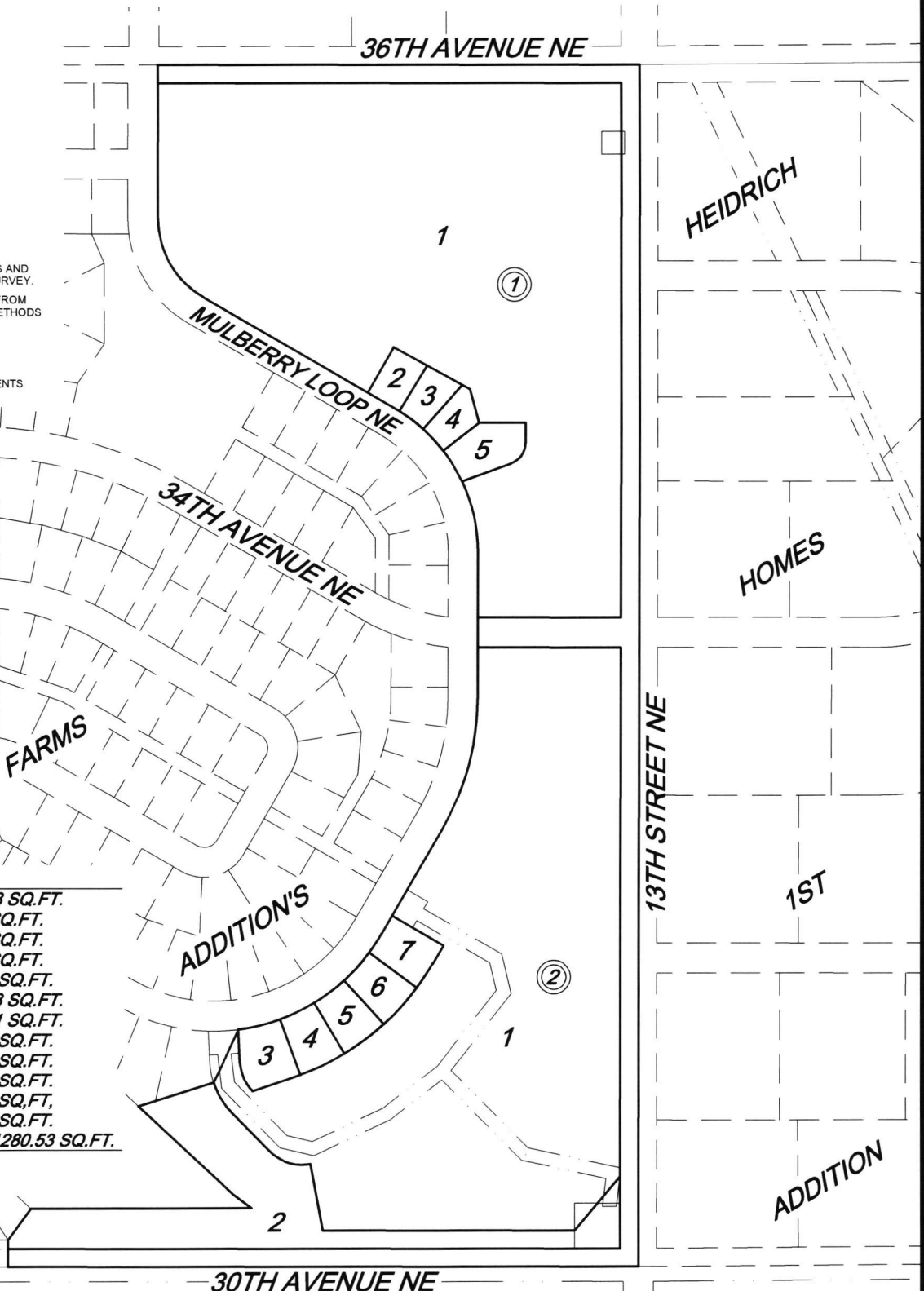


NOT TO SCALE:

NOTES:
 FOR PLANNING PURPOSES ONLY. AREAS AND
 DISTANCES SUBJECT TO FINAL FIELD SURVEY.
 BEARINGS AND DISTANCES MAY VARY FROM
 PREVIOUS PLATS DUE TO DIFFERENT METHODS
 OF MEASUREMENTS.
 A 10' UTILITY EASEMENT IS LOCATED
 ON THE STREETSIDE OF EVERY LOT.
 PLAT IS SUBJECT TO ALL PRIOR EASEMENTS

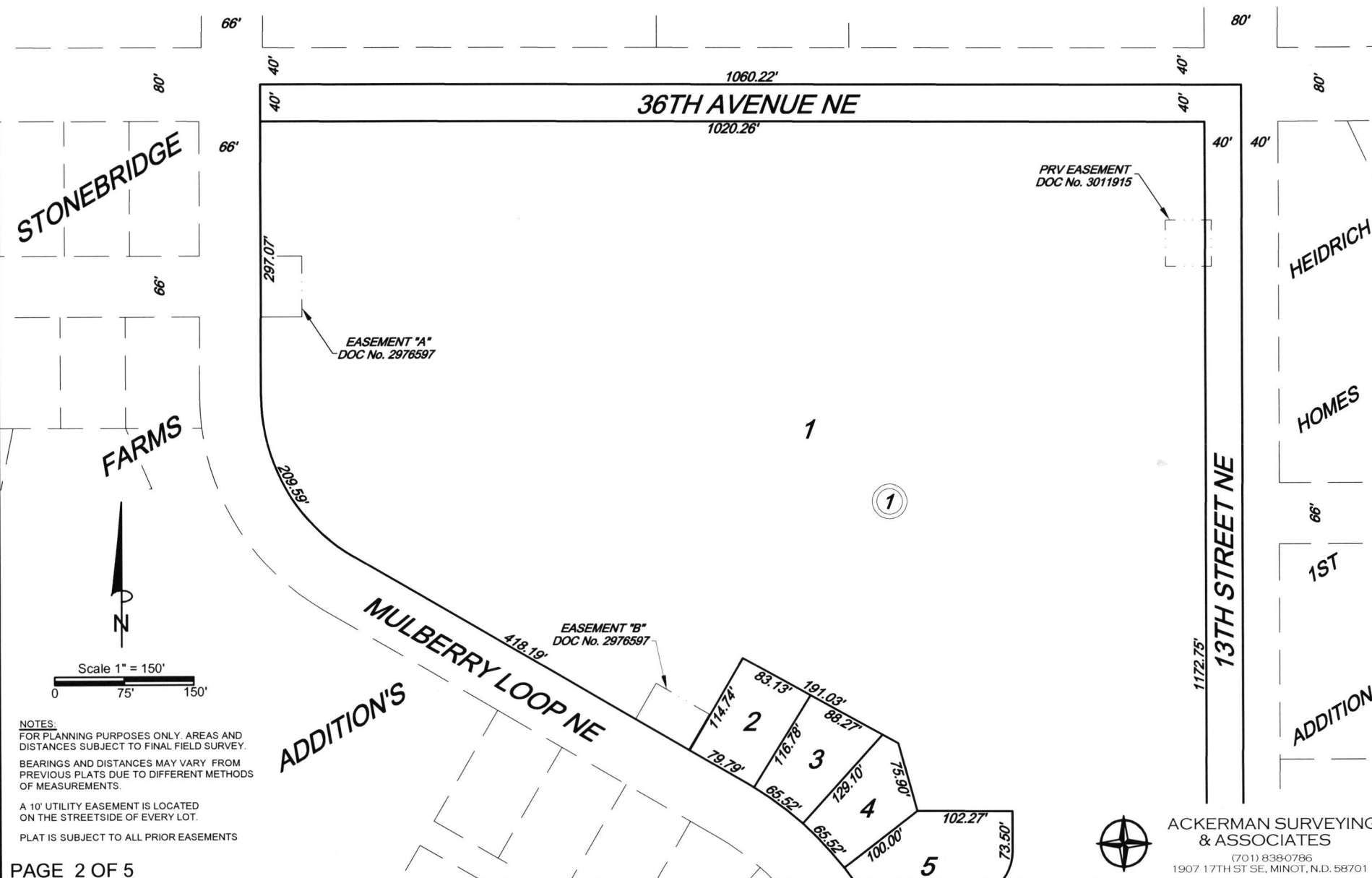
LOT BREAKDOWN

LOT 1, BLOCK 1 = 765614.03 SQ.FT.
 LOT 2, BLOCK 1 = 9415.58 SQ.FT.
 LOT 3, BLOCK 1 = 9290.90 SQ.FT.
 LOT 4, BLOCK 1 = 9085.43 SQ.FT.
 LOT 5, BLOCK 1 = 15662.82 SQ.FT.
 LOT 1, BLOCK 2 = 650044.43 SQ.FT.
 LOT 2, BLOCK 2 = 140403.91 SQ.FT.
 LOT 3, BLOCK 2 = 14897.84 SQ.FT.
 LOT 4, BLOCK 2 = 12436.22 SQ.FT.
 LOT 5, BLOCK 2 = 12436.22 SQ.FT.
 LOT 6, BLOCK 2 = 12436.22 SQ.FT.
 LOT 7, BLOCK 2 = 13336.57 SQ.FT.
 ROAD RIGHT OF WAY = 221280.53 SQ.FT.
 TOTAL = 1886340.70 SQ.FT.
 OR 43.30 ACRES



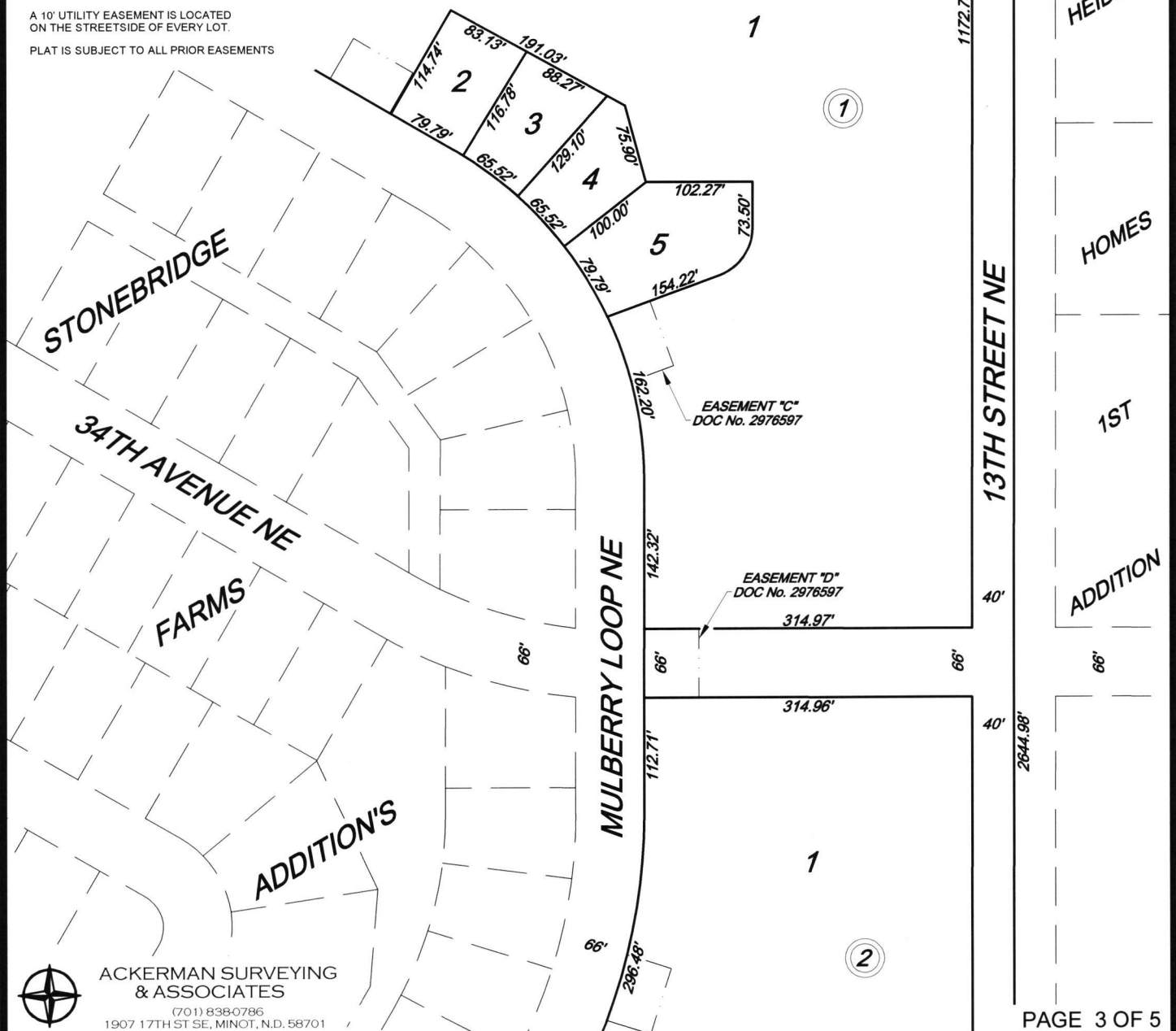
ACKERMAN SURVEYING
 & ASSOCIATES
 (701) 838-0786
 1907 17TH ST SE, MINOT, N.D. 58701

PRELIMINARY PLAT OF
STONEBRIDGE FARMS 7TH ADDITION
 TO THE CITY OF MINOT, NORTH DAKOTA
 (BEING AN UNPLATTED PORTION OF THE SE1/4 OF SECTION 1,
 TOWNSHIP 155 NORTH, RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA)

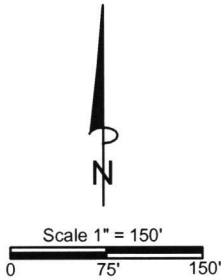


A 10' UTILITY EASEMENT IS LOCATED
ON THE STREETSIDE OF EVERY LOT.

PLAT IS SUBJECT TO ALL PRIOR EASEMENTS

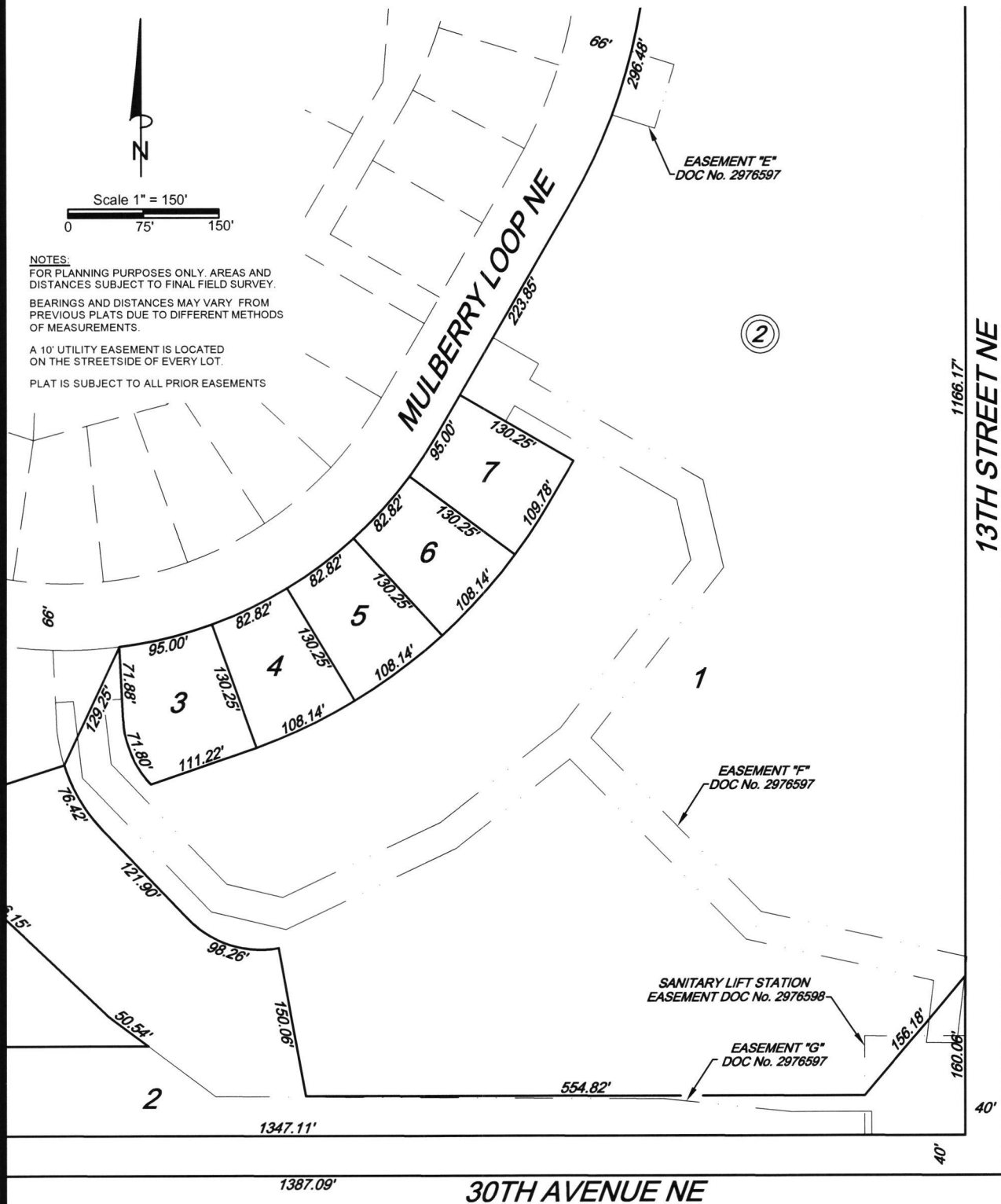


PRELIMINARY PLAT OF
STONEBRIDGE FARMS 7TH ADDITION
 TO THE CITY OF MINOT, NORTH DAKOTA
 (BEING AN UNPLATTED PORTION OF THE SE1/4 OF SECTION 1,
 TOWNSHIP 155 NORTH, RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA)



NOTES:
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 PREVIOUS PLATS DUE TO DIFFERENT METHODS
 OF MEASUREMENTS.

A 10' UTILITY EASEMENT IS LOCATED
 ON THE STREETSIDE OF EVERY LOT.
 PLAT IS SUBJECT TO ALL PRIOR EASEMENTS

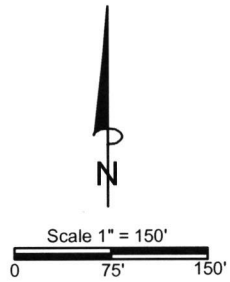


**ACKERMAN SURVEYING
 & ASSOCIATES**
 (701) 838-0786
 1907 17TH ST SE, MINOT, N.D. 58701

UNPLATTED
 SEC. 12-155-83

PRELIMINARY PLAT OF STONEBRIDGE FARMS 7TH ADDITION

TO THE CITY OF MINOT, NORTH DAKOTA
(BEING AN UNPLATTED PORTION OF THE SE1/4 OF SECTION 1,
TOWNSHIP 155 NORTH, RANGE 83 WEST, WARD COUNTY, NORTH DAKOTA)



NOTES:
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OF MEASUREMENTS.

A 10' UTILITY EASEMENT IS LOCATED
ON THE STREETSIDE OF EVERY LOT.
PLAT IS SUBJECT TO ALL PRIOR EASEMENTS

MULBERRY LOOP NE

STONEBRIDGE
FARMS

ADDITION'S

30TH AVENUE NE

UNPLATTED
SEC. 12-155-83

EASEMENT "F"
DOC No. 2976597

EASEMENT "G"
DOC No. 2976597

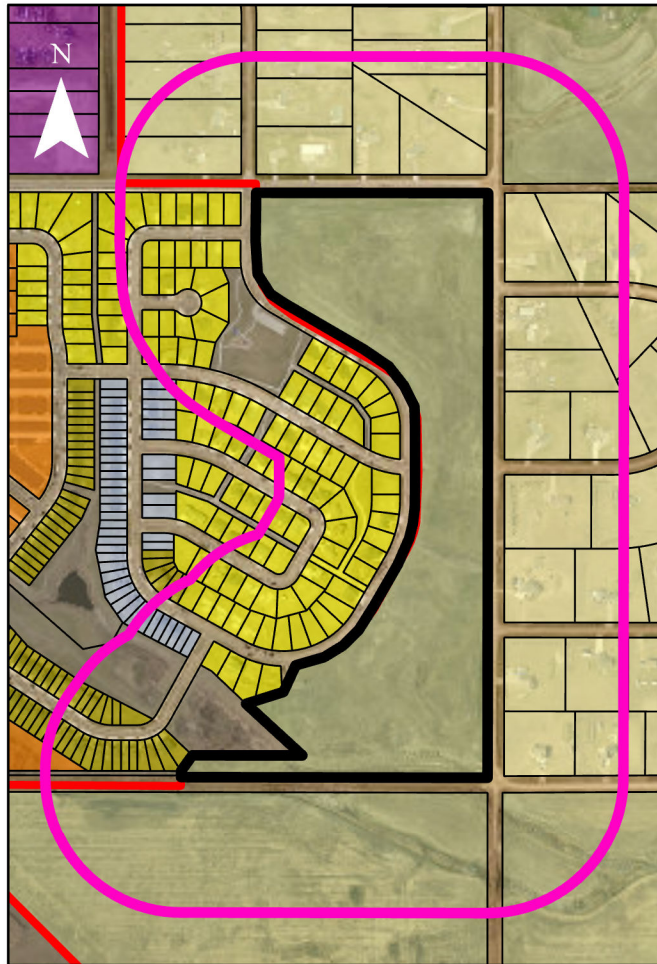


ACKERMAN SURVEYING
& ASSOCIATES

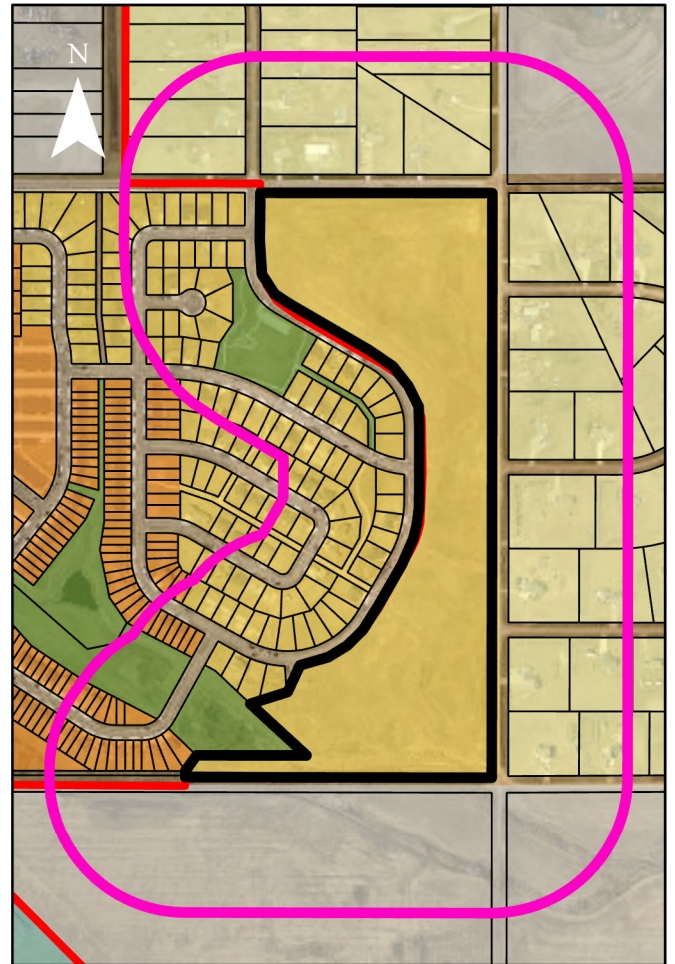
(701) 838-0786
1907 17TH ST SE, MINOT, N.D. 58701

PAGE 5 OF 5

ZONING



FUTURE LAND USE



0 400 800 1,600 Feet

Zoning

	AG
	M1
	P
	R1
	R2
	R3
	R4
	RR

Both Maps

	Case # 2026-11
	Case # 2026-11 Notification Area

Land Use Type

	Public Institutional
	Suburban Residential
	Parks And Recreation
	Urban Residential
	Light Industrial
	Rural Residential
	Suburban Residential
	Light Industrial

ANNEXATION EXHIBIT

TO THE CITY OF MINOT, NORTH DAKOTA
(BEING PORTIONS OF 30TH AVENUE NE, 34TH AVENUE NE, 36TH AVENUE NE AND
LOTS 1 THRU 5 BLOCK 1, LOTS 1 THRU 7, BLOCK 2, STONEBRIDGE FARMS 7TH ADDITION
TO THE CITY OF MINOT, NORTH DAKOTA)



Not to Scale:



- AREA TO BE ANNEXED.

36TH AVENUE NE

HEIDRICH

1

①

MULBERRY LOOP NE

2 3 4 5

STONEBRIDGE

34TH AVENUE NE

FARMS

HOMES

13TH STREET NE

1ST

ADDITION'S

②

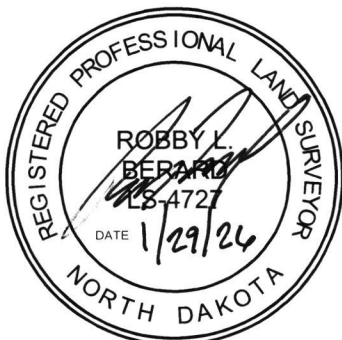
3 4 5 6 7

1

ADDITION

2

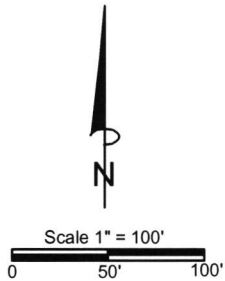
30TH AVENUE NE



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

EASEMENT VACATION

TO THE CITY OF MINOT, NORTH DAKOTA
(BEING A PORTION OF A SANITARY LIFT STATION EASEMENT FILED AS
EXHIBIT 2 DOCUMENT No. 2976598 AT THE WARD COUNTY RECORDERS OFFICE)



NOTES:
FOR PLANNING PURPOSES ONLY. AREAS AND
DISTANCES SUBJECT TO FINAL FIELD SURVEY.
BEARINGS AND DISTANCES MAY VARY FROM
PREVIOUS PLATS DUE TO DIFFERENT METHODS
OF MEASUREMENTS.

PLAT IS SUBJECT TO ALL PRIOR EASEMENTS



- PORTION TO BE VACATED.
(1499.25 SQ.FT.)

EASEMENT "F"
DOC No. 2976597

②

1

SANITARY LIFT STATION
EASEMENT DOC No. 2976598

EASEMENT "G"
DOC No. 2976597

PORTION TO BE VACATED

2

40'

13TH STREET NE

HEIDRICH

HOMES

1ST

ADDITION

40'

40'

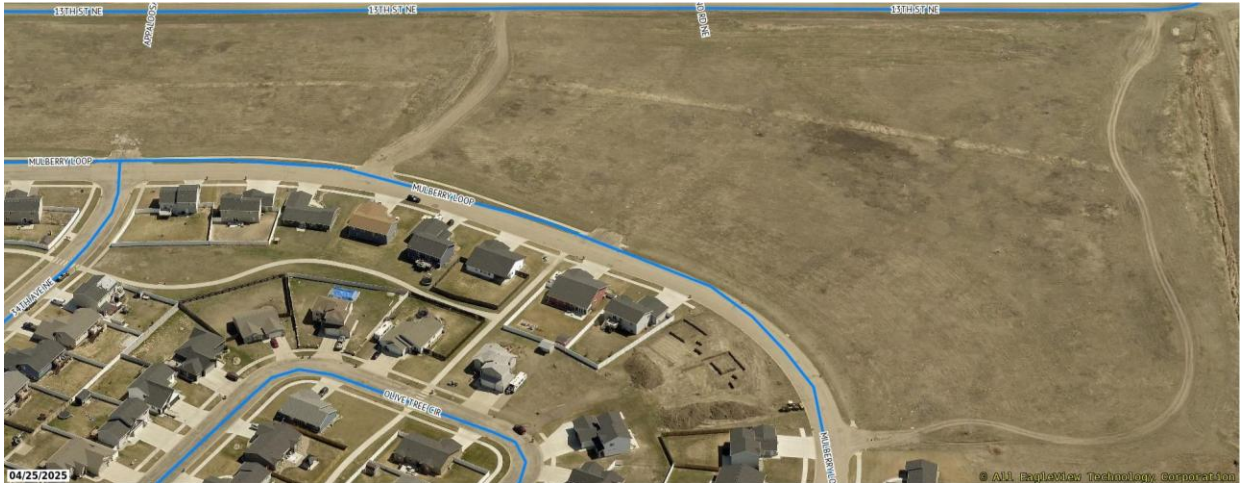
30TH AVENUE NE



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

UNPLATTED
SEC. 12-155-83

Exhibit 6 – Site Photos



Aerial View 1



Aerial View 2



TO: Mayor and Members of the City Council

FROM: Hannah Hornberger, Community Development Admin Asst.

DATE: May 4, 2026

SUBJECT: CASE #2026-13 - SUNRISE GARDENS - FINAL PLAT

I. RECOMMENDED ACTION

It is recommended City Council approve the Final Plat that 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

The Sunrise Gardens Preliminary Plat was approved on first reading at the April 6, 2026, City Council meeting. The staff report is included in Attachment B.

B. Proposed Project

Lots 1 & 2 of Sunset Gardens Addition to the City of Minot.

C. Recommendation Detail

It is recommended that City Council approve the Final Plat that is included in Attachment A.

IV. IMPACT

A. Service/Delivery Impact:

The plat will rearrange 5 lots and consolidate them into 2 lots to separate the cemetery use from the supporting residential and facilities maintenance areas.

B. Fiscal Impact

N/A

Project Costs

N/A

Project Funding

N/A

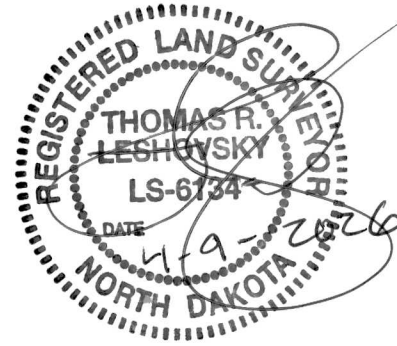
VI. ALTERNATIVES

City Council may deny or approve with conditions.

SUNSET GARDENS TO THE CITY OF MINOT, NORTH DAKOTA

BEING OUTLOT 3, LOT A OF OUTLOT 3 AND LOT B OF OUTLOT 3, LYING IN THE SE $\frac{1}{4}$,
SECTION 26, TOWNSHIP 156 N, RANGE 83 W,
TO THE CITY OF MINOT, NORTH DAKOTA

SUNSET MEMORIAL GARDENS
Ward Co. Doc. #389994
Recorded 3/10/1953



DESCRIPTION:

Know all men by these presents that Sunset Memorial Gardens Inc., being Owner and Proprietor, of Outlot 3 less Lots A & B & the West 24 FT of the SE $\frac{1}{4}$ SE $\frac{1}{4}$, Section 26, Township 156 N, Range 83 W, of the 5th Principal Meridian, to the City of Minot, North Dakota, and Jeffery & Nancy Jo Schmidt, being Owners and Proprietors, of Lots A & B of Outlot 3 of the SE $\frac{1}{4}$ SE $\frac{1}{4}$, Section 26, Township 156 N, Range 83 W, of the 5th Principal Meridian, to the City of Minot, being more particularly described as follows:

Beginning at the Northeast Corner, of Outlot 3 of the SE $\frac{1}{4}$ SE $\frac{1}{4}$, Section 26, Township 156 N, Range 83 W, of the 5th Principal Meridian, a Plat being on file at the Ward County Recorder's Office; Thence S 0°37'55" W, on a Boundary Line, of said Outlot 3, a distance of 51.00 FT, to a Point being on the Boundary Corner, of said Outlot 3; Thence S 89°12'36" E, on a Boundary Line, of said Outlot 3, a distance of 347.00 FT, to a Westerly Right of Way Line of the U.S. Highway #83; Thence S 0°37'55" W, on said Westerly Right of Way Line of the U.S. Highway #83, a distance of 62.47 FT, to the Southeast Corner, of said Outlot 3; Thence N 89°10'06" W, on the South Line, of said Outlot 3, a distance of 991.95 FT; Thence N 0°41'12" E, a distance of 408.75 FT, to the Point of Beginning.

Said described tract, of land contains 8.91 Acres more or less. Have caused the same to be surveyed and platted as shown hereon, to be known as Sunset Gardens, to the City of Minot, North Dakota, the owners hereunto affixed their signatures.

Casey Schmidt - President
Sunset Memorial Gardens Inc.

Jeffery Schmidt

Nancy Jo Schmidt

STATE OF NORTH DAKOTA, COUNTY OF Ward

On this 14th Day of April, 2026, before me, a Notary Public in and for said State, Appeared Casey Schmidt, 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

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

Notary Public, State of North Dakota

STATE OF NORTH DAKOTA, COUNTY OF Ward

On this 14th Day of April, 2026, before me, a Notary Public in and for said State, Appeared Jeffery & Nancy Jo Schmidt, well known to be the persons described in the foregoing description and acknowledged to me that they executed the same on their own free act and deed.

My commission expires

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

Notary Public, State of North Dakota

SURVEYOR'S CERTIFICATE

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

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

STATE OF NORTH DAKOTA, COUNTY OF Ward

On this 14th Day of April, 2026, before me, a Notary Public in and for said State, Appeared Thomas R. Leshovsky, Registered Professional Land Surveyor, well known to be such, and acknowledged to me that he executed the foregoing Surveyor's Certificate as his own free act and deed.

My commission expires

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

Notary Public, State of North Dakota



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

APPROVAL

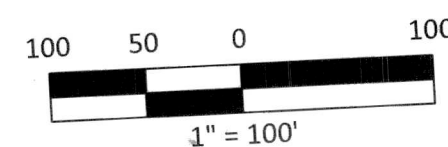
I hereby certify that the Plat shown hereon has been approved by the Minot Planning Commission and the Minot City Council.

Approved: _____, 2026
Minot City Engineer

NOTES:

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

- Denotes Property Corners Set 18" #5 Rebar with PLS Cap #6134
- Denotes Property Corners Found
- Denotes Traverse Point
- Denotes Right of Way Monuments
- Denotes Section Corners
- Denotes Quarter Corners





Planning Commission Staff Report

Application Date: 01/28/2026
Date of Staff Report: 02/23/2026
Date of Planning Commission Meeting: 03/10/2026

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

Case Number: 2026-10
Project Name: Sunset Gardens Addition – Preliminary Plat
Current Legal Description: See the project description below.
Proposed Legal Description: Lot 1 & 2 of Sunset Gardens Addition to the City of Minot
Present Address: See the project description below.

Owners: Casey Schmidt
Representative: Casey Schmidt
Entitlements Requested: Major Subdivision Preliminary Plat

Present Zone(s): “C2” General Commercial District
Present Use(s): Cemetery, Residential
Uses Allowed in Present Zone(s): See Table 2.2 for allowed and conditionally permitted uses within each district.
Present Future Land Use Map Designation: Ag and Open Space

Proposed Zone(s): No Change
Proposed Use(s): No Change
Uses Allowed in Proposed Zone(s): See Table 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 Casey Schmidt, owner for a request of a preliminary plat to subdivide a property zoned “C2” General Commercial District. The legal description for the property is Lots A and B along with Outlot 3 lying in the SE ¼ Section 26, Township 156, Range 83, Ward County, North Dakota.

The subject property address is 200 62nd Ave NW.

An aerial photo of the subject property can be found in **Exhibit 1**.

BACKGROUND INFORMATION:

The property owner seeks to rearrange five (5) lots and consolidate them into two (2) lots in order to separate the cemetery use from the supporting residential and facilities maintenance areas.

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

The zoning and future land use map designation of the subject property and surrounding area is 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 Sunset Gardens 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 as those properties to be zoned meet the minimum lots size and dimensional standards for the “C2” General Commercial District.

Section 10.3-12 is satisfied. This is an existing development on previously unplatted land that is looking to do simple lot line adjustments.

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

Section 10.3-14 is satisfied. This section relates to sidewalks, sidewalks are not required.

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.

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 comments were not received.

FINDINGS OF FACT:

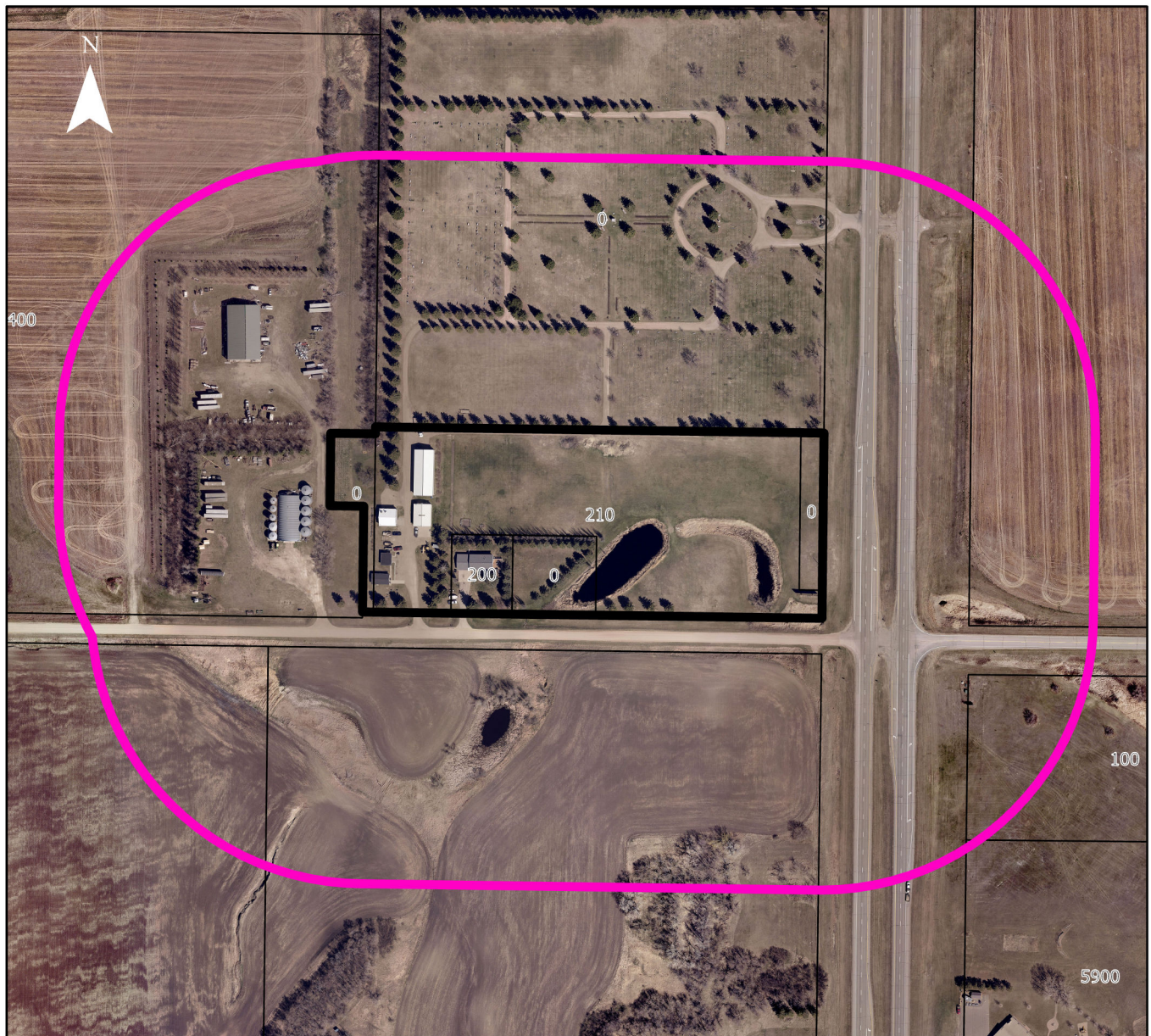
The Minot Planning Commission should accept the following findings of facts:

- 1) The applicants have submitted a complete application.
- 2) The property is zoned “C2” General Commercial District on the Official Zoning Map and has a “Ag & Open Space” designation on the Future Land Use Map of the 2040 Comprehensive Plan.
- 3) The applicant’s request is consistent with the bulk requirements of Chapter 2.14 – “C2” General Commercial District of the Land Development Ordinance of the City of Minot (LDO).
- 4) The applicable sections of Chapter 10.3 related to subdivision design are satisfied.
- 5) The Minot Planning Commission has the authority to recommend approval, with or without conditions, or

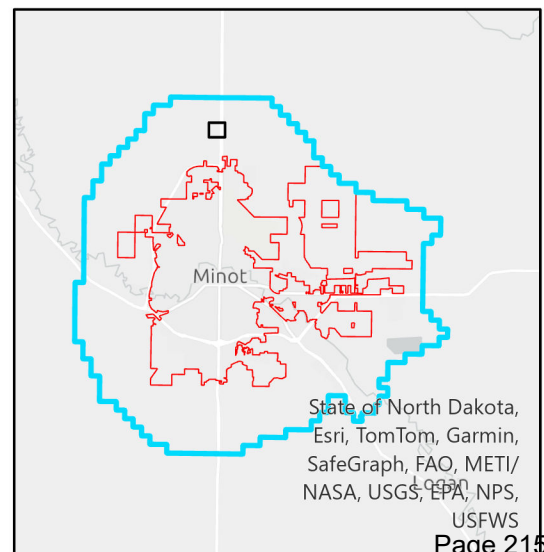
recommend denial of the Major Subdivision Preliminary Plat. The public notice requirements were met, the hearing was legally noticed and posted, and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

STAFF RECOMMENDATION TO PLANNING COMMISSION:

Staff recommends the Planning Commission adopt staff findings of fact and recommend City Council approve the Major Subdivision Preliminary Plat for Sunset Gardens Addition without conditions.



- ▬ City Limits
- ▬ Two Mile Boundary
- ▬ Case # 2026-10
- ▬ Case # 2026-10 Notification Area



PRELIMINARY PLAT OF SUNSET GARDENS

TO THE CITY OF MINOT, NORTH DAKOTA

BEING OUTLOT 3, LOT A OF OUTLOT 3 AND LOT B OF OUTLOT 3, LYING IN THE SE $\frac{1}{4}$,
SECTION 26, TOWNSHIP 156 N, RANGE 83 W,
TO THE CITY OF MINOT

SUNSET MEMORIAL GARDENS

Ward Co. Doc. #389994

Recorded 3/10/1953

940.56 FT

OUTLOT 3

Ward Co. Doc. #397586

Recorded 12/10/1954

LOT 2

6.91 Acres

320.00 FT

75.92 FT

50.52 FT

408.75 FT

150.00 FT

126.00 FT

62nd Ave. NW

365.45 FT

500.50 FT

249.77 FT

LOT 1

2.00 Acres

LOT A OF OUTLOT 3

Ward Co. Doc. #547003

Recorded 8/10/1976

LOT B OF OUTLOT 3
Ward Co. Doc. #547004
Recorded 8/10/1976

347.00 FT

SCHOOL

US Highway #83 R.O.W. Line

Section Line

US Highway #83

51.00 FT

62.47 FT

Section Line

- - Denotes Property Corners Proposed
- - Denotes Property Corners Found

NOTES:

- For planning purposes only.
- Bearings and Distances may vary from previous plats due to different methods of measurement.
- Plat is subject to all prior easements of record.
- A 10' utility Easement is located on the street side of every lot and where noted.

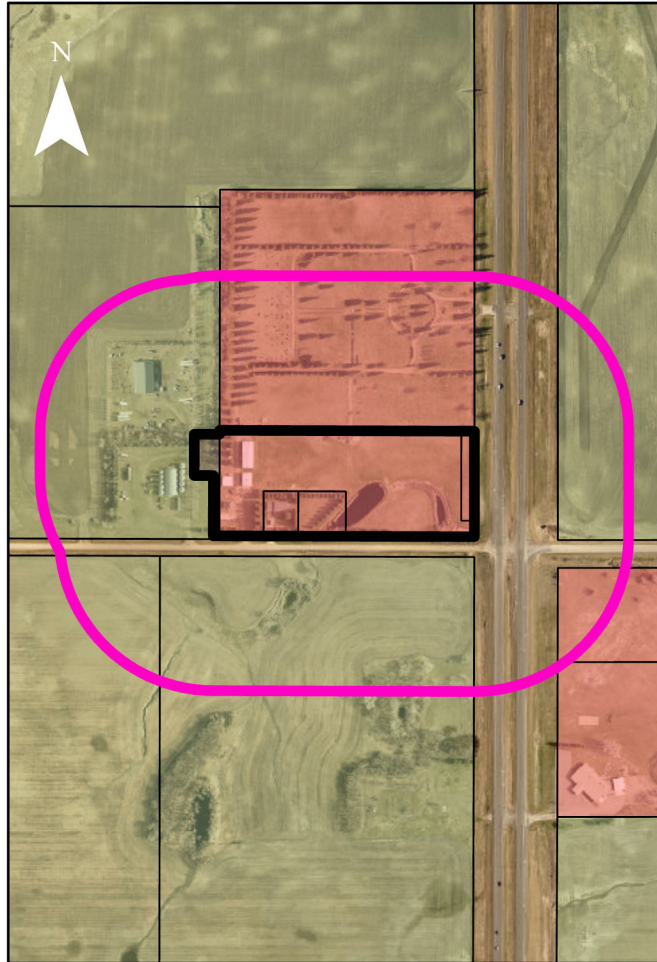
125 0
Scale: 1" = 125'



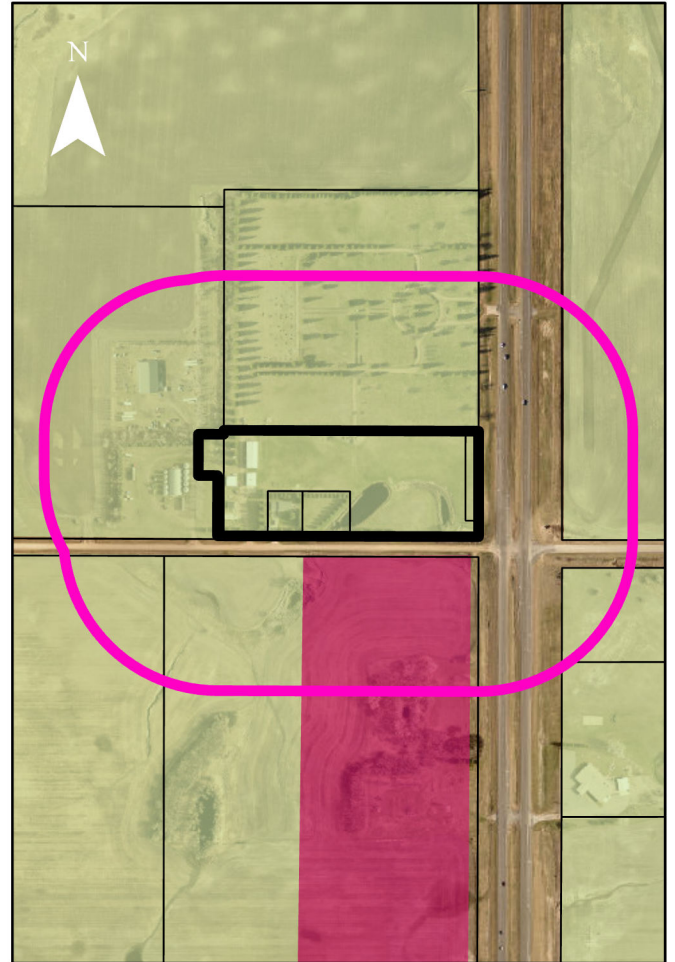
WOLD
ENGINEERING, P.C.

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



0 350 700 1,400 Feet

Zoning

	AG
	C2
	P

Both Maps

	Case # 2026-10
	Case # 2026-10 Notification Area4a

Land Use Type

	Agricultural and Open Space
	Gateway Commercial
	Agricultural and Open Space

Exhibit 4 – Site Photos



Aerial View 1



Aerial View 2



TO: Mayor and Members of the City Council

FROM: Veronica Meyer, Senior Project Manager

DATE: May 4, 2026

SUBJECT: 2026 ALLEY WATERMAIN REPLACEMENT - AWARD OF BID (4898.1)

I. RECOMMENDED ACTION

It is recommended City Council approve the bid from Kemper Construction Co. in the amount of \$860,152.31 for the 2026 Alley Watermain Replacement project and authorize the Mayor to sign the contract on behalf of the City of Minot.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Public Works Utilities Director, 701-857-4768

III. DESCRIPTION

A. Background

Each year, the Water and Sewer Department budgets funds for watermain replacement in areas where old watermains are in poor condition. This year, \$1,724,708 was allocated for watermain maintenance. The area was chosen based on being an area that required significant maintenance repairing watermain breaks.

B. Proposed Project

Work for this project this year will take place in the alley between 7th St. and 8th St. NW and from Central Ave. to 4th Ave. NW to improve the water quality, fire flow, and reduce breaks. This watermain is also located below a 10-inch high pressure gas main which makes completing repairs on it extremely difficult.

C. Recommendation Detail

On Tuesday, April 28, 2026, bids were opened for the 2026 Alley Watermain Replacement Project. Below is a copy of the bid tabulation:

2026 Alley Watermain Replacement Project Bid Tabulation

City Project #4898.1

Engineer's Estimate: \$1,220,700.00

Kemper Construction Co.	\$860,152.31
--------------------------------	---------------------

Dig It Up Backhoe Service	\$965,552.70
----------------------------------	---------------------

Post Construction, Inc.	\$987,919.90
JR Civil LLC	\$989,139.00
Wagner Construction	\$1,567,465.00

It is recommended that the project be awarded to Kemper Construction Co. with their low bid of \$860,152.31.

IV. IMPACT

A. Service/Delivery Impact:

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

B. Fiscal Impact

Project Costs

Contractor's Low Bid \$860,152.31

Project Funding

14061000-44501 - Watermain Maintenance - \$1,724,708

VI. ALTERNATIVES

City Council could choose not to award the project, which would further delay underground utility maintenance.



TO: Mayor and Members of the City Council

FROM: Veronica Meyer, Senior Project Manager

DATE: May 4, 2026

**SUBJECT: ~~PERKETT DITCH IMPROVEMENTS PHASE 2 – AWARD OF BID~~
(4751.1) - PULLED**

I. RECOMMENDED ACTION

It is recommended City Council award the Perkett Ditch Improvements Phase 2 to the low bidder, Steen Construction, in the amount of \$85,816.00 and authorize the Mayor to sign the agreement.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

In 2017 and 2025, improvements were made to Perkett Ditch from 30th St SW to approximately one block west of 18th St SW as part of the Mouse River Enhanced Flood Protection Project. Part of the improvements included constructing a concrete channel in Perkett Ditch to improve the conveyance of storm water. This project will remove sediment from the ditch and extend the concrete channel, providing more efficient drainage and maintenance of the ditch.

B. Proposed Project

This project will continue the concrete channel beginning on the north side of Central Ave. Approximately 175 LF of concrete channel will be constructed which will reach northwest past an existing corner of the ditch. This corner has encountered significant erosion from the speed of the water draining through the ditch. This project will protect the embankment and prevent future erosion issues.

C. Recommendation Detail

On Tuesday, April 28, 2026, at 11:00 AM, bids were opened for this project. Below and attached is a bid tabulation summary that shows the bid comparisons as they relate to the engineer's estimate:

Perkett Ditch Improvements Phase 2 Project Bid Tabulation
City Project 4751.1

Engineer's Estimate: \$155,135.00

Steen Construction	\$85,816.00
Flyway Companies, LLC	\$90,251.00
Hanson's Excavating, Inc.	\$99,326.00
Keller Paving & Landscaping, Inc.	\$107,873.40
Knife River	\$116,680.00

It is recommended that the project be awarded to Steen Construction with their low bid of \$85,816.00.

IV. IMPACT

A. Service/Delivery Impact:

This project will prevent future erosion of this portion of Perkett Ditch and will allow for easier maintenance of the ditch.

B. Fiscal Impact

Project Costs

Contractor's Bid Price: \$85,816.00

Project Funding

44503 - Storm Sewer Maintenance - \$700,000

VI. ALTERNATIVES

City Council could choose not to award the project, which would further delay repairing the eroded embankment and protecting against future erosion in this area.



TO: Mayor and Members of the City Council

FROM: Jesse Hoffart, Project Manager

DATE: May 4, 2026

**SUBJECT: 2025 WASHINGTON SAFE ROUTES TO SCHOOL (SRTS) PROJECT -
FINAL PAYMENT (4720)**

I. RECOMMENDED ACTION

It is recommended City Council approve the final payment of \$1,753.53 to be paid to the North Dakota Department of Transportation and authorize the Mayor and Finance Director to sign the final certification of local match.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

The 2025 Washington Safe Routes to School (SRTS) project was constructed later in the summer of 2025. The project was completed under a cost share grant with the NDDOT. Under these cost-share projects, the NDDOT pays the Contractor, and the local public agency (City of Minot) reimburses the NDDOT for our share of the cost.

B. Proposed Project

The project included installing new sidewalks where there was no sidewalk. New sidewalks tied into the existing network of sidewalks to provide transportation to and from Washington Elementary School. The project also included signs, pavement markings, and ADA ramps. The project installed new sidewalks and made sidewalk ramp improvements in the following locations:

1. The north side of 17th Ave SE, from S Broadway to 2nd St SE
2. Both sides of 18th Ave SE, from 2nd St SE to 6th St SE

C. Recommendation Detail

On March 21, 2025, bids were opened for the 2025 Washington SRTS project (NDDOT TAU-4-989(131)). The contract was awarded to Keller Paving &

Landscaping, Inc. by Council on April 7, 2025. Now that the project is completed, the City is obligated to reimburse the NDDOT for the City's remaining share of the final contract price.

IV. IMPACT

A. Service/Delivery Impact:
N/A

B. Fiscal Impact
The project is part of a NDDOT TA grant that is funded 80.93% for all items eligible for federal aid, with the remaining 19.07% as local share. The final cost breakdown is as follows:

<u>Project Costs</u>		
Initial Contract Amount	\$	847,066.33
City Cost Share (Initial Contract Amount)	\$	161,535.55
Final Construction Cost	\$	919,524.03
Construction Cost x 19.07%	\$	175,353.23
<u>Project Funding</u>		
2025 Sales Tax Infrastructure Funding	\$	175,353.33

VI. ALTERNATIVES
N/A

#300 803



MARCH 12, 2026

DAVID LAKEFIELD
CITY OF MINOT
PO BOX 5006
MINOT ND 58702-5006

PROJECT: TAU-4989(131) PCN 23916 – 17TH AVE SW, US 83 TO 1ST ST SW; 17TH AVE SE, NEAR 1ST ST SE TO 2ND ST SE; 18TH AVE SE, 2ND ST SE TO 6TH ST SE

Pursuant to the agreement entered into between the City of Minot, and the ND Department of Transportation on January 12, 2025, we are submitting a final billing in the amount of \$1,753.53.

The above amount was calculated as follows:

Construction	$\$919,524.03 \times 19.07\% = \$175,353.23$
Less Previous Billings	<u>(173,599.70)</u>
Total Due to NDDOT	<u>\$ 1,753.53</u> ✓

A copy of the contractor's final estimate 7 is enclosed.

Julie Fleck

JULIE FLECK
FEDERAL AID ACCOUNTANT

50/jf/cpm
Enclosures

North Dakota Department of Transportation
Claim for Payment - Final Progressive Estimate Number 7

Project: TAU-4-989(131)
 Type: NEW SIDEWALK, CURB RAMPS, AND DRIVEWAYS

PCN: 23916

CF 2-18-26

Contractor
 KELLER PAVING & LANDSCAPING INC
 1820 HIGHWAY 2 BYP E
 MINOT ND 587017929

Covering Period From 11/21/2025 To 12/05/2025
 Length: 0.31
 Contract Cost \$847,066.33
 Change Orders Estimated: \$22,766.57
 County: Ward

Vendor Number: 12749
 Funding Doc No: P498913A 1408

Assignment

Funding Sources	FEDERAL FUNDS	Totals
Total Work Done to Date	919,524.03	919,524.03
Retainage	0.00	0.00
Previous Retainage	9,195.24	9,195.24
Retainage this Period	-9,195.24	-9,195.24
Liquidated Damages		
0.0 Days to Date	0.00	0.00
0.0 Days to Previous	0.00	0.00
0.0 Days this Period	0.00	0.00
Total Due to Date	919,524.03	919,524.03
Previous Payments	910,328.79	910,328.79
Payment Due this Estimate	9,195.24	9,195.24

NP Funding Sources	FEDERAL FUNDS
Total Work Done to Date	0.00
Retainage	0.00
Previous Retainage	0.00
Retainage this Period	0.00
Liquidated Damages	
0.0 Days to Date	0.00
0.0 Days to Previous	0.00
0.0 Days this Period	0.00
Total Due to Date	0.00
Previous Payments	0.00
Payment Due this Estimate	0.00

Engineer: Alex Koble, MOORE ENGINEERING, INC
 District Engineer: Chad Beggs
 Construction Engineer: Phillip Murdoff
 Pay Quantities Date Range From 10/16/2025 To 11/21/2025

DEPARTMENT APPROVAL AND ESTIMATE CERTIFICATE (SEC.24-02-13 NDCC)

I hereby certify that the within estimate or claim is just and true, that the contractor herein named has rendered the services and furnished the material herein charged, that they are of the value claimed, that no part thereof has been paid, and that the foregoing estimate or claim is supported by a proper contract and bond on file in the department or that the purpose of the payment to a clerk of district court is pursuant to law and for the taking of property by condemnation.

Approved for payment by Murdoff, Phillip on 02/17/2026

Director, Department of Transportation

2/19/2026

North Dakota Department of Transportation
Progressive Estimate Details

Project: TAU-4-989(131)

PCN: 23916

Date Submitted For Payment: 02/17/2026

Letting Date: 03/21/2025

SubProject: 1 SIDEWALK, CURB RAMPS, & DRIVEWAY

Spec. No.	Code SPEX	C.O. NO	Description	Original Quantity	Unit	Unit Price	BID Amount	QUANTITIES		AMOUNT		Projected Quantity
								Current	Total to Date	Current	Total to Date	
Bid Items and Change Orders												
103	100		CONTRACT BOND	1.000	L SUM	3,450.000	3,450.00		1.000		3,450.00	100.00
201	330		CLEARING & GRUBBING	1.000	L SUM	13,000.000	13,000.00		1.000		13,000.00	100.00
201	395	2	STUMP REMOVAL	3.000	EA	1,346.080	4,038.24		3.000		4,038.24	100.00
202	114		REMOVAL OF CONCRETE PAVEMENT	1,034.000	SY	19.750	20,421.50		1,199.100		23,682.24	115.97
202	130		REMOVAL OF CURB & GUTTER	1,300.000	LF	11.850	15,405.00		1,430.700		16,953.80	110.05
202	132		REMOVAL OF BITUMINOUS SURFACING	909.000	SY	40.000	36,360.00		1,048.500		41,940.00	115.35
203	103		COMMON EXCAVATION-TYPE C	338.000	CY	51.500	17,407.00		392.200		20,198.30	116.04
203	103	1	COMMON EXCAVATION-TYPE C	107.000	CY	51.500	5,510.50		107.000		5,510.50	100.00
203	103	3	COMMON EXCAVATION-TYPE C	17.000	CY	51.500	875.50		17.000		875.50	100.00
203	119		TOPSOIL-IMPORTED	568.000	CY	58.000	32,944.00		548.000		31,784.00	96.48
203	119	1	TOPSOIL-IMPORTED	-12.000	CY	58.000	-696.00					
203	119	3	TOPSOIL-IMPORTED	-8.000	CY	58.000	-464.00					
251	300		SEEDING CLASS III	0.703	ACRE	20,500.000	14,411.50		0.544		11,152.00	77.38
251	300	1	SEEDING CLASS III	-0.015	ACRE	20,500.000	-307.50					
253	200		HYDRAULIC MULCH	3,409.000	SY	1.030	3,511.27		2,632.000		2,710.96	77.21
253	200	1	HYDRAULIC MULCH	-73.000	SY	1.030	-75.19					
261	112		FIBER ROLLS 12IN	200.000	LF	4.760	952.00					
261	113		REMOVE FIBER ROLLS 12IN	200.000	LF	3.550	710.00					
302	120		AGGREGATE BASE COURSE CL 5	831.000	TON	34.250	28,461.75		1,665.545		57,044.92	200.43
302	120	1	AGGREGATE BASE COURSE CL 5	22.700	TON	34.250	777.48					
302	120	3	AGGREGATE BASE COURSE CL 5	-8.900	TON	34.250	-236.33					
302	255	3	COARSE DRAINAGE AGGREGATE	27.510	TON	184.001	5,061.87		27.510		5,061.87	100.00
430	500		COMMERCIAL GRADE HOT MIX ASPHA	160.000	TON	232.620	37,219.20		203.020		47,226.51	126.89
702	100		MOBILIZATION	1.000	L SUM	93,500.000	93,500.00		1.000		93,500.00	100.00
704	1000		TRAFFIC CONTROL SIGNS	1,103.000	UNIT	4.200	4,632.60		1,113.000		4,674.60	100.91
704	1051		TYPE II BARRICADE	13.000	EA	521.520	6,779.76		18.000		9,387.36	138.46
704	1052		TYPE III BARRICADE	3.000	EA	300.500	901.50		3.000		901.50	100.00
704	1058		PEDESTRIAN WALKWAY	298.000	LF	14.500	4,321.00		56.000		812.00	18.79
704	1060		DELINEATOR DRUMS	238.000	EA	32.250	7,675.50		193.000		6,224.25	81.09
704	1067		TUBULAR MARKERS	165.000	EA	19.000	3,135.00		111.000		2,109.00	67.27
704	1500		OBLITERATION OF PAVEMENT MARKIN	227.000	SF	7.250	1,645.75		227.000		1,645.75	100.00
704	2108		TEMPORARY CURB RAMP	13.000	EA	571.000	7,423.00		2.000		1,142.00	15.38
708	1540		INLET PROTECTION-SPECIAL	5.000	EA	486.000	2,430.00		6.000		2,916.00	120.00
708	1541		REMOVE INLET PROTECTION-SPECIAL	5.000	EA	94.750	473.75		6.000		568.50	120.00
722	3455		CASTING INLET-TYPE 1	3.000	EA	3,050.500	9,151.50		3.000		9,151.50	100.00
722	3457		CASTING INLET-TYPE 1-DOUBLE	1.000	EA	2,506.000	2,506.00		1.000		2,506.00	100.00
722	6140		ADJUST GATE VALVE BOX	3.000	EA	345.000	1,035.00		2.000		690.00	66.67

2/19/2026

North Dakota Department of Transportation
Progressive Estimate Details

Project: TAU-4-989(131)

PCN: 23916

Date Submitted For Payment: 02/17/2026

Letting Date: 03/21/2025

SubProject: 1 SIDEWALK, CURB RAMPS, & DRIVEWAY

Spec. No.	Code	C.O. No.	Description	Original Quantity	Unit	Unit Price	BID Amount	QUANTITIES		AMOUNT		Projected Quantity
								Current	Total to Date	Current	Total to Date	
724	275		REMOVE & REPLACE GATE VALVE BOX	2.000	EA	1,630.000	3,260.00		2.000		3,260.00	100.00
724	1035		SPRINKLER RELOCATION	1.000	L SUM	7,135.000	7,135.00		1.000		7,135.00	100.00
748	100		CURB & GUTTER	1,300.000	LF	61.250	79,625.00		1,430.700		87,630.38	110.05
748	520		CURB-TYPE I	228.000	LF	107.000	24,396.00		256.300		27,424.10	112.41
748	1030		VALLEY GUTTER 72IN	113.000	SY	152.000	17,176.00		118.900		18,072.80	105.22
750	30		PIGMENTED IMPRINTED CONCRETE	56.000	SY	151.000	8,456.00		58.700		8,561.70	101.25
750	30	1	PIGMENTED IMPRINTED CONCRETE	72.000	SY	151.000	10,872.00		50.000		7,550.00	69.44
750	30	3	PIGMENTED IMPRINTED CONCRETE	-22.000	SY	151.000	-3,322.00					
750	115		SIDEWALK CONCRETE 4IN	1,453.000	SY	110.500	160,556.50		1,448.900		160,103.45	99.72
750	115	1	SIDEWALK CONCRETE 4IN	1.000	SY	110.500	110.50					
750	140		SIDEWALK CONCRETE 6IN.	436.000	SY	122.500	53,410.00		443.600		54,341.00	101.74
750	1000		DRIVEWAY CONCRETE	528.000	SY	148.000	78,144.00		529.000		78,292.00	100.19
750	2115		DETECTABLE WARNING PANELS	316.000	SF	91.750	28,993.00		316.600		29,048.05	100.19
754	110		FLAT SHEET FOR SIGNS-TYPE XI REFL	18.000	SF	108.000	1,944.00		18.000		1,944.00	100.00
754	206		STEEL GALV POSTS-TELESCOPING PE	16.000	LF	28.000	448.00		29.000		812.00	181.25
754	593		RESET SIGN SUPPORT	3.000	EA	105.750	317.25		5.000		528.75	166.67
762	1270		PREFORMED THERMO PLASTIC PVMT	216.000	LF	12.000	2,592.00		216.000		2,592.00	100.00
930	9543	4	RETAINING WALL	2.750	SF	226.000	621.50		2.750		621.50	100.00
970	365		SHELTER	1.000	EA	10,750.000	10,750.00		1.000		10,750.00	100.00
Total Current Amount:										\$0.00		
Total Bid Amount							\$847,066.33				\$895,866.42	
Total Change Orders							\$22,766.57				\$23,657.61	
Total:							\$869,832.90				\$919,524.03	
Total Project Current Amount										\$0.00		
Total Project Bid Amounts							\$847,066.33				\$895,866.42	
Total Project Change Orders							\$22,766.57				\$23,657.61	
Total Project:							\$869,832.90				\$919,524.03	



TO: Mayor and Members of the City Council

FROM: Lance Meyer, City Engineer

DATE: May 4, 2026

SUBJECT: NDDOT CURB RAMP AGREEMENT (4920)

I. RECOMMENDED ACTION

It is recommended City Council approve the attached Curb Ramp Agreement and authorize the Mayor and city staff to sign the required documents.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

Stephen Joersz, Traffic Engineer, 701-857-4111

III. DESCRIPTION

A. Background

In 2028, the NDDOT has programmed a project to replace or install curb ramps along Broadway from Burdick Expressway to 20th Avenue SW. The City is required to participate in this project.

B. Proposed Project

The City owns property at the corner of 19th Avenue SW and Broadway (1901 S Broadway). In order to install the curb ramp, the NDDOT needs to execute a curb ramp agreement with the City to allow the NDDOT's contractor extra working room during construction. This agreement is essentially a temporary construction easement, but is simpler to execute as an agreement. The NDDOT's standard payment for these agreements is \$300. Staff has told the NDDOT that the City will waive the \$300 payment since the City has a share of the right of way costs.

C. Recommendation Detail

These agreements are a typical instrument used by the NDDOT for curb ramp projects.

IV. IMPACT

A. Service/Delivery Impact:

Once the project is completed, all curb ramps from Burdick Expressway to 20th Avenue SW will be ADA compliant.

B. Fiscal Impact

The project is currently under design by the NDDOT's consultant engineer. An initial estimate of \$880,000 was provided by the NDDOT. The City has a 10% cost share in the project.

Project Costs

Federal: \$800,000

City: \$ 80,000

Total: \$880,000

Project Funding

Hub City Oil & Gas

VI. ALTERNATIVES

- City Council could choose not to approve the agreement. This would likely increase the project cost as the contractor would have a harder time installing the improvements.
- City Council could ask to receive the \$300 payment. The City would only receive \$270 since we have a cost share in the right of way.

MEMORANDUM OF OFFER TO LANDOWNER

North Dakota Department of Transportation
Environmental & Transportation Services
SFN 6777 (3-2017)

PCN

2	4	5	2	5
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Project NH-4-083(166)198
County WARD
Parcel(s) CR-02

Landowner(s) City of Minot, a municipal corporation			
Landowner Address PO Box 5006	City Minot	State ND	ZIP Code 58702

Valuation Type ☒ N/A ☐ Appraisal ☐ Waiver Valuation	Approved Compensation \$300.00 \$0
--	--

On behalf of the North Dakota Department of Transportation, the right of way agent is hereby authorized to offer the above approved amount as full compensation for the permanent and/or temporary acquisition of the above-identified parcels and all damages incidental thereto.

The attached Compensation and Parcel Breakdown is incorporated with this offer and describes the parcels and/or temporary easement areas that are being acquired for highway purposes.

Notes

ROW AGENT

Name (Type or Print) Nicole Maier	
Agency 701 Services	
Signature <i>Nicole Maier</i>	Date 4/9/2026

NDDOT MANAGEMENT APPROVAL

Name (Type or Print) Raymond Barchenger/Right of Way Administrator	
Signature	Date

COMPENSATION & PARCEL BREAKDOWN

North Dakota Department of Transportation
Environmental & Transportation Services
SFN 61188 (3-2020)

PCN

2	4	5	2	5
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Addendum to:

☒ Memorandum of Offer Page 2 of 2

☐ Memorandum Agreement Page of

Project
NH-4-083(166)198

County
WARD

Parcel(s)

CR-02

Landowner Name(s) (Type or Print)
City of Minot, a municipal corporation

Initial

Date

The following valuation breakdown describes parcels and/or temporary easement areas that are being acquired for highway purposes:

Permanent Acquisition ☐ Yes ☒ No

Temporary Acquisition ☐ Yes ☒ No

Compensation Breakdown

Total Permanent Compensation

Total Temporary Compensation

Total Curb Ramp Compensation

\$300.00

Fencing

Damages

Total Compensation Due

~~\$300.00~~ \$0

MEMORANDUM AGREEMENT

North Dakota Department of Transportation
Environmental & Transportation Services
SFN 6776 (1-2019)

PCN

2	4	5	2	5
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Project NH-4-083(166)198
County WARD
Parcel(s) CR-02

Landowner Name(s) City of Minot, a municipal corporation			
Landowner Address PO Box 5006	City Minot	State ND	ZIP Code 58702-5006

Executed Document(s) (check all applicable): ☐ Temporary Construction Easement, ☐ Agreement for Entry Without Compensation,
☐ Warranty Deed, ☐ Subordination of Rights, ☐ Permanent Maintenance Easement, ☒ Other Easement Type(s)
Curb Ramp Agreement

Date Executed	Total Compensation \$300.00 \$0
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The Landowner(s), listed above, did execute a document on the date listed above, conveying to the state of North Dakota for the use and benefit of the North Dakota Department of Transportation, hereinafter referred to as (NDDOT), the above-identified parcel(s) of property, as shown on the right of way plats.

The attached Compensation and Parcel Breakdown is incorporated with this agreement and describes the parcels and/or temporary easement areas that are being acquired for highway purposes.

Check and initial the following applicable terms of this agreement

Landowner(s) Initials

☐	1. The state assumes ownership of all trees within the right of way excepting that the Landowner(s) may remove or use said trees prior to construction.	
☐	2. feet of fence to be moved by the owner prior to construction of the highway.	
☐	3. The Landowner(s) will be permitted to use any cattle pass or drainage structures installed for a cattle or stock pass at their own risk. The state will provide the necessary maintenance for highway purposes. The Landowner(s) will provide the necessary maintenance for use as a stock pass.	
☐	4. NDDOT will not maintain any service road except those shown on the right of way plat.	
☒	5. Access will be provided throughout the construction process.	
☐	6. The Landowner(s) agree(s) to joint payment with mortgagee, if requested by the mortgagee.	
☒	7. The Landowner(s) shall inform any and all tenant(s) of proposed work.	

Additionally Payment to be donated to the NDDOT	Landowner(s) Initials
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This agreement is now made and entered as a memorandum of all of the terms, and the only terms agreed upon in connection with this settlement.

The NDDOT director, or his/her assigns, must approve all settlements. NDDOT will notify the Landowner(s) in writing **if this settlement is not approved**. Payment by the state must await approval of title and processing of a voucher and warrant through the offices of the state auditor and treasurer. Now, therefore, as a memorandum agreement of the parties, the undersigned do hereby execute and deliver this document. This agreement was reached without coercion, or promises other than those shown in the agreement, or threats of any kind whatsoever by, or to, either party. The right of way agent has no direct or indirect present or contemplated future personal interest in the parcels or in any benefit from the acquisition of such property.

This Agreement may be executed in several counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

EXECUTED the date last signed below.

LANDOWNER

Name (Type or Print) City of Minot, a municipal corporation By: Mark Jantzer Its: Mayor	
Signature	Date

WITNESS

Name (Type or Print)	
Signature	Date

ROW Agent

Name (Type or Print) Nicole Maier	
Agency/Firm 701 Services	
Signature	Date

NDDOT ROW Agent

Name (Type or Print) Cailey Hanneman	
Signature	Date

NDDOT Management Approval

Name (Type or Print) Raymond Barchenger/Right of Way Administrator	
Signature	Date

COMPENSATION & PARCEL BREAKDOWN

North Dakota Department of Transportation

Environmental & Transportation Services

SFN 61188 (3-2020)

PCN

2	4	5	2	5
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Addendum to:

- ☐ Memorandum of Offer Page of
- ☒ Memorandum Agreement Page 3 of 3

Project
NH-4-083(166)198

County
WARD

Parcel(s)

CR-02

Landowner Name(s) (Type or Print)
City of Minot, a municipal corporation

Initial

Date

The following valuation breakdown describes parcels and/or temporary easement areas that are being acquired for highway purposes:

Permanent Acquisition ☐ Yes ☒ No

Temporary Acquisition ☐ Yes ☒ No

Compensation Breakdown

Total Permanent Compensation

Total Temporary Compensation

Total Curb Ramp Compensation

\$300.00

Fencing

Damages

Total Compensation Due

~~\$300.00~~ **\$0**

CURBRAMP / SIDEWALK CONSTRUCTION AGREEMENT

North Dakota Department of Transportation
Environmental & Transportation Services
SFN 61696 (9-2019)

PCN

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Project
NH-4-083(166)198

Parcel(s)

CR-02

Grantor(s)
City of Minot, a municipal corporation

Grantor(s) Address
PO Box 5006

City
Minot

State
ND

ZIP Code
58702-5006

Date

County
Ward

This agreement, between Grantor(s) whose name and address is listed above and state of North Dakota for the use and benefit of the North Dakota Department of Transportation hereinafter referred to as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700.

WITNESSETH, that the Grantor(s), for and in consideration of the sum of one dollar and other valuable consideration to them in hand paid by NDDOT, the receipt whereof is hereby acknowledged, do grant, unto NDDOT, its successors and assigns, permission to enter your property to construct a public curb ramp and/or sidewalk.

The NDDOT will be constructing/reconstructing curb ramp and/or sidewalk adjacent to your property. The improvements will be located within the existing public right-of-way. Construction activities will require light traffic on your property to set and remove forms, reconnect sidewalks and driveways, perform finish work, restore and re-vegetate grass.

No permanent features will be constructed on your property and the areas disturbed will be returned to its original condition. The NDDOT at its expense will repair any property damages caused by negligent and intentional acts. The NDDOT at its expense will repair any property damages arising out of the NDDOT's entry and use of the property.

The NDDOT, its successors and assigns, may at reasonable times enter upon the premises for the purpose of constructing the said described facilities and for the purpose of doing all necessary work in connection therewith.

Grantor(s) shall not alter the condition of the land during the term of this agreement. Grantor(s) shall not store equipment or other materials on the property during the term of the agreement, except for those existing fixtures that will not interfere with NDDOT's construction activities.

It is a condition of this agreement that it shall not be filed for record and that all rights conveyed to the state of North Dakota and NDDOT by this instrument shall terminate upon completion of construction of said project, or in five years from the date of conveyance, whichever comes first. If an agreement is necessary for more than one construction year, the agreement payment (as shown on the compensation and parcel breakdown within the memorandum agreement) will be made for each additional year of construction, up to four years.

This agreement is for the specified purpose only and no other purposes. I/We grant permission to the NDDOT or its agents to enter our property for the purpose and manner described above.

☒ Yes

☐ No

EXECUTED the date last signed below.

GRANTOR(S)

Name (Type or Print) City of Minot, a municipal corporation By: Mark Jantzer Its: Mayor	
Signature	Date

WITNESS

Name (Type or Print)	
Signature	Date

ROW AGENT

Name (Type or Print) Nicole Maier	
Agency/Firm 701 Services	
Signature	Date

NDDOT APPROVAL

Name (Type or Print) Raymond Barchenger	
Title Program Manager	
Signature	Date



TO: Mayor and Members of the City Council

FROM: Lance Meyer, City Engineer

DATE: May 4, 2026

SUBJECT: PAVEMENT MANAGEMENT PLAN AGREEMENT

I. RECOMMENDED ACTION

It is recommended City Council concur in awarding the project to Quality Engineering Solutions (QES) and authorize the mayor to sign the contract.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

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

III. DESCRIPTION

A. Background

CDMPO solicited proposals for a pavement management plan. The plan will rescan City arterials and local roadways in the same way as the past.

B. Proposed Project

CDMPO will administer the contract and the City will have a local cost share only for the local city streets that are not on the arterial system. Staff budgeted these funds within the yearly street improvement fund.

C. Recommendation Detail

The data collection effort with this project is crucial for staff in order to plan for future pavement maintenance projects. The data is used to update our pavement condition models.

IV. IMPACT

A. Service/Delivery Impact:

The data collection will improve our pavement condition models and allow staff to select maintenance projects that will improve our street network.

B. Fiscal Impact

The overall project cost is \$107,287.91. The not to exceed amount for the City's portion of the contract is \$60,000. This portion has been budgeted in the street maintenance account.

Project Costs

\$60,000

Project Funding

Street Maintenance

VI. ALTERNATIVES

Alternative 1: Council could choose not to concur with the contract. In that case, only arterial roads will be collected leaving staff with five year old data on local streets.

Professional Services Contract among the Central Dakota Metropolitan Planning Organization (CDMPO), City of Minot, ND, a municipal corporation, and Quality Engineering Solutions, Inc. (QES) for Consulting Services for the “2026 Pavement Conditions and Analysis Report” Project

OWNER 1: CDMPO; Attn: John Van Dyke, Executive Director; 10 3rd Ave SW, Minot, ND 58701

OWNER 2: City of Minot; Attn: Lance Meyer, City Engineer; 1025 31st St SE, Minot, ND 58701

CONSULTANT: Quality Engineering Solutions, Inc.; 9930 Grubbs Road, Wexford, PA 15090

PROJECT: CONSULTANT is to provide pavement management-related services for collector and arterial roadways within the MPO (approx. 147 centerline miles) and similar services for local roads (approx. 153 centerline miles) within the City of Minot. This study will be in cooperation with the cities of Minot, Burlington, and Surrey, Ward County, and North Dakota Department of Transportation (NDDOT), and will be funded in part by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The collected pavement condition data will be used by the MPO to monitor their federal performance target for pavement condition and help select preventive maintenance and reconstruction projects for the region. Data will be used by the MPO to monitor their federal performance target for pavement condition, inform the next Metropolitan Transportation Plan update and fiscally constrained list of projects, and be used, as needed, during project prioritization of the annual TIP solicitation. Also, data will help the jurisdictions to execute the rehabilitation/reconstruction of functionally classified roadways.

The CONSULTANT will prepare the deliverables for the “2026 Pavement Conditions and Analysis Report” Study described herein.

TIMETABLE: Estimated completion dates for the following tasks, assuming: 1) an official signed contract and notice to proceed from the OWNERS no later than **Tuesday, May 5, 2026**; and 2) favorable weather conditions; and 3) the successful completion of several support tasks to be performed by the OWNERS in support of these tasks as described herein.

CONSULTANT task will be performed by the CONSULTANT, or their subconsultant, Roadway Asset Services, LLC (RAS), per contract between the CONSULTANT and the subconsultant. Consultant tasks and fees are noted.

Task	Description	Est. Duration (Weeks)	Est. Start/ End Weeks (2026)	Milestones, Comments, and Assumptions
1	Project Initiation, Steering Committee Development, and Kickoff Meeting	NA	18-19	• Web conference • Current, accurate GIS provided prior to meeting • Existing Minot PAVER database provided prior to meeting
2	Project-Specific Quality Management Plan (QMP) Development	NA	19-20	Concise two-page document supplementing <i>Data Collection QC/QA Planning Guide</i> .
3	Pavement Data Verification and PAVER Database Creation – <i>Phase 1</i>	5	19-22	*Milestone: Initial PAVER database complete. Several reconnaissance calls and emails exchanges with MPO TAC and participating agency technical staff to acquire and verify roadway attribute data.
4	Pavement Condition Data Collection	5	22-27	*Milestone: Pavement data collection complete.
5	Pavement Condition Data Processing + QC/QA	6	23-28	*Milestone: Pavement data processing complete.
6	Pavement Data Verification – <i>Phase 2</i>	7	24-30	*Milestone: PAVER database complete with condition data.
7	PAVER Customization	7	27-33	*Milestone: PAVER system table customization complete. • In parallel with data collection, processing, etc. • Several calls/exchanges with MPO and participating jurisdictions required.
8	Multi-Year Pavement M&R Plan Development	6	30-35	*Milestone: Draft multi-year programs complete. • Begins following Tasks 6 and 7. • Several calls/exchanges with MPO TAC and participating agency technical staff required. • Collaborative effort.
9A	Reporting	9	34-42	*Milestone: Draft report complete. • Begins in parallel with Task 8 • Several calls/exchanges with MPO TAC and participating agency technical staff required.
9B	Draft Report Review with Updates – MPO and jurisdictional staff	1	37	*Milestone: Draft reports reviews complete with updates made by Consultant. Assumes draft report reviews by all agencies occur simultaneously. If this assumption is incorrect, schedule can easily be adjusted to sequence the reviews and still meet the end of year project completion goal.
9C	Draft Report Review with Updates – <i>NDDOT and FHWA</i>	1	41	
9D	Final Reports	5	43-47	*Milestone: Final reports complete.
9E	Presentations	3	48-50	*Milestone: Reporting/presentation complete by end of December 2026.

The CONSULTANT shall not be held responsible for failure to meet the aforementioned timetables in the event that the cause of delay is not the fault of the CONSULTANT.

PAYMENT:

1. Payment for Basic Services.

OWNER 1 agrees to pay the following amounts for basic services rendered pursuant to this contract, a total amount not to exceed \$107,287.91, subject to completion of the following tasks:

Task(s)	Description	Firm	Amount (USD)
1	Kickoff Meeting (via teleconference)	QES+RAS	\$3,750.00
2	Project-Specific Quality Management Plan (QMP) Development	QES	\$1,500.00
3 & 6	Pavement Data Verification and PAVER Database Update	QES+RAS	\$13,000.00
4 & 5	Pavement Condition Data Collection and Processing	QES+RAS	\$53,684.09
7, 8, & 9A-D	PAVER Analysis and Reporting	QES	\$21,500.00
9E	Presentations	QES	\$6,750.00
NA	Project Management	QES	\$3,750.00

OWNER 2 agrees to pay the following amounts for basic services rendered pursuant to this contract, a total amount not to exceed \$60,000, subject to completion of the following tasks:

Task(s)	Description	Firm	Amount (USD)
1	Kickoff Meeting (via teleconference)	QES+RAS	\$2,500.00
2	Project-Specific Quality Management Plan (QMP) Development	QES	\$500.00
3 & 6	Pavement Data Verification and PAVER Database Update	QES+RAS	\$10,300.00
4 & 5	Pavement Condition Data Collection and Processing	QES+RAS	\$28,084.09
7, 8, & 9A-D	PAVER Analysis and Reporting	QES	\$13,500.00
9E	Presentation	QES	\$2,500.00
NA	Project Management	QES	\$2,500.00

2. Payment for Additional Services. None anticipated.

- 2.1 The OWNERS reserve the right to enter into a supplementary contract to have the CONSULTANT perform any additional work not currently assigned. Supplementary contracts are contingent upon approval by MPO oversight agencies and MPO TAC and Policy Boards (for federally funded work) OR the City of Minot's approval processes (for non-federally funded work).

3. Times of Payments

- 3.1 Times of Payments: CONSULTANT shall submit monthly statements for Basic and Additional Services rendered. For Basic Services, the statements will be based upon CONSULTANT'S estimate of the proportion of the total services actually completed at the time of billing. OWNER shall make prompt monthly payments in response to CONSULTANT'S monthly statements. Upon conclusion of each phase of Basic Services, OWNER shall pay such additional amount, if any, as may be necessary to bring total compensation paid on account of such phase to the following percentages of total compensation payable for all phases of Basic Services.
- 3.2 The OWNERS reserve the right to hold ten percent (10%) of the total contracted invoiced amounts until the OWNERS have received all of the following to its satisfaction: 1) Contracted deliverables as described in the RFP and final contract; 2) Completed tasks as described in the RFP and final contract; and 3) Satisfactory final product, project, and/or study.

SERVICES OF CONSULTANT: CONSULTANT shall perform professional services as hereinafter stated:

Task 1. Project Initiation: Steering Committee Development and Kickoff Meeting

During the kickoff meeting, the project team – consisting of the QES team, the steering committee, and any other stakeholders identified by the MPO – will review and confirm:

- Project goals and objectives
- Project scope
- Additional data required from the participating jurisdictions (if not already provided)
- Project milestones and deliverables
- Project schedule
- Project team roles and responsibilities, including QC/QA procedures

In addition, a project-specific communication plan will be developed. The communication plan will identify QES team and agency personnel who will serve as the core project team, and the plan will ensure that information flows to and that decisions are made by the appropriate individuals. Roles and responsibilities for each team member will be clearly identified in the plan.

Deliverables:

- Steering committee roster
- Draft and final meeting agenda
- Draft and final communication plan (including public outreach and inspection notification)
- Draft and final meeting minutes

Task 2. Project-Specific Quality Management Plan (QMP) Development

The CONSULTANT will develop a concise two-page QMP document supplementing the *QES QC/QA Planning Guide*.

Task 3. Pavement Data Verification and PAVER Database Creation – Phase 1

The QES team will review the existing GIS and pavement data for each jurisdiction and assess their overall accuracy. This will enable the QES team to address any missing or erroneous data prior to creating or updating the PAVER databases.

Deliverables:

- PAVER database that incorporates available pavement data from each jurisdiction.
- Plan for reconciling any issues (e.g., missing attribute data) in each jurisdiction's PAVER databases.

Task 4. Pavement Condition Data Collection

Objective: Collect pavement condition data for the roadway network.

QES will drive the roadway network using a LCMS™ Pavement Condition Survey Systems.

The collection effort will be performed in accordance with the QMP plan. The LCMS™ will collect all pavement condition data, including: 1) high-resolution 2D and 3D downward images for cracking, 2) rutting and faulting measurements, 3) high resolution right-of-way images for inventory data collection, and 4) International Roughness Index (IRI) values for assessing roadway smoothness.

Deliverables:

- Collected imagery for review.

Task 5. Pavement Condition Data Processing

Objective: Determine Pavement Condition Index (PCI) values from collected data.

QES will extract PCI distress data from collected imagery and sensor data. This is a four-step process that employs:

- **AutoCrack software** – Detects cracking in the pavement imagery.
- **AutoClass software** – Classifies the type of cracking detected.
- **Manual image rating/review using RoadTrip software** – Trained and experienced raters evaluate the imagery and identifying distresses that the automated crack detection and classification software did not observe or incorrectly identified.
- **QC/QA rating** – Trained and experienced raters and project engineers review data prior to import into PAVER.
- **PCI calculation** – All data are imported into PAVER and PCI values are calculated.

The QC/QA rating is the single most important step in the project. The QES team will employ the QMP’s data interpretation processes. QES will then import the data into PAVER database.

Deliverables:

- Updated PAVER database containing all collected pavement condition data.
- Collected imagery on an external hard drive.

Task 6. Pavement Data Verification – Phase 2

Objective: Perform a final review the data and reassess its overall accuracy.

Potential issues with historical “Last Construction Date” values will be the primary focus of this phase of quality assurance. Typically, agency records are incomplete and may require investigation. A final list of potential errors will be determined based on the results of the condition survey. High deterioration rates may indicate structural issues with a pavement section.

Deliverable: List of issues with the pavement inventory data and a plan for reconciling them in collaboration with the participating jurisdictions.

Task 7. PAVER Customization – Deterioration Trends, Preservation Treatments, and Major M&R Practices

Objective: Customize the PAVER databases to incorporate: 1) realistic pavement deterioration trends, 2) effective pavement preservation treatments, and 3) typical M&R activities for application at the appropriate time.

Deterioration Trends: QES has developed a library of deterioration trends for pavements across the United States. Based on the PCI data, input from agency staff, and our team’s experience with pavement deterioration trends in the region, we will develop a suite of deterioration trends in the PAVER database that provide realistic deterioration rates for the pavements. The trends will be used in forecasting future pavement conditions.

Preservation Treatments: The QES team – in collaboration with agency staff – will customize PAVER to include pavement preservation strategies that have been shown to be effective within the region. Reviewing existing preservation practices and enhancing them, where appropriate, will result in better performance of the roadways at a lower overall cost.

Typical Major M&R Activities: The QES team will review the “Major M&R” (e.g., resurfacing and reconstruction) practices used in the region to assess their overall impact of pavement service life. We will review

the impact of resurfacing on each functional classification of pavement. Most importantly, we will work with the jurisdictions to determine how many times resurfacing can be applied cost effectively to each functional classification of pavement before complete reconstruction is needed. Major M&R models will then be developed in PAVER to reflect the strategies the jurisdictions intend to implement moving forward.

Deliverable: Up to date pavement deterioration trends, preservation activities, M&R strategies, and unit costs in the PAVER databases.

Task 8. Five to Seven-Year Pavement M&R Plan Development

Objective: Develop a draft five-year program starting in 2026 that includes recommended pavement preservation activities, planned projects, and other major rehabilitation recommendations.

Once the PAVER system has been customized to reflect best preservation and rehabilitation practices, as described in the previous task, using PAVER to develop practical five-year recommendations becomes a relatively straightforward process.

The QES team will work collaboratively with agency staff to develop a practical program that addresses preservation and rehabilitation needs for the roadways. PAVER's analysis tools will be used to assign specific budgets to each group of pavements and initial recommendations from PAVER will be generated.

Deliverable: Draft five- to seven-year pavement program presented in GIS maps.

Task 9. Reporting and Presentations

A "2026 State of the Streets" report be developed for the MPO. These concise reports will summarize the overall findings of the project and will provide a "birds-eye" view of all data, analyses, and final recommendations.

In addition, QES will present the project findings and recommendations to the MPO and member jurisdictions during up to three (3) web/phone meetings.

GENERAL CONDITIONS:

1. Termination:

1. This contract may be terminated by mutual consent of all parties, or by any party upon thirty (30) calendar days' notice, in writing, and delivered by certified mail or in person.
2. In addition, CDMPO may terminate this contract effective upon delivery of written notice to the Consultant, or at such later date as may be established by CDMPO, under any of the following conditions:
 - a. If CDMPO funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the indicated quantity of services. The contract may be modified by contract of the parties in writing to accommodate a reduction in funds.
 - b. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract;
 - c. If any license or certificate required by law or regulation to be held by the Consultant to provide the services required by this contract is for any reason denied, revoked, or not renewed;

Any such termination of this contract under (a), (b), or (c), above, shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

3. CDMPO, by written notice to the Consultant, may terminate the whole or any part of this contract:
 - a. If the Consultant fails to provide services called for by this contract within the time specified herein or any extension thereof; or
 - b. If the Consultant fails to perform any of the other provisions of this contract, or so fails to pursue the work

as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from CDMPO, fails to correct such failures within ten (10) calendar days or such longer period as CDMPO may authorize.

- c. The consultant may terminate this Contract after ten (10) calendar days' prior written notice to CDMPO if CDMPO breaches this Contract or fails to pay the Consultant pursuant to the terms of this Contract and CDMPO fails to cure within ten (10) business days after receipt of the consultant's notice, or such longer period of cure as the Consultant may specify in such notice.
- d. CDMPO desires continuity of consultant staff throughout the project from the firm chosen. If the Consultant replaces key staff and CDMPO is dissatisfied with replacement staff, the firm chosen will have thirty (30) calendar days from the written notice by CDMPO to supply replacement key staff acceptable to the MPO. If the firm chosen fails to supply acceptable replacement staff within the thirty (30) day period, CDMPO may cancel the contract.

2. Ownership of Work Product: All work products and copyrights of the contract, which result from the contract, are the exclusive property of the CDMPO, City of Minot, and NDDOT, with an unlimited license for use by the federal government and its assignees without charge.

3. Dispute Resolution: This Contract shall be governed by and construed to North Dakota law and any litigation arising from this Contract shall take place in the County of Ward, State of North Dakota.

4. Telecommunications Certification: By signing this contract, the CONSULTANT certifies, in accordance with 2 CFR 200.216 and Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Public Law 115-232), that it will not obligate or expend grant funds to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

5. Compliance with the Provisions Set Forth in Appendices A through E. By signing this contract, the Consultant understands its obligations set forth in Appendices A through E and agrees it shall be in compliance.

EXECUTED upon final third signature below:

Owner 1: Central Dakota Metropolitan Planning Organization

Signature: _____

Name: _____

Date: _____

Owner 2: City of Minot

Signature: _____

Name: Mark Jantzer, Mayor

Date: _____

Signature: _____

Name: Mikayla McWilliams, City Clerk

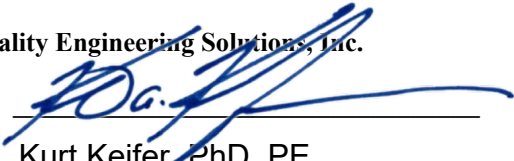
Date: _____

Signature: _____

Name: David Lakefield, Finance Director

Date: _____

Consultant: Quality Engineering Solutions, Inc.

Signature:  _____

Name: Kurt Keifer, PhD, PE

Date: 4/29/2026

Appendix A

CITY OF MINOT, RECIPIENT APPENDIX A OF THE TITLE VI ASSURANCES

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

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

CITY OF MINOT
APPENDIX E OF THE TITLE VI ASSURANCES

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

Pertinent Non-Discrimination Authorities:

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

Appendix B

Risk Management Appendix

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

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

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

Governments – State and Government Entity, as defined above

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

Each party shall secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds, authorized to do business in North Dakota, the following insurance coverages:

- 1) **Commercial general liability and automobile liability** insurance – minimum limits of liability required of the Governmental Entity are **\$468,750 per person and \$1,875,000 per occurrence**. The minimum limits of liability required of the State are **\$468,750 per person and \$1,875,000 per occurrence**.
- 2) **Workers compensation** insurance meeting all statutory limits.
- 3) The policies and endorsements may not be canceled or modified without **thirty (30) days prior written notice** to the undersigned State representative.

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

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

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

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

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

RM Consulted 2007
Revised 6-25



Appendix C

Required Federal Contract Provisions

COMPLIANCE REVIEW NOTE:

The federal contract provisions contained in this document were reviewed for compliance with applicable regulations as of November 6, 2025. While every effort has been made to ensure alignment with current federal requirements, users are advised that regulatory changes may occur. This document reflects the standards in effect at the time of review and does not constitute a commitment to update contract provisions retroactively unless required by law or funding agency directive.

BUY AMERICA REQUIREMENTS

23 CFR 635.410

- (a) The provisions of this section shall prevail and be given precedence over any requirements of this subpart which are contrary to this section. However, nothing in this section shall be construed to be contrary to the requirements of § 635.409(a) of this subpart.
- (b) No Federal-aid highway construction project is to be authorized for advertisement or otherwise authorized to proceed unless at least one of the following requirements is met:
 - (1) The project either: (i) Includes no permanently incorporated steel or iron materials, or (ii) if steel or iron materials are to be used, all manufacturing processes, including application of a coating, for these materials must occur in the United States. Coating includes all processes which protect or enhance the value of the material to which the coating is applied.
 - (2) The State has standard contract provisions that require the use of domestic materials and products, including steel and iron materials, to the same or greater extent as the provisions set forth in this section.
 - (3) The State elects to include alternate bid provisions for foreign and domestic steel and iron materials which comply with the following requirements. Any procedure for obtaining alternate bids based on furnishing foreign steel and iron materials which is acceptable to the Division Administrator may be used. The contract provisions must (i) require all bidders to submit a bid based on furnishing domestic steel and iron materials, and (ii) clearly state that the contract will be awarded to the bidder who submits the lowest total bid based on furnishing domestic steel and iron materials unless such total bid exceeds the lowest total bid based on furnishing foreign steel and iron materials by more than 25 percent.
 - (4) When steel and iron materials are used in a project, the requirements of this section do not prevent a minimal use of foreign steel and iron materials, if the cost of such materials used does not exceed one-tenth of one percent (0.1 percent) of the total contract cost or \$2,500, whichever is greater. For purposes of this paragraph, the cost is that shown to be the value of the steel and iron products as they are delivered to the project.
- (c)
 - (1) A State may request a waiver of the provisions of this section if;
 - (i) The application of those provisions would be inconsistent with the public interest; or
 - (ii) Steel and iron materials/products are not produced in the United States in sufficient and reasonably available quantities which are of a satisfactory quality.
 - (2) A request for waiver, accompanied by supporting information, must be submitted in writing to the Regional Federal Highway Administrator (RFHWA) through the FHWA Division Administrator. A request must be submitted sufficiently in advance of the need for the waiver in order to allow time for proper review and action on the request. The RFHWA will have approval authority on the request.
 - (3) Requests for waivers may be made for specific projects, or for certain materials or products in specific geographic areas, or for combinations of both, depending on the circumstances.
 - (4) The denial of the request by the RFHWA may be appealed by the State to the Federal Highway Administrator (Administrator), whose action on the request shall be considered administratively final.

- (5) A request for a waiver which involves nationwide public interest or availability issues or more than one FHWA region may be submitted by the RFHWA to the Administrator for action.
- (6) A request for waiver and an appeal from a denial of a request must include facts and justification to support the granting of the waiver. The FHWA response to a request or appeal will be in writing and made available to the public upon request. Any request for a nationwide waiver and FHWA's action on such a request may be published in the Federal Register for public comment.
- (7) In determining whether the waivers described in paragraph (c)(1) of this section will be granted, the FHWA will consider all appropriate factors including, but not limited to, cost, administrative burden, and delay that would be imposed if the provision were not waived.
- (d) Standard State and Federal-aid contract procedures may be used to assure compliance with the requirements of this section.

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

41 CFR 60-1.4(b) and 2 CFR Part 200 Appendix II (C)

41 CFR 60-1.4(a)

- (a) *Government contracts.* Except as otherwise provided, each contracting agency shall include the following equal opportunity clause contained in section 202 of the order in each of its Government contracts (and modifications thereof if not included in the original contract):

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further government

contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- (7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: *provided, however*, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

* * * * *

- (c) *Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.*
- (d) *Incorporation by reference. The equal opportunity clause may be incorporated by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Deputy Assistant Secretary may designate.*
- (e) *Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written.*
- (f) *Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings.*

2 CFR Part 200 Appendix II (C)

- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

USDOT DISADVANTAGED BUSINESS ENTERPRISE PROGRAM REQUIREMENTS

49 CFR 26

- (a) Each financial assistance agreement you sign with a DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation, and failure to carry out its terms shall be

treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- (b) Each contract you sign with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

SANCTIONS AND PENALTIES FOR BREACH OF CONTRACT

2 CFR Part 200 Appendix II (A)

- (A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

TERMINATION FOR CAUSE AND CONVENIENCE – 2 CFR PART 200 APPENDIX II (B)

- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

CFR Part 200 Appendix II (F)

- (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

DEBARMENT AND SUSPENSION

2 CFR Part 200 Appendix II (I)

- (I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

BYRD ANTI-LOBBYING AMENDMENT -

2 CFR Part 200 Appendix II (J)

- (J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Appendix D

GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT)

Instructions for Certification: By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

1. It will comply and facilitate compliance with U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 CFR part 180,
2. To the best of its knowledge and belief, that its Principals and Subrecipients at the first tier:
 - a. Are eligible to participate in covered transactions of any Federal department or agency and are not presently:
 1. Debarred
 2. Suspended
 3. Proposed for debarment
 4. Declared ineligible
 5. Voluntarily excluded
 6. Disqualified
 - b. Its management has not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for:
 1. Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction,
 2. Violation of any Federal or State antitrust statute, or
 3. Proposed for debarment commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property
 - c. It is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in the preceding subsection 2.b of this Certification,
 - d. It has not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this Certification,
 - e. If, at a later time, it receives any information that contradicts the statements of subsections 2.a – 2.d above, it will promptly provide that information to FTA,
 - f. It will treat each lower tier contract or lower tier subcontract under its Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
 1. Equals or exceeds \$25,000,
 2. Is for audit services, or
 3. Requires the consent of a Federal official, and
 - g. It will require that each covered lower tier contractor and subcontractor:
 1. Comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and
 2. Assure that each lower tier participant in its Project is not presently declared by any Federal department or agency to be:
 - a. Debarred from participation in its federally funded Project,
 - b. Suspended from participation in its federally funded Project,
 - c. Proposed for debarment from participation in its federally funded Project,
 - d. Declared ineligible to participate in its federally funded Project,
 - e. Voluntarily excluded from participation in its federally funded Project, or
 - f. Disqualified from participation in its federally funded Project, and
3. It will provide a written explanation as indicated on a page attached in FTA's TrAMS-Web or the Signature Page if it or any of its principals, including any of its first tier Subrecipients or its Third Party Participants at a lower tier, is unable to certify compliance with the preceding statements in this Certification Group.

Certification

Contractor Quality Engineering Solutions, Inc.
Signature of Authorized Official  Date 04/29/2026
Name and Title of Contractor's Authorized Official Kurt A. Keifer

Appendix E

Federal Certifications

CERTIFICATION AND RESTRICTIONS ON LOBBYING

I, Brittany Storozinski, Corporate Secretary, hereby certify (Name and title of official)

On behalf of Quality Engineering Solutions, Inc. that: (Name of Bidder/Company Name)

- No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801, et seq., are applicable thereto.

Name of Bidder/Company Name Quality Engineering Solutions, Inc.

Type or print name Brittany Storozinski

Signature of Authorized representative  Date 04/29/2026

Signature of notary and SEAL _____

** Please see attached California Jurat. - Kfor*

CALIFORNIA JURAT

GOVERNMENT CODE § 8202

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Los Angeles

Subscribed and sworn to (or affirmed) before me on

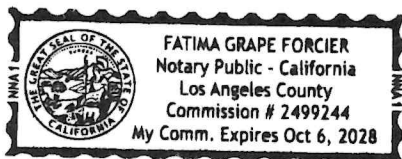
this 30th day of April, 2026, by
Date Month Year

(1) Brittany Storoziński

(and (2) _____),
Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature _____
Signature of Notary Public



Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: DES- Certification & Restrictions on Lobbying

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____



TO: Mayor and Members of the City Council

FROM: Lance Meyer, City Engineer

DATE: May 4, 2026

**SUBJECT: AMENDMENT TO COST PARTICIPATION AND MAINTENANCE
AGREEMENT 16TH ST INTERCHANGE (4753)**

I. RECOMMENDED ACTION

It is recommended City Council approve the CPM amendment and authorize the Mayor to sign the amendment

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

Stephen Joersz, Traffic Engineer, 701-857-4111

III. DESCRIPTION

A. Background

The 16th Street Interchange Rehabilitation project has been in design for over a year. The project will include a bridge deck concrete overlay, replacement of approach slabs, concrete panel replacement, diamond grinding, correction of negative offset left turn lanes, and three new traffic signals. The design process is now complete and the NDDOT has approved the plans.

B. Proposed Project

The City was awarded \$1,500,000 in state Flex Funds for use on this project. Because the new state funding source is coming into the contract with the NDDOT, we must amend our current Cost Participation and Maintenance (CPM) agreement.

C. Recommendation Detail

By amending the agreement, \$1,500,000 will be available to offset part of the local share on this project.

IV. IMPACT

A. Service/Delivery Impact:

Staff envisions this project correcting several known issues such as correcting negative offset left turns, adding turn arrows, and repairing bad concrete. All issues the public has expressed concerns about in the past.

B. Fiscal Impact

The project is funded with a combination of federal, state, and local dollars.

Project Costs

Construction: \$6,638,800

Engineering: \$ 500,000

Total: \$7,138,800

Project Funding

Federal: \$3,625,359

State: \$1,500,000

Local: \$2,013,441 (combination of Hub City, sales tax, reserves)

Total: \$7,138,800

VI. ALTERNATIVES

City Council could choose not to amend the agreement. The result would be more local funding needed for the project.

MEMO TO: Chad Orn
Deputy Director for Planning

FROM: Marohl, Sengaroun H., 328-4449
Local Government Division

DATE: 04/16/2026

SUBJECT: Amendment to Cost Participation, Construction and Maintenance
Agreement for Project SU-FXYA-4-989(132) PCN 24033

This contract is an Amendment to Cost Participation, Construction and Maintenance (CPM) agreement with City of Minot on 16th St Interchange (24th Ave SW - N Frontage Rd) project.

Contract # 38250544A

- The city of Minot applied for flex funds and NDDOT awarded \$1,500,000 of Flex Funds to be used on the 16th St Interchange project as match on construction.
- Any costs over this received amount and SU federal \$3,625,359 amount will be city responsibility.
- No one time changes on the standard agreement template.

38/sm

Contract routing:
Seng Marohl - Contract Owner
Stacey Hanson
Derek Pfeifer
Nicole Lagasse
Lance Meyer - Minot City Engineer
City of Minot Officials
Seng Marohl
Legal
Chad Orn

NDDOT Contract No. 38250544A

North Dakota Department of Transportation
AMENDMENT TO CONTRACT NO. 38250544
Project No. SU-FXYA-4-989(132)

THIS AMENDMENT to the above-referenced contract is entered into by and between the State of North Dakota, acting through its Director of Transportation, hereinafter known as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and City of Minot, hereinafter known as the Contractor, whose address is 10 3rd Ave SW, Minot, ND 58701.

WHEREAS, the parties entered into a contract on 6/11/2025; and

WHEREAS, city applied for \$1,500,000 flex funds and NDDOT awarded the requested amount to be used on this project (16th St Interchange PCN 24033) as match on construction; and

NOW THEREFORE, the Contractor and NDDOT agree that any costs over \$1,500,000 flex funds and \$3,625,359 SU federal funds amounts will be city responsibility.



All other terms and conditions of the above-referenced contract are incorporated herein by reference and remain in full force and effect.

EXECUTED the date last below signed.

WITNESS:

CONTRACTOR:

NAME (TYPE OR PRINT)

COMPANY NAME

SIGNATURE

OFFICER'S NAME (TYPE OR PRINT)

To be signed by **Owner; Partner; Corp. Pres., Vice Pres., or other authorized Corp. Officer.** (If signed by other authorized Corp. Officer, please attach copy of Power of Attorney or other documentation showing authority to sign.)

SIGNATURE

TITLE

DATE

WITNESS:

NORTH DAKOTA DEPARTMENT
OF TRANSPORTATION

NAME (TYPE OR PRINT)

DIRECTOR (TYPE OR PRINT)

SIGNATURE

SIGNATURE

DATE

APPROVED as to substance by:

Derek Pfeifer

DIVISION DIRECTOR (TYPE OR PRINT)

Derek Pfeifer

SIGNATURE

04/16/26

DATE

CLA 52494 (Div. 06)
L.D. Approved 5-19-00; 5-03



Certificate Of Completion

Envelope Id: 0614FB53-C14D-836B-83BA-0CE8473A3727

Status: Sent

Subject: Contract #38250544A: Please DocuSign: Amendment to CPM Minot 16th St Int PCN 24033-add flex funds

Contract Number: 38250544A

PCN: 24033

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 3

Initials: 2

Sengaroun Marohl

AutoNav: Enabled

608 E Boulevard Ave

Envelopeld Stamping: Enabled

Bismarck, ND 58505

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

smarohl@nd.gov

IP Address: 165.234.92.126

Record Tracking

Status: Original

Holder: Sengaroun Marohl

Location: DocuSign

4/16/2026 9:57:51 AM

smarohl@nd.gov

Security Appliance Status: Connected

Pool: StateLocal

Signer Events

Signature

Timestamp

Stacey Hanson

smhanson@nd.gov

Assistant Local Government Engineer

Carahsoft OBO North Dakota Department of

Transportation CLOUD

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

St

Signature Adoption: Pre-selected Style

Using IP Address: 165.234.253.12

Sent: 4/16/2026 11:31:10 AM

Viewed: 4/16/2026 12:54:52 PM

Signed: 4/16/2026 12:55:46 PM

Authentication Details

SMS Auth:

Transaction: 4f585623-6db8-44f8-a274-2c1f6553ee14

Result: passed

Vendor ID: TeleSign

Type: SMSAuth

Performed: 4/16/2026 12:54:46 PM

Phone: +1 701-527-8879

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Derek Pfeifer

ddpfeifer@nd.gov

Local Gov Eng

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

Derek Pfeifer

Signature Adoption: Pre-selected Style

Using IP Address: 165.234.253.12

Sent: 4/16/2026 12:55:47 PM

Viewed: 4/16/2026 1:23:35 PM

Signed: 4/16/2026 1:24:36 PM

Authentication Details

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Transaction: 2480acf5-4077-4a2d-9730-a34dd6870833

Result: passed

Vendor ID: TeleSign

Type: SMSAuth

Performed: 4/16/2026 1:23:31 PM

Phone: +1 701-471-5516

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
Nicole Lagasse nmlagasse@nd.gov Assistant CFO Carahsoft OBO North Dakota Department of Transportation CLOUD Security Level: Email, Account Authentication (None), Authentication Authentication Details SMS Auth: Transaction: c70792be-e57e-4aaa-af7c-17c0add07e1b Result: passed Vendor ID: TeleSign Type: SMSAuth Performed: 4/16/2026 3:59:35 PM Phone: +1 701-954-8712 Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 165.234.253.12	Sent: 4/16/2026 1:24:37 PM Viewed: 4/16/2026 3:59:40 PM Signed: 4/16/2026 4:00:42 PM
Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Sengaroun Marohl smarohl@nd.gov Security Level: Email, Account Authentication (None), Authentication Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Clint Morgenstern cdmorgenstern@nd.gov Security Level: Email, Account Authentication (None), Authentication Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Chad Orn corn@nd.gov Security Level: Email, Account Authentication (None), Authentication Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Pamela Thompson pamthompson@nd.gov Security Level: Email, Account Authentication (None), Authentication Electronic Record and Signature Disclosure: Not Offered via DocuSign		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp

Editor Delivery Events	Status	Timestamp
Sengaroun Marohl smarohl@nd.gov Carahsoft OBO North Dakota Department of Transportation CLOUD Security Level: Email, Account Authentication (None), Login with SSO Electronic Record and Signature Disclosure: Not Offered via DocuSign	VIEWED Using IP Address: 165.234.253.12	Sent: 4/16/2026 9:58:00 AM Viewed: 4/16/2026 10:46:06 AM Completed: 4/16/2026 11:31:08 AM
Agent Delivery Events	Status	Timestamp
Lance Meyer lance.meyer@minotnd.gov City Engineer Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		Sent: 4/16/2026 4:00:44 PM Viewed: 4/17/2026 8:21:32 AM
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
DOT Legal Admin dotlegaladmin@nd.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
DOT Legal Admin dotlegaladmin@nd.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/16/2026 9:58:00 AM
Envelope Updated	Security Checked	4/16/2026 11:31:09 AM
Envelope Updated	Security Checked	4/16/2026 11:31:09 AM
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Envelope Updated	Security Checked	4/16/2026 11:31:09 AM
Envelope Updated	Security Checked	4/16/2026 11:31:09 AM
Envelope Updated	Security Checked	4/16/2026 11:31:09 AM
Payment Events	Status	Timestamps



TO: Mayor and Members of the City Council

FROM: Emily Huettl, Asst. City Engineer

DATE: May 4, 2026

**SUBJECT: DEVELOPMENT AGREEMENT - GREAT PLAINS ADDITION LOT 1
(4944)**

I. RECOMMENDED ACTION

It is recommended City Council approve the Great Plains Addition Lot 1 Development Agreement with Plains Real Estate Company 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 final plat and rezone for Great Plains Addition was approved by the Council in the fall of 2024. This development agreement was originally approved 8/4/2025 but was not fully executed. Since that time the developer has modified their original phasing plan.

B. Proposed Project

The proposed project for Lot 1 includes the development of Northern Plains Equipment. This project will be in multiple phases, including infrastructure, display/sales areas, and buildings. This version of the development agreement adds additional detail regarding the phasing related to turn lane improvements.

The Development Agreement details the expectations and responsible parties relating to the following items associated with the development of the Northern Plains Equipment project:

1. Public Street and Utility Infrastructure Improvements
2. Storm Water Management
3. Erosion Control
4. Maintenance of Public Right of Way and Easements

C. Recommendation Detail

This Agreement has been thoroughly vetted by both City and Developer/Owner staff and attorneys.

IV. IMPACT

A. 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.

B. 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.

3603

3068863
 Recorder's Office, Minn. ID: 11/01/2024, 09:01:57 AM
 PLS Cap
 15111 Road 1224, County Recorder
 3068863



GREAT PLAINS ADDITION TO THE CITY OF MINOT, NORTH DAKOTA

BEING THE N $\frac{1}{2}$ SE $\frac{1}{4}$
 SECTION 23, TOWNSHIP 155 N, RANGE 82 W,
 TO THE CITY OF MINOT

DESCRIPTION:

Know all men by these presents that LEANN ZABLOTNEY LIVING TRUST, being Owner and Proprietor, of the N $\frac{1}{2}$ SE $\frac{1}{4}$, Section 23, Township 155 N, Range 82 W, of the 5th Principal Meridian, to the City of Minot, North Dakota, being known as the Great Plains Addition, to the City of Minot, North Dakota, containing 73.99 Acres more or less. Have caused the same to be surveyed and platted as shown hereon, to be known as Great Plains Addition, to the City of Minot, North Dakota, the owners hereunto affixed their signatures.

Leann Zablotney, Trustee
 LEANN ZABLOTNEY LIVING TRUST

State of North Dakota, County of Ward

On this 19 Day of July, 2024, before me, a Notary Public in and for said State, Appeared Leann Zablotney, well known to be the person described in the foregoing description and acknowledged to me that she executed the same on her own free accord and deed.

My commission expires

KIMBERLY J. PLATEN
 Notary Public
 State of North Dakota
 My Commission Expires May 31, 2027

SURVEYOR'S CERTIFICATE

I, Thomas R. Leskovsky, 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. Leskovsky P.L.S. #6134

STATE OF NORTH DAKOTA, COUNTY OF Ward
 On this 19 Day of July, 2024, before me, a Notary Public in and for said State, Appeared Thomas R. Leskovsky, Registered Professional Land Surveyor, well known to be such, and acknowledged to me that he executed the foregoing Surveyor's Certificate as his own free act and deed.

My commission expires

KIMBERLY J. PLATEN
 Notary Public
 State of North Dakota
 My Commission Expires May 31, 2027

Taxes and special assessments paid and transfer accepted this 20 day of July, 2024
 [Signature]
 Ward County Auditor-Treasurer



915 East Tth Street - PO Box 237 - Bottineau, ND 58519
 701-836-5000
 316 Cascade Drive - PO Box 1277 - Bismarck, ND 58502

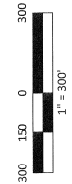
APPROVAL

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

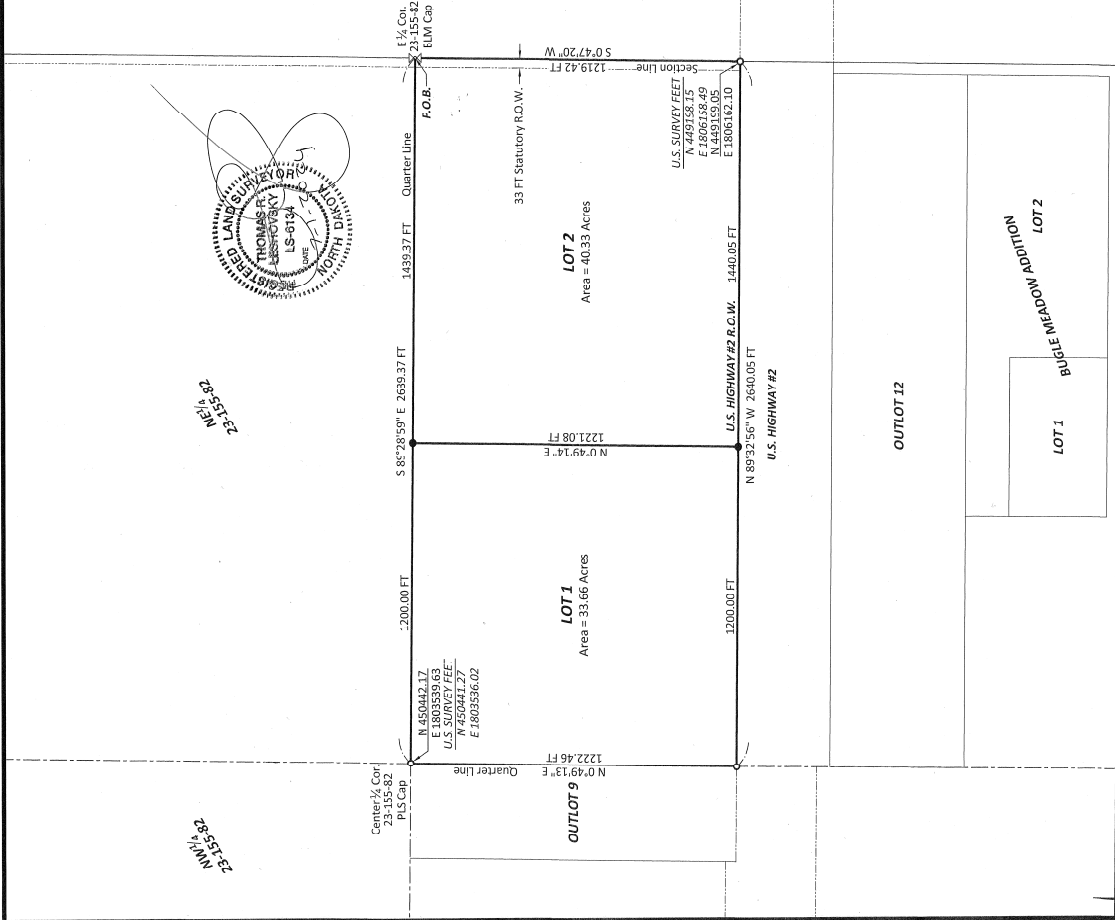
Approved: [Signature] 11/6, 2024
 Minot City Engineer

NOTES:

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



- Denotes Property Corner Set
- 16" - 45 Rebar w/ R/C Cap #6134
- Denotes Property Corner Found
- Denotes Property Corner Offsets



3603

**DEVELOPMENT AGREEMENT
BY AND BETWEEN THE CITY OF MINOT
AND PLAINS REAL ESTATE COMPANY LLC FOR THE
GREAT PLAINS ADDITION DEVELOPMENT**

THIS DEVELOPMENT AGREEMENT is made and entered into this ____ day of _____, 2026, by and between the City of Minot, a municipal corporation, hereinafter the “City,” and Plains Real Estate Company 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 Lot 1, Great Plains 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 Great Plains Addition; and

WHEREAS, the City Council authorized the following action:

- a) By subdivision plat, N1/2 SE1/4 Section 23, Township 155 North, Range 82 West, Ward County, North Dakota was platted as Great Plains Addition.
- b) By Ordinance No. 5996, the City amended the Zoning from C2 to M1;
- c) 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 Northern Plains Addition plat; and

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

1. Public Street and Utility Infrastructure Improvements

- a. Developer shall install, at their sole cost, the sanitary sewer, and water main utilities to serve the development within Northern Plains Addition.
 - i. Developer shall extend an 8" water main to the Property to provide fire protection/fire service.
 - Domestic water service will be provided by North Prairie Regional Water.
 - ii. Developer shall extend an 8" sewer main to the Property to provide sanitary sewer service.
 - iii. Developer shall pay all fees due to the City for connection to City utilities prior to the issuance of a building permit.
 - iv. The Developer shall ensure all required utility infrastructure improvements are designed and included in the plans titled "Northern Plains Equipment – Phase 1, Part B – Sewer & Water Utility Extension" which must be approved by the City and kept on file with the Engineering Department. These will be separate from any site plans associated with development in the subdivision.
- b. Developer shall install, at their sole cost, the public street sections, turn lanes, signs, pavement markings, and street lighting to serve the development within Northern Plains Addition. Specifically:
 - i. Any improvements recommended in the traffic operations study.
 - ii. The Developer shall ensure all required public roadway infrastructure improvements are designed and included in a separate plan set which must be approved by the City and the NDDOT and kept on file with the Engineering Department. These will be separate from any site plans associated with the Property.
- 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 Lot 1, Northern Plains Addition to be free of material and workmanship defects for a period of two 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 Northern Plains 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.
- 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.
 - 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.

2. Storm Water Management

- a. A Storm Water Management Plan is required and must be approved by the City Engineer.
- b. Developer will be required to operate and maintain the storm water infrastructure that is located outside the right-of-way and in dedicated easements. This includes any pipes, channels, ponds, and outlet structures.

- i. An operation and maintenance plan must be submitted to the City, approved, and recorded before Certificates of Occupancy for any building may be issued.
 - ii. Developer consents and agrees that if they do not maintain the storm water infrastructure according to the operations and maintenance plan, the City is authorized to enter the property where the infrastructure is located and perform any maintenance required. The City's cost to perform the maintenance will be billed to the Developer. The City also reserves the right to special assess the cost of maintenance against the benefitting properties.
- 3. Erosion Control
 - a. Erosion Control practices shall meet the requirements of the State of North Dakota and be approved by the City Engineer.
- 4. Traffic Operations Study
 - a. Developer shall complete traffic operations study per the City's and NDDOT applicable guidelines;
 - b. Developer's traffic operations study shall include traffic generation and distribution for lane capacity analysis, turn lane, and signal analysis;
 - c. The improvements recommended in the traffic operations study, required by the City, shall be installed prior to the issuing of any Certificates of Occupancy for buildings that generate the traffic necessitating the improvements. Phase 1.2 shall not require highway improvements.
- 5. Driveway Access
 - a. Driveway access approvals will be granted as a part of the City of Minot site plan review process.
- 6. Maintenance of Public Right of Way and Easements
 - a. Unless specific ownership is defined on the plat, all easements and public right of way dedicated with this plat shall be for public use and access.

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	Plains Real Estate Company LLC and/or Plains Ag 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.

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

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



TO: Mayor and Members of the City Council

FROM: Caisee Sandusky, Sergeant

DATE: May 4, 2026

**SUBJECT: AMENDED MINOT PD AND FD ANNUAL WELLNESS CHECK
CONTRACT FOR LOCAL PROVIDERS**

I. RECOMMENDED ACTION

It is recommended City Council:

- 1. Approve the amended Clinician Services Standard Form Agreement and authorize the Mayor to execute the contract upon receipt from a provider; and**
- 2. Terminate any current Clinician Services Agreements and authorize the Mayor to re-execute these contracts using the new standard form agreement.**

II. DEPARTMENT CONTACT PERSONS

Dale Plessas, Deputy Police Chief, 701-857-9800
Caisee Sandusky, Sergeant, 701-857-9890

III. DESCRIPTION

A. Background

The amended contract will be used for local, vetted licensed clinicians to utilize their services for the annual wellness checks for staff at Minot Police Department and Minot Fire Department. The initial contract was approved by council on March 16, 2026 and two local providers signed the contract. However, after the contract was given to the local providers, questions were raised regarding the insurance requirements as they deviate from the professional standard that is required of licensed providers.

B. Proposed Project

The wellness checks are an integral part of the wellness program for the Police and Fire Departments and serve as an opportunity for employees to meet with a local, culturally competent, and vetted clinician to check in on their overall mental health and wellness. The ability for the agency to offer this opportunity for PD and FD staff to have a confidential session with a mental health

professional serves as a check-in for the employee and also builds rapport with and a professional relationship with local clinicians, whom may be called in to assist during a critical incident or time of need.

C. Recommendation Detail

Using local culturally competent clinicians is the ideal model platform for public safety wellness. Through vetting and canvassing of local clinicians, several have been identified and have also undergone training in order to provide high quality services for employees. The current contract states that local providers are required to carry professional liability insurance in the amounts of \$2,000,000 per occurrence and \$2,000,000 aggregate. While this is the city's standard contract amount, the providers allege that the industry standard for liability insurance for mental health providers is \$1,000,000 per occurrence and \$3,000,000 aggregate. At the risk of losing local, culturally competent and vetted clinicians due to the cost associated with increased liability amounts, it is recommended that the Council approve the new contract with the industry standard that applies to mental health providers at a rate of \$1,000,000 per occurrence and \$3,000,000 aggregate.

IV. IMPACT

A. Service/Delivery Impact:

Police officers, firefighters and dispatchers operate often in high-stress environments that routinely expose them to trauma, loss, and unpredictability. These cumulative stresses can affect judgment, reaction time, interpersonal interactions, and overall wellbeing over time. Annual mental health wellness checks function as proactive, preventative care - similar to physical exams - designed to support resilience and early intervention. Ultimately, the wellness checks should help provide for healthier department employees.

B. Fiscal Impact

The FY2026 annual approved budget included anticipated costs from the Fire and Police departments:

Project Costs

Police Department personnel costs:	99staff x \$200/wellness check
= \$19,800	210-43300
Fire Department personnel costs:	71staff x \$200/wellness check
= \$12,425	310-43300

Project Funding

Approved FY2026 Annual Budget		
Police Department	2100-43300	\$19,800
Fire Department	3100-43300	\$12,425

VI. ALTERNATIVES

1. The Council can approve or deny the amended contract and direct staff to renegotiate the terms. This would delay implementation of the wellness checks.
2. The Council could direct staff to continue using the current model, which is using an out of state clinical service. This could increase the cost of the wellness visits and decrease accessibility to local clinical staff.
3. The Council could deny the amended contract and require the providers to adhere to the current contract with the insurance requirements that were set forth initially. This could result in the loss of local providers for the wellness checks which could result in loss of the wellness check program.



CLINICIAN SERVICES AGREEMENT

Between the City of Minot, ND and _____

This Services Agreement ("Agreement") is entered into on this ____ day of _____, 2026 ("Effective Date"), by and between the City of Minot, ND, a municipal corporation, whose principal address is 10 3rd Ave. SW, PO Box 5006, Minot, ND 58702-5006 ("City") and _____, whose mailing address is _____ ("Clinician"). City and Clinician are collectively referred to herein as the "Parties," and individually as a "Party."

WHEREAS, City is seeking to engage a Clinician to provide mental health services for Minot Police Department and Minot Fire Department ("Employees"); and

WHEREAS, Clinician is a licensed professional possessing the experience and qualifications needed to render the services ("Services") described within; and

NOW, THEREFORE, City and Clinician, in consideration of the mutual covenants and contracts contained herein, do mutually agree as follows:

1. Term. The term (Term) of this Agreement shall be from the Effective Date through **December 31, 2026** unless terminated earlier by either Party as provided herein. City shall have the option to renew this Agreement for two (2) additional twelve-month periods upon the same terms and conditions.
2. Scope of Services. Clinician agrees to provide the Services outlined in **Exhibit 1** which is attached and incorporated into this Agreement by reference.
3. Fees and Compensation. Clinician may charge the fees outlined in **Exhibit 2** which is attached and incorporated into this Agreement by reference. Clinician shall invoice the City at the end of each month, and City shall pay each month's invoice on Net 30 terms. In the event of termination of this Agreement, the City's obligation to make payment to Clinician as set forth herein shall immediately cease, with payment for the most recent month's Services prorated to the date of termination.

4. Attachments. The Limited Wellness Waiver ("Waiver") attached hereto as **Attachment A** and Standard City Terms and Conditions attached hereto as **Attachment B** are included and incorporated as if full set forth herein. In the event there is any question as to whether this Agreement or the language in the Attachments control, the most restrictive interpretation shall be applied.
5. Confidentiality & Limited Wellness Waiver.
 - A. Clinician shall comply fully with HIPAA and North Dakota privacy laws.
 - B. The Waiver (**Attachment A**) permits disclosure of only the Employee's name and date/time of Services, for invoicing purposes.
6. Data Security & Retention.
 - A. Clinician shall maintain compliance with all applicable data security requirements, including encryption of electronic records at rest and in transit.
 - B. Clinician shall retain clinical records for ten (10) years and dispose of records at the end of the retention period per City policy and North Dakota state law.
7. Non-Discrimination & Americans with Disabilities Act (ADA).
 - A. Clinician shall provide Services without discrimination on any protected basis.
 - B. Clinician shall comply with the ADA in delivering Services and providing reasonable accommodations.
8. Notices. All notices or other communications required under this Agreement must be given by registered, certified mail or email with return receipt requested and are complete on the date postmarked or sent when addressed to the Parties at the following addresses:

For Clinician:

Name:
Attn:
Address:
Address:
Email:

For City:

City of Minot
Attn: City Clerk
PO Box 5006
Minot, ND 58702-5006
clerk@minotnd.gov

Service of notice by personal service shall be deemed to have been given as of the date of such personal service. Notice given by deposit in the United States Post Office shall be deemed to have been given three (3) consecutive business days following deposit of the same in custody of said postal service. Either Party hereto may, from time to time, by written notice to the other, designate a different address or person, which shall be substituted for that specified above.

9. Termination.

- A. Termination Without Cause. Either City or Clinician may terminate this Agreement with thirty (30) calendar days' written notice to the other Party of the terminating Party's intent to terminate before the expiration of this Agreement.
- B. Termination by Mutual Consent. This Agreement may be terminated by mutual consent of both Parties, executed in writing.
- C. Termination for Cause. City may terminate this Agreement:
1. If Clinician fails to provide Services required by this Agreement within the time specified or any extension agreed to by City; or
 2. If Clinician fails to perform any of the other provisions of this Agreement or fails to diligently perform the work in a manner that reasonably ensures completion of this Agreement in accordance with its terms.
 3. Notice Requirement. The City shall provide written termination notice to Clinician identifying (i) the Services the City alleges Clinician has failed to provide and/or, (ii) the other provisions of this Agreement the City allege Clinician has failed to perform. Termination pursuant to this Paragraph 9(C) shall only be effective if Clinician fails to cure the deficiencies identified in the City's notice within fifteen (15) calendar days of Clinician 's receipt of the City's written notice.
- D. Termination for Failure to Appropriate or Authority. Notwithstanding anything to the contrary herein, the City is a public entity whose authority to expend funds is subject to annual appropriation by the Minot City Council ("Council"). In the event the Council fails to appropriate funds necessary to fulfill the City's obligations under this Agreement for any fiscal period during the term, or if the City otherwise loses legal authority to perform its obligations, the City may terminate this Agreement upon written notice to Clinician, without penalty or further obligation. Such termination shall be effective on the date specified in the notice, and the City shall pay Clinician for Services properly rendered up to the effective date of termination subject to appropriated funds. Clinician acknowledges that the City cannot commit funds beyond the current fiscal year.

- E. Orderly Transition. In the event of termination, Clinician shall assist to the fullest extent possible in the orderly transition of all pending matters to the City.
- F. Pro-rata Compensation. In the event of termination, Clinician shall be entitled to be paid for all professional fees, all work completed, and costs incurred through the date of cessation, including without limitation, proration of costs and expenses to the date of such cessation.
10. Independent Contractor. This Agreement does not create any employer-employee relationship. Clinician is an independent entity under this Agreement and is not a City employee for any purpose.
11. Insurance. At its sole cost, Clinician shall secure and keep in force during the Term of this Agreement, and any extensions thereof, from insurance companies authorized to do business in the state of North Dakota with an "A-" rating or greater by A.M. Best Company, Inc., less than an "A-" rating must be approved by the City, professional liability insurance of at least \$1,000,000 per occurrence/\$3,000,000 aggregate. The City, its agents, officers, and employees shall be endorsed on the commercial general liability policy on a primary and noncontributory basis, as an additional insured. Clinician shall furnish a certificate of insurance evidencing the required coverage is in effect prior to commencement of this Agreement. Failure to provide or to maintain insurance as required in this Agreement is a material breach of contract entitling City to terminate this Agreement.
12. Subcontracting or Assignment. The experience, knowledge, capability and reputation of this Clinician, its partners, associates and employees, was a substantial factor for the City to enter into this Agreement. Therefore, Clinician shall not contract with other person(s) or entity/entities to perform, in whole or part, the professional services required under this Agreement.
13. Indemnification and Limitation of Liability. Clinician agrees to indemnify the City and their officers and employees against any and all claims, demands, causes of actions, costs, expenses, liability, losses, or damage and will hold and save the City harmless from any and all actions, suits, claims, damages to persons or property losses, costs, penalties, obligations, errors, omissions or liabilities that may be asserted or claimed by any person, firm or entity arising out of or in

connection with the work, operations, or activities of Clinician and its employees arising from fault in acts or omissions of Clinician, or arising from Clinician's performance of or failure to perform any term, provision, covenant, or condition of this Agreement. It is further agreed and understood by and between the Parties hereto that such indemnification does not extend to the fault, negligence, or willful misconduct of persons other than the Clinician and/or employees of Clinician. This obligation shall continue after termination of this Agreement.

- 14.Compliance with Law. Clinician agrees to comply with all applicable federal, state, and local laws, rules, and policies, including those relating to open records, nondiscrimination, accessibility, and civil rights. Clinician's failure to comply with this section may be deemed a material breach by Clinician entitling the City to terminate for cause in accordance with Paragraph 9(C) of this Agreement.
- 15.Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together constitute one and the same instrument. Signatures delivered by facsimile, email in portable document format (PDF), or through a secure electronic signature platform shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement. Both Parties agree that an electronic signature has the same force and effect as a manual signature.
- 16.Effectiveness of Agreement. This Agreement is not effective until fully executed by both Parties.
- 17.Authority to Execute. Each Party represents and warrants that it has properly authorized, executed, and delivered this Agreement; that the individuals signing on its behalf are fully authorized to do so; that all necessary actions to permit performance under this Agreement have been taken; and that this Agreement constitutes a valid, binding, and enforceable obligation against each Party and its successors and assigns in accordance with its terms.

SIGNATURE PAGE TO FOLLOW

CLINICIAN

CITY OF MINOT, NORTH DAKOTA

Name:

Date: _____

Mark Jantzer, Mayor

Date: _____

David Lakefield, Finance Director

Date: _____

Mikayla McWilliams, City Clerk

Date: _____



EXHIBIT 1

CLINICIAN SERVICES AGREEMENT SCOPE OF SERVICES

1. Scope of Services. Clinician agrees to provide mental health Services to the City's Police Department, Fire Department, and Dispatch Department Employees ("Employee"), to include the following:
 - a. Annual Wellness Checks. Each Employee will participate in one (1) on-duty, 50-minute session within any 12-month period. Clinician agrees to facilitate these annual wellness checks upon request by the City.
 - i. Clinician and Employee will both sign the Limited Wellness Waiver ("Waiver") (**Attachment A**) upon completion of each visit.
 - ii. Clinician shall provide Employee a copy of the signed Waiver.
 - b. Rapid-Access Appointments. Clinician agrees to remain available to facilitate Rapid-Access Appointments, to be scheduled within seventy-two (72) hours of any critical incident or upon request whenever possible.
2. Ride-Along Immersion. Clinician agrees to complete Six (6) ride-along hours within the first program year: three (3) hours with the Police Department and three (3) hours with the Fire Department.
3. Fees. The Parties agree to the Fee Schedule as detailed in **Exhibit 2** to this Agreement.
4. Reporting Requirements:
 - a. Limited Wellness Waivers. Clinician shall provide a copy of each signed Waiver with invoices and shall retain originals as required by HIPAA.
 - b. Ride-Along Certification. Clinician shall submit a signed log within five (5) business days of completing all six (6) hours.
 - c. Cultural Competency Training. If cultural competency training is received outside of the City of Minot-hosted training, Clinician shall submit proof of completion to the City.

- d. Clinician Credentials and Insurance Requirements. Clinician shall maintain active professional licensure and Drug Enforcement Administration (DEA) registration (if applicable) and provide proof of the same to the City.



EXHIBIT 2
CLINICIAN SERVICES AGREEMENT
FEE SCHEDULE

Clinician shall invoice the City of Minot on a monthly basis. Clinician will send a detailed invoice to the City listing the Services provided in accordance with this fee schedule, and include copies of any signed waivers. Services will be invoiced at the end of each month and will be due on NET 30 terms.

1. Annual Check-ins. City will pay two hundred dollars (\$200) per session after receipt of an invoice that includes copies of signed Waivers, on Net 30 terms.
2. Follow-up Care. Clinician shall invoice the CuraLinc Employee Assistance Program (EAP) or the City of Minot Group Health Plan through Blue Cross Blue Shield North Dakota (BCBSND) (or other applicable coverage) at standard clinical rates.
3. No Additional Fees. Clinician shall waive any fees for participation in ride-alongs and workshop attendance.



ATTACHMENT A
CLINICIAN SERVICES AGREEMENT
LIMITED WELLNESS WAIVER

STATEMENT OF INTENT

The City of Minot, to promote mental and emotional health among its employees, will fund one (1) visit to a mental health Clinician at the agreed upon invoicing rate. These visits will be required annually for all sworn and non-sworn Employees of the Minot Police Department and Minot Fire Department.

Since the City of Minot will be covering the cost of these visits, verification of attendance will be required for invoicing purposes. For the Clinician to legally verify attendance, a *Limited Wellness Waiver*, as provided below, shall be signed by both Clinician and employee, and shall be included with each invoice submitted by Clinician.

LIMITED WELLNESS WAIVER

For the purposes described above, I, the undersigned, assert that I am an employee of the City of Minot. I hereby waive confidentiality regarding this appointment only to the extent that my name and date/time of the appointment must be reported to my employer, the City of Minot, by either myself or the Clinician listed below, for invoicing purposes. Submission of a copy of this Waiver, which will be included with Clinician's invoice to the City, satisfies the reporting requirement and provides proof of attendance, thereby authorizing payment by City for Services rendered.

My Employee-Clinician confidentiality rights regarding all other aspects of this appointment shall remain intact to the fullest extent protected by law.

The Clinician shall retain a copy of this Waiver for their records. I understand that, as a City of Minot employee, I am responsible for ensuring that this completed and signed Waiver is submitted to the Minot Police Department or Minot Fire Department program coordinator within seven (7) days of the annual wellness visit.

Clinician Submission: Submit the completed Waiver with invoice for Services to the City of Minot via email to Adam Klein, adam.klein@minotnd.gov if a Fire Department employee, and to Caisee Sandusky, caisee.sandusky@minotnd.gov if a Police Department employee.

Employee Submission: Email the completed and signed Waiver, or deliver in person, to Adam Klein, adam.klein@minotnd.gov if a Fire Department employee, and to Caisee Sandusky, caisee.sandusky@minotnd.gov if a Police Department employee.

Employee

Printed Name: _____

Signature: _____

Date/Time of Session: _____

Clinician

Printed Name: _____

Signature: _____

Date/Time of Session: _____



ATTACHMENT B

CLINICIAN SERVICES AGREEMENT City Standard Terms and Conditions

1. Authority to Contract. No part of this Agreement shall be construed to grant to Clinician any authority to contract for, on behalf of, or to incur obligations on behalf of the City.
2. Force Majeure. Neither Party to this Agreement will be liable to the other Party for delays, or direct and indirect costs resulting from any causes beyond the reasonable control or contemplation for either Party.
3. Severability. If any term of this Agreement is declared by a court having jurisdiction to be illegal or unenforceable, the Parties shall meet and confer to advise whether that term is a material term of this Agreement. If both Parties agree to sever that term from the Agreement, the rights and obligations of the Parties are to be construed and enforced as if the Agreement did not contain that term. If one or both of the Parties claim the illegal or unenforceable term was a material term of the Agreement, then the Parties shall renegotiate the Agreement to address the illegal or unenforceable term in an equitable manner.
4. Attorneys' Fees. In the event a lawsuit is initiated to obtain performance due under this Agreement, the prevailing Party shall be entitled to recover reasonable attorneys' fees and costs in connection with the lawsuit.
5. Waiver. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver of that provision or any other provision, nor shall such failure affect such Party's right to enforce that provision at a later time. No waiver shall be effective unless made in writing and signed by the Party against whom enforcement of the waiver is sought. A written waiver shall apply only to the specific instance identified and shall not operate as a continuing waiver.
6. Entire Agreement, Modification and Headings. This Agreement, including any Exhibits and/or Attachments, constitutes the entire Agreement between the Parties. There are no understandings, contracts, or representations, oral or

written, not specified in this Agreement. This Agreement may not be modified, supplemented, or amended, in any manner, except by written Agreement signed by both Parties. Headings in this Agreement are for convenience and reference only. They shall not be used to explain, restrict or enlarge, or otherwise modify any provision of this Agreement.

7. Governing Law and Venue. This Agreement shall be construed and interpreted both as to the validity and performance of the Parties in accordance with the laws of the State of North Dakota. In the event of any dispute hereunder the forum shall be in District Court, Ward County, North Dakota. Both Parties consent to the exclusive jurisdiction of such court and waives any claim of lack of jurisdiction or forum non conveniens.



TO: Mayor and Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: May 4, 2026

**SUBJECT: CONTRACT FOR AMENDMENT NO. 1 – TAXIWAY D2 & D3
REALIGNMENT AND RECONSTRUCTION AND RUNWAY 8/26 PAPI
REPLACEMENT – DESIGN SERVICES (AIG 3-38-0037-076-2025)**

I. RECOMMENDED ACTION

It is recommended City Council approve the Amendment No. 1 – Taxiway D2 & D3 Realignment and Reconstruction and Runway 8/26 PAPI Replacement – Design Services proposal from Short Elliott Hendrickson Inc. (SEH); and authorize the Mayor to sign the agreement; and recommend approval to advertise for bids.

II. DEPARTMENT CONTACT PERSONS

Maria Romanick, Operations & Maint. Manager, 701-420-4503
Jessica Long, Business & Development Man., 701-857-4725

III. DESCRIPTION

A. Background

Taxiway D2 & D3 Realignment & Reconstruction

This project includes final design services to facilitate the realignment and reconstruction of Taxiway Connectors D2 and D3 and a small portion of Taxiway D. Taxiway D2 and Taxiway D3 at Minot International Airport (MOT) serve as critical connectors between the airfield movement area and Runway 8/26. These taxiway segments were originally constructed in 1999 and have experienced ongoing pavement deterioration over time. The most recent Pavement Condition Index (PCI) inspection completed in 2024 assigned a PCI of 54, with observed distresses including alligator cracking, longitudinal and transverse cracking, depressions, raveling, and weathering. In addition to pavement condition deficiencies, Taxiway D2 does not currently intersect Runway 8/26 at a 90-degree angle, which is inconsistent with current FAA design guidance and operational best practices, indicating a need for geometric correction and reconstruction.

PAPI Replacement

This project includes final design services to replace the Runway 8/26 Precision Approach Path Indicator (PAPI) lights. Runway 8/26 at Minot International

Airport (MOT) is currently served by FAA-owned PAPI lights that are planned for decommissioning and are nearing the end of their service life. Coordination with the FAA has also identified that the existing Runway 8 PAPI is not coincident with the published RNAV approach and does not meet current FAA siting and alignment criteria, creating the need for relocation to maintain compliant visual glide slope guidance. As part of ongoing airfield rehabilitation efforts associated with the Runway 8/26 Rehabilitation project, replacing these systems with airport-owned PAPIs will preserve operational capability, improve approach alignment, and align long-term ownership and maintenance with current FAA practices.

B. Proposed Project

Taxiway B Realignment & Reconstruction

The proposed project includes the realignment and reconstruction of Taxiway D2 and the reconstruction of Taxiway D3 to address pavement condition deficiencies, improve geometry, and meet current FAA design standards. The work will include complete removal of the existing bituminous pavement sections and associated lighting, signage, and drainage infrastructure, followed by construction of new bituminous taxiway pavement. Taxiway D2 will be realigned to intersect Runway 8/26 at a 90-degree angle, and both taxiways will include new pavement fillets, subsurface drainage improvements, and new taxiway edge lighting. The improvements will be designed and phased in coordination with the Runway 8/26 Rehabilitation project to minimize operational impacts.

PAPI Replacement

The proposed project includes the design and installation of new, Airport owned Precision Approach Path Indicator (PAPI) light for Runway 8 and Runway 26, including new foundations, electrical circuitry, and associated infrastructure designed in accordance with applicable FAA Advisory Circulars and criteria. The Runway 8 PAPI will be relocated to achieve proper coincidence with the published RNAV approach, while the Runway 26 PAPI will be replaced in a generally coincident location. The work will be coordinated with FAA Airports District Office and FAA Technical Operations and phased with the Taxiway D2/D3 reconstruction and Runway 8/26 Rehabilitation (East) project to minimize runway closures, reduce impacts to airport users, and maintain continuity of instrument procedures, with impacts documented in the Engineer's Design Report and Construction Safety and Phasing Plan.

Design services for these projects will include project formulation, preliminary design including additional geotechnical evaluation and survey, development of an Engineering Design Report, plan drawings and project manual development, FAA review of documents, construction bidding document coordination and bidding, and contract award.

C. Recommendation Detail

This project is identified as a required infrastructure improvement through coordination between airport staff, FAA, and SEH staff. If approved, the proposed final design project will prepare the airport for a construction project in the spring/summer of 2028. The design contract proposed in this action will be

funded via an FAA grant amendment.

SEH is the engineer of record for the original contract which includes design services for the rehabilitation of Runway 8/26 and the realignment and reconstruction of Taxiway B.

IV. IMPACT

A. Service/Delivery Impact:

Completing these safety critical projects will allow for continued safe operations for general aviation and commercial airline service at the Minot International Airport.

B. Fiscal Impact

The anticipated cost of this project is outlined below:

Project Costs

Project Labor	\$ 68,224.06
Direct Expenses	\$ 30,583.50
TOTAL (rounded to nearest hundred)	\$ 98,800.00

Project Funding

The funding will come from the City of Minot allocated in the approved 2026 budget. Project expenses will be reimbursed at 95% from an FAA grant, 2.5% state grant, and 2.5% airport infrastructure funding.

VI. ALTERNATIVES

The City Council may consider alternatives to the proposed project, including deferring the improvements or taking no action. Under a deferment or no-action alternative, existing pavement deterioration, non standard taxiway geometry, and PAPI system deficiencies would remain unaddressed. These conditions would continue to impact airfield operations and would not improve safety or compliance with current FAA design criteria.

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Minot, North Dakota, a municipal corporation ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective August 31, 2021, this Supplemental Letter Agreement dated April 28, 2026, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Taxiway D2 & D3 Realignment and Reconstruction - Design.

Client's Authorized Representative: Jennifer Eckman, Airport Director

Address: Minot International Airport (MOT), 305 Airport Road, Suite 216, Minot, North Dakota 58703

Telephone: 701.857.4724

email: Jennifer.eckman@minotnd.gov

Project Manager: Adinda Van Espen

Address: 3535 Vadnais Center Drive, St. Paul, Minnesota 55110

Telephone: 320.428.3654

email: avanespen@sehinc.com

Scope: The Services to be provided by Consultant are included in Attachment A.

Schedule: Services to be initiated at the direction of the City of Minot. A schedule is included in Attachment A.

Payment: The lump sum fee is \$98,800.00 including expenses and equipment. See Attachment B reflecting a detailed estimate of labor, fees, and expenses.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A to this Supplemental Letter Agreement.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

By:



Full Name: Kaci Nowicki

Title: Client Service Manager

City of Minot, North Dakota

By:

Full Name: _____

Title: _____

Attestation:

Signature: _____

Title: _____

Date: _____

Exhibit A to the Supplemental Letter Agreement

Payments to Consultant for Services and Expenses Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

ATTACHMENT A
Minot International Airport (MOT)
Minot, North Dakota
Taxiway D2 & D3 Realignment and Reconstruction and Runway 8/26 PAPI Replacement – Design
AIP 3-38-0037-078-2025 (Design Amendment No. 1)
Scope of Work

General:

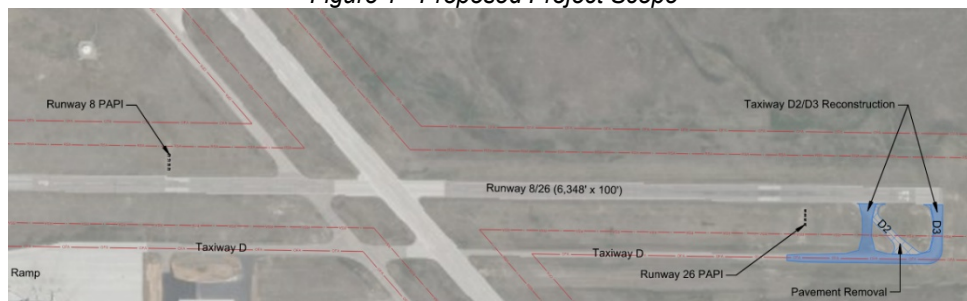
This project includes the design of the realignment and reconstruction of Taxiway D2 & D3 and the replacement of Runway 8 and Runway 26 Precision Approach Path Indicator (PAPI) lights. This project will realign Taxiway D2 to intersect Runway 8/26 at a 90-degree angle following Federal Aviation Administration (FAA) guidance, reconstruct Taxiway D3, and replace the existing FAA-owned PAPIs that are set to be decommissioned with Airport-owned PAPIs.

The project will include removal of the existing bituminous pavement section and lighting infrastructure, and reconstruction of new bituminous taxiway connectors. This project will also include the installation of drain tile along the edge of the taxiway to improve drainage and installation of new taxiway edge lighting.

The project will also include the replacement of Runway 8/26 PAPIs including PAPI foundations and all circuitry associated with the units. The Airport has requested that the FAA remove the existing FAA-owned PAPIs and foundations and it is therefore our assumption that the removal work will be performed by the FAA.

Figure 1 below shows the proposed project scope. This amended design will be included in the same plan set as the Runway 8/26 Rehabilitation (East) project and bid as one large project. Construction is anticipated to occur concurrently with the Runway 8/26 Rehabilitation (East) project.

Figure 1 - Proposed Project Scope



The Taxiway D2 & D3 pavement is deteriorating and is in need of reconstruction. The 2024 Pavement Condition Index (PCI) report for these sections is 54. Pavement distresses noted in the last PCI inspection include alligator cracking, depressions, longitudinal and transverse cracking, raveling and weathering. There have been no major pavement improvements projects on Taxiway D2 & D3 since the construction of the taxiways in 1999. Documented rehabilitation of these pavement sections include crack sealing and crack repair with the latest being in 2022.

Included in the project would be the complete removal of the existing pavement section of the existing Taxiway D2 & D3 corridor, along with associated circuitry, lighting, signage, and drain tile. A new bituminous pavement section, meeting FAA requirements, will be designed and constructed to accommodate TDG 3 aircraft. Pavement design will include fillets to Runway 8/26 and Taxiway D to allow aircraft to efficiently turn onto the Runway or Taxiway.

SEH acknowledges that, per North Dakota Century Code (Section 48-01.2-06), the taxiway lighting project may be required to be bid as a separate bid package, including stand-alone plans and specs. Based on previous bidding experience of similar projects, SEH anticipates this scope of work to be bid in (1) package. The estimated fees and expenses reflect this.

Contractor access is anticipated to be provided via construction access gates on the east side of the airfield (same access gates that will be used for the Runway 8/26 Rehabilitation (East) project). The phasing plan and schematics will be presented in the Engineer's Design Report. Specific safety and phasing details to be discussed and studied in the Engineer's Design Report include:

- Phasing and Sequencing
- Construction Limits
- Haul Routes
- Contractor Staging Areas
- Anticipated Impacts to Airport Users (Instrument Procedures, Closures, Etc.)

As this is intended to be a design only grant, an FAA closeout report will be prepared under this scope as part of these projects. Additionally, an FAA annual reporting document will be prepared and submitted. Construction administration services will be included in subsequent work orders.

Proposed project schedule:

April 9, 2026	Submit scope of work to FAA for review
April 21, 2026	Submit design amendment documents to City of Minot for review and inclusion in council packet
May 4, 2026	City of Minot consideration of design amendment
May-August 2026	Design
➤ June 2026	60% Design Submittal
➤ July 2026	90% Design Submittal
June 2026	Submit 60% Engineer's Design Report (EDR) and CSPP to FAA
July 2026	Submit 90% Plans and Specifications, EDR, and CSPP to FAA
TBD	Final plans and specifications posted for bidding (design contract complete)
TBD	Bid opening
TBD	City of Minot consider construction administration contract and contract award contingent upon grant reception
TBD	Grant application submittal
Spring 2028	Construction

Project Deliverables:

The project deliverables include the following:

1. Final Scope
2. Environmental determination (Categorical Exclusion) – for construction efforts
3. Engineer's Design Report
 - a. Including Construction Safety and Phasing Plan (CSPP) and Construction Safety Plan Narrative (CSPN)
 - b. 7460/Airspace Submittal
4. Construction drawings
5. Bidding documents
6. FAA Plan and Specification review
7. Bidding and contract award recommendation

1. Project Formulation

- 1.1 Scoping, Review, and Coordination** – Short Elliott Hendrickson (SEH and/or Consultant) will coordinate with the Minot International Airport (MOT) (Sponsor) to develop the appropriate scope of work approved by funding partners. Additional coordination will include task definition and establishment of project goals and objectives. The scope of work will be presented to FAA and North Dakota Aeronautics Commission (NDAC) for review and will be updated based on input received.
- 1.2 Project Formulation** – SEH will complete the project and grant pre-application documentation, environmental review submittals, cost breakdowns, and eligibility determinations for the approved scope of work.

2. Preliminary Design

- 2.1 Topographic Survey** – A topographic survey will be completed in the area of the proposed taxiway realignment configuration by SEH's subconsultant. The subconsultant's proposal for this specific effort is attached. SEH will provide escorting and oversight during the survey operation. This is estimated to take 2 working days. The survey will include all future TSA grades, pavement grades, pavement edges, drainage structures, utility information, airfield lighting, and other necessary features. Review of the survey data is included in this scope.
- 2.2 Geotechnical Investigation** – Additional geotechnical investigation will be conducted by SEH's subconsultant. One boring will be taken at each proposed PAPI location and some additional borings will be taken along Taxiway D2, Taxiway D3, and Taxiway D. SEH will provide escorting and oversight during the survey operation. This is estimated to take 2 working days. Review of the geotechnical report is included in this scope.
- 2.3 Environmental Determination/CATEX** – SEH will complete a request for environmental Categorical Exclusion (CATEX) for project. It is anticipated a documented CATEX will be required. This scope of work will include reviewing historical and previously completed data, preparing the CATEX form, coordinating with FAA, and responding to FAA comments as necessary.
- 2.4 Airport Layout Plan (ALP) Update – Pen & Ink** – This effort is included in a planning study scope.

3. Engineer's Design Report

- 3.1 Engineer's Design Report** – SEH will prepare an Engineer's Design Report (EDR) according to FAA requirements. The EDR will be submitted to FAA and NDAC for review at 60% and 90%. The report will be completed to include the following information:

- 3.1.1 Scope of Work** – SEH will develop a brief narrative of the work scope, delineation of eligible/ineligible work items, any unique or unusual situations, and historical background on the proposed project. Three meetings are estimated with sponsor and/or FAA to review the project.
- 3.1.2 Photographs** – SEH will coordinate with MOT staff to capture photographs of representative areas of existing site conditions of the pavement. The photographs will be included within the report.
- 3.1.3 Applicable AIP Standards** – All applicable AIP standards will be referenced in the report by FAA Advisory Circulars.
- 3.1.4 Airport Operational Safety Considerations** – SEH will develop a Construction Safety and Phasing Plan (CSPP) and a Construction Safety Plan Narrative (CSPN), and confirm with sponsor and FAA, to evaluate proposed phasing and sequencing, construction limits, haul routes, contractor staging areas, and anticipated impacts to airport users. All airport facilities, including approach procedures and navigational aids, will be evaluated for potential impacts due to construction. The CSPP and CSPN will be delivered to FAA for review and comment at the 60% and 90% design stage.
- 3.1.5 Pavement Design** – SEH will utilize previously obtained geotechnical information as well as the new information obtained during preliminary efforts, most recent PCI report date, and project as-built information to evaluate the current pavement condition and proposed design criteria. FAARFIELD analysis will be completed to validate the new pavement design. Pavement thickness will be verified with FAA and the airport based on current fleet mix.
- 3.1.6 Drainage Design** – Drainage away from taxiway pavement and intersections as well as the RSA will be analyzed during design. Crowned slopes are anticipated across the taxiway alignment. Initial requirements for grading will be discussed in the EDR. New daintile will be installed to improve subsurface drainage. The existing stormwater infrastructure will be inventoried and evaluated throughout final design, and improvements will be implemented into the design where necessary.
- 3.1.7 Airfield Lighting and Signage** – Design of new elevated Medium Intensity Taxiway Lighting (MITLs) will be included in this project. Additionally impacted lights and signs will be identified for covering and/or deactivation during closures.
- 3.1.8 Navigational Aids** – SEH design team will confirm information obtained during previous studies concerning the navigational aids associated with Runway 8/26 that would be impacted during closures. All affected navigational aids and ownership will be included in the report in table format. It is the intent to replace the existing FAA-owned PAPIs that are set to be decommissioned with Airport-owned PAPIs. This section will discuss the PAPI design results.
- 3.1.9 Pavement Marking** – SEH will develop a pavement marking plan and details for affected work areas as part of reconstruction to be included as part of the report. SEH will submit the sign and marking plan to ACSI for review. This task includes one round of addressing ACSI comments.
- 3.1.10 Environmental Considerations** – As scoped in Task 2.2, SEH will complete a request for environmental Categorical Exclusion (CATEX) for the project. It is anticipated a documented CATEX will be required. SEH will also identify necessary permits, including but not limited to NPDES and a Stormwater Pollution Prevention Plan (SWPPP) and develop necessary erosion control plans, if required for contractor to procure.
- 3.1.11 Existing Utilities** – SEH will develop a drawing that identifies and delineates existing underground utilities in and adjacent to the project area.

- 3.1.12 Miscellaneous Work Items** – SEH will provide a narrative to address other work components of the project, such as turf establishment, site access, and other related work items.
- 3.1.13 Benefit Cost Analysis** – The proposed pavement will be bituminous. A detailed benefit cost analysis (BCA) will not be required.
- 3.1.14 Modification to AIP Design Standards** – No modifications to design standards are anticipated, but this task will explore all preliminary design items to confirm that no modifications to design standards will be requested.
- 3.1.15 AIP Non-Eligible Work Items** – Any potential non-eligible work items will be identified. If non-eligible work items are identified, the process for separating these work components from eligible components will be addressed.
- 3.1.16 Disadvantaged Business Enterprise (DBE)** – The current status of the Sponsor's DBE program and project requirements will be identified and included in the report. SEH will assist Sponsor in determining goal and good faith effort determinations, as well as including specification language in bidding documents.
- 3.1.17 Project Schedule** – SEH will develop a schedule and associated chart to identify the project schedule and milestones during the design and bidding process.
- 3.1.18 Engineer's Estimate of Probable Cost** – SEH will provide an itemized summary of the engineer's estimate of probable construction costs. Any ineligible work components will be called out separately. Local, state, and federal funding sources will be shown.
- 3.1.19 Preliminary Project Budget** – SEH will develop a preliminary project budget that will include anticipated engineering costs, construction costs, and administrative costs. Potential funding sources and prorations will also be included.

4. Construction Drawings

Final design and construction drawings will be prepared in accordance with federal and state guidelines. FAA Advisory Circular (AC) 150/5300-13B, *Airport Design*, will be utilized in the development of the plan set. Other applicable ACs, FAA Orders, Briefs, Regulations and Policy Memorandums will be used as needed. Specific tasks included with this work element include:

- 4.1 Environmental Coordination**– SEH will refine the erosion control plans completed as part of the Engineer's Design Report.
- 4.2 Construction Safety and Phasing Plan Development** – SEH will refine and update the Construction Safety and Phasing Plan (CSPP) that was developed as part of the Engineer's Design Report. SEH will meet with MOT staff, FAA staff (including Airport Development Office (ADO) and Tech Ops), airfield tenants and users to evaluate potential risks and determine appropriate mitigation tactics. The EDR CSPP will be enhanced to determine final phasing and sequencing, construction limits, haul routes, contractor staging areas, and anticipated impacts to airport users and airfield facilities. A review and coordination meeting will be held with MOT and FAA prior to the 7460 submittal to limit closure times and impact to IFR procedures. A figure will include points of interest requested by FAA, including Runway Safety Area (RSA), Runway Object Free Area (ROFA), Object Free Zone (OFZ), and Taxiway Object Free Area (TOFA). A final CSPP will be uploaded for FAA airspace review via the 7460 OE/AAA review process.
- 4.3 Construction Plan Sheets** – Specific plan sheets to be developed and included in the plan set are as follows:
- Title Sheet
 - Construction Safety Plan
 - Construction Phasing Plan
 - Statement of Estimated Quantities
 - Details and Construction Notes

- Utility Locations Plan (showing impacts to lights, sign, NAVAIDS, and markings)
- Typical Section(s)
- Removal Plan
- Erosion Control Plan and Details
- Topography/Grading Plan
- Plan/Profile drawings for new pavement
- Storm Sewer Plan and Details
- Drainage Plan and Details
- Cross Sections
- Pavement Jointing Plan and Details
- Pavement Marking Plan and Details
- Electrical Removal Plan
- Electrical Plan – Taxiway D2 & D3
- Electrical Plan – PAPIs
- Electrical Details

4.4 Quality Control Site Visit – SEH will conduct a quality control site visit during final design to verify base maps, utility locations, light locations, grades, and other relevant site features to ensure conformance to bidding documents, and overall impacts to airport infrastructure. It is anticipated that the Project Manager and Project Engineer (Project Engineer III) attend.

5. Construction Bidding Documents

Elements of the Construction Bidding Documents will be prepared in accordance with FAA Advisory Circulars (AC) 150/5300-13B, *Airport Design* and other applicable AC's, Orders, Regulations and Policy Memorandums. Specific tasks included with this work element include:

- 5.1 Construction Bidding Documents** – The Runway 8/26 Rehabilitation (East) project manual will be amended to include information related to the Taxiway D2 and D3 work and PAPI work.
- 5.2 Construction Technical Specifications** – The Runway 8/26 Rehabilitation (East) project manual will be amended to include the relevant technical specifications for the amended scope. The specifications will be created from the FAA Advisory Circular 150/5370-10H - Standard Specifications for Construction of Airports and modified for the project. Specifications will be edited individually to meet project requirements.

6. FAA and NDAC Construction Plans and Specifications Review

- 6.1 FAA and NDAC Submittal Coordination** – This includes effort for the additional 60% and 90% submittal coordination.
- 6.2 FAA and NDAC Comment Review Meeting** – SEH will coordinate two additional one-hour virtual meetings to review all FAA and NDAC comments on the design submittal documents related to this amended scope. It is anticipated that there will be one meeting at the 60% milestone and one meeting at the 90% milestone. This meeting is anticipated to be attended by the Project Manager, Project Engineer (Project Engineer III), and Project Planner (Project Planner III).
- 6.3 Address FAA and NDAC Comments** – SEH will prepare documentation to track any comments received and address comments as needed. SEH will also plan for one additional one-hour virtual meeting to follow up on comments following SEH's responses.

7. Quality Control Review

- 7.1 Quality Control Review** – This task includes additional quality control reviews needed for the amended scope including review of the project plans and specifications, quantity determinations, and construction cost estimates.

8. Bidding and Contract Award Recommendation

- 8.1 Bidding Services** – This task includes additional effort for SEH to take questions from prospective bidders throughout the bidding process and if needed, clarify questions with an addendum related to this amended scope of work.
- 8.2 Bid Opening** – As long as this amended scope of work is bid with the Runway 8/26 Rehabilitation (East) project, this effort is covered by the original scope.
- 8.3 Bid Review, Recommendation, and Award** – This effort is included in the original scope.

9. Project Management

This task includes the overall project management of Work Elements 1 through 8 noted above. Project Management includes administration of the project, design team meetings, agency and Sponsor meetings, airfield user and tenant outreach meetings, and related project administration tasks.

- 9.1 Design Team Meetings** – This task includes bi-weekly, internal meetings by the design team to discuss project elements, schedule, issues, and provide coordination between team members. It is anticipated that there will be 4 additional one-hour meetings related to this design amendment.
- 9.2 Owner Meetings** – This task includes 4 additional one-hour virtual monthly project coordination meetings between SEH and MOT airport staff to discuss project progress, schedule, updates, and foster collaboration. This meeting will be attended by the Project Manager.
- 9.3 Agency Coordination Meetings** – This task includes two additional one-hour virtual meetings between the design team, North Dakota Aeronautics Commission, FAA ADO, FAA Tech Ops, FAA ATC Tower manager, MOT staff, and other individuals and agencies as needed, to discuss the project design development, schedule, and any other related items. This meeting will be attended by the Project Manager.
- 9.4 General Project Management** – This task includes additional project coordination, documentation, and administration, including administrative tasks related to invoicing for this amendment effort.

Subconsultants performing work under this proposal include the following:

- 1. Braun Intertec.** All geotechnical engineering associated with the project will be performed by Braun Intertec out of Bismarck, North Dakota.
- 2. Barr Engineering.** Airfield electrical design for the project will be performed by Barr Engineering out of Minneapolis, Minnesota.
- 3. Ulteig.** All survey work associated with the project will be performed by Ulteig out of Bismarck, North Dakota.

Clarifications:

- Flights are for travel between MSP and MOT using commercial service airlines
- SEH is assuming that this amended scope of work is bid as one package with the original scope of work
- SEH is assuming that the FAA will remove the FAA-owned PAPI structures and foundations

Exclusions:

- Construction inspections
- Construction administration
- Contractor coordination
- Post design services
- Project record drawings

Task No.	Task Description	Principal	Project Manager	Senior Engineer VI	Project Engineer III	Project Planner III	Natural Resource Scientist	Senior Technician IV	Project Coordinator
1. Project Formulation									
1.1	Scoping, Review, and Coordination	1	2		4				
1.2	Project Formulation		2		4				
2. Preliminary Design									
2.1	Topographic Survey		2		16				
2.2	Geotechnical Investigation		2		16				
2.3	Environmental Determination/CATEX		2			4	2		
2.4	Airport Layout Plan (ALP) Update - Pen & Ink								
3. Engineer's Design Report									
3.1	Engineer's Design Report	2	6		16	4	2	6	2
	<i>Including:</i>								
	3.1.1 Scope of Work								
	3.1.2 Photographs								
	3.1.3 Applicable AIP Standards								
	3.1.4 Airport Operational Safety Considerations								
	3.1.5 Pavement Design								
	3.1.6 Drainage Design								
	3.1.7 Airfield Lighting and Signage								
	3.1.8 Navigational Aids								
	3.1.9 Pavement Marking								
	3.1.10 Environmental Considerations								
	3.1.11 Existing Utilities								
	3.1.12 Miscellaneous Work Items								
	3.1.13 Benefit Cost Analysis								
	3.1.14 Modification to AIP Design Standards								
	3.1.15 AIP Non-Eligible Work Items								
	3.1.16 Disadvantaged Business Enterprise (DBE)								
	3.1.17 Project Schedule								
	3.1.18 Engineer's Estimate of Probable Cost								
	3.1.19 Preliminary Project Budget								
4. Construction Drawings									
4.1	Environmental Coordination		2					1	
4.2	Construction Safety and Phasing Plan Development		4			4		8	
4.3	Construction Plan Sheets		6		40	8		60	
	<i>Including:</i>								
	Title Sheet								
	Construction Safety Plan								
	Construction Phasing Plans								
	Statement of Estimated Quantities								
	Details and Construction Notes								
	Utility Locations Plan								
	Typical Section(s)								
	Removal Plan								
	Erosion Control Plan and Details								
	Topography/Grading Plan								
	Plan/Profile Drawings								
	Storm Sewer Plans and Details								
	Drainage Plan and Details								
	Cross Sections								
	Pavement Jointing Plan and Details								
	Pavement Marking Plans and Details								
	Electrical Removal Plan								
	Electrical Plan - Taxiway D2 & D3								
	Electrical Plan - PAPIs								
	Electrical Details								
4.4	Quality Control Site Visit		8		8				
5. Construction Bidding Documents									
5.1	Construction Bidding Documents		8						4
5.2	Construction Technical Specifications		4		8				2
6. FAA Construction Plans and Specifications Review									
6.1	FAA Submittal Coordination		2		4				2
6.2	FAA Comment Review Meeting	1	2		2				
6.3	Address FAA Comments		4		4				
7. Quality Control Review									
7.1	Quality Control Review	4	8	4					
8. Bidding and Contract Award Recommendation									
8.1	Bidding Services		2		4			2	2
8.2	Bid Opening								
8.3	Bid Review, Recommendation, and Award								
9. Project Management									
9.1	Design Team Meetings		4		4			4	
9.2	Owner Meetings		4						
9.3	Agency Coordination Meetings		2						
9.7	General Project Management		16						8
	Total hours per labor category	8	92	4	130	20	4	81	20

Labor Category	Hours	Rate	Extension
Principal	8	\$ 84.69	\$ 677.52
Project Manager	92	\$ 73.43	\$ 6,755.56
Senior Engineer VI	4	\$ 82.36	\$ 329.44
Project Engineer III	130	\$ 47.17	\$ 6,132.10
Project Planner III	20	\$ 54.90	\$ 1,098.00
Natural Resource Scientist	4	\$ 67.85	\$ 271.40
Senior Technician IV	81	\$ 49.93	\$ 4,044.33
Project Coordinator	20	\$ 46.89	\$ 937.80

ESTIMATE OF EXPENSES:

Total Expenses	\$ 30,583.50
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Total Labor Costs + Expenses + Fixed Fee	\$ 98,807.56
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Estimated Total

April 28, 2026

Proposal 10010186

Adinda Van Espen, PE
Short Elliot Hendrickson, Inc.
3535 Vadnais Center Drive
Saint Paul, MN 55110

Re: Proposal for a Geotechnical Evaluation
MOT Taxiway D2 & D3 Reconstruction and PAPI Replacement
305 Airport Road
Minot, North Dakota

Dear Ms. Van Espen:

Braun Intertec Corporation (Braun Intertec) submits this proposal to complete additional soil borings for the Minot International Airport (MOT) Taxiway D2 & D3 Reconstruction and PAPI Replacement project. We will submit our findings as Addendum 2 to our geotechnical evaluation report, B2211659.

Project Information

We understand the overall scope of the project is to improve the pavement of Runway 8-26 at MOT, realign Taxiway B, and various other improvements. The scope of work included in this proposal includes additional soil borings for reconstruction of Taxiways D3 and D3, partial reconstruction of Taxiway D, and new Precision Approach Path Indicator (PAPI) lights.

Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations, evaluate their impact on the project, and provide geotechnical recommendations for the design and construction of new pavements and lighting.

Scope of Services

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.



Site Access

Based on aerial photographs and previous exploration work on the site, it appears that the site is accessible to a truck-mounted drill rig. SEH will coordinate with the airport to ensure any required Notice to Airmen (NOTAM) are in place while field work is conducted. Our drill crew will affix an orange and white checkered flag to the top of our mast and have beacons on top of support vehicles while on the airfield.

We assume there will be no cause for delays in accessing the exploration locations. Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

Utility Clearance

Prior to drilling or excavating, we will contact North Dakota One Call and arrange for notification of the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

If you, or your authorized representative, cannot locate underground objects or private utilities that are suspected or known to exist, we can retain a private locate company for an additional fee. Fees charged will be 1.15x the subcontractor fee plus additional time for our staff to coordinate the work onsite. If performed, the property owner must also be available to assist the private locate company in determining the presence of any underground objects or the location of utilities. We will not be liable for any damages resulting from unidentified or misidentified underground objects or utilities. Further, we reserve the right to stop work if underground objects or utilities are suspected or known to exist, but locations cannot be accurately determined.

Penetration Test Borings

We propose to drill the requested five standard penetration test (SPT) borings for the project. [Table 1](#) provides a summary of the proposed boring locations and depths. We will perform standard penetration tests at 2 1/2-foot vertical intervals to termination depth.

Table 1. Summary of Proposed Borings

Location	Type	Quantity	Depth (feet)
Taxiway Pavements	SPT	3	10
PAPI Foundation	SPT	2	15
Total		5	60



We will collect bag samples from the three pavement borings from the auger cuttings for laboratory testing.

If the intended boring depths do not extend through unsuitable material, we will extend the borings at least 5 feet into suitable material at greater depths. The additional information will help evaluate such issues as excavation depth, consolidation settlement, and foundation alternatives, among others. If we identify a need for deeper (or additional) borings, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

Groundwater Measurements

If the borings encounter groundwater during or immediately after drilling of each boring, we will record the observed depth on the boring logs.

Borehole Abandonment

We will backfill our exploration locations immediately after drilling or after final groundwater measurements at each location with auger cuttings. Any cuttings that cannot be pushed into the borehole will be disposed of offsite.

Upon backfilling exploration locations, we will fill holes in pavements with a temporary patch.

Over time, subsidence of borehole backfill may occur, requiring releveling of surface grades or replacing bituminous or concrete patches. We are not assuming responsibility for releveling or re-patching after we complete our fieldwork.

Sample Review and Laboratory Testing

We will return recovered samples to our laboratory, where a geotechnical engineer will visually classify and log them. To help classify the materials encountered and estimate the engineering properties necessary to our analyses, we have budgeted to perform the following laboratory tests.

Table 2. Laboratory Tests

Test Name	Number of Tests	ASTM Test Method	Purpose
Moisture content	15	D2216	Soil classification, moisture condition, and engineering properties
Atterberg limits	3	D4318	Soil plasticity, shrink/swell potential, engineering parameters, suitability of soils for reuse
Percent passing #200 sieve	2	D1140	Soil classification, and evaluate frost susceptibility
Modified Proctor	1	D1557	Determine maximum dry density and optimum moisture content
California Bearing Ratio (CBR)	1	D1883	Engineering parameter useful in pavement design



We will determine the actual laboratory testing for the project depending on the encountered subsurface conditions. If we identify a laboratory testing program that exceeds the budget included in this proposal but provides additional value to the project, we will request authorization for the additional fees through a Change Order.

Engineering Analyses

We will use data obtained from the subsurface exploration and laboratory tests to evaluate the subsurface profile and groundwater conditions, and to perform engineering analyses related to structure and pavement design and performance.

Report

We will prepare an addendum letter including:

- A sketch showing the exploration locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the subsurface conditions that will impact design and construction.
- Discussion regarding the reuse of on-site materials during construction.
- Recommendations for preparing structure and pavement subgrades, and the selection, placement, and compaction of fill.
- Recommendations for the design and construction of taxiway pavements and the PAPI foundations.

We will only submit an electronic copy of our report to you unless you request otherwise. At your request, we can also send the report to additional project team members.

Schedule

We anticipate performing our work according to the following schedule. Dates are based on receiving notice to proceed on Monday, May 4th from the City of Minot

- Drill rig mobilization – Scheduled for May 11th
- Field exploration – 1 day on site to complete the work
- Classification and laboratory testing – within 1 to 2 weeks after completion of field exploration
- Preliminary results – within 1 week after completion of field exploration
- Report submittal – within about 3 weeks of completion of field exploration, estimated to be May 29



If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

Fees

We will furnish the services described in this proposal for a lump sum fee of \$9,750, which includes up to 1 hour of post deliverable consulting time. Additional requests for meetings, consulting or modifications to the report will be billed at a rate of \$308 per hour. Please note that our drilling/field services were budgeted to occur within our normal work hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. If conditions occur that require us to work outside of these hours, we will request additional fees to cover our additional overtime costs.

Our work may extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.



General Remarks

We based the proposed fee on the scope of services described and the assumption that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

We will provide our services under the terms of our Master Subcontract for Services, dated March 19, 2024. To accept this proposal and authorize us to proceed, please sign and return it to us in its entirety.

We appreciate the opportunity to present this proposal to you. We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Ian Becket at 612.750.2758.

Sincerely,

Braun Intertec Corporation

Ian C. Becket, EI
Staff Engineer

Charles (Wes) Dickhut, MS, PE
Associate Director, Principal Engineer

The proposal is accepted, and Braun Intertec is authorized to proceed.

Authorizer's First Name

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

April 10, 2026

Ms. Adinda Van Espen, PE
SHORT, ELLIOTT, HENDRICKSON, INC.
3535 Vadnais Center Drive
St. Paul, Minnesota 55110

**RE: MINOT INTERNATIONAL (MOT) AIRPORT – RUNWAY 8-26 PAPI AND TAXIWAYS D2 & D3 RECONSTRUCTION
PROPOSAL FOR ELECTRICAL ENGINEERING SERVICES – DESIGN AND BID PHASE**

Dear Adinda:

Thank you for contacting us regarding electrical engineering services for design of the Minot International Airport (MOT) – Runway 8-26 PAPI and Taxiway D2 & D3 Reconstruction Project, which will involve a new PAPI system for Runway 8-26 and replacement of existing MITL's for these taxiways with new LED MITL's. We are providing this letter to outline our understanding of the project, our proposed scope of services, and our proposed fees for the design and bid phase of the project.

In support of your efforts, Barr proposes to provide the following subconsultant services to Short, Elliott, Hendrickson (SEH):

1. Provide electrical design and circuiting redlines for SEH to incorporate on the AutoCAD drawing of the airfield plan, as has been our usual method on similar past projects.
2. Provide electrical design redlines for detail sheets for SEH to incorporate in their AutoCAD drawings, as has been our usual method for airfield related details.
3. Provide technical specifications for the electrical work.
4. Bid-phase assistance including addressing questions which may arise from bidders and addenda items as necessary.
5. As mentioned above construction phase services are not included in the scope of this proposal.

Barr Engineering proposes to provide the outlined scope of services to SEH on an hourly basis to a maximum budget of \$7,000.

Services are billed monthly according to the work complete. Reimbursables such as automobile mileage are included in the total above.

Thank you for the opportunity to present this proposal. We look forward to working with you on this project.

Sincerely,

BARR ENGINEERING CO.

A handwritten signature in black ink, appearing to read 'Mark E. Ziemer', with a long horizontal flourish extending to the right.

Mark E. Ziemer, P.E.
Senior Electrical Engineer



April 21, 2026

Adinda Van Epsen, PE
Airport Planning and Design
Short Elliott Hendrickson Inc.

320-428-3654 mobile

RE: MOT Taxiway D2/D3 Survey Request

Dear Adinda,

We would like to thank you for asking Ulteig Operations, LLC and our affiliates (collectively, "Ulteig", "we" or "us") to provide this agreement (the "Agreement") for Land Surveying Services (the "Services") in connection with the above-referenced project (the "Project") for Short Elliot Hendrickson Inc. (the "Client") (Ulteig and the Client are each a "Party" and together the "Parties"). We are pleased to have the opportunity to be of service to you with respect to the Project. We, like you, value clear and timely communication. In that spirit, the purpose of this Agreement is to memorialize our understanding of the Project, as well as the terms and conditions by which we will provide Services to you.

1. SERVICES

The scope of Services will be as set forth in "Exhibit A" to this Agreement (the "Scope of Services"). Any services not specifically set forth in the Scope of Services constitute "Additional Services," and, unless otherwise agreed, will entitle Ulteig to additional compensation calculated on an hourly basis under Ulteig's fee schedule currently in effect. The fees set forth below (the "Fees") are based on the Services set forth in the Scope of Services, and the assumption that you will authorize the Services within thirty (30) days of the date of this Agreement. The Fees are subject to increase if you do not authorize the Services within such time.

2. FEES

You agree to pay us our usual and customary hourly rates for providing the Services. A copy of our current rate sheet is attached as "Exhibit C." Ulteig's hourly rates are subject to adjustment from time to time and may be affected by factors such as unusual time constraints and overall value of the Services. You acknowledge and agree that any estimates set forth in the Scope of Work or otherwise provided by Ulteig to you are only estimates and that Ulteig will not be bound or limited by any such estimates.

3. REIMBURSABLE EXPENSES

Reimbursement for certain items, such as travel expenses, long distance calls, facsimile service, photocopying, and computerized research are not included in the Fees. These expenses, if incurred, will be advanced by us, and then billed to you.

4. SCHEDULE

Any milestones or specific dates for completion of the Services will be as set forth in "Exhibit A." The Fees assume that there will be no material delays that prevent the completion of the Services



according to the milestones or specific dates set forth in “Exhibit A.” The Fees are subject to modification in the event of any delays, except for any delays that are caused solely by Ulteig.

5. TERMS AND CONDITIONS

This Agreement includes and incorporates Ulteig’s current Standard Terms and Conditions for Professional Services (the “Terms and Conditions”) which are set forth in “Exhibit B” attached hereto and incorporated by reference herein. The Terms apply as if fully set forth in this Agreement. In the event of any conflict between the Terms and the contents of this letter (including, without limitation, a Scope of Services or the Schedule), the Terms will control. By your signature below you agree and consent to the Terms and acknowledge that you understand that the Terms are part of this Agreement.

We look forward to working with you on this matter. We appreciate your confidence in us and the opportunity to serve you. If you have questions, please feel free to call us. If this Agreement meets with your approval, please sign and date below. This Agreement will be effective as of the date of your execution (the “Effective Date”).

Sincerely,
ULTEIG OPERATIONS, LLC

APPROVED AND AGREED
Short Elliot Hendrickson Inc.

A handwritten signature in black ink, appearing to read "Kurt M. Kisch", written over a horizontal line.

NAME: Kurt M. Kisch
TITLE: Senior Manager - Survey

NAME:
TITLE:
DATE:



EXHIBIT A

SCOPE OF SERVICE

Taxiway D2/D3 survey support request

DATE April 21, 2026

ULTEIG PROPOSAL NUMBER P#26.01436

PROJECT NAME MOT D2 & D3 SURVEY REQUEST

SCOPE

Ulteig shall conduct and coordinate a control survey and topographic verification survey of a portion of the east end of taxiway D areas as provided by SEH Engineering, Minot, North Dakota per email dated April 9, 2026. The survey shall include the following information as outlined below.

- Set Proposed soil boring locations
 - Set 5 soil boring locations per provided coordinates.
 - Record gad at location of proposed soil boring and include in report to SEH.
- Complete a topographic survey of the eastern end of Taxiway D2/D2 as shown on exhibit drawing provided April 9th The topographic survey verification will include the pavement outline/geometry on the Taxiway.
 - The topographic survey will included the pavement edges as well as light cans, signs and catch basins.

SCHEDULE

Upon receipt of the written authorization to proceed, the work on the airport is to take place per our discussion on Approximately May 5, 2026.

DELIVERABLES

1. Control survey DWG and CSV files.

FEES

1. **Taxiway D2 & D3 Survey support estimated fee is 6000.00**

CONDITIONS AND ASSUMPTIONS

The following conditions and assumptions are an integral part of the proposal:

The client will provide Ulteig with a copy of the record parcel description prior to commencing the boundary survey.

ADDITIONAL SERVICES

Meetings

All meetings to be attended by Ulteig at the request of the client will be invoiced on an hourly basis. This category relates to Client/Ulteig and Government/Ulteig meetings and hearings.



Exhibit B - Ulteig Standard Terms and Conditions for Professional Services

1. Ulteig will perform the Services in a professional and workmanlike manner in accordance with generally recognized industry standards for similar services provided under similar conditions at the same time and in a similar locale. Ulteig will be responsible for the technical accuracy of the Services and related work-product. If notified of any deficiency within one (1) year after the Services are delivered, Ulteig will correct any material technical inaccuracies in its Services or related work-product without additional compensation, except to the extent such inaccuracies are attributable to deficiencies in Client-furnished information or otherwise the fault of Client. THE FOREGOING REMEDIES CONSTITUTE CLIENT'S EXCLUSIVE REMEDY AND ULTEIG'S ENTIRE LIABILITY FOR ANY BREACH OF THE LIMITED WARRANTY SET FORTH IN THIS PARAGRAPH 1. ULTEIG MAKES NO OTHER WARRANTY WHATSOEVER WITH RESPECT TO THE SERVICES, INCLUDING ANY (A) WARRANTY OF MERCHANTABILITY; OR (B) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE; OR (C) WARRANTY OF TITLE; OR (D) WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY; WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE.
2. Ulteig will prepare invoices using Ulteig's standard invoicing practices to be submitted to Client monthly. Invoices are due and payable upon receipt. If Client fails to make such payment within thirty (30) days after receipt, Ulteig will charge interest at the lesser of 1.5% per month or the maximum rate of interest permitted by law beginning date the invoice was received. Any late payments will be credited first to interest and then to principal. Ulteig may, after giving seven (7) days' written notice to Client, suspend the Services until Client pays to Ulteig all amounts due in full. Additionally, Client will owe Ulteig any costs incurred to collect late payments from Client.
3. The obligation to provide further Services under the Agreement may be terminated by either Party upon seven (7) days' written notice in the event of substantial failure by the other Party to perform in accordance with the terms of this Agreement through no fault of the terminating Party. However, the Agreement will not terminate as a result of such substantial failure if the Party receiving such notice begins, within seven (7) days of receipt of such notice, to correct its failure to perform and proceeds diligently to cure such failure within no more than thirty (30) days of receipt thereof; provided, that if and to the extent such substantial failure cannot be reasonably cured within such thirty (30) day period, and if such Party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein will extend up to, but in no case more than, sixty (60) days after the date of receipt of the notice. If either Party has terminated Services, the termination will not affect any rights or remedies of either Party against the other then existing or which may thereafter accrue.
4. The obligation to provide further Services under the Agreement may be terminated by Ulteig immediately upon written notice to Client if: (a) Ulteig believes that Client has requested Ulteig to furnish or perform Services contrary to Ulteig's responsibilities as a licensed professional; (b) Client files a voluntary petition seeking relief under the United States Bankruptcy Code or there is an involuntary bankruptcy petition filed against Client in the United States Bankruptcy Court; or (c) if Ulteig's ability to perform or provide the Services is delayed or suspended for more than sixty (60) days for any reason beyond Ulteig's control. Ulteig will have no liability to Client on account of a termination under this Paragraph 4.
5. In the event of any termination of this Agreement, Client will pay Ulteig for all Services performed and all Reimbursable Expenses incurred by Ulteig through the effective date of such termination.
6. Other than any cost, loss, or damages that is proven to have been caused by the sole negligence of Ulteig, Ulteig will not be liable to Client or anyone claiming by, through, or under Client for any cost, loss, or damages caused, in whole or in part, by the negligence of any entity or individual under the Agreement or in any way relating to the Services.
7. To the fullest extent permitted by law, and notwithstanding any other provision in the Agreement: (a) the Parties and their officers, directors, employees, agents, and consultants will not be liable to one another or any third party for any loss of use, revenue or profit, or for any special, incidental, indirect, consequential, exemplary or punitive damages whether arising out of breach of contract, tort (including negligence), professional errors or omissions, strict liability, any warranty express or implied, or otherwise, regardless of whether such damage was foreseeable and whether or not such Party has been advised of the possibility of such damages, and notwithstanding the failure of any remedy of its essential purpose; and (b) the total liability, in the aggregate, of Ulteig and Ulteig's officers, directors, employees, agents, and consultants, to Client and anyone claiming by, through, or under Client for any and all claims, losses, costs, or damages arising out of, resulting from, or in any way related to the Project, the Services or the Agreement from any cause or causes will not exceed the total compensation paid by Client to Ulteig under the Agreement. This limitation applies to all liability or causes of action unless otherwise prohibited by law.
8. The Agreement may only be amended, supplemented, modified, or canceled by a written instrument signed by the Parties. The Agreement is to be governed by North Dakota law. Any dispute between the Parties that cannot be resolved through alternative dispute resolution will be venued in a court of competent jurisdiction in Fargo, North Dakota. The Agreement constitutes the entire agreement between Client and Ulteig and supersedes all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, whether written or oral. If any legal action or proceeding is brought by Ulteig to enforce the Agreement, Ulteig will be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which Ulteig may be entitled.



Exhibit C
2026 Hourly Rate Schedule
Ulteig Engineers, Inc.*
for Field Services
Effective January 1, 2026

Engineer		Survey	
Graduate Engineer	\$160.00	Survey Technician	\$100.00
Design Engineer	\$185.00	Lead Survey Technician	\$135.00
Engineer	\$200.00	Senior Survey Technician	\$160.00
Lead Engineer	\$240.00	Land Surveyor-in-Training	\$150.00
Senior Engineer	\$250.00	Land Surveyor	\$185.00
Drafter & Technician		Lead Land Surveyor	\$195.00
CADD/BIM Technician Intern	\$100.00	Senior Land Surveyor	\$240.00
CADD/BIM Technician I	\$115.00	Principal Land Surveyor	\$250.00
CADD/BIM Technician II	\$135.00	Planning & Environmental	
BIM/CADD Lead	\$145.00	Environmental Intern	\$90.00
Project Management		Environmental Technician	\$102.00
Project Coordinator	\$114.00	Environmental Specialist	\$128.00
Senior Project Coordinator	\$140.00	Lead Environmental Specialist	\$169.00
Project Controls Specialist	\$150.00	Senior Environmental Specialist	\$216.00
Associate Project Manager	\$180.00	Cultural Resource Intern	\$90.00
Project Manager	\$230.00	Cultural Resource Technician	\$105.00
Senior Project Manager	\$250.00	Cultural Resource Specialist	\$128.00
Right-of-Way		Lead Cultural Resource Specialist	\$153.00
Right-of-Way Document Specialist	\$62.00	Senior Cultural Resource Specialist	\$200.00
Right-of-Way Specialist I	\$89.00	GIS	
Right-of-Way Specialist II	\$134.00	GIS Technician	\$115.00
Lead Right-of-Way Specialist	\$152.00	GIS Analyst	\$135.00
Senior Right-of-Way Specialist	\$200.00	Lead GIS Analyst	\$145.00
Right-of-Way Manager	\$250.00	Senior GIS Analyst	\$170.00
		Other Classifications	
		Staff Support	\$103.00
Reimbursable Expenses			
Subcontractors/Subconsultants	Cost plus 15%	Pipeline Locator	\$21.00/hour
Survey Vehicle	\$0.75/mile	GPS Rover (1 unit & controller)	\$29.00/hour
Vehicle	IRS Rate/mile	GPS Rover (2 units & controller)	\$51.00/hour
Utility Vehicle	\$215.00/day	Robotic Total Station	\$41.00/hour
Drone, Scanning, Remote Sensing	\$84.00/hour	Staking:	
Relay Testing Equipment	\$126.00/day	Hubs	\$1.00/each
GROUNDUPing Testing Equipment	\$263.00/day	Lath	\$1.50/each
Power Quality Meter (Daily)	\$63.00/day	Posts	\$5.25/each
Power Quality Meter (Monthly)	\$1260.00/month	Rebar	\$1.60/each
Meals (Per Diem)	Per Diem **	Rebar with Caps	\$2.10/each
Travel and Other Misc. Out-of-Pocket	Cost	Section Corner Monuments	\$6.30/each
Miscellaneous Project Hardware	Cost plus 10%		
Ulteig Owned CT Analyzer	\$1,050/week (5 days) or \$265/day plus shipping costs		
Ulteig Owned Test Set	\$1,050/week (5 days) or \$265/day plus shipping costs		
Meter Labor Rate Adjustments			
Expedited Services	1.4 times above rates for less than one-week notices		
Holiday Services	2.0 times above rates for services on holidays		
On-site Overtime	1.4 times above rates for Sat/Sun or >50 hours Monday-Friday		

* Includes its licensed subsidiaries and affiliates

**Per diem charges will be based on the prevailing rate in effect at the time the travel occurs



TO: Mayor and Members of the City Council

FROM: Tom Joyce, City Manager

DATE: May 4, 2026

SUBJECT: CONTRACT FOR INDIGENT DEFENSE COUNSEL

I. RECOMMENDED ACTION

It is recommended City Council approve the contract for Indigent Defense Counsel (template) and authorize the Mayor, Finance Director and City Clerk to sign.

II. DEPARTMENT CONTACT PERSONS

Tom Joyce, City Manager, 701-857-4731

David Lakefield, Finance Director, 701-857-4774

III. DESCRIPTION

A. Background

Indigent defense services are a required function of the municipal court system. Individuals who are unable to afford legal counsel, (per the income guidelines), must be provided representation in criminal proceedings where incarceration is a possible outcome.

B. Proposed Project

The template is to enter into a contract with an attorney to provide indigent defense services for defendants appearing before the Municipal Court who qualify for court-appointed counsel. Under this agreement, the contracted attorney will be responsible for providing legal consultation, case preparation, court appearances, and resolution of cases.

C. Recommendation Detail

The recommended template will ensure the City continues to meet its constitutional obligation to provide legal representation to indigent defendants. It will provide a structured and reliable approach to deriving these services while maintaining compliance with professional standards.

IV. IMPACT

A. Service/Delivery Impact:

The contract will ensure the continued delivery of timely and effective legal representation for defendants who qualify for court-appointed counsel.

B. Fiscal Impact

Project Costs

\$350 per case

Project Funding

10025000-45960 Prisoner Care = \$140,000.00

VI. ALTERNATIVES

- City Council could decline to approve the contract.
- City Council can provide further direction for amendments to the contract.



SERVICES AGREEMENT
Between
City of Minot, ND and _____

This Services Agreement for indigent defense ("Agreement") is effective on the ____ day of _____, 2026 ("Effective Date"), by and between the City of Minot, ND, a municipal corporation, with its Municipal Court whose mailing address is PO Box 5006, Minot, ND 58702-5006 ("City" or "Court") and _____, whose mailing address is _____ ("Counsel"), sometimes referred to herein individually as "Party" and collectively as "Parties."

WHEREAS, City is seeking Counsel to provide representation to defendants in Minot Municipal Court in those cases where the Court has determined that the defendants are eligible and therefore entitled to court-appointed representation ("Services"). Counsel agrees that such representation shall include all indigent defendants assigned to Counsel by the Judge or Alternate Judge ("Judge") of the Court; and

WHEREAS, Counsel is an attorney in good standing, practicing law in the State of North Dakota. Counsel possesses the experience and qualifications needed to render the Services described in the preceding paragraph, and wishes to enter into this Agreement with the City; and

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

1. Legal Representation. Counsel hereby agrees to provide representation to persons charged with misdemeanors only under the City of Minot's municipal ordinances, who are determined to be indigent by a Judge ("Indigent Defendants") and thus are entitled to such representation at public expense, and to whom Counsel is subsequently assigned. Counsel shall not be required to provide such Services for criminal or non-criminal infractions, non-criminal offenses, or civil or administrative matters. Such cases and Services are specifically excluded from this Agreement.
2. Exhibits. The following Exhibit(s) are attached hereto and are incorporated as if fully set forth herein:
 - a. **Exhibit A:** Other Applicable Terms and Conditions
3. Term. This Agreement shall remain in effect from the Effective Date until terminated by either Party in accordance with Paragraph 12 of this Agreement.
4. Scope of Services.
 - a. Representation in trial court (Minot Municipal Court)

- b. Representation in Ward County District Court on transfer cases
 - c. Representation in appeals from Minot Municipal Court to Ward County District Court in accordance with statute
 - d. Representation in appeals to the North Dakota Supreme Court
 - e. Re-trials following appeal or orders for new trial
5. Description of Services. Legal representation to be provided by Counsel for Indigent Defendants shall include all normal and customary services necessary for adequate defense, including but not limited to, the following:
- a. Investigation
 - b. Trial preparation
 - c. Preparation and filing of pre-trial and post-trial motions
 - d. Oral argument on motions
 - e. Personal legal counseling when necessary and appropriate
 - f. Preparation of briefs and other necessary work on appeal to District Court or the North Dakota Supreme Court
 - g. Necessary re-trials following appeal or orders for new trial
 - h. All necessary correspondence
 - i. All other legal services which may be necessary and proper to fulfill an attorney's ethical obligations to provide competent representation as required by the North Dakota Rules of Professional Conduct
6. Compensation and Invoicing.
- a. Except as may otherwise be provided herein, the City agrees to pay Counsel three hundred fifty dollars (\$350) per case under this Agreement.
 - b. Counsel is to provide an invoice to the Municipal Clerk of Court upon closure of the case.
 - c. Counsel shall send invoices either by mail or email to:

City of Minot
Attn: Clerk of Municipal Court
PO Box 5006
Minot, ND 58702-5006
municourt@minotnd.gov
7. Contact with the Court and Indigent Defendants. Counsel shall contact assigned Indigent Defendants who are in custody within forty-eight (48) hours of the appointment, or within the next working day if the appointment is made on a Thursday. For Indigent Defendants who are not in custody, counsel shall maintain regular office hours Monday through Friday including telephone answering service and return any phone messages left by Indigent Defendants within twenty-four (24) hours, or within the next working day if the message

is left on a Friday, weekend, or holiday. Counsel shall regularly check and clear their voicemails so as to avoid situations where the clients, and the court cannot reach them due to their mailbox being full. Counsel shall interview Indigent Defendants within five (5) working days of being appointed as counsel. Counsel shall be available to attend the usual and customary schedule of Municipal Court sessions in order to avoid unwarranted rescheduling of court cases. Counsel shall, when possible, notify the court in advance of any known periods of unavailability (i.e., vacations, seminars, etc.) in order to avoid scheduling conflicts.

8. Subcontracting or Assignment. The experience, knowledge, capability and reputation of Counsel, its partners, associates and employees, was a substantial factor for the City to enter into this Agreement. Therefore, Counsel shall not contract with other person(s) or entity/entities to perform, in whole or part, legal services required under this Agreement without the written approval of the City except as otherwise provided herein. No other professional or legal services to be provided under this Agreement shall be transferred, assigned or subcontracted without the prior written approval of the City.
9. Malpractice Insurance. The Parties agree that the City of Minot and Municipal Court Judge shall have no liability and shall be indemnified for any malpractice claims which may be made by persons represented by Counsel. Counsel understands that they shall be responsible to carry malpractice insurance, at their own expense, during the entire Term of the Agreement, including any renewal periods. Insurance to be provided shall be in the minimum amount of \$100,000 per claim/\$500,000 aggregate for each calendar year. Counsel shall provide proof of such insurance to the Clerk of Court within thirty (30) days of execution of this Agreement.
10. Indemnification and Limitation of Liability. Counsel agrees to indemnify the City and their officers and employees against any and all claims, demands, causes of actions, costs, expenses, liability, losses, or damage and will hold and save each of them harmless from any and all actions, suits, claims, damages to persons or property losses, costs, penalties, obligations, errors, omissions or liabilities that may be asserted or claimed by any person, firm or entity arising out of or in connection with the work, operations or activities of Counsel, its officers and/or employees arising from fault in acts or omissions of Counsel, or arising from Counsel's performance of or failure to perform any term, provision, covenant or condition of this Agreement. It is further agreed and understood by and between the Parties hereto that such indemnification does not extend to the fault, negligence or willful misconduct of persons other than the officers and/or employees of Counsel. This obligation shall survive for ten (10) years after termination of this Agreement.

11. Notices. All notices or other communications required under this Agreement must be given by registered, certified mail or email with return receipt requested and are complete on the date postmarked or sent when addressed to the Parties at the following addresses:

City of Minot
Attn: City Clerk
PO Box 5006
Minot, ND 58702-5006
Email: clerk@minotnd.gov

Name:
Attn:
Address:
Address:
Email:

Service of notice by personal service shall be deemed to have been given as of the date of such personal service. Notice given by deposit in the United States Post Office shall be deemed to have been given three (3) consecutive business days following deposit of the same in custody of said postal service. Either Party hereto may, from time to time, by written notice to the other, designate a different address or person, which shall be substituted for that specified above.

12. Termination.

- a. Termination Without Cause. Either City or Counsel may terminate this Agreement with thirty (30) calendar days' written notice to the other Party of the terminating Party's intent to terminate before expiration of this Agreement.
- b. Termination by Mutual Consent. This Agreement may be terminated by mutual consent of both Parties, executed in writing.
- c. Termination for Cause. City may terminate this Agreement:
 1. If Counsel fails to provide Services required by this Agreement within the time specified or any extension agreed to by City; or
 2. If Counsel fails to perform any of the other provisions of this Agreement or fails to diligently perform the work in a manner that reasonably ensures completion of this Agreement in accordance with its terms.
 3. Notice Requirement. The City shall provide written termination notice to Counsel identifying (i) the Services the City alleges Counsel has failed to provide and/or, (ii) any other provisions of this Agreement the City alleges Counsel has failed to perform. Termination pursuant to this Paragraph 12(c) shall only be effective if Counsel fails to cure the deficiencies identified in the City's notice within fifteen (15) calendar days of Counsel's receipt of the City's written notice.
- d. Termination for Failure to Appropriate or Authority. Notwithstanding anything to the contrary herein, the City is a public entity whose authority to expend funds is subject to annual appropriation by the Minot City Council ("Council"). In the event the Council fails to appropriate funds necessary to fulfill the City's obligations under this Agreement for any fiscal period during the term, or if the City otherwise loses legal

authority to perform its obligations, the City may terminate this Agreement upon written notice to Counsel, without penalty or further obligation. Such termination shall be effective on the date specified in the notice, and the City shall pay Counsel for Services properly rendered up to the effective date of termination subject to appropriated funds. Counsel acknowledges that the City cannot commit funds beyond the current fiscal year.

- e. Orderly Transition. Upon termination of this Agreement, Counsel shall remain fully responsible for the continued performance of all pending cases, including but not limited to the filing and defense of all matters in progress, until such matters are fully resolved or otherwise discharged in accordance with applicable ND law and the terms of this Agreement. Counsel shall cooperate with the City in the completion or transition of matters to new representation, as required, and shall provide all necessary information, documents, and access to files to facilitate such transition.
 - f. Pro-rata Compensation. In the event of termination, Counsel shall be entitled to be paid for each completed case through the date of cessation of legal representation.
13. Conflicts of Interest. Counsel has no present or contemplated employment which is adverse to the City of Minot and agrees it shall not represent clients on matters of either litigation or non-litigation against the City. In the event of a conflict of interest arising in the representation of the City, Counsel shall seek, where available, waivers from each client regarding such representation or legal services. However, if real conflicts exist, Counsel will withdraw from representing both clients in the matter.
14. Compliance with Law. Counsel agrees to comply with all applicable federal, state, and local laws, rules, and policies, including those relating to nondiscrimination, accessibility, and civil rights. Counsel's failure to comply with this section may be deemed a material breach by Counsel entitling the City to terminate for cause in accordance with Paragraph 12(c) of this Agreement.
15. Retention of Records & Audits and Controlling Document. Counsel agrees to retain records in accordance with the State of North Dakota's Retention of Records Policy. If Counsel's records are audited by a third party, Counsel shall provide the City with the results of the audit within thirty (30) calendar days of receipt. In the event there is any question as to whether this Agreement or the language in any Exhibits control, the most restrictive interpretation shall be applied.
16. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together constitute one and the same instrument. Signatures delivered by facsimile, email in portable document format (.pdf), or through a secure electronic signature platform shall be deemed to have the same legal

effect as delivery of an original executed copy of this Agreement. Both Parties agree that an electronic signature has the same force and effect as a manual signature.

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

18. Authority to Execute. Each Party represents and warrants that this Agreement has been duly authorized, executed and delivered by it; that the undersigned representatives are fully authorized to sign this Agreement on behalf of the Party for whom they are signing and whom they represent; that performance of all the actions contemplated thereby have been duly authorized by all requisite action and that this Agreement constitutes a valid and binding obligation, enforceable against each Party, its successors and assigns in accordance with its terms.

COUNSEL

CITY OF MINOT, ND

Name:

Mark Jantzer, Mayor

Date: _____

Date: _____

David Lakefield, Finance Director

Date: _____

Mikayla McWilliams, City Clerk

Date: _____

Exhibit A

Other Applicable Terms and Conditions

1. Authority to Contract. No part of this Agreement shall be construed to grant to Counsel any authority to contract for, on behalf of, or to incur obligations on behalf of the City.
2. Successors in Interest. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties hereto, and their respective successors and assignees.
3. Force Majeure. Neither Party to this Agreement will be liable to the other Party for delays, or direct and indirect costs resulting from any causes beyond the reasonable control or contemplation for either Party.
4. Severability. If any term of this Agreement is declared by a court having jurisdiction to be illegal or unenforceable, the Parties shall meet and confer to advise whether that term is a material term of this Agreement. If both Parties agree to sever that term from the Agreement, the rights and obligations of the Parties are to be construed and enforced as if the Agreement did not contain that term. If one or both Parties claim the illegal or unenforceable term was a material term of the Agreement, then the Parties shall renegotiate the Agreement to address the illegal or unenforceable term in an equitable manner.
5. Attorneys' Fees. In the event a lawsuit is initiated to obtain performance due under this Agreement, the prevailing Party shall be entitled to recover reasonable attorneys' fees and costs in connection with the lawsuit.
6. Waiver. The failure of Party to enforce any provision of this Agreement shall not constitute a waiver of that provision or any other provision, nor shall such failure affect such Party's right to enforce that provision at a later time. No waiver shall be effective unless made in writing and signed by the Party against whom enforcement of the waiver is sought. A written waiver shall apply only to the specific instance identified and shall not operate as a continuing waiver.
7. Entire Agreement, Modification and Headings. This Agreement, including any Exhibits, constitutes the entire Agreement between the Parties. There are no understandings, contracts, or representations, oral or written, not specified in this Agreement. This Agreement may not be modified, supplemented, or amended, in any manner, except by written Agreement signed by both Parties. Headings in this Agreement are for convenience and reference only. They shall not be used to explain, restrict or enlarge, or otherwise modify any provision of this Agreement.
8. Governing Law and Venue. This Agreement shall be construed and interpreted both as to the validity and performance of the Parties in accordance with the laws of the State of

North Dakota. In the event of any dispute hereunder the forum shall be in District Court, Ward County, North Dakota. Both Parties consent to the exclusive jurisdiction of such court and waives any claim of lack of jurisdiction or forum non conveniens.

9. Independent Contractor. This Agreement does not create any employer-employee relationship. Counsel is an independent contractor, and the City is not responsible for benefits, payroll, taxes or insurance for Counsel or Counsel's staff.
10. Third Party Rights. No person or entity who is not a party to this Agreement shall have any rights to enforce any of its terms. This provision does not affect any right or remedy of a third party which exists or is available independently of this Agreement.



TO: To Whom It May Concern

FROM: Jodi Erickson, Grant Manager

DATE: May 4, 2026

**SUBJECT: PUBLIC HEARING: PY2026 COMMUNITY DEVELOPMENT BLOCK
GRANT ANNUAL ACTION PLAN**

I. RECOMMENDED ACTION

It is recommended City Council close the public hearing and approve the Annual Action Plan and authorize the Mayor to sign the application (form SF 424) and additional certifications required by HUD.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director, 701-857-4774

III. DESCRIPTION

A. Background

The U.S. Department of Housing and Urban Development requires municipalities to prepare a five-year Consolidated Plan, along with an Annual Action Plan for CDBG funding. Action Plans are prepared by grantees to provide a summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.

B. Proposed Project

The Annual Action Plan helps the City collect input from residents and stakeholders and assess local needs related to affordable housing and community development. A draft Annual Action Plan was published outlining the actions and activities the City will undertake over the coming year to address those needs. The planning process involves community engagement to ensure that the needs and priorities of the City are considered in the decision-making process. Comments were solicited from City residents and stakeholders. The comment period was open from March 27th, 2026 through May 1st, 2026.

C. Recommendation Detail

HUD requires the Annual Action Plan to be submitted 45 days prior to the program year. The CDBG program year begins on July 1, 2026. Therefore, it is recommended that the City Council approve the Annual Action Plan on May 4, 2026.

IV. IMPACT

A. Service/Delivery Impact:

Aspirations - Prepared and Resilient

The Annual Action Plan provides transparency by informing the public of how CDBG resources will be used to address the priority housing and non-housing community development needs which were identified in the strategic plan section of the ConPlan. It meets the City's aspiration of being prepared and resilient.

B. Fiscal Impact

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

Project Funding

HUD has allocated \$287,456 to the City of Minot for PY 2026.

Community Development Block Grant (CDBG)

VI. ALTERNATIVES

The City Council could elect to not authorize the approval of the Annual Action Plan. This would result in the City losing the CDBG funds that have been allocated by HUD and prevent the City from obtaining future allocations under this program.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION

City of Minot

* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: * First Name: Middle Name:

* Last Name: Suffix:

* Title:

* SIGNATURE: * DATE:

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

04/06/2026

4. Applicant Identifier:

5a. Federal Entity Identifier:

38-0037

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: City of Minot

* b. Employer/Taxpayer Identification Number (EIN/TIN):

45-6002126

* c. UEI:

D33RGAW88JU9

d. Address:

* Street1:

10 3rd Ave SW

Street2:

* City:

Minot

County/Parish:

* State:

ND: North Dakota

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

58701-5006

e. Organizational Unit:

Department Name:

Finance

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Jodi

Middle Name:

* Last Name:

Erickson

Suffix:

Title: Grant Manager

Organizational Affiliation:

* Telephone Number: 701-857-1553

Fax Number:

* Email: jodi.erickson@minotnd.gov

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Housing and Urban Development

11. Assistance Listing Number:

14.218

Assistance Listing Title:

Community Development Block Grant

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

* 15. Descriptive Title of Applicant's Project:

City of Minot, Minot ND Community Development Block Grant (CDBG)

Attach supporting documents as specified in the instructions.

Form Attachments:

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	287456.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	287,456.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ NoIf "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

Instructions for the HUD 424-B Assurances and Certifications

As part of your application for HUD funding, you, as the official authorized to sign on behalf of your organization or as an individual, must provide the following assurances and certifications. The Responsible Civil Rights Official has specified this form for use for purposes of general compliance with 24 CFR §§ 1.5, 3.115, 8.50, and 146.25, as applicable. The Responsible Civil Rights Official may require specific civil rights assurances to be furnished consistent with those authorities and will specify the form on which such assurances must be made. A failure to furnish or comply with the civil rights assurances contained in this form may result in the procedures to effect compliance at 24 CFR §§ 1.8, 3.115, 8.57, or 146.39.

By submitting this form, you are stating that all assertions made in this form are true, accurate, and correct.

As the duly representative of the applicant, I certify that the applicant: [Insert below the Name and title of the Authorized Representative, name of Organization and the date of signature]:

*Authorized Representative Name:

Mark Jantzer

*Title: Mayor/President City Council

*Applicant/Recipient Organization:

City of Minot

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the application to act in connection with the application and to provide any additional information as may be required.

2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and implementing regulations (24 CFR part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that receives Federal financial assistance OR if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).

3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR part 8, the American Disabilities Act (42 U.S.C. §§ 12101 et seq.), and implementing regulations at 28 CFR part 35 or 36, as applicable, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) as amended, and implementing regulations at 24 CFR part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status, or national origin and will affirmatively further fair housing; except an applicant which is an Indian tribe or its instrumentality which is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant

will comply with the nondiscrimination requirements within the designated population.

5. Will comply with all applicable Federal nondiscrimination requirements, including those listed at 24 CFR §§ 5.105(a) and 5.106 as applicable.

6. Will not use Federal funding to promote diversity, equity, and inclusion (DEI) mandates, policies, programs, or activities that violate any applicable Federal anti-discrimination laws.

7. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR part 24 and, as applicable, Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)) and implementing regulations at 24 CFR part 42, subpart A.

8. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et seq.) and related Federal authorities prior to the commitment or expenditure of funds for property.

9. That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying. I certify that I shall require all subawards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHEs established under State law are not excluded from the statute's coverage.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true, accurate, and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802; 24 CFR §28.10(b)(1)(iii)).

* Signature:

* Date: (mm/dd/yyyy):

Public Reporting Burden Statement: The public reporting burden for this collection of information is estimated to average 0.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 4176, Washington, DC 20410-5000. **Do not send completed HUD 424-B forms to this address.** This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. The Department of Housing and Urban Development is authorized to collect this information under the authority cited in the Notice of Funding Opportunity for this grant program. The information collected provides assurances and certifications for legal requirements related to the administration of this grant program. HUD will use this information to ensure compliance of its grantees. This information is required to obtain the benefit sought in the grant program. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552).

CERTIFICATIONS

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

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

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

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

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

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

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

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

Signature of Authorized Official

Date

Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

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

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

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

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

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

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

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

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

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

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

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

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

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

Signature of Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

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



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

Introduction

The U.S. Department of Housing and Urban Development (HUD) administers the Community Development Block Grant (CDBG) program, which provides funding to states and local governments to support community development activities that improve housing, expand economic opportunities, and strengthen infrastructure—primarily for low-to-moderate income individuals.

In 2023, the City of Minot was designated a CDBG Entitlement Community and submitted its first Consolidated Plan (Con Plan) for program years 2024–2028. The Con Plan outlines key demographic, economic, and housing market data for the City; identifies local housing and community development needs; and summarizes input received through the citizen participation process. It establishes the City’s priorities and goals, aligns them with HUD’s National Objectives, and identifies activities designed to benefit low-to-moderate income residents.

Each year, the City prepares an Annual Action Plan to inform the public of how CDBG resources will be used to address the priority housing and non-housing community development needs identified in the Strategic Plan section of the Con Plan.

The City of Minot received its first CDBG allocation of \$331,580 in 2024 and awarded \$49,737 to nonprofit organizations for eligible activities. A second allocation of \$315,990 was received for program year (PY) 2025. A combined total of \$468,318 from PY 2024 and PY 2025 remains available to award to eligible subrecipients for activities benefiting low-to-moderate income residents. A third allocation in the amount of \$287,456 has been awarded to the City of Minot for PY 2026 and will be awarded to eligible subrecipients for activities benefiting low-to-moderate income residents.

This document represents the third year of the Con Plan cycle and outlines the funding and planned activities for PY 2026, along with a summary of accomplishments and actions from the 2024 and 2025 Action Plans. Its purpose is to provide information to residents, stakeholders, and housing partners on how CDBG funding will be used to support affordable housing and community development activities in Minot.

All activities funded with CDBG funds must meet one of the CDBG program’s National Objectives:

- A) Benefit low- and moderate-income people;

- B) Aid in the prevention or elimination of slums or blight; or
- C) Meet community development needs having a particular urgency, as defined in 24 CFR 570.208.

The City's plan has three primary components:

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

Outlined in this Action Plan are the City's proposed methods for allocating the remaining CDBG funds from PY 2024 and PY 2025, as well as the PY 2026 allocation, to eligible subrecipients. The Action Plan further identifies the City's goals for the use of these resources, the criteria that will guide funding decisions, and the processes the City will employ to ensure that CDBG funding primarily benefits individuals and households of low-to-moderate income.

Summarize the objectives and outcomes identified in the Plan

The Consolidated Plan was submitted to HUD in 2024 and identified HUD's national objectives, the City of Minot's local objectives, and projected outcomes for the five-year period (2024–2028). The Plan was informed by extensive public participation, which indicated that the highest community priorities include affordable housing, accessibility infrastructure, behavioral health services, and expanded shelter options.

The stated objectives for the City from the Consolidated Plan are as follows:

- 1) 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 and families into housing.
- 2) 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.
- 3) Expand economic opportunities through targeted public services, homeownership opportunities, development activities that promote long-term community viability and the empowerment of low-to-moderate income persons to achieve self-sufficiency.

The City's core goals for the CDBG program remain consistent – ensuring access to decent housing, fostering a suitable living environment, and expanding economic opportunities for the City's low-to-moderate income residents.

The following actions have been taken to meet the objectives of the 2026 Action Plan:

- 1) Publication of a Notice of Funding Opportunity (NOFO) which listed the required information for a complete application. The NOFO outlined the eligibility criteria for applicants, the eligible activities to meet HUD's CDBG National Objectives and the City of Minot's priorities and objectives for CDBG funding.
- 2) The NOFO described the process of scoring and ranking applications, ensuring transparency and accountability.
- 3) The publication of the NOFO and subsequent correspondence to media outlets as well as outreach to entities/organizations whose missions are to assist the low-to-moderate income population, those with disabilities, and the homeless ensured that an increased number of potential CDBG applicants were reached.
- 4) Feedback and assistance to potential CDBG applicants was provided after the application period closed.

Evaluation of past performance

This section provides an evaluation of the City's performance in meeting its goals and objectives for Program Year (PY) 2024.

The program year for the City of Minot's CDBG begins on July 1 and ends on June 30. The City received its PY 2024 CDBG allocation of \$331,580 on February 19, 2025, which allowed approximately four months for the initiation of program activities. During the 2024 program year, efforts were focused on planning and administrative work to support public service and housing goals. Subrecipient agreements for public service activities were executed in August 2025, resulting in three subrecipients receiving a total of \$49,737 to provide public services benefiting low-to-moderate income residents. As of this time, \$215,527 from the PY 2024 allocation remains available for eligible CDBG activities.

Program performance is evaluated annually through the Consolidated Annual Performance and Evaluation Report (CAPER). The 2024 CAPER is available on the City's website at: <https://www.minotnd.gov/881/CAPER-Report>.

On May 14, 2025, the City received its PY 2025 CDBG allocation in the amount of \$315,990. Of this award, \$252,792 remains available for future CDBG-eligible activities.

Summary of Citizen Participation Process and Consultation Process

The following provides a summary of the citizen participation efforts undertaken in accordance with the City's adopted Citizen Participation Plan.

The City actively encouraged and sought broad citizen involvement in the development of the Five-Year Consolidated Plan, the 2024 and 2025 Annual Action Plan, any Substantial Amendments, and the Consolidated Annual Performance and Evaluation Report (CAPER). Consistent with HUD requirements, the City ensured that notices for all public hearings and meetings were published in the official City newspaper prior to the scheduled event.

The City made deliberate efforts to solicit participation from a broad range of stakeholders, with particular emphasis on engaging low- and moderate-income residents; individuals residing in predominantly low- and moderate-income neighborhoods; minority populations; non-English-speaking persons; persons with disabilities; residents of public housing; and representatives of local and regional institutions, businesses, developers, nonprofit and philanthropic organizations, and community and faith-based groups.

In compliance with the Citizen Participation Plan, the City conducted a public hearing to review the priorities and goals established in the current Consolidated Plan. In addition, the City made the draft Annual Action Plan and draft CAPER available for public review and comment for a minimum of 30 days each, during which written comments were accepted.

All public meetings were conducted at locations that are accessible and convenient to potential program beneficiaries and were scheduled at times designed to maximize participation from residents with varying schedules. Notices for public hearings and comment periods were issued through publication in the official City newspaper, distribution to local media, and posting on the City's website.

Upon request, the Consolidated Plan, Annual Action Plan, and CAPER are available in Spanish to ensure meaningful access for non-English-speaking residents.

Summary of Public Comments

A public hearing for the PY 2025 Action plan was held on April 21, 2025, and no comments were received. A meeting was held on April 23, 2025, in Minot, North Dakota. Twenty (20) attendees from various organizations and non-profit agencies attended the meeting. An additional public meeting was held at the Parker Senior Center located in downtown Minot on May 7, 2025. All comments that were received from the public meetings were utilized to help form the priorities, goals, and activities.

The draft 2026 Action Plan will be published for a 30-day comment period, and a public meeting will be held on May 4, 2026.



Annual Action Plan

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

The City of Minot has prioritized goals and objectives for allocating the CDBG funding for program year (PY) 2026. This funding will be used to effectively assist low- to-moderate income (LMI) residents by increasing housing, creating a suitable living environment and expanding economic opportunities. The City was allocated \$287,456 for PY 2026 and has available funds in the amount of \$468,318 from PY 2024 and PY 2025.

The use of funds will align with the National Objectives and the City's priorities. The City follows HUD guidelines and limits public service activities to no more than 15% of the annual allocation. Planning and administration are limited to 20% of the annual allocation.

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

The City of Minot does not receive funding from additional HUD programs such as HOME, HOPWA, or ESG, which carry matching requirements. CDBG funds themselves do not require a local match; however, all leveraged resources associated with CDBG-funded activities will be reported as part of the program's performance documentation.

Projects outlined in the Strategic Plan, which are implemented by outside agencies, are expected to use CDBG funds to leverage their own financial resources, including private, state, and local funding. This leveraging helps maximize the impact of federal funds within the community.

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

At this time, the City does not anticipate using publicly owned land or property to address the needs identified in this planning cycle. However, several parcels currently under development through the CDBG-DR and NDR programs may create future opportunities for service providers to consider eligible projects as resources become available. While no commitments have been made, these sites may offer potential for addressing community needs identified in the Plan.

Discussion

The City expects partner agencies to fully leverage CDBG funds possible to deliver strong, effective programs that address priority needs for Minot residents. To support this, City staff are actively working with stakeholders to identify partnership opportunities and maximize the use of

all available funding sources. These ongoing coordination efforts help ensure that federal resources are combined with private, state, and local funds to broaden community impact and enhance program outcomes.

AP-20 Annual Goals and Objectives - 91.220(c) (3) &(e)

Strategic Plan Goal – Planning and Administration –

General Administrative funds will pay reasonable program administrative costs related to the planning and execution of community development activities. Planning and Administrative CDBG funds are limited to 20%. Administering federal funds and ensuing compliance is critical for utilizing Federal resources. Minot is committed to using CDBG Entitlement funding for administration to help develop a community development program that is efficient, effective, and resourceful.

The City of Minot may have administration projects that include, but are not limited to:

- General management, oversight and coordination
- Providing local officials and citizens with information about the CDBG program
- Preparing budgets and schedules
- Program planning
- Public information
- Monitoring program activities
- Fair housing activities
- Indirect costs
- Submission of applications for Federal programs

Strategic Plan Goal – Public Services

CDBG funding for public services is limited to 15% of the CDBG allocation.

Objective: Support public service activities that address essential community needs among low- and moderate-income residents, including individuals with disabilities, seniors (§ 570.201(e))

Budget: Through carryover and the PY 2026 allocation, **\$90,516** is designated for public services.

Goal: Provide services that enhance wellbeing, independence, and self-sufficiency of vulnerable residents.

Performance Measure: The City anticipates that CDBG-funded public service programs will collectively serve approximately 300 to 350 low-to-moderate income people annually, providing support in areas such as housing stability, food access, and health and wellness services. Subrecipients will report outcomes that demonstrate improvements in stability, independence, and overall wellbeing among vulnerable residents.

Strategic Plan Goal – Public Services Performance Indicators

- Number of LMI residents served through CDBG-funded public services.
- Number of residents receiving food assistance or access to nutrition programs.
- Number of individuals accessing health or mental health-related services.
- Number of seniors or people with disabilities assisted through programs that support independence and daily functioning.
- Number of community partnerships strengthened or created to deliver essential services.

Strategic Plan Goal – Public Facilities and Infrastructure Improvements

Public facilities and infrastructure improvements will focus on creating safe, accessible, and sustainable environments that enhance quality of life and support community stability. These activities may include the acquisition, construction, reconstruction, or installation of public infrastructure that benefits low- and moderate-income areas and populations.

Objective: Acquire, construct, reconstruct, or rehabilitate public facilities and infrastructure that primarily serve low- and moderate-income residents (§ 570.201(c)).

Budget: Through carryover and the PY 2026 allocation, **\$298,629** is designated for public facilities and infrastructure improvements.

Goal: Improve public facilities and infrastructure to benefit approximately 200 low-to-moderate income families, seniors, and people with disabilities, enhancing accessibility, safety, and long-term community resilience.

Performance Indicators for Public Facilities and Infrastructure Improvements:

- Number of public facilities or infrastructure projects with CDBG funding assistance.
- Number of low- and moderate-income residents benefiting from improved facilities or infrastructure.
- Number of ADA-accessible improvements installed (ramps, curb cuts, accessible entrances).
- Linear feet or square footage of infrastructure constructed or rehabilitated (sidewalks, drainage, streets, lighting).
- Number of public facilities rehabilitated, upgraded, or made accessible to vulnerable populations.
- Reduction in documented safety hazards or physical barriers after improvements.

- Number of community amenities improved, such as parks or community service facilities.
- Demonstrated increases in service capacity or functionality of upgraded public facilities.
- Number of low-income neighborhoods receiving targeted infrastructure enhancements.

Strategic Plan Goal: Housing

Objective: Increase the supply of safe, decent housing for low- and very low-income residents.

Budget: Based on carryover for housing activities from PY 2024-2025 in the amount of \$214,276 and a PY 2026 allocation of \$287,456, which allows for an additional \$94,860 for housing activities, a total of **\$309,136** is planned to be allocated to subrecipients in PY 2026.

Goal: Develop **80 new or rehabilitated housing units** that primarily benefit LMI households (§ 570.201(b), (n), (q))

Emergency Shelter Rehabilitation: CDBG funds will also be used to rehabilitate emergency shelter facilities serving young adults experiencing homelessness.

Goal: Improve shelter facilities to benefit **100 youth** by addressing critical safety, habitability and accessibility needs (§ 570.201(n)).

Performance Indicators:

- Number of housing units developed or rehabilitated.
- Number of low- and moderate-income households assisted.
- Number of units receiving health, safety, or habitability improvements.
- Number of units made accessible for people with disabilities.
- Percentage of assisted households experiencing improved housing stability.
- Number of emergency shelter beds or spaces rehabilitated.
- Number of young adults benefiting from shelter improvements.
- Documented improvements in shelter safety, accessibility, or habitability.
- Increase in available affordable housing options resulting from CDBG investments.

AP-35 Projects - 91.220(d)

Minot will award \$286,456 in Community Development Block Grant (CDBG) funds to subrecipients for the July 1, 2026, to June 30, 2027, funding cycle. Over the next year, CDBG funds will be utilized as follows:

The following projects will be funded in the 2026 program year using CDBG dollars:

- Administration and Planning - \$57,491
- Public Services - \$43,118

- Public Facilities and Improvements - \$91,986
- Housing - \$94,860

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

CDBG allocation priorities are established to support activities that benefit LMI residents by promoting decent housing, a suitable living environment, and expanded economic opportunities. Priority activities include housing rehabilitation and preservation, homeownership assistance, public services, public facilities and infrastructure improvements, and planning and administration.

The selection of projects is guided by the following criteria:

- Compliance with CDBG statutory and regulatory requirements
- Alignment with the needs of low- and moderate-income households
- Opportunities to coordinate and leverage additional resources
- Responsiveness to community input and identified needs
- Potential for long-term community impact and sustainability
- Ability to demonstrate measurable outcomes and successful implementation

A primary challenge in addressing underserved needs is the limited availability of funding relative to the level of community demand. While the City continues to partner with public service agencies and nonprofit organizations to leverage resources and maximize impact, the need within the community continues to exceed the funding available from all sources.

AP-50 Geographic Distribution - 91.220(f)

PY 2026 projects are not limited to one geographic area within Minot. Since the city does not have a singular concentration of low- to moderate-income residents, CDBG resources will be allocated to areas where they will have the greatest measurable impact on LMI households.

Rationale for the priorities for allocating investments geographically

Because low-to moderate-income residents are dispersed throughout Minot, PY 2026 projects will not be confined to one neighborhood. CDBG funds will instead be used in areas where they can offer the most significant benefit to low- to moderate-income households.

Discussion

The City plans to direct CDBG resources to locations where they can address the most critical needs—such as aging infrastructure, accessibility improvements, or areas with older or vulnerable housing inventory. This goal also ensures equitable access to CDBG benefits for LMI residents citywide. Project locations for PY 2026 and future program years will be selected based on updated LMI data, community feedback, and demonstrated impact.

AP-55 Affordable Housing - 91.220(g)

Introduction

Affordable housing continues to represent one of the most significant needs within the City of Minot, particularly for LMI residents who face constrained housing options and rising cost burdens. In PY 2025, a primary priority was the establishment of a homeless shelter to expand emergency housing capacity. The shelter began operations in January 2026, coinciding with the opening of an additional rental building that provides apartments for sixteen (16) to eighteen (18) households. Despite these advancements, the increasing cost of constructing and rehabilitating housing has further limited the availability of affordable units in the community. Consequently, increasing the supply of affordable housing remains a high priority for PY 2026 to address persistent housing gaps and support long-term stability for LMI households.

One-year goals for the number of households to be supported

Homeless Youth – 100

Non-Homeless – 100

One Year Goals for the Number of Households Supported Through:

Rental Assistance – 0

The production of new units – 0

Rehabilitation of existing units – 200

Discussion:

The one-year goals for households to be supported reflect the City's ongoing focus on addressing gaps in services for both homeless and non-homeless low- to moderate-income residents. The target of supporting 100 homeless youth aligns with the City's recent expansion of emergency shelter capacity and the continuing need for youth-specific services. An additional 100 non-homeless households are projected to be assisted through housing stability effort, benefiting LMI individuals and families.

Consistent with the City's strategic priorities, no CDBG funding is allocated for rental assistance or the production of new units in PY 2026. The cost of constructing new housing units exceeds program feasibility thresholds and would not allow the City to maximize its limited resources. Instead, priority has been placed on the rehabilitation of existing housing stock, with a goal of supporting 100 households through rehabilitation activities. This focus better aligns with current market conditions, addresses the ongoing loss of affordable units due to aging housing, and allows the City to preserve existing units that serve LMI residents.

These goals collectively support the City’s broader strategy of stabilizing vulnerable households, maintaining existing affordable housing, and directing limited CDBG resources where they can have the greatest measurable impact in PY 2026.

AP-60 Public Housing - 91.220(h)

Introduction:

The Minot Housing Authority (MHA) provides decent and safe rental housing for eligible low-income individuals, families, elderly and / or people with disabilities. Constructed in 1972 and named after former United States Senator Milton Young, the Milton Young Towers have provided subsidized housing for individuals in the Minot area for decades. The 14-Story high rise has recently undergone extensive renovations in 2022 and 2023 to ensure the building will continue to support the Minot community for many more years to come. MHA participates in the Section 8 Housing Choice Voucher (HCV) and Public Housing programs and has an On-site Service Coordinator to assist individuals who reside in the Milton Young Towers to continue to live independently by providing them with opportunities to obtain the services they need to enhance their quality of life.

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

The City will continue to collaborate closely with the Minot Housing Authority (MHA) to identify and address the needs of low- to moderate-income residents living in public housing. Through ongoing coordination, the City and MHA will assess operational and capital needs, share information on resident priorities, and explore opportunities to leverage CDBG-eligible activities that support housing stability and self-sufficiency. The City will also work with MHA to identify supportive services, accessibility improvements, and other initiatives that enhance the quality of life for public housing residents and promote long-term self-sufficiency.

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

MHA has an on-site coordinator who provides multiple supportive services such as:

- Case management plans & referral services.
- Conducts educational forums about available community service agencies.
- Provides a point of access to service providers.
- Educates residents on services available, application procedures, and client rights.
- Organizes instruction in health care, job-hunting, and life skills.
- Empowers residents to be self-sufficient.

Community Action is a certified housing counseling agency that serves Ward County. The Housing Counseling Program assists clients in solving their housing problems. Counseling is provided to homeowners, renters, and individuals who are homeless. Counseling activities include pre-purchase, post-purchase, mortgage delinquency and default resolution, renter

counseling, past-due mortgage and/or rent assistance, security deposits, and basic budgeting. Eligibility is based on when funding is available.

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

The Minot Housing Authority is not designated as troubled.

Discussion:

During the next program year, the City will continue to collaborate closely with the Minot Housing Authority (MHA) to address the needs of low- to moderate-income residents living in public housing. This collaboration includes consultation on capital needs, coordination on resident services, and alignment of priorities between the City's Annual Action Plan and MHA's Public Housing Agency (PHA) Plans. The City and MHA will work together to evaluate potential CDBG-eligible opportunities such as accessibility improvements, common-area enhancements, and support for public service activities that advance housing stability and self-sufficiency. Through ongoing coordination, the City will also review MHA's operational considerations, monitor resident needs, and support projects that maintain long-term viability of public housing units.

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

The City does not currently receive other HUD funds, including HOME, ESG, or HOPWA.

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

The City utilized CDBG-DR and CDBG-NDR funds to support the development of a homeless shelter that opened in January 2026. Addressing the needs of people experiencing homelessness remains a high priority. The City will continue to conduct ongoing assessment of homelessness and other special needs populations throughout the program year. Regularly scheduled public meetings will provide opportunities for residents to share information, while continued coordination with the local Continuum of Care (CoC) and other stakeholders will support outreach efforts and help ensure that services are responsive to identified needs.

Addressing the emergency shelter and transitional housing needs of homeless people.

In November 2025, the City of Minot executed a long-term lease with a non-profit entity to operate a CDBG-funded, 17-unit low- and moderate-income apartment complex and an emergency homeless shelter. The facility became operational in January 2026.

The City also coordinates with Youthworks, whose shelter programs provide comprehensive emergency services for runaway and homeless youth, youth experiencing family conflict, and youth seeking short-term crisis intervention, drop-in support, or information and referral to other service providers. The City will continue to assess emergency shelter and transitional housing

needs and evaluate opportunities to expand or improve services in collaboration with community partners.

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

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

This support may include funding:

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

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

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

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

North Dakota's Department of Human Services engages in discharge planning for people exiting mental health inpatient treatment and institutions. This ensures that appropriate resources are available as patients return to the community. The Region II service center provides referrals and

direct services to meet the needs of individuals transitioning to community living. Services include a 24-hour help line, office hours for scheduled and walk-in services, behavioral health triage services, other agency/organization referrals, and case management services to ease the transition. Referrals are made to connect to local resources, when appropriate and available, for continued treatment and support.

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

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

Discussion:

Although the City of Minot does not administer discharge planning from publicly funded institutions or systems of care, it supports a coordinated community response that helps low-income individuals avoid homelessness. Local homeless service providers maintain strong partnerships with health care systems, behavioral health providers, youth agencies, and corrections programs to help ensure individuals exiting institutions are connected to available housing and supportive services. The North Dakota Department of Human Services leads formal discharge planning and provides referrals and case management to ease transitions back into the community.

Despite these efforts, service gaps remain - especially for individuals needing long-term supportive housing or intensive services—challenges that cannot be resolved with CDBG resources alone. The City will continue to collaborate with partners and support activities that reduce the risk of homelessness for vulnerable residents.

AP-75 Action Plan Barriers to Affordable Housing - 91.220(j)

Introduction:

HUD's mission includes promoting community development, expanding access to decent and affordable housing, and ensuring equal housing opportunities. As noted in HUD's publication *"Why Not In Our Community?" Removing Barriers to Affordable Housing*, regulatory and market-based barriers can significantly limit the availability of affordable housing.

Consistent with trends observed nationwide, the City of Minot has identified several barriers impacting the development and availability of affordable housing. These barriers include a significant shortage of housing supply, increased development and construction costs, regulatory and environmental concerns, inflationary pressures, and financial constraints among low- and moderate-income households. Minot's limited housing stock—driven in part by prior oil-boom

growth and the continued demand generated by Minot Air Force Base—has contributed to sustained high home prices and rental rates. The City will continue to evaluate these conditions and explore strategies to reduce barriers to affordable housing.

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

To address these challenges, the City plans to undertake the following actions during PY 2026:

- Leverage CDBG resources to support partnerships with nonprofit and private developers to facilitate the development of new single-family and multifamily housing and to assist with the rehabilitation of existing units.
- Review local land-use requirements, zoning provisions, and development processes to identify opportunities to streamline approvals and reduce regulatory barriers where appropriate.

Discussion:

The City will coordinate with regional partners and state agencies to explore funding strategies and incentives that encourage affordable housing production and preservation. Additionally, market trends and regulatory impacts will be monitored to ensure that local policies support, rather than hinder, the creation and preservation of affordable housing within the community.

AP-85 Other Actions - 91.220(k)

Introduction

The City's Consolidated Plan stated objectives are as follows:

- 4) 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 people and families into housing.
- 5) 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.
- 6) Expand economic opportunities through targeted public services, homeownership opportunities, development activities that promote long-term community viability and the empowerment of low-to-moderate income people to achieve self-sufficiency.

Actions planned to address obstacles to meeting underserved needs:

To achieve the stated objectives, the City will undertake the following additional actions:

- Pursue complementary federal, state, local, and philanthropic funding opportunities to expand the impact of the City's CDBG allocation.
- Facilitate robust community participation through public meetings, hearings, and formal comment periods, ensuring residents—particularly low- and moderate-income households—have meaningful opportunities to inform project priorities and outcomes.
- Collaborate on development activities and strengthen partnerships by engaging nonprofits, for-profit entities, community-based development organizations, community development financial institutions, faith-based organizations, institutions of higher education involved in CDBG-eligible activities, developers, and contractors to support planning and implementation of community development initiatives.

Actions planned to foster and maintain affordable housing:

The City of Minot will use Community Development Block Grant (CDBG) funding to support the development and preservation of affordable housing within the community. Through both financial and non-financial assistance, the CDBG program will encourage projects that increase the number of units available to low- and moderate-income households and ensure their long-term affordability. The City will pursue other grant opportunities to further develop or rehabilitate housing for low-to-moderate income households

Additionally, the City of Minot will continue to support owner-occupied housing rehabilitation programs to help maintain safe, quality, and affordable homes for existing residents.

Actions to reduce lead-based paint hazards:

CDBG funds will not be expended on rehabilitation for pre-1978 housing unless all lead-safe procedures are documented, including clearance results, and funding thresholds are clearly stated in homeowner files. Environmental reviews will be completed prior to any activities taking place. These steps ensure adherence to HUD's Consolidated Plan and CPD monitoring requirements.

Actions planned to reduce the number of poverty-level families:

The City's Consolidated Plan outlines three primary strategies to reduce poverty and expand economic opportunities for low- and moderate-income (LMI) residents:

1. **Support activities that expand job opportunities**, with an emphasis on positions accessible to LMI individuals, including through workforce development, job readiness programs, and partnerships with local employers.

2. **Ensure access to diverse and affordable housing opportunities**, enabling households to achieve and maintain stable housing, which HUD identifies as a key foundation for economic mobility.
3. **Provide supportive services that help households overcome barriers to self-sufficiency**, including services related to financial empowerment, transportation access, childcare, and connections to community resources.

This Action Plan describes the proposed allocation of the remaining CDBG funds from PY 2024 and PY 2025, as well as the anticipated PY 2026 allocation, to eligible subrecipients. The City will prioritize activities that meet CDBG national objectives by primarily benefiting low- and moderate-income persons and contributing to poverty-reduction outcomes. The Action Plan also outlines the criteria used to evaluate funding applications, such as alignment with Consolidated Plan goals, demonstrated community need, and capacity to deliver measurable results.

In addition, the City will continue to collaborate with local nonprofits, workforce partners, housing providers, and service agencies to coordinate resources, prevent duplication of services, and maximize the impact of CDBG funds on households experiencing or at risk of poverty.

Actions planned to develop institutional structure:

The Finance Department serves as the lead agency under the authority of the City Council. The department is staffed by a Finance Director, Comptroller, Grant Manager, financial and compliance specialists, and accounting personnel. As the administering entity for CDBG funds, the Finance Department is responsible for overall grant management, compliance monitoring, subrecipient oversight, financial reporting, and ensuring adherence to federal requirements.

City staff involved in the implementation of CDBG activities include representatives from Planning, Housing, Finance, Public Works, and Economic Development and the City Manager. Department directors meet monthly to coordinate activities, review program progress, and ensure alignment with the goals and priorities of the Consolidated Plan and Action Plan. The City also collaborates with local partners, including nonprofits, the Souris Basis Planning Council, and the Minot Housing Authority, to gather input, identify community needs, and support the delivery of programs that advance CDBG objectives.

The City utilizes HUD's Integrated Disbursement and Information System (IDIS) to manage project funding and track performance outcomes. Standardized procurement and internal control procedures are followed in accordance with 2 CFR 200 to ensure transparency and accountability. Staff participate in ongoing HUD-sponsored training, including HUD Exchange webinars, CDBG workshops, and guidance provided through the Community Planning and Development (CPD) Monitoring Handbook, to maintain compliance expertise and enhance program administration capacity.

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

The City will continue to support the efforts of public and private housing and social services through partnerships and community-wide efforts to address housing issues. The City will also provide technical assistance to nonprofits to support their mission to support low-to-moderate income residents and those who are homeless. The City will hold public meetings to inform residents and to hear their concerns.

Discussion

The City will collect and analyze housing data to monitor trends and identify service gaps. The City will convene regular meetings with nonprofits, faith-based organizations, developers, and partners throughout the area to remain informed of obstacles to housing. The City will also take action to explore additional funding opportunities that encourage the development or rehabilitation of housing for low-to-moderate income households. The City will ensure that housing programs and services are accessible to all residents and will take actions to address barriers that the underserved populations face.

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

Program income must be used for eligible CDBG activities to meet one of the three CDBG National Objectives:

- Benefit Low-and-Moderate Income (LMI) people: This can include housing assistance, public services, and infrastructure improvements.
- Prevent or Eliminate Slums/Blight: Activities under this objective aim to address deteriorating areas and improve the overall quality of life in communities. This can involve rehabilitation of buildings, infrastructure improvements, and other efforts to revitalize neighborhoods that are experiencing decline.
- Meet Urgent Community Development Needs: This objective addresses situations where there are serious and immediate threats to the health or welfare of the community, such as natural disasters or public health emergencies. Activities under this objective must be necessary to alleviate these urgent conditions and cannot be addressed by other funding sources.

Program income will augment the City's CDBG resources and be directed towards City approved eligible CDBG activities. The funds will be tracked and spent within the timeframe that applies to CDBG funds.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)1)

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	\$0
3. The amount of surplus funds from urban renewal settlements	\$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	\$0
5. The amount of income from float-funded activities	\$0
Total Program Income:	\$0
Other CDBG Requirements	
1. The amount of urgent need activities	\$0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income	100%
Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	3



TO: To Whom It May Concern

FROM: Jodi Erickson, Grant Manager

DATE: May 4, 2026

SUBJECT: PUBLIC HEARING: REVISED CITIZEN PARTICIPATION PLAN

I. RECOMMENDED ACTION

It is recommended City Council close the public hearing and authorize the Mayor to sign the updated version of the Citizen Participation Plan.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director, 701-857-4774

III. DESCRIPTION

A. Background

As a recipient of HUD's Community Development Block Grant funding, the City was required to develop a detailed Citizen Participation Plan (CPP) and make it public. The CPP establishes a framework for public involvement, ensuring residents, agencies, and stakeholders can participate in planning, implementation, and evaluation of CDBG program. This plan sets forth the applicant's policies and procedures for giving citizens timely notice of local meetings and reasonable and timely access to local meetings, information, and records relating to the grantee's proposed and actual use of CDBG funds. Citizens are encouraged to participate in all phases of the CDBG process.

B. Proposed Project

Periodic updates are made to the CPP to ensure compliance with federal regulations. The CPP was updated to incorporate the Notice of Funding Opportunity (NOFO) process and provide the public with information on the quantitative scoring process for applications, ensuring transparency and accountability. The CPP was published for thirty days to allow for the public to comment.

C. Recommendation Detail

Staff recommends City Council authorize the Mayor to sign the updated version of the Citizen Participation Plan.

IV. IMPACT

A. Service/Delivery Impact:

Aspirations

To promote strong community connections by actively engaging residents and inviting their input on the CDBG process and activities.

B. Fiscal Impact

There is no fiscal impact to updating the Citizen Participation Plan. Being compliant with federal regulations will allow the City to continue to receive annual allocations for activities that will benefit low-to-moderate income residents.

VI. ALTERNATIVES

The City Council could choose to not authorize the Mayor to sign the Citizen Participation Plan, thereby not updating the Plan. Not authorizing the updates to the Citizen Participation Plan may impact the ability of the City to secure additional funding for CDBG programs.



CITIZEN PARTICIPATION PLAN

for

Community Development Grant Block (CDBG) Funded Activities

Disaster Recovery (DR)

National Disaster Resilience (NDR)

Entitlement (CDBG)

City of Minot

PO Box 5006

10 3rd Avenue SW

Minot, ND 58702-5006

(701) 857-4784

Section 1: Introduction

In 2023, the City of Minot became an Entitlement Community, qualifying for annual federal funding through the U.S. Department of Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program. The City subsequently submitted an application and consolidated plan for CDBG funding to HUD for program years 2024-2028.

The City strategically allocates CDBG resources to improve the quality of life for LMI residents. Funding priorities include expanding access to decent housing, creating suitable living environments, and increasing economic opportunities for individuals and families with low to moderate incomes.

As part of the CDBG program, the City is required to prepare and maintain several key planning and reporting documents.

- 1. Consolidated Plan (ConPlan):** A five-year strategic plan that outlines the City’s vision for housing, homelessness prevention, and community development strategies. It identifies local needs, sets priorities and establishes measurable goals.
- 2. Citizen Participation Plan (CPP):** A plan which sets forth the City’s policies and procedures for community participation in the planning, implementation, and evaluation of its CDBG program.
- 3. Annual Action Plan (AAP):** An annual plan which describes the specific projects and activities that will be funded with CDBG dollars each program year.
- 4. Consolidated Annual Performance and Evaluation Report (CAPER):** A report which evaluates the City’s accomplishments and use of how CDBG funds were used each program year.

A. Purpose of the Citizen Participation Plan (CPP)

CPP establishes a framework for public involvement, ensuring residents, agencies, and stakeholders can participate in planning, implementation, and evaluation of CDBG programs. It emphasizes engagement from:

1. Low-to-moderate-income individuals
2. Residents of public and assisted housing
3. Residents of areas where CDBG funds are invested

The City also seeks input from nonprofits, housing providers, advocacy groups, businesses, and organizations representing protected classes. Engagement methods may include public hearings, focus groups, and online platforms. The CPP is updated as needed, with a 30-day public comment period before City Council approval.

B. Scope of Participation and Public Notice Requirements:

As part of the plan requirements and to maximize citizen participation, the City will:

- 1. Provide timely access** to meetings, records, and documents related to the ConPlan, AAP, CPP and CAPER.
 - Draft documents will be available for public review for at least 30 calendar days. In case of urgent need (i.e. natural disaster or public health emergency), the City may waive the 30-day comment period and provide a minimum 5-day comment period.
 - The City will provide opportunities to comment on proposed additions, deletions, or substantial changes to CDBG activities.
- 2. Conduct public hearings** with at least seven (7) calendar days' notice in the official newspaper; schedule hearings at convenient times and locations for people with disabilities.
 - Topics may include proposed activities, action plan amendments, and annual performance.
 - Citizens may submit comments verbally or in writing, including emails.
 - A summary of comments and the City's responses will be included in the Final Consolidated Plan documents.
- 3. Publish notices** in the Minot Daily News, on the City's website (www.minotnd.gov), and official social media channels.
- 4. Encourage broad citizen participation**, especially from LMI areas, minorities, non-English speakers, and persons with disabilities.

5. **Ensure meaningful access** for Limited English Proficient (LEP) individuals as required under Title VI of the Civil Rights Act of 1964.
6. **Provide contact information** for submitting complaints or grievances. The City will respond to written complaints within fifteen (15) business days, wherever possible.
7. **Use additional outreach methods**, including an email listserv to notify social service organizations, housing providers, advocacy groups, and other stakeholders.
8. **Offer technical assistance to groups representing LMI individuals** that request help in developing proposals. Assistance does not include funding.

C. Publication of Consolidated Plan Documents

The City will publish draft versions of the Consolidated Plan, Annual Action Plan (AAP), and Consolidated Annual Performance and Evaluation Report (CAPER) in a manner that provides citizens, public agencies and other interested parties reasonable time and opportunity to review and submit comments.

- **Draft Consolidated Plan and AAP**

These documents will include the amount of assistance the City expects to receive or has received, the range of activities that may be undertaken, and the estimated amount that will benefit low- and-moderate-income individuals.

- **Public Notice**

A notice announcing the release of the draft Consolidated Plan or AAP will be published in the Minot Daily news prior to the public comment period. The notice will include a list of the locations where copies of the proposed plan may be accessed or viewed.

- **CAPER**

Before submitting a CAPER to HUD, the City will make the proposed report available for public review for a minimum of 15 calendar days.

D. Substantial Amendment Criteria for the Consolidated Plan

The following will be considered a **substantial amendment** to the Consolidated Plan:

1. A change in the method of distribution or grant selection criteria.
2. The addition of an activity not initially identified in the Consolidated Plan.

3. Funding an activity not identified in the Consolidated Plan as a high or medium priority.

Administrative Requirements

Administrative amendments are minor modifications that do not do not require extensive citizen participation. These typically involve adjustments to program administration rather than substantive changes. For example, reallocating unused funds from one approved activity to another (e.g., moving CDBG funds from public services to public infrastructure) is considered an administrative amendment.

Changes in Federal Funding Level

Any changes in federal funding levels after the Consolidated Plan and AAP draft comment period has expired - and the resulting impact on fund distribution - will **not** be considered an amendment or a substantial amendment.

E. Application/Annual Action Plan

The current application has been submitted and accepted by HUD; therefore, no additional hearings until a new funding opportunity arises. At that point, the Consolidated Participation Plan (CPP) will be updated accordingly.

The City is required to submit an Annual Action Plan (APP) for CDBG funding each program year. The APP outlines the projects and activities the City will undertake during the fiscal year. Public meetings will be held to provide residents and stakeholders an opportunity to comment.

- **Public Comment Period**

The Action Plan will be available for public review and comment for at least 30 calendar days.

- **Public Hearing**

After the comment period, a public hearing will be held during a City Council session to allow for additional feedback. The City Council will authorize the final Action Plan.

Amendments to the Action Plan

Action plans may require changes during the course of a grant agreement. Amendments are categorized as **substantial** or **non-substantial**.

- **CDBG-DR Substantial Amendments**

Defined as any of the following:

- A change in program benefit or eligibility criteria
- Allocation or reallocation of more than \$1 million
- Addition or deletion of an activity

- **NDR substantial amendments**

Defined as any of the following:

- A change to the funded portions of Phase 1 or Phase 2 application that would alter the score by more than 5 points under Capacity or Soundness of Approach factors
- Any change to the Most Impacted or Distressed target area(s)
- A change in program benefit, beneficiaries or eligibility criteria
- Allocation or reallocation of more than \$1 million
- Addition or deletion of an eligible activity

For NDR grants, the City will publish the proposed substantial amendment concurrently with the public meeting. The notice will include:

- A description of changes (added, deleted, or modified)
- An assessment of whether the changes affect the HUD NDR competition scoring
- A chart or table showing fund reallocations
- A revised budget allocation table reflecting all funds as amended

- **CDBG substantial amendments**

Defined as:

- A change in program benefit or eligibility criteria
- Addition or deletion of an activity as defined in the Consolidated Plan

Amendments to the action plan that do not fall within the definitions above are considered **non-substantial** and do not require a public hearing. They will take effect five business days after submission to HUD.

F. Consolidated Annual Performance and Evaluation Report (CAPER)

The City will prepare a performance report on CDBG activities and submit the CAPER to HUD within 90 days after the end of each program year.

- **Public Review and Hearing**

A draft CAPER will be made available for public review and comment for a minimum of 15 calendar days.

A public hearing will be held to present the draft report and receive feedback.

- **Incorporating Public Comments**

Any comments received during the review period or at the public hearing will be documented in an addendum to the final CAPER submitted to HUD.

G. Notice of Funding Opportunity (NOFO)

Each year, following HUD's allocation, the City issues a **Notice of Funding Opportunity (NOFO)** to solicit proposals for projects that improve housing, infrastructure, and economic opportunities for LMI residents.

- **Application Process**

Applications are reviewed and ranked using a quantitative scoring process. Funds are awarded to projects that align with program objectives and community priorities.

- **NOFO Timeline**

The NOFO will remain open for **30 calendar days** to allow sufficient time for applicants to prepare and submit proposals.

H. Public Hearing Times and Locations

- **Locations**

Hearings will typically be held in the City Hall Council Chambers – Main Floor, 10 3rd Ave SW, Minot, ND 58701.

The City may hold hearings at alternate locations, which will be specified in the public hearing notice(s).

- **Times**

Hearings will be scheduled at times convenient to potential and actual beneficiaries. The City will provide accommodations for individuals identified with disabilities and ensure meaningful access for non-English speakers.

I. Accessibility

Citizen participation is an essential component of the Citywide planning effort. The City of Minot strongly encourages public participation in identifying community needs.

Citizens and other interested parties are given an opportunity for reasonable and timely access to information relating to the Citizen Participation Plan, the Action Plan, the use of Community Development Block Grant funds, and the use of the Disaster Recovery Funds under the Disaster Recovery Program.

- **Contact Information for Assistance**

Individuals who require language assistance, sign language interpretation, disability accommodation or others auxiliary aids or services may contact the City Clerk at: PO Box 5006, Minot, ND 58702-5006; 701-857-4750.

Alternatively, they may access the State of North Dakota assistance at the following numbers:

- 800.366.6888 or 711:TTY
- 800.366.6889 or 711:Voice
- 800.435.8590 or 711:Spanish
- 877.366.3709 : 900 Services
- 877.366.3709 : Speech To Speech

J. Citizen Participation Contact Person

The Mayor of the City of Minot has designated the Public Information Officer for all matters related to citizen participation activities. This individual is responsible for:

- Disseminating information about proposed projects and status of current activities
- Overseeing citizen participation throughout the community development and resilience project process
- Implementing citizen participation activities and functions, except those specifically delegated to other parties in this Plan
- Acting as liaison for groups participating in the community development process

- Receiving and reviewing written comments
- Monitoring the citizen participation process and proposing modification as needed

The Public Information Officer may be contacted at (701)-857-4727 during regular business hours. All questions concerning citizen participation should be addressed to:

Attention: Public Information Officer
 City of Minot
 PO Box 5006
 Minot, ND 58702-5006

Information from the City's project files will be made available for examination and duplication, on request during regular business hours. Federally funded program information and materials concerning specific projects will be available and distributed at public hearings as outlined in this Plan.

K. Citizen Participation Plan Amendments

The City may, from time to time, modify the provisions outlined herein through an amendment to the Citizen Participation Plan (CPP). Such changes are primarily driven by regulatory requirements and are mandatory.

Performance or effectiveness concerns by citizens may be discussed at public hearings held in conjunction with the disaster resilience program or submitted online.

The most recent CPP will be available on the City's website.

Procedures for Comments, Objections and Complaints.

Public hearings described in this Plan are designed to facilitate public participation in all phases of the community development process.

Citizens are encouraged to submit their views and proposals at public hearings. To ensure continuous public input, written comments or complaints may be submitted to the City of Minot at any time.

- **Response Timeline**

The Public Information Officer will make every effort to respond in writing to citizen proposals or complaints within fifteen (15) working days of receipt, if possible.

- **Appeals**

If a citizen believes their comment or complaint has not been addressed, they may appeal to a higher authority such as the City Manager, Mayor, and/or the City Council.

Submit written comments or complaints to:

City of Minot
Citizen Participation Plan Coordinator
PO Box 5006
Minot, ND 58702

Citizens may also contact the Mayor or City Council directly to register comments, objections or complaints regarding the City's programs. However, citizens are encouraged to first attempt resolution through the City Manager's office.

Comments or complaints submitted to the Mayor, City Council, and/or HUD should be addressed to:

City of Minot
Office of the Mayor
PO Box 5006
Minot, ND 58702

L. Authority

No portion of this Citizen Participation Plan shall be construed to restrict the responsibility and authority of the elected officials of the City of Minot in the development, implementation, and execution of any Community Development Block Grant program.

Approved the day of _____, 2026

Chief Elected Official



TO: To Whom It May Concern

FROM: Lance Meyer, City Engineer

DATE: May 4, 2026

SUBJECT: PUBLIC HEARING: CAPITAL IMPROVEMENT PLAN (4979)

I. RECOMMENDED ACTION

It is recommended City Council close the public hearing and provide any modifications to the Capital Improvement Plan.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

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

III. DESCRIPTION

A. Background

Multiple city departments have submitted projects to be included in the 2027 to 2031 Capital Improvement Plan (CIP). Council reviewed the draft CIP at a council workshop on April 20, 2026.

B. Proposed Project

The proposed CIP includes capital projects with a total cost of \$888.3 million over five years.

C. Recommendation Detail

A public hearing allows people interested in the CIP to provide public feedback to the Council. If there are any requested changes by the Council, staff will incorporate those changes and present the final CIP at the next council meeting.

IV. IMPACT

A. Service/Delivery Impact:

The CIP allows staff to plan, design, and construct projects listed in the CIP and approved in the city budget.

B. Fiscal Impact

The overall CIP includes dozens of projects with a total cost of over \$888 million. The funding source allocation is shown below.

Project Costs

Department	Costs
Airport	\$ 26,563,100
Engineering	164,230,085
Fire	6,362,375
Flood Control	604,871,200
Police	10,000,000
Public Works Operations	300,000
Sanitary Sewer	11,000,000
Storm Sewer	18,870,000
Water	46,060,000
Total CIP	\$ 888,256,760

Project Funding

Funding Sources	
Federal Funds	\$ 208,103,301
State Funds	401,922,857
Local: Sales Tax	202,573,347
Local: Tax Levy	-
Local: Special Assessments	4,755,000
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	4,000,000
Local: Storm Sewer Development	7,650,000
Local: Revenue Bonds	11,000,000
Other	48,252,255
Total CIP	\$ 888,256,760

VI. ALTERNATIVES

Alternative 1: Council can add, delete, or modify the projects listed in the CIP. Staff will make the necessary modifications based on Council's direction.

City of Minot

CAPITAL IMPROVEMENT PLAN



2027-2031

**PREPARED BY THE CITY OF MINOT
ENGINEERING DEPARTMENT**

2025 PHOTO BY JILL SCHRAMM AT MINOT DAILY NEWS
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Appendix B – Engineering Worksheets

Appendix C – Fire Worksheets

Appendix D – Flood Control Worksheets

Appendix E – Police Worksheets

Appendix F – Public Works Operations Worksheets

Appendix G – Sanitary Sewer Worksheets

Appendix H – Storm Sewer Worksheets

Appendix I – Water Worksheets

Preface

A capital improvement plan is one of the most valuable documents a City can produce. It provides decision makers the data and information needed to make informed decisions regarding capital projects over the next five years.

The document will also assist the public, engineers and architects, developers, and others within the community to understand the City's direction for infrastructure planning and development.

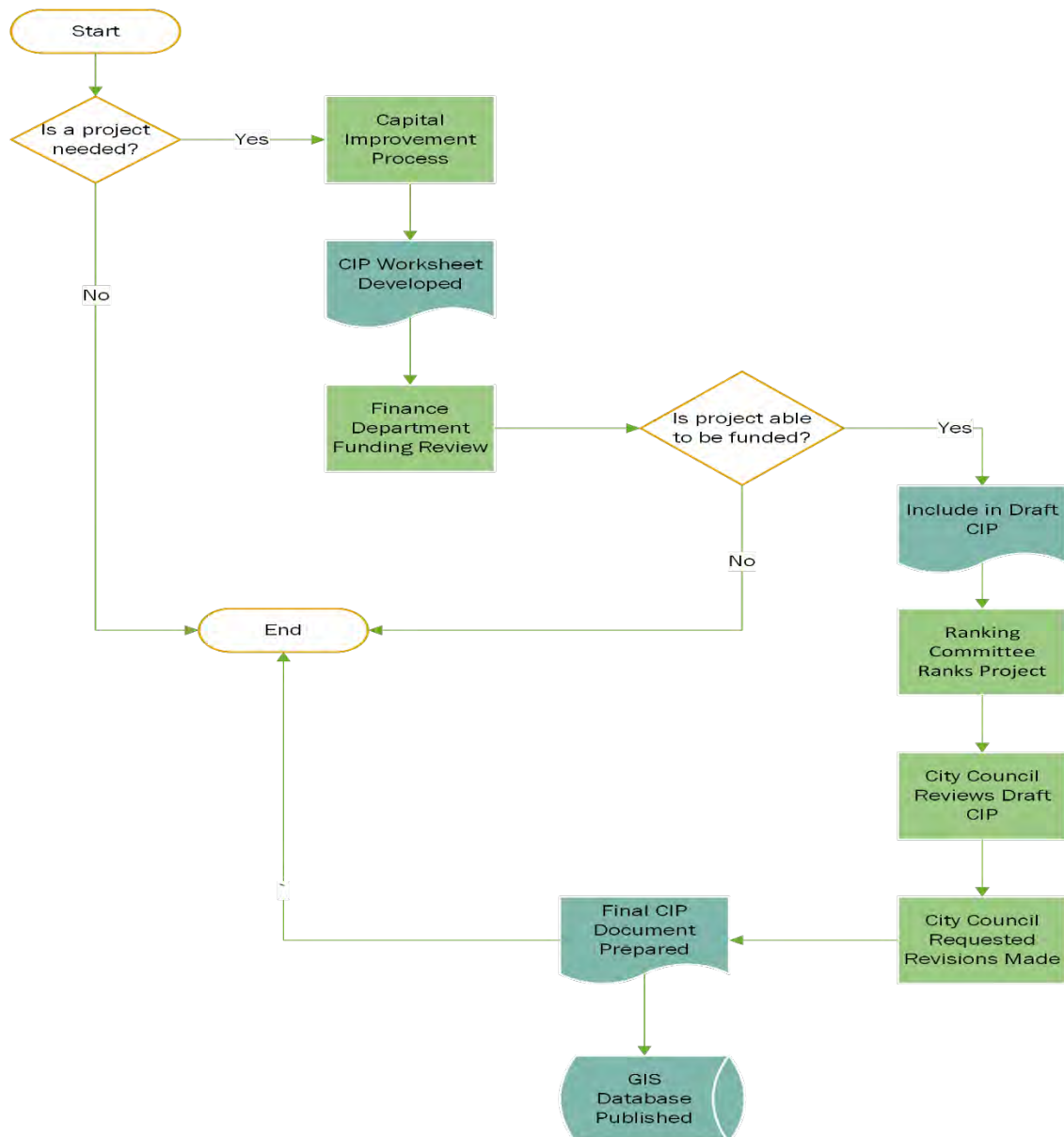
The highest skilled professionals in each department review projects to be brought forth by their department. Each project is ranked by a committee made of various departments to place projects into tiers. The highest ranked projects are then recommended to management and council for funding priority.

Capital Improvement Plan Process

Each year, departments prepare plans and estimates for capital projects over a five-year horizon. As time progresses within the five-year window, estimates are refined as more data is known. Federal and State funding plays a significant role in the development of projects as most projects receive significant funding from those agencies.

Below is a process diagram showing the typical capital improvement plan (CIP) process:

Figure 1 CIP Process



If a CIP project is determined to be needed, the department submitting the project will begin by scoping the project. The department will use any reports or studies on file (if available), will gather any other data within the department's ability, and then use the data to develop a preliminary scope for the project.

Next, using best available data, a cost estimate is developed for the project. Best estimates are determined for engineering, construction, personnel, equipment, and long-term operation and maintenance.

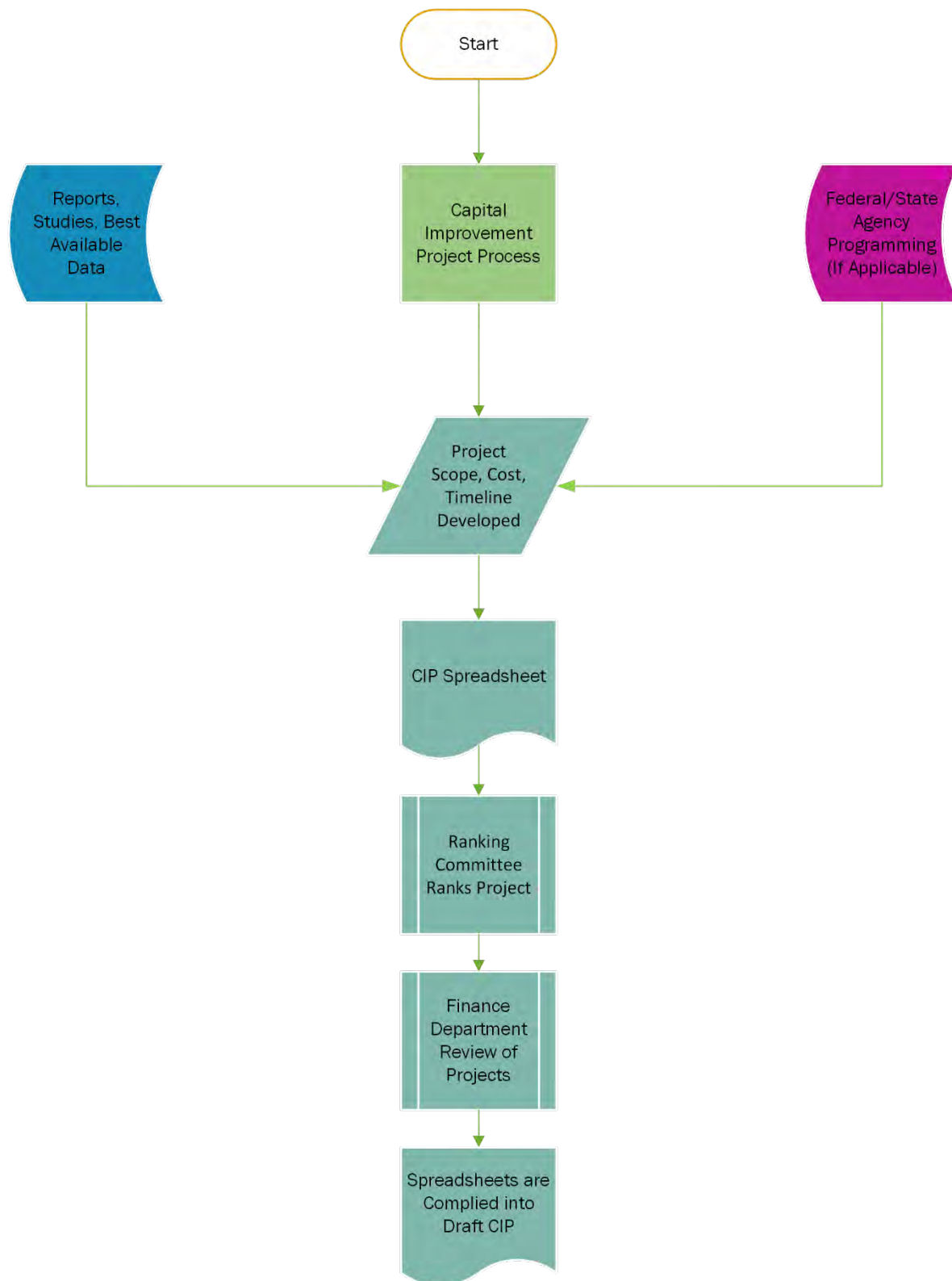
Because federal or state funding can play a significant role in determining project timing and cost shares, programming with these agencies starts early in the overall process. Approval of federal or state participation is generally sent to the City council for approval before a project is placed into the CIP. In instances where federal or state funding is anticipated, but not programmed, departments may place projects into the CIP with anticipated agency funding. In future years, the project will move forward or backward when the funds are finally programmed.

Once the scope, estimated cost, and project timeframes are developed, the information is compiled into the City's CIP project spreadsheet. The spreadsheet is used to assemble the data for the project into one document that shows the above information in addition to a project map, ranking, and a list of questions that helps to describe the project.

Once the spreadsheets are completed, the finance department reviews the projects and the funding categories. Initial project requests may have funding accounts changed based on available resources. The project may also shift forward or backward in time based on other agency funding or local City funding availability.

The detailed spreadsheet process is shown below:

Figure 2 CIP Spreadsheet Process



Project Ranking Criteria Policy

1. Purpose

The purpose of this policy is to establish a consistent, transparent, and objective framework for evaluating, ranking, and prioritizing proposed capital improvement projects across all city departments. The process ensures that limited capital resources are allocated to projects providing the greatest benefit to the community in terms of safety, service, sustainability, and fiscal responsibility.

2. Policy Statement

All proposed capital projects shall be evaluated using the City's standardized CIP Project Ranking Criteria prior to inclusion in the Capital Improvement Plan. Project evaluations will be based on data, strategic alignment, and public value. The ranking process is designed to improve decision-making, ensure equitable distribution of resources, align projects with adopted city plans, and promote transparency in capital budgeting.

3. Definitions

- **Capital Improvement Project:** Any major expenditure of public funds for the acquisition, construction, replacement, or rehabilitation of infrastructure and facilities, with a useful life of at least five years and a cost exceeding the city's capital threshold.
- **CIP Committee:** A cross-departmental team responsible for reviewing, scoring, and recommending project priorities for inclusion in the annual and multi-year Capital Improvement Plan.
- **Weighted Score:** The numerical value derived from applying standardized category weights and scores to each proposed project.

4. Evaluation Categories and Criteria

Category	Weight	Evaluation Criteria	Description
Health, Safety, and Regulatory Compliance	25%	Public safety and risk mitigation; compliance with mandates; environmental protection.	Projects that address critical safety needs, regulatory compliance, or environmental risks receive the highest priority.
Asset Condition and Maintenance Needs	25%	Asset condition, deferred maintenance, lifecycle cost reduction.	Prioritizes replacement or rehabilitation of failing or high-maintenance assets.

Funding and Implementation Feasibility	20%	External funding availability, readiness, cost reasonableness.	Evaluates feasibility and funding leverage opportunities.
Strategic and Policy Alignment	15%	Consistency with city plans, sustainability and resilience, council priorities.	Ensures projects reflect long-term city objectives and policy direction.
Community and Economic Impact	10%	Quality of life, economic growth, equity and accessibility.	Measures how a project improves livability, supports economic activity, and serves underserved areas.
Public and Stakeholder Support	5%	Public support, interdepartmental coordination.	Considers demonstrated support and coordination necessary for success.

5. Scoring and Ranking Process

1. Departmental Submittal: Each department submits proposed projects with documentation and justification in the project worksheet.
2. Preliminary Scoring: The CIP Committee scores each project on a 0–10 scale per category.
3. Weighted Score Calculation: Total Weighted Score = $\Sigma(\text{Category Weight} \times \text{Score})$.
Ranking and Tiering: Tier 1 ≥ 80 , Tier 2 60–79, Tier 3 < 60 .
4. Review and Adjustment: The City Manager with consultation from the Finance Director may adjust rankings based on constraints or emergencies.
5. Council Review: Final rankings presented annually to the City Council during CIP budget adoption.

6. Supporting Tools and Documentation

Departments shall use data and analytical tools to inform scoring, including but not limited to:

- Asset management systems and condition assessments
- Risk and consequence-of-failure evaluations
- Benefit-cost or lifecycle cost analyses
- GIS-based mapping for equity and hazards
- Public input and survey results

7. Roles and Responsibilities

The stakeholders below have the following responsibilities:

- Departments: Prepare and document project proposals.
- CIP Committee: Score projects, ensure consistency, and recommend priorities.
- Finance Department: Maintain scoring framework and integrate results into budget.
- City Council: Review and adopt final CIP priorities.

8. Annual Review and Updates

This policy and scoring framework shall be reviewed annually by the CIP Committee. Updates to category weights, criteria, or process steps require City Council approval.

Department Summaries

As each department submits projects into the CIP, the projects are scheduled into the five-year program after costs and funding categories are determined. Below are the summary tables for each department. There are four tables for each department. The first table includes a list of projects with the priority, score, start/finish years, and total five-year cost. The second table displays the projects and costs by year. The third table displays the funding source breakdown for the department's five-year program. The final table shows the funding sources by year.

Airport

The airport is planning several major projects over the next five-years. These include rehabilitating Runway 8-26/Taxiway B pavements and Taxiway A, B, D and F reconstructions.

Table 1 Airport Project List

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
Runway 8/26 Rehabilitation - East	1	96	2027	2027	\$ 4,805,000
SRE Replacement - Small Loader w/ Blower	1	94	2027	2027	500,000
Access Rds and Vehicle Gates	1	83.5	2027	2027	1,680,000
Acquire Airport Operations Vehicle	1	81	2027	2027	40,000
Crack Seal & Painting - Airside	1	94	2027	2031	375,000
Crack Seal & Painting - Landside	1	84.5	2027	2031	225,000
Taxiway B North Reconstruction	1	95.5	2028	2028	5,005,000
Master Plan/ALP Update	1	85.5	2028	2028	800,000
Taxiway A Rehabilitation	1	91.5	2029	2029	600,000
Taxiway D Reconstruction & Widening	1	88.5	2029	2029	6,205,000
Taxiway F Reconstruction	1	92.5	2030	2030	200,000
General Aviation Mid Ramp Rehabilitation	1	92	2031	2031	2,000,000
South Building Area Taxilane Reconstruction	1	92	2031	2031	2,500,000
Acquire Tractor	2	75	2027	2027	153,300
Acquire Tool Cat Utility Vehicle	2	73	2027	2027	70,000
Acquire Airfield Paint Machine	2	68.5	2027	2027	200,000
Mower Attachment	2	60	2027	2027	75,000
Wildlife Hazard Management Plan (WHMP) Update	2	73	2028	2028	100,000
Hangar Demolition/Relocation - Environmental Review	2	77.5	2030	2030	100,000
Southside Utilities	3	54	2027	2027	929,800
Department Total					\$ 26,563,100

Table 2 Airport Project List by Year

Project Costs by Year:	2027	2028	2029	2030	2031
Runway 8/26 Rehabilitation - East	\$ 4,805,000	\$ -	\$ -	\$ -	\$ -
SRE Replacement - Small Loader w/ Blower	500,000	-	-	-	-
Access Rds and Vehicle Gates	-	1,680,000	-	-	-
Acquire Airport Operations Vehicle	40,000	-	-	-	-
Crack Seal & Painting - Airside	75,000	75,000	75,000	75,000	75,000
Crack Seal & Painting - Landside	45,000	45,000	45,000	45,000	45,000
Taxiway B North Reconstruction	-	5,005,000	-	-	-
Master Plan/ALP Update	-	800,000	-	-	-
Taxiway A Rehabilitation	-	-	600,000	-	-
Taxiway D Reconstruction & Widening	-	-	6,205,000	-	-
Taxiway F Reconstruction	-	-	-	200,000	-
General Aviation Mid Ramp Rehabilitation	-	-	-	-	2,000,000
South Building Area Taxiway Reconstruction	-	-	-	-	2,500,000
Acquire Tractor	153,300	-	-	-	-
Acquire Tool Cat Utility Vehicle	70,000	-	-	-	-
Acquire Airfield Paint Machine	200,000	-	-	-	-
Mower Attachment	75,000	-	-	-	-
Wildlife Hazard Management Plan (WHMP) Update	-	100,000	-	-	-
Hangar Demolition/Relocation - Environmental Review	-	-	-	100,000	-
Southside Utilities	929,800	-	-	-	-
Department Total	\$ 6,893,100	\$ 7,705,000	\$ 6,925,000	\$ 420,000	\$ 4,620,000

Table 3 Airport Project Funding Sources

Funding Sources:	
Federal Funds	\$ 19,509,000
State Funds	4,565,970
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (Airport Reserves)	2,488,130
Department Total	\$ 26,563,100

Table 4 Airport Project Funding Sources by Year

Funding Sources by Year:	2027	2028	2029	2030	2031
Federal Funds	\$ 4,774,500	\$ 5,314,500	\$ 5,190,000	\$ 180,000	\$ 4,050,000
State Funds	1,306,220	1,897,250	897,500	150,000	315,000
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other (Airport Reserves)	812,380	493,250	837,500	90,000	255,000
Department Total	\$ 6,893,100	\$ 7,705,000	\$ 6,925,000	\$ 420,000	\$ 4,620,000

Figure 3 Airport Funding Sources

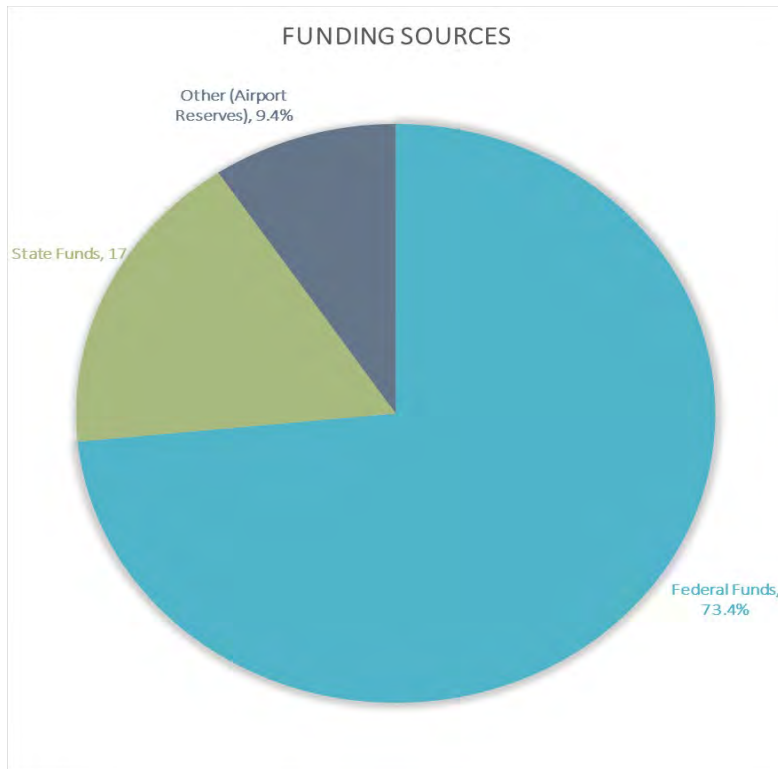
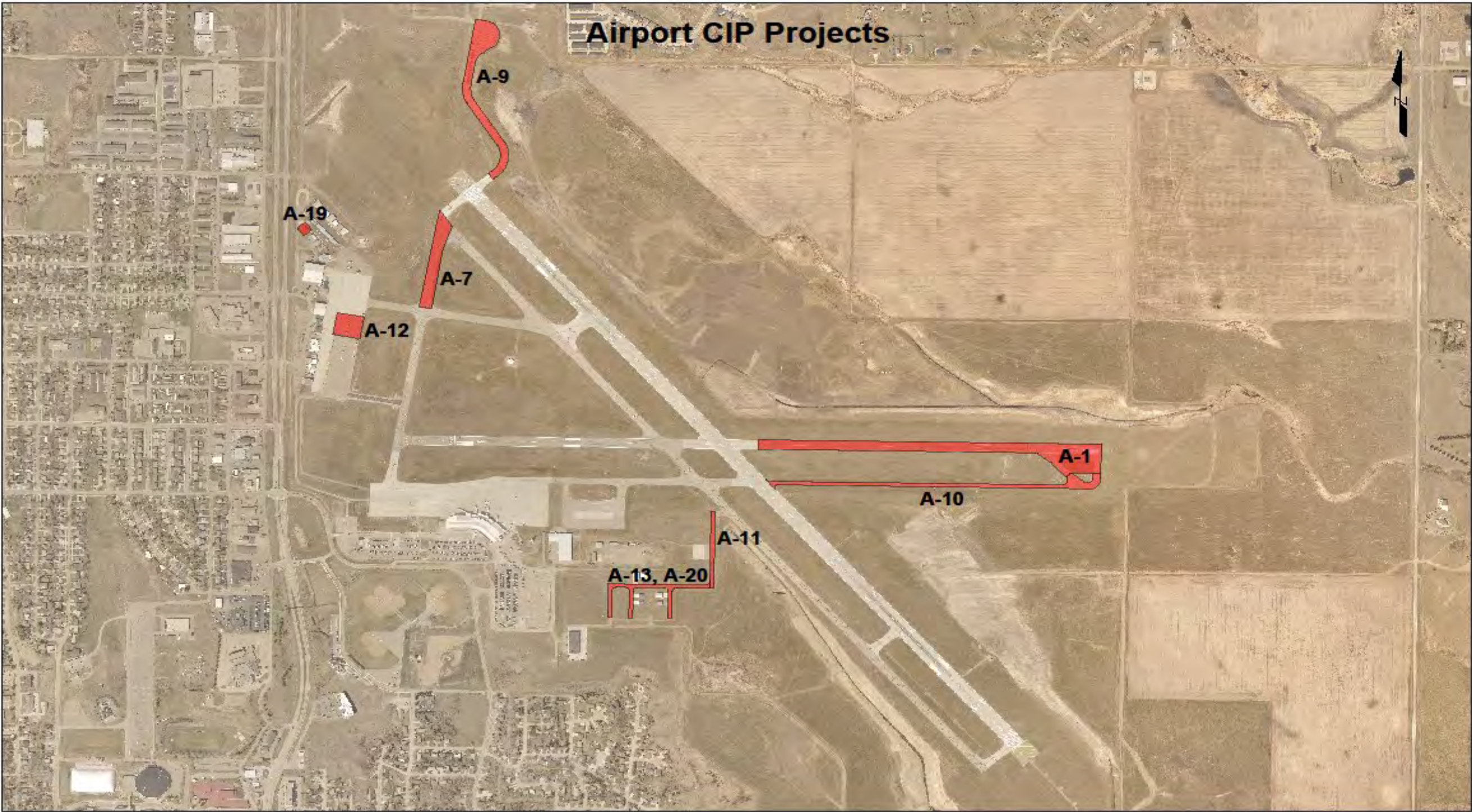


Figure 4 Airport CIP Project Map



Engineering

The engineering department has several major projects scheduled over the next five-years.

A few remaining traffic signals are scheduled for replacement. Several more will receive equipment upgrades over the next five years. Staff is also recommending that bridge rehabilitation projects be rotated in with the traffic signal projects every other year. This will start in 2028.

Several safety projects are programmed including Edison Safe Routes to School project, a highway safety improvement project that will be focused on traffic speed reductions in 2028.

Several major street reconstructions are planned in the next five years including 16th Street SW Reconstruction and 16th St Interchange, 3rd Street SE, South Broadway, and 11th Avenue SW (included in the Storm Sewer Capital Program).

In 2027, the 16th St Interchange will have a bridge deck overlay and major rehabilitation of all pavement. In addition, the traffic signals will also be replaced.

Also in 2027, 3rd St NE from 2nd Avenue SE north downtown is scheduled for a reconstruction. This will also include one block of Central Avenue east of 3rd St.

In 2028 Phase 2 of the 16th Street Reconstruction will take place from Burdick Expressway to 2nd Avenue SW.

Also in 2029, Phase 2 of 3rd Street Reconstruction will take place from 2nd Avenue SE to 5th Avenue SE pending NDDOT award and council action.

Last in 2030, the city is anticipating the reconstruction of South Broadway from the south city limits to 19th Avenue SW. This project will likely be broken up into multiple phases over multiple years, but since the project has not been programmed by the NDDOT the city is assuming all the work in 2030. Also listed in 2030 is the Anne St Bridge replacement. Council has requested this project stay in the CIP, but be funded with 100% federal funds. Staff have not found a grant that will fulfill that request.

Table 5 Engineering Project List

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
3rd Street Bridge Repairs	1	87	2027	2027	\$ 2,307,000
16th St SW Interchange Rehabilitation	1	96	2027	2028	7,465,359
3rd St E and Central Ave Reconstruction	1	86.5	2027	2029	22,360,700
Traffic Signal Replacements	1	81	2027	2031	2,143,100
City Bridge Rehabilitation	1	90.5	2027	2031	2,655,000
Broadway ADA Ramp Improvements	1	82.5	2028	2028	880,000
16th St SW Reconstruction Phase 2	1	84	2028	2028	10,876,400
2027 Edison Safe Routes to School	2	69	2027	2027	1,322,900
Street Light LED Conversion	2	66.5	2027	2031	625,000
Street Light Feed Point Replacement	2	76	2027	2031	325,000
3rd St Bridge Replacement	2	79	2027	2031	55,680,000
16th Avenue SE Sidewalk	2	67.5	2028	2028	360,000
North Broadway Airport Street Lighting	2	71.5	2028	2029	350,000
Minot Elementary School Lighting HSIP	2	71.5	2028	2029	1,597,000
11th Avenue SE Sidewalk	2	69.5	2029	2029	1,040,000
South Broadway Reconstruction	2	74.5	2030	2030	45,473,026
27th St NE Grade Separation	3	53	2027	2027	2,600,000
Eastwood Park Bridge Rehabilitation	3	55	2027	2029	760,000
2028 Highway Safety Improvement	3	54	2028	2028	83,600
Hiawatha Slope Stability	3	46.5	2028	2029	2,559,000
City Hall Site Improvements	3	53	2028	2029	1,118,000
2nd Avenue and Main Street Pocket Park	3	29	2029	2030	639,000
17th and 18th Ave SE Extensions	3	47.5	2030	2031	1,010,000
Department Total					\$ 164,230,085

Table 6 Engineering Project List by Year

Project Costs by Year:	2027	2028	2029	2030	2031
3rd Street Bridge Repairs	\$ 2,307,000	\$ -	\$ -	\$ -	\$ -
16th St SW Interchange Rehabilitation	7,125,359	340,000	-	-	-
3rd St E and Central Ave Reconstruction	12,000,000	600,000	9,760,700	-	-
Traffic Signal Replacements	666,000	-	698,000	-	779,100
City Bridge Rehabilitation	175,000	950,000	200,000	1,120,000	210,000
Broadway ADA Ramp Improvements	-	880,000	-	-	-
16th St SW Reconstruction Phase 2	-	10,876,400	-	-	-
2027 Edison Safe Routes to School	1,322,900	-	-	-	-
Street Light LED Conversion	125,000	125,000	125,000	125,000	125,000
Street Light Feed Point Replacement	55,000	60,000	65,000	70,000	75,000
3rd St Bridge Replacement	300,000	50,000	30,000	4,000,000	51,300,000
16th Avenue SE Sidewalk	-	360,000	-	-	-
North Broadway Airport Street Lighting	-	40,000	310,000	-	-
Minot Elementary School Lighting HSIP	-	145,000	1,452,000	-	-
11th Avenue SE Sidewalk	-	-	1,040,000	-	-
South Broadway Reconstruction	-	-	-	45,473,026	-
27th St NE Grade Separation	2,600,000	-	-	-	-
Eastwood Park Bridge Rehabilitation	100,000	-	660,000	-	-
2028 Highway Safety Improvement	-	83,600	-	-	-
Hiawatha Slope Stability	-	738,000	1,821,000	-	-
City Hall Site Improvements	-	145,000	973,000	-	-
2nd Avenue and Main Street Pocket Park	-	-	-	73,000	566,000
17th and 18th Ave SE Extensions	-	-	-	110,000	900,000
Department Total	\$ 26,776,259	\$ 15,393,000	\$ 17,134,700	\$ 50,971,026	\$ 53,955,100

Table 7 Engineering Project Funding Sources

Funding Sources:	
Federal Funds	\$ 102,208,521
State Funds	28,835,364
Local: Sales Tax	14,959,200
Local: Tax Levy	-
Local: Special Assessments	1,010,000
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	4,000,000
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (water/sewer reserves)	13,217,000
Department Total	\$ 164,230,085

Table 8 Engineering Project Funding Sources by Year

Funding Sources by Year:	2027	2028	2029	2030	2031
Federal Funds	\$ 11,179,529	\$ 6,526,550	\$ 5,906,800	\$ 37,555,642	\$ 41,040,000
State Funds	7,003,500	2,961,580	5,892,900	9,717,384	3,260,000
Local: Sales Tax	4,773,230	1,604,870	2,438,000	1,388,000	4,755,100
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	110,000	900,000
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	4,000,000
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other (water/sewer reserves)	3,820,000	4,300,000	2,897,000	2,200,000	-
Department Total	\$ 26,776,259	\$ 15,393,000	\$ 17,134,700	\$ 50,971,026	\$ 53,955,100

Figure 5 Engineering Funding Sources

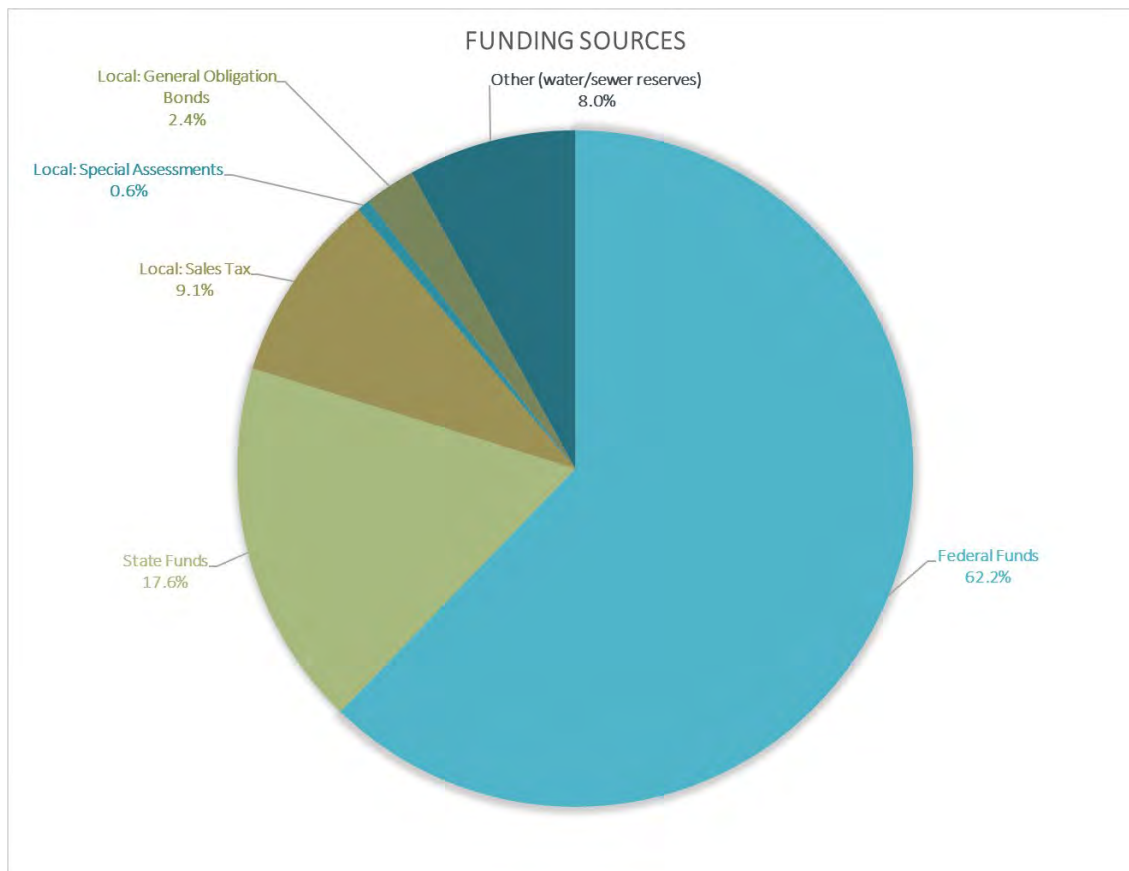
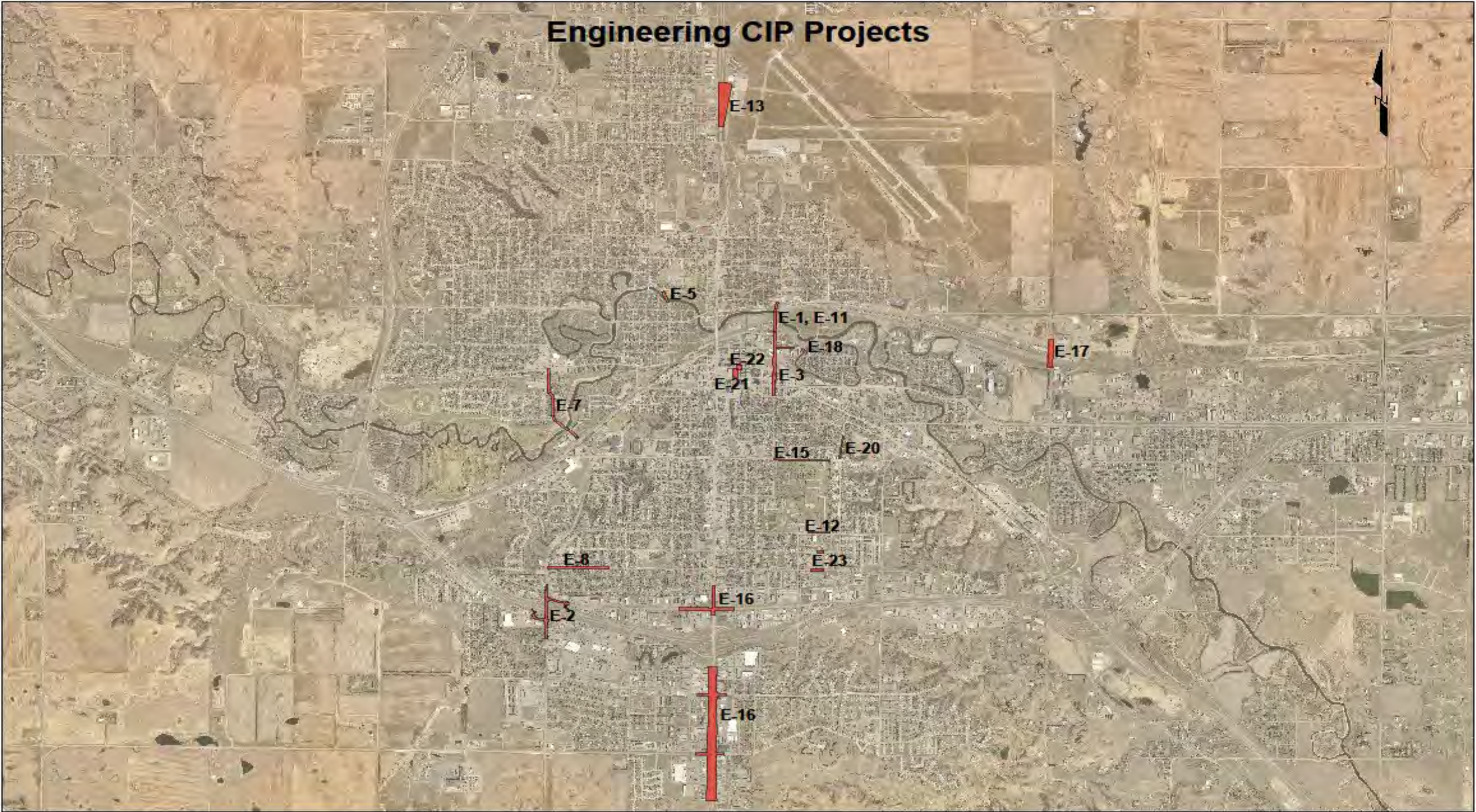


Figure 6 Engineering CIP Project Map



Fire

The fire department is working on four building projects within the five-year CIP. The primary project involves relocating Station 1 further into southwest Minot to serve a greater area of the city with improved response times. The proposed project will be phased over several years with land acquisition starting in 2027.

Projects at Station 3 and 4 are bedroom upfits and additions respectively and depend on council's approval of the fire department's staffing plan.

A training classroom replacement is planned for 2028 with half the funding coming from Minot Rural Fire Department.

Table 9 Fire Project List

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
Station 4 Bedroom Upfit	2	68	2027	2027	\$ 20,000
Station 3 Bedroom Addition	2	68	2027	2028	121,125
Training Classroom	2	70	2027	2029	826,250
Station 1 Relocation land	2	61.5	2027	2029	5,395,000
Department Total					<u>\$ 6,362,375</u>

Table 10 Fire Project List by Year

Project Costs by Year:	2027	2028	2029	2030	2031
Station 4 Bedroom Upfit	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Station 3 Bedroom Addition	20,000	101,125	-	-	-
Training Classroom	20,000	42,188	764,062	-	-
Station 1 Relocation land	20,000	281,250	5,093,750	-	-
Department Total	<u>\$ 80,000</u>	<u>\$ 424,563</u>	<u>\$ 5,857,812</u>	<u>\$ -</u>	<u>\$ -</u>

Table 11 Fire Project Funding Sources

Funding Sources:	
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	5,959,250
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	403,125
Department Total	<u>\$ 6,362,375</u>

Table 12 Fire Project Funding Sources by Year

Funding Sources by Year:	2027	2028	2029	2030	2031
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	-	-	-	-	-
Local: Sales Tax	80,000	403,469	5,475,781	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other (specify)	-	21,094	382,031	-	-
Department Total	\$ 80,000	\$ 424,563	\$ 5,857,812	\$ -	\$ -

Figure 7 Fire Funding Sources

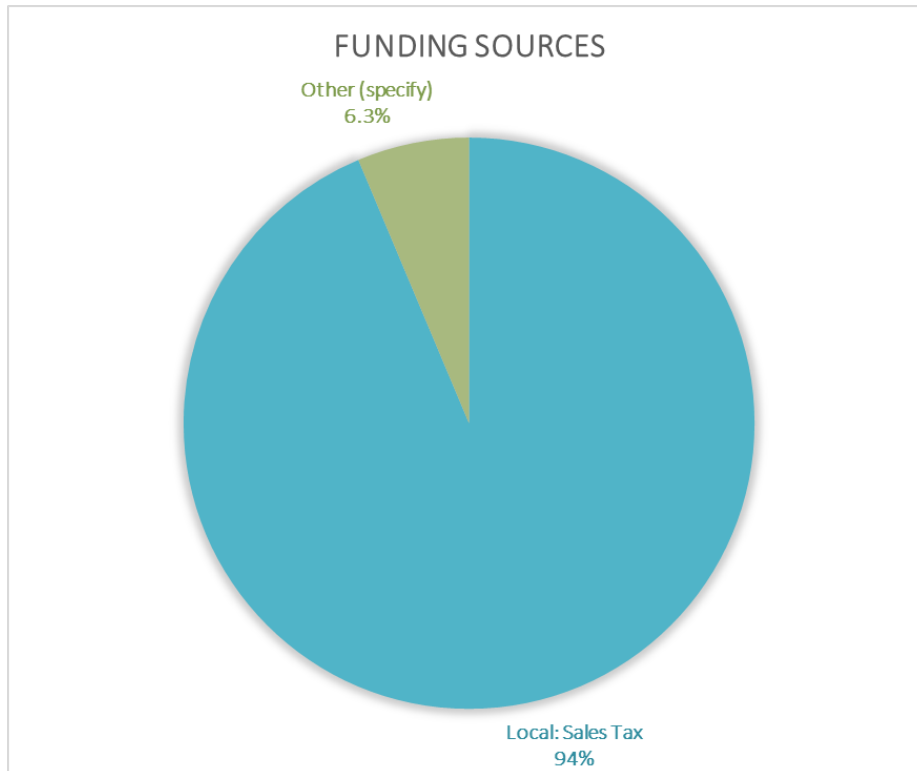


Figure 8 Fire CIP Project Map



Flood Control

Mouse River Enhanced Flood Protection Project (MREFPP) Phases 1, 2, 3, and 5 are complete. MI-6 and 7 are currently under construction. MI-4 Maple Diversion and MI-6C will begin construction in 2027. The flood control project with its multiple phases is the largest expenditure in the CIP.

Table 13 Flood Control Project List

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
Downtown Levee MI-6C	1	88.5	2027	2028	\$ 20,010,000
Maple Diversion	1	86.5	2027	2031	132,901,200
6th Street & Central Avenue Roundabout	1	89	2028	2028	300,000
River Oaks Acquisitions MI-16	1	80	2028	2028	3,100,000
Livingston Coulee Bypass MI-15	1	84	2028	2030	59,800,000
3rd Street Floodwall MI-5C	1	83.5	2028	2030	15,800,000
27th Street Diversion MI-14	1	91.5	2028	2031	155,060,000
Burdick Bridge & West Walker Road Levee MI 8/9	1	89	2028	2031	77,100,000
North Roosevelt Park Levee MI-11	1	88.5	2028	2031	14,600,000
Fairgrounds Levee MI-10	1	86.5	2028	2031	61,000,000
East Burdick Levee MI-12	1	86	2028	2031	16,600,000
Trinity Levee MI-13	1	86	2028	2031	25,500,000
Library & Police Station Floodproofing - MI-4D	1	81.5	2029	2031	23,100,000
Department Total					\$ 604,871,200

Table 14 Flood Control Project List by Year

Project Costs by Year:	2027	2028	2029	2030	2031
Downtown Levee MI-6C	\$ 16,230,300	\$ 3,779,700	\$ -	\$ -	\$ -
Maple Diversion	15,403,300	26,478,400	34,116,400	35,134,800	21,768,300
6th Street & Central Avenue Roundabout	-	300,000	-	-	-
River Oaks Acquisitions MI-16	-	3,100,000	-	-	-
Livingston Coulee Bypass MI-15	-	6,100,000	40,800,000	12,900,000	-
3rd Street Floodwall MI-5C	-	9,000,000	5,900,000	900,000	-
27th Street Diversion MI-14	-	13,125,000	25,305,000	43,470,000	73,160,000
Burdick Bridge & West Walker Road Levee MI 8/9	-	15,700,000	36,300,000	20,800,000	4,300,000
North Roosevelt Park Levee MI-11	-	700,000	6,800,000	6,300,000	800,000
Fairgrounds Levee MI-10	-	5,600,000	22,300,000	23,000,000	10,100,000
East Burdick Levee MI-12	-	800,000	7,800,000	7,100,000	900,000
Trinity Levee MI-13	-	1,300,000	11,900,000	10,900,000	1,400,000
Library & Police Station Floodproofing - MI-4D	-	-	7,900,000	13,900,000	1,300,000
Department Total	\$ 31,633,600	\$ 85,983,100	\$ 199,121,400	\$ 174,404,800	\$ 113,728,300

Table 15 Flood Control Funding Sources

Funding Sources:	
Federal Funds	\$ 86,385,780
State Funds	337,130,523
Local: Sales Tax	181,354,897
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other	-
Department Total	\$ 604,871,200

Table 16 Flood Control Funding Sources by Year

Funding Sources by Year:	2027	2028	2029	2030	2031
Federal Funds	\$ 10,012,145	\$ 17,210,960	\$ 22,175,660	\$ 22,837,620	\$ 14,149,395
State Funds	14,053,946	44,816,891	115,014,731	98,518,667	64,726,288
Local: Sales Tax	7,567,509	23,955,249	61,931,009	53,048,513	34,852,617
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other	-	-	-	-	-
Department Total	\$ 31,633,600	\$ 85,983,100	\$ 199,121,400	\$ 174,404,800	\$ 113,728,300

Figure 9 Flood Control Funding Sources

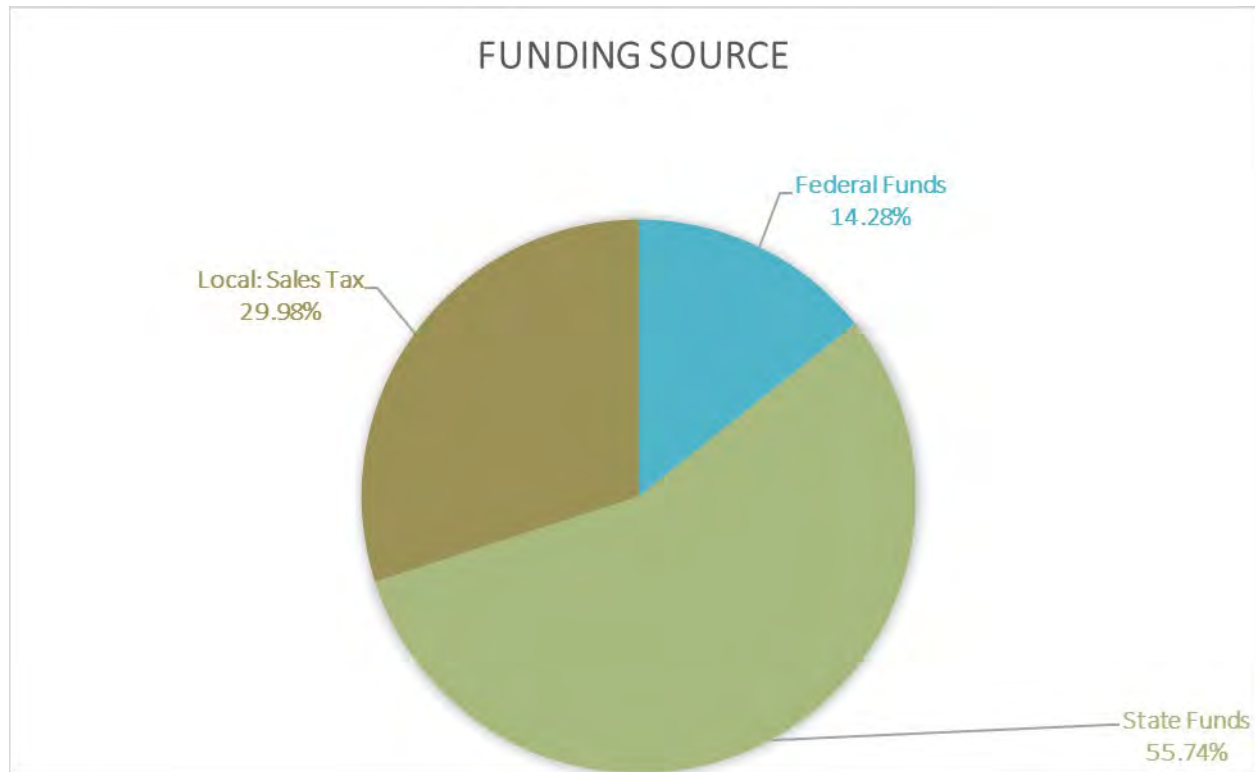
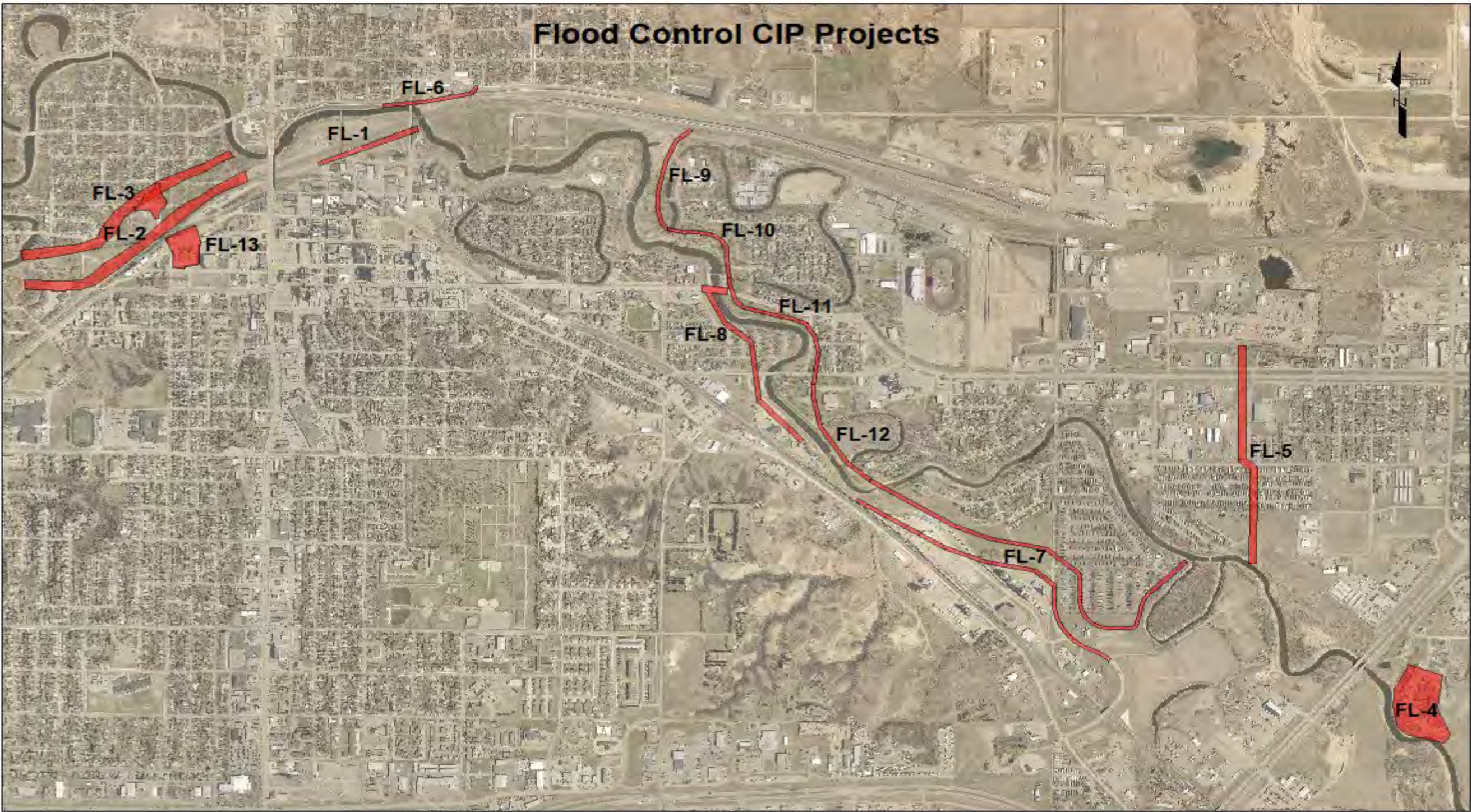


Figure 10 Flood Control CIP Project Map



Police

The police department has one project in the CIP which is to remodel the existing police station. The project will begin design in 2026 with construction planned in the future.

Table 17 Police Project List

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
Police Department Facility	1	82	2027	2029	10,000,000
Department Total					<u>\$ 10,000,000</u>

Table 18 Police Project List by Year

Project Costs by Year:	2027	2028	2029	2030	2031
Police Department Facility	\$ 5,000,000	\$ 5,000,000	\$ -	\$ -	\$ -
Department Total	<u>\$ 5,000,000</u>	<u>\$ 5,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Table 19 Police Project Funding Sources

Funding Sources:	
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	10,000,000
Department Total	<u>\$ 10,000,000</u>

Table 20 Police Project Funding Sources by Year

Funding Sources by Year:	2027	2028	2029	2030	2031
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	-	-	-	-	-
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other (specify)	5,000,000	5,000,000	-	-	-
Department Total	<u>\$ 5,000,000</u>	<u>\$ 5,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Figure 11 Police Funding Sources

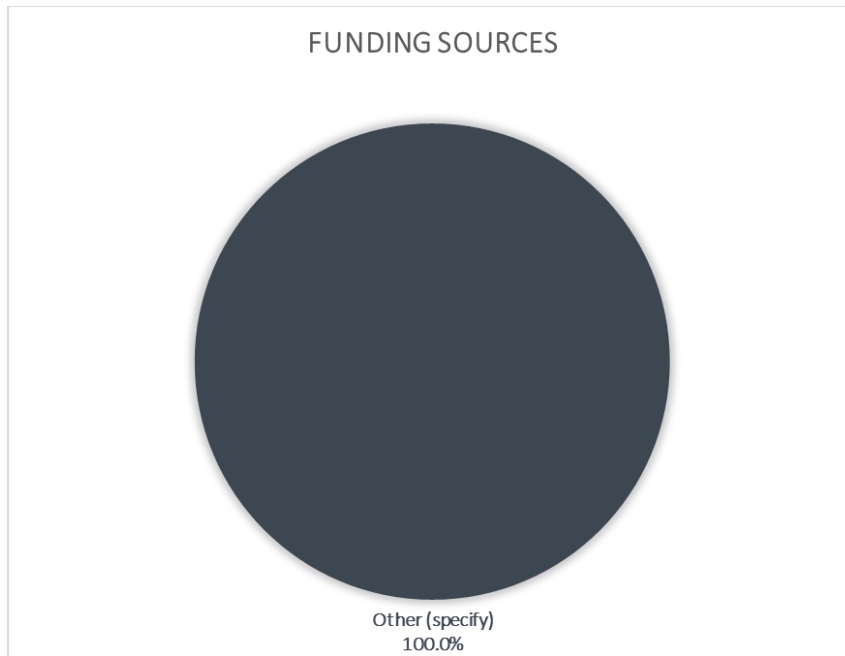


Figure 12 Police CIP Project Map



Public Works Operations

The public work operations department has a project in the CIP to replace the fuel farm at the public works complex. The cost will be allocated over four years.

Table 21 Public Works Operations Project List

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
Fuel Farm	3	57.5	2027	2029	300,000
Department Total					\$ 300,000

Table 22 Public Works Operations Project List by Year

Project Costs by Year:	2027	2028	2029	2030	2031
Fuel Farm	100,000	100,000	100,000	-	-
Department Total	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -

Table 23 Public Works Operations Project Funding Sources

Funding Sources:	
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	300,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other	-
Department Total	\$ 300,000

Table 24 Public Works Operations Project Funding Sources by Year

Funding Sources by Year:	2027	2028	2029	2030	2031
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	-	-	-	-	-
Local: Sales Tax	100,000	100,000	100,000	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other	-	-	-	-	-
Department Total	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -

Figure 13 Public Works Operations Funding Sources

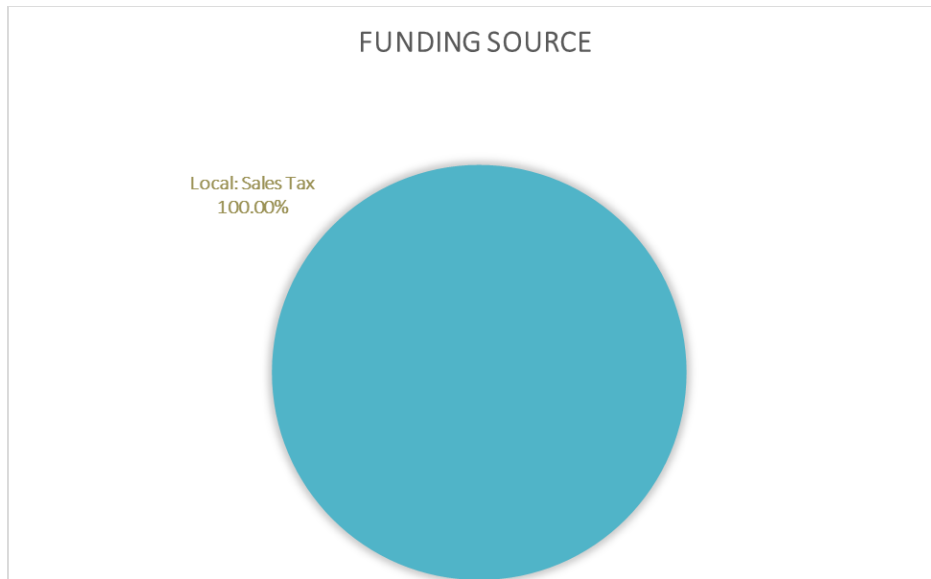


Figure 14 Public Works Operations CIP Project Map



Sanitary Sewer

Over the past decade, almost \$100 million of new trunk sanitary sewer improvements have been completed to serve the Minot area. Major trunk lines and lift stations have the capacity to last generations, just like the last major series of improvements built in the 1960s.

The need for a mechanical wastewater treatment plant is a population trigger and/or effluent limit trigger. Design for the plant would begin in 2031 with construction taking place sometime after. The project is placed in the CIP as a potential project.

Table 25 Sanitary Sewer Project List

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
Wastewater Treatment Facility	3	59	2031	2031	11,000,000
Department Total					\$ 11,000,000

Table 26 Sanitary Sewer Project List by Year

Project Costs by Year:	2027	2028	2029	2030	2031
Wastewater Treatment Facility	-	-	-	-	11,000,000
Department Total	\$ -	\$ -	\$ -	\$ -	\$ 11,000,000

Table 27 Sanitary Sewer Project Funding Sources

Funding Sources:	
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	11,000,000
Other	-
Department Total	\$ 11,000,000

Table 28 Sanitary Sewer Funding Sources by Year

Funding Sources by Year:	2027	2028	2029	2030	2031
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	-	-	-	-	-
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	11,000,000
Other	-	-	-	-	-
Department Total	\$ -	\$ -	\$ -	\$ -	\$ 11,000,000

Figure 15 Sanitary Sewer Funding Sources

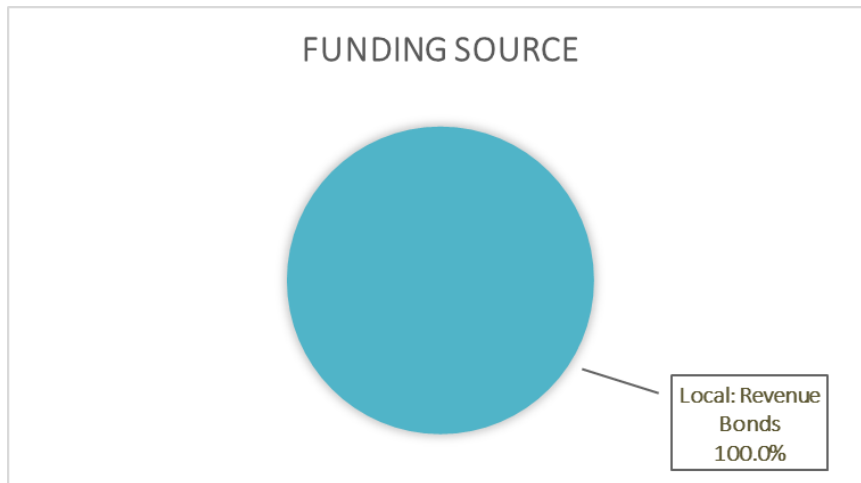
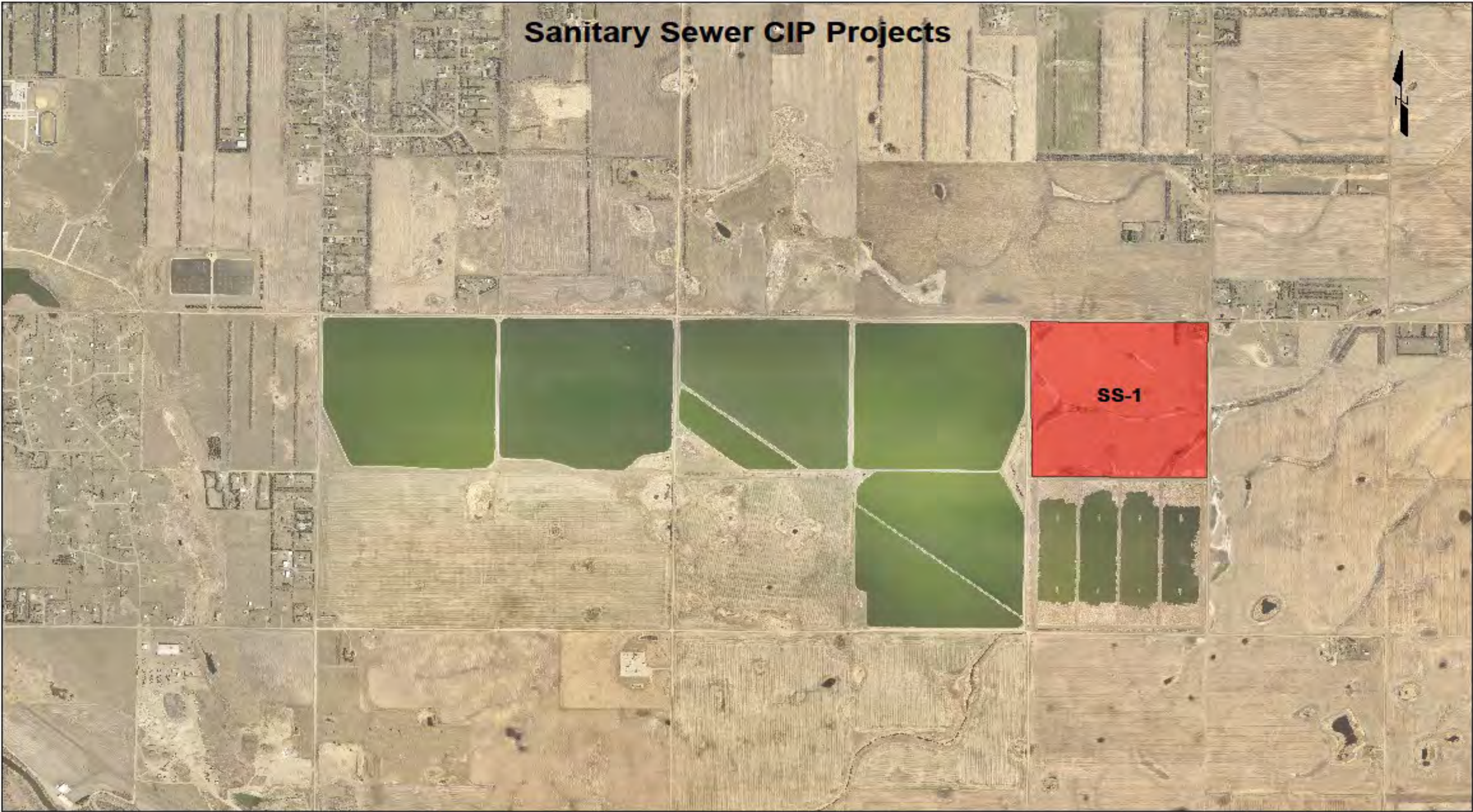


Figure 16 Sanitary Sewer CIP Project Map



Storm Sewer

The storm sewer division resides in the public works operations department. However, the capital program is administered by the engineering department since many times the improvements are special assessed. The engineering department also manages several related programs such as storm water management and floodplain management.

Three future projects are planned in the CIP at this time.

Storm Sewer District 124 is a planned project to relieve flooding on North Broadway and the west frontage road between 27th and 30th Avenues NW. The project will repair erosion coming from a 48" storm sewer outfall and reduce downstream flow rates by enlarging the Stonebridge Farms detention pond into a regional detention pond. In 2026, council voted to not purchase the land needed to construct the regional pond. Staff wants to verify the council's intent to not construct this district.

The 11th Avenue watershed is the final remaining major watershed identified in the original watershed masterplan. This project is also a reconstruction of 11th Avenue SW from Broadway to 6th Street SW.

The Hacienda Hills Outfall watershed is a new project that has come to the attention of staff in recent times. There have been erosion issues along a coulee in southeast Minot starting at 18th Avenue SE and eventually flowing to the river. The Ward County Water Resource Board has a project to address most of the erosion issues, but the city should investigate other drainage and erosion issues in this watershed as well. Staff suggests starting with an engineering study to find the best alternatives, then seeing if a project should be developed by council.

In future budget years, a watershed master plan will be placed in the budget to identify additional impaired watersheds around the city that need improvements. As the city ages, other areas of the community will need to be studied for improvements.

Table 29 Storm Sewer Project List

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
Storm Sewer Dist 124 Polaris Park Watershed	2	77	2027	2027	\$ 2,830,000
Hacienda Hills Outfall Improvements	2	69.5	2027	2028	1,075,000
11th Ave SW Watershed Storm Sewer District	2	77.5	2027	2029	14,965,000
Department Total					\$ 18,870,000

Table 30 Storm Sewer Project List by Year

Project Costs by Year:	2027	2028	2029	2030	2031
Storm Sewer Dist 124 Polaris Park Watershed	\$ 2,830,000	\$ -	\$ -	\$ -	\$ -
Hacienda Hills Outfall Improvements	75,000	1,000,000	-	-	-
11th Ave SW Watershed Storm Sewer District	1,665,000	-	13,300,000	-	-
Department Total	\$ 4,570,000	\$ 1,000,000	\$ 13,300,000	\$ -	\$ -

Table 31 Storm Sewer Project Funding Sources

Funding Sources:	
Federal Funds	\$ -
State Funds	5,975,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	3,745,000
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	7,650,000
Local: Revenue Bonds	-
Other (Water/Sewer Reserves)	1,500,000
Department Total	\$ 18,870,000

Table 32 Storm Sewer Funding Sources by Year

Funding Sources by Year:	2027	2028	2029	2030	2031
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	775,000	-	5,200,000	-	-
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	445,000	-	3,300,000	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	3,350,000	1,000,000	3,300,000	-	-
Local: Revenue Bonds	-	-	-	-	-
Other (Water/Sewer Reserves)	-	-	1,500,000	-	-
Department Total	\$ 4,570,000	\$ 1,000,000	\$ 13,300,000	\$ -	\$ -

Figure 17 Storm Sewer Funding Sources

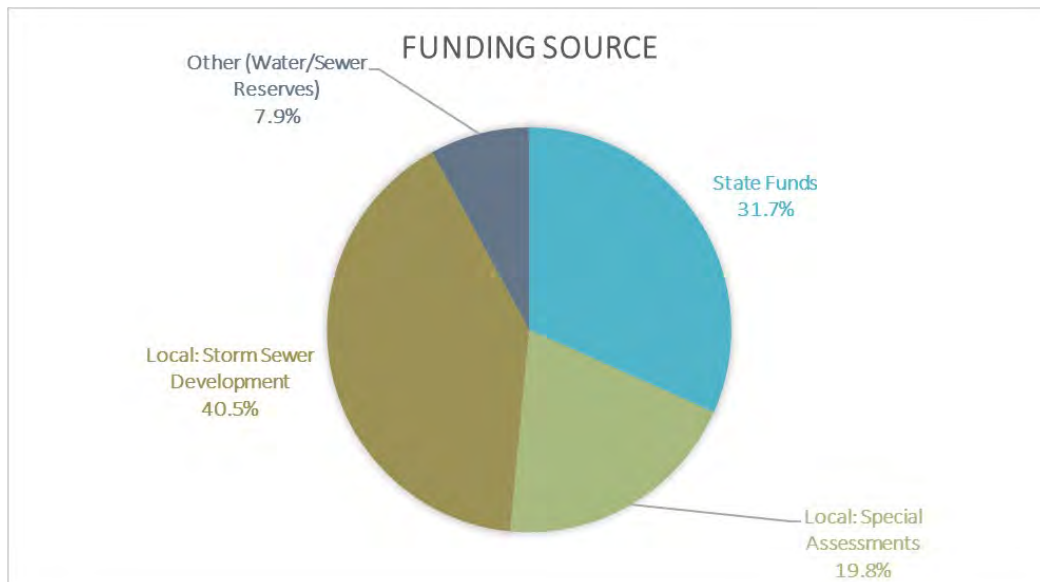


Figure 18 Storm Sewer CIP Project Map



Water

The Water Department has several major watermain replacement projects scheduled over the next five years. State grant requests have been made for several lead service line and watermain replacement areas. Grant funding will help to reduce the cost and backlog of replacement projects. A water/sewer building replacement is also in the plan. The new building is needed due to deterioration of the older structure.

Table 33 Water Project List

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
Water & Sewer Building	1	82	2027	2027	\$ 3,700,000
Central Ave/ Blaisdell Watermain Replacement	1	90	2027	2028	7,410,000
Wadits Addition Area & University Ave. Watermain Replacement	1	90	2027	2028	7,410,000
Edison Area Watermain Replacement	1	90	2028	2029	3,940,000
South Hill Complex Area Watermain Replacement	1	90	2028	2029	4,140,000
Eastwood Park Watermain Replacement	1	90	2029	2030	4,385,000
Bel Air Area Watermain Replacement	1	90	2029	2030	4,160,000
Area West of NDSF Watermain Replacement	1	90	2030	2031	4,435,000
SE Area Utility Replacement	1	90	2030	2031	5,355,000
Area East of Corbett Field Watermain Replacement	1	90	2031	2031	575,000
Roosevelt School Area Watermain Replacement	1	90	2031	2031	550,000
Department Total					\$ 46,060,000

Table 34 Water Project List by Year

Project Costs by Year:	2027	2028	2029	2030	2031
Water & Sewer Building	\$ 3,700,000	\$ -	\$ -	\$ -	\$ -
Central Ave/ Blaisdell Watermain Replacement	3,910,000	3,500,000	-	-	-
Wadits Addition Area & University Ave. Watermain Replacement	3,910,000	3,500,000	-	-	-
Edison Area Watermain Replacement	-	440,000	3,500,000	-	-
South Hill Complex Area Watermain Replacement	-	440,000	3,700,000	-	-
Eastwood Park Watermain Replacement	-	-	485,000	3,900,000	-
Bel Air Area Watermain Replacement	-	-	460,000	3,700,000	-
Area West of NDSF Watermain Replacement	-	-	-	485,000	3,950,000
SE Area Utility Replacement	-	-	-	515,000	4,840,000
Area East of Corbett Field Watermain Replacement	-	-	-	-	575,000
Roosevelt School Area Watermain Replacement	-	-	-	-	550,000
Department Total	\$ 11,520,000	\$ 7,880,000	\$ 8,145,000	\$ 8,600,000	\$ 9,915,000

Table 35 Water Project Funding Sources

Funding Sources:	
Federal Funds	\$ -
State Funds	25,416,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other Agency Contribution	20,644,000
Department Total	\$ 46,060,000

Table 36 Water Funding Sources by Year

Funding Sources by Year:	2027	2028	2029	2030	2031
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	4,692,000	4,728,000	4,887,000	5,160,000	5,949,000
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other Agency Contribution	6,828,000	3,152,000	3,258,000	3,440,000	3,966,000
Department Total	\$ 11,520,000	\$ 7,880,000	\$ 8,145,000	\$ 8,600,000	\$ 9,915,000

Figure 19 Water Funding Sources

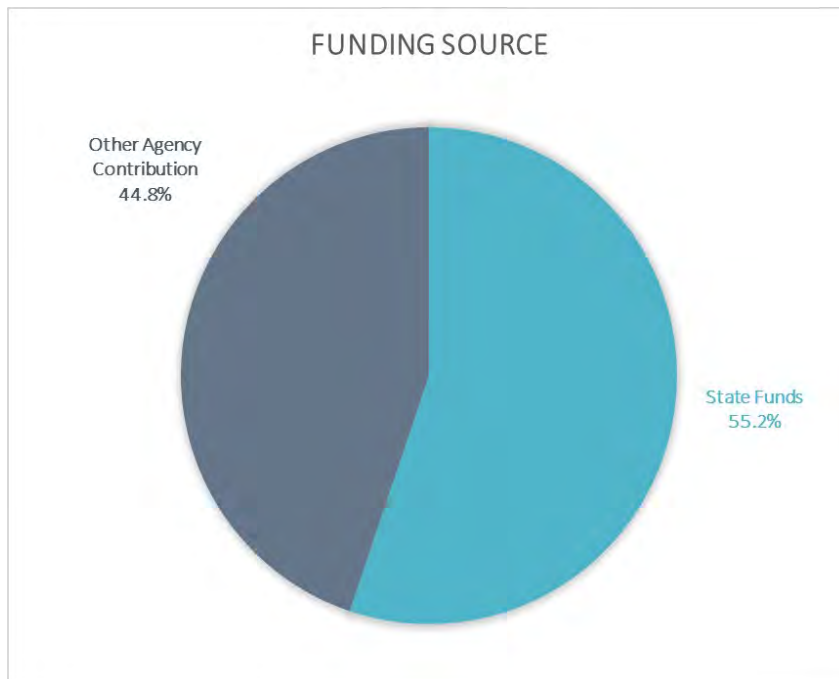
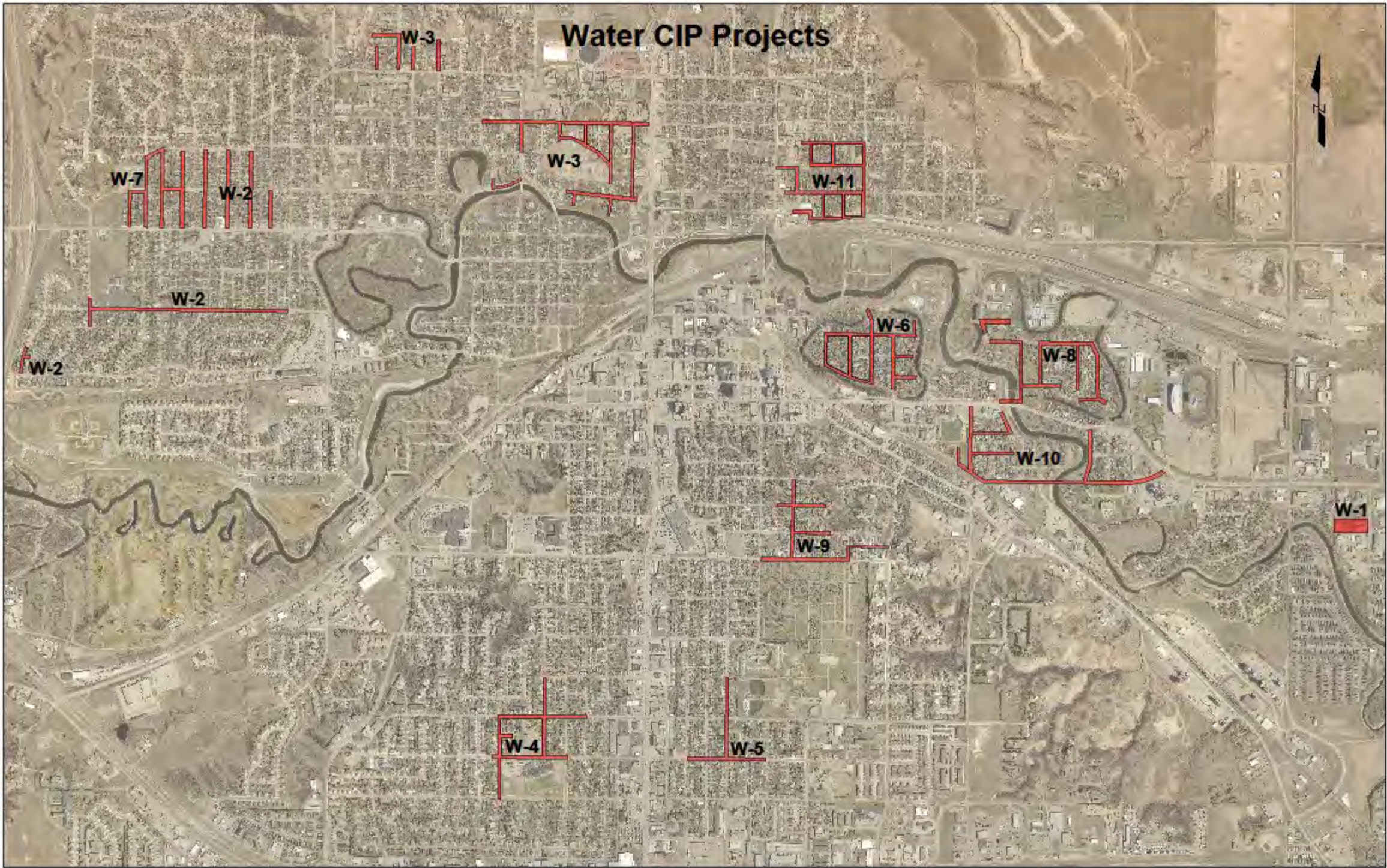


Figure 20 Water CIP Project Map

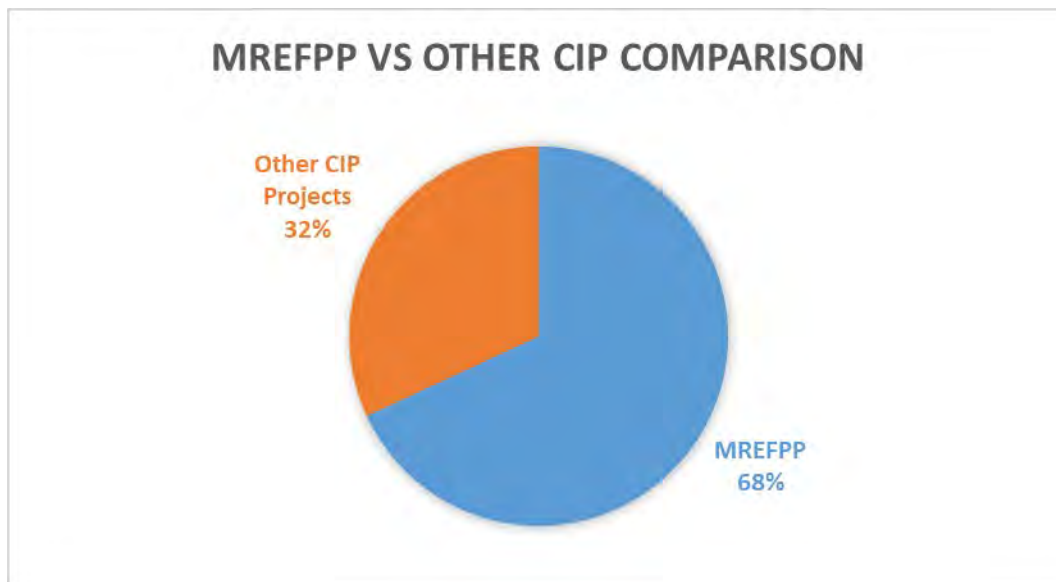


Capital Improvement Plan Final Summary

The overall CIP is a five-year plan totaling \$888,256,760. In the last five years, the two primary projects that have taken the forefront are flood control and NAWS. NAWS has been removed from the CIP since the City does not own that system. Those costs are accounted for elsewhere in the City budget.

Flood control still accounts for 68% of the City's total CIP over the next five years at a cost of \$604,871,000. All other projects combined result in a total of \$283,385,560.

Figure 21 MREFPP VS Other CIP Comparison



The City is relying heavily on Federal and State funds to fund the CIP. In total, \$610,026,158 is coming from Federal and State funds.

The tables and graphs below display the total five-year CIP by the departments making up the plan.

Table 37 2026-2030 CIP Department Totals

Department	Costs
Airport	\$ 26,563,100
Engineering	164,230,085
Fire	6,362,375
Flood Control	604,871,200
Police	10,000,000
Public Works Operations	300,000
Sanitary Sewer	11,000,000
Storm Sewer	18,870,000
Water	46,060,000
Total CIP	\$ 888,256,760

Figure 22 2026-2030 CIP Department Totals

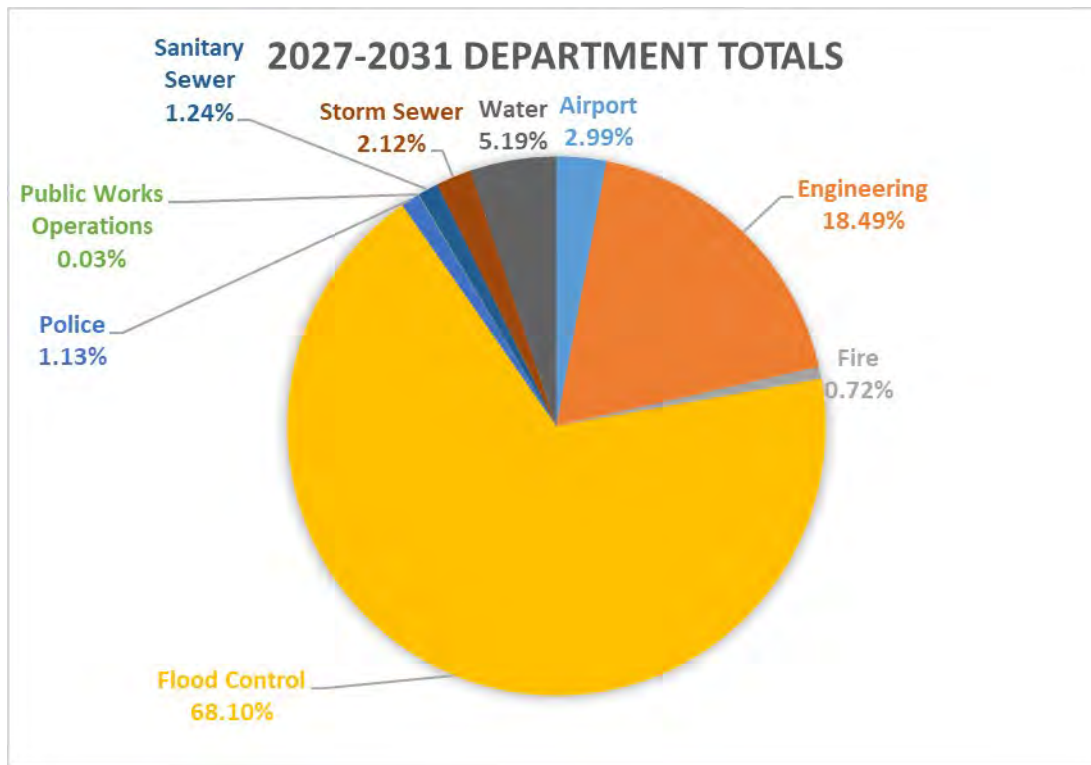


Table 38 2026-2030 CIP Project List

Airport	2027	2028	2029	2030	2031
Runway 8/26 Rehabilitation - East	\$ 4,805,000	\$ -	\$ -	\$ -	\$ -
SRE Replacement - Small Loader w/ Blower	\$ 500,000	\$ -	\$ -	\$ -	\$ -
Access Rds and Vehicle Gates	\$ -	\$ 1,680,000	\$ -	\$ -	\$ -
Acquire Airport Operations Vehicle	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Crack Seal & Painting - Airside	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Crack Seal & Painting - Landside	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Taxiway B North Reconstruction	\$ -	\$ 5,005,000	\$ -	\$ -	\$ -
Master Plan/ALP Update	\$ -	\$ 800,000	\$ -	\$ -	\$ -
Taxiway A Rehabilitation	\$ -	\$ -	\$ 600,000	\$ -	\$ -
Taxiway D Reconstruction & Widening	\$ -	\$ -	\$ 6,205,000	\$ -	\$ -
Taxiway F Reconstruction	\$ -	\$ -	\$ -	\$ 200,000	\$ -
General Aviation Mid Ramp Rehabilitation	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
South Building Area Taxilane Reconstruction	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000
Acquire Tractor	\$ 153,300	\$ -	\$ -	\$ -	\$ -
Acquire Tool Cat Utility Vehicle	\$ 70,000	\$ -	\$ -	\$ -	\$ -
Acquire Airfield Paint Machine	\$ 200,000	\$ -	\$ -	\$ -	\$ -
Mower Attachment	\$ 75,000	\$ -	\$ -	\$ -	\$ -
Wildlife Hazard Management Plan (WHMP) Update	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Hangar Demolition/Relocation - Environmental Review	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Southside Utilities	\$ 929,800	\$ -	\$ -	\$ -	\$ -
Airport Yearly Total	\$ 6,893,100	\$ 7,705,000	\$ 6,925,000	\$ 420,000	\$ 4,620,000

Engineering			2027	2028	2029	2030	2031
3rd Street Bridge Repairs			\$ 2,307,000	\$ -	\$ -	\$ -	\$ -
16th St SW Interchange Rehabilitation			\$ 7,125,359	\$ 340,000	\$ -	\$ -	\$ -
3rd St E and Central Ave Reconstruction			\$ 12,000,000	\$ 600,000	\$ 9,760,700	\$ -	\$ -
Traffic Signal Replacements			\$ 666,000	\$ -	\$ 698,000	\$ -	\$ 779,100
City Bridge Rehabilitation			\$ 175,000	\$ 950,000	\$ 200,000	\$ 1,120,000	\$ 210,000
Broadway ADA Ramp Improvements			\$ -	\$ 880,000	\$ -	\$ -	\$ -
16th St SW Reconstruction Phase 2			\$ -	\$ 10,876,400	\$ -	\$ -	\$ -
2027 Edison Safe Routes to School			\$ 1,322,900	\$ -	\$ -	\$ -	\$ -
Street Light LED Conversion			\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Street Light Feed Point Replacement			\$ 55,000	\$ 60,000	\$ 65,000	\$ 70,000	\$ 75,000
3rd St Bridge Replacement			\$ 300,000	\$ 50,000	\$ 30,000	\$ 4,000,000	\$ 51,300,000
16th Avenue SE Sidewalk			\$ -	\$ 360,000	\$ -	\$ -	\$ -
North Broadway Airport Street Lighting			\$ -	\$ 40,000	\$ 310,000	\$ -	\$ -
Minot Elementary School Lighting HSIP			\$ -	\$ 145,000	\$ 1,452,000	\$ -	\$ -
11th Avenue SE Sidewalk			\$ -	\$ -	\$ 1,040,000	\$ -	\$ -
South Broadway Reconstruction			\$ -	\$ -	\$ -	\$ 45,473,026	\$ -
27th St NE Grade Separation			\$ 2,600,000	\$ -	\$ -	\$ -	\$ -
Eastwood Park Bridge Rehabilitation			\$ 100,000	\$ -	\$ 660,000	\$ -	\$ -
2028 Highway Safety Improvement			\$ -	\$ 83,600	\$ -	\$ -	\$ -
Hiawatha Slope Stability			\$ -	\$ 738,000	\$ 1,821,000	\$ -	\$ -
City Hall Site Improvements			\$ -	\$ 145,000	\$ 973,000	\$ -	\$ -
2nd Avenue and Main Street Pocket Park			\$ -	\$ -	\$ -	\$ 73,000	\$ 566,000
17th and 18th Ave SE Extensions			\$ -	\$ -	\$ -	\$ 110,000	\$ 900,000
Engineering Yearly Total			\$ 26,776,259	\$ 15,393,000	\$ 17,134,700	\$ 50,971,026	\$ 53,955,100
Fire			2027	2028	2029	2030	2031
Station 4 Bedroom Upfit			\$ 20,000	\$ -	\$ -	\$ -	\$ -
Station 3 Bedroom Addition			\$ 20,000	\$ 101,125	\$ -	\$ -	\$ -
Training Classroom			\$ 20,000	\$ 42,188	\$ 764,062	\$ -	\$ -
Station 1 Relocation land			\$ 20,000	\$ 281,250	\$ 5,093,750	\$ -	\$ -
Fire Yearly Total			\$ 80,000	\$ 424,563	\$ 5,857,812	\$ -	\$ -
Flood Control			2027	2028	2029	2030	2031
Downtown Levee MI-6C			\$ 16,230,300	\$ 3,779,700	\$ -	\$ -	\$ -
Maple Diversion			\$ 15,403,300	\$ 26,478,400	\$ 34,116,400	\$ 35,134,800	\$ 21,768,300
6th Street & Central Avenue Roundabout			\$ -	\$ 300,000	\$ -	\$ -	\$ -
River Oaks Acquisitions MI-16			\$ -	\$ 3,100,000	\$ -	\$ -	\$ -
Livingston Coulee Bypass MI-15			\$ -	\$ 6,100,000	\$ 40,800,000	\$ 12,900,000	\$ -
3rd Street Floodwall MI-5C			\$ -	\$ 9,000,000	\$ 5,900,000	\$ 900,000	\$ -
27th Street Diversion MI-14			\$ -	\$ 13,125,000	\$ 25,305,000	\$ 43,470,000	\$ 73,160,000
Burdick Bridge & West Valke Road Levee MI 8/9			\$ -	\$ 15,700,000	\$ 36,300,000	\$ 20,800,000	\$ 4,300,000
North Roosevelt Park Levee MI-11			\$ -	\$ 700,000	\$ 6,800,000	\$ 6,300,000	\$ 800,000
Fairgrounds Levee MI-10			\$ -	\$ 5,600,000	\$ 22,300,000	\$ 23,000,000	\$ 10,100,000
East Burdick Levee MI-12			\$ -	\$ 800,000	\$ 7,800,000	\$ 7,100,000	\$ 900,000
Trinity Levee MI-13			\$ -	\$ 1,300,000	\$ 11,900,000	\$ 10,900,000	\$ 1,400,000
Library & Police Station Floodproofing - MI-4D			\$ -	\$ -	\$ 7,900,000	\$ 13,900,000	\$ 1,300,000
Flood Control Yearly Total			\$ 31,633,600	\$ 85,983,100	\$ 199,121,400	\$ 174,404,800	\$ 113,728,300
Police			2027	2028	2029	2030	2031
Police Department Facility			\$ 5,000,000	\$ 5,000,000	\$ -	\$ -	\$ -
Police Yearly Total			\$ 5,000,000	\$ 5,000,000	\$ -	\$ -	\$ -
Public Works Operations			2027	2028	2029	2030	2031
Fuel Farm			\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -
Public Works Operations Yearly Total			\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -
Sewer			2027	2028	2029	2030	2031
Wastewater Treatment Facility			\$ -	\$ -	\$ -	\$ -	\$ 11,000,000
Sewer Yearly Total			\$ -	\$ -	\$ -	\$ -	\$ 11,000,000
Storm Sewer			2027	2028	2029	2030	2031
Storm Sewer Dist 124 Polaris Park Watershed			\$ 2,830,000	\$ -	\$ -	\$ -	\$ -
Hacienda Hills Outfall Improvements			\$ 75,000	\$ 1,000,000	\$ -	\$ -	\$ -
11th Ave SW Watershed Storm Sewer District			\$ 1,665,000	\$ -	\$ 13,300,000	\$ -	\$ -
Storm Sewer Yearly Total			\$ 4,570,000	\$ 1,000,000	\$ 13,300,000	\$ -	\$ -

Water	2027	2028	2029	2030	2031
Water & Sewer Building	\$ 3,700,000	\$ -	\$ -	\$ -	\$ -
Central Ave. Watermain Replacement	\$ 3,910,000	\$ 3,500,000	\$ -	\$ -	\$ -
Wadits Addition Area & University Ave. Watermain Replacen	\$ 3,910,000	\$ 3,500,000	\$ -	\$ -	\$ -
Edison Area Watermain Replacement	\$ -	\$ 440,000	\$ 3,500,000	\$ -	\$ -
South Hill Complex Area Watermain Replacement	\$ -	\$ 440,000	\$ 3,700,000	\$ -	\$ -
Eastwood Park Watermain Replacement	\$ -	\$ -	\$ 485,000	\$ 3,900,000	\$ -
Bel Air Area Watermain Replacement	\$ -	\$ -	\$ 460,000	\$ 3,700,000	\$ -
Area West of NDSF Watermain Replacement	\$ -	\$ -	\$ -	\$ 485,000	\$ 3,950,000
SE Area Utility Replacement	\$ -	\$ -	\$ -	\$ 515,000	\$ 4,840,000
Area East of Corbett Field Watermain Replacement	\$ -	\$ -	\$ -	\$ -	\$ 575,000
Roosevelt School Area Watermain Replacement	\$ -	\$ -	\$ -	\$ -	\$ 550,000
Water Yearly Total	\$ 11,520,000	\$ 7,880,000	\$ 8,145,000	\$ 8,600,000	\$ 9,915,000

One of the goals of the CIP is to level load the program to avoid large spikes in the required funding. The ability to accomplish this is largely driven by the timing of MREFPP phases and construction timelines.

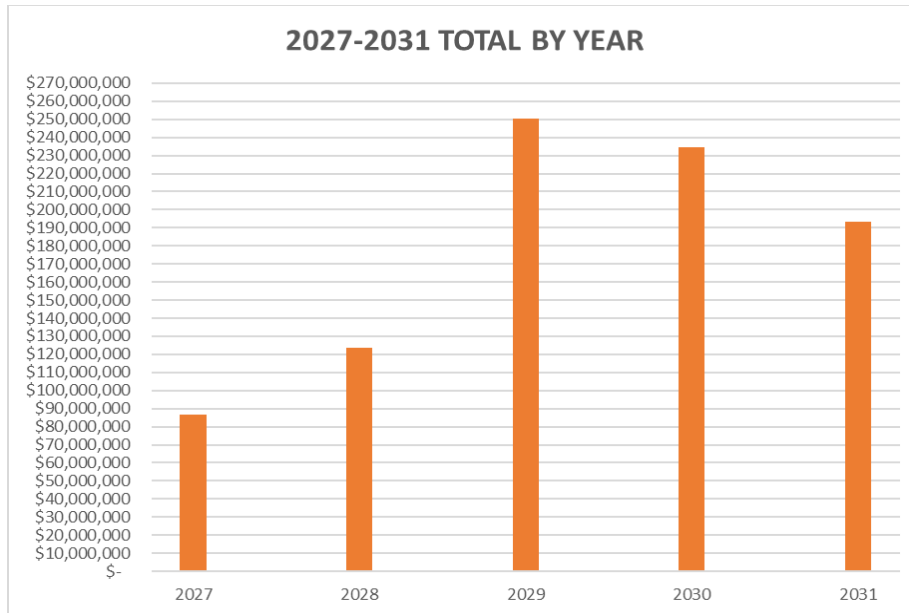
NDDOT and FAA funding timelines largely dictate project schedules for the engineering and airport departments respectively.

The table and graph below show the department totals by each year and total funding by year.

Table 39 CIP Department Totals by Year

Department Totals by Year	2027	2028	2029	2030	2031
Airport	\$ 6,893,100	\$ 7,705,000	\$ 6,925,000	\$ 420,000	\$ 4,620,000
Engineering	26,776,259	15,393,000	17,134,700	50,971,026	53,955,100
Fire	80,000	424,563	5,857,812	-	-
Flood Control	31,633,600	85,983,100	199,121,400	174,404,800	113,728,300
Police	5,000,000	5,000,000	-	-	-
Public Works Operations	100,000	100,000	100,000	-	-
Sanitary Sewer	-	-	-	-	11,000,000
Storm Sewer	4,570,000	1,000,000	13,300,000	-	-
Water	11,520,000	7,880,000	8,145,000	8,600,000	9,915,000
Total CIP	\$ 86,572,959	\$ 123,485,663	\$ 250,583,912	\$ 234,395,826	\$ 193,218,400

Figure 23 CIP Totals by Year

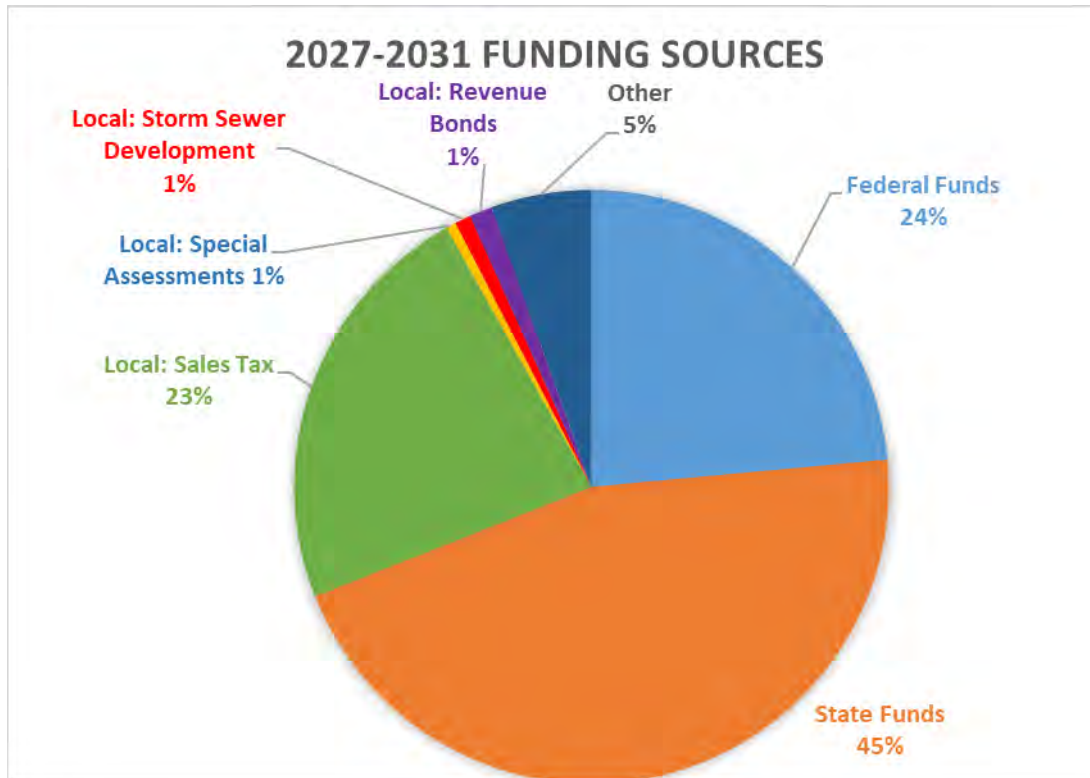


The table and figure below show the total allocation of funding sources.

Table 40 2026-2030 Funding Sources Total

Funding Sources	
Federal Funds	\$ 208,103,301
State Funds	401,922,857
Local: Sales Tax	202,573,347
Local: Tax Levy	-
Local: Special Assessments	4,755,000
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	4,000,000
Local: Storm Sewer Development	7,650,000
Local: Revenue Bonds	11,000,000
Other	48,252,255
Total CIP	\$ 888,256,760

Figure 24 2026-2030 Funding Sources Total



Capital Projects Versus Maintenance Project Needs

All of the projects listed in the CIP are capital projects, meaning they are replacing a significant piece of city infrastructure with new and/or using state and federal funds to fund the construction.

What is not included in the CIP are maintenance projects such as street patching, sealing, and overlays. Utility maintenance projects or small replacement projects such as manholes and catch basins, channel and pond cleaning, pump replacements, etc.

The maintenance costs of public infrastructure must also be kept in mind by decision makers as these costs are significant. Every year, the city will continue to spend millions of dollars on ongoing maintenance. However, funding some of the capital infrastructure projects listed in the CIP will also reduce the maintenance of these assets since they will be replaced or rehabilitated.

Condition Assessments

Below is a list of condition assessments that should be performed to either supplement existing data or provide a solid database for city infrastructure.

- Sanitary sewer baseline database

- Provides an accurate baseline database of pipe length, flow direction, size, age, and condition. The sewer system is televised to create the database.
 - Manhole baseline database will provide location, size, age, condition
- Storm Sewer baseline database
 - Provides an accurate baseline database of pipe length, flow direction, size, age, and condition. The storm sewer system is televised to create the database.
 - Manhole baseline database will provide location, size, age, condition
 - This information will be used in addition to the data collection obtained in the MREFPP.
- Missing Casting data
 - Need additional survey data on busy corridors for manholes, gate valves, and other castings

Appendix A – Airport Worksheets



Capital Improvement Plan

Department Summary

Department: Airport

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
Runway 8/26 Rehabilitation - East	1	96	2027	2027	\$ 4,805,000
SRE Replacement - Small Loader w/ Blower	1	94	2027	2027	500,000
Access Rds and Vehicle Gates	1	83.5	2027	2027	1,680,000
Acquire Airport Operations Vehicle	1	81	2027	2027	40,000
Crack Seal & Painting - Airside	1	94	2027	2031	375,000
Crack Seal & Painting - Landside	1	84.5	2027	2031	225,000
Taxiway B North Reconstruction	1	95.5	2028	2028	5,005,000
Master Plan/ALP Update	1	85.5	2028	2028	800,000
Taxiway A Rehabilitation	1	91.5	2029	2029	600,000
Taxiway D Reconstruction & Widening	1	88.5	2029	2029	6,205,000
Taxiway F Reconstruction	1	92.5	2030	2030	200,000
General Aviation Mid Ramp Rehabilitation	1	92	2031	2031	2,000,000
South Building Area Taxilane Reconstruction	1	92	2031	2031	2,500,000
Acquire Tractor	2	75	2027	2027	153,300
Acquire Tool Cat Utility Vehicle	2	73	2027	2027	70,000
Acquire Airfield Paint Machine	2	68.5	2027	2027	200,000
Mower Attachment	2	60	2027	2027	75,000
Wildlife Hazard Management Plan (WHMP) Update	2	73	2028	2028	100,000
Hangar Demolition/Relocation - Environmental Review	2	77.5	2030	2030	100,000
Southside Utilities	3	54	2027	2027	929,800
Department Total					\$ 26,563,100

Project Costs by Year:	2027	2028	2029	2030	2031
Runway 8/26 Rehabilitation - East	\$ 4,805,000	\$ -	\$ -	\$ -	\$ -
SRE Replacement - Small Loader w/ Blower	500,000	-	-	-	-
Access Rds and Vehicle Gates	-	1,680,000	-	-	-
Acquire Airport Operations Vehicle	40,000	-	-	-	-
Crack Seal & Painting - Airside	75,000	75,000	75,000	75,000	75,000
Crack Seal & Painting - Landside	45,000	45,000	45,000	45,000	45,000
Taxiway B North Reconstruction	-	5,005,000	-	-	-
Master Plan/ALP Update	-	800,000	-	-	-
Taxiway A Rehabilitation	-	-	600,000	-	-
Taxiway D Reconstruction & Widening	-	-	6,205,000	-	-
Taxiway F Reconstruction	-	-	-	200,000	-
General Aviation Mid Ramp Rehabilitation	-	-	-	-	2,000,000
South Building Area Taxilane Reconstruction	-	-	-	-	2,500,000
Acquire Tractor	153,300	-	-	-	-
Acquire Tool Cat Utility Vehicle	70,000	-	-	-	-
Acquire Airfield Paint Machine	200,000	-	-	-	-
Mower Attachment	75,000	-	-	-	-
Wildlife Hazard Management Plan (WHMP) Update	-	100,000	-	-	-
Hangar Demolition/Relocation - Environmental Review	-	-	-	100,000	-
Southside Utilities	929,800	-	-	-	-
Department Total	\$ 6,893,100	\$ 7,705,000	\$ 6,925,000	\$ 420,000	\$ 4,620,000

Funding Sources:

Federal Funds	\$ 19,509,000
State Funds	4,565,970
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (Airport Reserves)	2,488,130
Department Total	\$ 26,563,100

Funding Sources by Year:

	2027	2028	2029	2030	2031
Federal Funds	\$ 4,774,500	\$ 5,314,500	\$ 5,190,000	\$ 180,000	\$ 4,050,000
State Funds	1,306,220	1,897,250	897,500	150,000	315,000
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other (Airport Reserves)	812,380	493,250	837,500	90,000	255,000
Department Total	\$ 6,893,100	\$ 7,705,000	\$ 6,925,000	\$ 420,000	\$ 4,620,000



Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

This project includes the crack sealing and repainting of airport pavement. Crack sealing is necessary to maintain airport pavement until the end of its useful life. Crack sealing happens every few years to prevent larger cracking and deterioration. Consultant services will be required for the bidding, construction observation/inspection/administration, and grant closeout purposes. There are no service impacts expected to airport users . Overall operations and enplanements will not be affected. It is anticipated the project will be funded through state (NDAC - 90%) grants and the City of Minot's local shares (10%) will come from airport cash reserves.

2. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project, as it will correct poor pavement condition and increase airfield safety.



Capital Improvement Plan

Estimated Project Costs

Project Status

Capital Outlay

Personnel Costs

Operation Costs

Total Project

2027	2028	2029	2030	2031	Total 5-Year Costs
Construction	Construction	Construction	Construction	Construction	
\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 225,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 225,000

Project Name
Project Fund
Department
Project Number
Tier
Scoring

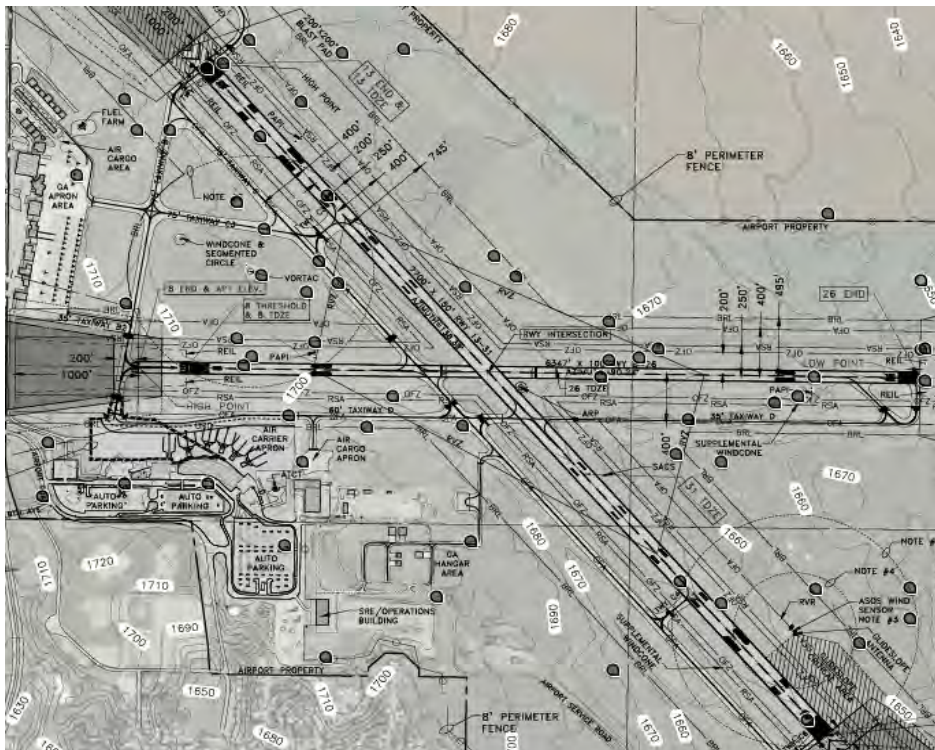
Crack Seal & Painting - Landside
Airport (Fund 110)
Airport
N/A
1
84.5

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	112,500
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	112,500
Total Project	\$ 225,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	7
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	8
Strategic and Policy Alignment	15%	9
Community and Economic Impact	10%	8
Public and Stakeholder Support	5%	9
Total Score		85
Tier		1



Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

This project includes the crack sealing and repainting of airport pavement. Crack sealing is necessary to maintain airport pavement until the end of its useful life. Crack sealing happens every few years to prevent larger cracking and deterioration. Consultant services will be required for the bidding, construction observation/inspection/administration, and grant closeout purposes. There are no service impacts expected to airport users . Overall operations and enplanements will not be affected. It is anticipated the project will be funded through state (NDAC - 50%) grants and the City of Minot's local shares (50%) will come from airport cash reserves.

2. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project, as it will correct poor pavement condition and increase airfield safety.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Preliminary	Construction	—	—	—	
Capital Outlay	\$ -	\$ 1,680,000	\$ -	\$ -	\$ -	\$ 1,680,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 1,680,000	\$ -	\$ -	\$ -	\$ 1,680,000



Project Name	Access Rds and Vehicle Gates
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	1
Scoring	83.5

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	1,512,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	168,000
Total Project	\$ 1,680,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	9
Funding and Implementation Feasibility	20%	6
Strategic and Policy Alignment	15%	9
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	7
Total Score		84
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The project includes rehabilitation and reconstruction of the roads that provides access to the cargo and southside hangar areas. Additionally, the replacement and addition of electronics and motors on vehicle gates along the entirety of the perimeter fence line. Repair is necessary to provide safe, secure and adequate access for vehicles (including emergency response vehicles) accessing the cargo apron, the general aviation ramps and the southside hangars. The access roads are currently in very poor condition and some are not paved. Consultant services will be required for the bidding, construction observation/inspection/administration, and grant closeout purposes. There are minimal service impacts expected to airport users. Overall operations and enplanements will not be affected.

2. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project, as it will correct poor road condition and increase airfield safety and security.



Capital Improvement Plan

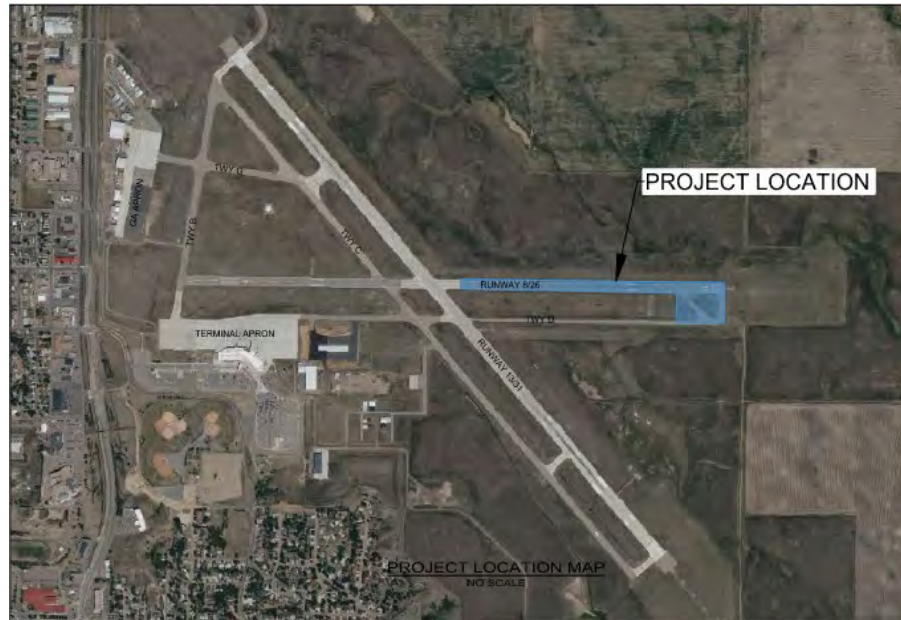
Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Construction	—	—	—	—	
Capital Outlay	\$ 4,805,000	\$ -		\$ -	\$ -	\$ 4,805,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 4,805,000	\$ -	\$ -	\$ -	\$ -	\$ 4,805,000

Project Name	Runway 8/26 Rehabilitation - East
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	1
Scoring	96

Estimated Funding Sources

	Amount
Federal Funds	\$ 4,324,500
State Funds	240,250
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	240,250
Total Project	\$ 4,805,000



Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	9
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	9
Total Score		96
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Runway 8/26 is in poor condition and needs to be rehabilitated. This project will be the second phase of the rehabilitation project. The western portion of the runway will be rehabilitated in 2026, and this project includes the portion of the runway east of the Runway 13/31 intersection. Additionally, the Runway Safety Area (RSA) will be graded to ensure compliance with FAA safety regulations. Consultant services will be required for the design/engineering, bidding, construction observation/inspection/administration, and grant closeout purposes. Service impacts to airport users will be moderate due to the location of the project. Overall operations and enplanements will not be affected. It is anticipated that this project will be funded through federal (FAA - 90%), and state (NDAC - 5%) grants. The City of Minot's local share (5%) will come from airport cash reserves. FAA Discretionary funds will be sought for this project.

2. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project for 2027, as it will correct poor pavement condition, non-standard FAA grading, and airfield lighting improvements. The combination of projects are the result of multiple studies and recommendations from various entities and projects including the airport Master Plan Update, state sponsored pavement studies, a special Safety Risk Management (SRM) initiative, and annual Runway Safety Action Team (RSAT) meetings.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Construction	—	—	—	—	
Capital Outlay	\$ 929,800	\$ -	\$ -	\$ -	\$ -	\$ 929,800
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 929,800	\$ -	\$ -	\$ -	\$ -	\$ 929,800

Project Name	Southside Utilities
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	3
Scoring	54

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	836,820
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	92,980
Total Project	\$ 929,800

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	3
Asset Condition and Maintenance Needs	25%	2
Funding and Implementation Feasibility	20%	8
Strategic and Policy Alignment	15%	7
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	10
Total Score		54
Tier		3



Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The project started in 2026 to install sewer, water, and gas utilities to the South Hangar Area at Minot International Airport to support current and future development, enhance operational capacity, and improve infrastructure reliability. Unforeseen issues with the sewer flow rates were not anticipated in the original cost estimate and a more expensive solution will need to be designed. Therefore the construction of the water and sewer is anticipated to occur in 2027, unless the NDAC can come up with the funding in 2026. It is anticipated that this project will be funded through state (NDAC - 90%) grants. The City of Minot's local share (10%) will come from airport cash reserves.

2. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project for year 2027 , as it will improve development opportunities and future revenues.

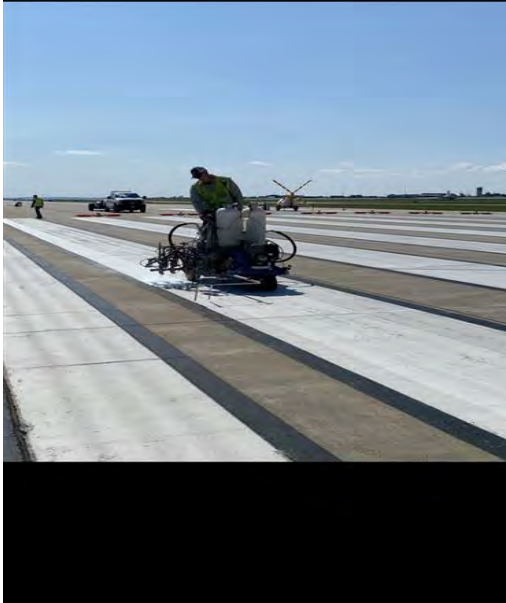


Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Purchase	—	—	—	—	
Capital Outlay	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Project Name	Acquire Airfield Paint Machine
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	2
Scoring	68.5



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	-
Total Project	\$ -

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	5
Funding and Implementation Feasibility	20%	6
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	8
Public and Stakeholder Support	5%	8
Total Score		69
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

This project includes acquisition of an airfield paint machine. the acquisition will allow the airport to rehabilitate airfield painting easier and more efficiently in the future, saving the airport time and money on these maintenance projects. It is anticipated that this project will be funded through City of Minot's Airport revenue (100%) will come from airport revenue.

2. Describe the ranking of this request in comparison to other requests within the department.

As equipment ages it becomes more unreliable and costlier to maintain. If the existing mower were to become inoperable, there would be significant impacts to maintenance operations at the airport and, therefore, to revenue generating activities that take place.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Purchase	—	—	—	—	
Capital Outlay	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000



Project Name	Mower Attachment
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	2
Scoring	60

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	37,500
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	37,500
Total Project	\$ 75,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	2
Funding and Implementation Feasibility	20%	7
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	5
Public and Stakeholder Support	5%	8
Total Score		60
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

This project includes acquisition of a mower attachment for the SRE being purchased this year. Consultant services will be needed to provide design and specifications of new FAA approved equipment and to provide related administrative services such as advertising, bidding, contracting, and grant closeout reports. It is anticipated that this project will be funded through state (NDAC - 50%) grants. The City of Minot's local share (50%) will come from airport revenue.

2. Describe the ranking of this request in comparison to other requests within the department.

As equipment ages it becomes more unreliable and costlier to maintain. If the existing mower were to become inoperable, there would be significant impacts to mowing operations at the airport and, therefore, to revenue generating activities that take place.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Purchase	—	—	—	—	
Capital Outlay	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000



Project Name	Acquire Airport Operations Vehicle
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	1
Scoring	81

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	40,000
Total Project	\$ 40,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	9
Asset Condition and Maintenance Needs	25%	9
Funding and Implementation Feasibility	20%	5
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	9
Public and Stakeholder Support	5%	10
Total Score		81
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

This project includes acquisition of a GMC Sierra 2500 for airport operations. It is anticipated the project will be funded the City of Minot's Airport Revenue (100%).

2. Describe the ranking of this request in comparison to other requests within the department.

The pickup truck is required for continued maintenance and operations of the airport facility. Existing equipment is beyond its useful life and no longer serviceable. Operating and maintaining existing equipment is becoming costly and exceeding operating budgets for equipment. The vehicle is also used to test runway friction by mounting the recently acquired Continuous Friction Measuring Equipment (CFME) to it. This allows real time runway condition reporting, enhancing airport safety.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Purchase	—	—	—	—	
Capital Outlay	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

Project Name	SRE Replacement - Small Loader w/ Blower
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	1
Scoring	94

Estimated Funding Sources

	Amount
Federal Funds	\$ 450,000
State Funds	25,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	25,000
Total Project	\$ 500,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	9
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	9
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	10
Total Score		94
Tier		1



Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

This project will replace existing airport snow removal equipment that has reached its useful life. The specific piece to be replaced will be determined closer to the year of replacement based on equipment condition and priorities. At this time it is planned to be a loader with a blower attachment. Per FAA standards, adequate snow removal equipment is required for snow and ice control at airports. For MOT, the clearance standard is one half hour to clear one inch of snow in all Priority 1 areas. Priority 1 areas include RW 13-31, Commercial Apron, ARFF station and Apron, and Taxiways. Consultant services will be needed to provide design and specifications of new FAA approved equipment and to provide related administrative services such as advertising, bidding, contracting, and grant closeout reports. It is anticipated that this project will be funded through federal (FAA - 90%) and state (NDAC - 5%) grants. The City of Minot's local share (5%)

2. Describe the ranking of this request in comparison to other requests within the department.

As equipment ages it becomes more unreliable and costlier to maintain. If the existing loader were to become inoperable, there would be significant impacts to snow removal operations at the airport and, therefore, to revenue generating activities that take place.



Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

	2027	2028	2029	2030	2031	Total 5-Year Costs
	Purchase	—	—	—	—	
	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000

Project Name	Acquire Tool Cat Utility Vehicle
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	2
Scoring	73



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	70,000
Total Project	\$ 70,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	8
Funding and Implementation Feasibility	20%	6
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	5
Public and Stakeholder Support	5%	8
Total Score		73
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

This project includes acquisition of Tool Cat Utility Vehicle. It is anticipated the project will be funded City of Minot's local shares (100%) will come from airport revenue.

2. Describe the ranking of this request in comparison to other requests within the department.

The airport currently uses a golf cart for perimeter inspections and the existing one is beyond its useful life. The airport wishes to acquire a new ATV for inspection and other operations functions.
Operating and maintaining existing equipment is becoming costly and exceeding operating budgets for equipment.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Purchase	—	—	—	—	
Capital Outlay	\$ 153,300	\$ -	\$ -	\$ -	\$ -	\$ 153,300
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 153,300	\$ -	\$ -	\$ -	\$ -	\$ 153,300



Project Name	Acquire Tractor
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	2
Scoring	75

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	76,650
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	76,650
Total Project	\$ 153,300

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	8
Funding and Implementation Feasibility	20%	7
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	5
Public and Stakeholder Support	5%	8
Total Score		75
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

This project includes acquisition of a tractor for airport staff. It is anticipated that this project will be funded through state (NDAC - 50%) grants. The City of Minot's local share (50%) will come from airport cash reserves.

2. Describe the ranking of this request in comparison to other requests within the department.

As equipment ages it becomes more unreliable and costlier to maintain. If an existing tractor were to become inoperable, there would be significant impacts to mowing operations at the airport and, therefore, to revenue generating activities that take place.



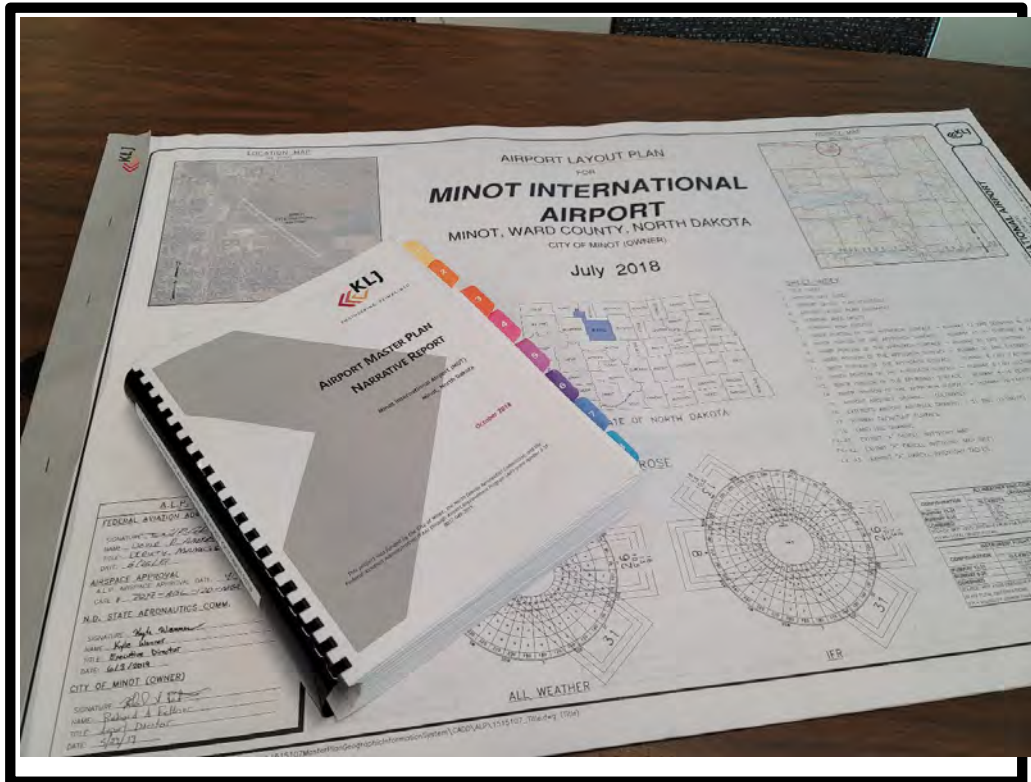
Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2027	2028	2029	2030	2031	Total 5-Year Costs
—	Preliminary	—	—	—	
\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ 800,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ 800,000

Project Name	Master Plan/ALP Update
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	1
Scoring	85.5



Estimated Funding Sources

	Amount
Federal Funds	\$ 720,000
State Funds	40,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	40,000
Total Project	\$ 800,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	7
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	9
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	9
Total Score		86
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The FAA recommends the airport update the Master Plan and ALP every 10-15 years to address and acknowledge the changes in aviation activity at the airport and to reevaluate the previous planning study to see if it meets the current aviation trends. The master plan and FAA-approved ALP must meet FAA advisory circular requirements and identified the airport's future needs. An updated ALP is required to be eligible for federal funding opportunities. It is anticipated that this project will be funded through federal (FAA - 90%) and state (NDAC - 5%) grants. The City of Minot's local share (5%) will come from airport revenues.

2. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project for years 2027 through 2031, as it will ensure eligibility for federal funding opportunities in the future, and will justify and sequence any future maintenance and development projects.



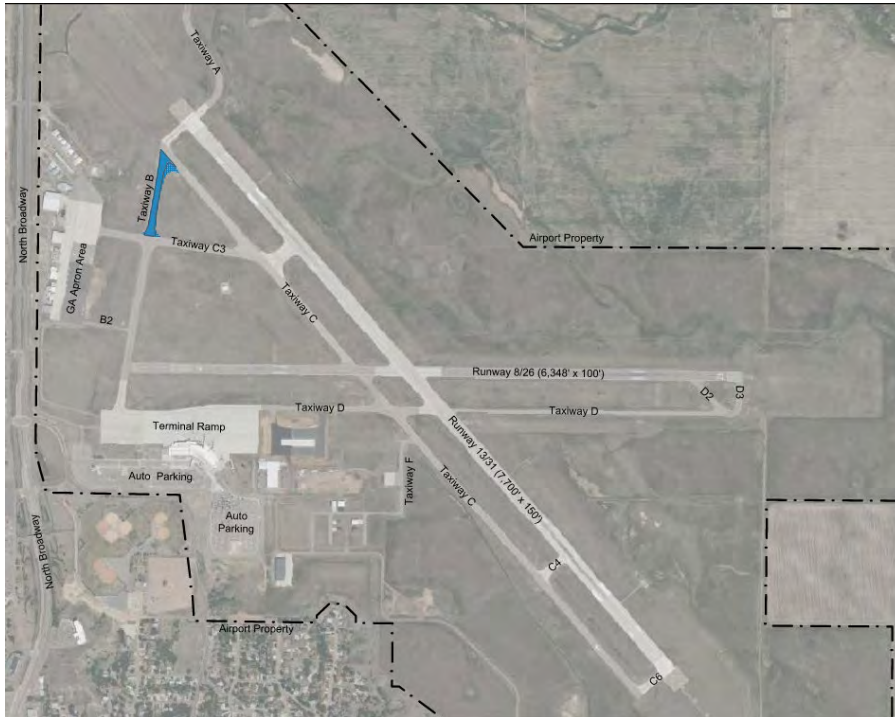
Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2027	2028	2029	2030	2031	Total 5-Year Costs
—	Construction	—	—	—	
\$ -	\$ 5,005,000		\$ -	\$ -	\$ 5,005,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ 5,005,000	\$ -	\$ -	\$ -	\$ 5,005,000

Project Name	Taxiway B North Reconstruction
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	1
Scoring	95.5



Estimated Funding Sources

	Amount
Federal Funds	\$ 4,504,500
State Funds	250,250
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	250,250
Total Project	\$ 5,005,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	9
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	10
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	8
Public and Stakeholder Support	5%	10
Total Score		96
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Taxiway B is reaching the end of its useful life and requires reconstruction. Consultant services will be required for the design/engineering, bidding, construction observation/inspection/administration, and grant closeout purposes. Service impacts to airport users will be moderate due to the location of the project. Overall operations and enplanements will not be affected. It is anticipated that this project will be funded through federal (FAA - 90%) and state (NDAC - 5%) grants. The City of Minot's local share (5%) will come from airport revenue.

2. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project for 2028, as it will correct poor pavement condition, non-standard FAA geometry, and airfield lighting improvements. This project was the result of multiple studies and recommendations from various entities and projects including the airport Master Plan Update, state sponsored pavement studies, a special Safety Risk Management (SRM) initiative, and annual Runway Safety Action Team (RSAT) meetings.

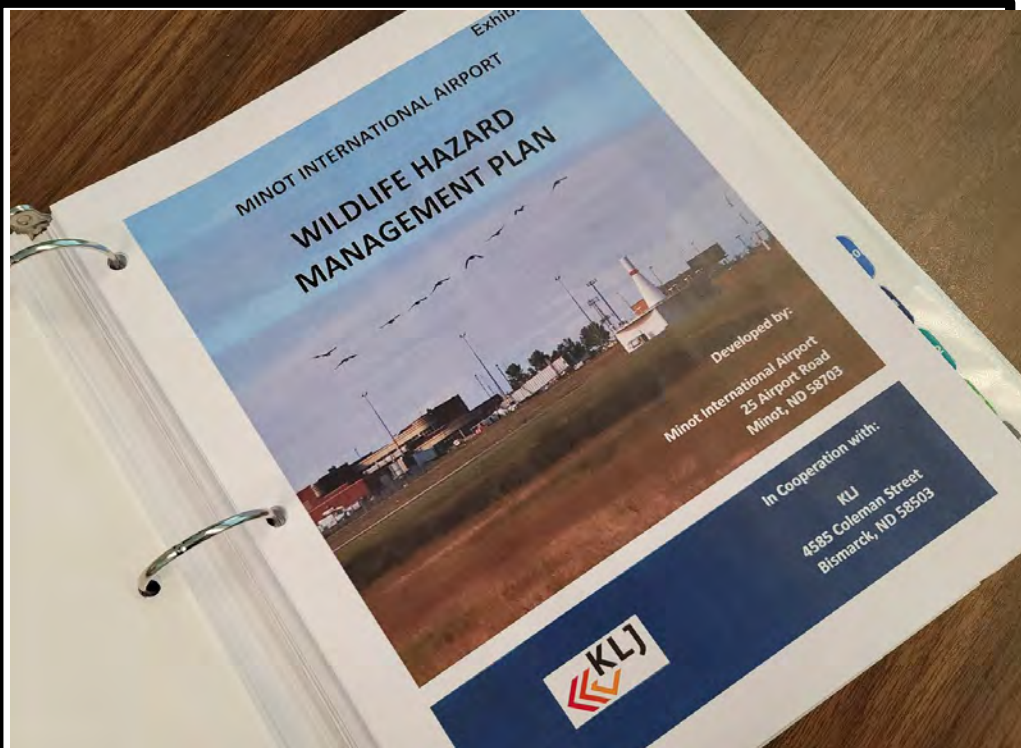


Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	Preliminary	—	—	—	
Capital Outlay	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000

Project Name	Wildlife Hazard Management Plan (WHMP)
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	2
Scoring	73



Estimated Funding Sources

	Amount
Federal Funds	\$ 90,000
State Funds	5,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	5,000
Total Project	\$ 100,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	9
Asset Condition and Maintenance Needs	25%	2
Funding and Implementation Feasibility	20%	10
Strategic and Policy Alignment	15%	9
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	10
Total Score		73
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

MOT is required by the FAA to conduct a wildlife hazard assessment and to maintain a wildlife hazard management plan (WHMP). It is recommended that the airport complete a new WHMP every 10 years to assess the existing conditions and to update the recommendations to reduce wildlife hazards. The previous WHMP was completed in 2016. It is anticipated that this project will be funded through federal (FAA - 90%), and state (NDAC - 5%) grants. The City of Minot's local share (5%) will come from airport revenues.

2. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project, as it will identify any safety risks associated with wildlife hazards at the airport. The plan developed will be critical to protect the safety of the users of the airport and the investments on the airfield.

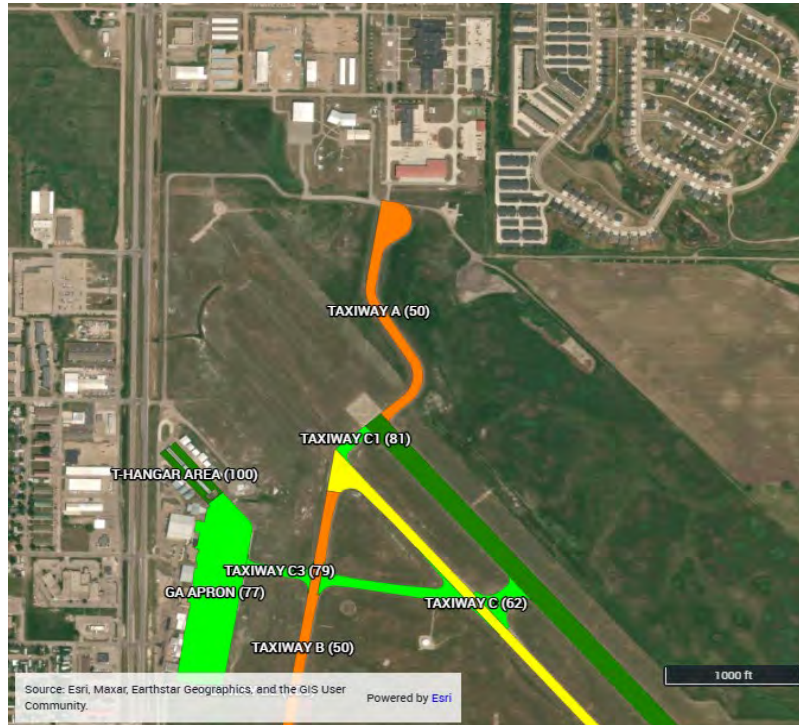


Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	—	Construction	—	—	
Capital Outlay	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ 600,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ 600,000

Project Name	Taxiway A Rehabilitation
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	1
Scoring	91.5



Estimated Funding Sources

	Amount
Federal Funds	\$ 540,000
State Funds	30,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	30,000
Total Project	\$ 600,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	9
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	10
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	10
Total Score		92
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Taxiway A is reaching the end of its useful life and requires rehabilitation. This taxiway provides access to the Air Museum. Consultant services will be required for the design/engineering, bidding, construction observation/inspection/administration, and grant closeout purposes. Service impacts to airport users will be moderate due to the location of the project. Overall operations and enplanements will not be affected. It is anticipated that this project will be funded through federal (FAA - 90%) and state (NDAC - 5%) grants. The City of Minot's local share (5%) will come from airport revenues.

2. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project for years 2027 through 2031, as it will correct poor pavement condition and increase airfield safety.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	—	Construction	—	—	
Capital Outlay	\$ -	\$ -	\$ 6,205,000	\$ -	\$ -	\$ 6,205,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ 6,205,000	\$ -	\$ -	\$ 6,205,000

Project Name	Taxiway D Reconstruction & Widening
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	1
Scoring	88.5



Estimated Funding Sources

	Amount
Federal Funds	\$ 4,650,000
State Funds	777,500
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	777,500
Total Project	\$ 6,205,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	9
Asset Condition and Maintenance Needs	25%	9
Funding and Implementation Feasibility	20%	8
Strategic and Policy Alignment	15%	9
Community and Economic Impact	10%	9
Public and Stakeholder Support	5%	10
Total Score		89
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Taxiway D is reaching the end of its useful life and requires reconstruction. Additionally, the taxiway is not wide enough to accommodate the larger, commercial aircraft that operate on Runway 8/26. Widening the taxiway to accommodate these aircraft will be accomplished as part of this project. Consultant services will be required for the design/engineering, bidding, construction observation/inspection/administration, and grant closeout purposes. Service impacts to airport users will be moderate due to the location of the project. Overall operations and enplanements will not be affected. It is anticipated that this project will be funded through federal and state grants. However, widening the taxiway is not eligible for federal funding. The rates shown above are an estimate of funding eligibility. The City of Minot's local share will come from airport revenues and cash reserves.

2. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project for years 2027 through 2031, as it will correct poor pavement condition and increase airfield safety.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	—	—	Preliminary	—	
Capital Outlay	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000

Project Name	Hangar Demolition/Relocation - Environment
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	2
Scoring	77.5

Estimated Funding Sources	
	Amount
Federal Funds	\$ -
State Funds	50,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	50,000
Total Project	\$ 100,000

Committee Scoring		
Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	8
Funding and Implementation Feasibility	20%	7
Strategic and Policy Alignment	15%	7
Community and Economic Impact	10%	8
Public and Stakeholder Support	5%	10
Total Score		78
Tier		2



Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

An airport-owned hangar requires demolition or relocation due to its age, condition, and proposed future development. The project will complete an Environmental Assessment (EA) or required NEPA review to evaluate the impacts of the potential removal. The EA will take approximately one year to complete, and follow FAA guidance for review. It is anticipated the project will be funded through state (NDAC - 50%) grants and the City of Minot's local shares (50%) will come from airport cash revenues.

2. Describe the ranking of this request in comparison to other requests within the department.

The FAA has indicated the removal will require review under the National Environmental Policy Act (NEPA) by completing an Environmental Assessment. The study and removal is not eligible for FAA funding. The area is identified for redevelopment to meet future growth needs for the airport.



Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

	2027	2028	2029	2030	2031	Total 5-Year Costs
	—	—	—	Construction	—	
Capital Outlay	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000

Project Name	Taxiway F Reconstruction
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	1
Scoring	92.5

Estimated Funding Sources

	Amount
Federal Funds	\$ 180,000
State Funds	10,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	10,000
Total Project	\$ 200,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	9
Asset Condition and Maintenance Needs	25%	9
Funding and Implementation Feasibility	20%	10
Strategic and Policy Alignment	15%	9
Community and Economic Impact	10%	9
Public and Stakeholder Support	5%	10
Total Score		93
Tier		1



Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Taxiway F is reaching the end of its useful life and requires reconstruction. Consultant services will be required for the design/engineering, bidding, construction observation/inspection/administration, and grant closeout purposes. Service impacts to airport users will be moderate due to the location of the project. Overall operations and enplanements will not be affected. It is anticipated that this project will be funded through federal (FAA - 90%) and state (NDAC - 5%) grants. The City of Minot's local share (5%) will come from airport cash revenue.

2. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project for years 2027 through 2031, as it will correct poor pavement condition and increase airfield safety.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	—	—	—	Construction	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000

Project Name	General Aviation Mid Ramp Rehabilitation
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	1
Scoring	92

Estimated Funding Sources

	Amount
Federal Funds	\$ 1,800,000
State Funds	100,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	100,000
Total Project	\$ 2,000,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	9
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	9
Community and Economic Impact	10%	8
Public and Stakeholder Support	5%	10
Total Score		92
Tier		1



Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The middle portion of pavement on the general aviation ramp is reaching the end of its useful life and requires reconstruction. Consultant services will be required for the design/engineering, bidding, construction observation/inspection/administration, and grant closeout purposes. Service impacts to airport users will be moderate due to the location of the project. Overall operations and enplanements will not be affected. It is anticipated that this project will be funded through federal (FAA - 90%) and state (NDAC - 5%) grants. The City of Minot's local share (5%) will come from airport revenues.

2. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project for years 2027 through 2031, as it will correct poor pavement condition and increase airfield safety.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	—	—	—	Construction	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000

Project Name	South Building Area Taxilane Reconstruction
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Tier	1
Scoring	92

Estimated Funding Sources

	Amount
Federal Funds	\$ 2,250,000
State Funds	125,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Airport Fund Reserves	125,000
Total Project	\$ 2,500,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	9
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	9
Community and Economic Impact	10%	8
Public and Stakeholder Support	5%	10
Total Score		92
Tier		1



Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The South Building Area taxiway pavement is reaching the end of its useful life and requires reconstruction. Consultant services will be required for the design/engineering, bidding, construction observation/inspection/administration, and grant closeout purposes. Service impacts to airport users will be moderate due to the location of the project. Overall operations and enplanements will not be affected. It is anticipated that this project will be funded through federal (FAA - 90%) and state (NDAC - 5%) grants. The City of Minot's local share (5%) will come from airport revenues.

2. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project for years 2027 through 2031, as it will correct poor pavement condition and increase airfield safety.

Appendix B – Engineering Worksheets



Capital Improvement Plan
Department Summary

Department: Engineering

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
3rd Street Bridge Repairs	1	87	2027	2027	\$ 2,307,000
16th St SW Interchange Rehabilitation	1	96	2027	2028	7,465,359
3rd St E and Central Ave Reconstruction	1	86.5	2027	2029	22,360,700
Traffic Signal Replacements	1	81	2027	2031	2,143,100
City Bridge Rehabilitation	1	90.5	2027	2031	2,655,000
Broadway ADA Ramp Improvements	1	82.5	2028	2028	880,000
16th St SW Reconstruction Phase 2	1	84	2028	2028	10,876,400
2027 Edison Safe Routes to School	2	69	2027	2027	1,322,900
Street Light LED Conversion	2	66.5	2027	2031	625,000
Street Light Feed Point Replacement	2	76	2027	2031	325,000
3rd St Bridge Replacement	2	79	2027	2031	55,680,000
16th Avenue SE Sidewalk	2	67.5	2028	2028	360,000
North Broadway Airport Street Lighting	2	71.5	2028	2029	350,000
Minot Elementary School Lighting HSIP	2	71.5	2028	2029	1,597,000
11th Avenue SE Sidewalk	2	69.5	2029	2029	1,040,000
South Broadway Reconstruction	2	74.5	2030	2030	45,473,026
27th St NE Grade Separation	3	53	2027	2027	2,600,000
Eastwood Park Bridge Rehabilitation	3	55	2027	2029	760,000
2028 Highway Safety Improvement	3	54	2028	2028	83,600
Hiawatha Slope Stability	3	46.5	2028	2029	2,559,000
City Hall Site Improvements	3	53	2028	2029	1,118,000
2nd Avenue and Main Street Pocket Park	3	29	2029	2030	639,000
17th and 18th Ave SE Extensions	3	47.5	2030	2031	1,010,000
Department Total					\$ 164,230,085

Project Costs by Year:	2027	2028	2029	2030	2031
3rd Street Bridge Repairs	\$ 2,307,000	\$ -	\$ -	\$ -	\$ -
16th St SW Interchange Rehabilitation	7,125,359	340,000	-	-	-
3rd St E and Central Ave Reconstruction	12,000,000	600,000	9,760,700	-	-
Traffic Signal Replacements	666,000	-	698,000	-	779,100
City Bridge Rehabilitation	175,000	950,000	200,000	1,120,000	210,000
Broadway ADA Ramp Improvements	-	880,000	-	-	-
16th St SW Reconstruction Phase 2	-	10,876,400	-	-	-
2027 Edison Safe Routes to School	1,322,900	-	-	-	-
Street Light LED Conversion	125,000	125,000	125,000	125,000	125,000
Street Light Feed Point Replacement	55,000	60,000	65,000	70,000	75,000
3rd St Bridge Replacement	300,000	50,000	30,000	4,000,000	51,300,000
16th Avenue SE Sidewalk	-	360,000	-	-	-
North Broadway Airport Street Lighting	-	40,000	310,000	-	-
Minot Elementary School Lighting HSIP	-	145,000	1,452,000	-	-
11th Avenue SE Sidewalk	-	-	1,040,000	-	-
South Broadway Reconstruction	-	-	-	45,473,026	-
27th St NE Grade Separation	2,600,000	-	-	-	-
Eastwood Park Bridge Rehabilitation	100,000	-	660,000	-	-
2028 Highway Safety Improvement	-	83,600	-	-	-
Hiawatha Slope Stability	-	738,000	1,821,000	-	-
City Hall Site Improvements	-	145,000	973,000	-	-
2nd Avenue and Main Street Pocket Park	-	-	-	73,000	566,000
17th and 18th Ave SE Extensions	-	-	-	110,000	900,000
Department Total	\$ 26,776,259	\$ 15,393,000	\$ 17,134,700	\$ 50,971,026	\$ 53,955,100

Funding Sources:	
Federal Funds	\$ 102,208,521
State Funds	28,835,364
Local: Sales Tax	14,959,200
Local: Tax Levy	-
Local: Special Assessments	1,010,000
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	4,000,000
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (water/sewer reserves)	13,217,000
Department Total	\$ 164,230,085

Funding Sources by Year:	2027	2028	2029	2030	2031
Federal Funds	\$ 11,179,529	\$ 6,526,550	\$ 5,906,800	\$ 37,555,642	\$ 41,040,000
State Funds	7,003,500	2,961,580	5,892,900	9,717,384	3,260,000
Local: Sales Tax	4,773,230	1,604,870	2,438,000	1,388,000	4,755,100
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	110,000	900,000
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	4,000,000
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other (water/sewer reserves)	3,820,000	4,300,000	2,897,000	2,200,000	-
Department Total	\$ 26,776,259	\$ 15,393,000	\$ 17,134,700	\$ 50,971,026	\$ 53,955,100



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
	Construction	Operation	Operation	Operation	Operation	
Project Status						
Capital Outlay	\$ 2,307,000	\$ -	\$ -	\$ -	\$ -	\$ 2,307,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 2,307,000	\$ -	\$ -	\$ -	\$ -	\$ 2,307,000



Project Name	3rd Street Bridge Repairs
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Tier	1
Scoring	87

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	1,153,500
Local: Sales Tax	1,153,500
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 2,307,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	6
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	8
Public and Stakeholder Support	5%	10
Total Score		87
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

This project includes repairs needed to keep the 3rd Street Bridge in service while a bridge replacement project is planned. The costs include repairs that are currently under design in 2026 and repairs that are denoted as immediate in the Condition Report from KLJ. Costs taken from the report are from the high end of the report in hopes that the repairs will come in under this amount. Costs are assumed to be split between state Hub City Oil & Gas and Sales Tax.

2. Describe the ranking of this request in comparison to other requests within the department.

The project has a very high ranking in the engineering department. The project will address a critical asset in our community and make the bridge serviceable and safe until a new bridge can be designed and constructed. The 2025 public survey has shown support for keeping the 3rd St Bridge in service.



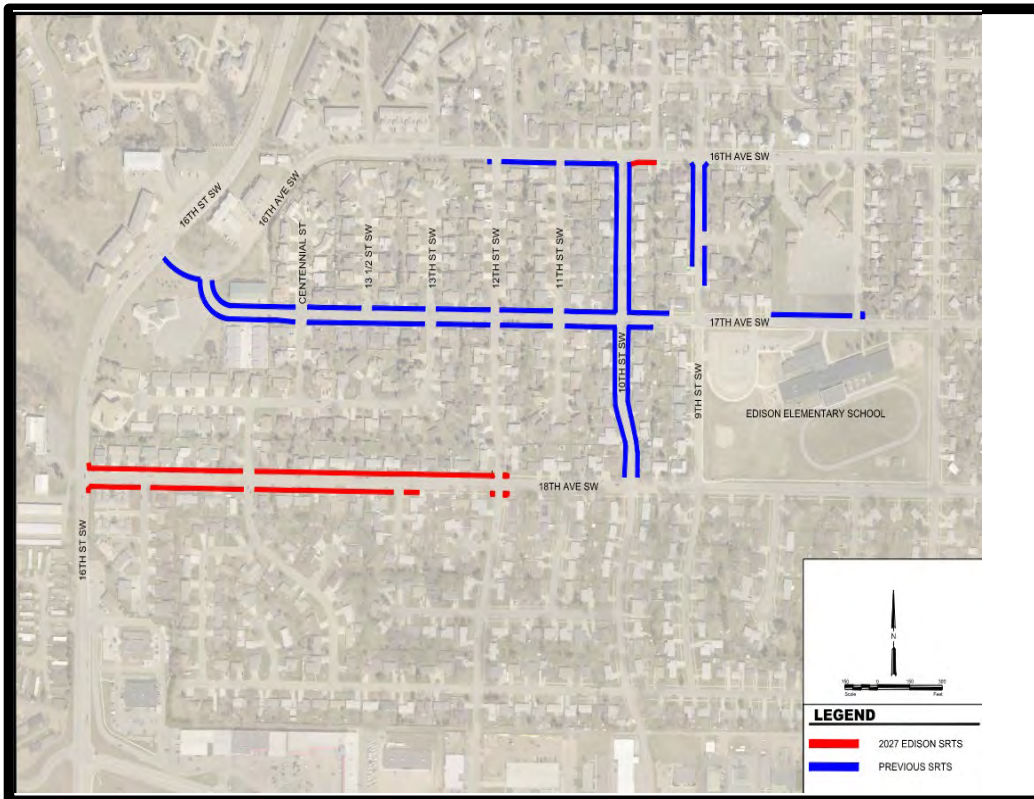
Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2027	2028	2029	2030	2031	Total 5-Year Costs
Construction	Operation	Operation	Operation	Operation	
\$ 1,322,900	\$ -	\$ -	\$ -	\$ -	\$ 1,322,900
-	-	-	-	-	-
-	-	-	-	-	-
\$ 1,322,900	\$ -	\$ -	\$ -	\$ -	\$ 1,322,900

Project Name	2027 Edison Safe Routes to School
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Tier	2
Scoring	69



Estimated Funding Sources

	Amount
Federal Funds	\$ 874,170
State Funds	-
Local: Sales Tax	448,730
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 1,322,900

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	2
Funding and Implementation Feasibility	20%	10
Strategic and Policy Alignment	15%	7
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	7
Total Score		69
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The 2027 Edison Safe Routes to School project will install sidewalks in the Edison Elementary School neighborhood on 16th Ave and 18th Ave SW. The installation of these sidewalks will help complete an east/west network from Broadway to 16th St SW where a shared use path exists. Federal funding has been programmed for 2027 and engineering is underway.

2. Describe the ranking of this request in comparison to other requests within the department.

The engineering department ranks this project high in priority as federal funds have been programmed for 2027 and engineering has started. The project addresses pedestrian safety in a neighborhood that lacks existing sidewalks. This project is likely the last project to be constructed from the original Safe Routes to School study from 2010.

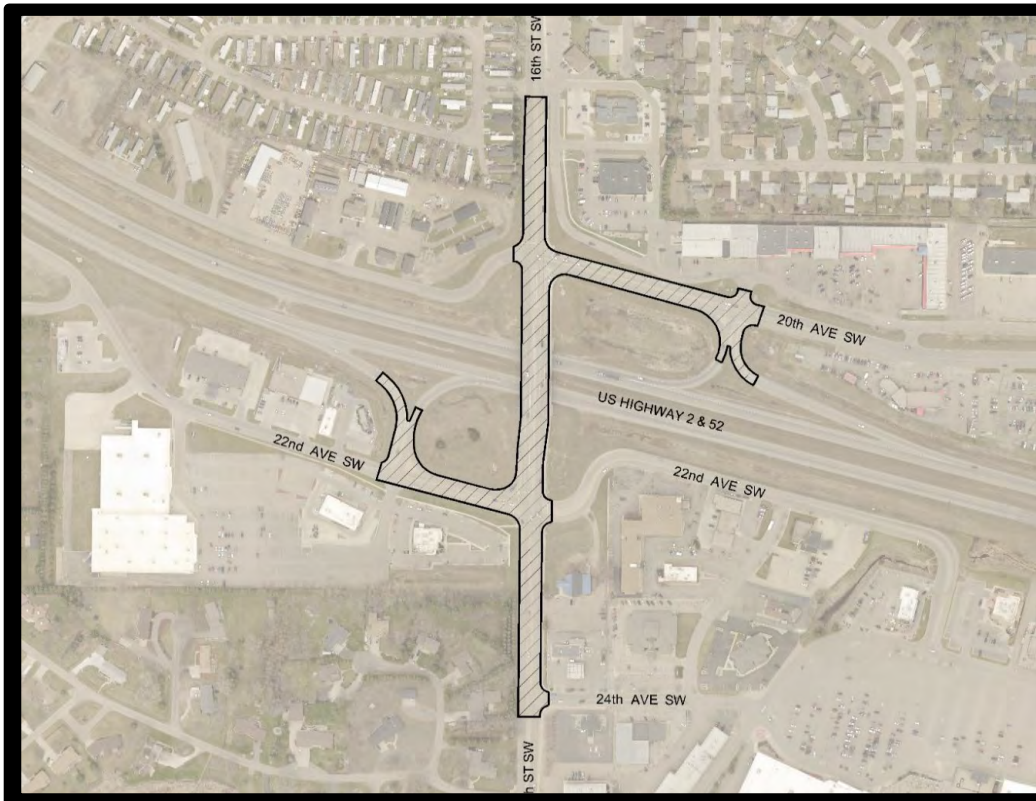


Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2027	2028	2029	2030	2031	Total 5-Year Costs
Construction	Construction	Operation	Operation	Operation	
\$ 7,125,359	\$ 340,000	\$ -	\$ -	\$ -	\$ 7,465,359
-	-	-	-	-	-
-	-	-	-	-	-
\$ 7,125,359	\$ 340,000	\$ -	\$ -	\$ -	\$ 7,465,359



Project Name	16th St SW Interchange Rehabilitation
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	4753
Tier	1
Scoring	96

Estimated Funding Sources

	Amount
Federal Funds	\$ 3,900,359
State Funds	1,500,000
Local: Sales Tax	2,065,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 7,465,359

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	10
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	9
Public and Stakeholder Support	5%	10
Total Score		96
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The 16th St SW Interchange over US 2/52 was built in the late 1980s and is in need to maintenance. The project will include bridge approach slab replacements, a deck overlay, the replacement of three traffic signals, diamond grinding the pavement, and correcting the offset left turn lanes to the extent possible. A separate NDDOT bridge painting project will also paint the structure in 2028.

2. Describe the ranking of this request in comparison to other requests within the department.

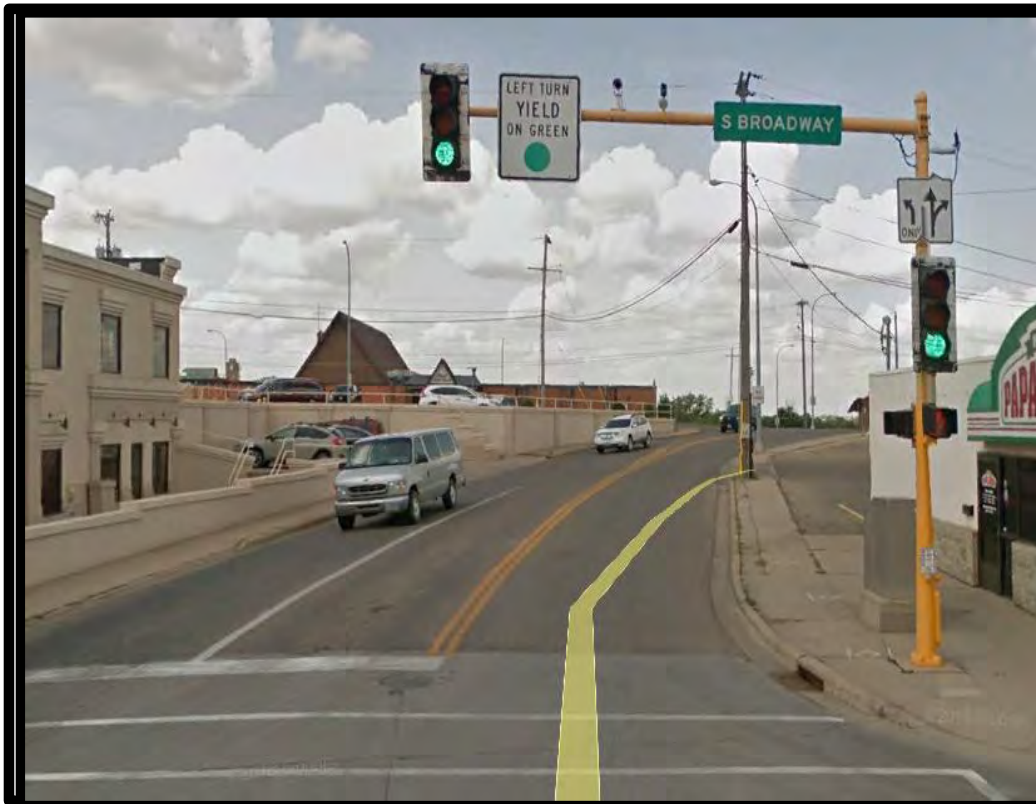
This project scores very high due to the availability of federal funding and the classification of the roadway. The interchange must be kept in good condition due to the amount of traffic that it carries. Federal funds are comitted to 2027. The state also awarded Flex Funds in the amount of \$1.5 million towards the project.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Construction	Operation	Operation	Operation	Operation	
Capital Outlay	\$ 666,000	\$ -	\$ 698,000	\$ -	\$ 779,100	\$ 2,143,100
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 666,000	\$ -	\$ 698,000	\$ -	\$ 779,100	\$ 2,143,100



Project Name	Traffic Signal Replacements
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Tier	1
Scoring	81

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	2,143,100
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 2,143,100

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	7
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	5
Public and Stakeholder Support	5%	10
Total Score		81
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

This project replaces several aging traffic signal systems, some of which are nearly 50 years old. The City has replaced many of the oldest signals with new poles and mast arms, new equipment, and modern technology. There are four signals left that need complete replacement that are also not part of a planned NDDOT replacement project. After the signals are replaced, the City can get back to more routine equipment replacements.

2. Describe the ranking of this request in comparison to other requests within the department.

This project ranks very high for the engineering department due to these traffic signal's ages. Many are well past the design life of a typical signal and are showing significant signs of fatigue. All of the signals are on arterial roadways and are key pieces of traffic related infrastructure. Replacing the signals and keeping the equipment current will support the safety and regulatory compliance we must follow. Improving traffic flow on city streets is a constant request from the public. Newer signals are able to be more effectively programmed.



Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2027	2028	2029	2030	2031	Total 5-Year Costs
Design	Construction	Operation	Operation	Operation	
\$ -	\$ 83,600	\$ -	\$ -	\$ -	\$ 83,600
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ 83,600	\$ -	\$ -	\$ -	\$ 83,600

Project Name	2028 Highway Safety Improvement
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Tier	3
Scoring	54



Estimated Funding Sources

	Amount
Federal Funds	\$ 75,150
State Funds	3,580
Local: Sales Tax	4,870
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 83,600

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	9
Asset Condition and Maintenance Needs	25%	2
Funding and Implementation Feasibility	20%	5
Strategic and Policy Alignment	15%	7
Community and Economic Impact	10%	2
Public and Stakeholder Support	5%	8
Total Score		54
Tier		3

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The proposed 2028 Highway Safety Improvement Program project is to implement six dynamic speed feedback signs throughout the City of Minot. A majority of these locations are on Broadway (US Highway 83) and are an attempt to control speed limits for vehicles entering the city.

2. Describe the ranking of this request in comparison to other requests within the department.

As part of the Broadway Corridor Study, speeds in excess of 10 mph over the speed limit were seen on the outskirts of the Broadway Corridor. This is correlated to an increase in crash severity rates as well as increased difficulty crossing the Broadway corridor. With the addition of dynamic speed feedback signs, it is anticipated that there will be a reduction in overall speeds and an increased conformance with posted speed limits.



Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2027	2028	2029	2030	2031	Total 5-Year Costs
Design	Construction	Operation	Operation	Operation	
\$ -	\$ 10,876,400	\$ -	\$ -	\$ -	\$ 10,876,400
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ 10,876,400	\$ -	\$ -	\$ -	\$ 10,876,400



Project Name	16th St SW Reconstruction Phase 2
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	4780.1
Tier	1
Scoring	84

Estimated Funding Sources

	Amount
Federal Funds	\$ 5,376,400
State Funds	1,200,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Water-Sewer-Storm Fund Reserves	4,300,000
Total Project	\$ 10,876,400

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	7
Asset Condition and Maintenance Needs	25%	9
Funding and Implementation Feasibility	20%	10
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	8
Public and Stakeholder Support	5%	8
Total Score		84
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The 16th St corridor from 2nd Ave SW to Burdick Expressway SW will be reconstructed in 2028. The new section will be concrete with improved drainage. The signal at 2nd Ave will be replaced and the corridor brought up to ADA compliance. A roundabout is proposed at 5th Avenue SW and/or 7th Avenue SW depending on public input and the section will be reduced to a 3 lane section. The underground utilities will be removed and replaced.

2. Describe the ranking of this request in comparison to other requests within the department.

The pavement section must be constantly patched. The utilities are breaking and date back to the 1960s. The corridor is at the end of its useful life. Design will start in 2026 with federal funds programmed for 2028 construction. There are several critical utilities under 16th St SW which include 14" and 16" water transmission lines and a 30" raw water line from the Minot aquifer. A 54" trunk storm line also needs replacement.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Design	Design	Design	Design	Construction	
Capital Outlay	\$ 300,000	\$ 50,000	\$ 30,000	\$ 4,000,000	\$ 51,300,000	\$ 55,680,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 300,000	\$ 50,000	\$ 30,000	\$ 4,000,000	\$ 51,300,000	\$ 55,680,000



Project Name	3rd St Bridge Replacement
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	4987
Tier	2
Scoring	79

Estimated Funding Sources

	Amount
Federal Funds	\$ 41,040,000
State Funds	7,640,000
Local: Sales Tax	3,000,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	4,000,000
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 55,680,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	2
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	8
Public and Stakeholder Support	5%	10
Total Score		79
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The 3rd Street bridge, which was built in 1936 is showing deterioration on structural members that will be addressed soon. However, with the bridge being close to 90 years old a replacement bridge must be programmed. Over the next several years, funding must be allocated for easement and property acquisitions, design engineering, and federal construction grant procurement. It will be difficult to afford the bridge without federal investment.

2. Describe the ranking of this request in comparison to other requests within the department.

The bridge carries 3rd St NE, a minor arterial with over 8,000 ADT. 3rd St is one of the primary north-south roadways in Minot and distributes arterial traffic to downtown, east Minot, and portions of north hill. 3rd St is a critical link in the City's transportation network. The 2025 public survey shows public support for keeping 3rd St Bridge in service.



Capital Improvement Plan

Estimated Project Costs

Project Status

Capital Outlay

Personnel Costs

Operation Costs

Total Project

2027	2028	2029	2030	2031	Total 5-Year Costs
Design	Construction	Operation	Operation	Operation	
\$ -	\$ 880,000	\$ -	\$ -	\$ -	\$ 880,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ 880,000	\$ -	\$ -	\$ -	\$ 880,000



Project Name

Project Fund

Department

Project Number

Tier

Scoring

Broadway ADA Ramp Improvements

Capital Infrastructure (Fund 410)

Engineering

4920

1

82.5

Estimated Funding Sources

	Amount
Federal Funds	\$ 800,000
State Funds	80,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 880,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	5
Public and Stakeholder Support	5%	5
Total Score		83
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The NDDOT has created a standalone ADA pedestrian ramp project along Broadway from 5th Avenue SW to 20th Avenue SW in 2028. The project will replace curb ramps to ADA compliant ramps. The NDDOT has schedule and programmed this project, so the City will only need to provide its local cost match of 10%.

2. Describe the ranking of this request in comparison to other requests within the department.

Federal funds have been programmed for this project. It is mandated by NDDOT that it be completed and our cost share is required.



Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2027	2028	2029	2030	2031	Total 5-Year Costs
—	Preliminary	Design	Construction	—	
\$ -	\$ -	\$ -	\$ 45,473,026	\$ -	\$ 45,473,026
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ -	\$ -	\$ 45,473,026	\$ -	\$ 45,473,026



Project Name	South Broadway Reconstruction
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Tier	2
Scoring	74.5

Estimated Funding Sources

	Amount
Federal Funds	\$ 37,555,642
State Funds	5,717,384
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Water-Sewer-Storm Fund Reserves	2,200,000
Total Project	\$ 45,473,026

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	7
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	3
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	8
Total Score		75
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The City has been working with the NDDOT to study the Broadway corridor for future improvements. South Broadway from 19th Avenue to the south city limits is in need of a reconstruction. As part of the Broadway reconstruction, segments of 20th, 31st, and 37th avenues will be reconstructed to correct lane geometry deficiencies and negative offsets. At this time, the improvements have been requested with preliminary engineering being placed in the 2028 program. This means a project will not start construction until 2030 at the earliest.

2. Describe the ranking of this request in comparison to other requests within the department.

Segments of South Broadway have failing pavement, deficient lane geometry causing high accident rates, and signals past their replacement dates. Some water and sewer utilities may need to be updated or upsized based on capacity studies.



Capital Improvement Plan

Project Name	16th Avenue SE Sidewalk
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Tier	2
Scoring	67.5

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
	Design	Construction	Operation	Operation	Operation	
Project Status						
Capital Outlay	\$ -	\$ 360,000	\$ -	\$ -	\$ -	\$ 360,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 360,000	\$ -	\$ -	\$ -	\$ 360,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	360,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 360,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	2
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	2
Public and Stakeholder Support	5%	5
Total Score		68
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Rosehill Cemetery was recently replatted. As a requirement by ordinance sidewalks must be installed within five years of a plat or at the time of building construction. This is a mandated project by the City's ordinances.

2. Describe the ranking of this request in comparison to other requests within the department.

Since this is a mandated project, the scoring reflects the need for the improvement. Completing the sidewalks in this area will improve walkability in a high pedestrian area.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	Design	Construction	Operation	Operation	
Capital Outlay	\$ -	\$ -	\$ 1,040,000	\$ -	\$ -	\$ 1,040,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ 1,040,000	\$ -	\$ -	\$ 1,040,000



Project Name	11th Avenue SE Sidewalk
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Tier	2
Scoring	69.5

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	1,040,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 1,040,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	2
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	4
Public and Stakeholder Support	5%	5
Total Score		70
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Rosehill Cemetery was recently replatted. As a requirement by ordinance sidewalks must be installed within five years of a plat or at the time of building construction. This is a mandated project by the City's ordinances. This project will also be paired with a proposed watermain replacement along 11th Avenue SE.

2. Describe the ranking of this request in comparison to other requests within the department.

Since this is a mandated project, the scoring reflects the need for the improvement. Completing the sidewalks in this area will improve walkability in a high pedestrian area.



Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2027	2028	2029	2030	2031	Total 5-Year Costs
—	—	—	—	—	
\$ -	\$ 40,000	\$ 310,000	\$ -	\$ -	\$ 350,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ 40,000	\$ 310,000	\$ -	\$ -	\$ 350,000



Project Name	North Broadway Airport Street Lighting
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Tier	2
Scoring	71.5

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	350,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 350,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	5
Strategic and Policy Alignment	15%	5
Community and Economic Impact	10%	5
Public and Stakeholder Support	5%	8
Total Score		72
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The proposed street lighting replacement on North Broadway near the airport is to update a small lighting system and incorporate it with an adjacent N Broadway lighting system. Over the past twenty years, the street lighting systems adjacent to the proposed project have been replaced with modern galvanized poles. The streetlights within the street lighting project are considerably older and show significant corrosion and wear. In early 2026, one of the street lights in this system fell over due to the rusted nature of the poles.

2. Describe the ranking of this request in comparison to other requests within the department.

This project ranks high in the engineering department due to the need for replacement of critical infrastructure, safety to the motoring public, and classification of the roadways.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
	Construction	Design	Construction	Operation	Operation	
Project Status						
Capital Outlay	\$ 12,000,000	\$ 600,000	\$ 9,760,700	\$ -	\$ -	\$ 22,360,700
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 12,000,000	\$ 600,000	\$ 9,760,700	\$ -	\$ -	\$ 22,360,700



Project Name	3rd St E and Central Ave Reconstruction
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	4826
Tier	1
Scoring	86.5

Estimated Funding Sources

	Amount
Federal Funds	\$ 9,200,000
State Funds	7,095,700
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Water-Sewer-Storm Fund Reserves	6,065,000
Total Project	\$ 22,360,700

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	7
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	9
Public and Stakeholder Support	5%	10
Total Score		87
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The project is a multi-year complete reconstruction of 3rd Street from the bridge south to 5th Avenue SE and one block of Central Avenue from 3rd Street to 4th Street. The project will replace underground infrastructure that is over 110 years old. New concrete pavement will be installed along with a traffic signal at Central, new LED street lighting throughout, and streetscaping.

2. Describe the ranking of this request in comparison to other requests within the department.

This project ranks very high in the department priority list. The project has federal funding for 2027. The project addresses failing infrastructure, replacement of critical sewer and water assets, and improves safety along the corridor with a dedicated shared use path, realigned 2nd Avenue, and signal replacement at Central Avenue.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Preliminary	Design	—	—	—	
Capital Outlay	\$ 2,600,000	\$ -	\$ -	\$ -	\$ -	\$ 2,600,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 2,600,000	\$ -	\$ -	\$ -	\$ -	\$ 2,600,000



Project Name	27th St NE Grade Separation
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Tier	3
Scoring	53

Estimated Funding Sources

	Amount
Federal Funds	\$ 2,080,000
State Funds	-
Local: Sales Tax	150,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other Agency Contribution	370,000
Total Project	\$ 2,600,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	6
Asset Condition and Maintenance Needs	25%	3
Funding and Implementation Feasibility	20%	2
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	9
Total Score		53
Tier		3

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The City was approached by BNSF to apply for federal grant funding to plan for and environmentally clear a grade separation project at 27th St NE over the BNSF tracks. The project is identified on the State Freight and Rail plan as a potential project to eliminate safety issues at the crossing. 27th St will also become more congested when the North American Iron facility is constructed in the next few years. Multiple corridors will be needed to serve industrial development in the northeast section of Minot. If a federal grant is received for preliminary design and environmental clearance, the work will take approximately two years to complete. After the preliminary work is complete, final design and the potential for a federal construction grant can proceed. The construction timeline on this project is unknown as is the final estimated cost.

2. Describe the ranking of this request in comparison to other requests within the department.

This project will address safety, traffic congestion, and future economic development opportunities with a key piece of road infrastructure. Funding has already been committed for the preliminary engineering for this project if Minot is selected for a grant.



Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2027	2028	2029	2030	2031	Total 5-Year Costs
Preliminary	Design	Construction	Operation	Operation	
\$ -	\$ 145,000	\$ 1,452,000	\$ -	\$ -	\$ 1,597,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ 145,000	\$ 1,452,000	\$ -	\$ -	\$ 1,597,000



Project Name	Minot Elementary School Lighting HSIP
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Tier	2
Scoring	71.5

Estimated Funding Sources

	Amount
Federal Funds	\$ 1,306,800
State Funds	290,200
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 1,597,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	5
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	5
Public and Stakeholder Support	5%	8
Total Score		72
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The City applied for Highway Safety Improvement Funds to install street lights around several Minot elementary schools. NDDOT approved Minot's application and awarded \$1.3 million towards the project. The city will need a consultant to assist with the electrical design and NDDOT inspection requirements. City staff will perform the design and environmental clearance.

2. Describe the ranking of this request in comparison to other requests within the department.

This project has a very high safety score since the area around these schools is sparsely lit and has high vehicle/pedestrian interactions. The project is now programmed into federal funding program, so funding is required in 2029.



Capital Improvement Plan

Estimated Project Costs

Project Status

Capital Outlay

Personnel Costs

Operation Costs

Total Project

2027	2028	2029	2030	2031	Total 5-Year Costs
Design	Construction	Design	Construction	Design	
\$ 175,000	\$ 950,000	\$ 200,000	\$ 1,120,000	\$ 210,000	\$ 2,655,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ 175,000	\$ 950,000	\$ 200,000	\$ 1,120,000	\$ 210,000	\$ 2,655,000



Project Name

Project Fund

Department

Project Number

Tier

Scoring

City Bridge Rehabilitation

Capital Infrastructure (Fund 410)

Engineering

1

90.5

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	2,655,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 2,655,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	8
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	8
Public and Stakeholder Support	5%	9
Total Score		91
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

City staff plans to allocate funding toward the rehabilitation of several bridges throughout Minot. Bridges such as 2nd Ave SW, 3rd Ave NW, 6th St NW, and 27th St SE are showing signs of deterioration and need maintenance before they deteriorate to the point of needing to be replaced.

2. Describe the ranking of this request in comparison to other requests within the department.

According to the latest NDDOT bridge inspections, several of our older bridges need a rehabilitation. This is to be expected with the age of some of these structures.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	Design	Construction	Operation	Operation	
Capital Outlay	\$ -	\$ 738,000	\$ 1,821,000	\$ -	\$ -	\$ 2,559,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 738,000	\$ 1,821,000	\$ -	\$ -	\$ 2,559,000



Project Name	Hiawatha Slope Stability
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Tier	3
Scoring	46.5

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,277,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Water-Sewer-Storm Fund Reserves	282,000
Total Project	\$ 2,559,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	6
Asset Condition and Maintenance Needs	25%	5
Funding and Implementation Feasibility	20%	2
Strategic and Policy Alignment	15%	5
Community and Economic Impact	10%	5
Public and Stakeholder Support	5%	5
Total Score		47
Tier		3

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The west hillside along Hiawatha from 11th Avenue SE to approximately 9th Avenue SE is eroding and has the potential to slide. In addition, there is no sidewalk on the west side and sidewalk stops halfway up the hill on the east side. The project would involve acquiring property and easements on the west side of Hiawatha Street and slope the hill back to a safe slope. This option is likely cheaper than a retaining wall, which would still require the purchase of one home. Funding will come from Hub City Oil & Gas funds and water/sewer reserves for the utility relocations.

2. Describe the ranking of this request in comparison to other requests within the department.

This project is a high safety priority, but loses points due to lack of federal funding and not being on an arterial roadway.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Construction	Construction	Construction	Construction	Construction	
Capital Outlay	\$ 55,000	\$ 60,000	\$ 65,000	\$ 70,000	\$ 75,000	\$ 325,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 55,000	\$ 60,000	\$ 65,000	\$ 70,000	\$ 75,000	\$ 325,000



Project Name	Street Light Feed Point Replacement
Project Fund	Capital Equipment (Fund 420)
Department	Engineering
Project Number	
Tier	2
Scoring	76

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	325,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 325,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	7
Asset Condition and Maintenance Needs	25%	8
Funding and Implementation Feasibility	20%	8
Strategic and Policy Alignment	15%	9
Community and Economic Impact	10%	5
Public and Stakeholder Support	5%	8
Total Score		76
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The feed points that power the City's street lighting system are deteriorating due to age and are in need replacement. The feed point is the electrical source for each individual lighting system. Feed points that are non-accessible and/or are past their service life will be programmed for replacement. In addition, due to the lower wattage requirement of LED systems, these funds can also be used to tie adjacent lighting systems together. Thus, eliminating some feed points and their associated maintenance and cost. The project is funded by sales tax improvements.

2. Describe the ranking of this request in comparison to other requests within the department.

The project addresses failing infrastructure and provides an opportunity to make the existing street lighting system more efficient. As feed points are combined with others, the overall maintenance cost decreases while maintaining well lit roadways.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
	Preliminary	—	Construction	Operation	Operation	
Project Status						
Capital Outlay	\$ 100,000	\$ -	\$ 660,000	\$ -	\$ -	\$ 760,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 100,000	\$ -	\$ 660,000	\$ -	\$ -	\$ 760,000



Project Name	Eastwood Park Bridge Rehabilitation
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Tier	3
Scoring	55

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	760,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 760,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	5
Asset Condition and Maintenance Needs	25%	6
Funding and Implementation Feasibility	20%	5
Strategic and Policy Alignment	15%	5
Community and Economic Impact	10%	6
Public and Stakeholder Support	5%	8
Total Score		55
Tier		3

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The Eastwood Park Bridge, which used to carry 6th St SE, is a historic bridge now converted to a pedestrian bridge. The bridge does need improvements to ensure it remains safe and usable long into the future. With some redevelopment happening in the area the anticipated use of the bridge will likely increase. A consultant will need to be hired to administer the design and construction engineering for this project. The project will be funded with Hub City Funds.

2. Describe the ranking of this request in comparison to other requests within the department.

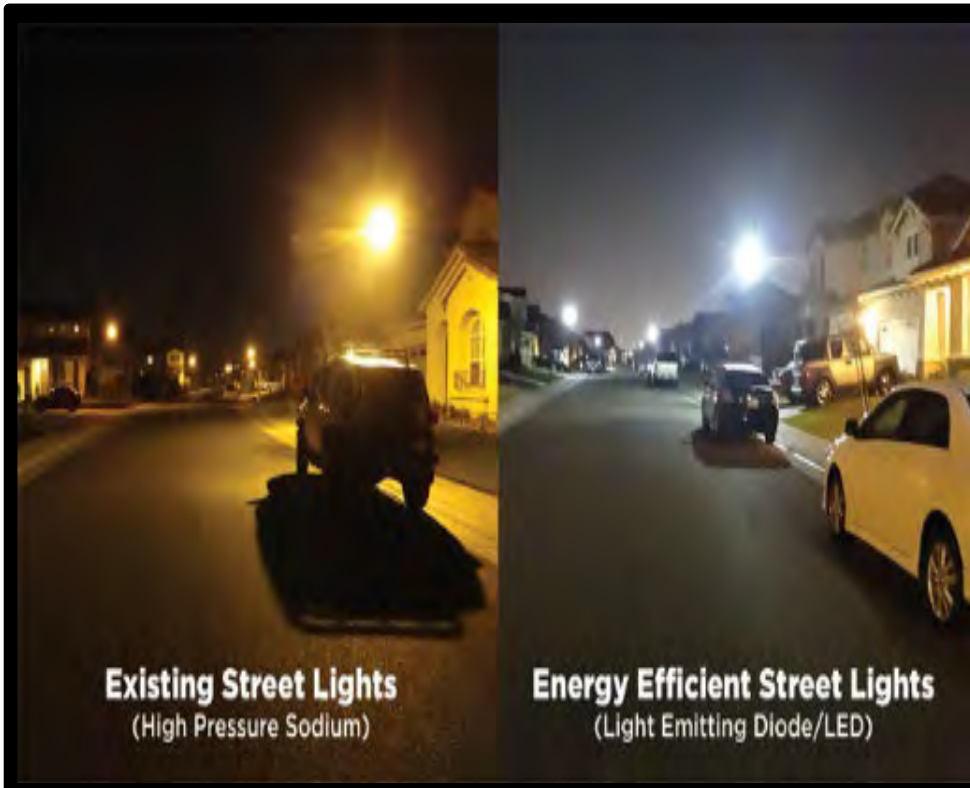
The bridge is old, but in fair condition for its age. Significant spalling and deterioration is occurring on the substructure of the bridge which is why the structure must be studied and improvements programmed for a future project. The project is feasible and should be completed in the next five years to ensure the bridge continues to last.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Construction	Construction	Construction	Construction	Construction	
Capital Outlay	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 625,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 625,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	625,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 625,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	6
Funding and Implementation Feasibility	20%	6
Strategic and Policy Alignment	15%	7
Community and Economic Impact	10%	5
Public and Stakeholder Support	5%	8
Total Score		67
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

As funding allows, the City's existing high pressure sodium (HPS) street light fixtures should be replaced with light emitting diode (LED) fixtures. The LED technology has a significant electrical and maintenance cost savings over HPS fixtures. The average electrical cost savings is 60-66%. The average payback time for the improvements is 3-4 years. Traffic staff could perform the switch outs to save funding. However, if a larger scale project is initiated, a contractor should be hired. The payback is typically 5 years if a contractor is used. To avoid the use of special assessments, sales tax improvements is being recommended for 100% of the cost on local roadways. A future federal aid project is being reviewed with the NDDOT that may lead to partial federal funding for eligible corridors.

2. Describe the ranking of this request in comparison to other requests within the department.

The projects scores low in several categories since the LED switch outs are a lower priority project. This project should be funded as funding is available.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	—	—	Design	Construction	
Capital Outlay	\$ -	\$ -	\$ -	\$ 110,000	\$ 900,000	\$ 1,010,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 110,000	\$ 900,000	\$ 1,010,000



Project Name	17th and 18th Ave SE Extensions
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Tier	3
Scoring	47.5

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	1,010,000
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 1,010,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	6
Asset Condition and Maintenance Needs	25%	6
Funding and Implementation Feasibility	20%	2
Strategic and Policy Alignment	15%	5
Community and Economic Impact	10%	2
Public and Stakeholder Support	5%	8
Total Score		48
Tier		3

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

On 17th Avenue SE and 18th Avenue SE adjacent to Washington Elementary School, sections of the street do not exist. These short breaks in the street section cause circulation issues for traffic in the neighborhood. School pickup and drop-off is especially effected. Connecting these sections of street will complete the neighborhood circulation, enhance emergency response times, and improve overall traffic patterns by connecting local streets to an arterial. Because these streets are local, special assessments are being anticipated as the funding source.

A consultant is currently assumed for this project.

2. Describe the ranking of this request in comparison to other requests within the department.

The project is feasible to construct and carries a large safety score due to the increased response times to the neighborhood and increased traffic circulation. Because the streets are local roads with no federal funding opportunities, the project is scored lower in those categories.

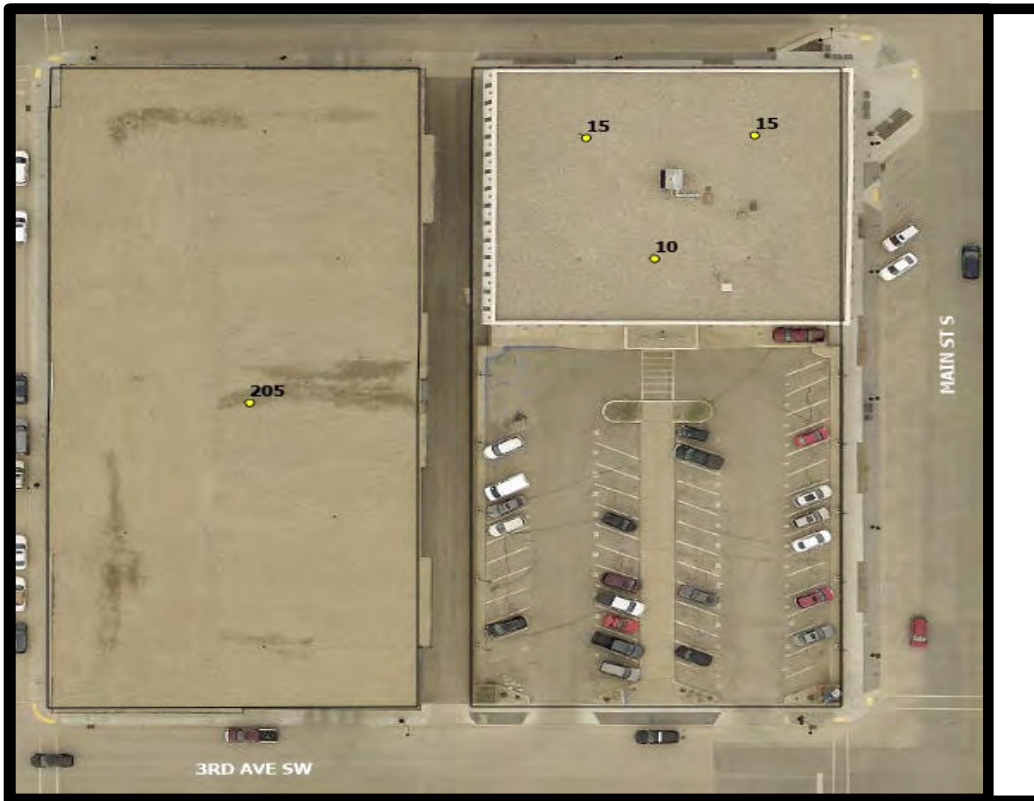


Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2027	2028	2029	2030	2031	Total 5-Year Costs
—	Design	Construction	Operation	Operation	
\$ -	\$ 145,000	\$ 973,000	\$ -	\$ -	\$ 1,118,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ 145,000	\$ 973,000	\$ -	\$ -	\$ 1,118,000



Project Name
Project Fund
Department
Project Number
Tier
Scoring

City Hall Site Improvements
Capital Infrastructure (Fund 410)
Engineering

3
53

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	1,118,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 1,118,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	7
Asset Condition and Maintenance Needs	25%	6
Funding and Implementation Feasibility	20%	5
Strategic and Policy Alignment	15%	4
Community and Economic Impact	10%	2
Public and Stakeholder Support	5%	5
Total Score		53
Tier		3

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

In the near future, the City Hall site will need infrastructure repairs and replacements. The rock surfacing on the building and parking lot retaining walls is deteriorating. The fence must be replaced soon. A new finish must be installed at some point. The parking lot should be removed and replaced or mill and overlaid within the next five years. The parking lot lighting has needed significant maintenance and should be reviewed for replacement. A new stair from Main Street to the parking lot should be installed to make the site more accessible with faster access. The building's exterior should be acid washed to brighten the appearance and remove rust from the concrete. Finally, some additional landscaping and beautification should be considered. Funding for this project will come from Hub City Oil and Gas funds.

2. Describe the ranking of this request in comparison to other requests within the department.

This project has a low score since there is no federal funding available. There is a safety concern due to the fence atop the wall failing and the parking lot lighting is having issues.



Capital Improvement Plan

Project Name	2nd Avenue and Main Street Pocket Park
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Tier	3
Scoring	29

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	—	—	Design	Construction	
Capital Outlay	\$ -	\$ -	\$ -	\$ 73,000	\$ 566,000	\$ 639,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 73,000	\$ 566,000	\$ 639,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	639,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 639,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	0
Asset Condition and Maintenance Needs	25%	2
Funding and Implementation Feasibility	20%	3
Strategic and Policy Alignment	15%	4
Community and Economic Impact	10%	8
Public and Stakeholder Support	5%	8
Total Score		29
Tier		3

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

As part of the downtown Placemaking Study, a pocket park concept was explored with the public. This park will offer passive use activities and be a place to gather. Amenities will include a water feature, trees, benches, landscaping, decorative concrete elements, and colored pavement crosswalks. The project will be funded by sales tax.

2. Describe the ranking of this request in comparison to other requests within the department.

The project does not score high, since it is not replacing critical infrastructure nor does it have a significant safety enhancement.

Appendix C – Fire Worksheets



Capital Improvement Plan

Department Summary

Department: Fire

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
Station 4 Bedroom Upfit	2	68	2027	2027	\$ 20,000
Station 3 Bedroom Addition	2	68	2027	2028	121,125
Training Classroom	2	70	2027	2029	826,250
Station 1 Relocation land	2	61.5	2027	2029	5,395,000
Department Total					\$ 6,362,375

Project Costs by Year:	2027	2028	2029	2030	2031
Station 4 Bedroom Upfit	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Station 3 Bedroom Addition	20,000	101,125	-	-	-
Training Classroom	20,000	42,188	764,062	-	-
Station 1 Relocation land	20,000	281,250	5,093,750	-	-
Department Total	\$ 80,000	\$ 424,563	\$ 5,857,812	\$ -	\$ -

Funding Sources:	
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	5,959,250
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	403,125
Department Total	\$ 6,362,375

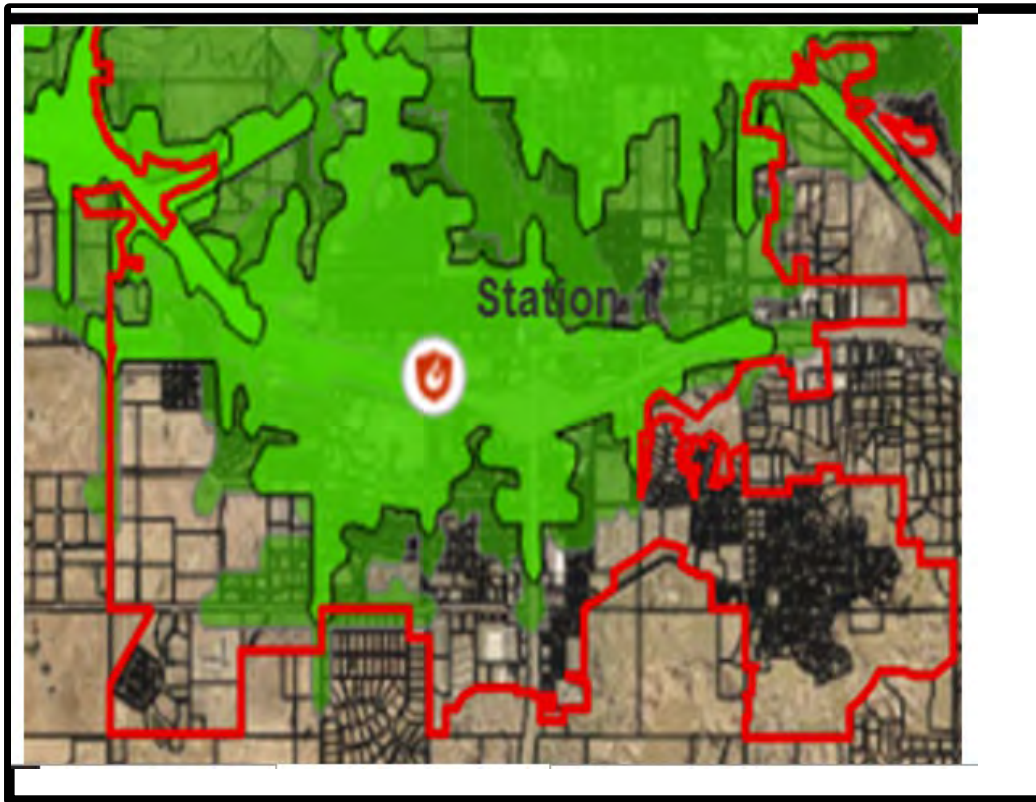
Funding Sources by Year:	2027	2028	2029	2030	2031
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	-	-	-	-	-
Local: Sales Tax	80,000	403,469	5,475,781	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other (specify)	-	21,094	382,031	-	-
Department Total	\$ 80,000	\$ 424,563	\$ 5,857,812	\$ -	\$ -



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Preliminary	Design	Construction	—	—	
Capital Outlay	\$ 20,000	\$ 281,250	\$ 5,093,750	\$ -	\$ -	\$ 5,395,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 20,000	\$ 281,250	\$ 5,093,750	\$ -	\$ -	\$ 5,395,000



Project Name	Station 1 Relocation land
Project Fund	Capital Infrastructure (Fund 410)
Department	Fire
Project Number	2027-01
Tier	2
Scoring	61.5

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	5,395,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 5,395,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	9
Asset Condition and Maintenance Needs	25%	2
Funding and Implementation Feasibility	20%	4
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	8
Total Score		62
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

This project is the relocation of Fire Station one to provide better service to the south region of Minot. The easiest way to better serve the community is to lower response times. This can be completed by a relocation of Station 1.

2. Describe the ranking of this request in comparison to other requests within the department.

The request is a high priority request due to the lack of adequate fire department coverage in the south region of our community. This geographical area is well beyond our standard of coverage that is provided to much of the community.



Capital Improvement Plan

Project Name	Station 4 Bedroom Upfit
Project Fund	Capital Infrastructure (Fund 410)
Department	Fire
Project Number	
Tier	2
Scoring	68

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Construction	—	—	—	—	
Capital Outlay	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	20,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 20,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	9
Asset Condition and Maintenance Needs	25%	6
Funding and Implementation Feasibility	20%	7
Strategic and Policy Alignment	15%	5
Community and Economic Impact	10%	5
Public and Stakeholder Support	5%	8
Total Score		68
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

This project is to meet the NFPA 1710 standard which requires 4 person engine companies. We do not have enough bedrooms at Station 4 to accomidate all the personnel added in the staffing plan as presented to the city council Dec. 2024.

2. Describe the ranking of this request in comparison to other requests within the department.

This project will allow us to have a 4 person engine company that will meet NFPA 1710 standards.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Design	Construction	—	—	—	
Capital Outlay	\$ 20,000	\$ 101,125	\$ -	\$ -	\$ -	\$ 121,125
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 20,000	\$ 101,125	\$ -	\$ -	\$ -	\$ 121,125

Project Name	Station 3 Bedroom Addition
Project Fund	Capital Infrastructure (Fund 410)
Department	Fire
Project Number	2027-01
Tier	2
Scoring	68



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	121,125
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 121,125

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	9
Asset Condition and Maintenance Needs	25%	6
Funding and Implementation Feasibility	20%	7
Strategic and Policy Alignment	15%	5
Community and Economic Impact	10%	5
Public and Stakeholder Support	5%	8
Total Score		68
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

This project is to meet the NFPA 1710 standard which requires 4 person engine companies. We do not have enough bedrooms at Station 3 (Airport) to accomidate all the personnel needed to provide adequate coverage for both ARFF and the City of Minot. This addition will be funded with no cost share from the FAA.

2. Describe the ranking of this request in comparison to other requests within the department.

This project will allow us to have a 4 person engine company that will meet NFPA 1710 standards.

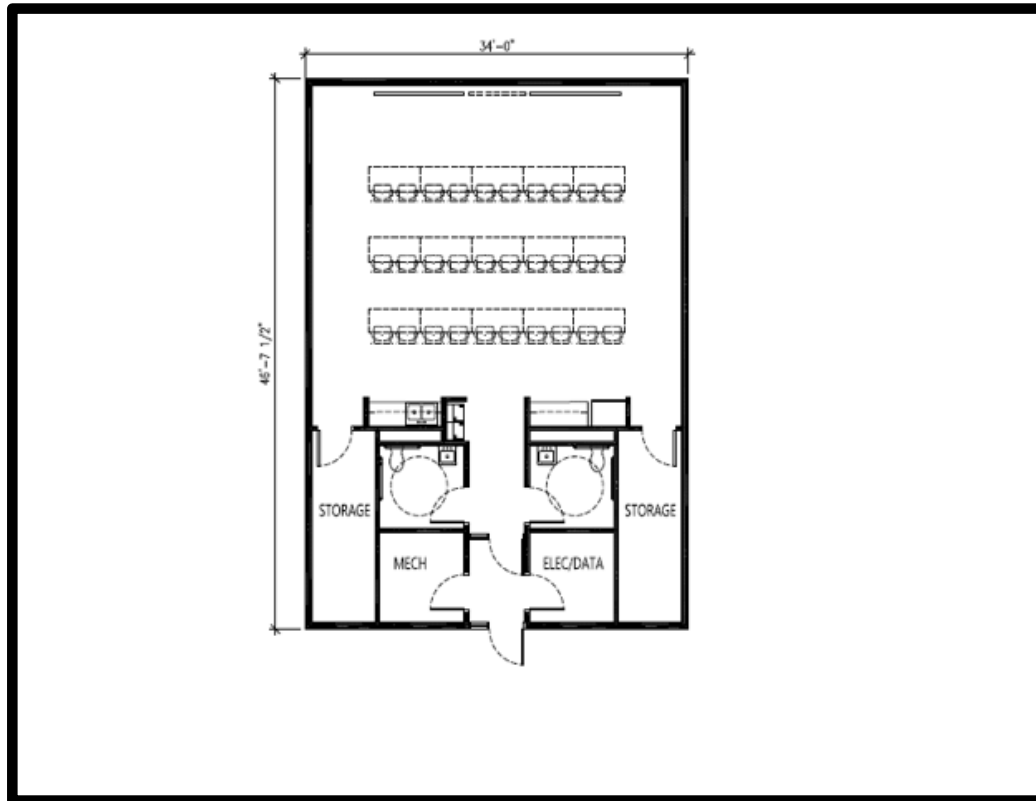


Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Preliminary	Design	Construction	—	—	
Capital Outlay	\$ 20,000	\$ 42,188	\$ 764,062	\$ -	\$ -	\$ 826,250
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 20,000	\$ 42,188	\$ 764,062	\$ -	\$ -	\$ 826,250

Project Name	Training Classroom
Project Fund	Capital Infrastructure (Fund 410)
Department	Fire
Project Number	2027-01
Tier	2
Scoring	70



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	423,125
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other Agency Contribution	403,125
Total Project	\$ 826,250

Committee Scoring		
Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	6
Asset Condition and Maintenance Needs	25%	7
Funding and Implementation Feasibility	20%	8
Strategic and Policy Alignment	15%	7
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	8
Total Score		70
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

We currently have two temporary classrooms that were used from the Minot School District. They were brought in following the flood and when the training grounds were moved from the airport site. These temporary structures are not meant to be used as a permanent building. We have required Minot State University and others to remove their temporary classrooms and we should set an example to follow the rules that we are enforcing. The structure is poorly built and does not meet our needs for a training classroom. We are proposing building one permanent classroom with turnout gear/SCBA room, bathrooms and storage. This could also hold our firefighter written testing process and be at one area rather than using the auditorium. This can also be used as a regional training site and bring firefighter and other emergency personnel to Minot to train. Minot Rural Fire Department is interested in cost sharing this as we currently share the

2. Describe the ranking of this request in comparison to other requests within the department.

The Fire Department has many needs. This one was placed further out in planning to allow for the more crucial needs to be considered. There is a current training facility but it has went beyond its useful life as well as sets a precedence within the community.

Appendix D – Flood Control



Capital Improvement Plan
Department Summary

Department: Flood Control

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
Downtown Levee MI-6C	1	88.5	2027	2028	\$ 20,010,000
Maple Diversion	1	86.5	2027	2031	132,901,200
6th Street & Central Avenue Roundabout	1	89	2028	2028	300,000
River Oaks Acquisitions MI-16	1	80	2028	2028	3,100,000
Livingston Coulee Bypass MI-15	1	84	2028	2030	59,800,000
3rd Street Floodwall MI-5C	1	83.5	2028	2030	15,800,000
27th Street Diversion MI-14	1	91.5	2028	2031	155,060,000
Burdick Bridge & West Valke Road Levee MI 8/9	1	89	2028	2031	77,100,000
North Roosevelt Park Levee MI-11	1	88.5	2028	2031	14,600,000
Fairgrounds Levee MI-10	1	86.5	2028	2031	61,000,000
East Burdick Levee MI-12	1	86	2028	2031	16,600,000
Trinity Levee MI-13	1	86	2028	2031	25,500,000
Library & Police Station Floodproofing - MI-4D	1	81.5	2029	2031	23,100,000
Department Total					\$ 604,871,200

Project Costs by Year:	2027	2028	2029	2030	2031
Downtown Levee MI-6C	\$ 16,230,300	\$ 3,779,700	\$ -	\$ -	\$ -
Maple Diversion	15,403,300	26,478,400	34,116,400	35,134,800	21,768,300
6th Street & Central Avenue Roundabout	-	300,000	-	-	-
River Oaks Acquisitions MI-16	-	3,100,000	-	-	-
Livingston Coulee Bypass MI-15	-	6,100,000	40,800,000	12,900,000	-
3rd Street Floodwall MI-5C	-	9,000,000	5,900,000	900,000	-
27th Street Diversion MI-14	-	13,125,000	25,305,000	43,470,000	73,160,000
Burdick Bridge & West Valke Road Levee MI 8/9	-	15,700,000	36,300,000	20,800,000	4,300,000
North Roosevelt Park Levee MI-11	-	700,000	6,800,000	6,300,000	800,000
Fairgrounds Levee MI-10	-	5,600,000	22,300,000	23,000,000	10,100,000
East Burdick Levee MI-12	-	800,000	7,800,000	7,100,000	900,000
Trinity Levee MI-13	-	1,300,000	11,900,000	10,900,000	1,400,000
Library & Police Station Floodproofing - MI-4D	-	-	7,900,000	13,900,000	1,300,000
Department Total	\$ 31,633,600	\$ 85,983,100	\$ 199,121,400	\$ 174,404,800	\$ 113,728,300

Funding Sources:	
Federal Funds	\$ 86,385,780
State Funds	337,130,523
Local: Sales Tax	181,354,897
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other	-
Department Total	\$ 604,871,200

Funding Sources by Year:	2027	2028	2029	2030	2031
Federal Funds	\$ 10,012,145	\$ 17,210,960	\$ 22,175,660	\$ 22,837,620	\$ 14,149,395
State Funds	14,053,946	44,816,891	115,014,731	98,518,667	64,726,288
Local: Sales Tax	7,567,509	23,955,249	61,931,009	53,048,513	34,852,617
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other	-	-	-	-	-
Department Total	\$ 31,633,600	\$ 85,983,100	\$ 199,121,400	\$ 174,404,800	\$ 113,728,300



Capital Improvement Plan

Estimated Project Costs

Project Status

Capital Outlay

Personnel Costs

Operation Costs

Total Project

2027	2028	2029	2030	2031	Total 5-Year Costs
Construction	Construction	Construction	Construction	Construction	
\$ 15,403,300	\$ 26,478,400	\$ 34,116,400	\$ 35,134,800	\$ 21,768,300	\$ 132,901,200
-	-	-	-	-	-
-	-	-	-	-	-
\$ 15,403,300	\$ 26,478,400	\$ 34,116,400	\$ 35,134,800	\$ 21,768,300	\$ 132,901,200

Project Name
Project Fund
Department
Project Number
Tier
Scoring

Maple Diversion
Flood Control Capital (Fund 430)
Flood Control
3529
1
86.5



Estimated Funding Sources

	Amount
Federal Funds	\$ 86,385,780
State Funds	30,235,023
Local: Sales Tax	16,280,397
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 132,901,200

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	7
Funding and Implementation Feasibility	20%	7
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	10
Total Score		87
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The proposed plan would construct approximately 4,900 feet of diversion channel and about 3,700 feet of earthen levee along the north side of the diversion along the Souris River and 1,600 feet of levee on the western end to tieback into phase 2. A consultant has been hired to provide design and construction engineering services. This project is pending federal authorization. The project has received USACE funding at 65% of the proposed 104 million dollar cost. Thus reducing the state and local share of this phase of the project.

2. Describe the ranking of this request in comparison to other requests within the department.

This project is part of the overall MREFPP to reduce flood risk along the Souris River in Minot. This would be the final phase of milestone 1 along the north side of the river to remove over 60% of residences from the regulated flood plain.



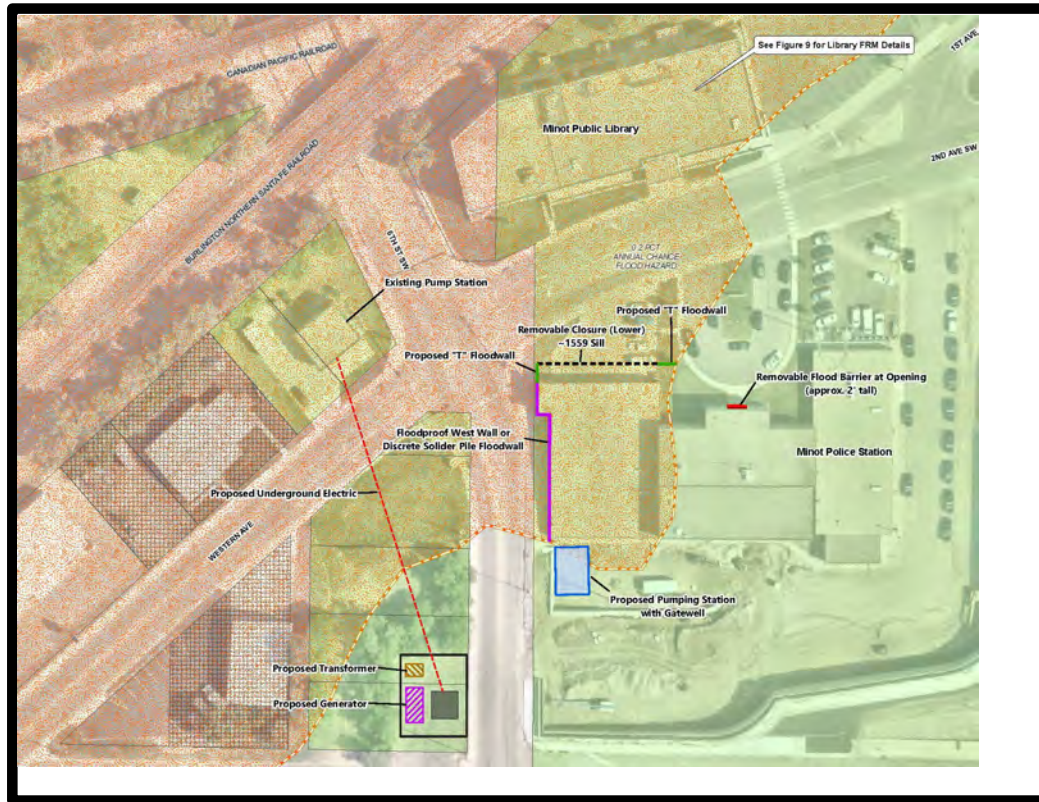
Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2027	2028	2029	2030	2031	Total 5-Year Costs
—	—	Construction	Construction	Construction	
\$ -	\$ -	\$ 7,900,000	\$ 13,900,000	\$ 1,300,000	\$ 23,100,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ -	\$ 7,900,000	\$ 13,900,000	\$ 1,300,000	\$ 23,100,000

Project Name	Library & Police Station Floodproofing - MI-4
Project Fund	Flood Control Capital (Fund 430)
Department	Flood Control
Project Number	
Tier	1
Scoring	81.5



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	15,015,000
Local: Sales Tax	8,085,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 23,100,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	5
Funding and Implementation Feasibility	20%	7
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	10
Total Score		82
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

When the Maple Diversion is operating, flood waters will push through the 6th St underpass opening threatening flooding to properties on the south side of the 6th St underpass. This project would provide protection to those properties. This includes flood proofing the library and police department.

2. Describe the ranking of this request in comparison to other requests within the department.

This project is part of the overall MREFPP to reduce flood risk along the Souris River in Minot.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	Construction	Construction	Construction	—	
Capital Outlay	\$ -	\$ 9,000,000	\$ 5,900,000	\$ 900,000	\$ -	\$ 15,800,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 9,000,000	\$ 5,900,000	\$ 900,000	\$ -	\$ 15,800,000



Project Name	3rd Street Floodwall MI-5C
Project Fund	Flood Control Capital (Fund 430)
Department	Flood Control
Project Number	
Tier	1
Scoring	83.5

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	10,270,000
Local: Sales Tax	5,530,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 15,800,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	5
Funding and Implementation Feasibility	20%	8
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	10
Total Score		84
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

This section of flood wall was originally part of the MI-1 project, but due to permitting issues couldn't be constructed until the Maple Diversion project started. This project will be a short section of flood wall to connect phase MI-1 to MI-5. A consultant has been hired to provide design and construction engineering services.

2. Describe the ranking of this request in comparison to other requests within the department.

This project is part of the overall MREFPP to reduce flood risk along the Souris River in Minot. This would be the final phase of milestone 1 along the north side of the river to remove over 60% of residences from the regulated flood plain. Flood control projects aren't being constructed based on a ranking but rather sequentially as work continues through milestones 2 and 3.

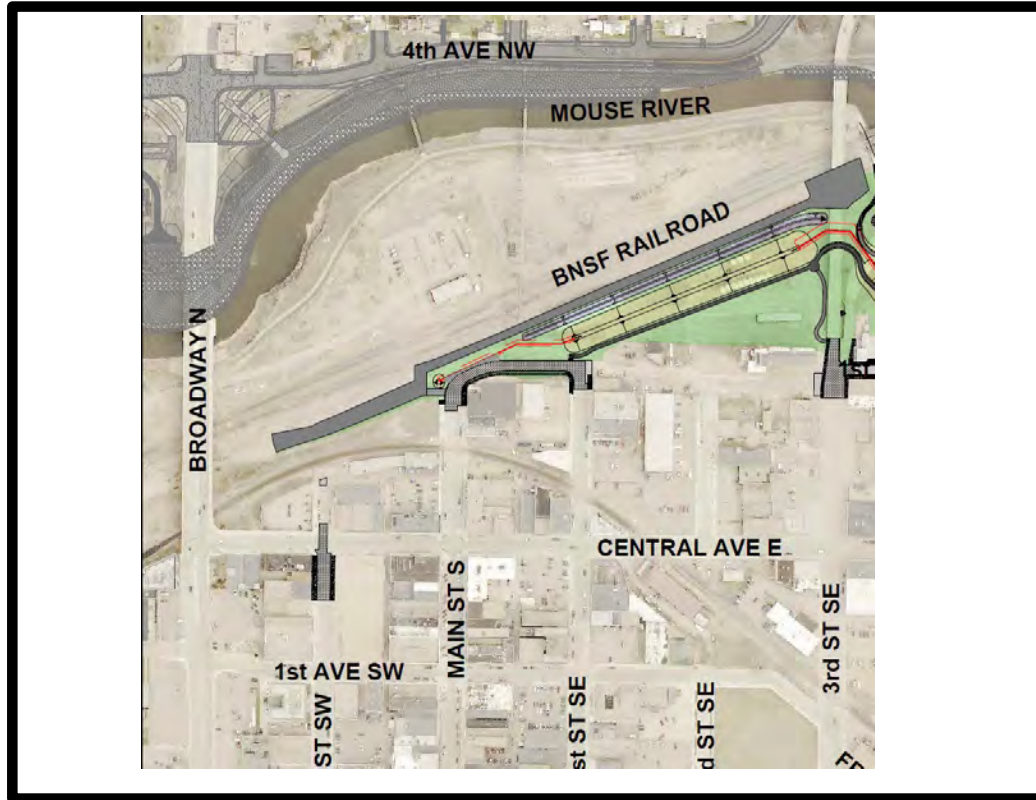


Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Construction	Construction	—	—	—	
Capital Outlay	\$ 16,230,300	\$ 3,779,700	\$ -	\$ -	\$ -	\$ 20,010,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 16,230,300	\$ 3,779,700	\$ -	\$ -	\$ -	\$ 20,010,000

Project Name	Downtown Levee MI-6C
Project Fund	Flood Control Capital (Fund 430)
Department	Flood Control
Project Number	
Tier	1
Scoring	88.5



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	13,006,500
Local: Sales Tax	7,003,500
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 20,010,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	7
Funding and Implementation Feasibility	20%	8
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	10
Total Score		89
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

MI-6C is a short section of floodwall and levee that connects to MI-6B near 3rd St. This project completes the MI-6 project as a whole and provides protection to the downtown area. An engineer was hired and this project has been designed and is nearly ready for construction.

2. Describe the ranking of this request in comparison to other requests within the department.

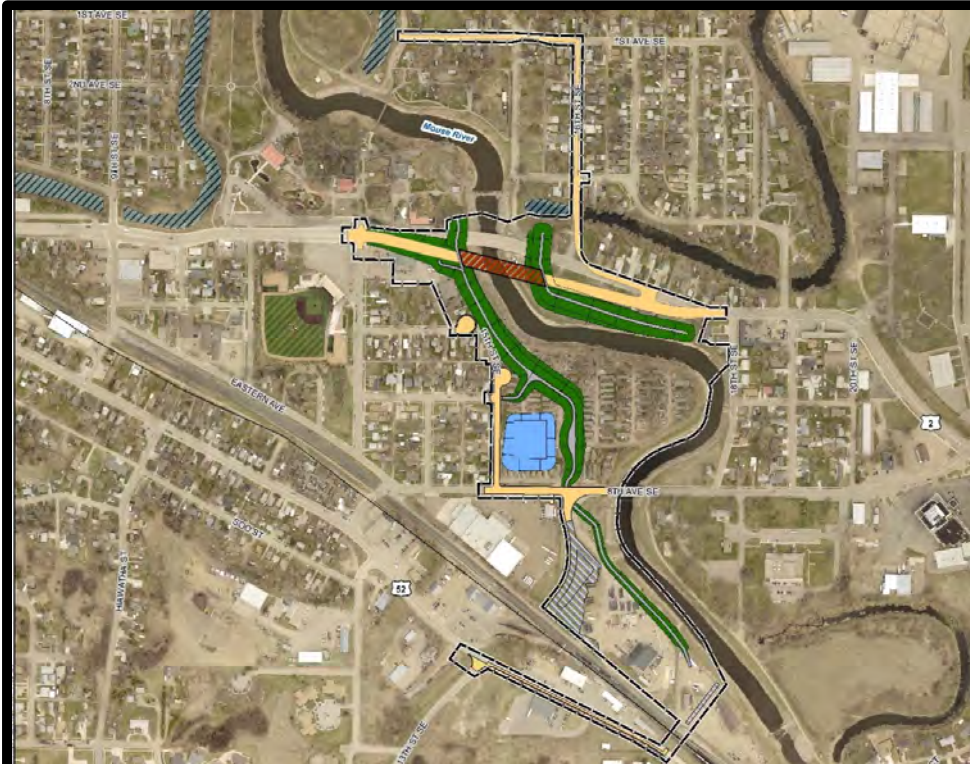
This project is part of the overall MREFPP to reduce flood risk along the Souris River in Minot. Flood control overall is a high priority project, but individual phases are being designed and constructed sequentially.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	Construction	Construction	Construction	Construction	
Capital Outlay	\$ -	\$ 15,700,000	\$ 36,300,000	\$ 20,800,000	\$ 4,300,000	\$ 77,100,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 15,700,000	\$ 36,300,000	\$ 20,800,000	\$ 4,300,000	\$ 77,100,000



Project Name	Burdick Bridge & West Walker Road Levee M
Project Fund	Flood Control Capital (Fund 430)
Department	Flood Control
Project Number	
Tier	1
Scoring	89

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	50,115,000
Local: Sales Tax	26,985,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 77,100,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	8
Funding and Implementation Feasibility	20%	7
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	10
Total Score		89
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The MI-8/9 project will consist of constructing a new Burdick bridge to improve conveyance of flood waters, an extension of levee that ties into MI-7, water and sewer reroutes, a stormwater pond and pump station and roadway relocation. Completion of these projects would conclude construction of milestone 2 which removes another 15% of residents from the regulated flood plain. A consultant has been hired to provide design and construction engineering services.

2. Describe the ranking of this request in comparison to other requests within the department.

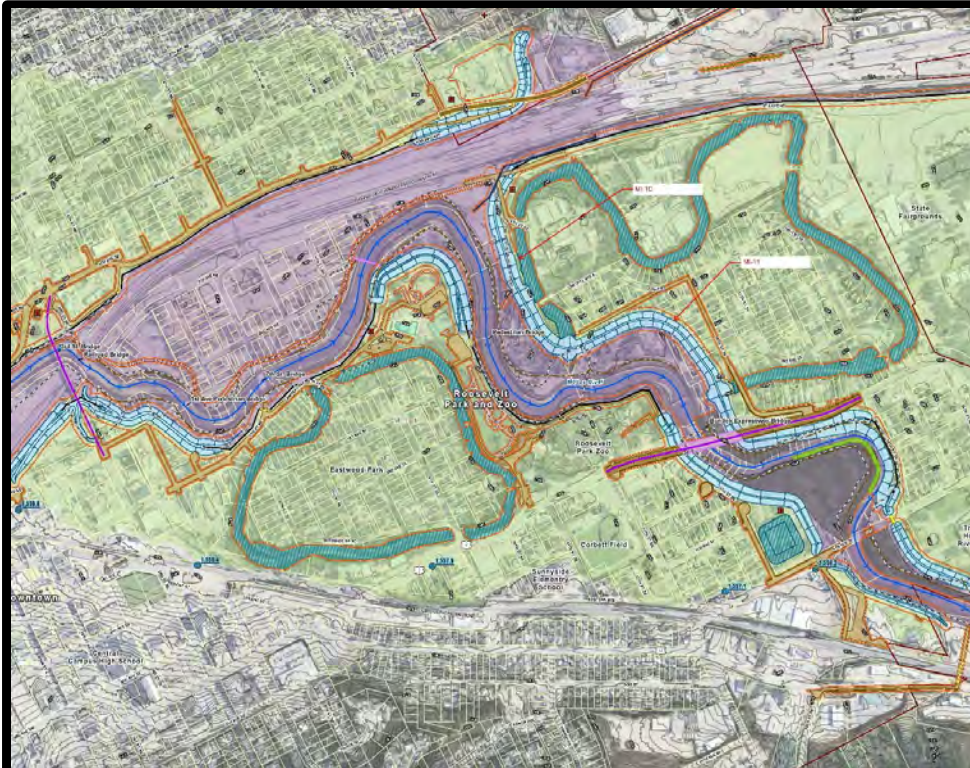
This project is part of the overall MREFPP to reduce flood risk along the Souris River in Minot. Flood control overall is a high priority project, but individual phases are being designed and constructed sequentially.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	Construction	Construction	Construction	Construction	
Capital Outlay	\$ -	\$ 5,600,000	\$ 22,300,000	\$ 23,000,000	\$ 10,100,000	\$ 61,000,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 5,600,000	\$ 22,300,000	\$ 23,000,000	\$ 10,100,000	\$ 61,000,000



Project Name	Fairgrounds Levee MI-10
Project Fund	Flood Control Capital (Fund 430)
Department	Flood Control
Project Number	
Tier	1
Scoring	86.5

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	39,650,000
Local: Sales Tax	21,350,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 61,000,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	7
Funding and Implementation Feasibility	20%	7
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	10
Total Score		87
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

MI-10 is the first project associated with milestone 3. This project will consist of a section of levee that begins near 4th Ave and 14th St NE and extends south along the river to near Burdick Expressway. This project will require a consultant to provide design and construction engineering services.

2. Describe the ranking of this request in comparison to other requests within the department.

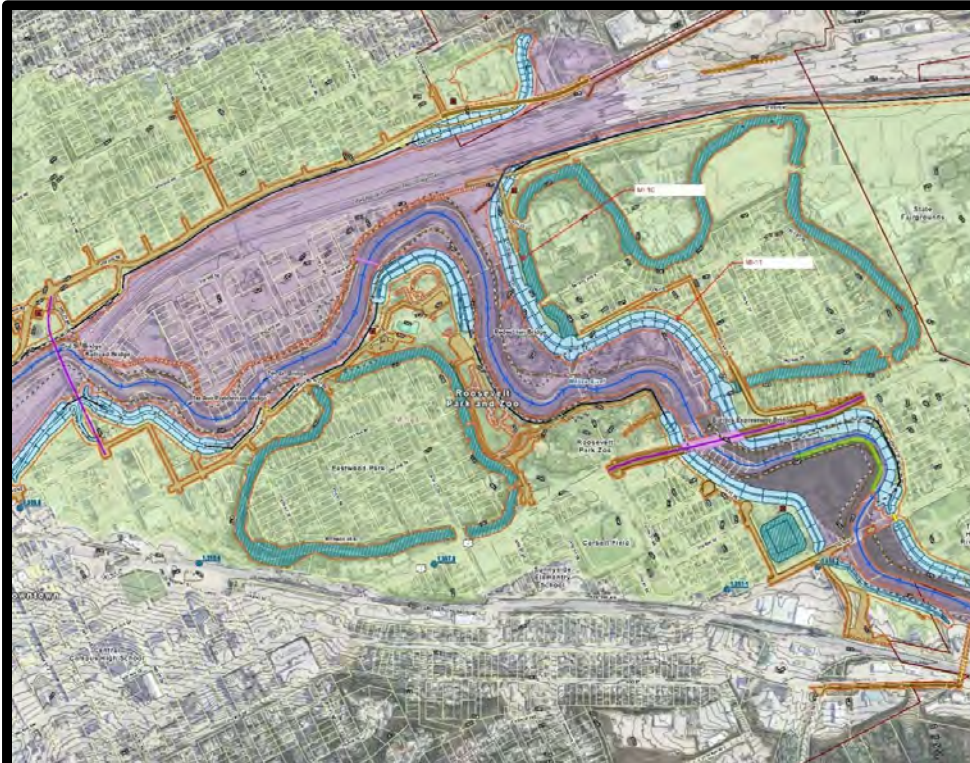
This project is part of the overall MREFPP to reduce flood risk along the Souris River in Minot. Flood control overall is a high priority project, but individual phases are being designed and constructed sequentially.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	Construction	Construction	Construction	Construction	
Capital Outlay	\$ -	\$ 700,000	\$ 6,800,000	\$ 6,300,000	\$ 800,000	\$ 14,600,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 700,000	\$ 6,800,000	\$ 6,300,000	\$ 800,000	\$ 14,600,000



Project Name	North Roosevelt Park Levee MI-11
Project Fund	Flood Control Capital (Fund 430)
Department	Flood Control
Project Number	
Tier	1
Scoring	88.5

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	9,490,000
Local: Sales Tax	5,110,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 14,600,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	7
Funding and Implementation Feasibility	20%	8
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	10
Total Score		89
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

MI-11 is a continuation of projects associated with milestone 3 of the MREFPP. This project is a section of levee of a larger levee component that begins near 4th Ave and 14th St NE and extends south along the river to near Burdick Expressway. This project will require a consultant to provide design and construction engineering services.

2. Describe the ranking of this request in comparison to other requests within the department.

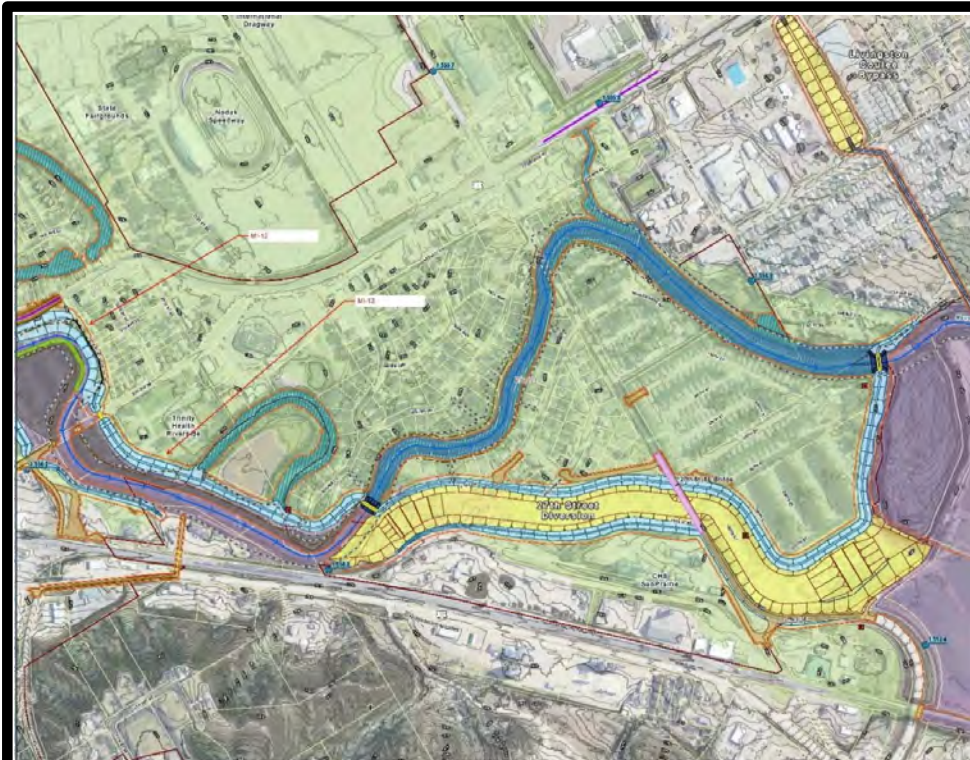
This project is part of the overall MREFPP to reduce flood risk along the Souris River in Minot. Flood control overall is a high priority project, but individual phases are being designed and constructed sequentially.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	Construction	Construction	Construction	Construction	
Capital Outlay	\$ -	\$ 800,000	\$ 7,800,000	\$ 7,100,000	\$ 900,000	\$ 16,600,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 800,000	\$ 7,800,000	\$ 7,100,000	\$ 900,000	\$ 16,600,000



Project Name	East Burdick Levee MI-12
Project Fund	Flood Control Capital (Fund 430)
Department	Flood Control
Project Number	
Tier	1
Scoring	86

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	10,790,000
Local: Sales Tax	5,810,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 16,600,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	6
Funding and Implementation Feasibility	20%	8
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	10
Total Score		86
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

MI-12 is a continuation of projects associated with milestone 3 of the MREFPP. This project is a section of levee that is part of a larger levee component that begins near Burdick Expressway and 16th St NE and extends south along the river to 8th Ave. This project will require a consultant to provide design and construction engineering services.

2. Describe the ranking of this request in comparison to other requests within the department.

This project is part of the overall MREFPP to reduce flood risk along the Souris River in Minot. Flood control overall is a high priority project, but individual phases are being designed and constructed sequentially.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	Construction	Construction	Construction	Construction	
Capital Outlay	\$ -	\$ 1,300,000	\$ 11,900,000	\$ 10,900,000	\$ 1,400,000	\$ 25,500,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 1,300,000	\$ 11,900,000	\$ 10,900,000	\$ 1,400,000	\$ 25,500,000



Project Name	Trinity Levee MI-13
Project Fund	Flood Control Capital (Fund 430)
Department	Flood Control
Project Number	
Tier	1
Scoring	86

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	16,575,000
Local: Sales Tax	8,925,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 25,500,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	6
Funding and Implementation Feasibility	20%	8
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	10
Total Score		86
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

MI-13 is a continuation of projects associated with milestone 3 of the MREFPP. This project is a section of levee of a larger levee component that begins near 8th Ave bridge and extends south along the river to the Souris Court of the Green Valley subdivision. This project will require a consultant to provide design and construction engineering services.

2. Describe the ranking of this request in comparison to other requests within the department.

This project is part of the overall MREFPP to reduce flood risk along the Souris River in Minot. Flood control overall is a high priority project, but individual phases are being designed and constructed sequentially.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	Construction	Construction	Construction	Construction	
Capital Outlay	\$ -	\$ 13,125,000	\$ 25,305,000	\$ 43,470,000	\$ 73,160,000	\$ 155,060,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 13,125,000	\$ 25,305,000	\$ 43,470,000	\$ 73,160,000	\$ 155,060,000



Project Name	27th Street Diversion MI-14
Project Fund	Flood Control Capital (Fund 430)
Department	Flood Control
Project Number	
Tier	1
Scoring	91.5

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	100,789,000
Local: Sales Tax	54,271,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 155,060,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	9
Funding and Implementation Feasibility	20%	7
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	10
Total Score		92
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

MI-14 the final segment of projects associated with milestone 3 of the MREFPP that will remove an additional 25% of residents from the regulated flood plain. This project is a large high flow bypass channel that starts near Souris Court, extends southeast across 27th St and terminates south of Holiday Village mobile home park. This project will require a consultant to provide design and construction engineering services.

2. Describe the ranking of this request in comparison to other requests within the department.

This project is part of the overall MREFPP to reduce flood risk along the Souris River in Minot. Flood control overall is a high priority project, but individual phases are being designed and constructed sequentially.

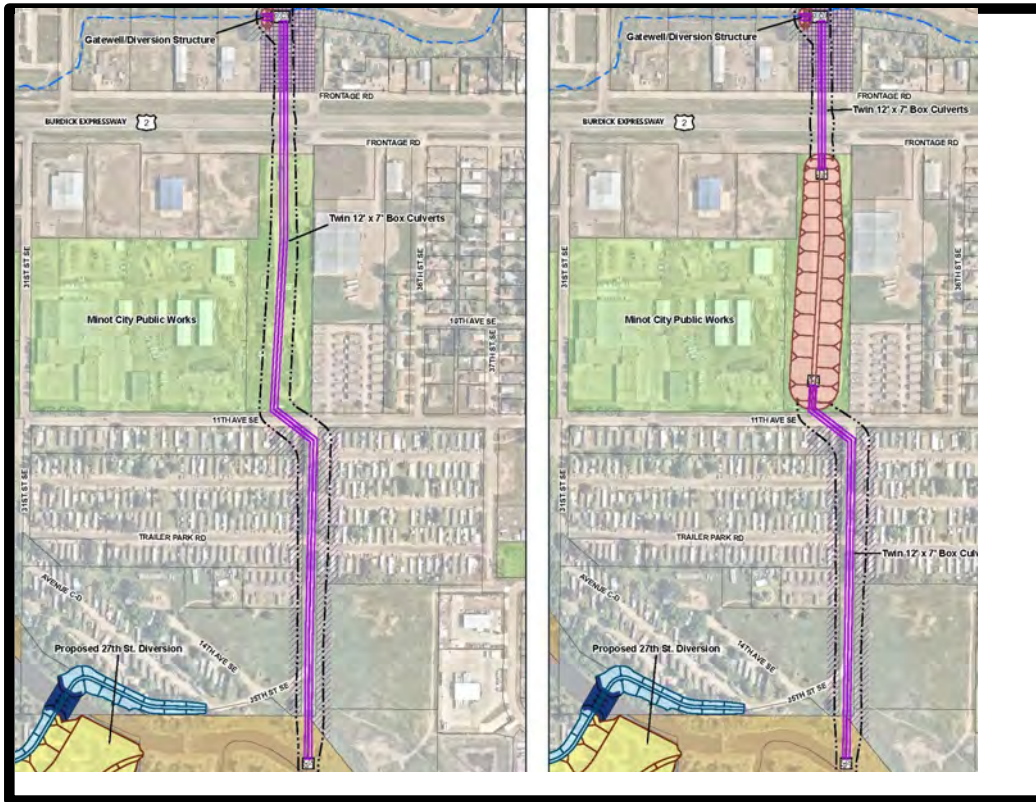


Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2027	2028	2029	2030	2031	Total 5-Year Costs
—	Construction	Construction	Construction	—	
\$ -	\$ 6,100,000	\$ 40,800,000	\$ 12,900,000	\$ -	\$ 59,800,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ 6,100,000	\$ 40,800,000	\$ 12,900,000	\$ -	\$ 59,800,000



Project Name	Livingston Coulee Bypass MI-15
Project Fund	Flood Control Capital (Fund 430)
Department	Flood Control
Project Number	
Tier	1
Scoring	84

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	38,870,000
Local: Sales Tax	20,930,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 59,800,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	6
Funding and Implementation Feasibility	20%	7
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	10
Total Score		84
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

MI-15 is a componet of milestone 3 of the overall MREFPP project. This project will construct a bypass to divert flows from Livingston Coulee to an area outside of the line of protection during a flood event. This will eliminate the need to pump Livingston Coulee flows during a rain event while the 27th St Diversion is operating. The bypass will reduce the costs of the intial Livingston Coulee concept by \$50-\$80 million. This project will require a consultant to provide design and construction engineering services.

2. Describe the ranking of this request in comparison to other requests within the department.

This project is part of the overall MREFPP to reduce flood risk along the Souris River in Minot. Flood control overall is a high priority project, but individual phases are being designed and constructed sequentially.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	Purchase	—	—	—	
Capital Outlay	\$ -	\$ 3,100,000	\$ -	\$ -	\$ -	\$ 3,100,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 3,100,000	\$ -	\$ -	\$ -	\$ 3,100,000



Project Name	River Oaks Acquisitions MI-16
Project Fund	Flood Control Capital (Fund 430)
Department	Flood Control
Project Number	
Tier	1
Scoring	80

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,325,000
Local: Sales Tax	775,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 3,100,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	10
Asset Condition and Maintenance Needs	25%	2
Funding and Implementation Feasibility	20%	10
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	10
Total Score		80
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

This project would consist of acquiring homes in River Oaks in lieu of constructing flood control. Analysis of the initial concept showed more houses needed to be acquired for flood control than the project would actually protect. The cost of protection far exceeds the cost of acquisition.

2. Describe the ranking of this request in comparison to other requests within the department.

This project is part of the overall MREFPP to reduce flood risk along the Souris River in Minot. Flood control overall is a high priority project, but individual phases are being designed and constructed sequentially.

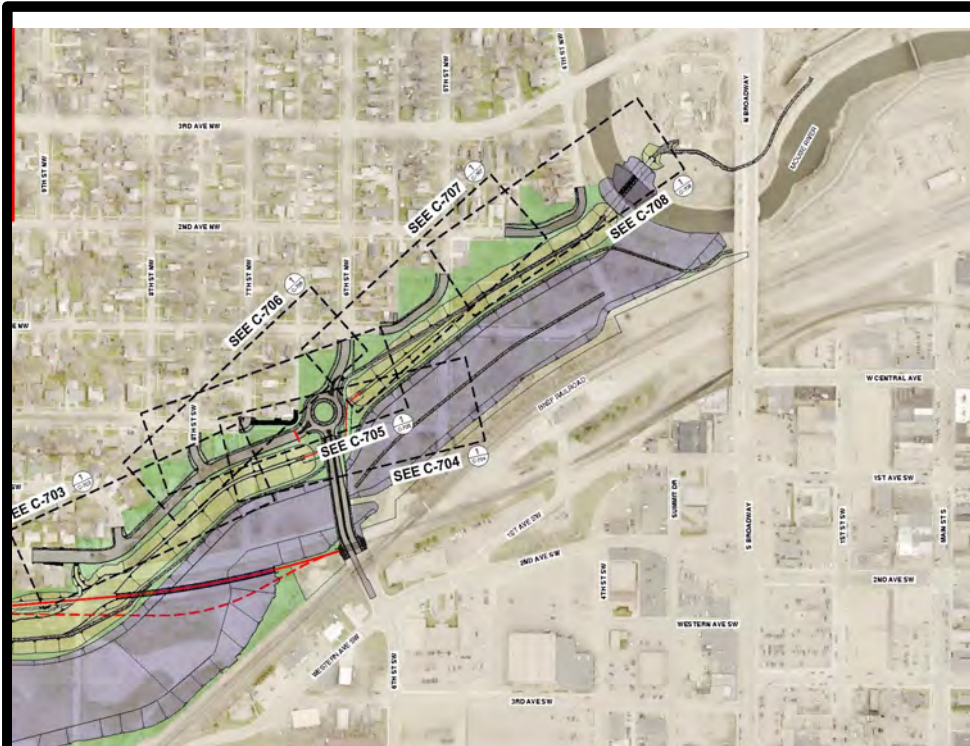


Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2027	2028	2029	2030	2031	Total 5-Year Costs
—	Construction	—	—	—	
\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000



Project Name	6th Street & Central Avenue Roundabout
Project Fund	Capital Infrastructure (Fund 410)
Department	Airport
Project Number	
Tier	1
Scoring	89

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	300,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 300,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	8
Funding and Implementation Feasibility	20%	10
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	10
Public and Stakeholder Support	5%	8
Total Score		89
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The construction of a roundabout at the intersection of 6th Street and Central Avenue in response to anticipated operational, safety and long-term maintenance benefits.

2. Describe the ranking of this request in comparison to other requests within the department.

The roundabout will provide many safety and operational benefits and will be most cost effectively constructed with the construction of the Maple Diversion flood control project.

Appendix E – Police



Capital Improvement Plan

Department Summary

Department: Police

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
Police Department Facility	1	82	2027	2029	10,000,000
Department Total					\$ 10,000,000
Project Costs by Year:	2027	2028	2029	2030	2031
Police Department Facility	\$ 5,000,000	\$ 5,000,000	\$ -	\$ -	\$ -
Department Total	\$ 5,000,000	\$ 5,000,000	\$ -	\$ -	\$ -
Funding Sources:					
Federal Funds	\$ -				
State Funds	-				
Local: Sales Tax	-				
Local: Tax Levy	-				
Local: Special Assessments	-				
Local: Sales Tax Bonds	-				
Local: General Obligation Bonds	-				
Local: Storm Sewer Development	-				
Local: Revenue Bonds	-				
Other (specify)	10,000,000				
Department Total	\$ 10,000,000				
Funding Sources by Year:	2027	2028	2029	2030	2031
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	-	-	-	-	-
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other (specify)	5,000,000	5,000,000	-	-	-
Department Total	\$ 5,000,000	\$ 5,000,000	\$ -	\$ -	\$ -



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Construction	Construction	Operation	Operation	Operation	
Capital Outlay	\$ 5,000,000		\$ -	\$ -	\$ -	\$ 10,000,000
Personnel Costs	-		-	-	-	-
Operation Costs	-		-	-	-	-
Total Project	\$ 5,000,000		\$ -	\$ -	\$ -	\$ 10,000,000



Project Name	Police Department Facility
Project Fund	Capital Infrastructure (Fund 410)
Department	Police
Project Number	2026-1
Tier	1
Scoring	82

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
General Fund Reserves	10,000,000
Total Project	\$ 10,000,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	7
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	8
Total Score		82
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

This request is to remodel the existing police department to meet the needs of the City of Minot.

In 2023 The Minot City Council commissioned a study to address City's aging police department and municipal court and to examine the needs of the department and city. The overall goal of this study was to create a design plan that will meet Minot's needs for the next 25 or more years while addressing safety and liability issues. improving process efficiencies for personnel and citizens, ensuring long term value of investment, creating a welcoming environment, and proactively planning for growth over the next 25 years. On October 2, 2023, EAPC Architects Engineering, the firm selected for the study, delivered the report titled the Minot Police Departments Needs and Feasibility Assessment. In review of the needs of the police department, EAPC utilized a LEAN process, a consensus building planning system that establishes a process and metric to measure success of the work, to ensure the study captured what was important to the City of Minot. EAPC then completed a facility assessment or a comprehensive review of the physical infrastructure of the building, an analysis of existing space usage, and a growth projection based on staffing levels and future city population estimates. Utilizing this information they developed a space needs analysis to project the space required to meet the needs of the department.

Since the original structure was constructed prior to the Americans with Disabilities Act (ADA), the study found several basic concerns to include multiple level changes with stairs only. Furthermore, the building has undergone several remodels and as a result of multiple level changes and remodels, the buildings existing space usage and flow exhibit multiple inefficiencies to include separation of working spaces and level changes within workspaces. From their analysis EAPC estimated the 25-year space needs of the Minot Police Department to be 75,209 square feet which is consistent with national standards for space needs of an agency of this size. This current structure falls 34,059 square feet short at a total of 41,150 square feet.

After examining the needs of the police department and city, this study developed several possible solutions, which in February 2026, the City Council approved Ackerman Estvold Architects to begin the remodeling of the existing structure.

2. Describe the ranking of this request in comparison to other requests within the department.

This will be funded through general fund reserves.

Appendix F – Public Works Operations



Capital Improvement Plan
Department Summary

Department: **Public Works Operations**

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
Fuel Farm	3	57.5	2027	2029	300,000
Department Total					<u>\$ 300,000</u>

Project Costs by Year:	2027	2028	2029	2030	2031
Fuel Farm	100,000	100,000	100,000	-	-
Department Total	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>

Funding Sources:	
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	300,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other	-
Department Total	<u>\$ 300,000</u>

Funding Sources by Year:	2027	2028	2029	2030	2031
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	-	-	-	-	-
Local: Sales Tax	100,000	100,000	100,000	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other	-	-	-	-	-
Department Total	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Preliminary	Purchase	Purchase	—	—	
Capital Outlay	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 300,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 300,000



Project Name	Fuel Farm
Project Fund	Capital Infrastructure (Fund 410)
Department	Public Works Operations
Project Number	4916
Tier	3
Scoring	57.5

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	300,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 300,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	9
Asset Condition and Maintenance Needs	25%	2
Funding and Implementation Feasibility	20%	5
Strategic and Policy Alignment	15%	7
Community and Economic Impact	10%	5
Public and Stakeholder Support	5%	9
Total Score		58
Tier		3

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Property Maintenance staff propose the replacement of its current fuel farm, originally installed in 1996 in response to a state mandate for double wall containment tanks. Approaching the end of their 30-year life cycle, these tanks face potential liner and component failures. The project involves transitioning to a more cost-effective above-ground tank storage and delivery system, which is easier to install, maintain, and manage. Additionally, the project will replace the aging dispensers and user activation systems. The new fuel farm will continue to serve Public Works, Water/Wastewater, five Fire Stations, Sanitation, the Water Plant, and other City departments with vehicles.

2. Describe the ranking of this request in comparison to other requests within the department.

The priority level of this project is one that should be addressed as soon as funding can be established. Knowing the environment the system is in, constant high ground water levels, should a breach happen the cost would be very high – water in the fuel dispensing system, environmental cleanup for the soil, etc.

Appendix G – Sanitary Sewer Worksheets



Capital Improvement Plan

Department Summary

Department: Sanitary Sewer

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
Wastewater Treatment Facility	3	59	2031	2031	11,000,000
Department Total					\$ 11,000,000

Project Costs by Year:	2027	2028	2029	2030	2031
Wastewater Treatment Facility	-	-	-	-	11,000,000
Department Total	\$ -	\$ -	\$ -	\$ -	\$ 11,000,000

Funding Sources:	
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	11,000,000
Other	-
Department Total	\$ 11,000,000

Funding Sources by Year:	2027	2028	2029	2030	2031
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	-	-	-	-	-
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	11,000,000
Other	-	-	-	-	-
Department Total	\$ -	\$ -	\$ -	\$ -	\$ 11,000,000



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	—	—	—	Design	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 11,000,000	\$ 11,000,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ -	\$ 11,000,000	\$ 11,000,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	11,000,000
Other (specify)	-
Total Project	\$ 11,000,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	4
Funding and Implementation Feasibility	20%	4
Strategic and Policy Alignment	15%	7
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	7
Total Score		59
Tier		3

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The current wastewater treatment facility is nearing capacity for peak flow conditions and treatment for certain water quality parameters. The EPA has also been discussing tightening of treatment requirements, which our current facility would not be capable of meeting. This project would construct a new mechanical wastewater treatment facility to replace the current lagoon system. A consultant would be hired to design the project and provide construction engineering services.

2. Describe the ranking of this request in comparison to other requests within the department.

Our currently treatment facility is meeting state and federal requirements. The urgency for when a new treatment plant is required will depend on how hard and how fast state and federal regulations force us to make improvements

Appendix H – Storm Sewer Worksheets



Capital Improvement Plan

Department Summary

Department: Storm Sewer

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
Storm Sewer Dist 124 Polaris Park Watershed	2	77	2027	2027	\$ 2,830,000
Hacienda Hills Outfall Improvements	2	69.5	2027	2028	1,075,000
11th Ave SW Watershed Storm Sewer District	2	77.5	2027	2029	14,965,000
Department Total					\$ 18,870,000

Project Costs by Year:	2027	2028	2029	2030	2031
Storm Sewer Dist 124 Polaris Park Watershed	\$ 2,830,000	\$ -	\$ -	\$ -	\$ -
Hacienda Hills Outfall Improvements	75,000	1,000,000	-	-	-
11th Ave SW Watershed Storm Sewer District	1,665,000	-	13,300,000	-	-
Department Total	\$ 4,570,000	\$ 1,000,000	\$13,300,000	\$ -	\$ -

Funding Sources:	
Federal Funds	\$ -
State Funds	5,975,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	3,745,000
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	7,650,000
Local: Revenue Bonds	-
Other (Water/Sewer Reserves)	1,500,000
Department Total	\$ 18,870,000

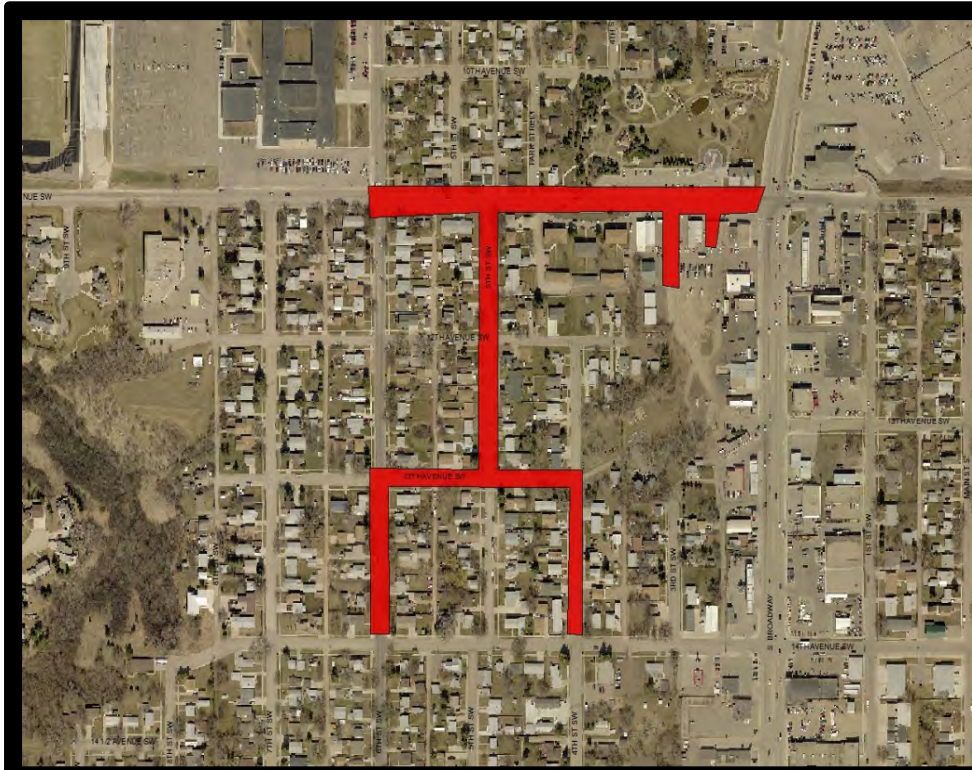
Funding Sources by Year:	2027	2028	2029	2030	2031
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	775,000	-	5,200,000	-	-
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	445,000	-	3,300,000	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	3,350,000	1,000,000	3,300,000	-	-
Local: Revenue Bonds	-	-	-	-	-
Other (Water/Sewer Reserves)	-	-	1,500,000	-	-
Department Total	\$ 4,570,000	\$ 1,000,000	\$13,300,000	\$ -	\$ -



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Design	Design	Construction	Operation	Operation	
Capital Outlay	\$ 1,665,000	\$ -	\$ 13,300,000	\$ -	\$ -	\$ 14,965,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 1,665,000	\$ -	\$ 13,300,000	\$ -	\$ -	\$ 14,965,000



Project Name	11th Ave SW Watershed Storm Sewer District
Project Fund	Capital Infrastructure (Fund 410)
Department	Storm Sewer
Project Number	
Tier	2
Scoring	77.5

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	5,975,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	3,745,000
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	3,745,000
Local: Revenue Bonds	-
Water-Sewer-Storm Fund Reserves	1,500,000
Total Project	\$ 14,965,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	7
Asset Condition and Maintenance Needs	25%	8
Funding and Implementation Feasibility	20%	8
Strategic and Policy Alignment	15%	8
Community and Economic Impact	10%	8
Public and Stakeholder Support	5%	8
Total Score		78
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The 11th Avenue SW watershed has had flooding issues for many decades. The primary issue is due to a lack of inlet capacity along 11th Avenue SW as there is no storm sewer south of 11th Avenue to collect the drainage from the watershed. All the runoff has to be conveyed to the catch basins on 11th Avenue which quickly become overwhelmed and the street floods. In addition, the underground utilities are from the 1960s and are in need of replacement. This will require a full reconstruction of 11th Avenue from Broadway to 6th Street. The storm sewer project will be paid for with storm sewer development funding and special assessments. The water and sewer will be paid for with water and sewer reserves and the street reconstruction will be paid for with Hub City funds.

2. Describe the ranking of this request in comparison to other requests within the department.

The project is a high priority storm sewer project as it will eliminate flooding on very common storm events. 11th Avenue is a collector roadway and serves as a significant link between Broadway and 16th Street SW. The project will also replace failing sewer and water utilities in addition to replacing the roadway, sidewalks and installing new street lighting. There is a potential for a roundabout at 6th St and 11th Ave SW to solve traffic issues at the intersection.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Design	Construction	—	—	—	
Capital Outlay	\$ 75,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,075,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 75,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,075,000



Project Name	Hacienda Hills Outfall Improvements
Project Fund	Water and Sewer (Fund 140)
Department	Storm Sewer
Project Number	
Tier	2
Scoring	69.5

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	1,075,000
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 1,075,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	6
Asset Condition and Maintenance Needs	25%	9
Funding and Implementation Feasibility	20%	6
Strategic and Policy Alignment	15%	7
Community and Economic Impact	10%	5
Public and Stakeholder Support	5%	9
Total Score		70
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The Hacienda Hills outfall watershed encompasses over 200 acres of developed and 200 acres of sparsely developed property in southeast Minot. During runoff events several storm systems are routed through pipes and channels to a series of detention ponds before flowing out the Hacienda Hills outfall. Runoff then flows down a steep coulee and eventually enters the Souris River. Over the years, significant erosion has occurred through this system, partially due to others downstream. The proposed project will first study the most effective method to prevent future erosion. A future project can then be programmed. At this time, the improvements are being planned with storm sewer development funding. There is potential for future cost share by other entities but these opportunities must be explored further. It is likely the city will have to fund these improvements alone. In addition, the traditional method of special assessments may not be viable for this

2. Describe the ranking of this request in comparison to other requests within the department.

The flooding impact damages only a few property owners, but the impacts are large. The high initial velocity coming from the pipes can be very dangerous. The high velocity is also what is causing the erosion.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Construction	Operation	Operation	Operation	Operation	
Capital Outlay	\$ 2,830,000	\$ -	\$ -	\$ -	\$ -	\$ 2,830,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 2,830,000	\$ -	\$ -	\$ -	\$ -	\$ 2,830,000

Project Name	Storm Sewer Dist 124 Polaris Park Watershed
Project Fund	Water and Sewer (Fund 140)
Department	Storm Sewer
Project Number	
Tier	2
Scoring	77



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	2,830,000
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 2,830,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	9
Asset Condition and Maintenance Needs	25%	9
Funding and Implementation Feasibility	20%	6
Strategic and Policy Alignment	15%	6
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	8
Total Score		77
Tier		2

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The Storm Sewer District 124 project aims to reduce flooding along Broadway from approximately 27th Ave NW to 30th Ave NW. During the 25 year and larger storm events, Broadway and the west frontage road are under water for several hours, completely blocking these roadways from travel. In addition, severe erosion is happening to the east of the 48" outfall along 30th Ave NE. This outfall is one of the primary storm water outfalls of the city. The project will correct the drainage issues allowing Broadway to be open during the 100-year event and will correct the erosion and downstream flooding issues by constructing a regional detention pond at the location of the Stonebridge Farms pond.

2. Describe the ranking of this request in comparison to other requests within the department.

Due to the extent of flooding on a major roadway and the current state of erosion along 30th Ave NE, this project ranks high on the list of watersheds to address.

Appendix I – Water Worksheets



Capital Improvement Plan

Department Summary

Department: Water

Projects:	Tier	Scoring	Start Year	Finish Year	Total 5-Year Costs
Water & Sewer Building	1	82	2027	2027	\$ 3,700,000
Central Ave/ Blaisdell Watermain Replacement	1	90	2027	2028	7,410,000
Waidts Addition Area & University Ave. Watermain Replacement	1	90	2027	2028	7,410,000
Edison Area Watermain Replacement	1	90	2028	2029	3,940,000
South Hill Complex Area Watermain Replacement	1	90	2028	2029	4,140,000
Eastwood Park Watermain Replacement	1	90	2029	2030	4,385,000
Bel Air Area Watermain Replacement	1	90	2029	2030	4,160,000
Area West of NDSF Watermain Replacement	1	90	2030	2031	4,435,000
SE Area Utility Replacement	1	90	2030	2031	5,355,000
Area East of Corbett Field Watermain Replacement	1	90	2031	2031	575,000
Roosevelt School Area Watermain Replacement	1	90	2031	2031	550,000
Department Total					\$ 46,060,000

Project Costs by Year:	2027	2028	2029	2030	2031
Water & Sewer Building	\$ 3,700,000	\$ -	\$ -	\$ -	\$ -
Central Ave/ Blaisdell Watermain Replacement	3,910,000	3,500,000	-	-	-
Waidts Addition Area & University Ave. Watermain Replacement	3,910,000	3,500,000	-	-	-
Edison Area Watermain Replacement	-	440,000	3,500,000	-	-
South Hill Complex Area Watermain Replacement	-	440,000	3,700,000	-	-
Eastwood Park Watermain Replacement	-	-	485,000	3,900,000	-
Bel Air Area Watermain Replacement	-	-	460,000	3,700,000	-
Area West of NDSF Watermain Replacement	-	-	-	485,000	3,950,000
SE Area Utility Replacement	-	-	-	515,000	4,840,000
Area East of Corbett Field Watermain Replacement	-	-	-	-	575,000
Roosevelt School Area Watermain Replacement	-	-	-	-	550,000
Department Total	\$11,520,000	\$ 7,880,000	\$ 8,145,000	\$ 8,600,000	\$ 9,915,000

Funding Sources:	
Federal Funds	\$ -
State Funds	25,416,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other Agency Contribution	20,644,000
Department Total	\$ 46,060,000

Funding Sources by Year:	2027	2028	2029	2030	2031
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	4,692,000	4,728,000	4,887,000	5,160,000	5,949,000
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other Agency Contribution	6,828,000	3,152,000	3,258,000	3,440,000	3,966,000
Department Total	\$11,520,000	\$ 7,880,000	\$ 8,145,000	\$ 8,600,000	\$ 9,915,000



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Construction	Construction	—	—	—	
Capital Outlay	\$ 3,910,000	\$ 3,500,000	\$ -	\$ -	\$ -	\$ 7,410,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 3,910,000	\$ 3,500,000	\$ -	\$ -	\$ -	\$ 7,410,000



Project Name	Central Ave/ Blaisdell Watermain Replacement
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Tier	1
Scoring	90

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	4,446,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other Agency Contribution	2,964,000
Total Project	\$ 7,410,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	10
Total Score		90
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Replacement of old cast iron pipes in the remaining Dacotah Homes Addition area and W. Central Ave with the addition of the Blaisdell Bird Addition north of 4th Ave NW, where there are a lot of breaks and water quality and fire flow issues. If lead lines are encountered while replacing curb stops, they will be replaced as well.

2. Describe the ranking of this request in comparison to other requests within the department.

These areas have cast iron watermain that is beyond its useful life and the area experiences frequent watermain breaks and water quality and fire flow issues.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Design	Construction	—	—	—	
Capital Outlay	\$ 3,910,000	\$ 3,500,000	\$ -	\$ -	\$ -	\$ 7,410,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 3,910,000	\$ 3,500,000	\$ -	\$ -	\$ -	\$ 7,410,000



Project Name	Waitts Addition Area & University Ave. Wat
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Tier	1
Scoring	90

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	4,446,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	2,964,000
Total Project	\$ 7,410,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	10
Total Score		90
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Replacement of old cast iron pipes in the Waidts Addition area and University Ave. from 8th St. NW to Broadway, where there are a lot of breaks and water quality and fire flow issues. If lead lines are encountered while replacing curb stops, they will be replaced as well.

2. Describe the ranking of this request in comparison to other requests within the department.

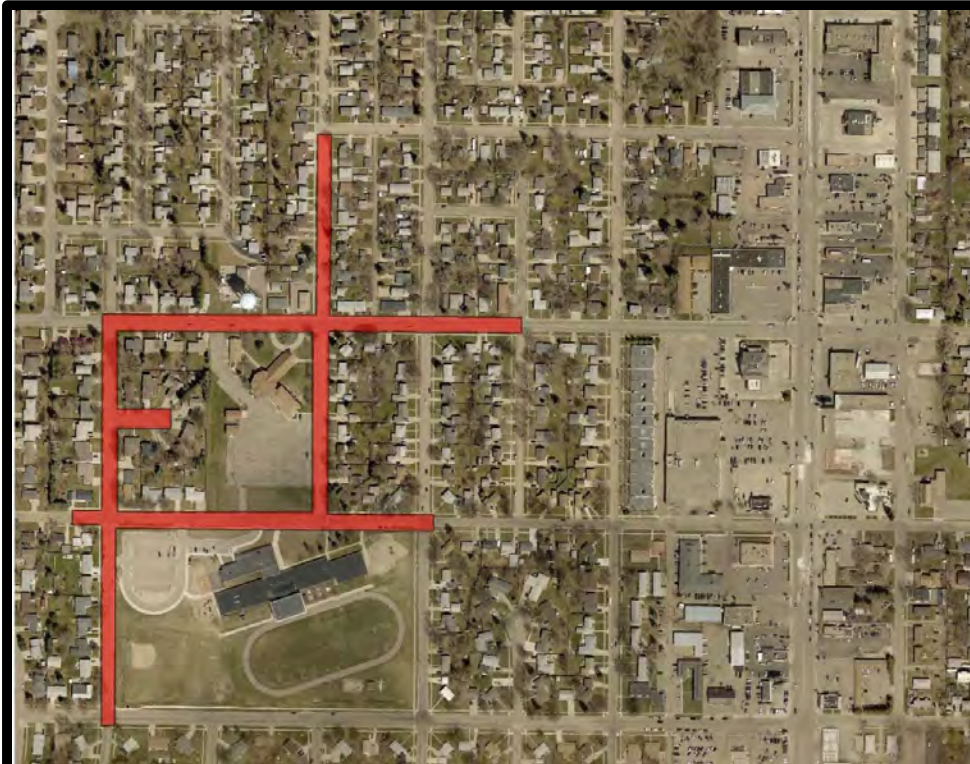
These areas have cast iron watermain that is beyond its useful life and the area experiences frequent watermain breaks and water quality and fire flow issues.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	Design	Construction	—	—	
Capital Outlay	\$ -	\$ 440,000	\$ 3,500,000	\$ -	\$ -	\$ 3,940,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 440,000	\$ 3,500,000	\$ -	\$ -	\$ 3,940,000



Project Name	Edison Area Watermain Replacement
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Tier	1
Scoring	90

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,364,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other Agency Contribution	1,576,000
Total Project	\$ 3,940,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	10
Total Score		90
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Replacement of old cast iron pipes in the Edison School area, where there are frequent watermain breaks and water quality and fire flow issues. If lead service lines are encountered while repolacing curb stops, they will be replaced as well.

2. Describe the ranking of this request in comparison to other requests within the department.

This area has cast iron watermain that is beyond is useful life and the area experiences frequent watermain breaks and water quality and fire flow issues.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	Design	Construction	—	—	
Capital Outlay	\$ -	\$ 440,000	\$ 3,700,000	\$ -	\$ -	\$ 4,140,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 440,000	\$ 3,700,000	\$ -	\$ -	\$ 4,140,000



Project Name	South Hill Complex Area Watermain Replace
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Tier	1
Scoring	90

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,484,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other Agency Contribution	1,656,000
Total Project	\$ 4,140,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	10
Total Score		90
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Replacement of old cast iron pipes in the South Hill Complex area, where there are a lot of breaks and water quality and fire flow issues. If lead service lines are encountered while replacing curb stops, they will be replaced as well.

2. Describe the ranking of this request in comparison to other requests within the department.

This area has cast iron watermain that is beyond its useful life and the area experiences frequent watermain breaks and water quality and fire flow issues.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	—	—	—	—	
Capital Outlay	\$ -	\$ -	\$ 485,000	\$ 3,900,000	\$ -	\$ 4,385,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ 485,000	\$ 3,900,000	\$ -	\$ 4,385,000



Project Name	Eastwood Park Watermain Replacement
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Tier	1
Scoring	90

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,631,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other Agency Contribution	1,754,000
Total Project	\$ 4,385,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	10
Total Score		90
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Replacement of old cast iron pipes in the Eastwood Park area, where there are frequent watermain breaks and water quality and fire flow issues. Lead service lines will be encountered while replacing curb stops and will be replaced as well.

2. Describe the ranking of this request in comparison to other requests within the department.

This area has cast iron watermain that is beyond its useful life and the area experiences frequent watermain breaks and water quality and fire flow issues.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	—	Design	Construction	—	
Capital Outlay	\$ -	\$ -	\$ 460,000	\$ 3,700,000	\$ -	\$ 4,160,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ 460,000	\$ 3,700,000	\$ -	\$ 4,160,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,496,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other Agency Contribution	1,664,000
Total Project	\$ 4,160,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	10
Total Score		90
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Replacement of old cast iron pipes in the Bel Air area, where there are frequent watermain breaks and water quality and fire flow issues. If lead service lines are encountered while replacing curb stops, they will be replaced as well.

2. Describe the ranking of this request in comparison to other requests within the department.

This area has cast iron watermain that is beyond its useful life and the area experiences frequent watermain breaks and water quality and fire flow issues.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	—	—	Design	Construction	
Capital Outlay	\$ -	\$ -	\$ -	\$ 485,000	\$ 3,950,000	\$ 4,435,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 485,000	\$ 3,950,000	\$ 4,435,000



Project Name	Area West of NDSF Watermain Replacement
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Tier	1
Scoring	90

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,661,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other Agency Contribution	1,774,000
Total Project	\$ 4,435,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	10
Total Score		90
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Replacement of old cast iron pipes in the area west of the NDSF, where there are frequent watermain breaks and water quality and fire flow issues. If lead service lines are encountered while replacing curb stops, they will be replaced as well.

2. Describe the ranking of this request in comparison to other requests within the department.

This area has cast iron watermain that is beyond its useful life and the area experiences frequent watermain breaks and water quality and fire flow issues.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	—	—	Design	Construction	
Capital Outlay	\$ -	\$ -	\$ -	\$ 515,000	\$ 4,840,000	\$ 5,355,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 515,000	\$ 4,840,000	\$ 5,355,000



Project Name	SE Area Utility Replacement
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Tier	1
Scoring	90

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	3,213,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other Agency Contribution	2,142,000
Total Project	\$ 5,355,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	10
Total Score		90
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Replacement of aging infrastructure in the SE area, where there are frequent watermain breaks and water quality and fire flow issues. If lead service lines are encountered while replacing curb stops, they will be replaced as well.

2. Describe the ranking of this request in comparison to other requests within the department.

This area has cast iron watermain that is beyond its useful life and the area experiences frequent watermain breaks and water quality and fire flow issues.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	—	—	—	Design	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 575,000	\$ 575,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ -	\$ 575,000	\$ 575,000



Project Name	Area East of Corbett Field Watermain Replace
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Tier	1
Scoring	90

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	345,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other Agency Contribution	230,000
Total Project	\$ 575,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	10
Total Score		90
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Replacement of old cast iron pipes in the area east of Corbett Field, where there are frequent watermain breaks and water quality and fire flow issues. If lead service lines are encountered while replacing curb stops, they will be replaced as well.

2. Describe the ranking of this request in comparison to other requests within the department.

This area has cast iron watermain that is beyond its useful life and the area experiences frequent watermain breaks and water quality and fire flow issues.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	—	—	—	—	Design	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 550,000	\$ 550,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ -	\$ 550,000	\$ 550,000



Project Name	Roosevelt School Area Watermain Replaceme
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Tier	1
Scoring	90

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	330,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other Agency Contribution	220,000
Total Project	\$ 550,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	8
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	9
Strategic and Policy Alignment	15%	10
Community and Economic Impact	10%	7
Public and Stakeholder Support	5%	10
Total Score		90
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

Replacement of old cast iron pipes in the Roosevelt School area, where there are frequent watermain breaks and water quality and fire flow issues. If lead service lines are encountered while replacing curb stops, they will be replaced as well.

2. Describe the ranking of this request in comparison to other requests within the department.

This area has cast iron watermain that is beyond its useful life and the area experiences frequent watermain breaks and water quality and fire flow issues.



Capital Improvement Plan

Estimated Project Costs

	2027	2028	2029	2030	2031	Total 5-Year Costs
Project Status	Design	Construction	—	—	—	
Capital Outlay	\$ 3,700,000	\$ -	\$ -	\$ -	\$ -	\$ 3,700,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 3,700,000	\$ -	\$ -	\$ -	\$ -	\$ 3,700,000



Project Name	Water & Sewer Building
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Tier	1
Scoring	82

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Water-Sewer-Storm Fund Reserves	3,700,000
Total Project	\$ 3,700,000

Committee Scoring

Category	Weight	Score
Health, Safety, and Regulatory Compliance	25%	9
Asset Condition and Maintenance Needs	25%	10
Funding and Implementation Feasibility	20%	7
Strategic and Policy Alignment	15%	7
Community and Economic Impact	10%	6
Public and Stakeholder Support	5%	8
Total Score		82
Tier		1

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Provide Project Description.

The roof of the existing water and sewer building leaks and to repair it would require structural improvements which would make very expensive. The building is being used to it's full capacity and a larger and better laid out space is badly needed. Thus, funding is requested for the construction of a new water and sewer building.

2. Describe the ranking of this request in comparison to other requests within the department.

The age of the building and the condition of the roof pose employee safety concerns making this a high priority.

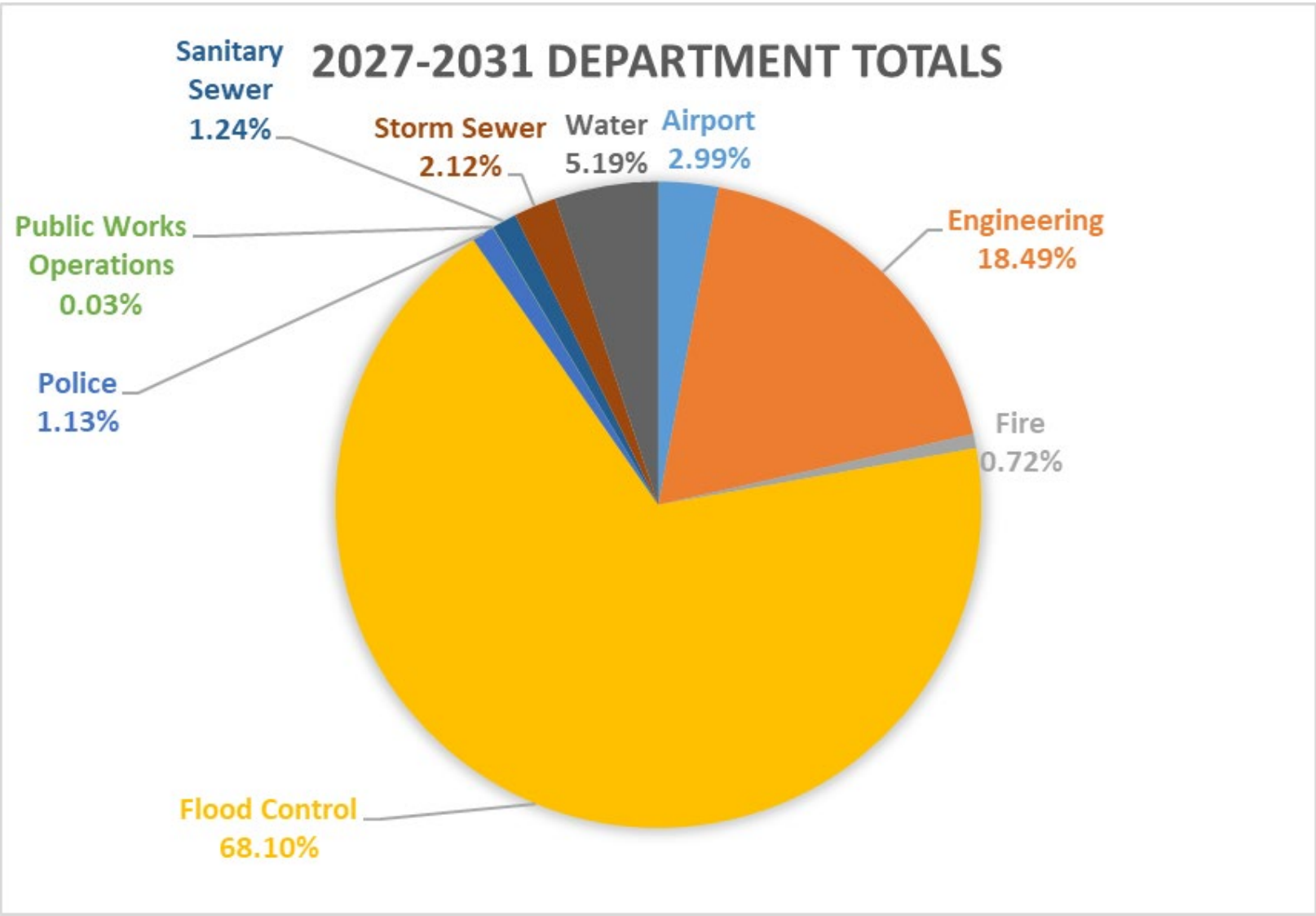


CAPITAL IMPROVEMENT PLAN

COUNCIL WORKSHOP PRESENTATION

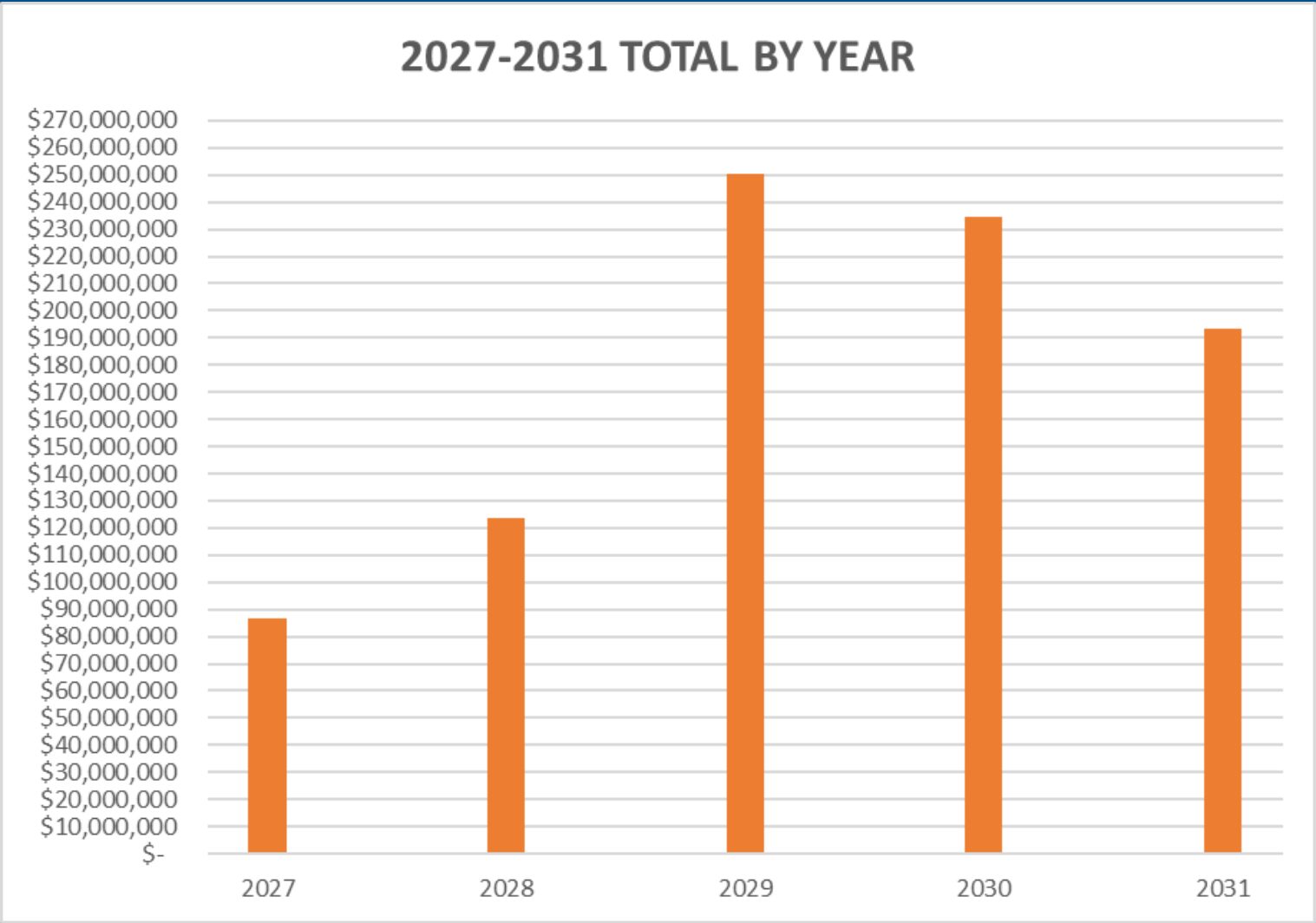
DEPARTMENT COSTS

Department	Costs
Airport	\$ 26,563,100
Engineering	164,230,085
Fire	6,362,375
Flood Control	604,871,200
Police	10,000,000
Public Works Operations	300,000
Sanitary Sewer	11,000,000
Storm Sewer	18,870,000
Water	46,060,000
Total CIP	\$ 888,256,760

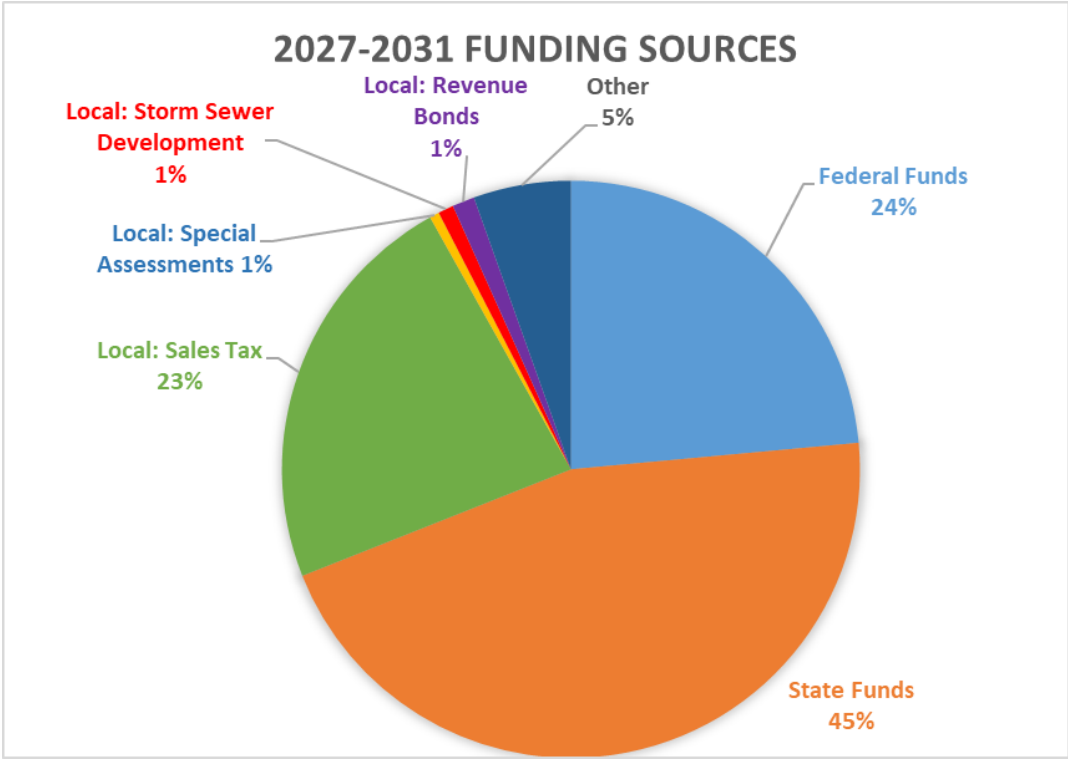


TOTALS BY YEAR

Department Totals by Year	2027	2028	2029	2030	2031
Airport	\$ 6,893,100	\$ 7,705,000	\$ 6,925,000	\$ 420,000	\$ 4,620,000
Engineering	26,776,259	15,393,000	17,134,700	50,971,026	53,955,100
Fire	80,000	424,563	5,857,812	-	-
Flood Control	31,633,600	85,983,100	199,121,400	174,404,800	113,728,300
Police	5,000,000	5,000,000	-	-	-
Public Works Operations	100,000	100,000	100,000	-	-
Sanitary Sewer	-	-	-	-	11,000,000
Storm Sewer	4,570,000	1,000,000	13,300,000	-	-
Water	11,520,000	7,880,000	8,145,000	8,600,000	9,915,000
Total CIP	\$ 86,572,959	\$ 123,485,663	\$ 250,583,912	\$ 234,395,826	\$ 193,218,400



FUNDING SOURCES



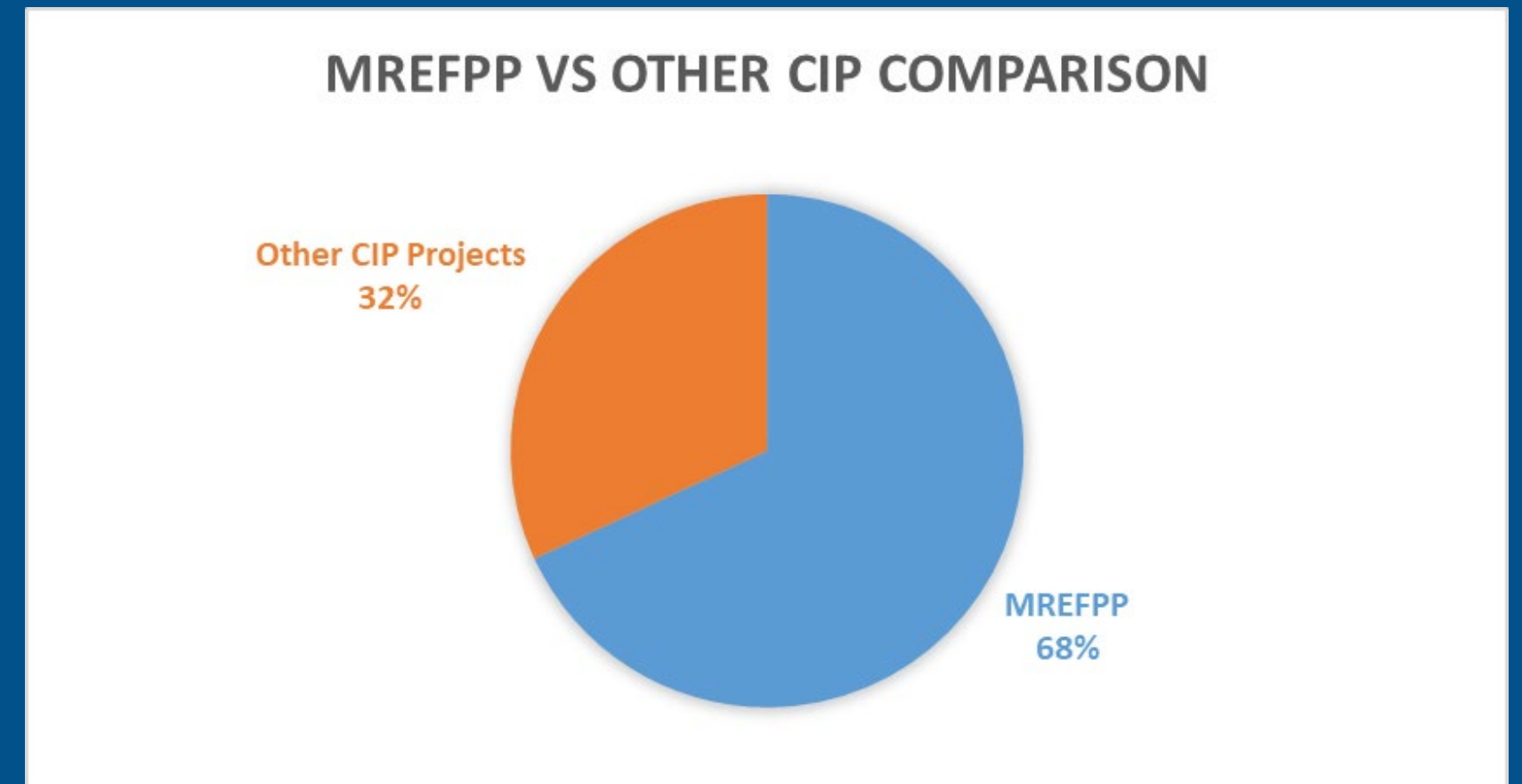
Funding Sources	
Federal Funds	\$ 208,103,301
State Funds	401,922,857
Local: Sales Tax	202,573,347
Local: Tax Levy	-
Local: Special Assessments	4,755,000
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	4,000,000
Local: Storm Sewer Development	7,650,000
Local: Revenue Bonds	11,000,000
Other	48,252,255
Total CIP	<u>\$ 888,256,760</u>

Funding Sources by Year	2027	2028	2029	2030	2031
Federal Funds	\$ 25,966,174	\$ 29,052,010	\$ 33,272,460	\$ 60,573,262	\$ 59,239,395
State Funds	27,830,666	54,403,721	131,892,131	113,546,051	74,250,288
Local: Sales Tax	12,520,739	26,063,588	69,944,790	54,436,513	39,607,717
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	445,000	-	3,300,000	110,000	900,000
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	4,000,000
Local: Storm Sewer Development	3,350,000	1,000,000	3,300,000	-	-
Local: Revenue Bonds	-	-	-	-	11,000,000
Other	16,460,380	12,966,344	8,874,531	5,730,000	4,221,000
Total CIP	<u>\$ 86,572,959</u>	<u>\$ 123,485,663</u>	<u>\$ 250,583,912</u>	<u>\$ 234,395,826</u>	<u>\$ 193,218,400</u>

CAPITAL IMPROVEMENT PLAN SUMMARY

SUMMARY AND CLOSING POINTS

- CIP IS LARGELY DRIVEN BY FLOOD CONTROL PROJECT FUNDING AND PHASING
- SEVERAL PROJECTS IN CIP ARE INSERTED FOR PLANNING PURPOSES OR BY COUNCIL DIRECTION WHICH MAY OR MAY NOT BE FUNDED
- CITY SPENDS OVER \$15M/YR ON MAINTENANCE AND REPLACEMENT THAT IS NOT IN CIP



CAPITAL IMPROVEMENT PLAN

COMMITTEE RECOMMENDATIONS FOR 2027 BUDGET

Projects:				Tier	Scoring	Start Year	Finish Year	Federal Funds	State Funds	Local: Sales Tax	Local: Tax Levy	Local: Special Assessments	Local: Sales Tax Bonds	Local: General Obligation Bonds	Local: Storm Sewer Development	Local: Revenue Bonds	Airport Fund Reserves	General Fund Reserves	Other Agency Contribution	Water Sewer Storm Reserves	Project Total Cost
Runway 8/26 Rehabilitation - East				1	96	2027	2027	\$ 4,324,500	\$ 240,250								\$ 240,250				\$ 4,805,000
SRE Replacement - Small Loader w/ Blower				1	94	2027	2027	\$ 450,000	\$ 25,000								\$ 25,000				\$ 500,000
Crack Seal & Painting - Airside				1	94	2027	2031		\$ 67,500								\$ 7,500				\$ 75,000
Crack Seal & Painting - Landside				1	84.5	2027	2031	\$ 22,500									\$ 22,500				\$ 45,000
Acquire Tractor				2	75	2027	2027		\$ 76,650								\$ 76,650				\$ 153,300
Mower Attachment				2	60	2027	2027		\$ 37,500								\$ 37,500				\$ 75,000
3rd Street Bridge Repairs				1	87	2027	2027		\$ 1,153,500	\$ 1,153,500											\$ 2,307,000
16th St SW Interchange Rehabilitation				1	96	2027	2028	\$ 3,900,359	\$ 1,500,000	\$ 2,065,000											\$ 7,465,359
3rd St E and Central Ave Reconstruction				1	86.5	2027	2029	\$ 4,600,000	\$ 3,950,000											\$ 3,450,000	\$ 12,000,000
Traffic Signal Replacements				1	81	2027	2031			\$ 666,000											\$ 666,000
City Bridge Rehabilitation				1	90.5	2027	2031			\$ 175,000											\$ 175,000
27th St NE Grade Separation				3	53	2027	2027	\$ 2,080,000		\$ 150,000									\$ 370,000		\$ 2,600,000
Training Classroom				2	70	2027	2029			\$ 20,000											\$ 20,000
Downtown Levee MI-6C				1	88.5	2027	2028		\$13,006,500	\$ 7,003,500											\$ 20,010,000
Maple Diversion				1	86.5	2027	2031	\$ 86,385,780	\$30,235,023	\$16,280,397											\$132,901,200
Police Department Facility				1	82	2027	2029											\$ 5,000,000			\$ 5,000,000
Water & Sewer Building				1	82	2027	2027													\$ 3,700,000	\$ 3,700,000
Central Ave. Watermain Replacement				1	90	2027	2028		\$ 2,346,000										\$ 1,564,000		\$ 3,910,000
Waitds Addition Area & University Ave. Watermain Replacement				1	90	2027	2028		\$ 2,346,000										\$ 1,564,000		\$ 3,910,000
Totals								\$101,763,139	\$54,983,923	\$27,513,397	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 409,400	\$ 5,000,000	\$ 3,498,000	\$ 7,150,000	\$200,317,859

Airport
Engineering
Fire
Flood Control
Police
Water



THANK YOU





TO: Mayor and Members of the City Council

FROM: Jodi Erickson, Grant Manager

DATE: May 4, 2026

SUBJECT: APPROVAL OF CDBG ENTITLEMENT NOFO RECOMMENDATIONS - YOUTHWORKS

I. RECOMMENDED ACTION

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

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director, 701-857-4774

III. DESCRIPTION

A. Background

The U.S. Department of Housing and Urban Development's (HUD's) Community Development Block Grant program (CDBG) provides funding to states and localities to support community development activities aimed at improving housing, economic opportunities, and infrastructure, primarily for low-to-moderate-income individuals. In 2023, the City of Minot was designated an Entitlement Community and subsequently submitted an application and consolidated plan for CDBG funding to HUD for program years 2024-2028.

Utilizing funds from HUD's Community Development Block Grant, the City of Minot enters into agreements with subrecipients to conduct eligible activities to improve and increase access to safe and affordable housing for low-and moderate-income (LMI) residents. In February, as well as in March, the City published Notices of Funding Opportunity (NOFO) to inform the public of the availability of funding for eligible CDBG activities. The total available funding included \$215,527 from program year (PY) 2024 and \$252,792 from PY 2025. The City will receive an allocation of \$287,456 from HUD for PY 2026. Of the total currently available, \$206,644 is available for public facilities and infrastructure. Public facilities and infrastructure improvements will focus on creating safe, accessible, and sustainable environments that enhance quality of life and support community stability. Eligible activities include rehabilitation of emergency shelter facilities serving young adults experiencing homelessness.

Publication of the NOFOs resulted in the City receiving one complete application for public facilities. Mountain Plains Youth Services Coalition, dba: Youthworks, submitted an application for rehabilitation of the STCAC emergency shelter. The applicant met all eligibility requirements of the CDBG program and is recommended for funding in the amount of \$40,920.

B. Proposed Project

This agreement will provide up to \$40,920 in reimbursable assistance to Youthworks to support rehabilitation of the emergency shelter for youths. This activity meets the criteria as a Public Facilities activity, meets the CDBG program's National Objectives of benefiting low-and-moderate income limited clientele, and is eligible under CFR 570.201-570.207. For reporting purposes in the Integrated Disbursement and Information system (IDIS), the matrix code of 03C will be used. This matrix code allows for acquisition, construction, or rehabilitation of facilities for the homeless. Activities under this project include the replacement of the roof for the shelter, replacement of the flooring upstairs and replacement of the bathroom for the shelter. Youthworks will solicit bids through a competitive process and select a licensed contractor who will comply with all applicable federal requirements.

Youthworks will submit monthly requests for reimbursement, together with all supporting documentation to justify the reimbursement as per the Subrecipient Agreement.

C. Recommendation Detail

Staff recommend the City Council approve the Subrecipient Agreement and authorize the Mayor to sign.

IV. IMPACT

A. Service/Delivery Impact:

Aspirations:

Prepared and Resilient

Approval of the Subrecipient Agreement allows the City to provide CDBG funding to rehabilitate the emergency shelter for youths ages 12-19 in the city of Minot.

B. Fiscal Impact

As an entitlement community, the City has received allocations from HUD's Community Development Block Grant program for program years 2024 and 2025. The activity is being funded in the amount of \$40,920, leaving a remaining balance of \$164,724 for additional public facility and infrastructure projects.

Project Funding

Community Development Block Grant

VI. ALTERNATIVES

The City Council could choose to not approve the Subrecipient Agreement with Youthworks for the rehabilitation of the emergency shelter and not authorize the Mayor to sign the Agreement. If funds are not utilized, there is a risk that HUD may not allocate future funding to the City.



**SUBRECIPIENT AGREEMENT BETWEEN
City of Minot and Mountain Plains Youth Services Coalition
(dba: Youthworks) for PY 2026 Public Facility Assistance**

THIS AGREEMENT ("Agreement") is entered into this ____ day of May, 2026 ("Effective Date") by and between the City of Minot, ND, a municipal corporation ("Grantee") and Mountain Plains Youth Services Coalition, dba: Youthworks, ("Subrecipient") for assistance in reimbursement of the rehabilitation of the STCAC emergency shelter, referred to herein individually as "Party," and collectively as "Parties."

I. RECITALS

WHEREAS, Pursuant to 24 CFR Part 570, the Grantee has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383; and

WHEREAS, the Grantee wishes to engage the Subrecipient to assist the Grantee in utilizing such funds to support community development activities aimed at improving housing, economic opportunities, and infrastructure, primarily for low-to-moderate ("LMI") income individuals; and

WHEREAS, the Community Development Block Grant ("CDBG") funds made available for use by the Subrecipient under this Agreement constitute a Subaward of the Grantee's federal award, the use of which must be in accordance with requirements imposed by federal statutes, regulations, and the terms and conditions of the Grantee's federal award and this Agreement, including any ancillary documents attached hereto and incorporated as if fully set forth herein; and

WHEREAS, the Subrecipient has legal authority to enter into this Agreement, and the Subrecipient's governing body approved this Agreement on May ____, 2026, authorizing the Subrecipient to enter into this Agreement with the Grantee. By signing this Agreement, the Subrecipient assures the Grantee that it will comply with all the requirements of the CDBG funds described herein; and

NOW, THEREFORE, the Parties, for and in consideration of the subaward to be reimbursed by the Grantee, in the manner and at the time provided in this Agreement, and for other covenants and conditions contained in this Agreement, do hereby agree as follows:

II. PERIOD OF PERFORMANCE

Services of the Subrecipient shall start on the _____ day of _____ 2026 and end on the 1st day of April, 2027. The term (" T e r m ") of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Subrecipient remains in control of CDBG funds or other CDBG assets, including program income.

III. SCOPE OF SERVICE

A. National Objectives

1. All activities funded with CDBG funds must meet one of the CDBG Program's National Objectives: benefit low- and moderate-income people; aid in the prevention or elimination of slums or blight; or meet community development needs having a particular urgency, as defined in 24 CFR 570.208.
2. The Subrecipient certifies that the activities carried out under this Agreement will meet the National Objective of benefiting Low-and Moderate-Income Limited Clientele (LMC). The activities qualify under the LMC as the STCAC emergency shelter is located within Minot city limits and serves youth ages 12-17 who are experiencing homelessness, runaway status, removal from the home due to abuse or neglect, foster care disruption, or other unsafe living conditions. Runaway and homeless youth qualify under HUD's presumed low-and-moderate income category.

B. Activities

The Subrecipient will be responsible for administering a CDBG Year (2026) Community Development Block Grant Entitlement Program ("Program") in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. Such Program will include the following activities eligible under the Community Development Block Grant Program:

1. Program Deliverables:

Activity #1

Rehabilitation of the STCAC shelter includes full roof replacement. *An environmental review assessment will be undertaken prior to the initiation of any work on the project.* Youthworks will finalize bid documents and solicit a minimum of three bids from qualified local contractors. The selected

contractor will be licensed and will comply with all applicable federal requirements. The estimated cost of the roof replacement for all structures is \$15,290.

Activity #2

Rehabilitation of the STCAC shelter includes replacement of the upstairs flooring. *An environmental review assessment will be undertaken prior to the initiation of any work on the project.* Youthworks will finalize bid documents and solicit a minimum of three bids from qualified local contractors. The selected contractor will be licensed and will comply with all applicable federal requirements. The estimated cost for the upstairs flooring is \$15,950.

Activity #3

Rehabilitation of the STCAC shelter includes replacement of the bathroom. *An environmental review assessment will be undertaken prior to the initiation of any work on the project.* Youthworks will finalize bid documents and solicit a minimum of three bids from qualified local contractors. The selected contractor will be licensed and will comply with all applicable federal requirements. The estimated cost for the upstairs flooring is \$9,680.

Contractor selection and contract execution are anticipated within 60 days of funding authorization.

These activities qualify as Public Facility Improvements under the CDBG program and meet the low-and-moderate income limited clientele (LMC) National Objectives.

2. Staffing

Any changes in the Key Personnel assigned or their general responsibilities under this project are subject to the prior approval of the Grantee.

C. Prohibited Activities

The Subrecipient may only carry out the activities described in this Agreement. The Subrecipient is prohibited from charging to CDBG funds the costs of CDBG ineligible activities, including those described at 24 CFR 570.207, and from using CDBG funds provided herein, or personnel employed in the administration of activities under this Agreement for political activities, inherently religious activities, or lobbying.

D. General Administration

Project oversight will be provided by Youthworks, Program Manager, with support from Youthworks staff, who brings experience managing CDBG-supported construction projects, including bid development, contractor coordination, compliance documentation, and project completion reporting. Grant Manager.

1. The Grantee's Grant Manager will serve as the Grantee's primary manager for this Subaward. The Grant Manager may assign others to provide project delivery support and related services in support of carrying out the purpose and scope of this Agreement. All reports, notices, and other communications required under or related to this Agreement shall be directed as identified below. The Finance Director will be the final approver of reimbursement requests, notices to terminate this Agreement as provided herein and will approve all changes except those that increase the total Agreement amount which must be approved by the Finance Director and by the City of Minot City Council.

City of Minot:

Grant Manager

City of Minot

Address: PO Box 5006, Minot, ND 58702-5006

Phone: 701-857-1553

Email: finance@minotnd.gov

Mountain-Plains Youth Services Coalition, dba: Youthworks

Mark Heinert, Executive Director

Address: 315 S. Main Street, Ste. 105, Minot, ND 58701

Phone: 701-415-6361

Email: mheinert@youthworksnd.org

E. Levels of Accomplishment – Goals and Performance Measures

The Subrecipient agrees to track and monthly and quarterly report the following Program service outputs:

- A) # Youth Assisted
- B) # Shelter Nights
- C) # Youth Assisted by Race
- D) # Youth Assisted by Ethnicity
- E) Total Assisted/Year to Date

Definitions:

- a. Youth Assisted - The number of youth served in the shelter who benefited during the period of the activity.

- b. Shelter nights for the youth who benefited during the period of the activity.
- c. Youth Assisted – Number of youth assisted, identified by Race during the period of the activity.
- d. Ethnicity – Number of youth assisted, identified by ethnicity, during the period of the activity.
- e. Total/Year – Total number of youth served in the shelter during the period of the activity, year to date.

F. Performance Monitoring

The Grantee will monitor the performance of the Subrecipient against goals and performance standards as stated above. Substandard performance as determined by the Grantee will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within thirty (30) days after being notified by the Grantee, Agreement suspension or termination procedures will be initiated.

IV. BUDGET

- A. It is expressly agreed and understood that the total amount to be reimbursed by the Grantee under this Agreement shall not exceed \$40,920.
- B. This is a reimbursable Program. Monthly, Subrecipient will submit to the Grantee requests for reimbursements for activities funded under this Agreement that are consistent with the approved budget. After processing the request, the Grantee will disburse the approved reimbursement dollar amount up to \$40,920.
- C. Subrecipient shall create a Budget and submit the same to Grantee in the following format:

<u>Line Item</u>	<u>Amount:</u>
Salaries	
Fringe	
Rent/Utilities	
Communications	
Reproduction/Printing	
Supplies and Materials	
Mileage	

Other (Specify)

Indirect Costs
(Specify)

CDBG Proposed
Activities)

TOTAL

\$_____

D. Any indirect costs charged must be consistent with the conditions of Paragraph IV.C. of this Agreement. In addition, the Grantee may require a more detailed budget breakdown than the one contained herein, and the Subrecipient shall provide such supplementary budget information within seven (7) days of receipt of such a request from the Grantee in the form and with the appropriate content as requested by the Grantee. Any amendments to the budget must be approved in writing by both the Grantee and the Subrecipient.

E. Method of Reimbursement

1. Drawdowns for the reimbursement of eligible expenses shall be made against the line-item budgets specified in Paragraph IV C. herein and in accordance with performance.
2. Reimbursement shall be made on an eligible cost reimbursement basis only and in such amounts and increments approved by the Grantee's Finance Director or designee for various phases of work following submission by Subrecipient of a proper request for reimbursement, including applicable, accurate and complete supporting documentation that substantiates the reimbursement request.
3. Reimbursement requests will be submitted monthly using a form provided by the Grantee (Exhibit A, attached and incorporated herein by reference).
4. Payments may be contingent upon certification of the Subrecipient's financial management system in accordance with the standards specified in 2 CFR Part 200.
5. The Grantee shall reimburse the Subrecipient CDBG funds available under this Agreement based upon information submitted by the Subrecipient for allowable costs permitted under this Agreement and consistent with the approved budget.
6. Reimbursement will be made for eligible expenses actually incurred by

the Subrecipient, not to exceed actual cash requirements.

7. Reimbursement will be made upon submission by the Subrecipient of a properly executed Request for Payment, together with all supporting invoices, bills, time sheets, and other documents necessary to justify the reimbursement.

F. Fiscal Responsibility

1. It is understood and agreed that the total amount of the funds used under this Agreement up to the maximum limit allowed shall be used for the activity(ies) outlined in this Agreement. For any funds received under this Agreement for which expenditure is disallowed, Subrecipient shall reimburse those funds back to the Grantee within thirty (30) days.
2. All activities funded with CDBG funds must meet the criteria for one of the CDBG program's National Objectives. The Subrecipient certifies that the activity carried out under this Agreement meets the following National Objectives and satisfies the following criteria: (Activities benefiting low-and-moderate income persons) at 24 CFR 570.201(c) or 42 USC 5305(a) + 24 CFR 570.208 (a)2(i). The Subrecipient shall maintain documentation to demonstrate compliance.

V. Subrecipient Obligations, Representations, and Warranties

A. Subrecipient's Obligations

1. The Subrecipient agrees to comply with the following obligations including Insurance and Bonding Requirements attached hereto as Exhibit B and applicable Federal Requirements attached hereto as Exhibit C, and are incorporated herein by reference:
 - a. Utilize normal and customary practices and procedures for the delivery of the activity(ies) and provide a level of service that is consistent with the level of service for similar programs administered by the Subrecipient exclusive of this Agreement.
 - b. Subrecipient shall require any third party to comply with all lawful requirements necessary to ensure that any activities are carried out in accordance with this Agreement.
 - c. Subrecipient shall adhere to the Uniform Administrative Requirements of 2 CFR Part 200.
 - d. Subrecipient shall comply with the requirements and standards of 2 CFR 200 et. seq. as applicable, including establishing and or maintaining compliant accounting systems. Such systems will be subject to monitoring from time to time by the Grantee and/or by Housing and Urban Development ("HUD").

- e. Monthly and quarterly, the Subrecipient will prepare and submit to the Grantee a report outlining the number of beneficiaries who were served during the Period of Performance.
 - f. Progress Reports. The Subrecipient shall submit monthly and quarterly Progress Reports by the 10th of each month to the Grantee in the form, content, and frequency as required by the Grantee.
 - g. Subrecipient accepts and understands that no obligations can be incurred, nor expenses undertaken until and unless all necessary environmental reviews have been completed and approved by HUD, acknowledged by the City of Minot as Grantee receiving "Release of Funds" notification from HUD.
2. Indemnification by Subrecipient. Notwithstanding the foregoing, Subrecipient agrees to defend and indemnify Grantee from any and all claims, actions, judgments, liabilities, proceedings, and costs, including reasonable attorney's fees and other costs of defense and damages resulting from Subrecipient's performance.

B. Subrecipient's Representations and Warranties. Subrecipient represents and warrants the following, each of which is a material inducement, for the *Grantee* to enter into this Agreement and upon which the *Grantee* has relied on doing so:

1. Subrecipient is a non-profit organization, validly existing and in good standing under the laws of the State of North Dakota; it has the power and authority necessary to enter into this Agreement and carry out the transactions contemplated herein, and that the execution and delivery of this Agreement to the Grantee will not violate or constitute a default under the terms and provisions of any agreement, law, or court order to which Subrecipient is a party or by which Subrecipient is bound.
2. The person executing this Agreement on behalf of Subrecipient has the full power and authority to bind Subrecipient to the terms hereof.

C. SAM.com Registration

1. The System for Award Management, or SAM, is a government-wide portal that consolidates the capabilities of multiple systems and information sources used by the Federal government conducting the acquisition and financial assistance (which includes grants and cooperative agreements) processes. The Subrecipient must provide proof of active registration in the SAM.gov system within thirty (30) days of notification.
2. Subrecipient further certifies that it shall immediately notify the Grantee if, at

any time during the term of this Agreement, it is debarred, suspended, declared ineligible or otherwise excluded from participation, and that it shall not enter into a subcontract with a person or organization that is debarred, suspended, declared ineligible, or voluntarily excluded from participation. The Grantee may pursue available remedies in the event of such occurrence including immediate termination of this Agreement. The Subrecipient shall include without modification this Certification's language, entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion" with all sub-contractors in all covered transactions and in all solicitations for covered transactions in accordance with 45 CFR Part 76.

VI. Grantee's Obligations, Representations, and Warranties

A. Grantee's Obligations

1. Grantee shall disburse funds in a timely manner, subject to draw down approval and availability from HUD as described in this Agreement.
2. Grantee shall advise the Subrecipient promptly if there are concerns about the Project and shall work with the Subrecipient to resolve issues of concern.
3. Grantee shall provide reasonable technical assistance to the Subrecipient to comply with applicable federal requirements and regulations governing the use of these federal funds.
4. Grantee shall oversee the preparation of the environmental review and ensure all environmental review requirements as described in 24 CFR 58 are met.

B. Grantee's Representations and Warranties The Grantee represents and warrants the following, as material inducements, for the Grantee to enter into this Agreement with the Subrecipient:

1. The Grantee is a municipal corporation with a home rule charter, existing and in good standing under the laws of the State of North Dakota; that it has all the necessary power and authority to enter into this Agreement and carry out the transactions contemplated herein; and that the execution and delivery hereof and the performance by the Grantee of its obligations hereunder will not violate or constitute a default under the terms and provisions of any agreement, law or court order to which the Grantee is a party or by which the Grantee is bound.
2. The person executing this Agreement on behalf of the Grantee has the full power and authority to bind the Grantee to the terms hereof.

VII. Miscellaneous Terms and Conditions

- A. Amendments. The Grantee or Subrecipient may amend this Agreement provided that such amendments make specific reference to this Agreement and are executed in writing, signed by a duly authorized representative of both organizations. Such amendments shall not invalidate this Agreement nor relieve or release the Grantee or the Subrecipient from its obligations under this Agreement.
- B. Termination.
1. Termination by Mutual Agreement. This Agreement may be terminated by mutual consent of both Parties executed in writing.
 2. Termination Without Cause. This Agreement may be terminated by either Party upon thirty (30) calendar days' written notice to the other Party of the terminating Party's intent to terminate before the expiration of this Agreement.
 3. Termination for Cause. Grantee may terminate this Agreement effective upon delivery of written notice to Subrecipient, or any later date stated in the notice:
 - a. If Subrecipient fails to provide Services required by this Agreement within the time specified or any extension agreed to by Grantee; or
 - b. If Subrecipient fails to perform any of the other provisions of this Agreement or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms.
 4. Termination for Lack of Funding or Authority. Notwithstanding anything to the contrary herein, the Grantee is a public entity whose authority to expend funds is subject to annual appropriation by the Minot City Council ("Council") and HUD. In the event the Council and/or HUD fails to appropriate funds necessary to fulfill the Grantee's obligations under this Agreement for any fiscal period during the term, or if the Grantee otherwise loses legal authority to perform its obligations, the Grantee may terminate this Agreement upon written notice to Subrecipient, without penalty or further obligation. Such termination shall be effective on the date specified in the notice, and the Grantee shall reimburse Subrecipient for eligible expenses up to the effective date of termination subject to appropriated funds. Subrecipient acknowledges that the Grantee cannot commit funds beyond the current fiscal year.
 5. The rights and remedies of Grantee provided in this Section VII.B. are not exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.
- C. Binding Effect. The terms of this Agreement, including the recitals above, are considered binding and effective promises, agreements, and

covenants, fully enforceable by the Parties. This Agreement shall inure to the benefit of the Parties and any of their heirs, successors, personal representatives, officers, and assigns of each.

- D. Notice. Notices, statements, and other communications to be given under the terms of this Agreement shall be delivered in a timely fashion (and in any event within any time limits established elsewhere in this Agreement) and shall be in writing and delivered by hand or sent by U.S. Mail (return receipt requested), to the Grant Manager as specified in Paragraph III.e of this Agreement.
- E. Records Maintenance. The Parties agree that this Agreement and all documents relative to this Agreement are subject to North Dakota's open records laws and shall remain accessible to the Grantee upon written request by the Grantee.
- F. Waiver. The waiver by either Party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained. No covenant, term or condition of this Agreement shall be deemed to have been waived by either Party, unless such waiver is in writing signed by the Party against whom such waiver is asserted.
- G. Applicable Law/Venue. This Agreement and all provisions herein shall be construed and enforced in accordance with the laws of the State of North Dakota. Venue for any action arising out of this Agreement shall be in Ward County District Court, North Dakota.
- H. Representation by Counsel/Voluntary Nature of Agreement. The Parties acknowledge and represent that they have been, or have waived the opportunity to consult and be, represented by legal counsel in connection with the consideration and execution of this Agreement. The Parties represent and declare that in executing this Agreement, they relied solely upon their own judgment, belief, and knowledge, and after consultation with their legal counsel concerning the nature, extent, and duration of their rights and claims, and that they were not induced into executing this Agreement by any representations not expressly contained or referred to herein. By entering into this Agreement, the Parties acknowledge and expressly warrant and represent to each other that, as a part of the consideration for the promises contained herein, that before executing this Agreement they have fully and completely read its terms and that the terms of this Agreement are fully understood and voluntarily accepted by each Party, without duress or coercion of any kind.
- I. Severability. If any provisions of this Agreement, the deletion of which would not adversely affect the receipt of any material benefit by any

party hereunder or substantially increase the burden on any party hereto, shall be found invalid or unenforceable to any extent, the same shall be considered severed, and shall not adversely affect the validity or enforceability of the remainder of this Agreement. If one or both Parties claim the invalid or unenforceable term was a material term of the Agreement, then the Parties shall renegotiate the Agreement to address the illegal or unenforceable term in an equitable manner.

- J. Further Assurances. The Parties hereby agree to execute and deliver any and all instruments, agreements, documents, and take any other such action as may be necessary and appropriate to carry out the transactions described in this Agreement.
- K. Titles and Captions. Titles and captions are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its terms. Reference to section numbers are to sections in this Agreement unless expressly stated otherwise.
- L. Entire Agreement. This Agreement sets forth all the covenants, promises, agreements, conditions, and understandings between the Parties, oral or written, relating to the subject matter of this Agreement. Neither Party has made any representations or promises not expressly contained herein. No subsequent alterations, amendments, changes, or additions to this Agreement shall be binding upon a Party unless reduced to writing and signed by a Party's authorized representative.
- M. Conflict in Terms. In the event of any conflict or inconsistency between the terms of this Agreement and any federal regulations or policies incorporated herein, the federal regulations and policies, as amended from time to time, shall govern and control.
- N. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together constitute one and the same instrument. Signatures delivered by facsimile, email in portable document format (.pdf), or through a secure electronic signature platform shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement. Each Party agrees that an electronic signature has the same force and effect as a manual signature.
- O. Force Majeure. Neither the Grantee nor the Subrecipient shall be liable for any failure or delay in performing their obligations under this Agreement when such failure or delay is caused by events beyond the reasonable control of the affected Party, including but not limited to natural disasters, extreme weather, acts of God, public health emergencies, war, civil disturbances, labor disruptions, or governmental actions that render performance impossible or impracticable. The Party

experiencing the force majeure event shall promptly notify the other Party in writing and take reasonable steps to mitigate the impact of the event on its ability to perform. Obligations impacted by the force majeure event shall be suspended for the duration of the event, and the Parties may agree in writing to extend deadlines, modify performance requirements, or take other appropriate actions to ensure continuity of the Subrecipient activities.

- P. Independent Contractor. The Subrecipient is an independent contractor and is not an employee or agent of the Grantee. The Subrecipient has no authority to bind the Grantee or represent the Grantee in any manner unless expressly authorized in writing, and all personnel employed or engaged by the Subrecipient shall remain solely its employees, agents, or contractors. The Subrecipient shall be solely responsible for all wages, benefits, taxes, insurance, supervision, and liabilities associated with its operations and workforce under this Agreement.
- Q. Survival. Any provisions of this Agreement that by their nature are intended to survive its expiration or termination, including but not limited to provisions regarding audits, record retention, reporting, repayment or return of funds, indemnification, confidentiality, closeout requirements, and compliance with federal regulations, shall remain in full force and effect after the end of the Agreement. Such obligations shall continue for the period required by applicable law, federal grant requirements, or as otherwise stated in this Agreement.
- R. Third Party Rights. No provision of this Agreement is intended to create, nor shall be construed as creating, any rights or remedies in any third party, including any contractor, client, program participant, or beneficiary of services provided under this Agreement. All rights and obligations under this Agreement are enforceable solely by the Grantee and the Subrecipient, and no third party shall be deemed a beneficiary of this Agreement or have any right to rely on or enforce its terms. Nothing in this clause limits the federal government's authority to review, audit, or enforce federal requirements applicable to this Agreement.

THE UNDERSIGNED, as authorized officials on behalf of the Parties, have executed this Agreement for Subrecipient reimbursement, which shall be effective as of the Effective Date.

GRANTEE: CITY OF MINOT

Mark Jantzer, Mayor

Date: _____

Attest:

Mikayla McWilliams, City Clerk

Date: _____

Attest:

David Lakefield, Finance Director

Date: _____

SUBRECIPIENT:

**Mountain Plains Youth Services
Coalition (dba: Youthworks)**

Title: Mark Heigent, Executive Director

Date: 4-23-26

Attest:

Title: Human Resources Assistant

Date: 4/23/2026

Exhibit A
REQUEST FOR REIMBURSEMENT

Project Name:		Subrecipient:	
Preparer:	Telephone Number:	UEI:	
Draw Request Number:	Amount Requested:	Method of Payment: Check ☐ ACH/Wire ☐	

Request Summary

1. Total Subaward Amount:	2. Subaward Amount Requested to Date:		
3. Total Funds Available (1 minus 2):	4. Amount of this Request:	5. Remaining Balance	
6. Description of use of funds from this draw (must provide invoices supporting use of all funds)			

Certification of Recipient

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

SUBRECIPIENT	
Signature:	Title:
Printed Name:	Date:
CITY OF MINOT	
Signature:	Title:
Printed Name:	Date:

Exhibit B
Insurance and Bonding Requirements

- a. Commercial general liability, including premises or operations, contractual and products or completed operations coverages (if applicable), with minimum liability limits of \$2,000,000 per occurrence.
- b. Property insurance insuring the full and true replacement value of all real property and personal property located on or in the buildings in which the leased premises are located for all losses.
- c. Automobile liability, including owned (if any), hired, and non-owned automobiles, with minimum liability limits of \$500,000 per person and \$2,000,000 per occurrence.
- d. Workers' compensation coverage meeting all statutory requirements. The policy must provide coverage for all states of operation that apply to the performance of this Agreement. For the purposes of this Agreement, the only state of operation is North Dakota.
- e. Employer's liability or "stop gap" insurance of not less than \$2,000,000 as an endorsement on the worker's compensation or commercial general liability insurance.
- f. Professional errors and omissions with minimum limits of \$2,000,000 per claim and in the aggregate. Subrecipient must continually maintain such coverage during the Affordability Period and for three (3) years thereafter.

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

- g. Any deductible or self-insured retention amount or other similar obligation under the policies is the sole responsibility of Subrecipient. The amount of any deductible or self-retention is subject to approval by the Grantee.
- h. This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A-" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. Less than an "A-" rating must be approved by the Grantee.
- i. The duty to defend, indemnify, and hold harmless the Grantee under this Agreement shall not be limited by the insurance required in the Agreement.
- j. The Grantee shall be endorsed on the commercial general liability policy on a primary and noncontributory basis, including any excess policies (to the extent applicable), as additional insured. The Grantee shall have all the benefits, rights, and coverage of an additional insured under these policies that shall not be limited to the minimum limits of insurance required by this Agreement or by the contractual indemnity obligations of Subrecipient.
- k. A "Waiver of Subrogation" waiving any right of recovery the insurance company may have against the Grantee.
- l. Subrecipient shall furnish a certificate of insurance to the Grantee before commencement of this Agreement.
- m. Failure to provide insurance as required in this Agreement is a material breach of the contract, entitling the Grantee to terminate this Agreement immediately.
- n. Subrecipient shall provide thirty (30) days' notice of any cancellation or material change to the policies or endorsements. Subrecipient shall provide on an ongoing basis a certificate of insurance during the term of the Agreement. A renewal certificate will be provided ten (10) days prior to coverage expiration. An updated, current certificate of insurance shall be provided within ten (10) days in the event of any change in policy.

Exhibit C

Applicable Federal Requirements

Other Requirements to Comply with Federal Statutes, Regulations, and the Terms & Condition of the Federal Award.

The CDBG funds available to the Subrecipient through this Agreement constitute a subaward of the Grantee's Federal award under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 200. This Agreement includes terms and conditions of the Grantee's Federal award that are imposed on the Subrecipient, and the Subrecipient agrees to carry out its obligations in compliance with all of the obligations described in this Agreement.

The Subrecipient shall comply with all applicable provisions of the Housing and Community Development Act of 1974, as amended, and the regulations at 24 CFR part 570, as modified by the Federal Register notices that govern the use of CDBG funds available under this Agreement. These Federal Register notices include, but are not limited to, Federal Register / Vol. 81, No. 109 / Tuesday, June 7, 2016 / Notice and Federal Register / Vol. 82, No. 150 / Monday, August 7, 2017 / Notice. Notwithstanding the foregoing, (1) the Subrecipient does not assume any of Grantee's responsibilities for environmental review, decision-making, and action, described in 24 CFR part 58 and (2) the Subrecipient does not assume any of the Grantee's responsibilities for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient shall also comply with all other applicable federal, state and local laws, regulations, and policies that govern the use of the CDBG funds in complying with its obligations under this Agreement, regardless of whether CDBG funds are made available to the Subrecipient on an advance or reimbursement basis.

A. Duplication of Benefits

The Subrecipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC 5155) and described in Appropriations Act. The Subrecipient must comply with HUD's requirements for duplication of benefits, imposed by Federal Register notice on the Grantee, which are: Federal Register / Vol. 81, No. 109 / Tuesday, June 7, 2016. The Subrecipient shall carry out the activities under this Agreement in compliance with the Grantee's procedures to prevent duplication of benefits. Subrecipient shall complete a Duplication of Benefit Affidavit and sign a Subrogation Agreement.

B. Drug-Free Workplace

Drug-free workplace. Subrecipients must comply with drug-free workplace requirements in Subpart B of part 2429, which adopts the governmentwide implementation (2 CFR part 182) of sections 5152-5158 of the Drug- Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

C. Insurance & Bonding

The Subrecipient shall comply with the bonding and insurance requirements of 2 CFR §200.325 and §200.310.

D. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

The Subrecipient shall comply with the applicable provisions in 2 CFR part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 200 except as provided in 24 CFR 570.502(a) and (b). These provisions include:

1. Financial & Program Management

The Subrecipient shall expend and account for all CDBG funds received under this Agreement in accordance with the requirements in 2 CFR part 200, including 2 CFR part 200, subpart D, which covers Standards for Financial and Program Management. Go to <https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf> for the specific requirements.

2. Cost Principles

Costs incurred, whether charged on a direct or an indirect basis, must be in conformance with 2 CFR part 200, subpart E. All items of cost listed in 2 CFR part 200, subpart E, that require prior Federal agency approval are allowable without prior approval of HUD to the extent they comply with the general policies and principles stated in 2 CFR part 200, subpart E and are otherwise eligible under this Agreement, except for the following:

- a. Depreciation methods for fixed assets shall not be changed without the approval of the Federal cognizant agency;
- b. Fines penalties, damages, and other settlements are unallowable costs to the CDBG program;
- c. Costs of housing (e.g., depreciation, maintenance, utilities, furnishings, rent), housing allowances and personal living expenses (goods or services for personal use) regardless of whether reported as taxable income to the employees (2 CFR 200.445);
- d. Organization costs (2 CFR 200.455); and
- e. Pre-Award Costs, as limited by this Agreement

E. Documentation and Record Keeping

The Subrecipient shall establish and maintain records sufficient to enable the Grantee to (1) determine whether the Subrecipient has complied with this Agreement, applicable federal statutes and regulations, and the terms and conditions of the Grantee's federal award and (2) satisfy recordkeeping requirements applicable to the Grantee. These records include the records described in Section I of this Agreement, Scope of Service. At a minimum, the Subrecipient shall maintain records required by 24 CFR 570.506 as stated under Recordkeeping in Federal Register / Vol. 81, No. 109 / Tuesday, June 7, 2016 / Notice.

These records include but are not limited to: Records documenting compliance with the fair housing and equal opportunity requirements of the CDBG program regulations; financial records as required by 24 CFR 570.502, and 2 CFR part 200, including records necessary to demonstrate compliance with all applicable procurement requirements; and other records necessary to document compliance with this Agreement, any other applicable federal statutes and regulations, and the terms and conditions of Grantee's federal award.

As required by 2 CFR 200.331(a)(5), the Subrecipient shall permit the Grantee and auditors to have access to the Subrecipient's records and financial statements as necessary for the Grantee to meet its audit requirements under the federal award. The U.S. Department of Housing and Urban Development, Inspectors General, the Comptroller General of the United States, and the City of Minot, or any of their authorized representatives, must have the right of access to any documents, papers, or other records which are pertinent to the federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the Subrecipient's personnel for the purpose of interviewing and discussion related to such documents.

Prior to close-out, further defined in Section F of this Agreement, the Subrecipient must transmit to the Grantee records sufficient for the Grantee to demonstrate that all costs under this Agreement have met the requirements of the federal award. Subrecipient shall retain financial records, supporting documents, statistical records, and all other Subrecipient records pertinent to this

Agreement and Subrecipient's subaward for the longer of six (6) years after the expiration or termination of this Agreement, or six (6) years after the submission of the Grantee's annual performance and evaluation report, as prescribed in § 91.520 of this title or in the applicable Federal Register notices governing the use of the funds, in which the specific activity is reported on for the final time.

The preceding requirement is, however, subject to the following exceptions:

1. Records for activities subject to the reversion of assets provisions at 24 CFR § 570.503(b)(7) or change of use provisions at 24 CFR § 570.505 must be maintained for as long as those provisions continue to apply to the activity, otherwise, records for real property and equipment acquired under this Agreement must be retained for three (3) years after final disposition of the assets;
2. Records for individual activities for which there are outstanding loan balances, other receivables, or contingent liabilities must be retained until such receivables or liabilities have been satisfied;
3. If any litigation, claim, or audit is started before the expiration of the three (3)-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken;
4. When the Subrecipient is notified in writing by HUD, the cognizant agency for audit as defined in 2 CFR 200.18, the oversight agency for audit as defined in 2 CFR 200.73, the cognizant agency for indirect costs as defined in 2 CFR 200.19, or the Grantee, the Subrecipient shall extend the retention period consistent with the notification;
5. When records are transferred to or maintained by HUD or the Grantee, the three (3)-year retention requirement is not applicable to the Subrecipient;
6. The retention period for the records pertaining to the earning of the program income (as defined in this Agreement) starts from the end of the Grantee's fiscal year in which the program income is earned.

The Subrecipient must comply with 2 CFR §200.303 and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 CFR 200.82, and other information HUD or the Grantee designates as sensitive or the Subrecipient considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

F. Program Close-out

Program Close-out is the process by which the Grantee determines that all applicable actions and all required work on the project including audits and resolution of any audit findings have been completed. Findings from the Grantee's monitoring visits must be cleared up prior to close-out. The Subrecipient's obligation to the Grantee shall not end until all close-out requirements are completed.

The Subrecipient shall close-out its use of the CDBG funds and its obligations under this Agreement by complying with the close-out procedures in 2 CFR § 200.343. Activities during this close-out period may include, but are not limited to making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the Grantee), and determining the custodianship of records.

Notwithstanding the terms of 2 CFR 200.343, upon the expiration of this Agreement, the Subrecipient shall transfer to the Grantee any CDBG funds on hand at the time of expiration and any accounts receivable attributable to the use of CDBG funds, further, any real property under the Subrecipient's control that was acquired or improved in whole or in part with CDBG funds (including CDBG funds provided to the Subrecipient in the form of a loan) shall be treated in accordance with 24 CFR 570.503(b)(7).

G. Federal Funding Accountability and Transparency Act (FFATA)

The Subrecipient shall comply with the requirements of 2 CFR part 25 Universal Identifier and System for Award Management (SAM). The grantee must have an active registration in SAM.gov in accordance with 2 CFR part 25, Appendix A, and must have a Data Universal Numbering System (DUNS) number. The Grantee Subrecipient? must also comply with the provisions of the Federal Funding Accountability and Transparency Act, which includes requirements on executive compensation, and 2 CFR part 170 Reporting Subaward and Executive Compensation Information.

H. Nondiscrimination

The Subrecipient will comply with 24 CFR part 6, which implements the provisions of Section 109 of Title I of the Housing and Community Development Act of 1974 (HCDA) (Title I) (42 U.S.C. 5309). Section 109 provides that no person in the United States shall, on the ground of race, color, national origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with federal financial assistance.

The Subrecipient will adhere to the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107) (Age Discrimination Act) and the prohibitions against discrimination on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) (Section 504). Section 109 of the HCDA makes these requirements applicable to programs or activities funded as a whole or in part with Community Development Block Grant-Disaster Relief (CDBG-DR) funds. Thus, the Subrecipient shall comply with regulations of 24 CFR part 8, which implement Section 504 for HUD programs, and the regulations of 24 CFR part 146.

The Subrecipient shall ensure that its activities are consistent with requirements of Architectural Barriers Act and the Americans with Disabilities Act. The Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) requires certain federal and federally funded buildings and other facilities to be designed, constructed, or altered in accordance with standards that insure accessibility to, and use by, physically handicapped people. A building or facility designed, constructed, or altered with funds allocated or reallocated under this part after December 11, 1995, and that meets the definition of "residential structure" as defined in 24 CFR 40.2 or the definition of "building" as defined in 41 CFR 101-19.602(a) is subject to the requirements of the Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) and shall comply with the Uniform Federal Accessibility Standards (Appendix A to 24 CFR part 40 for residential structures, and Appendix A to 41 CFR part 101-19, subpart 101-19.6, for general type buildings).

The Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218 and 225) (ADA) provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications. It further provides that discrimination includes a failure to design and construct facilities for first occupancy no later than January 26, 1993, that are readily accessible to and usable by individuals with disabilities. Further, the ADA requires the removal of architectural barriers and communication barriers that are structural in nature in existing facilities, where such removal is readily achievable—that is, easily accomplishable and able to be carried out without much difficulty or expense.

The Subrecipient shall comply with the requirements of Title VI of the Civil Rights Act of 1964 (P. L. 88-352), as amended [if the Grantee is subject to 24 CFR part 570, subpart K, insert: "and 24 CFR 570.601 and 570.602". No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity funded by this Agreement. The specific nondiscrimination provisions at 24 CFR 1.4 apply to the use of these funds. The Subrecipient shall not intimidate, threaten, coerce, or discriminate against any person for the purpose of interfering with any right or privilege secured by title VI of the Civil Rights Act of 1964 or 24 CFR part 1, or because he has made a complaint, testified, assisted, or participated in any manner in an

investigation, proceeding, or hearing under 24 CFR part 1. The identity of complainants shall be kept confidential except to the extent necessary to carry out the purposes of 2 CFR part 1, including the conduct of any investigation, hearing, or judicial proceedings arising thereunder.

As a condition to the approval of this Agreement and the extension of any federal financial assistance, the Subrecipient assures that the program or activities described in this Agreement will be conducted and the housing, accommodations, facilities, services, financial aid, or other benefits to be provided will be operated and administered in compliance with all requirements outlined in this Agreement.

If the federal financial assistance under this Agreement is to provide for is in the form of personal property or real property or interest therein or structures thereon, the Subrecipient's assurance herein shall obligate the Subrecipient or, in the case of a subsequent transfer, the transferee, for the period during which the property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits, or for as long as the recipient retains ownership or possession of the property, whichever is longer. In all other cases the assurance shall obligate the Subrecipient for the period during which Federal financial assistance is extended pursuant to the contract or application. This assurance gives the Grantee and the United States a right to seek judicial enforcement of the assurance and the requirements on real property.

In the case of real property, structures or improvements thereon, or interests therein, acquired with Federal financial assistance under this Agreement or acquired with CDBG-NDR funds and provided to the Subrecipient under this Agreement, the instrument affecting any disposition by the Subrecipient of such real property, structures or improvements thereon, or interests therein, shall contain a covenant running with the land assuring nondiscrimination for the period during which the real property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

Affirmative Action - The Subrecipient agrees that it shall carry out pursuant to the Grantee's specifications an Affirmative Action Program in compliance with the President's Executive Order 11246 of September 24, 1966, as amended, and implement regulations at 42 CFR chapter 60. The Grantee shall provide Affirmative Action guidelines to the Subrecipient to assist in the formulation of such program. The Subrecipient shall provide a copy of their plan for an Affirmative Action Program for approval prior to the release of funds under this Agreement.

1. **Women- and Minority-Owned Businesses (W/MBE):** The Subrecipient shall take the affirmative steps listed in 2 CFR 200.321(b)(1) through (5) to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, when the Subrecipient procures property or services under this Agreement.
2. **Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement:** The Subrecipient shall, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that it is an Equal Opportunity or Affirmative (this sentence doesn't appear to be complete)

I. Section 3 of the Housing and Urban Development Act of 1968

The Subrecipient shall comply with the provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC 1701u, and its implementing regulations at 24 CFR part 135. The Subrecipient shall include the "Section 3 clause" at 24 CFR 135.38 in every "Section 3 covered contract" (as defined in 24 CFR 135.5).

J. Conduct

The Subrecipient shall comply with the Hatch Act, 5 USC 1501 – 1508, and shall ensure that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

In the procurement of supplies, equipment, construction, and services pursuant to this Agreement, the Subrecipient shall comply with the conflict-of-interest provisions in 2 CFR 200.317 and 200.318. In all cases not governed by 2 CFR 200.317 and 200.318, the Subrecipient shall comply with the conflict-of-interest provisions in 24 CFR 570.611.

The Subrecipient certifies that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Agreement, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is required by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

K. Religious Activities

The Subrecipient agrees that funds provided under this Agreement shall not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

L. Environmental Conditions

The Subrecipient shall not obligate nor expend funds for any choice-limiting Project activity under this Agreement until notified, in writing from the Grantee, that the environmental review requirements pursuant to 24 CFR 570.604 have been satisfactorily completed for the Project activity(s) and that a HUD-approved Request for Release of Funds and certification has been issued. The Grantee's written notice shall specify the date upon which Subrecipient may begin to obligate and expend funds under this Agreement. Subrecipient does not assume responsibility for undertaking the environmental review process under 25 CFR Part 52. However, Subrecipient shall provide the Grantee with timely and accurate Project information as the Grantee may require in order to cause the environmental review(s) to be satisfactorily undertaken. In the event that there is a proposed change in the location or scope of a Project activity, Subrecipient shall not undertake any action to obligate or expend funds in connection with the proposed change without obtaining the Grantee's prior written approval. Any such Grantee approval shall be subject to the Grantee's sole determination as to whether or not the proposed change requires an additional environmental review and clearance before any funds may be committed or expended for the Project activity.

The Subrecipient must comply with the limitations in 24 CFR 58.22 even though the Subrecipient is not delegated the requirement under Section 104(g) of the HCDA for environmental review, decision-making, and action (see 24 CFR part 58) and is not delegated the Grantee's responsibilities for initiating the review process under the provisions of 24 CFR Part 52. 24 CFR 58.22 imposes limitations on activities pending clearance and specifically limits commitments of HUD funds or non-HUD funds by any participant in the development process before completion of the environmental review. A violation of this requirement may result in a prohibition on the use of federal funds for this Agreement.

The Subrecipient shall comply with the following requirements insofar as they apply to the performance of this Agreement:

1. Air quality. (1) The Clean Air Act (42 U.S.C. 7401 et. seq.) as amended; particularly section 176(c) and (d) (42 U.S.C. 7506(c) and (d)); and (2) Determining Conformity of Federal Actions to State or Federal Implementation Plans (Environmental Protection Agency—40 CFR parts 6, 51, and 93).
2. Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251, et seq., as amended, including the requirements specified in Section 114 and Section 308 of the Federal Water Pollution Control Act, as amended, and all regulations and guidelines issued thereunder;
 - a. Lead-Based Paint - The Subrecipient shall comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at 24 CFR part 35, subparts A, B, J, K, and R, which apply to activities under this Agreement.
 - b. Release of Funds (ROF) - No funds may be encumbered prior to the completion of the Environmental Review. The Environmental Review Record (ERR) must be completed before any funds are made available. The responsibility for certifying the appropriate ERR and ROF shall rest with the Grantee. It is the responsibility of the Subrecipient to notify the Grantee and to refrain from making any commitments and expenditures on the project until an ROF has been issued by the Grantee.

Exhibit D

[Progress Report Template]

1. Subrecipient Information

Organization Name: _____

Project Title: _____

Project Category (Public Service, Housing, etc.): _____

Reporting Period (Monthly and Q1/Q2/Q3/Q4): _____

Contract Number: _____

DUNS/UEI Number: _____

Contact Person: _____

Email / Phone: _____

National Objective _____

2. Narrative Progress Summary

Describe key accomplishments, progress toward goals, and major activities performed this month/quarter:

Explain any delays or challenges preventing progress and steps taken to resolve them:

Describe planned activities for next month/quarter:

3. Beneficiary Demographics & Income Data

Enter unduplicated beneficiary information. Add rows as needed.

Category	This Quarter	Cumulative	LMI Status (Yes/No)	Notes
Total Persons Served				
Total Households Served				
Extremely Low Income ($\leq 30\%$)				
Very Low Income (30–50%)				
Low Income (50–80%)				
Non-LMI Beneficiaries				
Race: White				
Race: Black/African American				
Race: Asian				
Race: American Indian/Alaska Native				
Ethnicity: Hispanic				

Elderly Beneficiaries				
Persons with Disabilities				

4. Income Level Verification

Enter verified income level for recipients of the CDBG funded activity

HUD's CDBG Income Limits can be found here: [CDBG and CDBG-DR Income Limits - HUD Exchange](#)

Income Category (</=30%) (30-50%) (50-80%) (>80%)	#Persons/Household	Special Categories (Elderly Households) (Persons with Disabilities) (Female -Head of Household)	Accomplishments/ How Many Program Recipients Received Benefits

5. Performance Outcomes & Outputs

Provide HUD performance indicators and progress toward annual goals.

Performance Measure	Quarter Progress	Cumulative Progress	Annual Goal

6. Financial Summary

Monthly/Quarterly Expenditures: _____

Cumulative Expenditures: _____

Amount Budgeted: _____

Remaining Balance: _____

Reimbursement Requested This Month/Quarter: _____

Program Income Received (if any): _____

Other Federal, State or Local Funding Received (if any) _____

7. Compliance & Monitoring Checklist

- Signed intake forms maintained
- Income documentation verified and retained
- Procurement procedures followed (if applicable)
- Environmental Review completed and approved before activity start
- Davis-Bacon compliance documentation maintained (if applicable)
- Civil Rights and ADA compliance posted and followed
- Records maintained per HUD retention rules

8. Attachments Checklist

- Invoices / Receipts

- Beneficiary Documentation
- Monthly/Quarterly Performance Reports
- Timesheets (if applicable)
- Procurement Records
- Environmental Review Documents
- Other Supporting Materials



TO: Mayor and Members of the City Council

FROM: Jodi Erickson, Grant Manager

DATE: May 4, 2026

**SUBJECT: APPROVAL OF CDBG ENTITLEMENT NOFO RECOMMENDATION -
MINOT COMMISSION ON AGING, INC**

I. RECOMMENDED ACTION

It is recommended City Council approve the Subrecipient Agreement with MCA and authorize the Mayor to sign the agreement.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director, 701-857-4774

III. DESCRIPTION

A. Background

The U.S. Department of Housing and Urban Development's (HUD's) Community Development Block Grant program (CDBG) provides funding to states and localities to support community development activities aimed at improving housing, economic opportunities, and infrastructure, primarily for low-to-moderate-income individuals. In 2023, the City of Minot was designated an Entitlement Community and subsequently submitted an application and consolidated plan for CDBG funding to HUD for program years 2024-2028.

Utilizing funds from HUD's Community Development Block Grant, the City of Minot enters into agreements with subrecipients to conduct eligible activities that benefit LMI residents by promoting decent housing, providing a suitable living environment, and expanding economic opportunities. Priority activities include public services that promote long-term community viability and the empowerment of low-to-moderate income people to achieve self-sufficiency. In February, as well as in March, the City published Notices of Funding Opportunity (NOFO) to inform the public of the availability of funding for eligible CDBG activities. The total available funding included \$215,527 from program year (PY) 2024 and \$252,792 from PY 2025. The City will receive an allocation of \$287,456 from HUD for PY 2026. Of the total currently available, \$47,399 is available for public services.

The publication of the NOFOs resulted in one complete application for public

services.

B. Proposed Project

This agreement will provide up to \$47,399 in reimbursable assistance to the Minot Commission on Aging (MCA) to support congregate and home-delivered meals for low-income residents. This activity is considered a Public Service Activity and is eligible under CFR 570.201-570.207. For reporting purposes in the Integrated Disbursement and Information system (IDIS), the matrix code of 05Z will be used. This matrix code allows for assistance with meals on wheels, a program for seniors and persons with disabilities.

MCA will provide monthly requests for reimbursement, together with all supporting documentation to justify the reimbursement as per the Subrecipient Agreement.

C. Recommendation Detail

Staff recommend that the City Council approve the Subrecipient Agreement with MCA and authorize the Mayor to sign the agreement.

IV. IMPACT

A. Service/Delivery Impact:

Aspirations

Approval of the subrecipient agreement, which provides CDBG funding for Meals on Wheels, meets the City's aspirations of Resilient and Prepared. It also furthers the City's goals to provide supportive services to low and moderate income limited clientele.

B. Fiscal Impact

The City was allocated CDBG funding from HUD for program years 2024-2025 and of this, \$47,399 is available for public services.

VI. ALTERNATIVES

The City Council could elect to not authorize the Mayor to sign the subrecipient agreement and direct staff to allocate dollars to other eligible activities, preventing MCA from receiving assistance.



**SUBRECIPIENT AGREEMENT BETWEEN
City of Minot and Minot Commission on Aging, Inc.
for PY 2026 Public Services Assistance**

THIS AGREEMENT ("Agreement") is entered into this ____ day of May, 2026 ("Effective Date") by and between the City of Minot, ND, a municipal corporation ("Grantee") and Minot Commission on Aging, Inc. ("Subrecipient") for assistance in reimbursement of public services referred to herein individually as "Party," and collectively as "Parties."

I. RECITALS

WHEREAS, Pursuant to 24 CFR Part 570, the Grantee has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383; and

WHEREAS, the Grantee wishes to engage the Subrecipient to assist the Grantee in utilizing such funds to support community development activities aimed at improving housing, economic opportunities, and infrastructure, primarily for low-to-moderate ("LMI") income individuals; and

WHEREAS, the Community Development Block Grant ("CDBG") funds made available for use by the Subrecipient under this Agreement constitute a Subaward of the Grantee's federal award, the use of which must be in accordance with requirements imposed by federal statutes, regulations, and the terms and conditions of the Grantee's federal award and this Agreement, including any ancillary documents attached hereto and incorporated as if fully set forth herein; and

WHEREAS, the Subrecipient has legal authority to enter into this Agreement, and the Subrecipient's governing body approved this Agreement on May ____, 2026 authorizing the Subrecipient to enter into this Agreement with the Grantee. By signing this Agreement, the Subrecipient assures the Grantee that it will comply with all the requirements of the CDBG funds described herein; and

NOW, THEREFORE, the Parties, for and in consideration of the subaward to be reimbursed by the Grantee, in the manner and at the time provided in this Agreement, and for other covenants and conditions contained in this Agreement, do hereby agree as follows:

II. PERIOD OF PERFORMANCE

Services of the Subrecipient shall start on the ____ day of May 2026 and end on the 1st day of April, 2027. The term (" T e r m ") of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Subrecipient remains in control of CDBG funds or other CDBG assets, including program income.

III. SCOPE OF SERVICE

A. National Objectives

1. All activities funded with CDBG funds must meet one of the CDBG Program's National Objectives: benefit low- and moderate-income people; aid in the prevention or elimination of slums or blight; or meet community development needs having a particular urgency, as defined in 24 CFR 570.208.
2. The Subrecipient certifies that the activities carried out under this Agreement will meet the National Objective of benefiting Low- and Moderate-Income Limited Clientele (LMC). The activities qualify under the LMC as the Minot Commission on Aging, Inc., is located within Minot city limits, providing meals to low-income individuals age 60 and over.

B. Activities

The Subrecipient will be responsible for administering a CDBG Year (2026) Community Development Block Grant Entitlement Program ("Program") in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. Such Program will include the following activities eligible under the Community Development Block Grant Program:

1. Program Deliverables:

Activity #1

Minot Commission on Aging (MCA) will support congregate and home-delivered meals for low-income seniors. CDBG funding in the amount of \$47,399 will be used to partially fill the gap between the state reimbursement rate of \$8.89 per meal and the actual cost of \$13.06 per meal. MCA will serve approximately 72,000 meals to 365 low-income individuals who

have self-reported as low-income. The residents reside in low-income housing including Milton Young Towers, Henry Towners, Morgan Apartments, Guest Lodge, Souris Heights, and Cooks Court.

This activity qualifies as Public Services under the CDBG program and meets the low-and-moderate income limited clientele (LMC) National Objectives. Staffing.

Any changes in the Key Personnel assigned or their general responsibilities under this project are subject to the prior approval of the Grantee.

C. Prohibited Activities

The Subrecipient may only carry out the activities described in this Agreement. The Subrecipient is prohibited from charging to CDBG funds the costs of CDBG ineligible activities, including those described at 24 CFR 570.207, and from using CDBG funds provided herein, or personnel employed in the administration of activities under this Agreement for political activities, inherently religious activities, or lobbying.

D. General Administration

Project oversight will be provided by Minot Commission on Aging's Executive Director and Minot Commission on Aging's Chief Financial Officer with support from MCA staff.

1. The Grantee's Grant Manager will serve as the Grantee's primary manager for this Subaward. The Grant Manager may assign others to provide project delivery support and related services in support of carrying out the purpose and scope of this Agreement. All reports, notices, and other communications required under or related to this Agreement shall be directed as identified below. The Finance Director will be the final approver of reimbursement requests, notices to terminate this Agreement as provided herein and will approve all changes except those that increase the total Agreement amount which must be approved by the Finance Director and by the City of Minot City Council.

City of Minot:
Grant Manager
City of Minot
Address: PO Box 5006, Minot, ND 58702-5006
Phone: 701-857-1553
Email: finance@minotnd.gov

Minot Commission on Aging, Inc.
Roger Reich

Address: 21 First Ave SE, Minot, ND 58701
Phone: 701-852-0561
Email: mcoapsc@srt.com

E. Levels of Accomplishment – Goals and Performance Measures

The Subrecipient agrees to track and monthly and quarterly report the following program service outputs:

- A) # Low-to-Moderate Income Individuals Served
- B) # Meals Served
- C) # Seniors Served, by Race
- D) # Seniors Served, by Ethnicity
- E) Total Served/Year to Date

Definitions:

- a. Low-to-moderate income individuals served - The number of seniors who received meals during the period of the activity.
- b. Meals served – The number of meals served to seniors during the period of the activity.
- c. Seniors Served, by Race – Number of seniors receiving meals, by race, during the period of the activity.
- d. Seniors Served, by Ethnicity – Number of seniors receiving meals, identified by ethnicity, during the period of the activity.
- e. Total/Year – Total number of seniors receiving meals during the period of the activity, year to date.

F. Performance Monitoring

The Grantee will monitor the performance of the Subrecipient against goals and performance standards as stated above. Substandard performance as determined by the Grantee will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within thirty (30) days after being notified by the Grantee, Agreement suspension or termination procedures will be initiated.

IV. BUDGET

- A. It is expressly agreed and understood that the total amount to be reimbursed by the Grantee under this Agreement shall not exceed \$47,399.
- B. This is a reimbursable Program. By the 10th of each month, Subrecipient will submit to the Grantee requests for reimbursements for activities funded

under this Agreement that are consistent with the approved budget. After processing the request, the Grantee will disburse the approved reimbursement dollar amount up to \$47,399.

- C. Subrecipient shall create a Budget and submit the same to Grantee in the following format:

<u>Line Item</u>	<u>Amount:</u>
<u>Revenue</u>	
<u>Program Revenue</u>	
<u>Other Revenue</u>	
Salaries	
Fringe	
Rent/Utilities	
Communications	
Reproduction/Printing	
Supplies and Materials	
Mileage	
Other (Specify)	
TOTAL	\$_____

- D. Any indirect costs charged must be consistent with the conditions of Paragraph IV.C. of this Agreement. In addition, the Grantee may require a more detailed budget breakdown than the one contained herein, and the Subrecipient shall provide such supplementary budget information within seven (7) days of receipt of such a request from the Grantee in the form and with the appropriate content as requested by the Grantee. Any amendments to the budget must be approved in writing by both the Grantee and the Subrecipient.

E. Method of Reimbursement

1. Drawdowns for the reimbursement of eligible expenses shall be made against the line-item budgets specified in Paragraph IV C. herein and in accordance with performance.
2. Reimbursement shall be made on an eligible cost reimbursement basis only and in such amounts and increments approved by the Grantee's Finance Director or designee for various phases of work following submission by Subrecipient of

a proper request for reimbursement, including applicable, accurate and complete supporting documentation that substantiates the reimbursement request.

3. Reimbursement requests will be submitted by the 10th of each month using a form provided by the Grantee (Exhibit A, attached and incorporated herein by reference).
4. Payments may be contingent upon certification of the Subrecipient's financial management system in accordance with the standards specified in 2 CFR Part 200.
5. The Grantee shall reimburse the Subrecipient CDBG funds available under this Agreement based upon information submitted by the Subrecipient for allowable costs permitted under this Agreement and consistent with the approved budget.
6. Reimbursement will be made for eligible expenses actually incurred by the Subrecipient, not to exceed actual cash requirements.
7. Reimbursement will be made upon submission by the Subrecipient of a properly executed Request for Payment, together with all supporting invoices, bills, time sheets, and other documents necessary to justify the reimbursement.

F. Fiscal Responsibility

1. It is understood and agreed that the total amount of the funds used under this Agreement up to the maximum limit allowed shall be used for the activity outlined in this Agreement. For any funds received under this Agreement for which expenditure is disallowed, Subrecipient shall reimburse those funds back to the Grantee within thirty (30) days.
2. All activities funded with CDBG funds must meet the criteria for one of the CDBG program's National Objectives. The Subrecipient certifies that the activity carried out under this Agreement meets the following National Objectives and satisfies the following criteria: (Activities benefiting low-and-moderate income persons) at 24 CFR 570.201(c) or 42 USC 5305(a) (8)+ 24 CFR 570.208 (a) 2) (i). The Subrecipient shall maintain documentation to demonstrate compliance.

V. Subrecipient Obligations, Representations, and Warranties

A. Subrecipient's Obligations

1. The Subrecipient agrees to comply with the following obligations

including Insurance and Bonding Requirements attached hereto as Exhibit B and applicable Federal Requirements attached hereto as Exhibit C, and are incorporated herein by reference:

- a. Utilize normal and customary practices and procedures for the delivery of the activity(ies) and provide a level of service that is consistent with the level of service for similar programs administered by the Subrecipient exclusive of this Agreement.
 - b. Subrecipient shall require any third party to comply with all lawful requirements necessary to ensure that any activities are carried out in accordance with this Agreement.
 - c. Subrecipient shall adhere to the Uniform Administrative Requirements of 2 CFR Part 200.
 - d. Subrecipient shall comply with the requirements and standards of 2 CFR 200 et. seq. as applicable, including establishing and or maintaining compliant accounting systems. Such systems will be subject to monitoring from time to time by the Grantee and/or by Housing and Urban Development ("HUD").
 - e. Monthly and quarterly, the Subrecipient will prepare and submit to the Grantee a report outlining the number of beneficiaries who were served during the Period of Performance.
 - f. Progress Reports. The Subrecipient shall submit monthly and quarterly Progress Reports to the Grantee in the form, content, and frequency as required by the Grantee.
 - g. Subrecipient accepts and understands that no obligations can be incurred, nor expenses undertaken until and unless all necessary environmental reviews have been completed and approved by HUD, acknowledged by the City of Minot as Grantee receiving "Release of Funds" notification from HUD.
2. Indemnification by Subrecipient. Notwithstanding the foregoing, Subrecipient agrees to defend and indemnify Grantee from any and all claims, actions, judgments, liabilities, proceedings, and costs, including reasonable attorney's fees and other costs of defense and damages resulting from Subrecipient's performance.
- B. **Subrecipient's Representations and Warranties.** Subrecipient represents and warrants the following, each of which is a material inducement, for the *Grantee* to enter into this Agreement and upon which the *Grantee* has relied on doing so:
1. Subrecipient is a non-profit organization, validly existing and in good standing under the laws of the State of North Dakota; it has the power and authority necessary to enter into this Agreement and carry out the transactions contemplated herein, and that the execution and delivery of this Agreement to the Grantee will not

violate or constitute a default under the terms and provisions of any agreement, law, or court order to which Subrecipient is a party or by which Subrecipient is bound.

2. The person executing this Agreement on behalf of Subrecipient has the full power and authority to bind Subrecipient to the terms hereof.

C. SAM.com Registration

1. The System for Award Management, or SAM, is a government-wide portal that consolidates the capabilities of multiple systems and information sources used by the Federal government conducting the acquisition and financial assistance (which includes grants and cooperative agreements) processes. The Subrecipient must provide proof of active registration in the SAM.gov system within thirty (30) days of notification.
2. Subrecipient further certifies that it shall immediately notify the Grantee if, at any time during the term of this Agreement, it is debarred, suspended, declared ineligible or otherwise excluded from participation, and that it shall not enter into a subcontract with a person or organization that is debarred, suspended, declared ineligible, or voluntarily excluded from participation. The Grantee may pursue available remedies in the event of such occurrence including immediate termination of this Agreement. The Subrecipient shall include without modification this Certification's language, entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion" with all sub-contractors in all covered transactions and in all solicitations for covered transactions in accordance with 45 CFR Part 76.

VI. Grantee's Obligations, Representations, and Warranties

A. Grantee's Obligations

1. Grantee shall disburse funds in a timely manner, subject to draw down approval and availability from HUD as described in this Agreement.
2. Grantee shall advise the Subrecipient promptly if there are concerns about the Project and shall work with the Subrecipient to resolve issues of concern.
3. Grantee shall provide reasonable technical assistance to the Subrecipient to comply with applicable federal requirements and regulations governing the use of these federal funds.
4. Grantee shall oversee the preparation of the environmental review and ensure all environmental review requirements as described in 24 CFR 58 are met.

B. Grantee's Representations and Warranties The Grantee represents and warrants the following, as material inducements, for the Grantee to enter into this Agreement with the Subrecipient:

1. The Grantee is a municipal corporation with a home rule charter, existing and in good standing under the laws of the State of North Dakota; that it has all the necessary power and authority to enter into this Agreement and carry out the transactions contemplated herein; and that the execution and delivery hereof and the performance by the Grantee of its obligations hereunder will not violate or constitute a default under the terms and provisions of any agreement, law or court order to which the Grantee is a party or by which the Grantee is bound.
2. The person executing this Agreement on behalf of the Grantee has the full power and authority to bind the Grantee to the terms hereof.

VII. Miscellaneous Terms and Conditions

A. Amendments. The Grantee or Subrecipient may amend this Agreement provided that such amendments make specific reference to this Agreement and are executed in writing, signed by a duly authorized representative of both organizations. Such amendments shall not invalidate this Agreement nor relieve or release the Grantee or the Subrecipient from its obligations under this Agreement.

B. Termination.

1. Termination by Mutual Agreement. This Agreement may be terminated by mutual consent of both Parties executed in writing.
2. Termination Without Cause. This Agreement may be terminated by either Party upon thirty (30) calendar days' written notice to the other Party of the terminating Party's intent to terminate before the expiration of this Agreement.
3. Termination for Cause. Grantee may terminate this Agreement effective upon delivery of written notice to Subrecipient, or any later date stated in the notice:
 - a. If Subrecipient fails to provide Services required by this Agreement within the time specified or any extension agreed to by Grantee; or
 - b. If Subrecipient fails to perform any of the other provisions of this Agreement or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms.
4. Termination for Lack of Funding or Authority. Notwithstanding anything to the contrary herein, the Grantee is a public entity whose authority to expend funds is subject to annual appropriation by the Minot City Council ("Council") and HUD. In the event the Council and/or HUD fails to appropriate funds necessary to fulfill the Grantee's obligations under

this Agreement for any fiscal period during the term, or if the Grantee otherwise loses legal authority to perform its obligations, the Grantee may terminate this Agreement upon written notice to Subrecipient, without penalty or further obligation. Such termination shall be effective on the date specified in the notice, and the Grantee shall reimburse Subrecipient for eligible expenses up to the effective date of termination subject to appropriated funds. Subrecipient acknowledges that the Grantee cannot commit funds beyond the current fiscal year.

5. The rights and remedies of Grantee provided in this Section VII.B. are not exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

- C. Binding Effect. The terms of this Agreement, including the recitals above, are considered binding and effective promises, agreements, and covenants, fully enforceable by the Parties. This Agreement shall inure to the benefit of the Parties and any of their heirs, successors, personal representatives, officers, and assigns of each.
- D. Notice. Notices, statements, and other communications to be given under the terms of this Agreement shall be delivered in a timely fashion (and in any event within any time limits established elsewhere in this Agreement) and shall be in writing and delivered by hand or sent by U.S. Mail (return receipt requested), to the Grant Manager as specified in Paragraph III(e) of this Agreement.
- E. Records Maintenance. The Parties agree that this Agreement and all documents relative to this Agreement are subject to North Dakota's open records laws and shall remain accessible to the Grantee upon written request by the Grantee.
- F. Waiver. The waiver by either Party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained. No covenant, term or condition of this Agreement shall be deemed to have been waived by either Party, unless such waiver is in writing signed by the Party against whom such waiver is asserted.
- G. Applicable Law/Venue. This Agreement and all provisions herein shall be construed and enforced in accordance with the laws of the State of North Dakota. Venue for any action arising out of this Agreement shall be in Ward County District Court, North Dakota.
- H. Representation by Counsel/Voluntary Nature of Agreement. The Parties acknowledge and represent that they have been, or have waived the opportunity to consult and be, represented by legal counsel in

connection with the consideration and execution of this Agreement. The Parties represent and declare that in executing this Agreement, they relied solely upon their own judgment, belief, and knowledge, and after consultation with their legal counsel concerning the nature, extent, and duration of their rights and claims, and that they were not induced into executing this Agreement by any representations not expressly contained or referred to herein. By entering into this Agreement, the Parties acknowledge and expressly warrant and represent to each other that, as a part of the consideration for the promises contained herein, that before executing this Agreement they have fully and completely read its terms and that the terms of this Agreement are fully understood and voluntarily accepted by each Party, without duress or coercion of any kind.

- I. Severability. If any provisions of this Agreement, the deletion of which would not adversely affect the receipt of any material benefit by any party hereunder or substantially increase the burden on any party hereto, shall be found invalid or unenforceable to any extent, the same shall be considered severed, and shall not adversely affect the validity or enforceability of the remainder of this Agreement. If one or both Parties claim the invalid or unenforceable term was a material term of the Agreement, then the Parties shall renegotiate the Agreement to address the illegal or unenforceable term in an equitable manner.
- J. Further Assurances. The Parties hereby agree to execute and deliver any and all instruments, agreements, documents, and take any other such action as may be necessary and appropriate to carry out the transactions described in this Agreement.
- K. Titles and Captions. Titles and captions are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its terms. Reference to section numbers are to sections in this Agreement unless expressly stated otherwise.
- L. Entire Agreement. This Agreement sets forth all the covenants, promises, agreements, conditions, and understandings between the Parties, oral or written, relating to the subject matter of this Agreement. Neither Party has made any representations or promises not expressly contained herein. No subsequent alterations, amendments, changes, or additions to this Agreement shall be binding upon a Party unless reduced to writing and signed by a Party's authorized representative.
- M. Conflict in Terms. In the event of any conflict or inconsistency between the terms of this Agreement and any federal regulations or policies incorporated herein, the federal regulations and policies, as amended from time to time, shall govern and control.

- N. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together constitute one and the same instrument. Signatures delivered by facsimile, email in portable document format (.pdf), or through a secure electronic signature platform shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement. Each Party agrees that an electronic signature has the same force and effect as a manual signature.
- O. Force Majeure. Neither the Grantee nor the Subrecipient shall be liable for any failure or delay in performing their obligations under this Agreement when such failure or delay is caused by events beyond the reasonable control of the affected Party, including but not limited to natural disasters, extreme weather, acts of God, public health emergencies, war, civil disturbances, labor disruptions, or governmental actions that render performance impossible or impracticable. The Party experiencing the force majeure event shall promptly notify the other Party in writing and take reasonable steps to mitigate the impact of the event on its ability to perform. Obligations impacted by the force majeure event shall be suspended for the duration of the event, and the Parties may agree in writing to extend deadlines, modify performance requirements, or take other appropriate actions to ensure continuity of the Subrecipient activities.
- P. Independent Contractor. The Subrecipient is an independent contractor and is not an employee or agent of the Grantee. The Subrecipient has no authority to bind the Grantee or represent the Grantee in any manner unless expressly authorized in writing, and all personnel employed or engaged by the Subrecipient shall remain solely its employees, agents, or contractors. The Subrecipient shall be solely responsible for all wages, benefits, taxes, insurance, supervision, and liabilities associated with its operations and workforce under this Agreement.
- Q. Survival. Any provisions of this Agreement that by their nature are intended to survive its expiration or termination, including but not limited to provisions regarding audits, record retention, reporting, repayment or return of funds, indemnification, confidentiality, closeout requirements, and compliance with federal regulations, shall remain in full force and effect after the end of the Agreement. Such obligations shall continue for the period required by applicable law, federal grant requirements, or as otherwise stated in this Agreement.
- R. Third Party Rights. No provision of this Agreement is intended to create, nor shall be construed as creating, any rights or remedies in any third party, including any contractor, client, program participant, or beneficiary of services provided under this Agreement. All rights and obligations under this Agreement are enforceable solely by the Grantee

and the Subrecipient, and no third party shall be deemed a beneficiary of this Agreement or have any right to rely on or enforce its terms. Nothing in this clause limits the federal government's authority to review, audit, or enforce federal requirements applicable to this Agreement.

THE UNDERSIGNED, as authorized officials on behalf of the Parties, have executed this Agreement for Subrecipient reimbursement, which shall be effective as of the Effective Date.

GRANTEE: CITY OF MINOT

Mark Jantzer, Mayor

Date: _____

Attest:

Mikayla McWilliams, City Clerk

Date: _____

Attest:

David Lakefield, Finance Director

Date: _____

**SUBRECIPIENT:
Minot Commission on Aging, INC.**

Roger A. Reich

Title: Executive Director

Date: 04/22/2026

Attest:

[Signature]

Title: Chief Financial Officer

Date: 04/22/2026

Exhibit A
REQUEST FOR REIMBURSEMENT

Project Name:		Subrecipient:	
Preparer:	Telephone Number:	UEI:	
Draw Request Number:	Amount Requested:	Method of Payment: Check ☐ ACH/Wire ☐	

Request Summary

1. Total Subaward Amount:		2. Subaward Amount Requested to Date:	
3. Total Funds Available (1 minus 2):	4. Amount of this Request:	5. Remaining Balance	
6. Description of use of funds from this draw (must provide invoices supporting use of all funds)			

Certification of Recipient

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

SUBRECIPIENT	
Signature:	Title:
Printed Name:	Date:
CITY OF MINOT	
Signature:	Title:
Printed Name:	Date:

Exhibit B
Insurance and Bonding Requirements

- a. Commercial general liability, including premises or operations, contractual and products or completed operations coverages (if applicable), with minimum liability limits of \$2,000,000 per occurrence.
- b. Property insurance insuring the full and true replacement value of all real property and personal property located on or in the buildings in which the leased premises are located for all losses.
- c. Automobile liability, including owned (if any), hired, and non-owned automobiles, with minimum liability limits of \$500,000 per person and \$2,000,000 per occurrence.
- d. Workers' compensation coverage meeting all statutory requirements. The policy must provide coverage for all states of operation that apply to the performance of this Agreement. For the purposes of this Agreement, the only state of operation is North Dakota.
- e. Employer's liability or "stop gap" insurance of not less than \$2,000,000 as an endorsement on the worker's compensation or commercial general liability insurance.
- f. Professional errors and omissions with minimum limits of \$2,000,000 per claim and in the aggregate. Subrecipient must continually maintain such coverage during the Affordability Period and for three (3) years thereafter.

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

- g. Any deductible or self-insured retention amount or other similar obligation under the policies is the sole responsibility of Subrecipient. The amount of any deductible or self-retention is subject to approval by the Grantee.
- h. This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A-" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. Less than an "A-" rating must be approved by the Grantee.
- i. The duty to defend, indemnify, and hold harmless the Grantee under this Agreement shall not be limited by the insurance required in the Agreement.
- j. The Grantee shall be endorsed on the commercial general liability policy on a primary and noncontributory basis, including any excess policies (to the extent applicable), as additional insured. The Grantee shall have all the benefits, rights, and coverage of an additional insured under these policies that shall not be limited to the minimum limits of insurance required by this Agreement or by the contractual indemnity obligations of Subrecipient.
- k. A "Waiver of Subrogation" waiving any right of recovery the insurance company may have against the Grantee.
- l. Subrecipient shall furnish a certificate of insurance to the Grantee before commencement of this Agreement.
- m. Failure to provide insurance as required in this Agreement is a material breach of the contract, entitling the Grantee to terminate this Agreement immediately.
- n. Subrecipient shall provide thirty (30) days' notice of any cancellation or material change to the policies or endorsements. Subrecipient shall provide on an ongoing basis a certificate of insurance during the term of the Agreement. A renewal certificate will be provided ten (10) days prior to coverage expiration. An updated, current certificate of insurance shall be provided within ten (10) days in the event of any change in policy.

Exhibit C

Applicable Federal Requirements

Other Requirements to Comply with Federal Statutes, Regulations, and the Terms & Condition of the Federal Award.

The CDBG funds available to the Subrecipient through this Agreement constitute a subaward of the Grantee's Federal award under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 200. This Agreement includes terms and conditions of the Grantee's Federal award that are imposed on the Subrecipient, and the Subrecipient agrees to carry out its obligations in compliance with all of the obligations described in this Agreement.

The Subrecipient shall comply with all applicable provisions of the Housing and Community Development Act of 1974, as amended, and the regulations at 24 CFR part 570, as modified by the Federal Register notices that govern the use of CDBG funds available under this Agreement. These Federal Register notices include, but are not limited to, Federal Register / Vol. 81, No. 109 / Tuesday, June 7, 2016 / Notice and Federal Register / Vol. 82, No. 150 / Monday, August 7, 2017 / Notice. Notwithstanding the foregoing, (1) the Subrecipient does not assume any of Grantee's responsibilities for environmental review, decision-making, and action, described in 24 CFR part 58 and (2) the Subrecipient does not assume any of the Grantee's responsibilities for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient shall also comply with all other applicable federal, state and local laws, regulations, and policies that govern the use of the CDBG funds in complying with its obligations under this Agreement, regardless of whether CDBG funds are made available to the Subrecipient on an advance or reimbursement basis.

A. Duplication of Benefits

The Subrecipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC 5155) and described in Appropriations Act. The Subrecipient must comply with HUD's requirements for duplication of benefits, imposed by Federal Register notice on the Grantee, which are: Federal Register / Vol. 81, No. 109 / Tuesday, June 7, 2016. The Subrecipient shall carry out the activities under this Agreement in compliance with the Grantee's procedures to prevent duplication of benefits. Subrecipient shall complete a Duplication of Benefit Affidavit and sign a Subrogation Agreement.

B. Drug-Free Workplace

Drug-free workplace. Subrecipients must comply with drug-free workplace requirements in Subpart B of part 2429, which adopts the governmentwide implementation (2 CFR part 182) of sections 5152-5158 of the Drug- Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

C. Insurance & Bonding

The Subrecipient shall comply with the bonding and insurance requirements of 2 CFR §200.325 and §200.310.

D. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

The Subrecipient shall comply with the applicable provisions in 2 CFR part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 200 except as provided in 24 CFR 570.502(a) and (b). These provisions include:

1. Financial & Program Management

The Subrecipient shall expend and account for all CDBG funds received under this Agreement in accordance with the requirements in 2 CFR part 200, including 2 CFR part 200, subpart D, which covers Standards for Financial and Program Management. Go to <https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf> for the specific requirements.

2. Cost Principles

Costs incurred, whether charged on a direct or an indirect basis, must be in conformance with 2 CFR part 200, subpart E. All items of cost listed in 2 CFR part 200, subpart E, that require prior Federal agency approval are allowable without prior approval of HUD to the extent they comply with the general policies and principles stated in 2 CFR part 200, subpart E and are otherwise eligible under this Agreement, except for the following:

- a. Depreciation methods for fixed assets shall not be changed without the approval of the Federal cognizant agency;
- b. Fines penalties, damages, and other settlements are unallowable costs to the CDBG program;
- c. Costs of housing (e.g., depreciation, maintenance, utilities, furnishings, rent), housing allowances and personal living expenses (goods or services for personal use) regardless of whether reported as taxable income to the employees (2 CFR 200.445);
- d. Organization costs (2 CFR 200.455); and
- e. Pre-Award Costs, as limited by this Agreement

E. Documentation and Record Keeping

The Subrecipient shall establish and maintain records sufficient to enable the Grantee to (1) determine whether the Subrecipient has complied with this Agreement, applicable federal statutes and regulations, and the terms and conditions of the Grantee's federal award and (2) satisfy recordkeeping requirements applicable to the Grantee. These records include the records described in Section I of this Agreement, Scope of Service. At a minimum, the Subrecipient shall maintain records required by 24 CFR 570.506 as stated under Recordkeeping in Federal Register / Vol. 81, No. 109 / Tuesday, June 7, 2016 / Notice.

These records include but are not limited to: Records documenting compliance with the fair housing and equal opportunity requirements of the CDBG program regulations; financial records as required by 24 CFR 570.502, and 2 CFR part 200, including records necessary to demonstrate compliance with all applicable procurement requirements; and other records necessary to document compliance with this Agreement, any other applicable federal statutes and regulations, and the terms and conditions of Grantee's federal award.

As required by 2 CFR 200.331(a)(5), the Subrecipient shall permit the Grantee and auditors to have access to the Subrecipient's records and financial statements as necessary for the Grantee to meet its audit requirements under the federal award. The U.S. Department of Housing and Urban Development, Inspectors General, the Comptroller General of the United States, and the City of Minot, or any of their authorized representatives, must have the right of access to any documents, papers, or other records which are pertinent to the federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the Subrecipient's personnel for the purpose of interviewing and discussion related to such documents.

Prior to close-out, further defined in Section F of this Agreement, the Subrecipient must transmit to the Grantee records sufficient for the Grantee to demonstrate that all costs under this Agreement have met the requirements of the federal award. Subrecipient shall retain financial records, supporting documents, statistical records, and all other Subrecipient records pertinent to this

Agreement and Subrecipient's subaward for the longer of six (6) years after the expiration or termination of this Agreement, or six (6) years after the submission of the Grantee's annual performance and evaluation report, as prescribed in § 91.520 of this title or in the applicable Federal Register notices governing the use of the funds, in which the specific activity is reported on for the final time.

The preceding requirement is, however, subject to the following exceptions:

1. Records for activities subject to the reversion of assets provisions at 24 CFR § 570.503(b)(7) or change of use provisions at 24 CFR § 570.505 must be maintained for as long as those provisions continue to apply to the activity, otherwise, records for real property and equipment acquired under this Agreement must be retained for three (3) years after final disposition of the assets;
2. Records for individual activities for which there are outstanding loan balances, other receivables, or contingent liabilities must be retained until such receivables or liabilities have been satisfied;
3. If any litigation, claim, or audit is started before the expiration of the three (3)-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken;
4. When the Subrecipient is notified in writing by HUD, the cognizant agency for audit as defined in 2 CFR 200.18, the oversight agency for audit as defined in 2 CFR 200.73, the cognizant agency for indirect costs as defined in 2 CFR 200.19, or the Grantee, the Subrecipient shall extend the retention period consistent with the notification;
5. When records are transferred to or maintained by HUD or the Grantee, the three (3)-year retention requirement is not applicable to the Subrecipient;
6. The retention period for the records pertaining to the earning of the program income (as defined in this Agreement) starts from the end of the Grantee's fiscal year in which the program income is earned.

The Subrecipient must comply with 2 CFR §200.303 and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 CFR 200.82, and other information HUD or the Grantee designates as sensitive or the Subrecipient considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

F. Program Close-out

Program Close-out is the process by which the Grantee determines that all applicable actions and all required work on the project including audits and resolution of any audit findings have been completed. Findings from the Grantee's monitoring visits must be cleared up prior to close-out. The Subrecipient's obligation to the Grantee shall not end until all close-out requirements are completed.

The Subrecipient shall close-out its use of the CDBG funds and its obligations under this Agreement by complying with the close-out procedures in 2 CFR § 200.343. Activities during this close-out period may include, but are not limited to making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the Grantee), and determining the custodianship of records.

Notwithstanding the terms of 2 CFR 200.343, upon the expiration of this Agreement, the Subrecipient shall transfer to the Grantee any CDBG funds on hand at the time of expiration and any accounts receivable attributable to the use of CDBG funds, further, any real property under the Subrecipient's control that was acquired or improved in whole or in part with CDBG funds (including CDBG funds provided to the Subrecipient in the form of a loan) shall be treated in accordance with 24 CFR 570.503(b)(7).

G. Federal Funding Accountability and Transparency Act (FFATA)

The Subrecipient shall comply with the requirements of 2 CFR part 25 Universal Identifier and System for Award Management (SAM). The grantee must have an active registration in SAM.gov in accordance with 2 CFR part 25, Appendix A, and must have a Data Universal Numbering System (DUNS) number. The Grantee Subrecipient? must also comply with the provisions of the Federal Funding Accountability and Transparency Act, which includes requirements on executive compensation, and 2 CFR part 170 Reporting Subaward and Executive Compensation Information.

H. Nondiscrimination

The Subrecipient will comply with 24 CFR part 6, which implements the provisions of Section 109 of Title I of the Housing and Community Development Act of 1974 (HCDA) (Title I) (42 U.S.C. 5309). Section 109 provides that no person in the United States shall, on the ground of race, color, national origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with federal financial assistance.

The Subrecipient will adhere to the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107) (Age Discrimination Act) and the prohibitions against discrimination on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) (Section 504). Section 109 of the HCDA makes these requirements applicable to programs or activities funded as a whole or in part with Community Development Block Grant-Disaster Relief (CDBG-DR) funds. Thus, the Subrecipient shall comply with regulations of 24 CFR part 8, which implement Section 504 for HUD programs, and the regulations of 24 CFR part 146.

The Subrecipient shall ensure that its activities are consistent with requirements of Architectural Barriers Act and the Americans with Disabilities Act. The Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) requires certain federal and federally funded buildings and other facilities to be designed, constructed, or altered in accordance with standards that insure accessibility to, and use by, physically handicapped people. A building or facility designed, constructed, or altered with funds allocated or reallocated under this part after December 11, 1995, and that meets the definition of "residential structure" as defined in 24 CFR 40.2 or the definition of "building" as defined in 41 CFR 101-19.602(a) is subject to the requirements of the Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) and shall comply with the Uniform Federal Accessibility Standards (Appendix A to 24 CFR part 40 for residential structures, and Appendix A to 41 CFR part 101-19, subpart 101-19.6, for general type buildings).

The Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218 and 225) (ADA) provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications. It further provides that discrimination includes a failure to design and construct facilities for first occupancy no later than January 26, 1993, that are readily accessible to and usable by individuals with disabilities. Further, the ADA requires the removal of architectural barriers and communication barriers that are structural in nature in existing facilities, where such removal is readily achievable—that is, easily accomplishable and able to be carried out without much difficulty or expense.

The Subrecipient shall comply with the requirements of Title VI of the Civil Rights Act of 1964 (P. L. 88-352), as amended [if the Grantee is subject to 24 CFR part 570, subpart K, insert: "and 24 CFR 570.601 and 570.602". No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity funded by this Agreement. The specific nondiscrimination provisions at 24 CFR 1.4 apply to the use of these funds. The Subrecipient shall not intimidate, threaten, coerce, or discriminate against any person for the purpose of interfering with any right or privilege secured by title VI of the Civil Rights Act of 1964 or 24 CFR part 1, or because he has made a complaint, testified, assisted, or participated in any manner in an

investigation, proceeding, or hearing under 24 CFR part 1. The identity of complainants shall be kept confidential except to the extent necessary to carry out the purposes of 2 CFR part 1, including the conduct of any investigation, hearing, or judicial proceedings arising thereunder.

As a condition to the approval of this Agreement and the extension of any federal financial assistance, the Subrecipient assures that the program or activities described in this Agreement will be conducted and the housing, accommodations, facilities, services, financial aid, or other benefits to be provided will be operated and administered in compliance with all requirements outlined in this Agreement.

If the federal financial assistance under this Agreement is to provide for is in the form of personal property or real property or interest therein or structures thereon, the Subrecipient's assurance herein shall obligate the Subrecipient or, in the case of a subsequent transfer, the transferee, for the period during which the property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits, or for as long as the recipient retains ownership or possession of the property, whichever is longer. In all other cases the assurance shall obligate the Subrecipient for the period during which Federal financial assistance is extended pursuant to the contract or application. This assurance gives the Grantee and the United States a right to seek judicial enforcement of the assurance and the requirements on real property.

In the case of real property, structures or improvements thereon, or interests therein, acquired with Federal financial assistance under this Agreement or acquired with CDBG-NDR funds and provided to the Subrecipient under this Agreement, the instrument affecting any disposition by the Subrecipient of such real property, structures or improvements thereon, or interests therein, shall contain a covenant running with the land assuring nondiscrimination for the period during which the real property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

Affirmative Action - The Subrecipient agrees that it shall carry out pursuant to the Grantee's specifications an Affirmative Action Program in compliance with the President's Executive Order 11246 of September 24, 1966, as amended, and implement regulations at 42 CFR chapter 60. The Grantee shall provide Affirmative Action guidelines to the Subrecipient to assist in the formulation of such program. The Subrecipient shall provide a copy of their plan for an Affirmative Action Program for approval prior to the release of funds under this Agreement.

1. **Women- and Minority-Owned Businesses (W/MBE):** The Subrecipient shall take the affirmative steps listed in 2 CFR 200.321(b)(1) through (5) to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, when the Subrecipient procures property or services under this Agreement.
2. **Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement:** The Subrecipient shall, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that it is an Equal Opportunity or Affirmative (this sentence doesn't appear to be complete)

I. Section 3 of the Housing and Urban Development Act of 1968

The Subrecipient shall comply with the provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC 1701u, and its implementing regulations at 24 CFR part 135. The Subrecipient shall include the "Section 3 clause" at 24 CFR 135.38 in every "Section 3 covered contract" (as defined in 24 CFR 135.5).

J. Conduct

The Subrecipient shall comply with the Hatch Act, 5 USC 1501 – 1508, and shall ensure that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

In the procurement of supplies, equipment, construction, and services pursuant to this Agreement, the Subrecipient shall comply with the conflict-of-interest provisions in 2 CFR 200.317 and 200.318. In all cases not governed by 2 CFR 200.317 and 200.318, the Subrecipient shall comply with the conflict-of-interest provisions in 24 CFR 570.611.

The Subrecipient certifies that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Agreement, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is required by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

K. Religious Activities

The Subrecipient agrees that funds provided under this Agreement shall not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

L. Environmental Conditions

The Subrecipient shall not obligate nor expend funds for any choice-limiting Project activity under this Agreement until notified, in writing from the Grantee, that the environmental review requirements pursuant to 24 CFR 570.604 have been satisfactorily completed for the Project activity(s) and that a HUD-approved Request for Release of Funds and certification has been issued. The Grantee's written notice shall specify the date upon which Subrecipient may begin to obligate and expend funds under this Agreement. Subrecipient does not assume responsibility for undertaking the environmental review process under 25 CFR Part 52. However, Subrecipient shall provide the Grantee with timely and accurate Project information as the Grantee may require in order to cause the environmental review(s) to be satisfactorily undertaken. In the event that there is a proposed change in the location or scope of a Project activity, Subrecipient shall not undertake any action to obligate or expend funds in connection with the proposed change without obtaining the Grantee's prior written approval. Any such Grantee approval shall be subject to the Grantee's sole determination as to whether or not the proposed change requires an additional environmental review and clearance before any funds may be committed or expended for the Project activity.

The Subrecipient must comply with the limitations in 24 CFR 58.22 even though the Subrecipient is not delegated the requirement under Section 104(g) of the HCDA for environmental review, decision-making, and action (see 24 CFR part 58) and is not delegated the Grantee's responsibilities for initiating the review process under the provisions of 24 CFR Part 52. 24 CFR 58.22 imposes limitations on activities pending clearance and specifically limits commitments of HUD funds or non-HUD funds by any participant in the development process before completion of the environmental review. A violation of this requirement may result in a prohibition on the use of federal funds for this Agreement.

The Subrecipient shall comply with the following requirements insofar as they apply to the performance of this Agreement:

1. Air quality. (1) The Clean Air Act (42 U.S.C. 7401 et. seq.) as amended; particularly section 176(c) and (d) (42 U.S.C. 7506(c) and (d)); and (2) Determining Conformity of Federal Actions to State or Federal Implementation Plans (Environmental Protection Agency—40 CFR parts 6, 51, and 93).
2. Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251, et seq., as amended, including the requirements specified in Section 114 and Section 308 of the Federal Water Pollution Control Act, as amended, and all regulations and guidelines issued thereunder;
 - a. Lead-Based Paint - The Subrecipient shall comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at 24 CFR part 35, subparts A, B, J, K, and R, which apply to activities under this Agreement.
 - b. Release of Funds (ROF) - No funds may be encumbered prior to the completion of the Environmental Review. The Environmental Review Record (ERR) must be completed before any funds are made available. The responsibility for certifying the appropriate ERR and ROF shall rest with the Grantee. It is the responsibility of the Subrecipient to notify the Grantee and to refrain from making any commitments and expenditures on the project until an ROF has been issued by the Grantee.

Exhibit D

[Progress Report Template]

1. Subrecipient Information

Organization Name: _____

Project Title: _____

Project Category (Public Service, Housing, etc.): _____

Reporting Period (Monthly and Quarterly): _____

Contract Number: _____

DUNS/UEI Number: _____

Contact Person: _____

Email / Phone: _____

National Objective _____

2. Narrative Progress Summary

Describe key accomplishments, progress toward goals, and major activities performed this month/quarter:

Explain any delays or challenges preventing progress and steps taken to resolve them:

Describe planned activities for next month/quarter:

3. Beneficiary Demographics & Income Data

Enter unduplicated beneficiary information. Add rows as needed.

Category	This Quarter	Cumulative	LMI Status (Yes/No)	Notes
Total Persons Served				
Total Households Served				
Extremely Low Income ($\leq 30\%$)				
Very Low Income (30–50%)				
Low Income (50–80%)				
Non-LMI Beneficiaries				
Race: White				
Race: Black/African American				
Race: Asian				
Race: American Indian/Alaska Native				
Ethnicity: Hispanic				

Elderly Beneficiaries				
Persons with Disabilities				

4. Income Level Verification

Enter verified income level for recipients of the CDBG funded activity

HUD's CDBG Income Limits can be found here: [CDBG and CDBG-DR Income Limits - HUD Exchange](#)

Income Category (</=30%) (30-50%) (50-80%) (>80%)	#Persons/Household	Special Categories (Elderly Households) (Persons with Disabilities) (Female -Head of Household)	Accomplishments/ How Many Program Recipients Received Benefits

5. Performance Outcomes & Outputs

Provide HUD performance indicators and progress toward annual goals.

Performance Measure	Quarter Progress	Cumulative Progress	Annual Goal

6. Financial Summary

Monthly/Quarterly Expenditures: _____

Cumulative Expenditures: _____

Amount Budgeted: _____

Remaining Balance: _____

Reimbursement Requested This Month/Quarter: _____

Program Income Received (if any): _____

Other Federal, State or Local Funding Received (if any) _____

7. Compliance & Monitoring Checklist

- Signed intake forms maintained
- Income documentation verified and retained
- Procurement procedures followed (if applicable)
- Environmental Review completed and approved before activity start
- Davis-Bacon compliance documentation maintained (if applicable)
- Civil Rights and ADA compliance posted and followed
- Records maintained per HUD retention rules

8. Attachments Checklist

- Invoices / Receipts
- Beneficiary Documentation
- Quarterly Performance Reports
- Timesheets (if applicable)
- Procurement Records
- Environmental Review Documents
- Other Supporting Materials



TO: Mayor and Members of the City Council

FROM: Stefanie Stalheim, City Attorney

DATE: May 4, 2026

SUBJECT: RULES OF ORDER ORDINANCE - FIRST READING

I. RECOMMENDED ACTION

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

II. DEPARTMENT CONTACT PERSONS

Stefanie Stalheim, City Attorney, 701-857-4190

III DESCRIPTION

A. Background

At the February 17th, 2026, City Council meeting, the Council directed the City Attorney to draft adjustments to Minot City Ordinance Sec. 2-31 (Rules of Order) to add clarity. The Council reviewed and considered the attached draft at its April 6th City Council Meeting and provided the following guidance:

1. Remove the language regarding "friendly amendments," while allowing amendments to motions by unanimous consent.
2. Include draft language requiring the Chair to rule on a 'Point of Order' before any appeal is made to the full body.
3. Provide draft options addressing the Mayor's ability to make or second motions:
 - a. One option prohibiting the Mayor from making or seconding motions;
 - b. One option allowing the Mayor to make or second motions if they relinquish the chair, and
 - c. One option allowing the Mayor to make or second motions while remaining the chair of the meeting.

B. Proposed Project

In regard to the Council's first request, the City Attorney does not believe any change to the proposed draft is necessary. The definition of "unanimous consent" is provided in Sec. 2-31(b)(36); the handling of routine motions through unanimous consent is addressed in Sec. 2-31(j); and the

instruction to refrain from using "friendly amendments" is included in Sec. 2-31(q)(2)(e). I.e., this would take effect through change in phrasing when the motion is made rather than a change in the ordinance language. Instead of stating, "I would like to offer a friendly amendment," the speaker would state during debate: "I move to amend the motion as follows, by unanimous consent," and then state their proposed amendment. The Chair may then take a voice vote. If any member voices a "nay," the amendment must proceed to a formal vote.

2. Include draft language requiring the Chair to rule on a 'Point of Order' before any appeal is made to the full body.

a. The following amendment to Sec. 2-31(q)(5) is included in the attached draft for the Council's consideration regarding points of order:

(5) Point of Order. The Presiding Officer or any Member of the Governing Body may call attention to a violation of these Rules of Order or other mistake in procedure.

a. The Presiding Officer may permit a brief explanation from the member raising the **Point of Order** before ruling on the claim. The Presiding Officer is not required to decide any **Point of Order** not directly presented in the proceedings of the body. **Asserting a Point of Order** does not require a second, is not debatable nor amendable, and **the Presiding Officer's ruling** cannot be reconsidered.

b. When the Presiding Officer has made a ruling, any two members can appeal that ruling to the Governing Body (one making the appeal, and the other seconding it). If an appeal is to be made, it must be made at the time of the chair's ruling. If any debate or business has intervened, it is too late to appeal. If the point is submitted to a vote by the Governing Body, the vote of the Governing Body can be reconsidered.

c. Every member of the Governing Body has a responsibility to require adherence to these rules by fellow members.

b.

1. Options amending Sec. 2-31(9) addressing the Mayor's ability to make or second motions:

a. **Option 1** (amend to prohibit motions):

(9) The Presiding Officer **shall not** make and second motions.

b. **Option 2** (amend to allow motions but relinquish chair):

(9) The Presiding Officer may make and second motions so long as relinquish their position as chair of the meeting to the equivalent vice chair and not resume presiding until their motion has been resolved. For purposes of the City Council, the Mayor would relinquish the chair to the President of the Council. If the President of the Council wishes to move or second the motion that the Mayor is interested in, then the President of the Council should relinquish chair to the Vice President of the Council.

- c. **Option 3** (permit motions, included in draft):

(9) The Presiding Officer may make and second motions.

C. Recommendation Detail

This ordinance is before the Council on first reading, and will become effective after second reading. Also included with this Ordinance is a clarification pointed out at our last meeting by Mrs. Baggaley. For purposes of this ordinance, the terms "Lay on the Table" and "Postpone Temporarily" will be synonymous. If the Council prefers this be clarified further, staff asks for that clarification to be provided, and it will be incorporated for second reading.

IV IMPACT

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A. Service/Delivery Impact:

These updates modernize and streamline the City's meeting procedures, making decision-making clearer, more consistent, and easier for officials and the public to follow. By strengthening structure, accountability, and transparency, the project enhances the effectiveness and professionalism of City governance.

B. Fiscal Impact

This ordinance was prepared by City staff

Project Costs

City staff time

Project Funding

City staff time

VI ALTERNATIVES

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1. Maintain current Rules of Order;
2. Direct the City Attorney to further amend the Rules of Order;
3. Consider Mrs. Wendi Baggaley's proposal to provide additional review and research on this ordinance (\$560);
4. Direct other action to City staff on how to proceed.



ORDINANCE NO. ____

AN ORDINANCE AMENDING SECTION 2-31 (RULES OF ORDER) IN DIVISION 2 (MEETINGS), ARTICLE II (CITY COUNCIL), OF CHAPTER 2 (ADMINISTRATION), CODE OF ORDINANCES, CITY OF MINOT, NORTH DAKOTA TO CLARIFY THE RULES OF ORDER GOVERNING THE MEETINGS OF THE MINOT CITY COUNCIL

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

WHEREAS, the Minot City Council desires to amend the Rules of Order established in its code of ordinances governing its meetings to add clarity; and

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

§ 1. That Sec. 2-31 (Rules of Order) in Division 2 (Meetings), Article II (City Council) of Chapter 2 (Administration), Code of Ordinances, City of Minot, North Dakota, is hereby amended as follows:

Sec. 2-31. Rules of order.

- (a) Scope. This Section's Rules of Order shall apply to the conduct of meetings of the Minot City Council, and all City Boards, Commissions, and Committees ("Governing Bodies").
- (b) Definitions of Parliamentary Terms. The following are definitions of various terms of parliamentary procedure applicable to meetings subject to this Section.
 - (1) *Adjourn* means to officially end the meeting.
 - (2) *Adopt* means to formally approve something before the Governing Bodies.
 - (3) *Adopt a report or staff recommendation* means to formally accept a report or staff recommendation. Adoption commits the Governing Body agrees with the report and staff recommendation and everything in it.
 - (4) *Affirmative Vote* means a "yes" vote to a question before the Governing Body, and signifies agreement with the question.
 - (5) *Agenda* means the official list of items the Governing Body will consider at their meeting.

- (6) *Amend* means to change, by adding, removing, or modifying words or provisions.
- (7) *Annul* means to void or cancel a previous decision or action.
- (8) *Appeal* means to ask the full Governing Body to vote on whether to uphold or overturn a ruling made by the Presiding Officer.
- (9) *Call the Question (Previous Question)* is a motion to immediately end debate, shut off subsidiary motions, and move to a vote on the Main Motion. Another form of the motion is "Previous Question."
- (10) *Common Law* refers to law that is developed by court decisions, rather than statutes. They are laws created by a judge, not a legislative body.
- (11) *Debatable* means capable of being discussed.
- (12) *Division of a Question* means separating one motion into separate parts so that each question can be voted on individually.
- ~~(13) *Unanimous Consent* (also referred to as "general consent") refers to an informal method of disposing of routine and generally favored proposals by the Presiding Officer assuming the group's approval, unless a member of the Governing Body raises an objection. Example: Adjournment of the meeting will frequently occur by unanimous consent.~~
- ~~(14)~~(13) *Incidental Motions* means motions that concern procedural issues or rights that come up during a meeting.
- ~~(15)~~(14) *Lay on the Table (Postpone Indefinitely Temporarily)* means to temporarily set aside a matter until a later time during the same meeting at which the motion is adopted in order to handle a more urgent matter. Another form of this motion is to "Postpone Indefinitely Temporarily."
- ~~(16)~~(15) *Limit Debate* means to place restrictions on the time devoted to debate on a question, the number of speakers, or the time allotted to each speaker.
- ~~(17)~~(16) *Main Motion* means a formal proposal for the Governing Body to take action or express an opinion. This motion brings the subject before the Governing Body for discussion and decision.
- ~~(18)~~(17) *New Business* means any business other than unfinished or "old business" which may be properly brought before the Governing Body for the first time.
- ~~(19)~~(18) *Object to Consideration* means to oppose the discussion and decision on a Main Motion.
- ~~(20)~~(19) *Order of Business* refers to the sequence of agenda items are arranged and considered during a meeting. It sets the order in which the Governing Body takes up each item of business.
- ~~(21)~~(20) *Ordinance* refers to a law created by the City Council.
- ~~(22)~~(21) *Pending Question* refers to a motion currently being considered by the Governing Body that has not yet been voted upon.

- (23)(22) *Postpone to a Time Certain* means to delay consideration of a motion to a specific future meeting or time.
- (24)(23) *Postpone Indefinitely* means to kill a motion by deferring consideration of the motion indefinitely with no plan to return to it.
- (25)(24) *Postpone temporarily (Lay on the Table)* means to pause consideration of the motion until a later time in the same meeting. Another form of this motion is to "Lay on the Table."
- (26)(25) *Precedence* means the order of priority for different types of motions.
- (27)(26) *Presiding Officer* means the individual leading the meeting. For the City Council the Presiding Officer is the Mayor. For all other Governing Bodies, the Presiding Officer is the Chair of that body.
- (28)(27) *Privileged Motions* are high-priority motions that take precedence over everything else because they involve urgent matters.
- (29)(28) *Previous Question (Call the Question)* is a motion to immediately end debate, shut off subsidiary motions, and move to a vote on the Main Motion. Another form of the motion is "Call the Question."
- (30)(29) *Question of Privilege* means request or motion affecting the comfort, rights, or convenience of the Governing Body of an individual member.
- (31)(30) *Reconsider* means a motion to cancel the effect of a vote so that the question may be reviewed and redetermined by the Governing Body.
- (32)(31) *Refer to Committee* means the Governing Body is sending a matter to a smaller group for further study, recommendation, or action.
- (33)(32) *Resume Consideration (Take from the Table)* means to take up for consideration a matter that was postponed temporarily. Another form of the motion is "Take from the Table."
- (34)(33) *Special Committee* means a committee appointed to accomplish a specific task and to submit a report to the Governing Body. The Special committee will automatically disband once the assigned task is completed.
- (35)(34) *Special Meeting* means a meeting called to consider certain specific items that of business that must be listed in the meeting notice.
- (35) *Standing Committee* means a permanent committee assigned to a particular subject area.
- (36) Unanimous Consent (also referred to as "general consent") refers to an informal method of disposing of routine and generally favored proposals by the Presiding Officer assuming the group's approval, unless a member of the Governing Body raises an objection. Example: Adjournment of the meeting will frequently occur by unanimous consent.

- (37) *Unfinished Business* refers to any business or items carried over to a following meeting because they were postponed or not completed at a prior meeting. Unfinished business will be addressed as an 'Action Item' at the following meeting.
- (38) *Voice Vote* means a vote taken by saying "aye/Yes" or "No" and judged by the volume of the voice response.
- (39) *Withdraw* means a motion by a member to remove their motion from consideration by the Governing Body.
- (c) Duties of the Presiding Officer. The presiding officer shall possess the powers and perform the following duties:
- (1) Assist with preparation of the Agenda for consideration by the Governing Body;
 - (2) Preserve order and decorum and oversee the meeting room;
 - (3) Announce each agenda item in the order it will be considered by the Governing Body;
 - (4) Recognize the individuals who are entitled to speak and oversee the proceedings by directing the flow of discussion and ensuring that members of the Governing Body and the public remain focused on the matter or question currently before the Governing Body;
 - (5) Invite public input on agenda items when appropriate;
 - (6) Decide all procedural questions (points of order), unless the Presiding Officer prefers to submit the question to Governing Body to decide the issue, or the decision of the Presiding Officer is appealed to the Governing Body;
 - (7) Call for a vote on all motions properly before the Governing Body;
 - (8) Prevent the attacking of personalities or the impugning of members' motives.
 - (9) The Presiding Officer may make and second motions.
 - (10) The Presiding Officer may participate in debate without the need to relinquish their position as the chair of the meeting.
 - (11) The Presiding Officer may vote on the Motion before the Governing Body.
- (d) Duties of Members of the Governing Body.
- (1) Members of the Governing Body are expected to attend all scheduled meetings, and shall make every effort to attend all special meetings.
 - (2) Each Member in attendance is expected to vote for or against all measures before the Governing Body, unless there is a conflict of interest, for which recusal is required. Such conflict-of-interest disclosures shall be recorded in the minutes.
 - (3) Members shall not explain their vote while the voting is taking place, because doing so counts debate.
 - (4) Initiating Proposals. Requests to initiate ordinances shall be directed through the City Manager. If a Member wants to introduce an

ordinance, it is their responsibility to present the ordinance to the City Council. City staff can help prepare any necessary documents.

(5) Public Statements by Members of the Governing Body.

- (1) When making public statements, Members must make it clear that they are expressing their own views unless the Presiding Officer or a majority of the Council has authorized them to speak for the Governing Body as a whole.
- (2) Members must inform the Presiding Officer, as soon as reasonably possible, about any significant communications with groups and individuals not affiliated with the City of Minot – whether those communications were directed to, or initiated by the Member.
- (3) Members must refrain from negotiating contracts or agreements on behalf of the Governing Body unless they have been authorized to do so by Governing Body.

(e) Duties of all Speakers Addressing the Governing Body.

- (1) All speakers, including Members of the Governing Body, shall address all remarks through the Presiding Officer.
- (2) All speakers shall abide by the City of Minot's Public Comment Policy, confine their remarks to the question under discussion or debate, and avoid personal references or attacks.
- (3) No speaker shall engage in private discourse or commit any other act tending to distract the attention of the Governing Body from the business before it.
- (4) A speaker who resorts to persistent irrelevance or persistent repetition may be directed to discontinue their speech by the Presiding Officer.

(f) Motion Practice. Meetings are conducted through motions. A motion is simply a formal proposal for the Governing Body to consider and take action on. Members shall follow these steps for handling a motion:

- (1) Member seeks recognition from the Presiding Officer.
- (2) The Presiding Officer recognizes the Member.
- (3) The Member makes the motion.
- (4) Another member seconds the motion. A second does not require recognition by the Presiding Officer.
- (5) The Presiding Officer repeats the motion exactly as stated by the moving Member.
- (6) Members may discuss the motion, if debatable. Debate will typically begin by the Presiding Officer recognizing the moving Member.
- (7) The Presiding Officer will call for a vote on the Motion.
- (8) The City Clerk or other designee calling the roll will then announce the result of the vote.

(g) Addressing the Presiding Officer. Any Member of the Governing Body may make a motion at an appropriate time when no one else is speaking. In

most cases it is out of order to interrupt a speaker. To present a motion, the Member first addresses the Presiding Officer by their title, which signals a request for permission to present a motion, or discuss a motion on the floor.

- (h) Recognition by the Presiding Officer. The Presiding Officer recognizes a Member by naming them, nodding, or otherwise signaling recognition. Once recognized, the Member has the floor and is entitled to the undivided attention of the Governing Body while they propose or discuss the matter being considered by the Governing Body.
- (i) Form of Motions. A motion is a proposal that the Governing Body takes specific action, or expresses a particular position. Motions must begin with "I move. . .," followed by the proposal to be considered. Motions should be phrased in the affirmative to avoid confusion. A short introductory comment may preface a motion, but discussion or debate is not allowed until the Presiding Officer states the motion to the Governing Body. If the Governing Body desires to discuss the item before a motion is made, a Member may move that the topic be considered informally.
- (j) Second to the Motion.
 - (1) After a Member has proposed a motion, another member may say "I second the motion." without being recognized by the Presiding Officer. If the Presiding Officer does not hear a second, the Presiding Officer should ask "Is there a second to the motion that . . ." and repeat the motion, since it may be that some of the members have not understood its meaning. If no Member seconds the motion, the Presiding Officer shall declare the motion "lost for lack of a second."
 - (2) Seconding a motion only means that the Member wants the Governing Body to consider the motion. It does not mean the seconder must favor the motion, or intend to vote for it. The rule requiring a motion and a second ensures that at least two Members of the Governing Body believe a topic is worth discussing.
 - (3) Routine motions – such as approving minutes or adjourning the meeting – are often handled by unanimous consent or a voice vote, where the Presiding Officer states the action without waiting for a second unless a Member objects. If a Member does object, a second is required.
- (k) Presiding Officer States the Motion.
 - (1) Once a motion is properly made and seconded, the Presiding Officer must restate it exactly as presented. Until the Presiding Officer does this, the maker of the motion may change or withdraw it. Once stated by the Presiding Officer, the motion belongs to the Governing Body.
 - (2) If a motion is unclear, confusing, or too complex, the Presiding Officer has the duty to ask the Member to restate it or help clarify the wording without changing its meaning. The Presiding Officer should confirm with the Member whether the rephrased motion, as stated to the body, expresses the proposal correctly.
 - (3) If the motion is illegal, violates an ordinance, or is being proposed to delay business, or is otherwise unsuitable for consideration by the

Governing Body, the Presiding Officer may say, "The chair rules your motion out of order," and explain the reason.

- (l) Debate and Discussion. The Member who made the motion shall be recognized first in debate and have the privilege of closing debate, unless debate is closed earlier by a motion for *Previous Question*. A member must obtain the floor in the same way as when making a motion. Once recognized, the Presiding Officer shall protect that Member's right to speak so long as that Member observes the rules of decorum and stays on topic by confining their remarks to the subject of the motion. Members may not be interrupted except to raise a *Point of Order*. If the Member is called to order, they shall cease speaking until the *Point of Order* is decided, after which debate may proceed. If the Presiding Officer calls a Member to order, they must stop speaking until the Presiding Officer rules on the *Point of Order*, after which debate may proceed. Debate must stay focused on the motion itself and all comments must be directed through the Presiding Officer.
- (m) Voting on the Motion. When it appears that discussion and debate has ended, the Presiding Officer may inquire "Is there any further discussion?" or, "Are the Members ready for the vote?" This query gives notice that debate is about to close and if any Member wishes to claim the floor, they must do so immediately. If no one requests the floor, the Presiding Officer states the final form of the motion, including any amendments, and calls for a vote. The City Clerk, or their designee, will then conduct the vote and announce the result. The announcement of the vote by the City Clerk, or their designee, completes the process from final introduction of the motion to its final decision by the Governing Body.
- (n) Precedence and Classification of Motions. The rank or precedence of motions helps meetings run efficiently by ensuring each motion is attended to the correct order. The order of precedence of motions is set by their urgency – the more urgent a motion is, the higher its rank.
- (o) Motions are classified into four (4) groups:
 - (1) Main Motions. These bring a new issue or proposal before the Governing Body and constitute the principal business of a meeting. When adopted, they become official actions of the Governing Body.
 - (2) Subsidiary Motions. These motions are alternative methods of changing or disposing of the main motion. They can only be made when a main motion is on the table. Subsidiary motions include:
 - a. *Lay on the Table*.
 - b. *Previous Question*.
 - c. *Limit or Extend Debate*.
 - d. *Postpone to Time Certain*.
 - e. *Refer to Committee*.
 - f. *Amend*.
 - g. *Postpone Indefinitely*.
 - (3) Incidental Motions. These motions handle procedural questions that arise during discussion and must be decided immediately. They may

be proposed at any time and must be decided whenever they arise, therefore they present no problem of precedence. The most common incidental motions are:

- a. *Appeal.*
- b. *Point of Order.*
- c. *Parliamentary Inquiry.*
- d. *Suspend the Rules.*
- e. *Withdraw a Motion.*
- f. *Object to Consideration.*
- g. *Division of a Question.*
- h. *Division of the Assembly.*
- i. Other motions may arise incidentally during the discussion of another motion. Further examples of motions which may arise incidentally are: *Motion to Excuse a Member from Voting*, *Motion to Consider a Resolution Paragraph by Paragraph*, and a *Motion to Close Nominations*.

(4) Privileged Motions. These are urgent motions that relate to the meeting or members and must be decided before other business. They include:

- a. *Fix Time for Adjournment.*
- b. *Adjourn.*
- c. *Take a Recess.*
- d. *Raise a Question of Privilege.*
- e. *Call for Orders of the Day (Return to the Agenda)*

(p) Rank and Purpose of the four (4) Motion Categories. The purpose of these motion categories is to determine their rank or precedence. There are two (2) important rules of precedence:

- (1) When a motion is being considered, only motions of a higher rank may interrupt it. For example, a motion to adjourn can interrupt any other motion, but a motion to amend cannot interrupt a motion to refer to a committee.
- (2) Motions are voted on in the reverse order in which they are made – i.e., the most recent motion is decided first.

(q) Common Motions.

- (1) *The Main Motion.* A *Main Motion* presents an ordinance, resolution, or other proposition for passage, adoption, approval, or rejection. The *Main Motion* becomes the official action of the Governing Body, and must be clear, complete, and easy to understand.
 - a. The question should be stated in affirmative if possible, such as “to approve,” “to adopt,” or “to pass.”
 - b. A *Main Motion* requires a second before it can be discussed, if there is no second, the motion fails.

- c. Only one *Main Motion* can be considered at a time.
 - d. A Member can give a short explanation before making the motion, but cannot start debate on the motion until it has been seconded and the Presiding Officer gives them the floor.
 - e. *Main Motions* can be debated, amended, and later reconsidered.
 - f. A *Main Motion* should not be made if its only purpose is to propose doing nothing. In that situation, no motion is needed because the same result can be accomplished by no motion at all.
- (2) *Motion to Amend*. Amendments must relate directly to the *Main Motion*. The *Motion to Amend* takes priority over the *Main Motion* and must be voted on first. If an Amendment passes, the Governing Body then votes on the *Main Motion* as amended. If an Amendment fails, the *Main Motion* stays as originally proposed. Amendments should be written clearly, and generally add or remove working from the *Main Motion*.
- a. Once an Amendment has been adopted, it cannot be changed at that meeting unless the Governing Body moves for *Reconsideration* of the vote by which it was adopted, or by way of a *Motion to Amend Something Previously Adopted*.
 - b. When a proposed Amendment has been defeated, that same Amendment cannot be proposed again without first Likewise, an Amendment that fails cannot be brought back without a *Motion for Reconsideration*.
 - c. The Presiding Officer may require Amendments to be presented in writing.
 - d. *Withdrawing or Modifying an Amendment*.
 - i. The Maker may withdraw an Amendment before it is seconded and stated by the Presiding Officer. After that point, it can only be withdrawn with the Governing Body's permission.
 - ii. The Maker may modify the Amendment before it is seconded. After that point, it can only be changed with the Governing Body's permission.
 - e. Governing bodies of the City do not recognize "Friendly Amendments" – all Amendments must follow the process set forth in this Section.
- (3) *Postpone to a Time Certain*. This motion delays action on a pending question until a specific time, date, or meeting. When that time arrives, the item is included on the agenda to be addressed. The item can be postponed again if doing so will not interfere with the proper handling of the postponed question. *Motions to Postpone to a Time Certain* is debatable, amendable, and may be reconsidered.
- (4) *Previous Question (Call the Question)*. This motion is used to stop debate and immediately move to a vote.

Commented [SS1]: Or in the alternative: "Governing Bodies of the City may use "friendly amendments," which are suggested changes to a main motion that can be accepted without a formal vote. If someone proposes a friendly amendment, the Presiding Officer must ask the Governing Body if anyone objects. If no Member objects, the amendment is added to the Main Motion. If even one Member objects, the amendment must be treated like any other amendment: the proposer must formally move the Amendment, it must receive a second, and the Governing Body must vote on it.

- a. Before this motion is seconded, the Presiding Officer may ask if anyone objects to closing debate. If there is no objection, debate ends, the Presiding Officer shall immediately state the Motion before the Governing Body and the City Clerk or their designee shall call the roll.
 - b. If even one member objects to closing debate, the Presiding Officer shall ask if there is a second to the motion. If there is a second to the call, the Presiding Officer shall immediately entertain a vote from the Governing Body as to whether to call the question. Ending debate requires a 2/3 vote of the Governing Body. The *Previous Question* cannot be amended or debated, but it can be reconsidered.
- (5) *Point of Order*. The Presiding Officer or any Member of the Governing Body may call attention to a violation of these Rules of Order or other mistake in procedure.
- a. ~~The Presiding Officer may permit a brief explanation from the member raising the *Point of Order* before ruling on the claim, and may submit the question to the Governing Body for decision by a majority vote.~~ The Presiding Officer is not required to decide any *Point of Order* not directly presented in the proceedings of the body. ~~Such an assertion~~ Asserting a *Point of Order* does not require a second, is not debatable nor amendable, and ~~the Presiding Officer's ruling~~ cannot be reconsidered.
 - b. When the Presiding Officer has made a ruling, any two members can appeal that ruling to the Governing Body (one making the appeal, and the other seconding it). If an appeal is to be made, it must be made at the time of the chair's ruling. If any debate or business has intervened, it is too late to appeal. If the point is submitted to a vote by the Governing Body, the vote of
 - c. Every member of the Governing Body has a responsibility to require adherence to these rules by fellow members.
- (5)(6) *Question of Privilege*. Questions of Privilege do not relate to pending business but have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else. The Presiding Officer makes a ruling as to whether it is admitted as a question of privilege and whether it requires consideration before the pending business is resumed.
- (6)(7) *Motion to Lay on the Table/Take from the Table*
- a. A Motion to *Lay an Item on the Table* temporarily sets it aside to address something more urgent or when something else needs to be addressed before consideration of the pending question. Items must be taken from the table and acted on before the meeting ends. This motion cannot be debated, amended, or reconsidered.

- b. A Motion to *Take an Item from the Table* brings a question that has previously been tabled back before the Governing Body. This motion is not debatable, not amendable, and cannot be reconsidered.

~~(7)~~(8) *Reconsideration*. This Motion allows the Governing body to revisit a previous vote, whether the vote passed or failed.

- a. *Right of Reconsideration*. A Motion to Reconsider may be made at the same meeting, or a subsequent meeting, subject to the following rules:
 - i. The Motion to Reconsider must be made by a member who voted on the prevailing side.
 - ii. The Motion to Reconsider is inappropriate after the action taken has been carried out or it is too late to reverse it without causing injury.
 - iii. Whether the Governing Body reconsiders the item depends upon whether the Motion to Reconsider passes or fails. If the Motion to Reconsider passes, the item is immediately back before the Governing Body for action or can be scheduled for a later meeting. If the Motion to Reconsider fails, the original vote stands, and the item remains as adopted.
 - iv. A Motion to Reconsider – or a statement of intent to move for reconsideration – must be made no later than the next regular meeting of the Governing Body.
 - v. A Member must advise the Presiding Officer of their intent to introduce any Motions to Reconsider and follow the agenda process of the Governing Body to add a Motion to Reconsider to its agenda.
- b. *Effect of Reconsideration*. Once a Motion to Reconsider is made, or notice of intent to introduce a Motion to Reconsider is made, all action related to the subject of the Motion to Reconsider shall be suspended until the Governing Body acts upon the Motion to Reconsider.
- c. *Reconsideration at a Subsequent Meeting*. The Governing Body will provide public notice of a Motion to Reconsider by ensuring the Motion is placed on their meeting agenda. Whether reconsideration of the item occurs, will depend upon whether the Motion to Reconsider passes.
- d. *Debate on a Motion to Reconsider*. Debate is limited to whether the Governing Body should reconsider the item – not the merits of the item a Member is asking the Governing Body to reconsider.
- e. *Vote*. A simple majority vote is required to pass a Motion to Reconsider, even if the original action required a two-thirds vote.

~~(8)~~(9) *Right of appeal*. Any Member of the Governing Body may challenge a ruling made by the Presiding Officer. If another Member

seconds the appeal, the Member appealing may briefly explain the reason for the appeal, and the Presiding Officer may briefly explain the ruling. No one else may speak on the appeal and there shall be no debate or discussion. The Presiding Officer then shall ask the Governing Body "Shall the decision of the chair be sustained?" If a majority of the Members of the Governing Body present votes "yes," then the ruling of the Presiding Officer shall stand; otherwise, the ruling shall be overruled.

~~(9)~~(10) *Consent agenda*. A consent agenda is used to approve several items at once without discussion. When items are placed on a *Consent Agenda*, or a Member moves to place an item on the *Consent Agenda*, it is treated as a request for unanimous agreement to vote on those items right away, with the recommendations contained therein from staff or Members of the Governing Body, without debate or amendments. Any Member may council member may "pull" an item from the *Consent Agenda*, by advising the Presiding Officer prior to reaching the *Consent Agenda* item on the Governing Body's agenda. If an item is pulled from the *Consent Agenda*, it is handled as though it had never been included in the *Consent Agenda* and will be addressed individually by the Governing Body.

~~(10)~~(11) *Precedence of motion to adjourn*. A motion to adjourn (end the meeting) shall always be allowed and in order, except when a vote is actively taking place.

~~(11)~~(12) *Table of Motions*. The motions listed in the table below are arranged from highest to lowest priority. Higher-priority motions can interrupt lower-priority motions. The table also shows whether each motion can be debated and what type of vote is required:

Table of Motions

<u>Name of Motion</u>	<u>Debatable</u>	<u>Vote Required</u>
Adjourn or Fix Time for Adjournment	No	Simple
Recess.	No	Simple
Question of Privilege.	No	Admissibility is Ruled upon by Presiding Officer
Call to Return to the Agenda	No	Must be enforced on demand of one, unless set aside by 2/3 vote.
Lay on the table (Postpone Temporarily).	No	Simple
Previous Question (End Debate/Vote Immediately).	No	Two-thirds
Limit or Extend Debate.	No	Two-thirds
Postpone to a Time Certain.	Yes	Simple

Refer to Committee.	Yes	Simple
Amend.	Yes	Simple
Postpone Indefinitely.	Yes	Simple
Main Motion.	Yes	Simple
Take From the Table.	No	Simple
Appeal	Yes (limited)	Simple
Point of Order	No	Decision of Presiding Officer (Or Simple Majority if appealed)
Parliamentary Inquiry	No	No vote (answered by Presiding Officer)
Suspend the Rules	No	Two-thirds of Members
Withdraw a Motion	No	Majority (unless unanimous consent)
Object to Consideration	No	Two-thirds required to block consideration
Division of a Question	No	Majority
Division of the Assembly (Request a Counted Vote)	No	Automatic upon request – no vote required.

~~(12)~~(13) *Amendment of ordinances.* It shall be in order to amend an ordinance at any time before final passage.

(14) *Adopted Rules.*

- a. *Use of Roberts Rules.* The Governing Body uses *Robert's Rules of Order, Newly Revised* to guide meeting procedures, unless those rules conflict with state law or with these Rules of Order. If state law and these Rules do not address a procedural question, the Governing Body will follow the most recent edition of *Robert's Rules of Order*.
- b. *Amendment of Rules.* These Rules of Order, unless temporarily suspended as provided herein, can only be changed only by amending this ordinance.
- c. *Suspension of Rules.* The Governing Body may temporarily suspend any of the rules within these Rules of Order with a two-thirds vote of the Members of the Governing Body. If a Member asks to suspend a rule and no other Member objects, the Presiding Officer may announce that the rule is suspended and the body may proceed.

d. *Violation of Rules.* Violation of these Rules or Order does not invalidate any action of the Governing Body.

(15) *Effect of passed vote.* Notwithstanding anything to the contrary in state law, whether statutory or common, a member who passes his or her vote on a measure being voted upon by the city council, or who is disqualified from voting on such measure, shall be deemed to be absent from the meeting for purposes of such vote (without regard to his or her actual physical presence at the meeting).

§3. 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



WENDI J. BAGGALEY
RIGHT CHOICE CONSULTING &
MANAGEMENT LLC

PROPOSAL FOR SERVICES

For questions or support:

PHONE

385-375-0099 (Mobile)

EMAIL

RightChoiceCM@gmail.com

ADDRESS

701 19th Ave SE #11, Minot, ND 58701

WEBSITE

www.askaparliamentarian.com

For Prospective Client:

MINOT CITY COUNCIL - MINOT, NORTH DAKOTA

Mayor Mark Jantzer

Dear Mayor Mark Jantzer,

I am pleased to provide a proposal for parliamentary services tailored to your needs. I can have a report submitted within two weeks of date of approval. Below is a summary of the services and costs for your review:

DATE OF PROPOSAL:

APRIL 8, 2026

Proposed Services and Costs

Description	Total
Parliamentarian Services	
• Document Review & Analysis (8 hrs x \$50/hour)	\$400.00
◦ Approx. 5 hours to review and research the proposed Rules of Order ordinance and 3 hours to prepare a written report.	
• Meeting Time (3 hrs. x \$50/hour)	\$150.00
◦ Approx. 3 hours (one consultation with the City Attorney, plus availability for questions during the first and second readings of the proposed Rules of Order ordinance)	
• Copies & Supplies (at cost)	\$10.00
TOTAL BID:	\$560.00

SCOPE OF SERVICES

Right Choice Consulting & Management LLC (RCCM) proposes to provide professional parliamentary services to assist the presiding officer, members, and support staff in ensuring proceedings are conducted with efficiency, integrity, and procedural clarity. Nothing in this scope of services should be construed as legal advice or legal interpretation of statutory law.

CONTINUED ON PAGE TWO ==>



WENDI J. BAGGALEY
RIGHT CHOICE CONSULTING &
MANAGEMENT LLC

PROPOSAL FOR SERVICES

PREPARED BY:

Phone: 385-375-0099 (Mobile)
Email: RightChoiceCM@gmail.com
Address: 701 19th Ave SE #11, Minot, ND 58701
Website: www.askaparlamentarian.com
Date Issued: April 8, 2026

--PAGE 2--

PROPOSED SERVICES MAY INCLUDE:

- **Pre-Meeting Preparation:** Brief review of bylaws, previous minutes, and agenda, per request.
- **Meeting Document Production:** Creation of meeting agenda, rules, elections process, and/or script for presiding officer, based on governing documents and identified needs from initial consultation.
- **On-Site/Virtual Attendance:** Real-time parliamentary opinions and procedural guidance during meetings.
- **Document Review & Analysis:** In depth review and written analysis of current and/or proposed documents, assessing compliance with procedural rules found in governing documents and parliamentary authority, and making recommendations for improvement.
- **Training in Parliamentary Procedure:** Instruction in the principles and procedures found in *Robert's Rules of Order, Newly Revised (12th edition)* and *Robert's Rules of Order, Newly Revised: In Brief (3rd edition)*.

TERMS & ACCEPTANCE

- **Timeline:** Following approval of this proposal, the written analysis report will be completed and submitted within two (2) weeks.
- **Reimbursement:** All out-of-pocket expenses (copies, materials) will be billed at cost. All travel expenses (fuel, lodging, meals, etc.) for locations greater than 25 miles away from Minot, ND, will be billed at cost.
- **Payment:** Invoices are issued upon completion of services and are due within 14 days of issuance. Preferred mode of payment is paper check made out to Right Choice Consulting & Management LLC. Please contact Wendi Baggaley in advance if a different form of payment is required. A \$35 fee will be assessed for any form of payment returned unpaid due to insufficient funds.
- **Validity:** This proposal is valid for 30 days from the date of issuance.
- **Intellectual Property:** The client-specific and project-specific documents and handouts prepared for the client under this proposal for services will be assigned to the client, but the original template(s) shall remain the intellectual property of Right Choice Consulting & Management LLC.
- **Acceptance:** If terms and pricing are satisfactory, please return a signed and dated copy of this document to Right Choice Consulting & Management LLC at the address above.

If you have any questions or would like to discuss any adjustments to this proposal, please feel free to reach out. I look forward to the opportunity to assist you.

Sincerely,

Wendi J Baggaley, Registered Parliamentarian

ACCEPTANCE OF PROPOSAL

Date:

Signed:

Printed Name:

Title(s):



TO: Mayor and Members of the City Council

FROM: Brian Billingsley, Community Development Director

DATE: May 4, 2026

SUBJECT: CASE NO. FI-20: A REQUEST BY CXL, LLC, FOR A FACADE IMPROVEMENT PROGRAM FORGIVABLE LOAN OF UP TO \$148,500.00 FOR IMPROVEMENTS PROPOSED AT 302 EAST CENTRAL AVENUE

I. RECOMMENDED ACTION

It is recommended City Council:

- 1. Approve the forgivable loan;**
- 2. Approve the budget amendment on first reading; and**
- 3. Authorize the Mayor to execute the contract.**

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

CXL, LLC is requesting a facade improvement program forgivable loan of \$148,500 for improvements proposed at 302 East Central Avenue.

B. Proposed Project

The applicant proposes to remove inappropriate materials from the building, replace windows and doors, clean and tuckpoint masonry, and install lighting in the interior window space. The applicant will install and ADA Push Button Door to the building per City Code.

C. Recommendation Detail

The low bid for this project is \$198,000. The building is considered a double frontage and is eligible for up to 75% of the bid value, or \$148,500 in assistance. Staff recommends a budget amendment to increase the appropriation for the facade improvement. The funds are earmarked for the facade improvement program to cover this loan agreement.

IV. IMPACT

A. Service/Delivery Impact:

The applicant should be able to start improvements during the 2026 construction season.

B. Fiscal Impact

Project Costs

\$198,000 (\$148,500 is eligible for reimbursement)

Project Funding

Facade Improvement Program

VI. ALTERNATIVES

The Council can table this request and ask for more information.

City of Minot

Economic Development Division

Application for City of Minot Façade Improvement Program

Office Address: 1025 31st St SE

Mailing Address: PO Box 5006

Minot, ND 58702

Email: jonathan.rosenthal@minotnd.org

(701) 420-4524

APPLICANT INFORMATION

CXL LLC 302 East Central Ave S B Justin Ronyak
[Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted]
Address Primary Contact?
Phone Email

Applicant (if different) Address Primary Contact?
Phone Email
Is the applicant a subsidiary or direct/indirect affiliate of any other organization? Yes No

GENERAL INFORMATION

Building Address 301 East Central Ave Property Zoning
Year building was built and (approximate) dates of any exterior changes? 1910 unknown
Is the property currently occupied? (Yes) No
If no, what is the current use of the property?

Please list each occupant of the facility in question, together with a description of the business use, their percentage of occupancy of the facility to be financed, and include a copy of their lease.

<u>North Shore Laundries</u>	<u>20%</u>	<u>6 months</u>	<u>6</u>	<u>8</u>
Occupant 1 Business Type	%Occupancy	Lease Term	Current Jobs	Proposed Jobs
<u>Trilogy LLC</u>	<u>55%</u>	<u>5 yrs</u>	<u>6</u>	<u>8</u>
Occupant 2 Business Type	%Occupancy	Lease Term	Current Jobs	Proposed Jobs
Occupant 3 Business Type	%Occupancy	Lease Term	Current Jobs	Proposed Jobs

ADDITIONAL PROPERTY OWNER INFORMATION: list all additional property owners below

Justin Ronyak 304 East Central Ave Suite B Minot ND
Additional Property Owner 1 Address
[Redacted] 50
Phone % Ownership
Lars Wikstrom 304 East Central Ave Suite B Minot ND
Additional Property Owner 2 Address
[Redacted] 50%
Phone % Ownership

Does any individual person or organization not listed above hold any interest in the property, directly or indirectly? Yes No

REQUIRED SUBMISSION MATERIALS

Letter from licensed roofing contractor, architect, or engineer of 10-year roof life (with Photos) ✓

Proof of ownership and legal description ✓

Submit clear 5 X 7 inch photo(s) or digital images by email (preferred) of the entire façade, including separate photos of any details to be repaired, removed, etc. ✓

Submit/attach a copy of Minot Assessors Property Card ✓

Submit copies of any historic photos or blueprints of the property (electronic preferred or 5 X 7 or larger) ✓

Drawings of existing façade, if available. Walk through examination with the staff ✓

Drawings of proposed façade changes. (Conceptual Drawings or Plans of Proposed Work) ✓

PROVIDE DESCRIPTION OF THE ORIGINAL FAÇADE (Materials, width and height, windows, year, style, design)

The original building was built in 1910 in the Colonial Revival style. The build is clad in Brick face and measures 103 x 150 x 22 in height. The original design was Commercial Spales.

(Please ask your designer staff for some help if you need any advice)

PROVIDE DESCRIPTION OF RENOVATED FAÇADE (Materials, width and height, windows, year, design)

The remodeled building will remain with the face brick facade with window replacement in all existing openings. We will bring back the original window look with grey casements/Fixed windows and wood like garge doors.

(Please ask your designer staff for some help if you need any advice) (You may wish to consult an architect or design professional)

WORK TO BE PERFORMED (May submit on a separate sheet)

Design work

Estimated Cost

14,170

Removal of inappropriate materials and other demos

15,000

Repair or Replacement of display windows with

99,000

Repair or Replacement of 2nd Floor and above façade windows (please talk to staff about this in advance)

Installation of interior/exterior storm windows

Repair or Replacement of doors with

16,000

Cleaning of masonry (NO Sand or abrasive blasting)

4,000

Repoint, Tuck Point Masonry

2,000

Replacement of Masonry (if necessary)

500

Repair or replacement of cornices or other decorative elements)

Improvement of **INTERIOR** display windows (must include lighting, consider timer)

20,000

Installation/repair of retractable or fixed awnings

Building, planning, and encroachment fees (if required)

1,000

Installation of sign lighting

Installation of exterior lighting

Repair of ornamental elements

Other (list or attach)

Contingency for demolition/hidden changes not to exceed 7%

5,000

Total Cost 167,640

AMOUNT AND SOURCE OF OTHER FUNDS INVOLVED IN PROJECT

Applicant Amount _____

Bank Amount _____

Equity/Investors Amount _____

Other Amount _____

Expected City Contribution _____

Revision Date: 9/9/22

2

BID INFORMATION ON SEPARATE PAGES

DO NOT OBTAIN OR SUBMIT BID PAGES TO CITY STAFF WITHOUT A FINAL DESIGN APPROVED BY STAFF AND THE RENAISSANCE ZONE REVIEW BOARD

List of three contractors bids for complete bid (Attach bids or written requests for bids)

LOW 1 _____
MID 2 _____
HIGH 3 _____

PUBLIC INFORMATION DISCLOSURE

Written permission from the property owner to apply and perform work (Name) _____

Attach written permission to this application (corporate authorization if needed)

I attest that the information that I provide herein is true, complete and accurate and that I am authorized to submit an application as, or on behalf of, the owner. I have read, I understand, and I agree to comply with all requirements of the Façade Improvement Program and the Design Standards.

Signed _____

Date _____

The applicant affirms that there are no taxes owed on the property or other properties in the City of Minot, and that there are no outstanding fees, judgments, or liens.

Signed _____

Date 11-7-25

The undersigned understands and agrees that all information furnished in connection with their application for the Façade Improvement Grant involves the use of public funds and as such may be made public pursuant to the statutes of the United States of America and the State of North Dakota

Applicant's Signature _____

Date 11-7-25

The undersigned attests that they have read and understood the Façade Program application, guidelines, policies, and all related materials and agrees that facing unknown structural and cosmetic repairs are inherent in the renovation process and that amendments for costs up to the maximum notwithstanding, that the applicant(s) will be responsible to complete work according to all guidelines and for overages that occur above that committed by contract to the project as estimated at the time of approval. Before work can begin, the applicant will schedule an on-site meeting with the general contractor and the Economic Development Administrator or the city's representative.

Applicant's Signature _____

Date 11-7-25

Review/Approval by Renaissance Zone Review Committee	Yes	No	Date:
--	-----	----	-------

On-Site: ALL Floors	Date:
---------------------	-------

Design Review	Date:
---------------	-------

On-Site: Upper Story Evaluation	Date:
---------------------------------	-------



EAPC

ARCHITECTS ENGINEERS

BID TABULATION FORM

PROJECT: 301 E Central Ave Façade Improvements
LOCATION: Minot, ND
PROJ. NO.: 20261320
BID DATE: Wednesday, February 11, 2026 at 2:00PM

EAPC Architects Engineers
2080 36th Ave SW, Suite 210
Minot, ND 58701
701-839-4547

	LIC. NO.	BID SEC.	Addendum	BASE BID
Combined Bid				
Mattson Construction	A68	✓	✓	\$222,127.77
Rolac Contracting	A1292	✓	✓	\$198,000.00
Sabata, LLC	028458335-1	✓	✓	\$225,000.00

The undersigned certifies this Bid Tabulation

Signed: Scott Huber

Scott Huber, AIA

BID INFORMATION ON SEPARATE PAGES

DO NOT OBTAIN OR SUBMIT BID PAGES TO CITY STAFF WITHOUT A FINAL DESIGN APPROVED BY STAFF AND THE RENAISSANCE ZONE REVIEW BOARD

List of three contractors bids for complete bid (Attach bids or written requests for bids)

LOW	1	<u>198,000</u>	_____
MID	2	<u>222,127.77</u>	_____
HIGH	3	<u>225,000</u>	_____

PUBLIC INFORMATION DISCLOSURE

Written permission from the property owner to apply and perform work

(Name) Justin Ronyak

Attach written permission to this application (corporate authorization if needed)

I attest that the information that I provide herein is true, complete and accurate and that I am authorized to submit an application as, or on behalf of, the owner. I have read, I understand, and I agree to comply with all requirements of the Façade Improvement Program and the Design Standards.


Signed

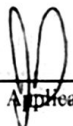
2-12-26
Date

The applicant affirms that there are no taxes owed on the property or other properties in the City of Minot, and that there are no outstanding fees, judgments, or liens.


Signed

2-12-26
Date

The undersigned understands and agrees that all information furnished in connection with their application for the Façade Improvement Grant involves the use of public funds and as such may be made public pursuant to the statutes of the United States of America and the State of North Dakota


Applicant's Signature

2-12-26
Date

The undersigned attests that they have read and understood the Façade Program application, guidelines, policies, and all related materials and agrees that facing unknown structural and cosmetic repairs are inherent in the renovation process and that amendments for costs up to the maximum notwithstanding, that the applicant(s) will be responsible to complete work according to all guidelines and for overages that occur above that committed by contract to the project as estimated at the time of approval. Before work can begin, the applicant will schedule an on-site meeting with the general contractor and the Economic Development Administrator or the city's representative.


Applicant's Signature

2-12-26
Date

Review/Approval by Renaissance Zone Review Committee	Yes	No	Date:
On-Site: ALL Floors	Date:		
Design Review	Date:		
On-Site: Upper Story Evaluation	Date:		

Red X = Repaired

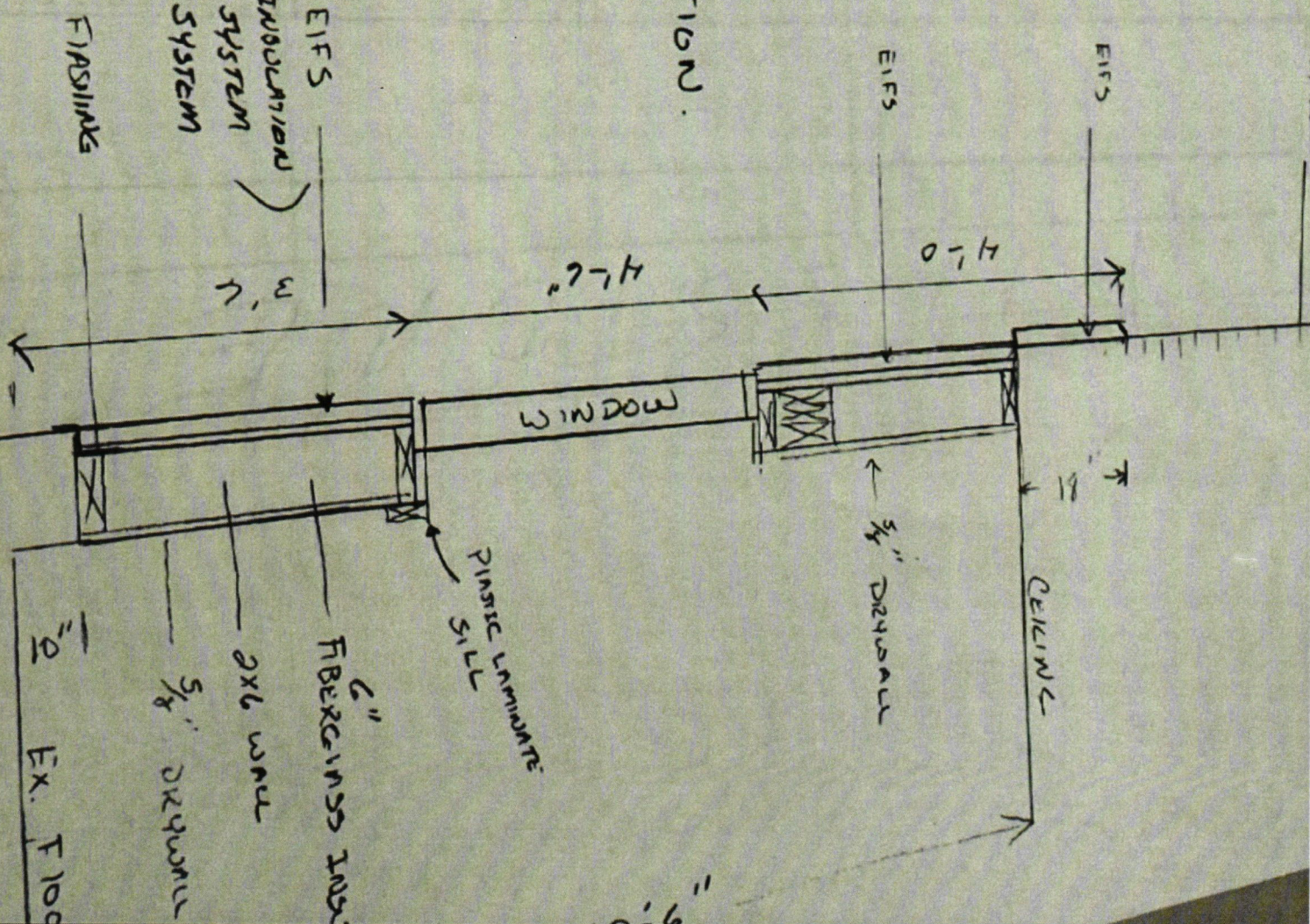




Red X = Repaired

Typical

EXTERIOR INSULATION
AND FINISH SYSTEM

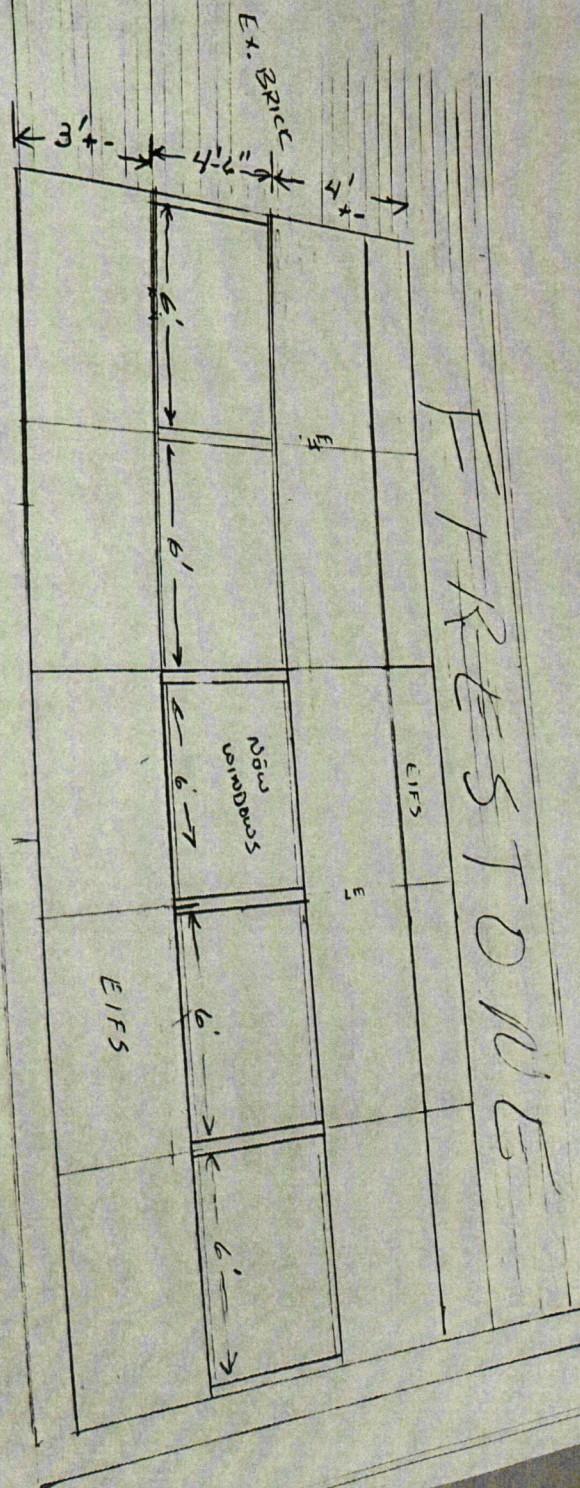


WEST ELEVATION

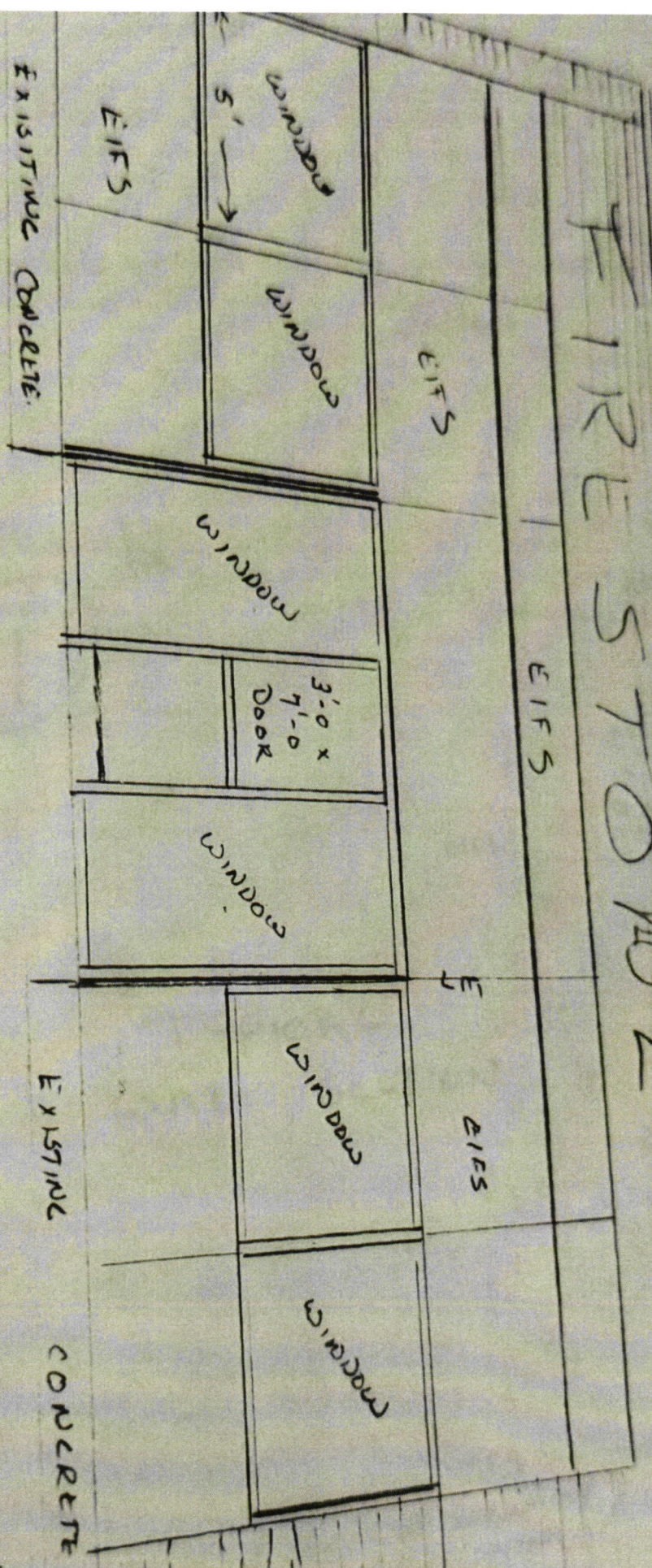
SIDE WALL

DRAWING

(2)



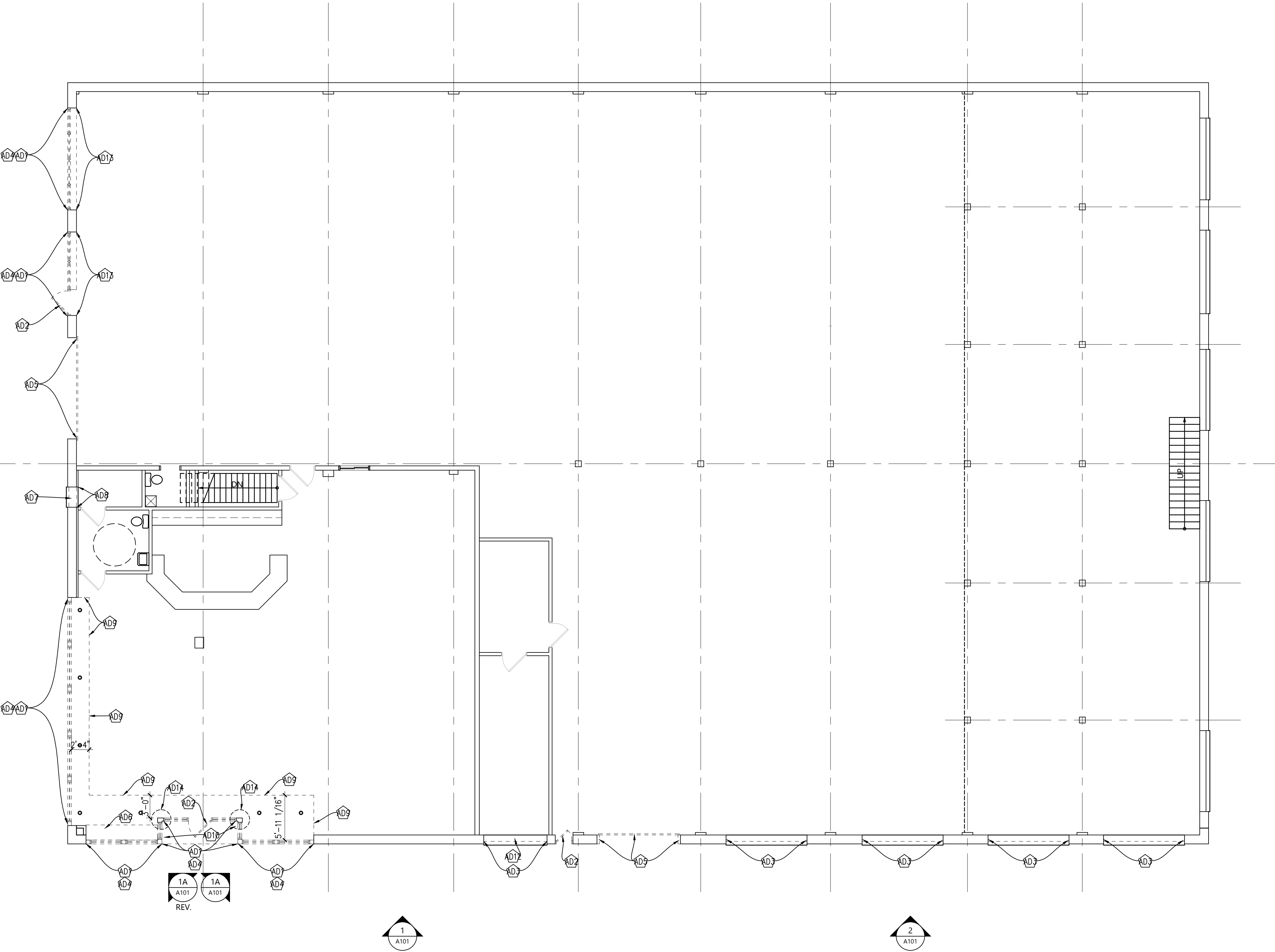
FIRE STOP E...



SIGN ELEVATION

SIDEWALK

DRAWING



1 FIRST FLOOR DEMOLITION PLAN
1/8" = 1'-0"

DEMOLITION NOTES:

- AD1 REMOVE EXISTING ALUM. STOREFRONT UNIT AND ATTACHMENT ITEMS.
- AD2 REMOVE EXISTING DOOR, DOOR FRAME, AND DOOR HARDWARE.
- AD3 REMOVE EXISTING CMU WALL IN EXISTING WINDOW OPEN.
- AD4 REMOVE EXISTING WOOD FRAMING, EIFS INSULATION, & INTERIOR GYPSUM BOARD SHEATHING.
- AD5 REMOVE EXISTING OVERHEAD SECTIONAL DOOR, TRACK, FRAME, AND OPENER.
- AD6 REMOVE EXISTING CASEWORK AND ATTACHMENT ITEMS.
- AD7 REMOVE EXISTING WOOD FRAMING, PLYWOOD, & GYPSUM BOARD SHEATHING IN EXISTING WINDOW OPENING.
- AD8 REMOVE PORTION OF EXISTING WALL CONSTRUCTION FOR NEW WINDOW SYSTEM.
- AD9 REMOVE PORTION OF EXISTING ACT TILES AND GRIDS FOR NEW SOFFIT. RE-INSTALL EXISTING ACT CEILING & GRID SYSTEM AFTER SOFFIT CONSTRUCTION. RE-ADJUST EXISTING LIGHT FIXTURE & MECH. DIFFUSERS, AS NECESSARY.
- AD10 REMOVED EXISTING EIFS SOFFIT.
- AD11 REMOVE EXISTING WOOD FRAME & TRIM AT EXISTING OVERHEAD DOOR OPENING.
- AD12 REMOVE EXISTING WINDOW AND ATTACHMENT ITEMS.
- AD13 REMOVE & RE-INSTALL EXISTING WOOD TRIM/JAMB/CASING. PROVIDE NEW TRIM/JAMB/CASING TO MATCH EXISTING, WHERE NEEDED.
- AD14 CORNER WALL CONSTRUCTION ON EITHER SIDE OF ENTRY STOREFRONT TO REMAIN. REFER TO DETAIL 9/A401 FOR FINISH DETAIL.

DEMOLITION GENERAL NOTES

- THE CONTRACTOR SHALL INCLUDE IN THEIR BID THE COST FOR ALL NECESSARY PERMITS, INSURANCES, TEMPORARY FACILITIES, AND OTHER RELATED COSTS REQUIRED TO CARRY OUT THE WORK. THE BID SHALL ALSO INCLUDE THE CONTRACTOR'S OVERHEAD & PROFIT.
- THE GARAGE PORTION OF THE FIRST FLOOR IS AN OCCUPIED AREA. COORDINATE WITH THE OWNER AND TENANTS TO ACCESS AREA OF WORK.
- EXISTING CONDITIONS - THE EXISTING CONDITIONS REPRESENTED ON THE DRAWING ARE BASED ON THE LIMITED EXISTING DRAWINGS & FIELD OBSERVATIONS AND ARE NOT GUARANTEED. THE CONTRACTOR SHALL PERFORM THEIR OWN INSPECTIONS PRIOR TO BIDDING AND PROCEEDING WITH THE WORK. NOTIFY ARCHITECT OF SIGNIFICANT DISCREPANCIES.
- PROTECT WORK THAT IS TO REMAIN DURING DEMOLITION. REPAIR ANY DAMAGE THAT OCCURS DURING DEMOLITION.
- PROVIDE TEMPORARY SUPPORTS AS REQUIRED TO MAINTAIN STRUCTURAL INTEGRITY THROUGHOUT CONSTRUCTION. MAINTAIN HVAC, PLUMBING, AND ELECTRICAL SERVICES IN OCCUPIED AREAS THROUGHOUT CONSTRUCTION.
- PROVIDE ALL NECESSARY MATERIALS AND ACCESSORIES TO COMPLETE INSTALLATION AND PROVIDE AND FINISHED PROJECT. MATERIALS AND ACCESSORIES MAY INCLUDE, BUT IS NOT LIMITED TO, FASTENERS, BRACKETS, BLOCKING, OR OTHER ANCHORAGE POINTS, FLASHING, SEALANTS, VAPOR & WEATHER BARRIERS, ETC.



Architecture	Engineering	Industrial
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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Registered Architect under the laws of the State of North Dakota.

Name: Scott Huber
Date: 1/28/2026 Reg. No. 2261

THIS DOCUMENT WAS ORIGINALLY ISSUED AND SEALED BY SCOTT HUBER, REGISTRATION NUMBER 2261 ON 1/28/2026 AND THE ORIGINAL DOCUMENTS ARE STORED AT MINOT, ND

CLIENT

CXL, LLC

PROJECT DESCRIPTION

301 E CENTRAL AVE
FACADE
IMPROVEMENTS

CITY

MINOT

STATE

NORTH DAKOTA

ISSUE DATES

CD	FINAL	1/28/2026
MARK	DESCRIPTION	DATE

PROJECT NO: 20261320

DRAWN BY: SWH

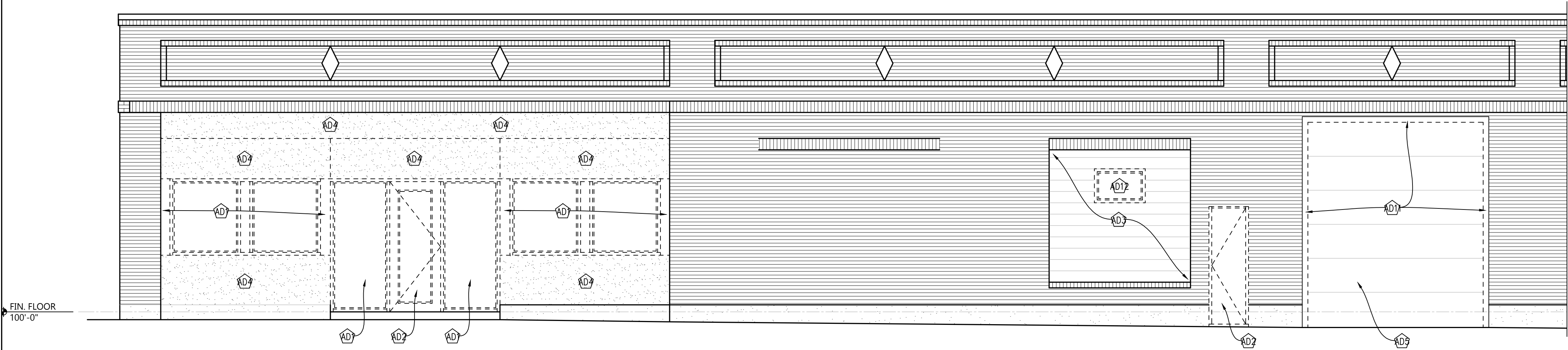
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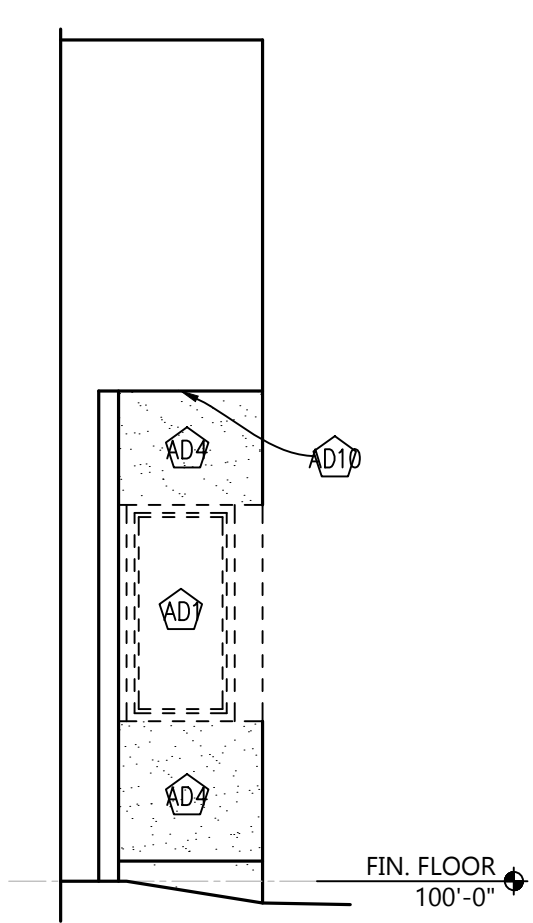
DRAWING TITLE

DEMOLITION PLAN

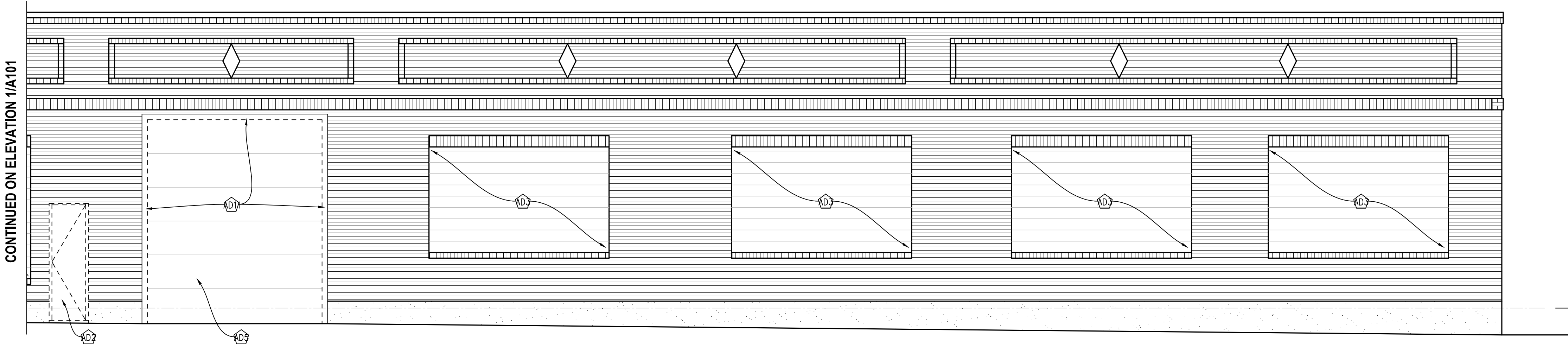
A100



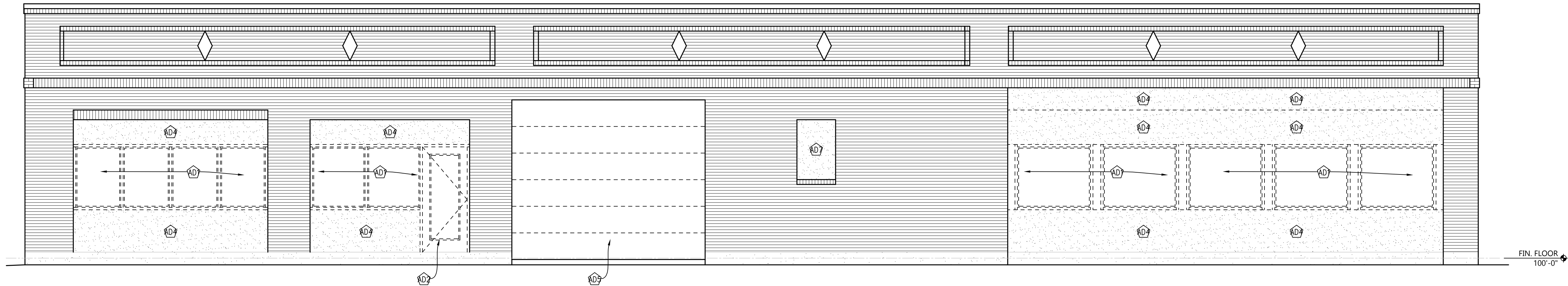
1
A101
1/4" = 1'-0"



1A
A101
1/4" = 1'-0"



2
A101
1/4" = 1'-0"



3
A101
1/4" = 1'-0"

CD	FINAL	1/28/2026
MARK	DESCRIPTION	DATE

PROJECT NO: 20261320

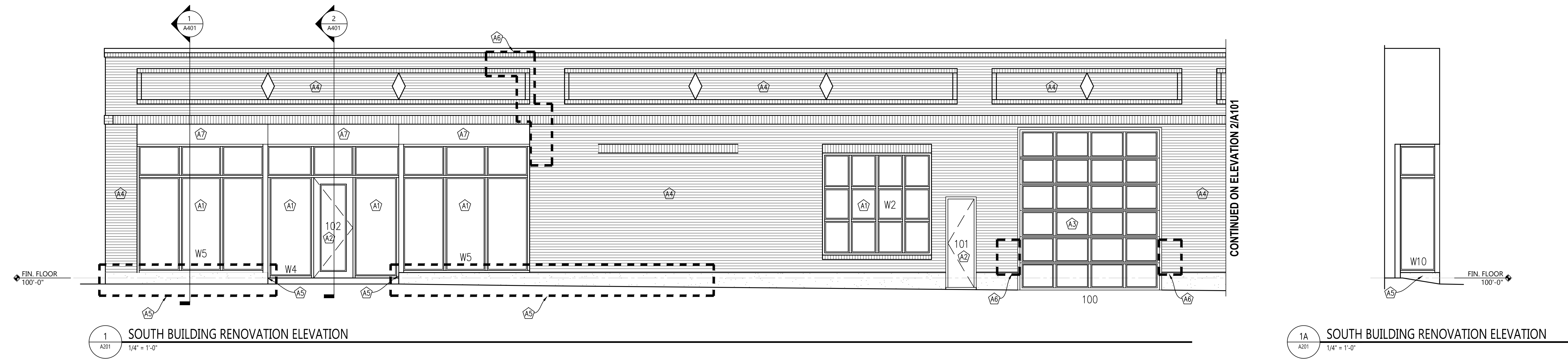
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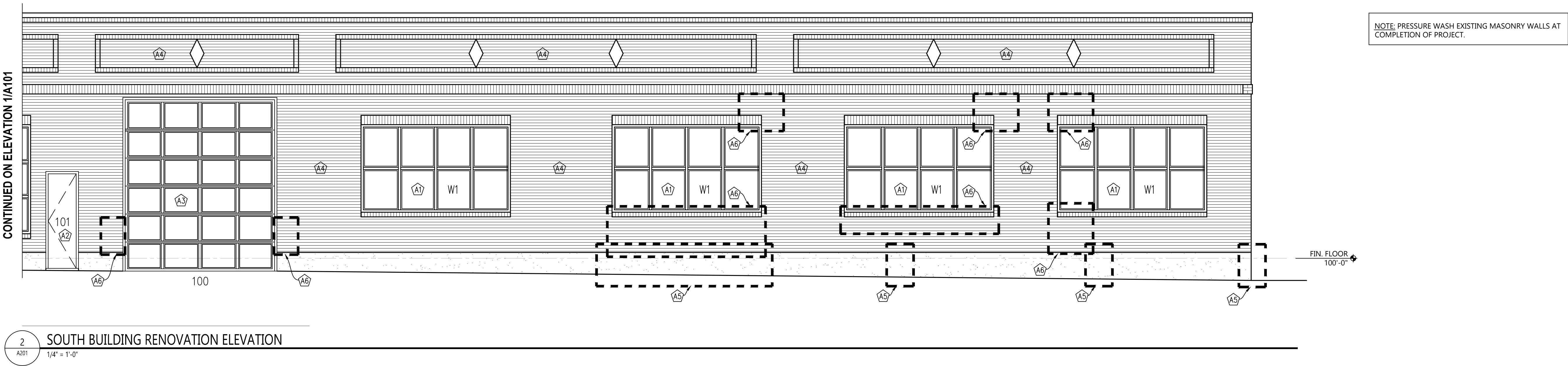
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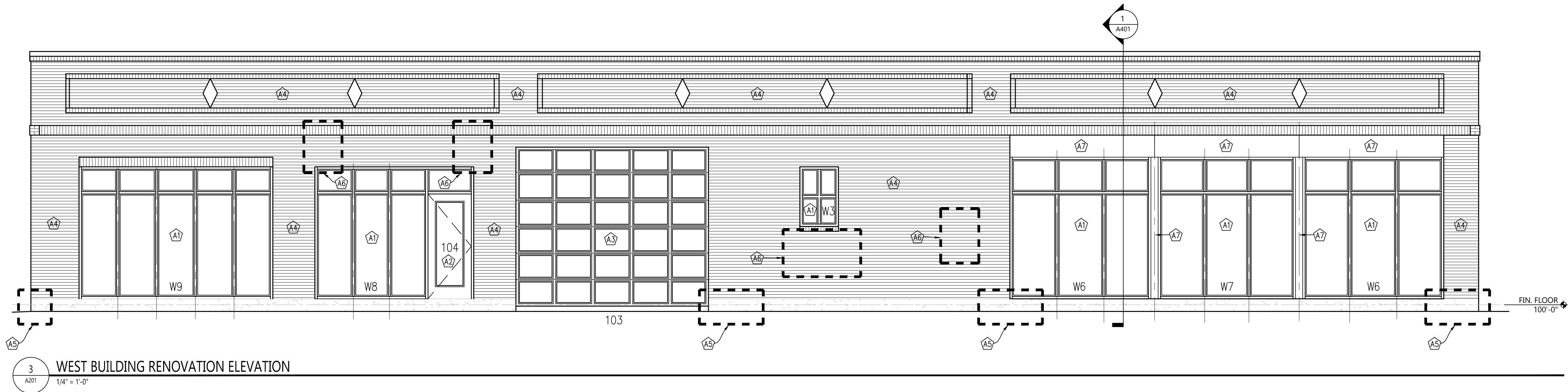
DEMOLITION
ELEVATIONS



1 SOUTH BUILDING RENOVATION ELEVATION
A201 1/4" = 1'-0"



2 SOUTH BUILDING RENOVATION ELEVATION
A201 1/4" = 1'-0"



3 WEST BUILDING RENOVATION ELEVATION
A201 1/4" = 1'-0"

CD	FINAL	1/28/2026
MARK	DESCRIPTION	DATE

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DRAWING TITLE

REMODELED
BUILDING
ELEVATIONS

DOOR SCHEDULE												
DR #	DOOR SIZE	TYPE	DOOR			FRAME					FR (MIM)	NOTES
			MTL	GLASS	HDWE	MTL	EL	HEAD	JAMB	SILL		
100	10'-8" X 12'-2" (VIF)	OHS	STL	TEMP. INSUL.	1	—	OHS-1	-/A400	-/A400	----	----	3
101	2'-0" x 7'-0" (VIF)	F	INSUL. HM	—	2	HM	HM-1	7/A400	8/A400	----	----	1,2
102	3'-0" x 7'-8"	FG	AL	TEMP. INSUL.	4	AL	W4	-/A400	-/A400	----	----	4
103	13'-4" x 11'-0" (VIF)	OHS	STL	TEMP. INSUL.	1	—	OHS-2	-/A400	-/A400	----	----	3
104	3'-0" x 7'-0"	FG	AL	TEMP. INSUL.	3	AL	WS	-/A400	-/A400	----	----	—

NOTES:
1. NEW DOOR/FRAME IN EXISTING OPENING.
2. INSULATED HM DOOR & FRAME.
3. NEW INSULATED OVERHEAD SECTIONAL DOOR IN EXISTING OPENING.
4. AUTOMATIC DOOR OPERATOR.

DOOR HARDWARE:

HARDWARE GROUP 1: Doors 100 & 103
B/O No Hardware required, By Door Supplier

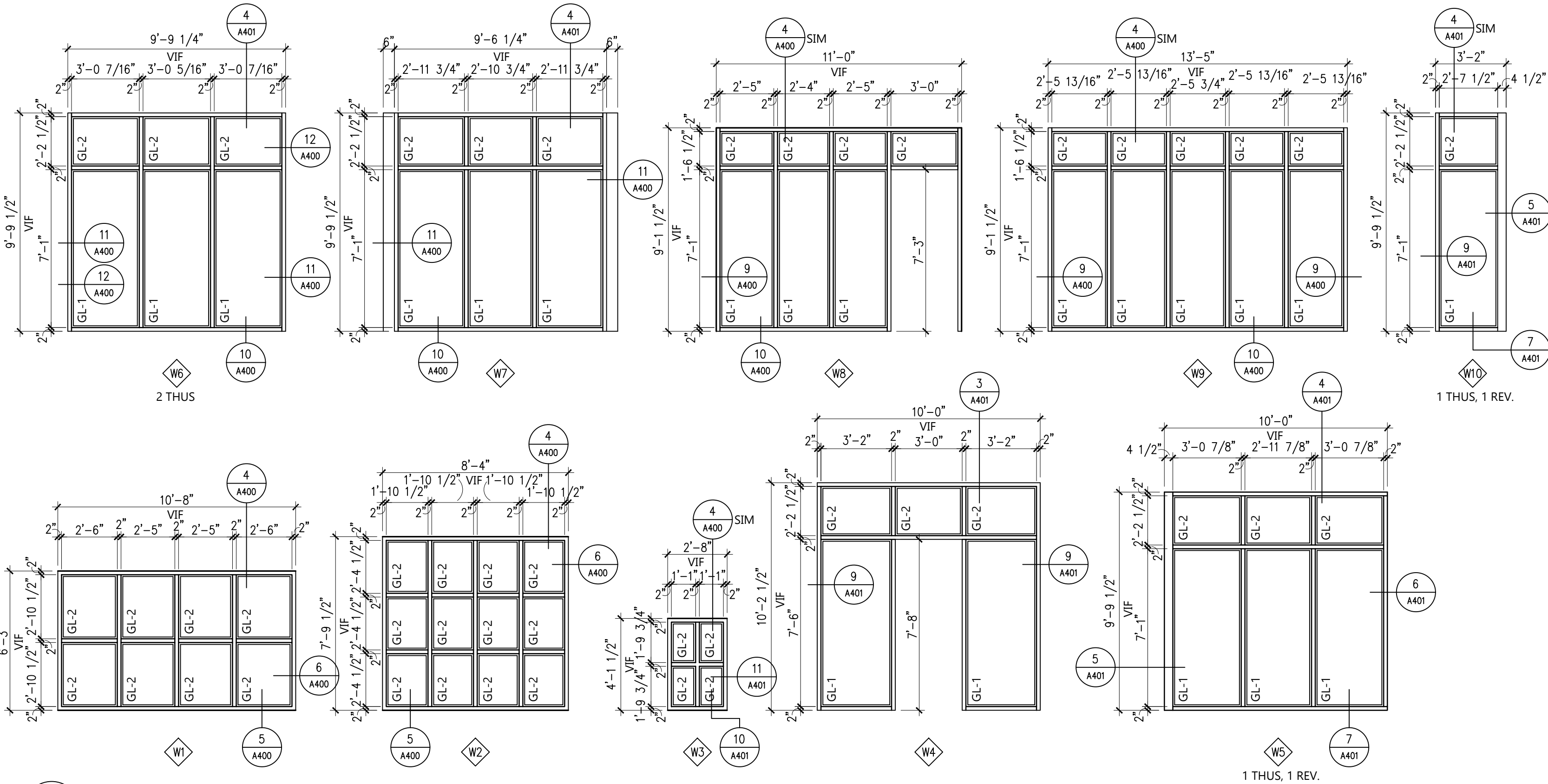
HARDWARE GROUP 2: Door 101
3 ea. Hinges 5B81 - 4 3/4" x 4 1/2" - 630 - NRP
1 ea. Closer 4040XP - SCUSH - ALUM
1 ea. Standalone Lock CO-100-CY-70-KP-SPA-6
1 ea. Cylinder A23151-06-626
1 ea. Drip Cap 16A - 40"
1 ea. Threshold 425E - 36"
1 ea. Weather Strip 7005A - 24"
2 ea. Weather Strip 1605A - 84"
1 ea. Sweep D698A - 24"
2 ea. Corner Pad 54CP
3 ea. Silencers SR64
Install weatherstrip before Closer & Exit Device

HARDWARE GROUP 4: Door 102
1 ea. Auto Operator 4642 - REG - ALUM
1 Set. Actuators 8310-3822TW or 8310-3860TW
1 ea. Drop Plate 4040XP - 18PA - ALUM
1 ea. Exit Device 99L #17 3' 626
1 ea. Rim Cylinder 951 - 626
S/O Cylinders to match Existing
B/O Continuous Hinges & Weather Strip, Sweep & Threshold BY Door Supplier

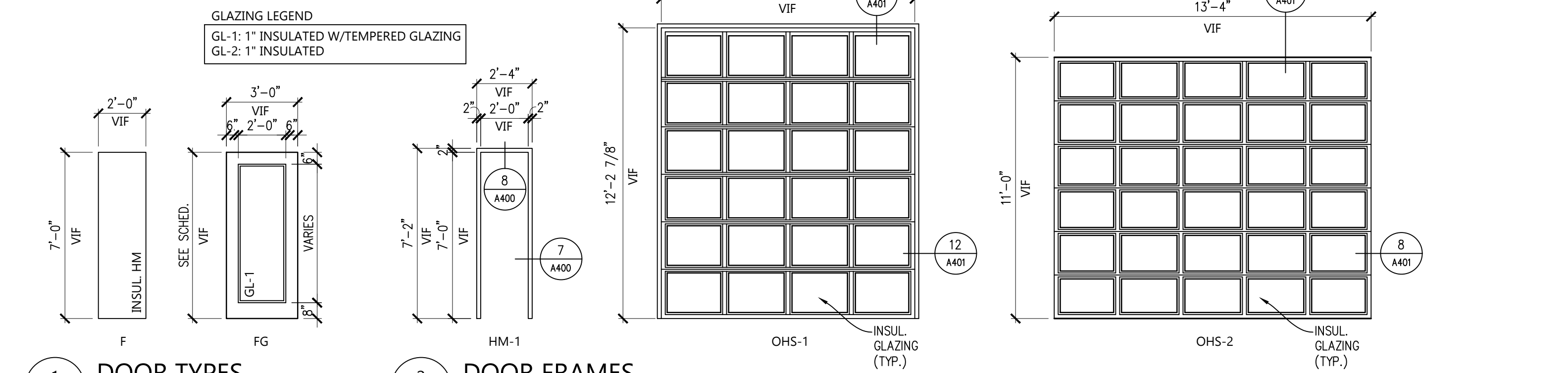
LCN
LCN
LCN
VON DUPRIN
FALCON

HARDWARE GROUP 3: Door 104
1 ea. Closer 4040XP - EDA - ALUM
1 ea. Drop Plate 4040XP - 18PA - ALUM
1 ea. OH Stop 1045 626
1 ea. Exit Device 99L #17 3' 626
1 ea. Rim Cylinder 951 - 626
B/O Cylinders to match Existing
B/O Continuous Hinges & Weather Strip, Sweep & Threshold By Door Supplier

LCN
LCN
GLYNN-JOHNSON
VON DUPRIN
FALCON

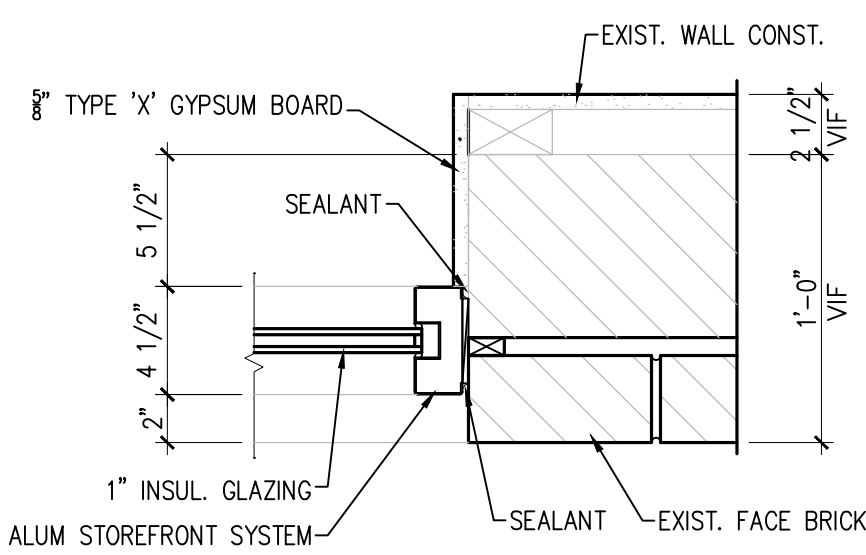


3 ALUMINUM STOREFRONT TYPES

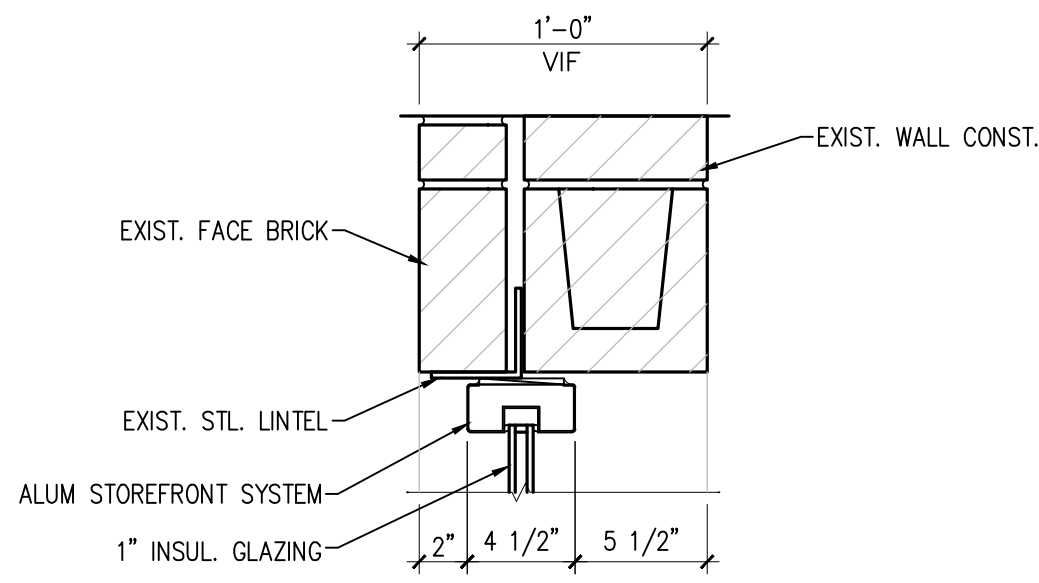


1 DOOR TYPES

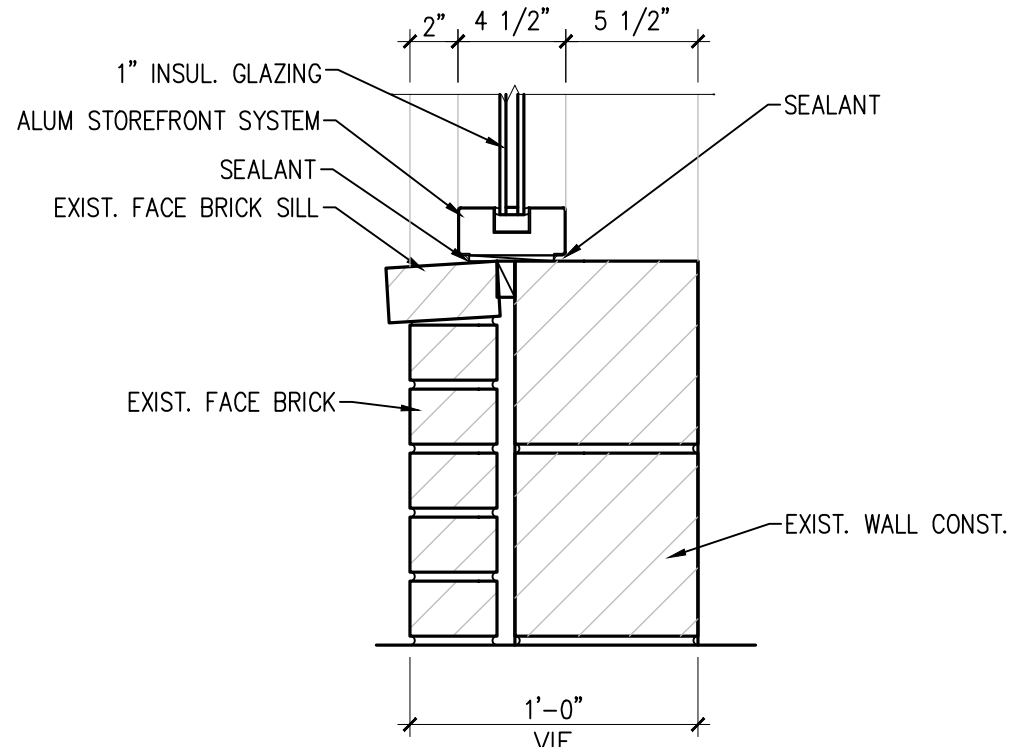
2 DOOR FRAMES



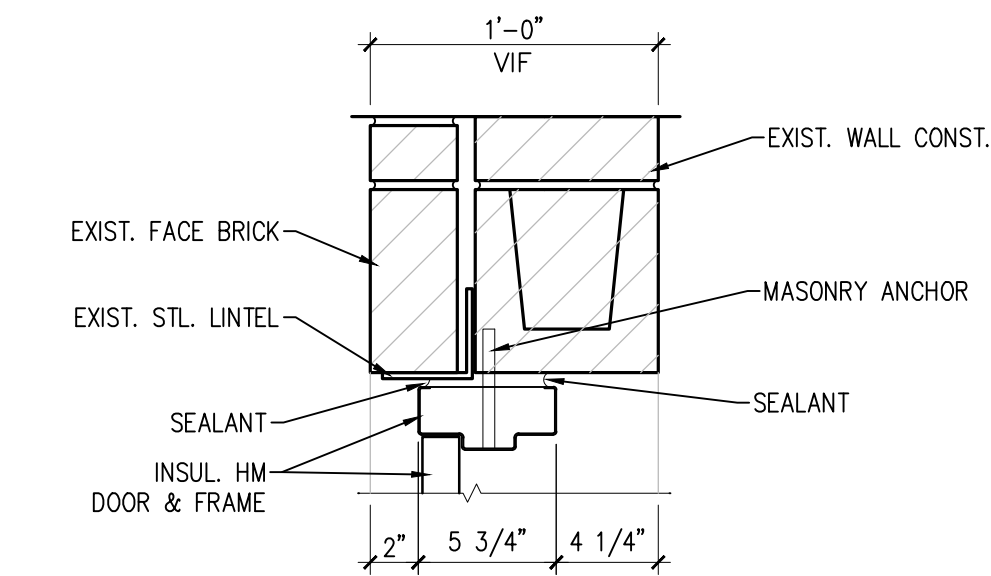
12 WINDOW JAMB DETAIL



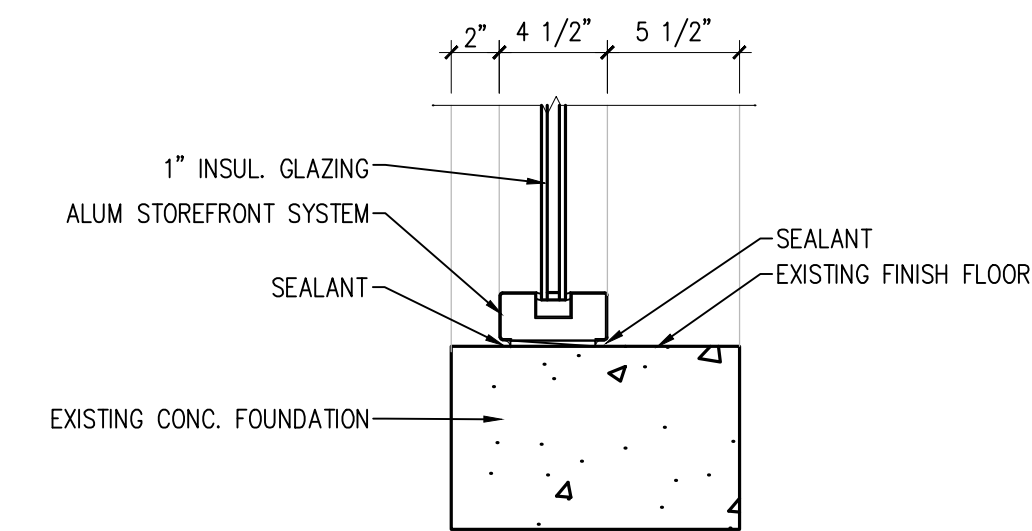
4 WINDOW HEAD DETAIL



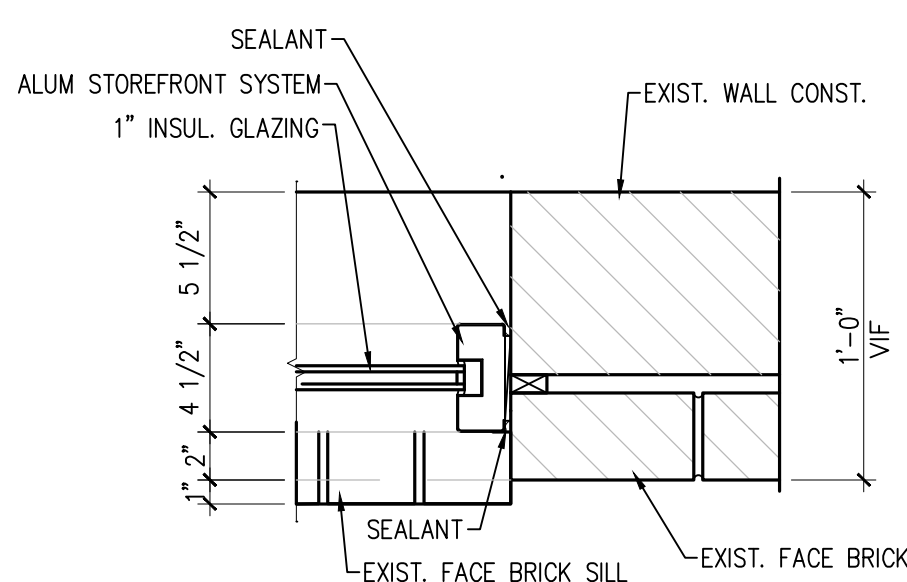
6 WINDOW SILL DETAIL



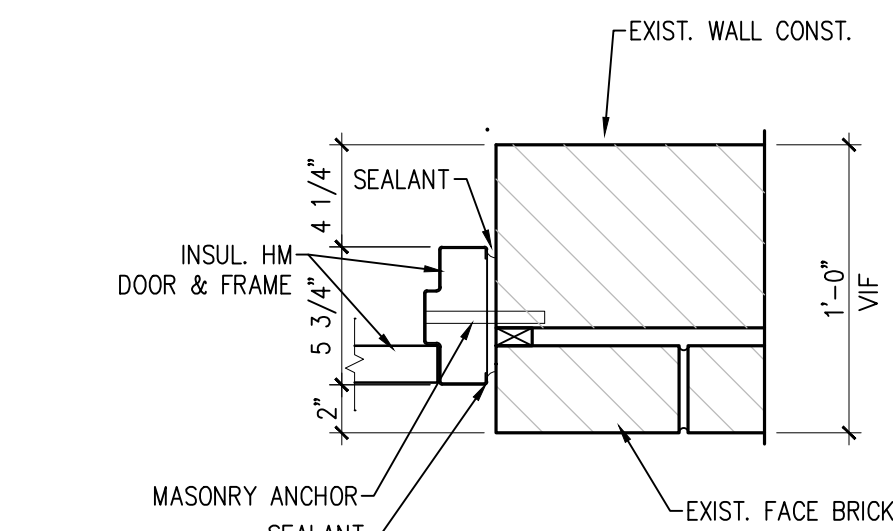
8 DOOR HEAD DETAIL



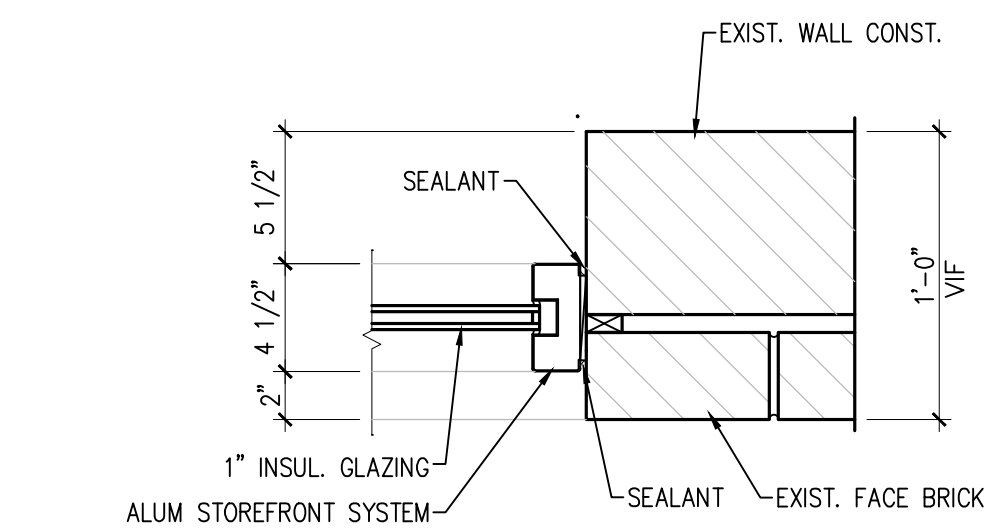
10 WINDOW SILL DETAIL



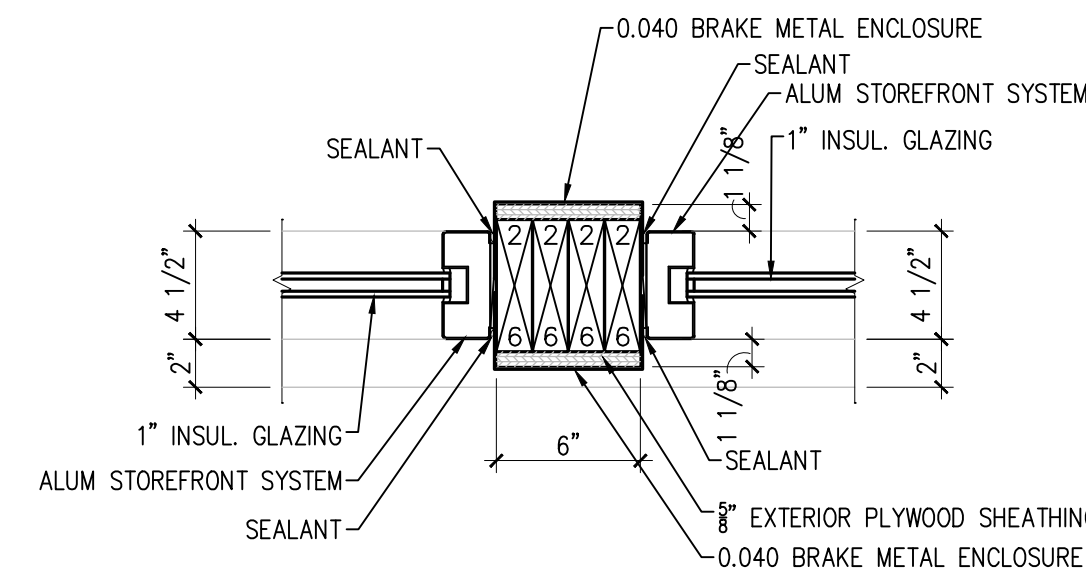
5 WINDOW JAMB DETAIL



7 DOOR JAMB DETAIL



9 WINDOW JAMB DETAIL



11 WINDOW JAMB DETAIL



Architecture	Engineering	Industrial
Wind Energy	Interior Design	Construction

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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Registered Architect under the laws of the State of North Dakota.
Name: *Scott Huber*

Date: 1/28/2026 Reg. No. 2261

THIS DOCUMENT WAS ORIGINALLY ISSUED AND SEALED BY SCOTT HUBER, REGISTRATION NUMBER 2261 ON 1/28/2026 AND THE ORIGINAL DOCUMENTS ARE STORED AT MINOT, ND

CLIENT

CXL, LLC

PROJECT DESCRIPTION

301 E CENTRAL AVE FACADE IMPROVEMENTS

CITY

MINOT

STATE

NORTH DAKOTA

ISSUE DATES

DD	DESIGN DEVELOPMENT	1/28/2026
MARK	DESCRIPTION	DATE

PROJECT NO: 20261320

DRAWN BY: SWH

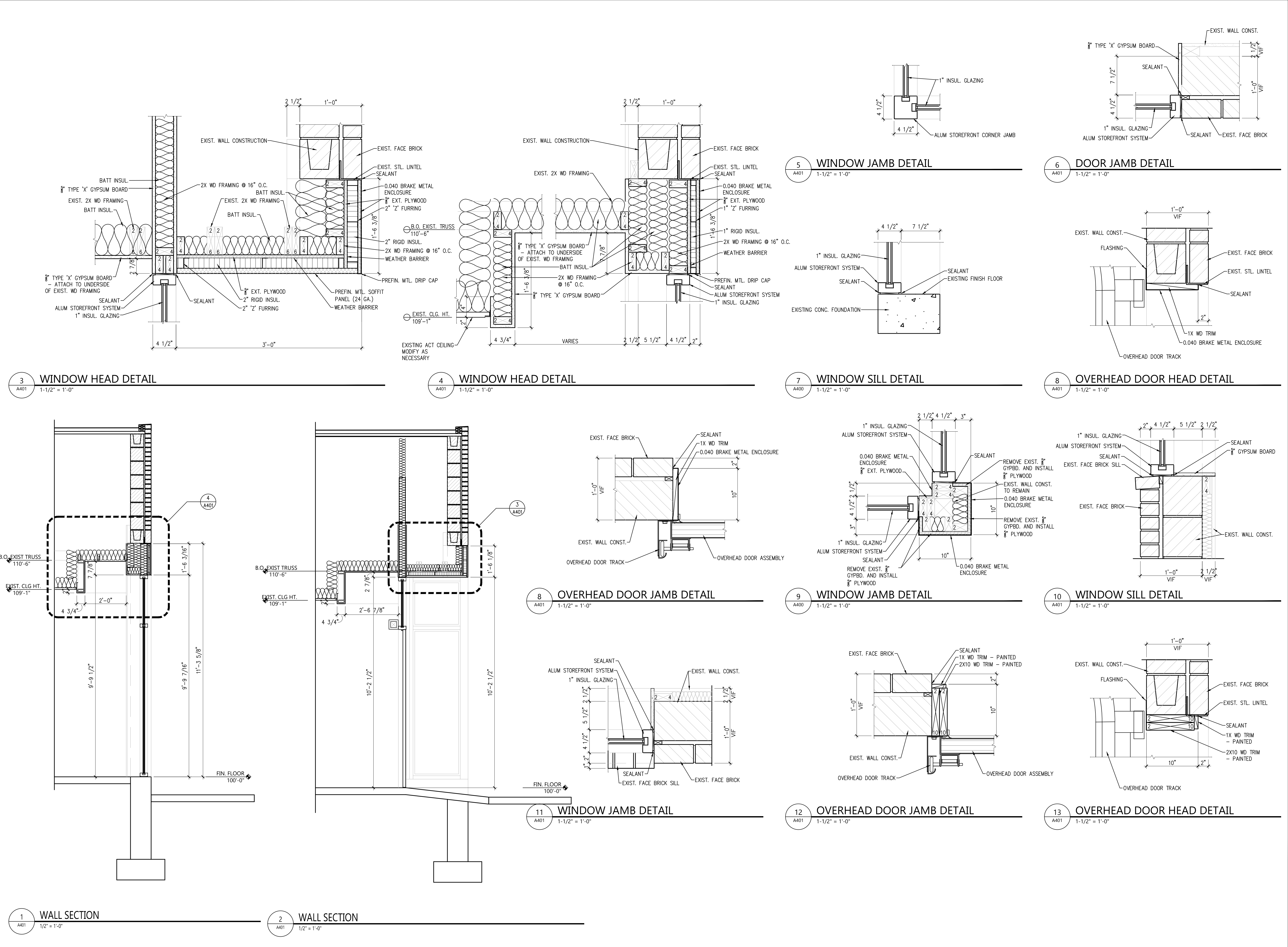
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DRAWING TITLE

WINDOW & DOOR DETAILS

A400



EAPC

Architecture

Engineering

Industrial

Wind Energy

Interior Design

Construction

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Date: 1/28/2026 Reg. No. 2261

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CLIENT

CXL, LLC

PROJECT DESCRIPTION

301 E CENTRAL AVE
FACADE
IMPROVEMENTS

CITY

MINOT

STATE

NORTH DAKOTA

ISSUE DATES

CD	FINAL	1/28/2026
MARK	DESCRIPTION	DATE

PROJECT NO:

20261320

DRAWN BY:

SWH

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DRAWING TITLE

WINDOW & DOOR
DETAILS

A401

Page 697 of 715

FAÇADE IMPROVEMENT PROGRAM LOAN AGREEMENT

This Agreement (hereinafter “Agreement”) is executed and made effective as of _____, 2026 (hereinafter “Effective Date”), and is by and between the City of Minot, a North Dakota municipality (hereinafter “City”) and CXL, LLC (hereinafter “Property Owner”). City and Property Owner are jointly referred to herein as the Parties. This Agreement concerns façade improvements made to the following property:

NAME OF BUSINESS/DESCRIPTION OF PROPERTY: CXL, LLC

ADDRESS OF PROPERTY TO BE IMPROVED: 301 Central Ave. E.

PARCEL ID: MI24.313.020.0110

LEGAL DESCRIPTION: Ramstad’s Second Addition Lots 10 & 11 Block 2

WHEREAS, the City implemented a Façade Improvement Program (hereinafter “Program”) to provide public funds as an incentive to encourage private investment for exterior true-to-period façade improvements to properties located in the City’s Central Business District;

WHEREAS, Property Owner applied for funding assistance related to a complete façade renovation or replacement;

WHEREAS, City proposes to make financial support available to assist the Property Owner to complete the façade renovation or replacement in accordance with the approved application;

WHEREAS, City’s financial support will consist of a no-interest forgivable loan up to 75% of the total project costs, but in no event more than \$148,500.00 (APPROVED BY COUNCIL);

WHEREAS Façade Loans are to be reimbursable and used solely for a portion of the project costs.

NOW, THEREFORE, in consideration of the promises of the parties’ and other valuable consideration, the receipt and adequacy of which are acknowledged by each party to the other, City and Property Owner covenant and agree, as follows:

1. Loan Amount. City shall lend Property Owner and Property Owner shall borrow from City the sum of up to \$148,500.00 (APPROVED BY COUNCIL); in the form of a no-interest, forgivable loan, the terms of which are contained in the promissory note attached hereto as Exhibit A (hereinafter “Façade Loan”). The Façade Loan shall be used solely for reimbursement of costs associated with the Property Owner’s approved complete façade renovation or replacement, more specifically described in the Property Owner’s application for funding (hereinafter “Project”). The Façade Loan will be disbursed to Property Owner, subject to the conditions of the Agreement, and provided the Property Owner has met and fully satisfied the following requirements: (i) this Agreement and the promissory note have been duly-executed by an authorized representative of Property

Owner; (ii) personal guarantees have been duly-executed by each principal of the Property Owner; and (iii) Property Owner has satisfied the Conditions Precedent set forth in Section 2 of this Agreement.

The Façade Loan shall be repaid to City in one installment, without interest, ten years after the City distributes the Façade Loan to Property Owner (hereinafter “Façade Loan Repayment Date,” subject to the provisions of Section 3 of this Agreement.

2. Conditions Precedent to Payment of Façade Loan. The Parties expressly acknowledge and agree that the following listed conditions shall be considered conditions precedent and that all of these conditions must be satisfied in full before the City disburses any Façade Loan funds.
 - a. Project Plan. Property Owner’s application, as approved, is attached and incorporated into this Agreement as Exhibit C. Property Owner agrees to complete the Project in accordance with the approved plans, design drawings, and specifications set forth in Exhibit C and attachments thereto and in accordance with the terms of this Agreement.
 - b. Project Completion. The Project shall be completed on or before April 30, 2027. The City Council, in its reasonable discretion, may allow extensions due to inclement weather or difficulty in obtaining building materials.
 - c. Verification of Project Completion. Within 30 days of completion of the Project, the Property Owner shall notify the City’s Economic Development Administrator and schedule a time for an inspection.
 - i. If the Project is deemed complete and in compliance with Exhibit C, the Economic Development Administrator shall inform the Property Owner of that, in writing.
 - ii. In the event that the Economic Development Administrator identifies inconsistencies in the approved plans and actual work completed, the Economic Development Administrator shall notify the Property Owner, in writing, and provide a timeframe for correction of the required work. All work that is not in conformance with the approved plans, design drawings, and specifications must be remedied by the Property Owner and made to comply with the approved plans, design drawings, and specifications at the Property Owner’s expense. The City will not reimburse the Property Owner for any expense required to correct deficient or improper work.
 - d. Submission of Necessary Documentation. Within 30 days of receiving written verification that the Project is complete and in compliance with Exhibit C, Property Owner shall submit invoices, receipts, bank statements, credit card receipts, or other allowable written proof of Project costs to the Economic Development Administrator. If a contractor is retained to complete the façade improvements, a properly executed and notarized contractor’s statement to the Economic Development Administrator showing the full cost of the work, as well as each separate component amount due to the contractor and each and every subcontractor involved in furnishing labor, materials, or equipment necessary to complete the façade and streetscape improvement related work. In addition, the Property Owner shall submit to the Economic Development Administrator proof

of payment of the contract cost pursuant to the contractor's statement and final lien waivers from all contractors and subcontractors. The Economic Development Administrator and Finance Director shall review the documentation and provide written verification that the costs submitted are eligible for reimbursement.

- e. No Default. The Property Owner shall not be in default under this Agreement or adjudicated in default by a court of competent jurisdiction on any other agreement, obligation, representation, or promise with any other entity doing business in the State of North Dakota.
 - f. In Good Standing. The Property Owner shall be, and remain throughout the term of this Agreement, in good standing under the laws of the State of North Dakota.
 - g. Duly Authorized. The Property Owner shall be duly-authorized to enter into this Agreement and to perform its obligations hereunder.
 - h. Solvent. Property Owner shall be, and remain throughout the term of this Agreement, a solvent corporation capable of fulfilling its obligations hereunder, and shall not be the subject of any "Insolvency Event." For purposes of this Agreement, the term Insolvency Event means (a) Property Owner's (i) failure to generally pay its debts as such debts become due; (ii) admission in writing that it is unable to pay its debts generally; or (iii) general assignment for the benefit of creditors; (b) a proceeding instituted by or against Property Owner (i) seeking to adjudicate it bankrupt or insolvent; (ii) seeking liquidation, winding up, reorganization, arrangement, adjustment, protection, relief, or composition of it or its debts under any law relating to bankruptcy, insolvency, or reorganization or relief of debtors; or (iii) seeking entry of an order for relief or the appointment of a receiver, trustee, or other similar official for it or for any substantial part of its property (and in the case of any such proceeding instituted against Property Owner, such proceeding shall remain undismissed for a period of sixty (60) days or any of the actions sought in such proceeding shall occur); or (c) Property Owner takes any action to authorize any of the aforementioned actions.
 - i. No Conflicting Obligations. Neither the execution and delivery of this Agreement, nor Property Owner's performance of its obligations hereunder, shall breach any known obligation, right or interest of a third party, regulatory agency, Board of Directors or other governing body with authority over Property Owner.
 - j. Automatic Door. In accordance with City of Minot Code of Ordinances Chapter 9, Article VIII, Section 9-137, every building open to public use that has received the benefit of public funds from the city to make building improvements or construct a new building shall provide for the installation of an automatic door for at least one main entrance to the building. If the immediate interior of the building is only accessible through a vestibule, the requirement requires the installation of as many automatic doors as are necessary to allow passage through the vestibule and into the immediate interior of the building.
3. Repayment and Forgiveness of Façade Loan. Property Owner shall repay the Façade Loan, in full, on or before the Façade Loan Repayment Date. However, Property Owner

will be deemed to have made full payment against the balance of the Façade Loan if the described conditions are satisfied on or before the Façade Loan Repayment Date:

- a. Annual Inspections. The Property Owner shall allow the Economic Development Administrator to complete annual inspections of the facade. The Economic Development Administrator will document their annual inspection in writing and provide a copy of the annual inspection to the Property Owner.
- b. Façade Maintenance. The Property Owner shall maintain their facade in a manner that is consistent with the approved application, approved plans, design drawings and specifications and in accordance with this Agreement and any applicable laws or regulations. In the event the Property Owner intends to modify the facade for any reason, including for general maintenance, and the modification will produce visible differences in the approved application and design, the modification must be first reviewed and approved, in writing, by the Economic Development Administrator. Such approval shall not be unreasonably withheld if the proposed changes do not substantially alter the original design concept of the improvements as specified in the original plans, design drawings, and specifications approved pursuant to this Agreement.
- c. Graffiti Removal. The Property Owner shall maintain the façade in appearance and agrees to remove any graffiti within forty-eight hours, or if not possible within that timeframe because of weather conditions, as soon as weather conditions reasonably permit.
- d. Insurance. The Property Owner shall secure and keep in force insurance for the replacement value of the structure, proof of which will be provided to the City within twenty-four hours of City's request. The insurance must cover restoration of the façade in compliance with the Program, and such insurance must be secured upon completion of the renovated façade. To the extent required by North Dakota law, Property Owner and their contractor(s) shall carry worker's compensation insurance to cover all workers involved in the project. Property Owner shall also maintain, at their own expense, general liability insurance covering the subject property and the resultant uses thereof. The Property Owner shall provide the City with copies of these Certificates of Insurance and shall provide the City with notice of any cancellation or change in coverage during the term of this Agreement. Any lapse of insurance coverage during the term of this Agreement shall be considered a material breach of this Agreement.
- e. Lighting Requirements. The Property Owner shall light all display windows and signs every day, from dusk until 10:00 P.M.
- f. Signage Requirements. After completion, Property Owner shall display a sign (provided by the City) indicating participation in the City's Façade Improvement Program. The sign shall be displayed on either the exterior or in the front window of the building for a period of thirty (30) days.
- g. Property Occupation. Property Owner agrees to maintain use and occupancy of the first floors of the building or, in the event of a vacancy, actively market the space to attempt to maintain use and occupancy of the first floor of the building.

- h. Successors. This Agreement shall be binding upon the City and Property Owner and its successors. It shall be the responsibility of the Property Owner to inform subsequent property owners of the provisions of this Agreement. In the event the Property Owner sells the real property enrolled in the Façade Improvement Program, he or she shall assign, with prior written approval from the City Council, all of the obligations to the buyer of the real property.
 - i. Observe Common Hours. In the event that a Business Improvement District (BID) is formed downtown, retail uses shall conform to hours of operation as set by the district.
- 4. Default. In the event of default by Property Owner of any of the material terms or conditions of this Agreement, where City has provided written notice of such default to Property Owner and where such default is not cured within 30 days of the written notice, City may, upon ten (10) days' notice to Property Owner, declare the Façade Loan immediately due and payable.
- 5. Consequences of Default. If Property Owner breaches the terms of this Agreement, Property Owner shall not be entitled to be eligible for a future façade improvement program loan until Property Owner completes the Façade Loan repayment to City. This qualification attaches to Property Owner and to each principal of Property Owner (including other entities owned in whole or in part by a Principal of Property Owner).
- 6. Payment to Third Parties. The City shall not be a party to nor is it liable for any contractual payments to any contractors, architects, or other third parties. Payments to any contractors, architects, or other parties are the sole responsibility of the Property Owner, and the Property Owner agrees to indemnify, warrant and defend the City from any such claims from third parties for payment.
- 7. Further Assurances. Property Owner shall, upon request from City, execute and delivery all further instruments and cause to be done all further acts that may be necessary and/or proper to carry out the provisions and purposes of this Agreement.
- 8. Amendments. This Agreement may be amended at any time by agreement of the Parties evidenced in writing, signed by both Parties.
- 9. Survival. The terms and conditions of this Agreement shall survive execution of any additional documents contemplated by this Agreement, including (but not limited to) the Promissory Notes, unless the subsequent documents clearly reference this Agreement and contain a statement or statements that the terms and conditions are amended or superseded.
- 10. Assignment of this Agreement. Property Owner may not, voluntarily or involuntarily, transfer, assign, or delegate to any other person or entity all or any part of its rights or obligations arising under this Agreement without the prior written consent of City.
- 11. Authority to Execute Agreement. Each party represents and warrants that this Agreement has been duly authorized, executed, and delivered by it; that the undersigned representatives are duly authorized to sign this Agreement on behalf of the party for whom they are signing and whom they represent; and that this Agreement constitutes a valid and binding obligation, enforceable in accordance with its terms.
- 12. Notices. All notices, certifications, or communications required by this Agreement shall be given in writing and shall be deemed delivered.

To CITY:

City of Minot City Manager's Office
c/o City Manager
PO Box 5006
Minot ND 58702

To PROPERTY OWNERS:

CXL, LLC
c/o Justin Ronyak and Lars Wikstrom
302 Central Avenue E., Suite B
Minot, ND 58701

13. Complete Agreement. This Agreement, including exhibits hereto, contains all agreements between the Parties. There are no other representations, warranties, agreements, or understandings, oral, written, or implied, among the Parties, except to the extent reference is made thereto in this Agreement.
14. Severability. If a court of competent jurisdiction 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.
15. Signatures. This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.
16. Captions. The captions and headings in this Agreement are for convenience only and do not limit, define, or describe the scope or intent of any provision of this Agreement.
17. Applicable Law and Jurisdiction. This Agreement shall be governed in all respects, whether as to validity, construction, performance, or otherwise, by the laws of the State of North Dakota. All parties agree the proper forum for the resolution of any dispute or claim pursuant to this Agreement shall be the District Court of Ward County, North Dakota, and irrevocably consent to the jurisdiction of these courts, waiving all defenses of inconvenient forum or otherwise.
18. Indemnification. The Property Owner understands and agrees that the City, and its officers, agents, and employees shall have no responsibility or liability of any failure of inadequacy of performance or defective workmanship or materials in regard to the agreed-upon improvements that this Agreement contemplates. Property Owner shall indemnify, release, and defend and hold the City, its officers, employees, and agents harmless from all claims, losses, liabilities, damages, suits, actions or proceedings by any person including the Property Owner, its employees and agency from personal injury, death, or property damage from any cause whatsoever in whole or in part arising out of this Agreement or the activities contemplated hereunder.
19. Attorneys' Fees. In the event any lawsuit is initiated under this Agreement, and City is the prevailing party, Property Owner shall, except when prohibited by law, pay City's reasonable attorney fees and costs in connection with the lawsuit.

20. Binding Effect. This Agreement shall be binding upon the Parties hereto and upon their respective successors and assigns.
21. Open Records. Property Owner understands that the City must comply with the state's open records laws, and will make all books and records pertaining to the City's façade improvement project available to the City for inspection, review and audit purposes at all reasonable times upon requests for records for the period of this agreement and for three (3) years thereafter.

Dated: _____, 20____. CITY OF MINOT

By:

Mark Jantzer
Its: Mayor

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

The foregoing instrument was acknowledged before me on _____, 20____
by Mayor Mark Jantzer on behalf of the City of Minot.

Notary Public

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.

PROPERTY OWNER

(SECOND LINE FOR SIGNATURE IF NEEDED)

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

The foregoing instrument was acknowledged before me on _____, 20____
by _____ on behalf of CXL, LLC, PROPERTY
OWNER(S).

Notary Public

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EXHIBIT A: PROMISSORY NOTE

Date: (Date of Disbursement)

FOR VALUE RECEIVED, and in accordance with that certain Façade Improvement Program Loan Agreement by and between the City of Minot, North Dakota (hereinafter "City") and CXL, LLC (hereinafter "Property Owner") effective the (date of execution of agreement) (the "**Façade Loan Agreement**"), Property Owner promises to pay to the order of City, at the times and in the manner hereinafter provided, the sum of **(NOT TO EXCEED \$148,500.00 AMOUNT DISBURSED)** (Forgivable Loan) with no interest on or before INSERT FAÇADE LOAN REPAYMENT DATE (THE "Façade Loan Repayment Date") as provided by the Façade Loan Agreement, the terms of which are incorporated and made part of this instrument; *provided*, however, in the event that the conditions specified in Section 3 of the Façade Loan Agreement are satisfied, the Loan payment shall be forgiven by City as if the payment due had been paid by Property Owner on its due date.

In the event of default in any payment due under this Note or in the event of default by Property Owner under the Façade Loan Agreement, then at the option of the holder of this Note, all of the amount then owing under this Note shall immediately become due and payable, with five days written notice to Property Owner, which hereby waives demand, presentment, notice of protest and notice of dishonor. The failure to assert this right shall not be deemed a waiver.

Property Owner shall have the right to prepay the obligation set forth in this Note in whole or in part at any time without penalty.

It is further understood that this Note is secured by personal guaranties from CXL, LLC in substantially the form attached hereto as Exhibit B.

IN WITNESS WHEREOF, Property Owner has caused this Note to be executed effective this _____ day of _____, 20____.

By: Justin Ronyak, President

By: Lars Wikstrom, Vice-Chairman

STATE OF NORTH DAKOTA)
COUNTY OF WARD)

The foregoing instrument was acknowledged before me on _____, 20__ by
_____ on behalf CXL, LLC.

Notary Public

EXHIBIT B: PERSONAL GUARANTEE
FAÇADE IMPROVEMENT PROGRAM
PERSONAL GUARANTY

Guarantor: Justin Ronyak and Lars Wikstrom

Borrower: CXL, LLC
Justin Ronyak and Lars Wikstrom
c/o Registered Agent
302 Central Avenue E., Suite B
Minot, ND 58701

Lender: City of Minot
c/o Finance Director
PO Box 5006
Minot ND 58702

Note Amount: [not to exceed \$148,500.00]

Date of Note: [TBD]

CONTINUING GUARANTEE OF PAYMENT AND PERFORMANCE. For good and valuable consideration, Guarantor absolutely and unconditionally guarantees full and punctual payment and satisfaction of the Indebtedness of Borrower to Lender, and the performance and discharge of all Borrower's obligations under the Promissory Note (hereinafter "Note"), Façade Improvement Program Loan Agreement (hereinafter "Agreement"), and the Related Documents. This is a guaranty of payment and performance and not of collection, so Lender can enforce this Guaranty against Guarantor even when Lender has not exhausted Lender's remedies against anyone else obligated to pay the Indebtedness or against any collateral securing the Indebtedness, this Guaranty or any other guaranty of the Indebtedness. Guarantor will make any payments to Lender or its order, on demand, in legal tender of the United States of America, in same-day funds, without set-off or deduction or counterclaim, and will otherwise perform Borrower's obligations under the Note, Agreement, and Related Documents. Under this Guaranty, Guarantor's liability is unlimited and Guarantor's obligations are continuing.

INDEBTEDNESS. The word "Indebtedness" as used in this Guaranty means all of the principal amount outstanding from time to time and at any one or more times, accrued unpaid interest thereon and all collection costs and legal expenses related thereto permitted by law, reasonable attorneys' fees, arising from any and all debts, liabilities and obligations of every nature or form, now existing or hereafter arising or acquired, that Borrower individually or collectively or interchangeably with others, owes or will owe Lender. "Indebtedness" includes, without limitation, loans, advances, debts, overdraft indebtedness, credit card indebtedness, lease obligations, liabilities and obligations under any interest rate protection agreements or foreign currency exchange agreements or commodity price protection agreements, other obligations, and liabilities of Borrower, and any present or future judgments against Borrower, future advances, loans or transactions that renew, extend, modify, refinance, consolidate or substitute these debts, liabilities and obligations whether: voluntarily or involuntarily incurred; due or to become due by their terms or acceleration; absolute or contingent; liquidated or unliquidated; determined or undetermined; direct or indirect; primary or secondary in nature or arising from a guaranty or surety; secured or unsecured; joint or several or joint and several; evidenced by a negotiable or non-negotiable instrument or writing; originated by Lender or another or others; barred or unenforceable against Borrower for any reason whatsoever; for any transactions that may be voidable for any reason (such as infancy, insanity, ultra vires or otherwise); and originated then reduced or extinguished and then afterwards increased or reinstated.

If Lender presently holds one or more guaranties, or hereafter receives additional guaranties from Guarantor, Lender's rights under all guaranties shall be cumulative. This Guaranty shall not (unless specifically provided below to the contrary) affect or invalidate any such other guaranties. Guarantor's liability will be Guarantor's aggregate liability under the terms of this Guaranty and any such other untermiated guaranties.

CONTINUING GUARANTY. THIS IS A "CONTINUING GUARANTY" UNDER WHICH GUARANTOR AGREE TO GUARANTEE THE FULL AND PUNCTUAL PAYMENT, PERFORMANCE AND SATISFACTION OF THE INDEBTEDNESS OF BORROWER TO LENDER, NOW EXISTING OR HEREAFTER ARISING OR ACQUIRED, ON AN OPEN AND CONTINUING BASIS. ACCORDINGLY, ANY PAYMENTS MADE ON THE INDEBTEDNESS WILL NOT DISCHARGE OR DIMINISH GUARANTOR'S OBLIGATIONS AND LIABILITY UNDER THIS GUARANTY FOR ANY REMAINING AND SUCCEEDING

INDEBTEDNESS EVEN WHEN ALL OR PART OF THE OUTSTANDING INDEBTEDNESS MAY BE A ZERO BALANCE FROM TIME TO TIME.

DURATION OF GUARANTY. This Guaranty will take effect when received by Lender without the necessity of any acceptance by Lender, or any notice to Guarantor or to Borrower, and will continue in full force until all the Indebtedness incurred or contracted before receipt by Lender of any notice of revocation shall have been fully and finally paid and satisfied and all of Guarantor's other obligations under this Guaranty shall have been performed in full. If Guarantor elect to revoke this Guaranty, Guarantor may only do so in writing. Guarantor's written notice of revocation must be mailed to Lender, by certified mail, at Lender's address listed above or such other place as Lender may designate in writing. Written revocation of this Guaranty will apply only to new Indebtedness created after actual receipt by Lender of Guarantor's written revocation. For this purpose and without limitation, the term "new Indebtedness" does not include the Indebtedness which at the time of notice of revocation is contingent, unliquidated, undetermined or not due and which later becomes absolute, liquidated, determined or due. For this purpose and without limitation, "new Indebtedness" does not include all or part of the Indebtedness that is: incurred by Borrower prior to revocation; incurred under a commitment that became binding before revocation; any renewals, extensions, substitutions, and modifications of the Indebtedness. This Guaranty shall bind Guarantor's estate as to the Indebtedness created both before and after Guarantor's death or incapacity, regardless of Lender's actual notice of Guarantor's death. Subject to the foregoing, Guarantor's executor or administrator or other legal representative may terminate this Guaranty in the same manner in which Guarantor might have terminated it and with the same effect. Release of any other guaranty or termination of any other guaranty of the Indebtedness shall not affect the liability of Guarantor under this Guaranty. A revocation Lender receives from any one or more Guarantors shall not affect the liability of any remaining Guarantors under this Guaranty. **It is anticipated that fluctuations may occur in the aggregate amount of the Indebtedness covered by this Guaranty, and Guarantor specifically acknowledge and agree that reductions in the amount of the Indebtedness, even to zero dollars (\$0.00), shall not constitute a termination of this Guaranty. This Guaranty is binding upon Guarantor and Guarantor's heirs, successors and assigns so long as any of the Indebtedness remains unpaid and even though the Indebtedness may from time to time be zero dollars (\$0.00).**

GUARANTOR'S AUTHORIZATION TO LENDER. Guarantor authorizes Lender, either before or after any revocation hereof, **without notice or demand and without lessening Guarantor's liability under this Guaranty, from time to time:** (A) prior to revocation as set forth above, to make one or more additional secured or unsecured loans to Borrower, to lease equipment or other goods to Borrower, or otherwise to extend additional credit to Borrower; (B) to alter, compromise, renew, extend, accelerate, or otherwise change one or more times the time for payment or other terms of the Indebtedness or any part of the Indebtedness, including increases and decreases of the rate of interest on the Indebtedness; extensions may be repeated and may be for longer than the original loan term; (C) to take and hold security for the payment of this Guaranty or the Indebtedness, and exchange, enforce, waive, subordinate, fail or decide not to perfect, and release any such security, with or without the substitution of new collateral; (D) to release, substitute, agree not to sue, or deal with any one or more of Borrower's sureties, endorsers, or other guarantors on any terms or in any manner Lender may choose; (E) to determine how, when and what application of payments and credits shall be made on the Indebtedness; (F) to apply such security and direct the order or manner of sale thereof, including without limitation, any nonjudicial sale permitted by the terms of the controlling security agreement or deed of trust, as Lender in its discretion may determine; (G) to sell, transfer, assign or grant participations in all or any part of the Indebtedness; and (H) to assign or transfer this Guaranty in whole or in part.

GUARANTOR'S REPRESENTATIONS AND WARRANTIES. Guarantor represents and warrants to Lender that (A) no representations or agreements of any kind have been made to Guarantor which would limit or qualify in any way the terms of this Guaranty; (B) this Guaranty is executed at Borrower's request and not at the request of Lender; (C) Guarantor has full power, right and authority to enter into this Guaranty; (D) the provisions of this Guaranty do not conflict with or result in a default under any agreement or other instrument binding upon Guarantor and do not result in a violation of any law, regulation, court decree or order applicable to Guarantor; (E) Guarantor has not and will not, without the prior written consent of Lender, sell, lease, assign, encumber, hypothecate, transfer, or otherwise dispose of all or substantially all of Guarantor's assets, or any interest therein; (F) upon Lender's request, Guarantor will provide to Lender financial and credit information in form acceptable to Lender, and all such financial information which currently has been, and all future financial information which will be provided to Lender is and will be true and correct in all material respects and fairly present Guarantor's financial condition as of the dates the financial information is provided; (G) no material adverse change has occurred in Guarantor's financial

condition since the date of the most recent financial statements provided to Lender and no event has occurred which may materially adversely affect Guarantor's financial condition; (H) no litigation, claim, investigation, administrative proceeding or similar action (including those for unpaid taxes) against Guarantor is pending or threatened; (I) Lender has made no representation to Guarantor as to the creditworthiness of Borrower; and (J) Guarantor has established adequate means of obtaining from Borrower on a continuing basis information regarding Borrower's financial condition. Guarantor agrees to keep adequately informed from such means of any facts, events, or circumstances which might in any way affect Guarantor's risks under this Guaranty, and Guarantor further agree that Lender shall have no obligation to disclose to Guarantor any information or documents acquired by Lender in the course of its relationship with Borrower.

GUARANTOR'S WAIVERS. Except as prohibited by applicable law, Guarantor waives any right to require Lender (A) to continue lending money or to extend other credit to Borrower; (B) to make any presentment, protest, demand, or notice of any kind, including notice of any nonpayment of the Indebtedness or of any nonpayment related to any collateral, or notice of any action or nonaction on the part of Borrower, Lender, any surety, endorser, or other guarantor in connection with the Indebtedness or in connection with the creation of new or additional loans or obligations; (C) to resort for payment or to proceed directly or at once against any person, including Borrower or any other guarantors; (D) to proceed directly against or exhaust any collateral held by Lender from Borrower, any other guarantor, or any other person; (E) to give notice of the terms, time, and place of any public or private sale of personal property security held by Lender from Borrower or to comply with any other applicable provisions of the Uniform Commercial Code; (F) to pursue any other remedy within Lender's power; or (G) to commit any act or omission of any kind, or at any time, with respect to any matter whatsoever.

Guarantor also waives any and all rights or defenses based on suretyship or impairment of collateral including, but not limited to, any rights or defenses arising by reason of (A) any "one action" or "anti-deficiency" law or any other law which may prevent Lender from bringing any action, including a claim for deficiency, against Guarantor, before or after Lender's commencement or completion of any foreclosure action, either judicially or by exercise of a power of sale; (B) any election of remedies by Lender which destroys or otherwise adversely affects Guarantor's subrogation rights or Guarantor's rights to proceed against Borrower for reimbursement, including without limitation, any loss of rights Guarantor may suffer by reason of any law limiting, qualifying, or discharging the Indebtedness; (C) any disability or other defense of Borrower, of any other guarantor, or of any other person, or by reason of the cessation of Borrower's liability from any cause whatsoever, other than payment in full in legal tender, of the Indebtedness; (D) any right to claim discharge of the Indebtedness on the basis of unjustified impairment of any collateral for the Indebtedness; (E) any statute of limitations, if at any time any action or suit brought by Lender against Guarantor is commenced, there is outstanding Indebtedness which is not barred by any applicable statute of limitations; or (F) any defenses given to guarantors at law or in equity other than actual payment and performance of the Indebtedness. If payment is made by Borrower, whether voluntarily or otherwise, or by any third party, on the Indebtedness and thereafter Lender is forced to remit the amount of that payment to Borrower's trustee in bankruptcy or to any similar person under any federal or state bankruptcy law or law for the relief of debtors, the Indebtedness shall be considered unpaid for the purpose of the enforcement of this Guaranty.

Guarantor further waives and agrees not to assert or claim at any time any deductions to the amount guaranteed under this Guaranty for any claim of setoff, counterclaim, counter demand, recoupment or similar right, whether such claim, demand or right may be asserted by the Borrower, the Guarantor, or both.

GUARANTOR'S UNDERSTANDING WITH RESPECT TO WAIVERS. Guarantor warrants and agrees that each of the waivers set forth above is made with Guarantor's full knowledge of its significance and consequences and that, under the circumstances, the waivers are reasonable and not contrary to public policy or law. If any such waiver is determined to be contrary to any applicable law or public policy, such waiver shall be effective only to the extent permitted by law or public policy.

SUBORDINATION OF BORROWER'S DEBTS TO GUARANTOR. Guarantor agrees that the Indebtedness, whether now existing or hereafter created, shall be superior to any claim that Guarantor may now have or hereafter acquire against Borrower, whether or not Borrower become insolvent. Guarantor hereby expressly subordinates any claim Guarantor may have against Borrower, upon any account whatsoever, to any claim that Lender may now or hereafter have against Borrower. In the event of insolvency and consequent liquidation of the assets of Borrower, through bankruptcy, by an assignment for the benefit of creditors, by voluntary liquidation, or otherwise, the assets of Borrower applicable to the payment of the claims of both Lender and Guarantor shall be paid to Lender and shall

be first applied by Lender to the Indebtedness. Guarantor does hereby assign to Lender all claims which they may have or acquire against Borrower or against any assignee or trustee in bankruptcy of Borrower; provided however, that such assignment shall be effective only for the purpose of assuring to Lender full payment in legal tender of the Indebtedness. If Lender so requests, any notes or credit agreements now or hereafter evidencing any debts or obligations of Borrower to Guarantor shall be marked with a legend that the same are subject to this Guaranty and shall be delivered to Lender. Guarantor agrees and Lender is hereby authorized, in the name of Guarantor, from time to time to file financing statements and continuation statements and to execute documents and to take such other actions as Lender deems necessary or appropriate to perfect, preserve and enforce its rights under this Guaranty.

MISCELLANEOUS PROVISIONS. The following miscellaneous provisions are a part of this Guaranty:

Amendments. This Guaranty, together with any Related Documents, constitutes the entire understanding and agreement of the parties as to the matters set forth in this Guaranty. No alteration of or amendment to this Guaranty shall be effective unless given in writing and signed by the party or parties sought to be charged or bound by the alteration or amendment.

Attorneys' Fees; Expenses. Guarantor agrees to pay upon demand all of Lender's costs and expenses, including Lender's reasonable attorneys' fees and Lender's legal expenses, incurred in connection with the enforcement of this Guaranty. Lender may hire or pay someone else to help enforce this Guaranty, and Guarantor shall pay the costs and expenses of such enforcement. Costs and expenses include Lender's reasonable attorneys' fees and legal expenses whether or not there is a lawsuit, including reasonable attorneys' fees and legal expenses for bankruptcy proceedings (including efforts to modify or vacate any automatic stay or injunction), appeals, and any anticipated post-judgment collection services. Guarantor also shall pay all court costs and such additional fees as may be directed by the court.

Caption Headings. Caption headings in this Guaranty are for convenience purposes only and are not to be used to interpret or define the provisions of this Guaranty.

Governing Law. This Guaranty will be governed by federal law applicable to Lender and, to the extent not preempted by federal law, the laws of the State of North Dakota without regard to its conflicts of law provisions.

Choice of Venue. If there is a lawsuit, Guarantor agrees upon Lender's request to submit to the jurisdiction of the courts of the State of North Dakota, in Ward County.

Integration. Guarantor further agrees that Guarantor has read and fully understands the terms of this Guaranty; Guarantor has had the opportunity to be advised by Guarantor's attorney with respect to this Guaranty; the Guaranty fully reflects Guarantor's intentions and parol evidence is not required to interpret the terms of this Guaranty. Guarantor hereby indemnifies and holds Lender harmless from all losses, claims, damages, and costs (including Lender's attorneys' fees) suffered or incurred by Lender as a result of any breach by Guarantor of the warranties, representations and agreements of this paragraph.

Interpretation. In all cases where there is more than one Borrower or Guarantor, then all words used in this Guaranty in the singular shall be deemed to have been used in the plural where the context and construction so require; and where there is more than one Borrower named in this Guaranty or when this Guaranty is executed by more than one Guarantor, the words "Borrower" and "Guarantor" respectively shall mean all and any one or more of them. The words "Guarantor," "Borrower," and "Lender" include the heirs, successors, assigns, and transferees of each of them. If a court finds that any provision of this Guaranty is not valid or should not be enforced, that fact by itself will not mean that the rest of this Guaranty will not be valid or enforced. Therefore, a court will enforce the rest of the provisions of this Guaranty even if a provision of this Guaranty may be found to be invalid or unenforceable. If any one or more of Borrower or Guarantor are corporations, partnerships, limited liability companies, or similar entities, it is not necessary for Lender to inquire into the powers of Borrower or Guarantor or of the officers, directors, partners, managers, or other agents acting or purporting to act on their behalf, and any indebtedness made or created in reliance upon the professed exercise of such powers shall be guaranteed under this Guaranty.

Notices. Any notice required to be given under this Guaranty shall be given in writing, and, except for revocation notices by Guarantor, shall be effective when actually delivered, when actually received by telefacsimile (unless otherwise required by law), when deposited with a nationally recognized overnight courier, or, if mailed, when deposited in the United States mail, as first class, certified or registered mail postage prepaid, directed to the addresses shown near the beginning of this Guaranty. All revocation notices by Guarantor shall be in writing and shall be effective upon delivery to Lender as provided in the section of this Guaranty entitled "DURATION OF GUARANTY." Any party may change its address for notices under this Guaranty by giving formal written notice to the other parties, specifying that the purpose of the notice is to change the party's address. For notice purposes, Guarantor agrees to keep Lender informed at all times of Guarantor's current address. Unless otherwise provided by applicable law, if there is more than one Guarantor, any notice given by Lender to any Guarantor is deemed to be notice given to all Guarantors.

No Waiver by Lender. Lender shall not be deemed to have waived any rights under this Guaranty unless such waiver is given in writing and signed by Lender. No delay or omission on the part of Lender in exercising any right shall operate as a waiver of such right or any other right. A waiver by Lender of a provision of this Guaranty shall not prejudice or constitute a waiver of Lender's right otherwise to demand strict compliance with that provision or any other provision of this Guaranty. No prior waiver by Lender, nor any course of dealing between Lender and Guarantor, shall constitute a waiver of any of Lender's rights or of any of Guarantor's obligations as to any future transactions. Whenever the consent of Lender is required under this Guaranty, the granting of such consent by Lender in any instance shall not constitute continuing consent to subsequent instances where such consent is required and in all cases such consent may be granted or withheld in the sole discretion of Lender.

Successors and Assigns. Subject to any limitations stated in this Guaranty on transfer of Guarantor's interest, this Guaranty shall be binding upon and inure to the benefit of the parties, their successors as assigns.

DEFINITIONS. The following capitalized words and terms shall have the following meanings when used in this Guaranty. Unless specifically stated to the contrary, all references to dollar amounts shall mean amounts in lawful money of the United States of America. Words and terms used in the singular shall include the plural, and the plural shall include the singular, as the context may require. Words and terms not otherwise defined in this Guaranty shall have the meanings attributed to such terms in the Uniform Commercial Code:

Borrower. The word "Borrower" means TBD and includes all co-signers and co-makers signing the Note and all their successors and assigns.

Guarantor. The word "Guarantor" means everyone signing this Guaranty, including without limitation TBD, and in each case, any signer's successors and assigns.

Guaranty. The word "Guaranty" means this guaranty from Guarantor to Lender.

Indebtedness. The word "Indebtedness" means Borrower's indebtedness to Lender as more particularly described in this Guaranty.

Lender. The word "Lender" means City of Minot its successors and assigns.

Related Documents. The words "Related Documents" mean all promissory notes, development agreements, credit agreements, loan agreements, environmental agreements, guaranties, security agreements, mortgages, deeds of trust, security deeds, collateral mortgages, and all other instruments, agreements and documents, whether now or hereafter existing, executed in connection with the Indebtedness.

EACH UNDERSIGNED GUARANTOR ACKNOWLEDGES HAVING READ ALL THE PROVISIONS OF THIS GUARANTY AND AGREE TO ITS TERMS. IN ADDITION, EACH GUARANTOR UNDERSTANDS THAT THIS GUARANTY IS EFFECTIVE UPON GUARANTOR'S EXECUTION AND DELIVERY OF THIS GUARANTY TO LENDER AND THAT THE GUARANTY WILL CONTINUE UNTIL TERMINATED IN THE MANNER SET FORTH IN THE SECTION TITLED "DURATION OF GUARANTY". NO FORMAL ACCEPTANCE BY LENDER IS NECESSARY TO MAKE THIS GUARANTY EFFECTIVE. THIS GUARANTY IS DATED AS OF (TBD).

GUARANTOR:

Justin Ronyak (President)

Lars Wikstrom (Vice-President)

State of _____

County of _____

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

Notary Public

EXHIBIT C: APPLICATION AND DESIGN DRAWINGS

(Please Attach here)

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2026 ANNUAL BUDGET TO INCREASE THE
SALES TAX ECONOMIC DEVELOPMENT EXPENDITURES FOR A FAÇADE
IMPROVEMENT APPLICATION (FI-20) AND APPROVE THE USE OF
EARMARKED SALES TAX ECONOMIC DEVELOPMENT CASH RESERVES.**

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

- §1: An ordinance amending the 2026 annual budget to increase the Sales Tax Economic Development expenditures for a façade improvement application (FI-20):

25172000-48100	2024720004	\$113,750
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- §2: This ordinance shall be in effect from and after its passage and approval.

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

Mark Jantzer, Mayor

Mikayla McWilliams, City Clerk