



Regular City Council Meeting
Monday, July 20, 2026, at 5:30 PM

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

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

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. MAYOR'S REPORT

4. REPORTS

4.1. CITY MANAGER'S REPORT

MACEDC REPORT TO CITY COUNCIL

5. PLANNING COMMISSION

5.1. CONSIDER THE REPORT OF THE PLANNING COMMISSION

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

RECOMMENDED ACTION

It is recommended City Council approve the minutes of the July 6, 2026, Regular City Council meeting.

6.2. ORDINANCES

RECOMMENDED ACTION

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

- 1. Ordinance No. 6219 - 2026 BA - Fire Department - FY2025 State Homeland Security Grant Program**
- 2. Ordinance No. 6220 - 2026 BA - NDIRF Water Distribution 7 Sewage Pumping General Liability Insurance**
- 3. Ordinance No. 6221 - 2026 BA - Police Department - FY 2025 USDOJ Bulletproof Vest Grant**
- 4. Ordinance No. 6222 - 2026 BA - Water Plant IT - Lead and Copper**

Compliance

6.3. ADMINISTRATIVE APPROVALS

RECOMMENDED ACTION

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

- 1. Minot Indoor Rodeo to conduct a raffle on September 25-26, 2026, at the Minot Auditorium (420 3rd Ave SW).**
- 2. Souris Valley United Way to conduct a raffle on July 16, 2026, at Beowulf Golf Course (1912 Valley Bluffs Dr).**
- 3. Magic City Figure Skating Club to conduct a calendar raffle from August 7th-18th, 2026, at the Maysa Arena (2501 Burdick Exwy W).**
- 4. Special Event Permit for the Spot (6 2nd St NE).**
- 5. Two Special Event Permits for the Ranger Lounge (1218 S Broadway).**
- 6. Special Event Permit for JL Beers (2001 22nd Ave SW).**
- 7. Four Special Event Permits for the Blue Rider (118 1st Ave SE).**
- 8. Two Special Event Permits for Arny's 2.0 (12 3rd St SE).**
- 9. Two Special Event Permits for Pointe of View Winery (8411 19th Ave NW, Burlington).**

6.4. PERMISSION TO APPLY FOR THE INSPIRITUS GRANT

RECOMMENDED ACTION

It is recommended City Council approve permission to the Fire Department to apply for the Inspiritus Grant.

6.5. CASE #2026-57 - ARBOR 6TH ADDITION - MINOR PLAT

RECOMMENDED ACTION

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

6.6. CASE #2026-60 - BEL AIR 26TH ADDITION - MINOR PLAT

RECOMMENDED ACTION

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

7. ACTION ITEMS

7.1. SEWER AND STORM SEWER PRIVATE LINE NETWORK

RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign the agreements to transition the city's SCADA network to SRT Communications.

- 7.2. REQUEST TO AMEND THE INTERNATIONAL BUILDING CODE (IBC), SECTION 202 (DEFINITION - HIGH-RISE BUILDING) AND INTERNATIONAL FIRE CODE (IFC), CHAPTER 2 (DEFINITION - HIGH-RISE BUILDING)

RECOMMENDED ACTION

Staff recommends City Council deny the request/amendment as it would jeopardize the safety of hospital personnel, patients, and visitors that will occupy the sixth floor of the hospital and the first responders that would be tasked with responding to an emergency, along with anyone occupying or responding to an emergency in all high-rise buildings throughout the City of Minot.

- 7.3. EXTEND DURATION OF CITY/COUNCIL LIBRARY COMMITTEE

RECOMMENDED ACTION

It is recommended City Council pass a resolution to extend the deadline of the City/County Library Committee to the end of 2028 to match the action taken by Ward County Commission.

- 7.4. BUDGET AMENDMENT - MONITORS FOR DISPATCH

RECOMMENDED ACTION

It is recommended City Council approve a budget amendment in the amount of \$9,099.95 to purchase 5 monitors for the dispatch center on first reading and allow the purchase of the monitors prior to first reading.

- 7.5. ALCOHOLIC BEVERAGE LICENSE

RECOMMENDED ACTION

It is recommended City Council approve the following alcohol licenses:

- Farmers Union Oil of Minot dba Enerbase Cooperative Resources (205 20th Ave SE) for a Retail Beer license from July 20, 2026, to December 31, 2026.**

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

9.1. BUDGET Q & A

10. LIAISON REPORTS

11. ADJOURNMENT

TO: Mayor, Mark Jantzer
Members of the City Council

FROM: Tom Joyce, City Manager

DATE: July 20, 2026

City Manager, Tom Joyce

The highlight of the last two weeks was the Employee Appreciation Week, 6-10 July. The Employee Recognition superbly planned and executed a week full of celebrating our team with snacks and sweets, topped off by a great Employee Appreciation Day and Recognition Ceremony where I was honored to recognize quarterly award winners and many employees with length of service 5-year anniversaries. I was also honored to participate in a Police Department swearing in, promotion ceremony and retirement ceremony. I met with Kyle Wanner of the North Dakota Aeronautics Commission to review upcoming airport requirements, the President of the Library Board, and the Minot AFB Mission Support Group Commander and civilian deputy. I visited the current site where we are providing animal pound services, met with the Police Chief and his team on the proposed 2027 budget, and visited alternative sites for future operations. I had a one-on-one with an Alderman (and follow on meetings with staff), and other 1v1s with the Mayor and many direct reports. I also met with city staff at our bi-monthly Department Head meeting, a final budget meeting, and met with city staff to review SRJB projects and coordinate with MACEDC on future projects.

**Public Works Operations
Director, Bryan Banfill**

PUBLIC WORKS ADMINISTRATION:

The Public Works Operations team is actively engaged in a variety of projects aimed at improving efficiency and supporting community needs. In alignment with the City Manager's direction, staff have finalized the Council Tour Budget Presentation, outlining significant reductions and additional cuts beyond the minus 3 budget exercise. Fee adjustments for Cemetery services have been identified, with efforts to reduce General Fund reliance for both the Cemetery – Enterprise fund and Transportation – Special Revenue Fund. The department continues to enhance operational effectiveness while ensuring fiscal responsibility.

Alongside budget and operational work, Public Works is coordinating with local partners on initiatives such as the Veteran's Memorial Walkway and the native prairie grass project at the Old Ramstad school, in collaboration with Minot State University and Minot Public Schools. The mosquito surveillance program is also underway, with first-week counts reported and ongoing monitoring to ensure public health and safety.

ROSEHILL CEMETERY:

In June, Cemetery staff, which include our 4 seasonal employees, have worked diligently on completing over 20 work orders. These work orders are comprised of concerns and issues

brought to our attention by lot owners and community members, such as raising and resetting headstones and making minor repairs to vases when possible. The Rosehill team has also completed full repairs of both water lines that provide irrigation to over 18 sections. Key projects are being identified that will continue to improve the overall image and functionality of the cemetery, which include trimming of the large cedar and pine trees around the columbarium site and addressing our prairie dog issue. At this time, 96 percent of burial plots are sold, leaving 1,944 plots available for future sales. During June, the Cemetery generated \$4900 in revenue from burials and \$8500 from plot sales (3 traditional burials and 5 cremation burials).

PROPERTY MAINTENANCE DEPARTMENT:

In June, Property Maintenance completed 207 work orders: 68 for preventative maintenance (PM) and 139 for non-PM tasks. This is in line with previous months and year efforts. PM tasks included filter checks, equipment cleaning, and HVAC service requests. The team handled plumbing repairs and addressed repairs for the Fire & Police Departments. The team is currently managing 11 flood buyout properties with a few more coming online in the near future. The temporary animal shelter effort is driving additional tasks specific to standing up visual barriers to try to quiet down the animals. We have also gained some ground at the Municipal Court by setting up additional gates for the safety of the Judge and other employees. Additionally, the team is working to streamline the custodial staff and bring them to day shifts and alternate them Quarterly. Due to temperature increases, staff is working to maintain cooling systems in preparation for summer operations. Lastly, the crew has taken possession of some artwork from Norsk Hostfest and are being to discussion options for where to hang the paintings.

STREET & STORM SEWER MAINTENANCE DEPARTMENTS:

The sweeping schedule is on track and set to be completed a week early (June 25th NE Quadrant). At that point, the sweeping will continue at an increased rate of coverage though the city. The Patch crew has continued working on paving water break holes and finished working on frost boil pavement areas. Our alley crew has been maintaining gravel roads and alleys as well. The recent rain has slowed some progress with both of these crews as well as the grass crew. Potholing continues and shifts to catch basin maintenance when it has rained. Our grass crew has received 142 grass complaints. Over 60 complaints are open and 42 are awaiting reinspection. They have mowed through all of the city owned lots at least once. Storm Sewer is currently working in the Northeast with the Vactor truck. They have contractors working to repair 6 catch basins in Eastwood Park. Crew members are also helping with prepping our slide-in sanders for summer storage.

TRANSIT DEPARTMENT:

Transit ridership overall has seen a slight decrease over the first five months of 2026. Student ridership accounted for all of that decrease with general/adult ridership increasing by 6% and our senior/disabled rides increasing by 5%. The Transit Development Plan is in its final stages and is scheduled to be presented to the MPO and City Council in July. The refurbished bus project is continuing with a slight delay in parts procurement. The pre-delivery inspection is now scheduled for mid-August with an expected delivery date later that month.

FLEET DEPARTMENT (CT SHOP):

During June, the maintenance team managed 84 work orders, with 51% attributed to unscheduled repairs—consistent with trends observed in previous months and years. This underscores the ongoing need for replacement vehicles and funding to support an aging fleet. Over the past month, the team successfully completed 55% of unscheduled work orders within 24 hours, and 64% within 72 hours. The team is starting to work on servicing generators for the annual round of yearly inspections & maintenance.

Engineering Department City Engineer, Lance Meyer

Current Projects

- Staff is working on the parking ramp wayfinding signage.
- Storm Sewer District 124 design is complete. Council recently rejected the land purchase for the regional detention pond which was the key design piece for the project. Staff is working with the consulting engineer to determine if options exist and will report back to council soon.
- The 16th Street Interchange Improvement project design is complete. This project has been delayed a year due to NDDOT funding and now will take place in the 2027 construction season. A \$1.5 million Flex Grant from NDDOT was awarded to the project to help lower the overall local share.
- 3rd Street and Central Avenue Reconstruction project is in final design with final plans due at the end of July.
- The 16th Street Reconstruction Phase 2 environmental clearance work has started.
- The 3rd Street Bridge Replacement project environmental clearance contract has been signed, and work will begin on the project.
- Storm Sewer District 125 RFQ for consulting engineers is in the selection process.
- Eastwood Park Bridge RFQ for consulting engineers is in the selection process.

2025 Capital Projects

- SSD 121 – Puppy Dog Coulee storm sewer project – Wagner Construction
The final sections of concrete box culvert were set on June 20th. The southbound lanes of 16th St have been paved, and head-to-head vehicle traffic has moved to the west side of 16th St SW. Utility work continues on 24th Ave SW. 16th St and 24th Ave street sections will be rebuilt over the next few weeks.
- South Broadway Box Culvert
The NDDOT box culvert project under Broadway near the US 2 interchange was recently completed. Following completion some roadway settlement occurred, forcing a lane closure to investigate. The NDDOT and their contractor are currently working on repairs.

2025/2026 Maintenance Projects

- All 2025 projects, except for Street Improvement 4866.4 – East Burdick Frontage Road, have made final payment.
- All 2026 roadway maintenance projects are under construction.
 - Concrete work is wrapping up on 11th Ave on both sides of N Broadway, 21st Ave NW, and Glacial Drive area. Paving will follow.

- South Broadway mill and overlay continues. Following the completion, the contractor will move to mill and overlay the frontage road near Schatz Truckstop.
- Street seal project is anticipated to begin 7/13
- Material has arrived for the 2026 Street Light Improvement with replacements focusing on the Glacial Point and the Stonebridge Farms additions.
- 2026 Signal Improvement is awaiting material, this project will likely start after the ND State Fair.
- The NDDOT is leading the 2026 HISP Signal Improvement the NDDOT Corridor Streetlight Improvement projects, both are currently in the contract/shop drawing stage. Both of these projects are anticipated to be active in the summer.

Additional Information – GIS Maps

- [Traffic Impact App | Minot GeoHub](#)
- [2026 Construction Project Map](#)

Public Works Utilities Director, Jason Sorenson

Public Works Admin:

The Utilities Director attended the weekly design and construction meetings for the various phases of flood control and NAWS that are under design and construction.

- MI-6 and MI-7 continue to make progress.
- MI-8/9 is progressing toward 90% design and continues to analyze final alternatives.
- MI-4 is progressing toward 90% design to be submitted by July of 2026.
- NAWS Biota is still delayed due to faulty filter underdrains. The contractor has remobilized to begin the replacement. Their latest schedule shows this work completed in June of 2026, followed by filter media installation and start up. Water anticipated flowing to Minot later in 2026
- All annual water main and sewer rehab projects have been bid and awarded.
- 36” trunk sewer line that runs across the NDSF parking lot will be bypassed and lined later this summer after the Airstream show has concluded
- The Service Line ID project has kicked off in NE Minot. Crews are averaging 15-20 IDs per day

Water Treatment Department:

JUNE 2026	
Water	
Raw Water Influent (gal)	275,389,000
Recycle Water (gal)	9,634,000
Facility Water (gal)	10,943,000

Total Water Treated (gal)	295,966,000
Distributed from City (gal)	103,601,000
Distributed from NAWS (gal)	166,529,000
Pumped Total (gal)	270,130,000

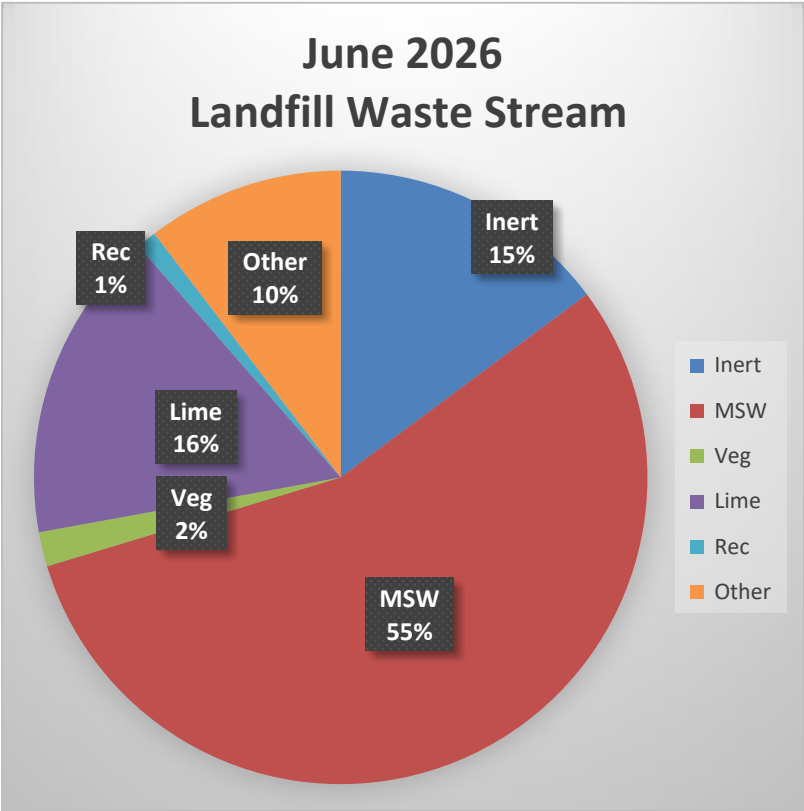
Water & Sewer Department:

Operators responded to 344 service calls. Seven calls for service were after hours.

Landfill/Sanitation/Recycling:

June gate collections were \$435,824.97 compared to \$421,922.67 in 2025.

Residential garbage collection crews hauled 1,135.85 tons of garbage and recycling to the landfill.





**MINOT AREA
CHAMBER EDC**



CITY OF MINOT CONTRACT REPORT

JANUARY 1 - JUNE 30, 2026

July 10, 2026

Mayor Mark Jantzer
City of Minot
10 3rd Avenue Southwest
Minot, North Dakota 58701

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

Dear Mayor Jantzer:

Thank you for the opportunity to present at the July 20 City Council meeting to share what the Minot Area Chamber EDC (MACEDC) accomplished so far in 2026 and how it has performed according to the contractual obligations set forth in Exhibit 1 of the Professional Services Agreement. According to Section 3 of the Services Agreement between the City of Minot and the Minot Area Chamber EDC, a written report must be provided to the City biannually. This correspondence serves to ensure a comprehensive overview of January 1 through June 30, 2026. The obligations stated in Exhibit 1 of the Services Agreement are bold in the sections that follow, along with the corresponding actions of MACEDC.

1.a. MACEDC shall execute its comprehensive Strategic Plan which includes pillars for Economic Development, Workforce Development, and Military Support.

The full MACEDC mission, vision, values, and five-year strategic plan can be found on Attachment A.

The fourteen-member volunteer MACEDC Board of Directors and MACEDC team who work to deploy the pillars are listed on Attachment B.

ECONOMIC DEVELOPMENT

FUNDING SOURCES

City of Minot, Ward County, Logistics Park of North Dakota (LPND) development, intermodal operator lease, privately raised funds, sponsors, and program fees for Start Up Minot Academy powered by CO.STARTERS

SUMMARY

As the lead organization in the Minot area for economic development, MACEDC focuses on a number of macroeconomic elements that have been and will continue to be multi-year priorities for growing the local and regional economy. These include improving the ability of producers and shippers to access national and international markets for North Dakota (ND) products. This logistics

effort centers on the viability and the growth of the Minot Intermodal Facility and the LPND. With nearly 1,000 acres of combined land, these two economic engines in east Minot are unique to the region and state and allow the Minot area to be of service in delivering products out of our region (by rail) and attracting growing or new businesses to our region for value-added ag, value-added energy, distribution, manufacturing, data centers or other similar industries. LPND Committee members are listed in Attachment C.

MACEDC is also leading efforts focused on major natural gas solutions. The staff and board continue to work with business developers, as well as regional and state leaders to secure anchor businesses to the area that will use large amounts of natural gas. This will allow for more North Dakota natural gas to be used by industries in North Dakota, increasing the Bakken's ability to remain stable long-term. As an economic engine, the oil and gas industry continues to provide nearly 50 percent of the state's revenue for legislatively budgeted initiatives, such as public K-12 education, higher education, transportation, health and human services, etc. MACEDC has seen an increase in demand for natural gas for development projects and is also working solutions tied to large energy production for our area.

Aside from the "big picture" development efforts, MACEDC's economic development initiatives also include daily efforts to grow the economy both internally and through external attraction. This includes training entrepreneurs through Start Up Minot, continuing the best practices-effort of Business Retention and Expansion (BR&E) visits, attracting new primary sector businesses to the region, building relationships with regional and national site selectors, and nurturing partner relationships with a long list of regional, state and federal entities. Some of these efforts and others are quantified in the key achievements listed.

STRATEGIC PLAN ECONOMIC DEVELOPMENT GOALS

The goals of the economic development pillar are to advance continued operations of the intermodal ramp, attract new business investment in the Logistics Park of North Dakota (LPND), and lead primary sector development in the Minot area.

ECONOMIC DEVELOPMENT KEY ACHIEVEMENTS THROUGH JUNE 2026:

- Hit targets of the Business Incentive Agreement
 - Anticipate passing the fourth-year audit of the City of Minot Business Incentive Agreement for the Minot Intermodal Facility (scheduled by a City consultant to occur later this year, later than has been done in previous years)
- Two new business investments in the LPND by December 31, 2027
 - In close, regular contact with North American Iron, as this project announced plans to build a first-of-its-kind pig iron manufacturing facility in eastern Minot
 - Holding on-going meetings with multiple, industry-adjacent or large electrical load required companies to locate near North American Iron's facility
- Number of site selectors contacted per year
 - Formed three new relationships with Upper Midwest and/or national site selection companies in early 2026

ECONOMIC DEVELOPMENT KEY ACHIEVEMENTS THROUGH JUNE 2026 (CONTINUED):

- Number of potential primary sector business contacts engaged per year
 - Provided on-site tours of the Minot Intermodal Facility, LPND property or other industrial properties to four primary sector out-of-state businesses or developers
 - Interviewed, under the BR&E program, 21 primary sector or large employer businesses so far in 2026
- The intermodal ramp is operational with demonstrable growth from January 1, 2023 through December 31, 2027
 - 2022 statistics; 12 trains, 2,833 containers
 - 2023 statistics; 22 trains, 4,484 containers
 - 2024 statistics; 34 trains, 7,133 containers
 - 2025 statistics; 48 trains, 10,221 containers
- Fostering continued relationships with key intermodal partners, including The Northwest Seaport Alliance (ports of Seattle and Tacoma), BNSF Railway and North Dakota Trade Office (NDTO). Attended the NDTO Global Business Connections Conference in Fargo and met with key partners and stakeholders associated with international trade opportunities. Additional data points from the Minot Intermodal Facility in 2025 include:
 - 10,221 containers shipped (primarily 40-foot containers)
 - Currently shipping five to six trains a month
 - 25+ employees on site
- Holding monthly meetings with Rail Modal Group (RMG), lease operator at the Minot Intermodal Facility
- Assist in the submission of a Consolidated Rail Infrastructure and Safety Improvements (CRISI) grant application under the City of Minot for approx. \$10 million in improvements at the Minot Intermodal Facility; \$5 million from the Federal Railroad Administration and a \$5 million match from RMG
- Represented Minot and North Dakota in event hosted by Ambassador of Japan to the United States focused on the continued importance of strong U.S.-Japan economic relationships
- Executed the very well attended MACEDC/Bakken API Chapter Energy Committee meeting in March featuring Jim Bougalis, CEO/Founder of North American Iron, with more than 120 people in attendance from local and regional businesses and the general public
- Continued exploration of viability of data center growth into the region, including a presentation on data centers from senior leadership with Applied Digital at the April MACEDC/Bakken API Chapter Energy Committee meeting
- Continued hosting monthly, area economic developer meetings with local and state partners

ECONOMIC DEVELOPMENT KEY ACHIEVEMENTS THROUGH JUNE 2026 (CONTINUED):

- Steering Committee participant in Central Dakota Metropolitan Planning Organization Transit Development Plan
- Trained 8 local business entrepreneurs during the spring, 10-week course, under the Start Up Minot Academy powered by CO.STARTERS effort
- Hosted 120 attendees during the first six months of 2026, for monthly, free Start Up Minot networking events
- In conjunction with City of Minot and Visit Minot, continued implementing a comprehensive regional data strategy through partnership with consultant TPMA, developing industrial site inventories, workforce analytics, competitor benchmarking, economic dashboards, and business intelligence tools that will strengthen future business recruitment
- Attended two dozen Development Review Team meetings, as led by the City of Minot
- Participating in Renaissance Zone Review Board as active member
- Participating in the Burdick Job Corps Community Relations Council and Workforce Council meetings
- Participating for the third year as a steering committee member for a pair of quality of life initiatives led by the ND Association of Rural Electric Cooperatives. The North Central Regional Grocery and Local Food Hub Initiative aim to reduce wholesale costs through joint purchasing and provide local producers with access to broader markets. The project has moved past the feasibility portion into a full-blown effort, thanks in large part to a \$12.6 million Bush Foundation grant in 2025. In early 2026 staff attended the Food Hub Conference in Spokane, WA to learn more about ways to grow this effort in the Minot area
- Support and technical assistance toward community development efforts that strengthened quality of life through housing projects, downtown redevelopment, education, childcare expansion, tourism development, transit planning, technology initiatives, and community infrastructure
- Leading a core group of community partners, working with the Center on Rural Innovation (CORI), to execute a regional technology assessment to determine strengths, weaknesses, opportunities and threats associated with our current tech sector and the potential for growth

WORKFORCE DEVELOPMENT

FUNDING SOURCES

City of Minot

SUMMARY

Workforce development is a key pillar for MACEDC. As many organizations around the country continue to come to grips with a shortfall in the number of employees available for open positions, MACEDC is committed to trying multiple avenues to assist in solving business/community workforce needs.

STRATEGIC PLAN WORKFORCE DEVELOPMENT GOAL

The goal of the workforce development pillar is to support workforce development solutions for the Minot area.

WORKFORCE DEVELOPMENT KEY ACHIEVEMENTS THROUGH JUNE 2026:

- Members of the MACEDC Workforce Committee pursued workforce initiatives in partnership with Minot State University and Dakota College at Bottineau; members of the MACEDC Workforce Committee are listed on Attachment D
- Continue to support the North Dakota Department of Commerce Find the Good Life initiative and track engagements
- Tracking system developed to monitor workforce proposals, opportunities and solutions during the 2023, 2025, and 2027 legislative sessions
 - MACEDC continues to actively follow proposals, opportunities and solutions tied to workforce by being an active participant in statewide efforts and leading local efforts to try new initiatives
- Continued participation in the City of Minot Committee on Childcare in Minot
 - The [digital](#) Child Care Resource Guide is available online
- Participated in and/or spoke to a variety of regional or statewide efforts/committees, including the following:
 - ND State University Industry and Workforce Ad-hoc Committee
 - Economic Development Association of ND
 - Greater ND Chamber Workforce Policy Committee
 - Dakota College at Bottineau Minot Programs Advisory Board
 - Workforce Academy Advisory Committee
 - ND Workforce Development Council
 - ND Center for Employee Ownership Board
 - Minot Area Career Expo sponsor and committee member
 - CDL (Commercial Driver's License) Advisory Committee at Minot Public Schools
 - RoleCall National Talent Attraction Summit

WORKFORCE DEVELOPMENT KEY ACHIEVEMENTS THROUGH JUNE 2026 (CONTINUED):

- Three MACEDC employees serve as Community Champions for the Minot region as part of the State of North Dakota's Find the Good Life relocation help desk
- Strengthened workforce partnerships with numerous educational institutions including Minot Public Schools, Minot State University, TrainND, Career and Technical Education leaders, Burdick Job Corps, and the North Dakota University System

MILITARY SUPPORT TASK FORCE 21

FUNDING SOURCES

City of Minot, State of North Dakota, privately raised funds, nuclear triad symposium sponsors (note: additional military support efforts are funded through member investor dues, sponsorships, donations, annual Prairie Warrior Auction)

SUMMARY

Minot isn't Minot without Minot Air Force Base. The Minot area recognizes this and works to support Minot Air Force Base from community-based programs and events designed to positively impact the quality of life for Airmen, officers and their families to major infrastructure projects. The work of civic leaders and numerous volunteers has resulted in big wins and continues to strive for a military-friendly community. Programs that help support Minot Air Force Base include Adopt an Airman and Honorary Commanders. The monthly Military Affairs Committee meetings bring together business leaders with Airmen for lunch and a program. The Right Start Committee shares Minot and North Dakota with Minot Air Force Base newcomers. Boots to Business provides entrepreneurial education to help airman transition out of the military into the community. All of these efforts are managed through our member investor programming.

Minot Air Force Base is the only dual-wing nuclear-capable base in the nation, hosting two legs of the nuclear triad. The 5th Bomb Wing operates 26 B-52 aircraft, and the 91st Missile Wing operates 150 Minuteman III intercontinental ballistic missile (ICBM) sites. Major modernization projects are underway for the bombers, missiles, and weapons system. Minot Air Force Base makes up over half the total state military economic impact.

The City of Minot funding supports Task Force 21 (TF21). TF21 members are strategically positioned to build and strengthen relationships at all levels with members serving as appointed civic leaders for The Department of the Air Force and Air Force Global Strike Command. TF21 is focused on advocacy, awareness/education, and preparing the community and state for major modernization projects including Sentinel.

TF21 learns about Air Force priorities, progress and challenges while fostering bonds and partnerships. The relationships built have allowed TF21 to directly engage key military leaders to lend their voice to significant events, such as the symposiums held in North Dakota and Washington, D.C. TF21 facilitates direct communication with leadership at all levels when advocating for Minot Air Force Base protecting missions, and educating leadership at all levels on the importance of nuclear deterrence.

You will find a list of the TF21 members and the strategic leadership positions TF21 members serve on in Attachment E.

ECONOMIC IMPACT OF MINOT AIR FORCE BASE

According to the latest Economic Impact Analysis Report by the 5th Bomb Wing Comptroller Squadron, Minot Air Force Base generated \$956,692,541 in economic impact during fiscal year 2025. The report also estimates total on-base employment at 6,957 jobs, making Minot Air Force Base the largest employer in Ward County.

STRATEGIC PLAN MILITARY SUPPORT GOAL

The goals of the military support pillar are to lead community military affairs and appreciation events and foster a community of support to make military personnel feel at home in Minot, to develop and execute strategic tactics to support the U.S. Air Force modernization projects that impact Minot Air Force Base and the two major Air Force units: the 5th Bomb Wing and the 91st Missile Wing, and support Task Force 21 and ensure resources to complete the mission of the group.

MILITARY SUPPORT TASK FORCE 21 KEY ACHIEVEMENTS THROUGH JUNE 2026:

- ND State Legislature funded the ND Department of Commerce Base Enhancement Grant at \$1,000,000 to support the communities of Fargo, Grand Forks, and Minot with an allocation of \$555,950 for MACEDC for the July 1, 2025 – June 30, 2027 biennium
- MACEDC President | CEO nominated and serving as a Department of War U.S. Air and Space Forces Civic Leader
 - In this capacity, MACEDC President | CEO participated in strategic engagement with Pacific Air Forces (PACAF) leadership from Hickam Air Force Base, HI, Yokota Air Base, Japan, and Andersen Air Base, Guam
- Sentinel Working Group continues work in preparation for the Sentinel modernization project, including a visit to Cheyenne, WY to engage in strategic meetings tied to the program
- Attended key leadership ceremonies and numerous Change of Command ceremonies
- Continued implementation of the Office of Local Defense Community Cooperation (OLDCC) Compatible Use Study, bringing together city, county, military, and community stakeholders to protect long-term mission viability while supporting compatible community growth
- Military Welcome Center at Minot International Airport officially opened during the reporting period, representing another major quality-of-life investment for military personnel and veterans
- Participated in numerous senior military leader engagements involving Department of War, U.S. Air and Space Force, Air Force Global Strike Command, 20th Air Force, 8th Air Force, Minot Air Force Base, North Dakota National Guard, U.S. Air and Space Force and Air Force Global Strike Command Civic Leaders, Congressional leaders, and state officials
- Led a delegation of state lawmakers to observe the test launch of an unarmed Minuteman III intercontinental ballistic missile and participate in mission briefs and meetings with military leadership at Vandenberg Space Force Base, CA
- Supported 50+ military-related meetings, events, ceremonies, conferences, and strategic engagements, and 15+ command changes, retirements, and leadership transition engagements

MILITARY SUPPORT TASK FORCE 21 KEY ACHIEVEMENTS THROUGH JUNE 2026 (CONTINUED):

- Attended multiple national defense conferences and symposiums, including Association of Defense Communities, Nuclear Deterrence Summit, Strategic Deterrence Coalition, Air Force Global Strike Command, Sentinel Working Group, and Air Force Civic Leader engagements
- Hosted a North Dakota Nuclear Triad Symposium with 183 guests in attendance, including national, state, and military leaders and community stakeholders, preceded by a legislative tour of Minot Air Force Base
- Participating in the ND Military Commission and continually working to make North Dakota the most military friendly state
- Partnering with the City of Minot for the Minot Air Force Base Compatible Use Study (CUS)
- Supported two key community leaders for the Air War College National Security Forum (invitation-only strategic engagement led by the Secretary of the Air Force)
- Supported the first successful North Dakota nomination for the Joint Civilian Orientation Conference in August

ADDITIONAL MILITARY SUPPORT KEY ACHIEVEMENTS THROUGH JUNE 2026:

- Inducted eight new Honorary Commanders into the program
- Gave six Right Start presentations to approximately 481 new airmen
- Hosted Minot State University military appreciation hockey game
- Continued to spotlight the Barksdale Trophy in the community at several key engagements (the award given to the Air Force Global Strike Command base community with the most outstanding support to its base and airmen)
- Supported the Month of the Military Child
- 10 new Adopt an Airman host applications generated
- Held Military Day at the Parks which served lunch for more than 1,600 people
- Continued support for National Guard events in Minot, including an informational event for the new Detachment 1 supporting B-52s and the Employer Support of the Guard and Reserve (ESGR) Bosslift
- Taught 2 Boots to Business classes, assisted in instructing approximately 50 soon-to-be-retired airmen on how to start their own business
- Raised over \$135,000 through the Prairie Warrior Auction with \$67,000 going to the Operation Homebound program to send airmen home

1.b. MACEDC shall conduct business retention and expansion interviews or surveys from the MACEDC primary sector and business list, with a target of 40 interviews per year.

MACEDC works to preserve and strengthen the Minot area's existing primary sector businesses through the Business Retention and Expansion (BR&E) Program. The BR&E Program enables MACEDC to actively engage with Minot area existing primary sector businesses to ensure stability and long-term success. According to the North Dakota Department of Commerce, there are four businesses in the Minot area that have asked for and received the Primary Sector certification. We are in regular contact with all of these companies, most through the BR&E interviews. MACEDC has long chosen to expand our list beyond just those with primary sector certification. With 21 completed interviews so far in 2026, and an additional 5-7 companies were outreach occurred, but an interview wasn't completed, MACEDC is on track to meet the goal identified. A biannual BR&E report can be found on Attachment F.

1.c. MACEDC shall market and promote the City for the purposes of the attraction of new primary sector businesses and employment opportunities consistent with the City's overall goal of a sustainable, diverse economic base and economy. MACEDC will further seek business retention and expansion of existing primary sector businesses in the Minot area.

MACEDC continues to market the City at a variety of levels, including, but not limited to, during discussions with developers in-person, at conferences, and with existing businesses encouraging them to grow their footprint or services. The Logistics Park of North Dakota (LPND) Committee promotes and markets intermodal service and development opportunities at the LPND to increase the value and economic growth of the City of Minot and the State of North Dakota. LPND Committee members are listed on Attachment C.

1.d. MACEDC shall provide needed support to the MAGIC Fund Screening Committee including receiving, reviewing and conforming all applications with a primary sector nexus for the MAGIC Fund with a recommendation of disposition to the MAGIC Fund Screening Committee; and regularly meet with the MAGIC Fund Screening Committee to assess the overall progress in use of the MAGIC Fund and the status of MAGIC Fund projects.

MACEDC has consistently received, reviewed, and conformed all MAGIC Fund applications with a primary sector nexus. MACEDC received two applications in this reporting period:

- Souris Basin Planning Council (SBPC) for \$250,000 to recapitalize the Revolving Loan Fund that is tied to matching the Bank of North Dakota Flex PACE Program
 - Approved by the MAGIC Fund Screening Committee in June 2026, under review by Minot City Council in July 2026
- Minot State University (MSU) for \$500,000 to support the workforce solution of adding Innovation Engineering as a new degree at MSU; funding would match the North Dakota Higher Education Challenge Grant and bring in \$250,000 in new state funds for the same program to go toward equipment and scholarships
 - Approved by the MAGIC Fund Screening Committee in June 2026, under review by Minot City Council in July 2026

1.e. MACEDC shall advise the City of Minot on the development of economic development policies and strategies for the City, specifically the MAGIC Fund General Policy Guidelines.

MACEDC continues to work closely with the City of Minot to discuss economic development policies and strategies, including the MAGIC Fund General Policy Guidelines.

- The MACEDC team communicates regularly with City staff and elected officials
- The MACEDC president | CEO has a monthly standing meeting with the City manager
- The MACEDC economic development specialist hosts a monthly economic developers meeting where community partners discuss economic strategies and current activities and events, city staff are in regular attendance at this meeting
- MACEDC staff regularly attend the City's Development Review Team (DRT) meetings
- The MACEDC economic development specialist sits on the Renaissance Zone Review Board

1.f. MACEDC shall provide access to and professional analysis of demographic-based workforce and consumer data as indicated in the Economy at a Glance.

MACEDC provides a monthly Economy at a Glance document by email to all member investors. The information can also be found on the MACEDC website under the News section. This service provides access to and professional analysis of this data.

MACEDC is a member of the Council for Community and Economic Research (C2ER). Through this organization, a MACEDC team member collects data each quarter for the cost-of-living analysis of the Minot area. This information is submitted to the C2ER which compiles nationwide data and puts together side-by-side comparisons. The Economy at a Glance includes a regional comparison every quarter. According to the 2026 first quarter cost of living report by the C2ER, Minot's cost of living is 9.6% under the national average (U.S. Average Composite Index = 100%), sitting at 90.4%.

1.g. MACEDC shall lead committees for workforce development which must include at least one (1) representative from the City of Minot.

The MACEDC Workforce Committee was established in 2023 and has met regularly since then. Multiple representatives from the City of Minot worked with MACEDC Workforce Committee members to pursue workforce initiatives in partnership with Minot State University and Dakota College at Bottineau, including City Manager Tom Joyce and City Finance Director David Lakefield. City of Minot Mayor Mark Jantzer is the official voting member on the MACEDC Board of Directors.

1.h. MACEDC shall manage and administer the Minot Area WayFinders workforce program.

The WayFinders program has been in place for just over three years. During the first six months of 2026, one newcomer was matched successfully with WayFinders. From its inception in 2023 to the end of 2025 there were 12 successful matches of newcomers to WayFinders.

1.i. MACEDC shall lead efforts to respond to primary sector RFPs, which shall include determining RFP eligibility, drafting RFP responses, obtaining and compiling necessary information from City staff and others, and recommending strategies to City staff.

MACEDC responds to all requests for proposal (RFPs) received from the North Dakota Department of Commerce, with consideration to the requirements and if a community or property in Ward County can meet them. The state did not have any viable RFPs in the first half of 2026 for us to respond to.

Along with responding to RFPs, staff actively look for ways to build relationships with nationally recognized site selectors in person to review the region's strengths and weaknesses, as well as to introduce them to the available industrial land in Minot and throughout the area. In the first half of 2026 we developed relationships with four new national or international site selection companies, including responding to a MACEDC-secured RFP from a company in Minnesota that is looking to expand.

1.j. MACEDC shall coordinate and provide touring services for prospective primary sector businesses visiting Minot, arranging transportation, local meeting space, presentations, and meetings with relevant City officials or staff.

MACEDC fulfilled this requirement, providing on-site tours of the Minot Intermodal Facility, LPND property and other industrial properties to four primary sector, out-of-state businesses in the first half of 2026. Many of these visits included meetings with City of Minot leadership or planning staff, utility partners, and statewide contacts.

1.k. MACEDC shall establish and maintain a voting position on the MACEDC board of directors for the Mayor or his or her designee.

MACEDC maintains a voting position on the MACEDC Board of Directors for the Mayor or his or her designee.

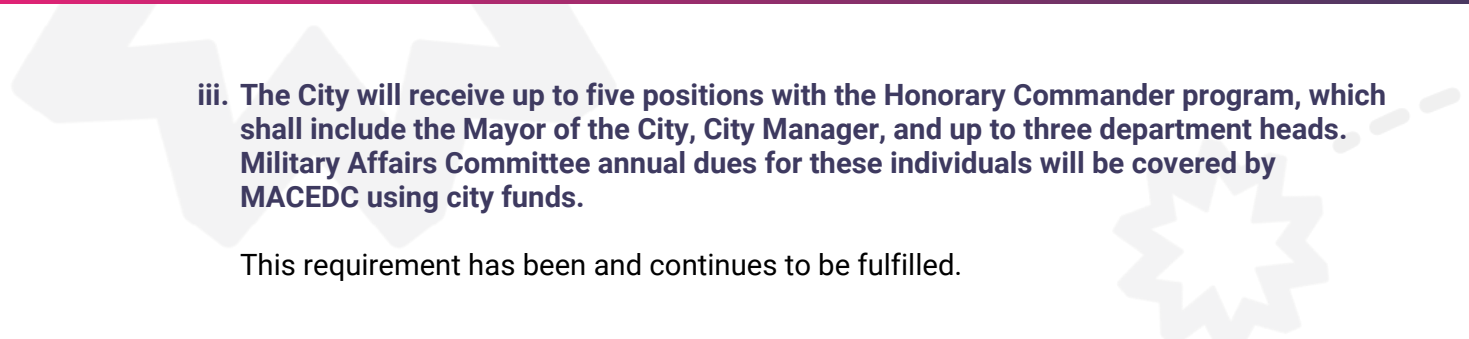
1.l. MACEDC's Task Force 21 will lead community base retention and enhancement efforts in support of Minot Air Force Base (MAFB). The Parties agree to the following regarding the base retention and enhancement services:

- i. The City will provide MACEDC with one hundred ten thousand dollars (\$100,000) dollars of city funds (hereinafter "city funds") to be used exclusively for MAFB base retention services with payment due by January 31, 2026. These funds are included, and not in addition to, the total allocation of six hundred sixty-nine thousand six hundred fifty dollars (\$669,650) to MACEDC for Services rendered under their Agreement with the City. Any city funds not spent allocated to base retention services rendered by December 1, 2026 must be returned to City.**

This requirement has been and continues to be fulfilled. See the information under Military Support in the first half of the report.

- ii. The Mayor of the City will be a member of Task Force 21 throughout his/her term in office.**

This requirement has been and continues to be fulfilled. See the information under Military Support in the first half of the report.

- 
- iii. The City will receive up to five positions with the Honorary Commander program, which shall include the Mayor of the City, City Manager, and up to three department heads. Military Affairs Committee annual dues for these individuals will be covered by MACEDC using city funds.

This requirement has been and continues to be fulfilled.

1.m. MACEDC shall provide information on childcare incentives for employers and entrepreneurs/businesses looking to begin or expand childcare services in Minot.

The Minot Area Chamber EDC (MACEDC) has developed a Child Care Resource Guide, available on its website, which provides valuable tools for navigating licensing, financial assistance, early childhood education programs, and more. MACEDC also actively promotes state resources and incentives through regular social media updates and its monthly Communicator newsletter.

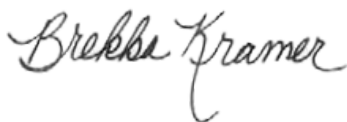
The MACEDC Workforce Committee also works in partnership with the City of Minot's Committee on Childcare in Minot.

From January through June 2026, MACEDC achieved notable progress in advancing strategic priorities aimed at strengthening the city's economic vitality, workforce infrastructure, and overall quality of life. Through collaboration with both public and private partners, MACEDC addressed critical community needs, including workforce development, childcare accessibility, and business retention and expansion.

The organization remains focused on fostering innovation, enhancing Minot's position as a competitive and desirable place to live and work, and aligning efforts with the City's long-term strategic goals. In the second half of the year, MACEDC will continue to build on this momentum, monitor outcomes, and pursue opportunities that contribute to sustainable growth and shared success.

The continued support and partnership of the City of Minot are recognized and valued as MACEDC works to deliver meaningful impacts in the months ahead.

Sincerely,



Brekka Kramer, Minot Area Chamber EDC President | CEO

ATTACHMENT A | 5-YEAR STRATEGIC PLAN & MISSION, VISION, & VALUES

BACKGROUND

The Minot Area Chamber Economic Development Corporation (MACEDC) is a nonprofit organization formed when the Minot Area Chamber of Commerce and the Minot Area Development Corporation merged into one organization on January 1, 2021.

MACEDC has small businesses, corporations, and home-based businesses as member investors. That makes us as a business community stronger when influence is needed to make things happen locally, statewide, or nationally, because together, nearly 700 member investors can make a difference. The organization exists to promote business, leadership, and growth for the Minot area while facilitating business attraction, expansion, retention, and advocacy to diversify and strengthen the Minot area. The goal of the new organization is to do more for the community than the two organizations could separately.

Economically, MACEDC strategically targets the primary sector and supports community development. A primary sector business brings new dollars into a community through the sale of its products and services outside the trade area. The primary sector is the principal driver of economic development and is the foundation of an economy. We also know Minot isn't Minot without Minot Air Force Base and MACEDC is focused on supporting military at all levels. A new focus has been placed on workforce development and MACEDC is here to accelerate the creation and implementation of workforce solutions to support our area's business community. All in a day's work. That's the feeling at MACEDC, as the staff is busy each day promoting its nearly 700 member investors while working to be the voice of business. That means plenty of involvement in committees, networking opportunities, and workshops. The experienced staff has the knowledge and expertise to help in promoting member investors and working on the issues that affect the business community.

PURPOSE

MACEDC developed this strategic plan to guide the deployment of resources toward certain pillars, goals, and tactics that will remain a focus for MACEDC from January 1, 2023, through December 31, 2027. This plan is also intended to help create awareness among the public and stakeholders.

While the strategic plan does not include every duty of the organization, it is comprehensive in bringing focus to areas that require significant dedication of time and resources within MACEDC.

EXECUTIVE SUMMARY

In developing this plan, MACEDC commissioned a third-party vendor, Odney, Inc. (Odney), to engage investors, members, employees, and public sector leaders with a survey to gather input for the development of pillars, goals, tactics, and metrics.

The primary objective of this phase of the process was to gather input regarding how MACEDC is doing and what priorities the organization should set over the next five years.

SURVEYS

A survey was commissioned by MACEDC, who designed the questionnaire collaboratively with Odney.

On July 11, 2022, a survey invitation was emailed to MACEDC board members, employees, committee chairs and partner organizations identified by MACEDC. The survey invitation included a link to the survey and requested participants complete the survey by July 15, 2022. Follow-up emails and phone calls were made by Odney and MACEDC to get as many respondents from the sample as possible. The survey link was closed on July 27, 2022.

BREAKDOWN OF RESPONDENTS

The most frequently identified objectives for MACEDC to focus on for the next three to five years were business expansion and retention, being the go-to organization for the business community, maintaining and expanding membership, growing/stabilizing revenue for the organization and overcoming the area's workforce challenges. A wide variety of goals related to these objectives were offered by respondents, ranging from restating the objective (an example being "increase/retain membership") to specific goals (example: "increase government investment by 25% over the next five years") to ideas on how to accomplish the objective (example: "hire a workforce development team member"). Stakeholders also provided activities, policies and tactics that would need to be implemented to achieve the goals they identified.

Respondents offered a myriad of suggestions for measurements to evaluate MACEDC's success in fulfilling its mission, realizing its vision and living its values. The most commonly named methods were membership numbers, population growth, number of new or expanded businesses and the involvement or engagement of members. Various economic metrics were also mentioned, as were surveys of different internal and external stakeholders.

MACEDC's board met on August 24, 2022, to review these survey results and to identify potential goals and tactics from the survey for the strategic plan. The board met again on October 12, 2022, where it then identified pillars around which to organize the strategic plan, along with several goals for each of the pillars.

MACEDC staff met on October 28, 2022, to review the board's work to-date, and to identify tactics, from both the survey and their own suggestions, that further the pillars and accomplish the goals set by the board.

From there, Odney developed a working draft for the board to review at a board meeting held November 9, 2022. The new President | CEO provided vision and direction for the final pillars, goals and measures. This along with the comments from the board were then incorporated into a final document which the board adopted and approved at December 21, 2022 board meeting.

MISSION STATEMENT

It is the mission of the Minot Area Chamber EDC to advocate for and invest in business activity by being a collaborative partner in the community, focused on improving quality of life for all.

VISION STATEMENT

To be the go-to organization for our business community to drive key initiatives that build and strengthen our economy.

VALUES STATEMENT

Advocacy: We serve as the champion and voice for business by representing the best interests of our member investors at local, regional, and national levels.

Catalyst: We are a catalyst and convener for regional economic development focused on business expansion, retention and recruitment.

Collaboration: We are stronger and better together. Partnership is the core of what we do, working together to strengthen our community.

Community: We focus on creating a diverse community in which people want to live, work, and play.

Leadership: We encourage community involvement and provide opportunities for engagement and leadership development.

Integrity: We are stewards of the community resources with which we have been entrusted.

A mission statement describes an organization's fundamental and unique purpose.

A vision statement describes what the organization hopes to achieve or where it is going.

A values statement defines an organization's beliefs and how people in the organization are expected to behave.

PILLARS, GOALS, AND TACTICS

PILLARS

Pillars are the foundational anchors for the strategic plan, around which goals and tactics are developed. Pillars represent the fixed and strategic areas of focus for the time period of the strategic plan. They broadly represent what an organization wants to achieve. Pillars are set at the board level.

GOALS

Goals are at the level of measurement and evaluation. They can either be accomplished or measured for progress.

Goals may or may not have specific tactics to carry them out. Goals may be amended, but usually infrequently, during the life of a strategic plan. Goals are set at the board level.

TACTICS

Tactics are specific ways or strategies for carrying out the goals. They help answer how a specific goal may be accomplished. They must remain adaptable and flexible, and subject to amendment on a frequent basis and as part of the frequent monitoring and adjustments made to carry out the strategic plan. Tactics are set at the staff level.

OVERARCHING PILLARS OF FOCUS

ECONOMIC DEVELOPMENT

COMMUNITY DEVELOPMENT

WORKFORCE DEVELOPMENT

MEMBER INVESTOR SERVICES

MILITARY SUPPORT

ECONOMIC DEVELOPMENT PILLAR

Goal: Advance continued operations of the intermodal ramp

Goal: Attract new business investment in the Logistics Park of North Dakota (LPND)

Goal: Lead primary sector development in the Minot area

Economic Development Measurements

MACEDC Measures

- Hit targets of the Business Incentive Agreement
- Two new business investments in the LPND by December 31, 2027
- Percentage of Business Retention and Expansion visits per year
- Number of site selectors contacted per year
- Number of potential primary sector business contacts engaged per year

Minot Area Measure

- The intermodal ramp is operational with demonstrable growth from January 1, 2023 through December 31, 2027.

COMMUNITY DEVELOPMENT PILLAR

Goal: Support quality-of-life initiatives

Goal: Support urban renewal initiatives

Community Development Measurements

MACEDC Measures

- Number of tactical engagements reported by MACEDC President | CEO to the board
- Defined role and tactics developed for urban development by December 31, 2027

Minot Area Measure

- MACEDC lead community satisfaction survey

WORKFORCE DEVELOPMENT PILLAR

Goal: Support workforce development solutions

Workforce Measurements

MACEDC Measures

- Committee or task force on workforce launched by December 31, 2023
- Develop a platform to support the Find the Good Life Initiative and track engagements by December 31, 2023
- Tracking system developed to monitor workforce proposals, opportunities and solutions during the 2023, 2025 and 2027 legislative sessions
- Number of tactical engagements reported by MACEDC President | CEO to the board

Minot Area Measure

- Minot area assessment of childcare needs established by December 31, 2023

MEMBER INVESTOR PILLAR

Goal: Provide value to member investors

Goal: Deliver entrepreneurial programming

Goal: Foster business growth

Member Investor Measurements

MACEDC Measures

- Increase in overall number of member investors
- Increase in number of member investors in the top three tiers
- Member investor engagements to include committee volunteers, programming and events
- Communication tracking

Minot Area Measure

- Economy at a Glance report

MILITARY SUPPORT PILLAR

Goal: Lead community military affairs and appreciation events and foster a community of support to make military personnel feel at home in Minot

Goal: Develop and execute strategic tactics to support the U.S. Air Force modernization projects that impact Minot Air Force Base and the two major Air Force units: the 5th Bomb Wing and the 91st Missile Wing

Goal: Support Task Force 21 and ensure resources to complete the mission of the group

Military Support Measurements

MACEDC Measures

- Number of leadership and military appreciation events
- Track engagements through Task Force 21 and maintain leadership positions for Minot on Governor Burgum Task Force for Military Issues in North Dakota (TFMIND), Air Force Global Strike Command Civic Leaders and key groups

Minot Area Measure

- Economic impact of MAFB



IMPLEMENTATION AND TIMELINE

Month of January 2023

- Hold first MACEDC team meeting
- Assign implementation and monitoring of goals and tactics to specific individuals or small teams with an appointed leader
- Determine frequency of reporting for each goal and tactic
- Set tentative dates for quarterly staff and subsequent board reviews of strategic plan goals and tactics from 1Q 2023 through 4Q 2027

Ongoing

- Daily
 - Keep goals a focus of daily operations
- Quarterly
 - Conduct review of strategic plan at MACEDC team meetings
 - Conduct evaluation against measurements at MACEDC meetings to determine what is working or not working
 - Modify tactics as warranted
 - Report to board
- Annually
 - Conduct surveys
 - Collect and compare metrics
 - Report to board
 - Modify goals as warranted

1st Quarter of 2027 through 4th Quarter of 2027

- Launch strategic review to redevelop strategic plan for another 5 years

ATTACHMENT B | BOARD OF DIRECTORS AND TEAM

Board of Directors

OFFICERS	ORGANIZATION
Jarid Lundeen <i>Chair</i>	Jett Management
Jason Zimmerman <i>Chair-Elect</i>	Minot Area Community Foundation
Ryan Ackerman <i>Past Chair</i>	Ackerman-Estvold
Missy Feist-Erickson <i>Treasurer</i>	Peoples State Bank of Velva
Brekka Kramer <i>President CEO & Corporate Secretary</i>	Minot Area Chamber EDC
ADDITIONAL VOTING	ORGANIZATION
Joshua Blackaby	SandPro
Beth Feldner	Xcel Energy
Peter Hankla	McGee, Hankla & Backes, P.C.
Cassidy Hjelmstad	SRT
Mayor Mark Jantzer	City of Minot
Jonn Knecht	Bravera Bank
John M. Kutch	Trinity Health
John Mackner	Tollefson's Retail Group, Inc.
Commissioner Jason Olson	Ward County
Dr. Steven Shirley	Minot State University

Minot Area Chamber EDC Team

Brekka Kramer	President CEO
Carla Dolan	Vice President
Mark Lyman	Economic Development Specialist
Keli Rosselli-Sullivan	Workforce Development Specialist Military Liaison
Tim Olson	Strategic Communications Director
Katie Dotson	Communications & Outreach Specialist
Chanda DeCent	Finance Director
Jaime Hauge	Executive Assistant
Marie Sanders	Finance Assistant

Motor Vehicle Department Team

Lacey Coleman	Manager
Kylie Bullinger	Clerk
Tammy Hanson	Clerk
Wendy Keldsen	Clerk
Kim Reedy	Clerk
Destiny Waddle	Clerk

ATTACHMENT C | MACEDC LOGISTICS PARK OF NORTH DAKOTA (LPND) COMMITTEE

COMMITTEE MEMBERS	ORGANIZATION
Ryan Ackerman <i>Chair</i>	Ackerman-Estvold
Missy Feist-Erickson	Peoples State Bank of Velva
Jonn Knecht	Bravera Bank
Jarid Lundeen	Jett Management
Jason Zimmerman	Minot Area Community Foundation

MINOT AREA CHAMBER EDC

Brekka Kramer
President | CEO

Mark Lyman
Economic Development Specialist

ATTACHMENT D | MACEDC WORKFORCE COMMITTEE

MACEDC BOARD OF DIRECTORS WORKFORCE COMMITTEE

ORGANIZATION

Dr. Steven Shirley
Chair

Minot State University

COMMITTEE MEMBERS

ORGANIZATION

Scott Burlingame

Independence Inc
Non-profit

Susan Ogurek

Job Service North Dakota

Josh Blackaby

SandPro
Energy, ND Workforce Development Council

Pam Hopkins

Trinity Health
Healthcare

Travis Mowbray

Mowbray & Son, Inc.
Labor

Tom Rafferty

Verendrye Electric Cooperative
Utilities

Rep. Paul Thomas

North Dakota State Representative
Agriculture

MINOT AREA CHAMBER EDC

Brekka Kramer
President | CEO

Keli Rosselli-Sullivan
Workforce Development Specialist | Military Liaison

CITY OF MINOT MACEDC BOARD MEMBER

Mayor Mark Jantzer

City of Minot

ATTACHMENT E | TASK FORCE 21 COMMITTEE

COMMITTEE MEMBERS	ORGANIZATION
Peter Hankla <i>Chair</i>	McGee, Hankla, & Backes, PC
Jason Zimmerman <i>Vice Chair</i>	Minot Area Community Foundation
Jarid Lundeen	Jett Management Minot Area Chamber EDC Board Chair
Ryan Ackerman	Ackerman-Estvold
Sen. Randy Burckhard	North Dakota State Senator
Bruce I. Christianson	Magic City Financial Group, L.P.
Cassidy Hjelmstad	SRT
Mayor Mark Jantzer	City of Minot
Jessica Klein	Olson & Burns, P.C.
Jonn Knecht	Bravera Bank
Brekka Kramer	Minot Area Chamber EDC President CEO

TASK FORCE 21 STRATEGIC LEADERSHIP POSITIONS

- U.S. Air Force Air and Space Forces
Civic Leaders
 - Brekka Kramer
 - Mark Jantzer (emeritus)
- Air Force Global Strike Command
Civic Leaders
 - Bruce I. Christianson
 - Peter Hankla
 - Brekka Kramer
 - Jason Zimmerman
 - Randy Burckhard (emeritus)
 - Mark Jantzer (emeritus)
- North Dakota Military Commission
(Governor-appointed positions)
 - Pete Hankla
 - Brekka Kramer
 - Mark Jantzer (emeritus)
- National Defense Industrial Association
Northern Tier Chapter Board of Directors
(ND, MN, MT, WY, SD)
 - Jessica Klein
- Strategic Deterrent Coalition
Board of Directors
 - Mark Jantzer
 - Bruce I. Christianson
 - Brekka Kramer
- Bomber Constituency Group
 - Bruce I. Christianson
 - Peter Hankla
 - Jonn Knecht
- Sentinel Working Group
 - Cassidy Hjelmstad
 - Mark Jantzer
 - Brekka Kramer
 - Jason Zimmerman

ATTACHMENT F | JANUARY 1 - JUNE 30, 2026 BUSINESS RETENTION & EXPANSION PROGRAM REPORT

During the first half of 2026, January 1 to June 30, Minot Area Chamber EDC visited 21 businesses as part of their Business Retention and Expansion efforts. Background information was collected from each business prior to an on-site interview being conducted. A summary of the data gathered is below.

- Ten of the businesses are from the construction sector, four are from the manufacturing sector and seven of the businesses are from various other sectors.
 - The sites visited in Minot are the headquarters for 13 of the businesses, a division for six of the businesses and office operations for two.
 - The primary product or service provided by 15 of the businesses is a component, five provide a finished product and one business provides both equally.
 - Nineteen of the businesses serve a regional market, one has a national market and one serves the local market.
 - Their reported market coverage ranged from 10% to 75%, with an average of 42% and a median of 35%.
 - Sixteen of the businesses are current members/investors of MACEDC.
- The businesses have a total of 996 employees, including 863 in full-time, non-seasonal positions.
 - The current workforce of the businesses is exceeding their expectations in terms of quality, stability and availability. (Figure 1)
 - Over the last three years, five of the businesses added positions (16 jobs added total) and five of the businesses eliminated positions (33 jobs lost total).
- Annual sales, among those willing to share that information, ranged from \$3M to \$163M, with a median of \$8.5M and an average of \$32M.
 - Capital investments over the past two years ranged from \$0 to \$10M, with a median of \$1M and an average of \$1M.
- Six of the businesses are growing, nine are maturing and six businesses said they are declining.
 - Company sales are increasing for eight of the businesses and stable for 13.
- Six of the businesses indicated they have plans to expand within the next five years.
 - The age/condition of facilities and labor costs were rated as the biggest barriers to growth in Minot, followed closely by cost of living and tax rates. (Figure 2)
 - Minot's business climate received a mean rating of 3.00 on a scale of one to five, with one being low and five being high.
- The businesses indicated that possible legislative changes over the next two years were much more likely to benefit them than adversely affect them.

- The biggest challenges facing businesses in Minot are economic issues/price instability and finding enough qualified employees
- Fifteen of the businesses reported issues with employee recruitment, which they indicated was primarily industrywide but also a community issue.
 - The biggest needs are for managers, skilled laborers, those in the trades and experienced professionals.
 - There is an average of 2.4 unfilled positions per business, with a total of 45 overall. The number of open positions has been stable for 17 of the businesses, increasing for two and decreasing for one business.
- The biggest advantages to being located in Minot are the people, location and relationships/sense of community.
 - The biggest disadvantage to being in Minot is the location.
- The highest rated aspects of life in Minot are the airport and fire department. (Figure 3)
 - Child care services and housing were the lowest rated aspects of life in Minot. (Figure 3)

Figure 1
Mean Rating: Workforce
(1=Greatly Needs Help, 5=Exceeds Expectations)

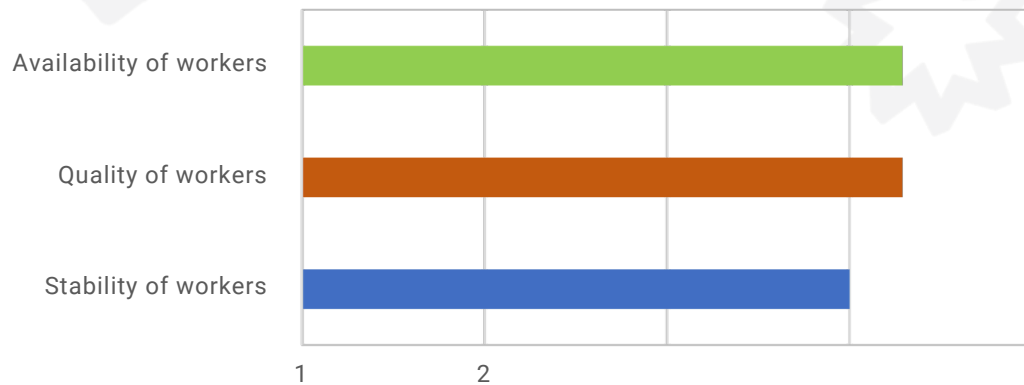


Figure 2
Mean Rating: Barriers to Growth in Minot
(1=Low, 5=High)

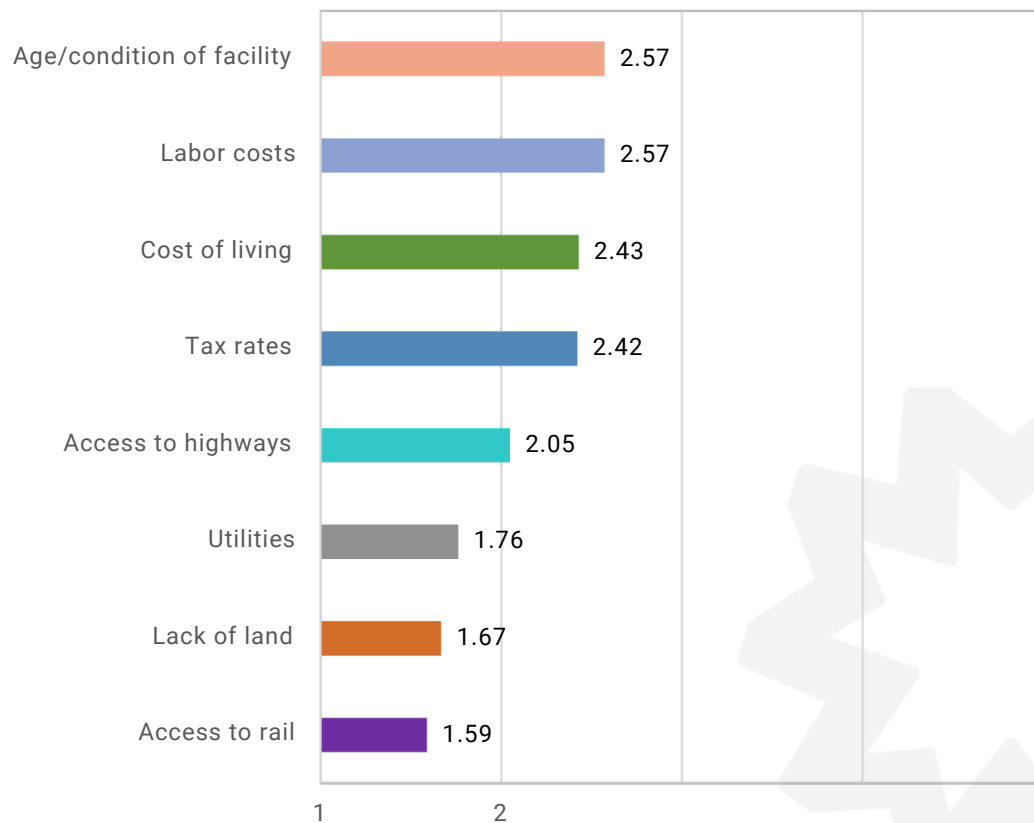


Figure 3
Mean Rating: Quality of Life
(1=Greatly Needs Help, 5=Exceeds Expectations)

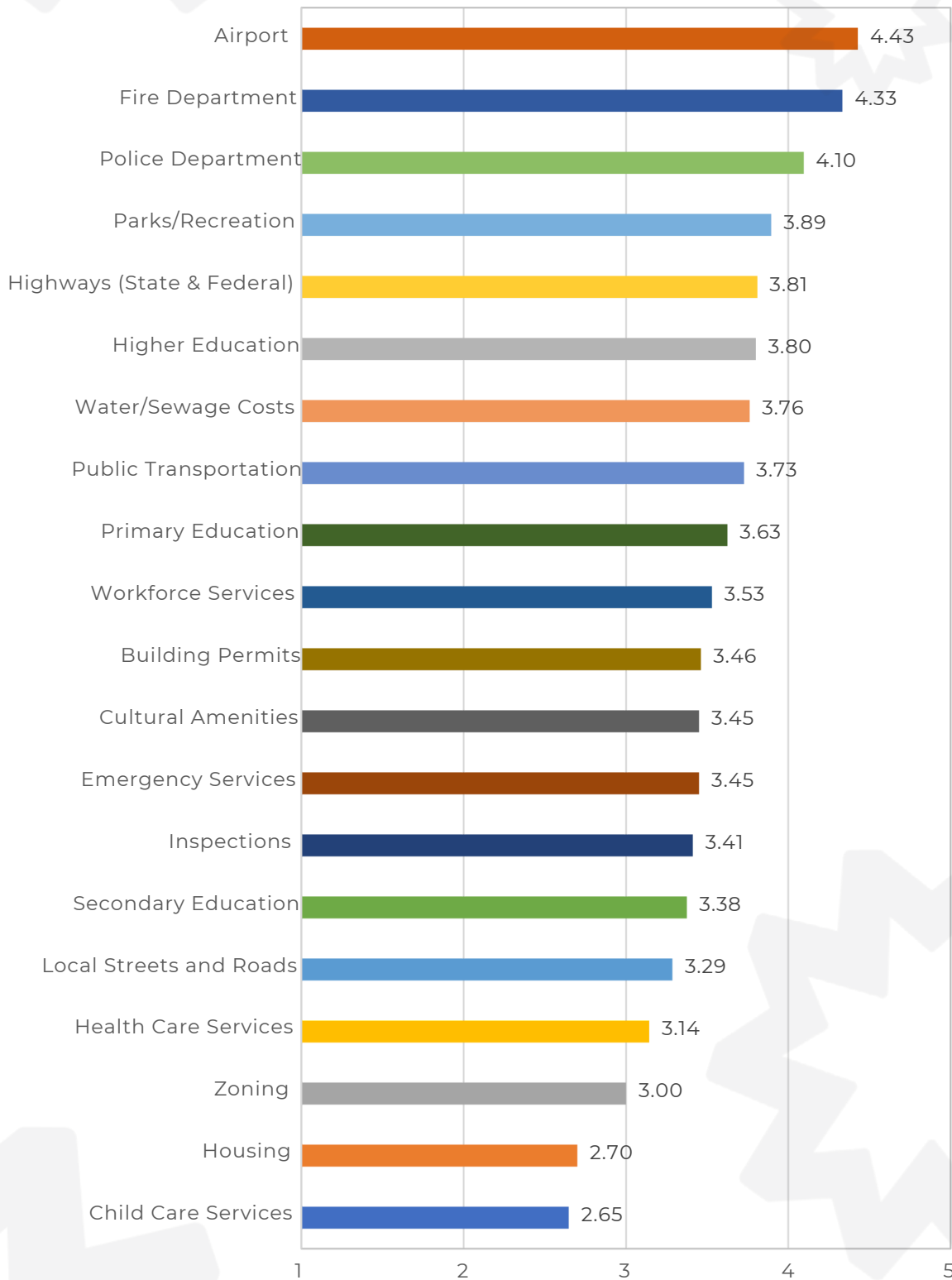


Figure 4
Mean Rating: Barriers to Growth in Minot
Year Over Year Comparisons
(1=Low, 5=High)

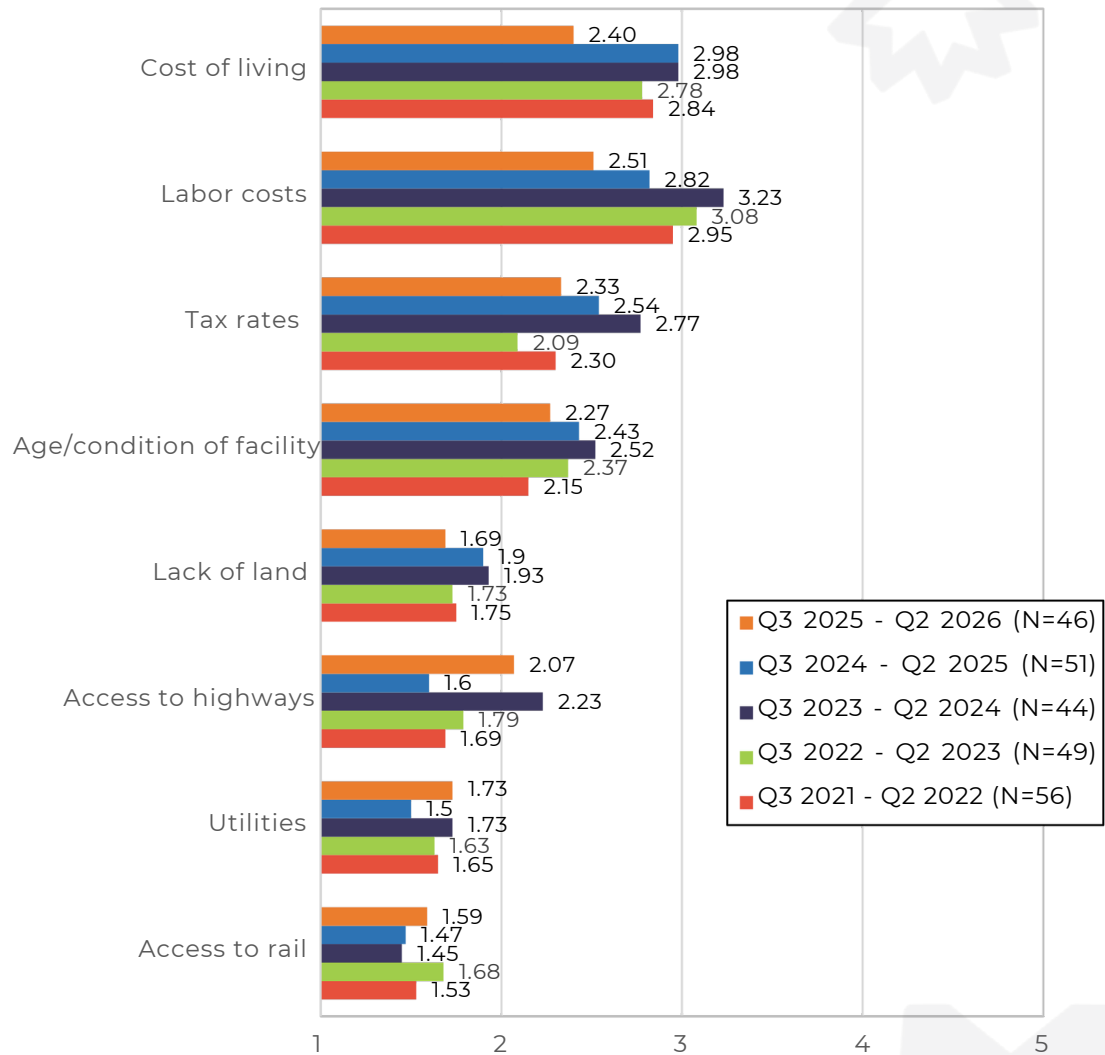


Figure 5
Mean Rating: Minot's Business Climate
Year Over Year Comparisons
(1=Low, 5=High)

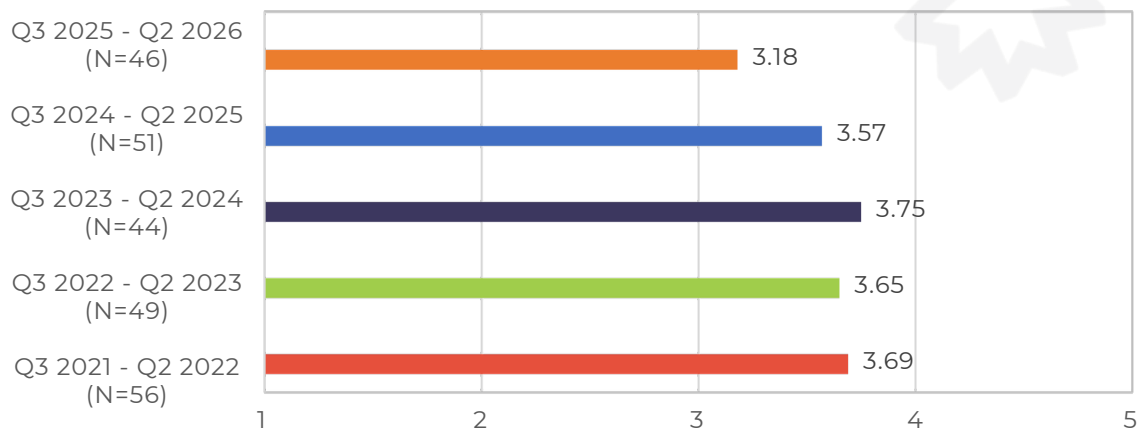


Figure 6
Mean Rating: Workforce
Year Over Year Comparisons
(1=Greatly Needs Help, 5=Exceeds Expectations)

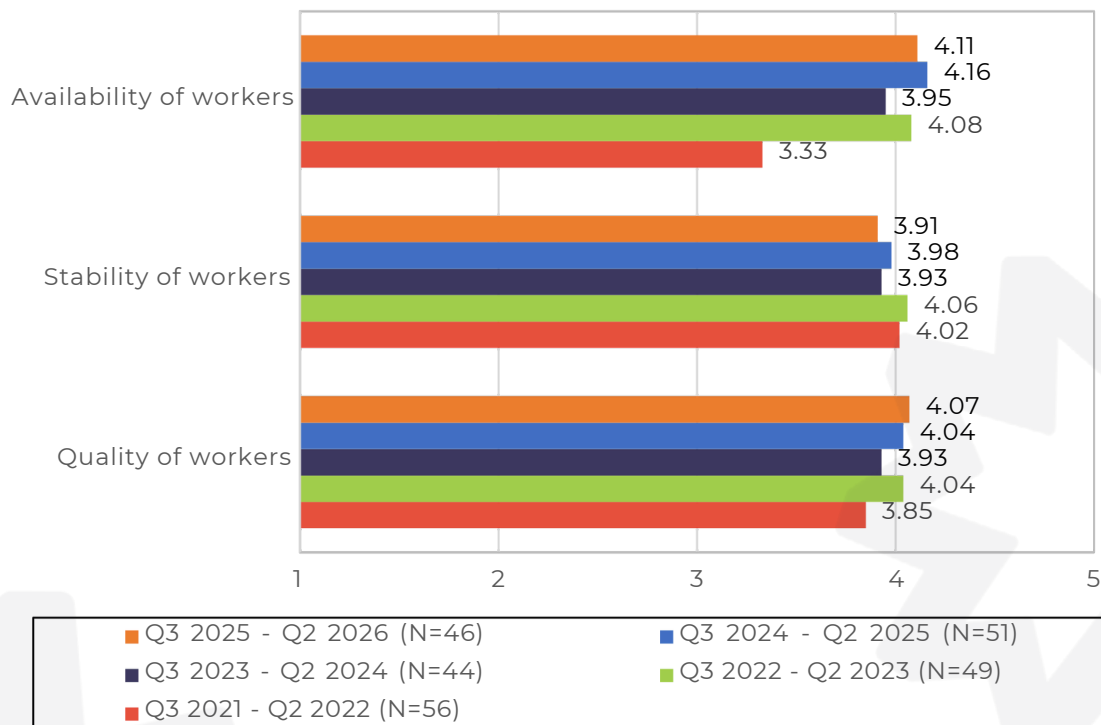
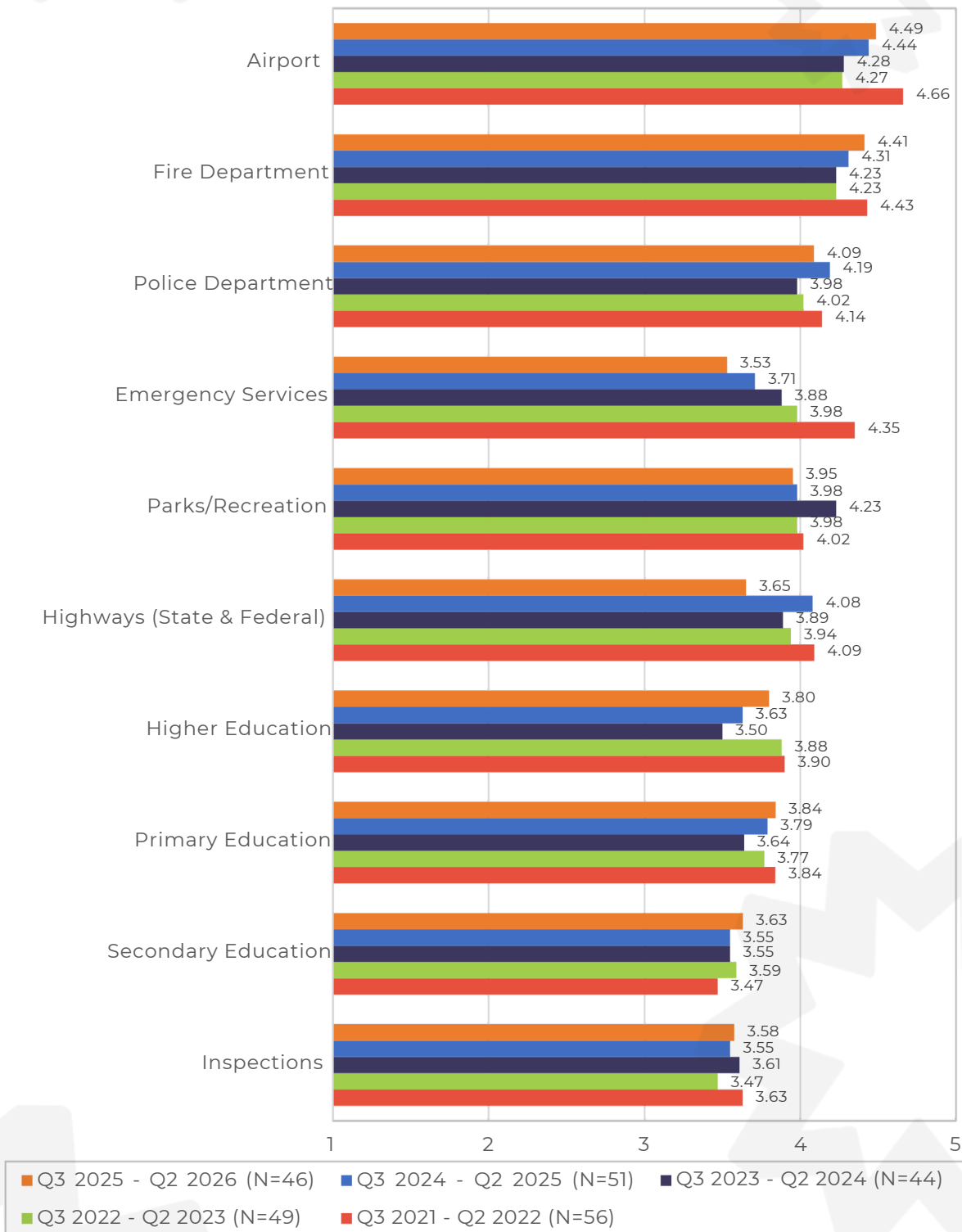
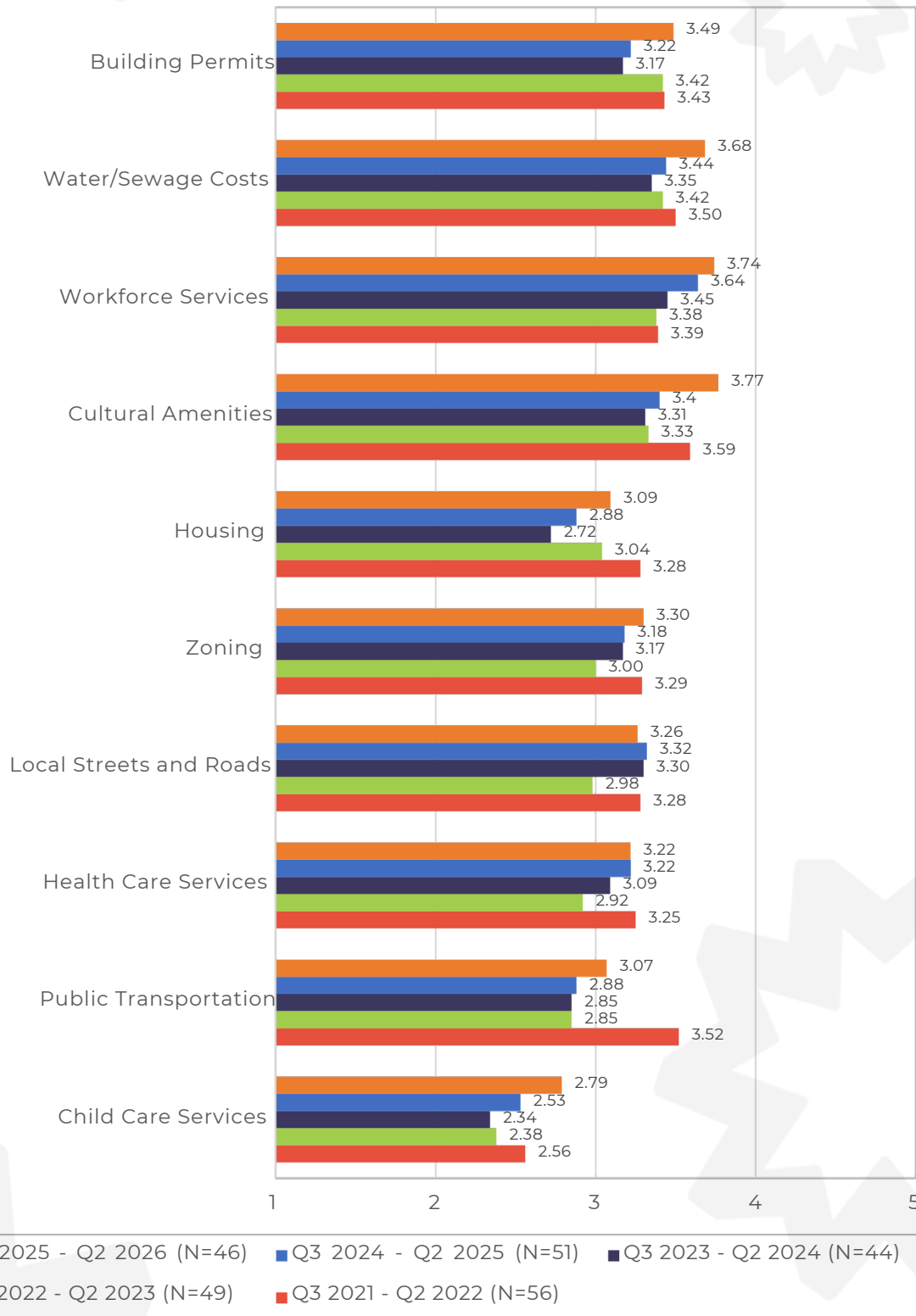


Figure 7
Mean Rating: Quality of Life
Year Over Year Comparisons
(1=Greatly Needs Help, 5=Exceeds Expectations)



(Continued)

Figure 7 (Continued)
Mean Rating: Quality of Life
Year Over Year Comparisons
(1=Greatly Needs Help, 5=Exceeds Expectations)



On June 25, 2026, a Regular Planning Commission Meeting of the Minot Planning Commission was held in the City Council Chambers, City Hall (10 3rd Ave SW). Chairman Offerdahl called the meeting to order at 05:30 PM.

1. ROLL CALL

Members Present: Tim Baumann, Dustin Offerdahl, Darrik Trudell, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Melinda Goodman

Members Absent: Robert Kibler, Serena Pontenila, Bradly Wolff, Erin Parker

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

Others Present: Tom Erie, Mike Moe, Holli Moe

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS AND DECORUM

3.1. INTRODUCTIONS AND DECORUM HANDOUT

4. PLANNING COMMISSION

4.1. APPROVE THE MAY 12, 2026 REGULAR MEETING MINUTES

The motion to approve the May 12, 2026 regular meeting minutes was initiated by Goodman seconded by Trudell and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Darrik Trudell, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Melinda Goodman; nays: None.

5. PUBLIC HEARING

5.1. CASE #2026-32 - EKREM'S ADDITION, LOT 4, BLOCK 2 - VARIANCE

Mr. Diedrichsen reviewed the staff report.

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

No one appeared to testify.

Chairman Offerdahl closed the public hearing.

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

5.2. CASE #2026-33 - LOT 1 MASTER BLOCK 3RD ADDITION - INTERIM USE PERMIT

Mr. Diedrichsen reviewed the staff report.

The Commissioners and City Staff had a discussion.

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

No one appeared to testify.

Chairman Offerdahl closed the public hearing.

The motion to approve based on staff's recommendation and findings of fact and the Planning Commission will review if zoning regulations surrounding change was initiated by Goodman seconded by Ziegler and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Darrik Trudell, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Melinda Goodman; nays: None.

5.3. CASE #2026-37 - 5309 ZAHARIA DR - APPEAL

Mr. Falconer reviewed the staff report.

The Commissioners and City Staff had a discussion.

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

Tom Erie, with Liechty Homes, spoke on behalf of the appeal.

Mike Moe, resident, speaks about the site.

Holli Moe, resident, speaks about the site.

Chairman Offerdahl closed the public hearing.

A motion to affirm the planning staff's decision was initiated by Planning Commission Representative Amick seconded by Planning Commission Representative Baumann. Commissioner Goodman motioned to amend the current motion to find a solution for the applicant seconded by Commissioner Trudell. After discussion this amendment was withdrawn.

The motion to affirm the planning staff's decision was initiated by Planning Commission Representative Amick seconded by Planning Commission Representative Baumann and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Darrik Trudell, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich; nays: None; abstain: Melinda Goodman.

5.4. CASE #2026-39 - 110 4TH AVE NW - CONDITIONAL USE PERMIT

Mr. Diedrichsen reviewed the staff report.

The Commissioners and City Staff had a discussion.

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

No one appeared to testify.

Chairman Offerdahl closed the public hearing.

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

6. PERSONAL APPEARANCES

6.1. PERSONAL APPEARANCES

No one appeared to testify.

7. ACTION ITEMS

8. MISCELLANEOUS AND DISCUSSION ITEMS

8.1. ETJ DISCUSSION

Mr. Diedrichsen informed the Planning Commission that Burlington's Planning Commission met with him to discuss the Dakota Boys and Girls Ranch property. Burlington has moved to appoint 2 of their City Council members to meet with 2 of our City Council members to discuss the jurisdiction.

The motion to recommend that the Mayor appoint 2 City Council members to discuss jurisdiction of the Dakota Boys and Girls Ranch property was initiated by Planning Commission Representative Baumann seconded by Planning Commission Representative Amick and carried by the following roll call vote: ayes: Tim Baumann, Dustin Offerdahl, Darrik Trudell, Robert Amick, Tanner Dockter, Kasper Ziegler, Roger Reich, Melinda Goodman; nays: None.

8.2. THANK YOU TO COMMISSIONER KIBLER - FINAL MEETING

Thank you to Commissioner Kibler to the dedication to the Planning Commission.

9. ADJOURNMENT

With no further business, Chairman Offerdahl adjourned the meeting at 7:05 pm.

On July 6, 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, Mark Jantzer, Scott Samuelson

Members Absent: Mike Hayes, Lisa Olson, Paul Pitner

PLEDGE OF ALLEGIANCE

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

SWEARING IN OF NEWLY ELECTED OFFICIALS & SIGNING OF OATH OF OFFICE

Mayor Jantzer and Judge Beall led the swearing-in of the newly elected officials.

ROLL CALL

Members Present: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Stephan Podrygula, Scott Samuelson

Members Absent: None

ELECTION OF CITY COUNCIL PRESIDENT

There was a motion to elect City Council Member Podrygula as City Council President, which was initiated by City Council Member MacMartin and seconded by City Council Member Locken. There was also a motion to elect City Council Member Blessum as City Council President. The second motion was initiated by City Council Member Samuelson, and seconded by City Council Member Fuller.

Council Member Blessum called to question the process for electing the Council President and Vice-President.

The motion to move to proceed with a ballot vote was initiated by City Council Member Blessum, seconded by City Council Member Fuller and carried by the following roll call vote: ayes: Blessum, Fuller, Jantzer, Locken, MacMartin, Podrygula, Samuelson; nays: None.

The ballot vote was four votes for City Council Member Podrygula and three votes for City Council Member Blessum. City Council Member Podrygula was elected the City Council President.

ELECTION OF CITY COUNCIL VICE-PRESIDENT

There was a motion to elect City Council Member MacMartin as City Council Vice-President, which was initiated by City Council Member Podrygula, and seconded by City Council Member Locken.

The motion to approve City Council Member MacMartin as City Council Vice-President with unanimous consent was initiated by City Council Member Blessum, seconded by City Council Member Podrygula and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula, Scott Samuelson; nays: None.

APPOINTMENT OF COMMITTEES

Mayor Jantzer provided the City Council with their committee assignments, and they are included in the agenda packet.

MAYOR'S REPORT

BIG M BUILDING UPDATE/DISCUSSION

City of Minot staff provided an update on the Big M Building.

ELIZABETH LARSEN/ELIZABETH MYERS VICTIM WITNESS IMPACT STATEMENT

City Attorney, Stefanie Stalheim, briefed the City Council and the public on the ability to submit victim witness impact statements to the court for the case concerning Elizabeth Larsen/Elizabeth Myers.

CITY MANAGER'S REPORT

Tom Joyce submitted a written report to the City Council.

CENTRAL DAKOTA MPO PRESENTATION

There was a Central Dakota MPO presentation on the Transportation Development Plan.

The motion to adopt the resolution for the Transit Development Plan was initiated by City Council Member Blessum, seconded by City Council Member Podrygula and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula, Scott Samuelson; nays: None.

The motion to adopt Chapter 10 of the Transit Development Plan was initiated by City Council Member Blessum, seconded by City Council Member Fuller and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula, Scott Samuelson; nays: None.

CITY ATTORNEY'S REPORT

Stefanie Stalheim submitted a written report to the City Council.

CONSIDER THE REPORT OF THE MAGIC FUND SCREENING COMMITTEE

MAGIC FUND BUCKET TRANSFER REQUEST

The motion to authorize the transfer of \$519,231 from the Primary Sector bucket to the State Program Matching Funds bucket per the MAGIC Fund Guidelines was initiated by City Council Member MacMartin, seconded by City Council Member Podrygula and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula; nays: Scott Samuelson.

APPROVE THE MAGIC FUND REQUEST FROM SOURIS BASIN PLANNING COUNCIL

The motion to approve the MAGIC Fund request from Souris Basin Planning Council in the amount of \$250,000 and authorize the Mayor to sign the Grant Funding Agreement was initiated by City Council Member MacMartin, seconded by City Council Member Podrygula and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula, Scott Samuelson; nays: None.

APPROVE THE MAGIC FUND REQUEST FROM MINOT STATE UNIVERSITY

The motion to approve the MAGIC Fund request from Minot State University for \$500,000; direct staff to negotiate a developer's agreement; and authorize the Mayor and Finance Director to sign the agreement was initiated by City Council Member Podrygula, seconded by City Council Member Locken and carried by the following roll call vote: ayes: Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula; nays: Mike Blessum, Rob Fuller, Scott Samuelson.

CONSENT ITEMS

The motion to approve consent items 11.1 through 11.21 with recommended action was initiated by City Council Member Fuller, seconded by City Council Member Blessum and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula, Scott Samuelson; nays: None.

CITY COUNCIL MINUTES - Approve the minutes of the June 15, 2026, Regular City Council meeting and the June 15, 2026, Special City Council Budget Work Session meeting.

ORDINANCES - Approve the following ordinances on second reading:

1. Ordinance No 6216 - Chapter 22 Code Enforcement and Nuisances
2. Ordinance No 6217 - 2026 BA - Asset Management Software Update
3. Ordinance No 6218 - 2026 BA - Friends of the Library Donation

ADMINISTRATIVE APPROVALS - Ratify the following administratively approved requests:

1. Northern Infidels Motorcycle Club to conduct a raffle on June 13, 2026, at the Northern Infidels Motorcycle Clubhouse (305 4th Ave NW).
2. Minot Commission on Aging to conduct a raffle and bingo on the 2nd and 4th Tuesday of every month from July 1, 2026, through June 30, 2027, at Minot Commission on Aging (21 1st Ave SE).
3. Minot Y's Men to conduct a sports pool from Sept 14, 2026, through January 4, 2027, at the Minot Family YMCA (3515 16th St SE).
4. Minot North Volleyball Booster Club to conduct a sports pool from Sept 10, 2026, through November 16, 2026, at Minot North High School (2100 21st Ave NW).
5. Animal Empowerment League, LLC to conduct a raffle on June 17, 2026, at Corbett Field (1124 E Burdick Exwy).
6. Minot Valley Scottish Rite to conduct a raffle on October 7, 2026, at Minot Masonic Center (2524 E Burdick Exwy).
7. Minot Area Partnership Services to conduct a raffle on September 4, 2026, at Minot Area Partnership Services (1800 4th Ave NW).
8. Downtown Business & Professionals Association to conduct a raffle and raffle board game on June 19, 2026, at The Spot (6 2nd St NE).
9. Two Special Event Permits for the Spot (6 2nd St NE).
10. Three Special Event Permits for the Ranger Lounge (1218 S Broadway).
11. Special Event Permit for The Drop Zone (101 Main St S).
12. Six Special Event Permits for the Blue Rider (118 1st Ave SE).
13. Special Event Permit for Gourmet Chef (122 Main St S).
14. Two Special Event Permits for Pointe of View Winery (8411 19th Ave NW, Burlington).

BILLS, TRANSFERS, & PAYROLL - Approve the payroll for May 17, 2026, through June 13, 2026, in the amount of \$2,855,593.67 and the June bills in the amount of \$8,361,338.92.

WEX HEALTH, INC	\$344.40	100007741	AAAE	\$165.00	309486
MDU	\$2,768.63	100007775	ABDELLAH ZEROAUL	\$300.00	309487
ND PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$16,962.38	100007778	ACME TOOLS	\$31.83	309488
ND PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$218.00	100007779	ADP SCREENING & SELECTION SERVICES	\$1,371.00	309489
UNUM LIFE INSURANCE	\$1,022.25	100007776	AGNES REY	\$300.00	309490
AFLAC	\$13,453.80	100007780	ALEXANDER HOLM	\$300.00	309491
Deborah Fogarty	\$202.54	1387	ALL AMERICAN TROPHIES	\$80.00	309492
Kevin Phillips	\$225.00	1388	AMAZON	\$343.56	309493
Sadie Hardin	\$100.00	1389	ANTHONY TATMAN	\$50.00	309494
Tiffanie Bureckner	\$975.00	1390	APEX ENGINEERING GROUP	\$93,089.39	309496
WEX HEALTH, INC	\$11,073.89	100007784	APH/AUTO VALUE	\$289.42	309497
CDM SMITH	\$103,080.25	900001020	AQUA-PURE, INC.	\$22,672.00	309498
Brittany Wirth	\$100.00	1391	ASHLEY GULKE	\$350.00	309554
Brandie Lee Cecelia Whitebear	\$975.00	1392	AVI SYSTEMS, INC	\$660.00	309499
Emil J Bradford	\$975.00	1393	BARR ENGINEERING	\$10,298.00	309500
Jayla Davis	\$200.00	1394	BECHTOLD PAVING	\$18,618.63	309501
Lindsay Elizabeth Kreger	\$225.00	1395	BETH REIERSON-GILBERTSON	\$472.93	309617
Mary Pauline Corcoveilos	\$750.00	1396	BLAINE EURICH	\$300.00	309502
Schatz Crossroads Truckstop	\$50.00	1397	BRADEN VANGSNESS	\$377.85	309503
Ward County Clerk of Court	\$750.00	1398	BRADLEY ARENDS	\$300.00	309504
Ward County Clerk of Court	\$1,500.00	1399	BREEZY SCHMIDT	\$300.00	309505
MINOT PARK DISTRICT	\$984.00	100007788	CDM SMITH	\$104,247.50	309506
NAPA AUTO PARTS	\$2,291.39	900001021	CENTRAL MACHINING&PUMP REPAIR	\$600.00	309507
ND PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$6,414.10	100007781	CITY OF MINOT	\$10.00	309589
NORTHWEST TIRE AND RETREAD	\$7,863.71	900001022	CITY OF MINOT EMPLOYEE RECOGNITION COMM	\$164.50	309530
SWANSTON EQUIPMENT COMPANIES	\$97.62	900001023	CLANCY MCINTYRE	\$300.00	309508
US BANK	\$42.12	241	CLEAN HARBORS ENV. SERVICES	\$51,198.42	309509
WELLS FARGO	\$787.17	20000007	CORBIN HILL	\$300.00	309510
1 CALL SEPTIC SERVICES, INC	\$11,649.04	309329	CORRPRO COMPANIES	\$3,815.00	309511
3D SPECIALTIES, INC.	\$2,094.00	309479	CPS, LTD	\$53,292.50	309512
4 ACRES WELDING & FABRICATION, INC	\$875.00	309330	CROSSCOUNTRY FREIGHT SOLUTIONS, INC.	\$178.50	309513
48 NORTH CONCRETE CONSTRUCTION INC	\$52,810.00	309331	CURT'S STARTER & ALT. SERVICE	\$170.35	309514
ACME TOOLS	\$537.15	309332	DAKOTA AGRONOMY PARTNERS, LLC	\$123.75	309515
ADOBE SYSTEMS, INC.	\$2,269.56	309333	DAKOTA FLUID POWER, INC.	\$1,155.77	309516
ADVANCED BUSINESS METHODS	\$1,100.44	309334	DALE GANSKE	\$300.00	309518
AMAZON	\$110.05	309335	DARRELL SCHIEVE	\$300.00	309519
AMERICAN WELDING & GAS, INC.	\$7,417.75	309336	DENNIS THINGVOLD	\$412.50	309520
ANIMAL EMPOWERMENT LEAGUE, INC.	\$15,079.78	309337	DENVER CARMONA	\$1,480.16	309521
APEX ENGINEERING GROUP	\$8,691.50	309338	DESERIE AREOLA	\$300.00	309522
APH/AUTO VALUE	\$296.61	309339	ECOLAB PEST ELIMINATION DIVISION	\$716.37	309523
BALCO UNIFORM COMPANY, INC.	\$489.24	309340	Caisee Sandusky	\$813.56	309524
BECHTOLD PAVING	\$25,314.98	309341	Dan Lovelace	\$136.00	309525
BLACKSTONE PUBLISHING	\$1,362.16	309342	Doug Diedrichsen	\$68.15	309526

BNSF RAILWAY COMPANY	\$7,499.64	309343	Nick Schmitz	\$423.20	309527
BORDER STATES INDUSTRIES, INC.	\$674.07	309344	Sheila Margos	\$136.00	309528
BRAD DAMM	\$300.00	309345	Taylor Jensen	\$4,297.60	309529
BRAINSTORM INC	\$1,008.15	309346	ENERBASE	\$34,506.94	309531
BRIAN EDWARDSON	\$300.00	309347	FACTORY MOTOR PARTS	\$848.44	309532
BUTLER MACHINERY CO.	\$3,820.39	309348	FERGUSON ENTERPRISES, INC.	\$115.98	309534
CAMERON VOOS	\$300.00	309349	FIRST INTERNATIONAL BANK & TRUST	\$682.00	309535
CAPFIRST EQUIPMENT FINANCE	\$20,367.47	309350	FLASHPARKING, INC	\$1,650.00	309536
Todd Fern Construction, LLC	\$1,000.00	309351	FORCE AMERICA	\$110.60	309537
CENTRAL MACHINING&PUMP REPAIR	\$515.33	309352	FRANCISCO GONZALEZ	\$300.00	309538
CENTRAL NETWORK RETAIL GROUP LLC	\$66.89	309424	G & P COMMERCIAL SALES	\$230.33	309539
CITY OF MINOT	\$230.00	309434	Aaron Jung	\$175.00	1403
CLARK CULBERTSON	\$300.00	309353	Anna Miles	\$25.00	1404
CORE & MAIN	\$76,137.50	309354	Bailey Dace Clapper	\$225.00	1405
CPS, LTD	\$33,413.75	309355	Iauna Davis	\$200.00	1406
CRAIG MONUMENTS	\$1,795.00	309356	Matthew Ellingsworth	\$750.00	1407
D & J EQUIPMENT SALES & SERVICE,	\$53.07	309357	Skyler Lynn Olivas	\$310.00	1408
DAKOTA AGRONOMY PARTNERS, LLC	\$9,732.50	309358	Verendrye Electric Coop Inc	\$225.00	1409
DAKOTA FIRE EXTINGUISHER	\$1,048.65	309359	Ward County Clerk of Court	\$750.00	1410
DAKOTA FLUID POWER, INC.	\$211.61	309360	Ward County Clerk of Court	\$750.00	1411
DAKOTA PUMP & CONTROL CO.	\$8,358.94	309361	Broadway Liquor	\$18.69	309540
DAKOTA SUPPLY GROUP	\$109.85	309362	Hunter James Outhoudt	\$200.00	309541
DAKOTA TRUCK & FARM	\$444.83	309363	Jennifer Johnson	\$50.00	309542
DOMESTIC VIOLENCE CRISIS CENTER	\$967.15	309364	Lovers Playground	\$71.99	309543
DUININCK, INC.	\$3,162.00	309365	ND Child Support	\$20.00	309544
Andrew Hess	\$163.20	309366	Schatz Crossroads	\$25.00	309545
Brian Billingsley	\$280.00	309367	Scheels	\$50.00	309546
Brian Billingsley	\$130.76	309368	Tilt Studio	\$40.00	309547
Carmen Asham	\$315.42	309369	Wal-Mart	\$10.00	309548
Daniel Gonzalez	\$306.00	309370	GENERAL TRADING	\$56.42	309549
Jared Johnson	\$20.00	309371	GERDAU RECYCLING	\$131.33	309550
Kassie Ziegler	\$44.81	309372	GRAYMONT WESTERN US INC.	\$103,007.32	309552
Krystle Foster	\$43.86	309373	GREAT PLAINS TECHNICAL SERVICES	\$930.40	309553
Melissa Anderson	\$55.83	309374	H.A. THOMPSON & SONS, INC.	\$22,772.04	309555
Meljun Sano	\$35.00	309375	HANSON'S EXCAVATING	\$33,285.00	309556
Michael Connole	\$480.00	309376	HAWKINS, INC.	\$258.63	309557
Randi Monley	\$36.54	309377	HIGH POINT NETWORKS, LLC	\$7,594.00	309558
Tyler Burtch	\$283.80	309378	INFORMATION TECHNOLOGY DEPARTMENT	\$3,638.65	309559
ENERBASE	\$31,036.61	309379	INGRAM LIBRARY SERVICES, LLC	\$344.52	309560
ERIKA FAZARDO	\$300.00	309380	JACKSON PIEPER	\$350.35	309561
EVERETT RONE	\$300.00	309381	JACQUELINE LIMKE	\$300.00	309562
FACTORY MOTOR PARTS	\$323.33	309382	JACQUELYN ABBOTT	\$632.33	309563
FERGUSON WATERWORKS #2516	\$2,654.14	309384	JET LINE SALES & SERVICE, LLC	\$155.06	309564
FIRST DISTRICT HEALTH UNIT	\$27,250.00	309385	JOHN DEERE FINANCIAL	\$208.58	309551
FLEET PRIDE	\$282.45	309386	JOHNSON CONTROLS FIRE PROTECTION	\$1,576.40	309565
FLIGHT LIGHT INC.	\$1,225.00	309387	JON TRAEGER	\$300.00	309566
Betty Lou Werre	\$100.00	309388	JOSEPH CRAVEN	\$300.00	309567
Casey Skedsvold	\$50.00	309389	JOSEPH PERRY	\$300.00	309568
Hampton Inn & Suites	\$758.17	309390	JOSHUA JOHANNSEN	\$412.50	309569
Italo Camacho	\$25.00	309391	JR CIVIL LLC	\$596,403.07	309570
Jameson Lesmann	\$25.00	309392	JULIE WONDRASEK	\$300.00	309571
Jeremy Laber	\$50.00	309393	KATHERINE PARRISH	\$300.00	309572
Karma Convenience Store	\$10.00	309394	KDP FIRE, LLC	\$14,000.00	309573
Lindsay Kreger	\$50.00	309395	KIRK DEGENSTEIN	\$300.00	309574
Menards	\$40.00	309396	KLJ ENGINEERING, LLC	\$8,175.50	309575
MMDLC Car Rental	\$20.00	309397	LANGUAGE LINE SERVICES	\$49.24	309576
North Dakota Child Support	\$14.00	309398	LIANA MUNOZ & BERNARDINO MUNOZ JR.	\$567.50	309592
Scheels	\$25.00	309399	LOCATORS & SUPPLIES	\$105.75	309577
Seifert Auction Services	\$300.00	309400	LOWES GARDEN CENTER	\$1,074.48	309578
Wal Mart	\$10.00	309401	LUMACURVE AIRFIELD SIGNS	\$888.60	309579
Wal-Mart	\$141.02	309402	MATERIAL TESTING SERVICES, LLC	\$421.58	309580
GENERAL TRADING	\$36.80	309403	MEGAN GLADBACK	\$300.00	309581
GOETTLE LAW, PLLC	\$1,834.00	309404	MIDSTATES WIRELESS, INC.	\$618.00	309582
GUARDIAN FLEET SAFETY	\$368.03	309406	MIDWEST TAPE	\$362.84	309583
HAIRBALL HAVEN	\$8,223.00	309407	MIDWEST VALVE SERVICES, LLC	\$6,892.29	309584
HANNAH BEAN	\$300.00	309408	MINOT AREA SENIOR COALITION	\$175.00	309585
HAWKINS, INC.	\$29,495.74	309409	MINOT AUTO	\$414.38	309586
HEPPNER CONSULTING, INC	\$7,699.11	309410	MINOT EMPLOYEE DONATIONS	\$674.57	309587
HOUSTON ENGINEERING, INC.	\$2,599.50	309411	MINOT PARK DISTRICT	\$2,004.85	309588
HR GREEN, INC.	\$33,353.04	309412	MONTANA-DAKOTA UTILITIES CO.	\$131,468.00	309590
I-STATE TRUCK, INC.	\$36.67	309413	MORELLI'S DISTRIBUTING, INC.	\$378.00	309591
INGRAM LIBRARY SERVICES, LLC	\$4,137.67	309414	NARDINI FIRE EQUIPMENT	\$368.00	309593
INLAND TRUCK PARTS CO	\$8,134.06	309415	NATHAN FAA	\$300.00	309594
JENNIFER CARLSON	\$300.00	309416	ND DEPT OF ENVIRONMENTAL QUALITY	\$774.98	309595
JOHN DEERE FINANCIAL	\$278.07	309405	ND DEPT OF WATER RESOURCES	\$24,388.45	309596
JOSHUA NOEL HERMAN	\$5,050.00	309417	ND FRATERNAL ORDER OF POLICE	\$1,567.50	309597
KHRIS FREDRICKSON	\$300.00	309418	NDAAO	\$250.00	309598
KIMBERLY BARTSCH	\$300.00	309419	NEW VISION SECURITY, LLC	\$770.00	309599

KLJ ENGINEERING, LLC	\$12,886.00	309420	NEWMAN TRAFFIC SIGNS	\$2,056.32	309600
LACY PORTER	\$300.00	309421	NORTH COUNTRY SPORTSWEAR	\$160.76	309601
LOCATORS & SUPPLIES	\$1,366.29	309422	NORTH PRAIRIE RURAL WATER DISTRICT	\$226.66	309602
LOWES PRINTING, INC.	\$598.08	309423	NORTHERN TESTING	\$800.00	309603
MARK GERKEN	\$300.00	309426	OLSON'S TOWING	\$2,872.50	309604
MICHAEL HAMALAINEN	\$13,075.00	309427	ONE CALL CONCEPTS, INC.	\$1,359.90	309605
MIDSTATES WIRELESS, INC.	\$67.50	309428	OTIS ELEVATOR COMPANY	\$23,909.40	309606
MIDWEST TAPE	\$808.66	309429	OVERHEAD DOOR CO. OF MINOT	\$155.00	309607
MIDWEST VALVE SERVICES, LLC	\$6,461.71	309430	PARKLAND USA CORPORATION	\$1,774.42	309533
MINOT AREA CHAMBER EDC	\$46,637.50	309425	PATRIOT FIRE & SAFETY INC	\$1,983.51	309608
MINOT AREA COUNCIL OF THE ARTS, INC	\$3,333.33	309431	PAUL KALAMAHA	\$300.00	309609
MINOT AUTO	\$368.57	309432	PERFORMANCE KENNELS, INC	\$716.40	309610
MINOT TOWN & COUNTRY INVESTORS, LLP	\$3,288.64	309433	PLAYAWAY PRODUCTS LLC	\$24.99	309611
MOTOROLA SOLUTIONS, INC	\$9,774.70	309435	PREFERRED CONTROLS CORP	\$22,519.00	309612
MUNICIPAL JUDGES ASSOCIATION	\$75.00	309436	PRINGLE & HERIGSTAD, P.C.	\$1,125.00	309613
ND DEPT OF WATER RESOURCES	\$76,813.28	309437	PROCOLLECT	\$1,564.50	309614
ND E-WASTE, LLC	\$8,590.20	309440	PROVIDENT LIFE & ACC INS CO	\$967.83	309615
NEWMAN TRAFFIC SIGNS	\$4,285.50	309438	PUMP TECH HOLDINGS LLC	\$71,309.38	309517
NORTH COUNTRY SPORTSWEAR	\$36.00	309439	GERHART, BRIAN	\$10.00	309616
NORTHERN TESTING	\$920.00	309441	RENAE MOEN	\$988.35	309618
NOVA FIRE PROTECTION CO.	\$600.00	309442	RHI SUPPLY	\$20.77	309619
O'REILLY AUTO PARTS	\$6.47	309443	RICE, KRISTINA	\$2,236.36	309620
OLSON'S TOWING	\$9,925.50	309444	RICHARD BREKKE	\$1,764.82	309621
PARKLAND USA CORPORATION	\$29,553.88	309383	RICHARD KIMBLE	\$300.00	309622
PICTOMETRY INTERNATIONAL CORP	\$20,046.66	309445	ROBERT ANDERSON	\$300.00	309623
PRAIRIE ENGINEERING, P.C.	\$540.00	309446	SANITATION PRODUCTS	\$451.18	309624
PRINGLE & HERIGSTAD, P.C.	\$750.00	309447	SHEILA LEWIS	\$300.00	309625
PROCOLLECT	(\$461.65)	309448	SHORT ELLIOTT HENDRICKSON, INC	\$81,895.00	309626
PROTECH INTEGRATIONS, LLC	\$100.00	309449	SIGN SOLUTIONS USA	\$110.00	309627
PROVIDENT LIFE & ACC INS CO	\$821.78	309450	SIMRANJIT KAUR	\$1,806.00	309628
RDO EQUIPMENT	\$76.12	309451	SOURIS BASIN TRANSPORTATION	\$53,750.00	309629
BEYMER, COURTNEY	\$23.03	309452	SRF CONSULTING GROUP	\$13,094.12	309631
DOUGAY, TAYLOR	\$8.37	309453	STEEN CONSTRUCTION & ASSOCIATES	\$18,345.80	309632
FYLLESVOLD, DWIGHT	\$35.00	309454	STRATEGIC NON-MEDICAL SOLUTIONS, LLC	\$11,462.50	309633
GERHART, BRIAN	(\$10.00)	309455	STRYKER SALES, LLC	\$450.00	309634
HALE, LILA	\$12.70	309456	SYDNEY GERDING	\$563.75	309635
HALSETH, HARLAN	\$10.00	309457	TACHEL HALVERSON	\$1,008.69	309636
IPM	\$63.20	309458	TAYLOR MATTINGLEY	\$1,175.00	309630
LENERTZ, ALI	\$14.50	309459	TEAM ELECTRONICS, INC.	\$60.00	309637
SIMS, GRANT	\$70.00	309460	THATCHER LEWIS, LLC	\$98.00	309638
TOTH, EMOKE	\$12.77	309461	THOMAS HOFF	\$300.00	309639
SANITATION PRODUCTS	\$304,036.51	309462	TIMMONS GROUP	\$247.50	309640
SHERWIN WILLIAMS	\$5,015.60	309463	TODD NESS	\$1,125.85	309641
SHORT ELLIOTT HENDRICKSON, INC	\$48,115.23	309464	TRAPEZE SOFTWARE GROUP INC	\$30,388.00	309642
SMART PLANET SOFTWARE, LLC	\$539.73	309465	TRINITY MEDICAL GROUP	\$203.45	309643
SOLTIS BUSINESS FORMS CO.	\$524.08	309466	VICKIE SIMONSON	\$1,037.30	309644
SVL SERVICE CORPORATION	\$17,956.00	309467	VISIT MINOT	\$23,087.65	309645
T'S GUNS, LLC	\$2,950.00	309468	WALLWORK TRUCK CENTER MINOT	\$2,743.92	309646
TECTA AMERICA	\$2,746.00	309469	WAYNE BAHR	\$300.00	309647
TPMA, LLC	\$25,225.00	309470	WEST OAKS ANIMAL HOSPITAL	\$486.05	309648
TRINITY MEDICAL GROUP	\$1,755.00	309471	WESTLIE FORD	\$245.18	309649
U.S. POST OFFICE	\$6,000.00	309472	WESTLIE TRUCK CENTER	\$13,013.43	309650
VESSCO, INC.	\$422.76	309473	ZACHARY JOHNSHOY	\$145.42	309495
VIRTUAL PROJECT MANAGER LLC	\$15,000.00	309474	ADP, INC	\$15,998.79	100007821
VISIT MINOT	\$29,291.02	309475	VERENDRYE ELECTRIC	\$98,901.99	100007786
WALLWORK TRUCK CENTER MINOT	\$4,038.36	309476	ACKERMAN ESTVOLD	\$26,543.75	90000124
WANDA WIGNESS	\$300.00	309477	KELLER PAVING AND LANDSCAPING	\$144,840.37	90000125
WARD COUNTY AUDITOR	\$9,250.00	309478	NAPA AUTO PARTS	\$1,863.97	90000126
WESTLIE FORD	\$1,207.33	309480	NORTHWEST TIRE AND RETREAD	\$8,906.45	90000127
WESTLIE TRUCK CENTER	\$2,471.67	309481	SOURIS RIVER JOINT WATER RESOURCE	\$1,780,941.80	90000128
MINOT PARK DISTRICT	\$984.00	100007783	STEVEN L. SETTERSTEN	\$66,747.00	309651
ND PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$18,012.23	100007787	SWANSTON EQUIPMENT COMPANIES	\$12,739.30	90000129
CITY OF MINOT EMPLOYEE RECOGNITION COMM	\$165.50	309482	TRAFFIC CONTROL CORPORATION	\$2,344.00	90000130
FIRST INTERNATIONAL BANK & TRUST	\$682.00	309483	WAGNER CONSTRUCTION	\$861,685.14	90000131
Michael Anthony Mickelsen	\$975.00	1400	WEX HEALTH, INC	\$348.60	100007785
Sara Stansbury	\$200.00	1401	Alberto Reyes	\$725.00	1412
Sarah Baldwin	\$330.00	1402	Ward County Clerk of Court	\$750.00	1413
MINOT EMPLOYEE DONATIONS	\$731.91	309484	Ward County Clerk of Court	\$750.00	1414
NORTHWESTERN ELECTRIC, INC.	\$5,607.16	309485	MINOT COMMISSION ON AGING	\$16,642.47	309652
ND PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$228,651.45	100007791		\$6,458,207.57	

GAMING SITE AUTHORIZATIONS RENEWALS - Approve the following gaming site authorization for Beulah Convention and Visitor's Bureau to conduct games of chance during the license year of July 1, 2026, through June 30, 2027, at the following location:

- Comfort Suites (601 22nd St SW)
- Uncle Maddio's (3310 16th St SW #100)

ALCOHOLIC BEVERAGE LICENSE - Approve the following alcohol licenses:

- Loiter Coffee, LLC dba Loiter Coffee (400 E Central Ave) for a Beer and Wine license from July 6, 2026, to December 31, 2026.

AWARD OF BID - PARKVIEW MHP STRUCTURE DEMOLITION AND SITE RESTORATION (3755.24) - Award the bid to Dig It Up Backhoe Service, Inc. for \$1,098,700; authorize staff and CDM Smith to negotiate a contract; and authorize the Mayor and Finance Director to sign the agreement.

AIRPORT GROUND LEASE BETWEEN THE CITY OF MINOT AND FLYING S REAL ESTATE, LLC FOR LOT 6, BLOCK 9 AT MINOT INTERNATIONAL AIRPORT - Approve the Ground Lease and Hangar Development contract between City of Minot and Flying S Real Estate, LLC; and authorize the Mayor to sign the lease agreement.

CITY OF MINOT PENSION AND OTHER POST-EMPLOYMENT BENEFITS (OPEB) ACTUARY REQUEST FOR PROPOSALS (RFP) - Award the City of Minot Pension and OPEB actuary services contract to VIA Actuarial Solutions and authorize the Mayor and Finance Director to sign the contract.

CONTRACT FOR CONSTRUCTION ADMINISTRATION AND CONSTRUCTION OBSERVATION SERVICES FOR THE AIRFIELD UTILITIES – GAS LINE EXTENSION PROJECT (NDAC-2025-16) - Approve of the Airfield Utilities (Gas Line Extension) – Construction Administration and Construction Observation proposal from Short Elliott Hendrickson Inc. (SEH); and authorize the Mayor to sign the agreement.

MOU WITH QUENTIN BURDICK JOB CORPS - Approve the MOU on first reading and grant the Mayor to sign the agreement as presented.

AMENDMENT OF CENTRAL DAKOTA MPO ANNUAL CONTRACT WITH THE CITY OF MINOT - Approve the contract amendment and authorize the Mayor to sign the contract.

CASE #2026-52 - EAST SIDE ESTATES 6TH ADDITION - MINOR PLAT - Approve the Minor Plat as shown in Attachment A.

CASE #2026-53 - BLAISDELL BIRD 2ND ADDITION - MINOR PLAT - Approve the Minor Plat as shown in Attachment A.

CASE #2026-51 - BOLTON HEIGHTS 18TH ADDITION - MINOR PLAT - Approve the Minor Plat as shown in Attachment A.

CASE #2026-54 - SKYPORT 14TH ADDITION - MINOR PLAT - Approve the Minor Plat as shown in Attachment A.

CASE #2026-28 - POST ONE PROPERTIES ADDITION - FINAL PLAT - Approve the Final Plat as shown in Attachment A.

CASE #2026-55 - KOPPER SUNRISE 3RD ADDITION - MINOR PLAT - Approve the Minor Plat as shown in Attachment A.

CASE #2026-56 - EAGLES LANDING 3RD ADDITION - MINOR PLAT - Approve the Minor Plat as shown with the following conditions per the Engineering department: Sidewalks are required to be constructed.

ADOPT REVISED PROGRAM INCOME POLICY - Adopt the revised program income policy.

3RD STREET AND CENTRAL AVENUE RECONSTRUCTION PROJECT - RIGHT OF ENTRY LICENSE AGREEMENT WITH CPKC (4826) - Approve the Right of Entry License Agreement with CPKC and authorize the Mayor to sign.

ACTION ITEMS

BUDGET AMENDMENT - NDIRF ENDORSEMENT FOR WATER AND SEWER BACKUP

The motion to authorize staff to enroll in NDIRF's Public Sewer Backup and Water Main Break Coverage at a rate of \$50,290; and approve a budget amendment on first reading to allocate the appropriate funds to cover the endorsement was initiated by City

Council Member Fuller, seconded by City Council Member Samuelson and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula, Scott Samuelson; nays: None.

BUDGET AMENDMENT - ACCEPT 2025 SHSP GRANT AWARD

The motion to accept the North Dakota Department of Emergency Services (NDDDES) FY 2025 State Homeland Security Grant; authorize the Fire Chief to sign the grant agreement; and approve the proposed budget amendment was initiated by City Council Member Fuller seconded by City Council Member Samuelson and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula, Scott Samuelson; nays: None.

BUDGET AMENDMENT - ACCEPTANCE OF THE FY2025 BULLETPROOF VEST PARTNERSHIP GRANT

The motion to accept the FY2025 Bulletproof Vest Partnership (BVP) Grant and approve the proposed budget amendment for the FY2025 US Department of Justice BVP Grant on first reading was initiated by City Council Member MacMartin, seconded by City Council Member Podrygula and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula, Scott Samuelson; nays: None.

BUDGET AMENDMENT - LEAD AND COPPER RULE COMPLIANCE

The motion to approve a budget amendment in the amount of \$85,000 to allocate funding for LCRI compliance and predictive modeling and authorize the Mayor to sign necessary documents on behalf of the city was initiated by City Council Member Samuelson, seconded by City Council Member Fuller and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula, Scott Samuelson; nays: None.

AIRPORT RENTAL CAR PARKING LOT (EAST) & EXIT LANE RECONSTRUCTION - DESIGN AND BID

The motion to approve the contract with Mead & Hunt, Inc. to design and bid the reconstruction of the rental car lot and its associated access points; and authorize the Mayor, Airport Director, and Finance Director to sign the agreements was initiated by City Council Member Podrygula, seconded by City Council Member Locken and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula, Scott Samuelson; nays: None.

URBAN GRANT PROGRAM GRANT AWARD- 3RD STREET RECONSTRUCTION PHASE II (4826.1)

The motion to accept the Urban Grant from the NDDOT was initiated by City Council Member MacMartin, seconded by City Council Member Podrygula and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula, Scott Samuelson; nays: None.

HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) GRANT ACCEPTANCE - RRFB CROSSINGS ON BURDICK EXPRESSWAY

The motion to accept the HSIP grant from the NDDOT was initiated by City Council Member Samuelson, seconded by City Council Member Fuller and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula, Scott Samuelson; nays: None.

GAMING SITE AUTHORIZATIONS RENEWALS – RECONSIDERATION

The motion to reconsider Item 11.5 Gaming Site Authorization Renewal for the Beulah CVB was initiated by City Council Member Blessum, seconded by City Council Member Fuller and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula, Scott Samuelson; nays: None.

The motion to pull item 11.5 from consent items and approve the remaining items was initiated by City Council Member Blessum, seconded by City Council Member Podrygula and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula, Scott Samuelson; nays: None.

The motion to hold Item 11.5 Gaming Site Authorization Renewal for the Beulah CVB for one month and re-evaluate in August 2026 was initiated by City Council Member MacMartin and seconded by City Council Member Podrygula. This motion was withdrawn.

The motion to approve the gaming site authorizations subject to the final outcomes of the State of ND case was initiated by City Council Member Blessum, seconded by City Council Member Locken and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula, Scott Samuelson; nays: None.

PERSONAL APPEARANCES

Randi Monley spoke to the City Council about the MPL Summer Reading program. Billi Gunderson discussed ADA safety requirements. The motion to add one minute to Billi Gunderson's personal appearance time was initiated by City Council Member Blessum, seconded by City Council Member Locken and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula, Scott Samuelson; nays: None.

Tom Warsocki spoke to the City Council about City of Minot bus services and budgeting. Julie Wondrasek discussed sewer problems possibly caused by construction on her property.

MISCELLANEOUS AND DISCUSSION ITEMS

Alderman Blessum discussed the Transit Development Plan and how the Transit Department has had discussion on transit fees for ridership.

ADJOURNMENT

The motion to adjourn the meeting at 8:40 pm was initiated by City Council Member Blessum, seconded by City Council Member Fuller and carried by the following roll call vote: ayes: Mike Blessum, Rob Fuller, Mark Jantzer, Eric Locken, John MacMartin, Steve Podrygula, Scott Samuelson; nays: None.

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Mark Jantzer, Mayor

ORDINANCE NO: 6219

**AN ORDINANCE AMENDING THE 2026 ANNUAL BUDGET TO INCREASE THE
FIRE DEPARTMENT OPERATING AND CAPITAL REVENUE & EXPENDITURES
FOR OVERTIME, MEDICARE, VEHICLE & EQUIPMENT MAINTENANCE,
TELEPHONE, TRAVEL, EDUCATION & TRAINING, POSTAGE & SHIPPING, AND
EQUIPMENT FOR THE FY2025 STATE HOMELAND SECURITY GRANT
PROGRAM AWARD.**

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

- §1: Amend the 2026 annual budget to increase the Fire department operating and capital revenue & expenditures for Overtime, Medicare, Vehicle & Equipment Maintenance, Telephone, Travel, Education & Training, Postage & Shipping, and Equipment for the FY2026 State Homeland Security Grant program award:

10030000-41300	2026300002	\$24,716
10030000-42210	2026300002	364
10030000-44330	2026300002	24,500
10030000-45300	2026300002	600
10030000-45800	2026300002	17,700
10030000-45900	2026300002	12,920
10030000-45970	2026300002	1,500
10030000-46102	2026300002	23,455
10000000-33100	2026300002	105,755
42030000-57500	2026300002	34,245
42000000-33200	2026300002	34,245

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

PASSED FIRST READING: July 6, 2026

PASSED SECOND READING: July 20, 2026

APPROVED:

ATTEST:

Mark Jantzer, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 6220

AN ORDINANCE AMENDING THE 2026 ANNUAL BUDGET TO INCREASE THE WATER DISTRIBUTION AND SEWAGE PUMPING GENERAL LIABILITY INSURANCE EXPENSES FOR THE NDIRF ENDORSEMENT AND APPROVE THE USE OF WATER-SEWER-STORM SEWER FUND RESERVES.

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

- §1: An ordinance amending the 2026 budget to increase the Water Distribution and Sewage Pumping General Liability Insurance expenses for the NDIRF endorsement:

14061000-45201		\$25,145
14062000-45201		25,145

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

PASSED FIRST READING: July 6, 2026

PASSED SECOND READING: July 20, 2026

APPROVED:

ATTEST:

Mark Jantzer, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 6221

**AN ORDINANCE AMENDING THE 2026 ANNUAL BUDGET TO INCREASE THE
POLICE DEPARTMENT FURNITURE AND EQUIPMENT REVENUES AND
EXPENDITURES FOR THE FY2025 US DEPARTMENT OF JUSTICE
BULLETPROOF VEST GRANT.**

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

- §1: Amend the 2026 annual budget to increase the Police department furniture and equipment revenues and expenditures for the FY2025 US Department of Justice Bulletproof Vest Grant:

10020000-46102	2026200010	\$18,456
10000000-33100	2026200010	9,228

- §2: Approve the transfer of funds:

10000000-31100	2026200010	(9,228)
10000000-31100		9,228

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

PASSED FIRST READING: July 6, 2026

PASSED SECOND READING: July 20, 2026

APPROVE:

ATTEST:

Mark Jantzer, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 6222

AN ORDINANCE AMENDING THE 2026 ANNUAL BUDGET TO INCREASE THE WATER PLANT IT MAINTENANCE AND REPAIR AGREEMENTS AND PRINTING SUPPLIES EXPENSES FOR LEAD AND COPPER COMPLIANCE AND APPROVE THE USE OF WATER-SEWER-STORM SEWER FUND RESERVES.

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

- §1: An ordinance amending the 2026 budget to increase the Water Plant IT maintenance and repair agreements and printing supplies expenses for lead and copper compliance, using fund reserves:

14060000-44350		\$70,400
14060000-46103		14,600

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

PASSED FIRST READING: July 6, 2026

PASSED SECOND READING: July 20, 2026

APPROVED:

ATTEST:

Mark Jantzer, Mayor

Mikayla McWilliams, City Clerk



TO: To Whom It May Concern

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

DATE: July 20, 2026

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

- 1. Minot Indoor Rodeo to conduct a raffle on September 25-26, 2026, at the Minot Auditorium (420 3rd Ave SW).**
- 2. Souris Valley United Way to conduct a raffle on July 16, 2026, at Beowulf Golf Course (1912 Valley Bluffs Dr).**
- 3. Magic City Figure Skating Club to conduct a calendar raffle from August 7th-18th, 2026, at the Maysa Arena (2501 Burdick Exwy W).**
- 4. Special Event Permit for the Spot (6 2nd St NE).**
- 5. Two Special Event Permits for the Ranger Lounge (1218 S Broadway).**
- 6. Special Event Permit for JL Beers (2001 22nd Ave SW).**
- 7. Four Special Event Permits for the Blue Rider (118 1st Ave SE).**
- 8. Two Special Event Permits for Army's 2.0 (12 3rd St SE).**
- 9. Two Special Event Permits for Pointe of View Winery (8411 19th Ave NW, Burlington).**

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

Under the Code of Ordinances, a permit issued pursuant to NDCC 5-02-01.1, to allow an alcoholic beverage sales licensee to operate at premises other than the licensed premises to which the license relates, shall be issued administratively by the city clerk upon the following terms and conditions:

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

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

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

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

IV. IMPACT

A. Aspirations

Safe and Welcoming

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

Special Event Permits, Local Permits and Restricted Event Permits are approved administratively each month through the City Clerk's Office. The non-refundable application fee for each permit is \$25 and is deposited into the appropriate general fund revenue accounts.

Project Costs

N/A

Project Funding
N/A

VI. ALTERNATIVES

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



TO: Mayor and Members of the City Council

FROM: Adam Klein, Public Safety Business Analyst

DATE: July 20, 2026

SUBJECT: PERMISSION TO APPLY FOR THE INSPIRITUS GRANT

I. RECOMMENDED ACTION

It is recommended City Council approve permission to the Fire Department to apply for the Inspiritus Grant.

II. DEPARTMENT CONTACT PERSONS

Kelli Kronschnabel, Fire Chief, 701-857-3000

III. DESCRIPTION

A. Background

The Inspiritus Grant is a mental health-focused grant. If the grant is awarded, it will be used for the Cordico app and other mental health services.

B. Proposed Project

This project is important to the Fire Department because it focuses on the mental health of the employees. This project will allow us to offer mental health services to the department.

C. Recommendation Detail

We identified the action to take some pressure off the budget. By applying and being accepted for this grant, we will be able to offer mental health services at no cost to the general fund. Deadline for the application is August 15th, 2026.

IV. IMPACT

A. Service/Delivery Impact:

This grant, if awarded, will offer mental health services to the Fire Department. This improves services, quality of service, and customer experience. This also improves the mental health of the Fire Department by offering services.

B. Fiscal Impact

Project Costs

\$0 There are no costs to apply for this grant

Project Funding

N/A

VI. ALTERNATIVES

1. Provide mental health services and training through the general fund and budget.
2. Do not apply for the grant and eliminate funding for the services.



TO: Mayor and Members of the City Council

FROM: Hannah Hornberger, Community Development Admin Asst.

DATE: July 20, 2026

SUBJECT: CASE #2026-57 - ARBOR 6TH ADDITION - MINOR PLAT

I. RECOMMENDED ACTION

It is recommended City Council approve the Minor 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 applicant wants to combine lots for the sale of property.

B. Proposed Project

Lot 1, Arbor 4th Addition, & Lots 2, 3, 4, and 5, Arbor 2nd Addition.

C. Recommendation Detail

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

IV. IMPACT

A. Service/Delivery Impact:

The applicant will be able to sell lots.

B. Fiscal Impact

N/A

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

City Council may deny or approve with conditions.

ARBOR 6TH ADDITION

BEING LOT 1, ARBOR 4TH ADDITION,
AND LOTS 2, 3, 4 AND 5, ARBOR 2ND ADDITION,
TO THE CITY OF MINOT, NORTH DAKOTA

DESCRIPTION:

Know all men by these presents that Michael L Burnham, being Owner and Proprietor, of Lot 1, Arbor 4th Addition, and Lots 2, 3, 4 and 5, Arbor 2nd Addition, to the City of Minot, Ward County, North Dakota, being more particularly described as follows:

Beginning at the Northwest Boundary Corner, of Lot 1, Arbor 4th Addition, a Plat being on file at the Ward County Recorder's Office; Thence S 62°25'59" E, on a Boundary Line, of said Lot 1, a distance of 150.29 FT, to the Northeast Corner, of said Lot 1; Thence S 62°23'24" E, on a Boundary Line, of Lot 2, of Arbor 2nd Addition, a Plat being on file at the Ward County Recorder's Office, a distance of 49.98 FT, to the Northeast Corner, of said Lot 2; Thence S 62°18'08" E, on a Boundary Line, of Lot 3, of said Arbor 2nd Addition, a distance of 50.06 FT, to the Northeast Corner, of said Lot 3; Thence S 27°49'19" W, on a Boundary Line, of said Lot 3, a distance of 101.64 FT, to the Southeast Corner, of said Lot 3; Thence S 27°31'42" W, on a Boundary Line, of Lot 4, of said Arbor 2nd Addition, a distance of 101.83 FT, to a Boundary Corner, of said Lot 4; Thence S 4°09'07" W, on a Boundary Line, of said Lot 4, a distance of 44.95 FT, to the Southeast Corner, of said Lot 4; Thence N 75°14'22" W, on a Boundary Line, of said Lot 4, a distance of 51.72 FT, to the Southwest Corner, of said Lot 4; Thence N 75°23'44" W, on a Boundary Line, of Lot 5, of said Arbor 2nd Addition, a distance of 51.14 FT, to the Southwest Corner, of said Lot 5; Thence N 5°30'35" E, on a Boundary Line, of Lot 5, of said Arbor 2nd Addition, a distance of 48.55 FT, to a Boundary Corner, of said Lot 5; Thence N 27°50'47" E, on a Boundary Line, of Lot 5, of said Arbor 2nd Addition, a distance of 62.42 FT, to the Northwest Corner, of said Lot 5; Thence N 61°39'38" W, on a Boundary Line, of said Lot 1, a distance of 50.06 FT, to a Boundary Corner, of said Lot 1; Thence S 27°40'30" W, on a Boundary Line, of said Lot 1, a distance of 22.65 FT, to a Boundary Corner, of said Lot 1; Thence N 72°40'35" W, on a Boundary Line, of said Lot 1, a distance of 50.80 FT, to a Boundary Corner, of said Lot 1; Thence S 27°41'07" W, on a Boundary Line, of said Lot 1, a distance of 50.20 FT, to a Boundary Corner, of said Lot 1; Thence N 28°01'27" E, on a Boundary Line, of said Lot 1, a distance of 251.83 FT, to the Point of Beginning.

Said described tract, of land contains 1.28 Acres more or less. Have caused the same to be surveyed and platted as shown hereon, to be known as Arbor 6th 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 owner hereunto affixed his signature.

Michael L. Burnham
Michael L Burnham

STATE OF NORTH DAKOTA, COUNTY OF Ward

On this 29th Day of June, 2026, before me, a Notary Public in and for said State, Appeared Michael L Burnham, 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

Kimberly J P Flaten
Notary Public, State of North Dakota

SURVEYOR'S CERTIFICATE

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

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

STATE OF NORTH DAKOTA, COUNTY OF Ward

On this 23rd Day of June, 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

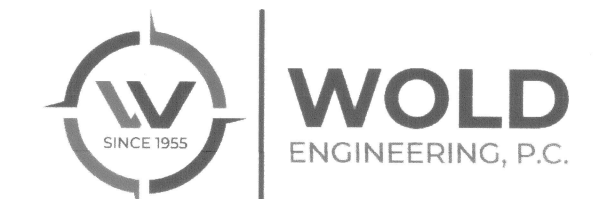
KIMBERLY J P FLATEN
Notary Public
State of North Dakota
My Commission Expires May 31, 2027

Kimberly J P Flaten
Notary Public, State of North Dakota

APPROVAL

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

Approved: _____, 2026
Minot City Engineer

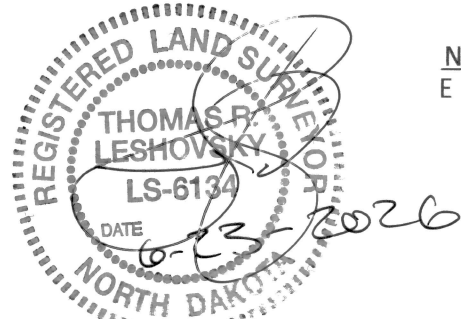
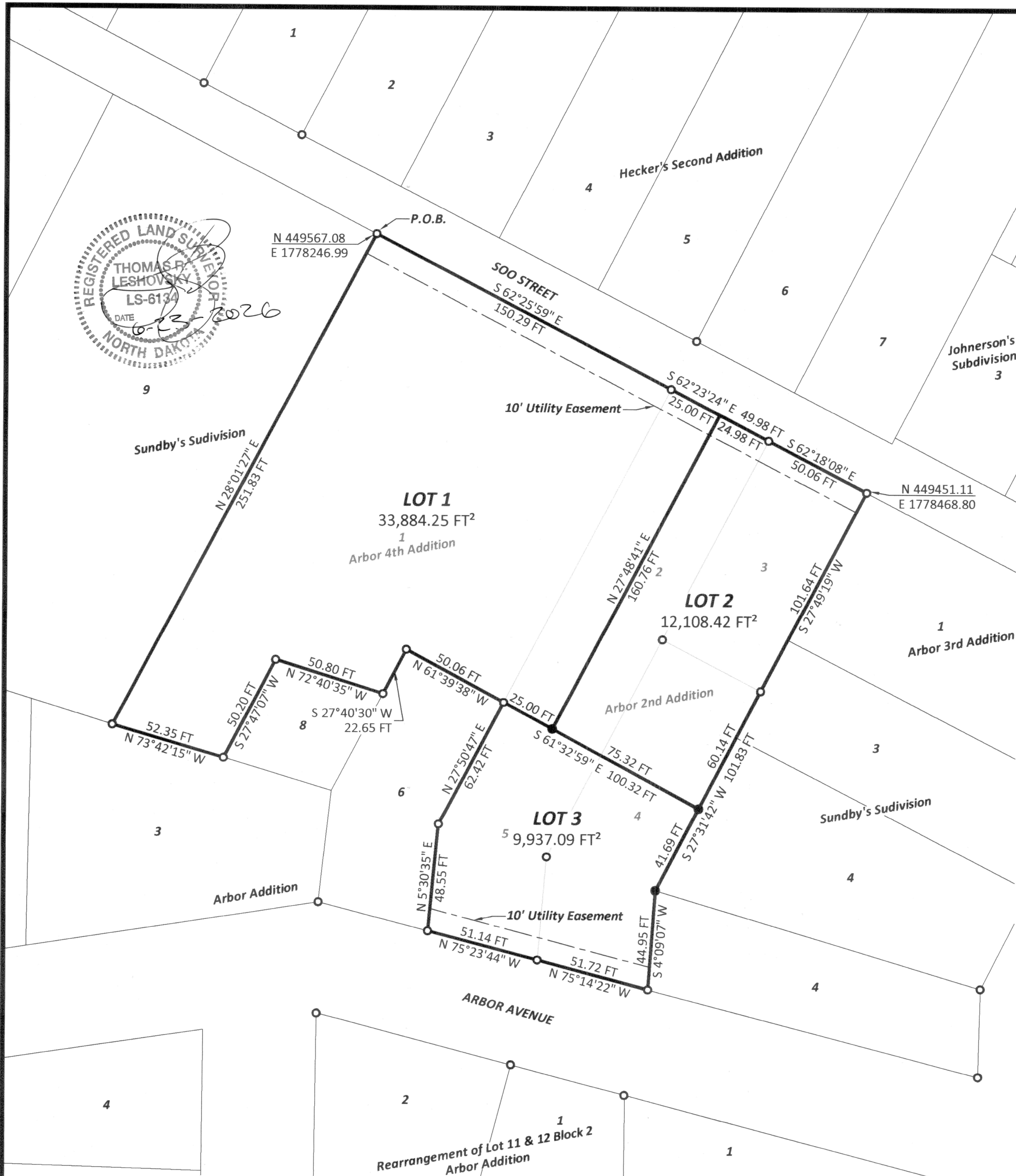
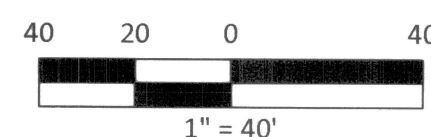


915 East 11th Street - PO Box 237 - Bottineau, ND 58318
110 8th Avenue Southwest - Minot, ND 58701
316 Eastdale Drive - PO Box 1277 - Bismarck, ND 58502

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 U.S. Survey Feet. NGS OPUS Solution was used to establish coordinates.

- - Denotes Property Corner Set 18" - #5 Rebar w/ PLS Cap #6134
- - Denotes Property Corner Found





TO: Mayor and Members of the City Council

FROM: Hannah Hornberger, Community Development Admin Asst.

DATE: July 20, 2026

SUBJECT: CASE #2026-60 - BEL AIR 26TH ADDITION - MINOR PLAT

I. RECOMMENDED ACTION

It is recommended City Council approve the Minor 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 applicant wishes to adjust the lot lines.

B. Proposed Project

Lots 21 & 22, Block 1, Bel Air 2nd Addition

C. Recommendation Detail

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

IV. IMPACT

A. Service/Delivery Impact:

Lot line adjustments will allow the owner to update his driveway to better suit his needs.

B. Fiscal Impact

N/A

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

City Council may deny or approve with conditions.

BEL-AIR 26TH ADDITION

BEING LOTS 21 AND 22, BLOCK 1, OF RE PLAT OF A PORTION OF BEL-AIR SECOND ADDITION,
TO THE CITY OF MINOT, NORTH DAKOTA

DESCRIPTION:
Know all men by these presents that Keith A & Pamela K Axtman, being Owners and Proprietors, of Lot 21, of Re Plat of a Portion of Bel-Air Second Addition to the City of Minot, Ward County, North Dakota, being more particularly described as follows:
Beginning at the Northwest Boundary Corner, of Lot 22, of Re Plat of a Portion of Bel-Air Second Addition, to the City of Minot, a Plat being on file at the Ward County Recorder's Office; Thence S 0°08'55" W, on the East Line, of said Lot 22, a distance of 118.53 FT, to the Southeast Corner, of said Lot 22; Thence N 89°30'42" W, on South Line, of Lots 21 and 22, of said Re Plat of a Portion of Bel-Air Second Addition, a distance of 273.19 FT, to the Southwest Corner, of said Lot 21; Thence N 0°24'43" E, on the West Line, of said Lot 21, a distance of 139.76 FT, to the Northwest Corner, of said Lot 21; Thence S 89°31'21" E, on the North Line, of said Lot 21, a distance of 126.08 FT, to a Boundary Corner, of said Lot 21; Thence on a Boundary Line, of said Lots 21 and 22, on a Curve to the Left, said Curve having a Length of 109.67 FT, a Radius of 50.00 FT, and a Delta Angle of 125°40'40", to a Boundary Corner, of said Lot 22; Thence S 89°31'21" E, on the North Line, of said Lot 22, a distance of 60.17 FT, to the Point of Beginning.
Said described tract, of land contains 0.79 Acres more or less. Have caused the same to be surveyed and platted as shown hereon, to be known as Bel-Air 26th 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.

Keith A. Axtman
Keith A Axtman

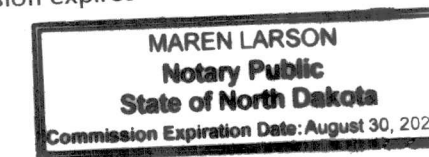
Pamela K Axtman
Pamela K Axtman

Mark V Larson
Mark V Larson

Nancy J Bjork
Nancy J Bjork

STATE OF NORTH DAKOTA, COUNTY OF Ward
On this 8th Day of July, 2026, before me, a Notary Public in and for said State, Appeared Keith A & Pamela K Axtman, 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.

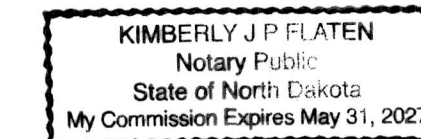
My commission expires



Maren Larson
Notary Public, State of North Dakota

STATE OF NORTH DAKOTA, COUNTY OF Ward
On this 8th Day of July, 2026, before me, a Notary Public in and for said State, Appeared Mark V Larson, well known to be the person described in the foregoing description and acknowledged to me that he executed the same on his own free act and deed.

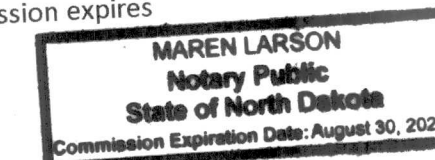
My commission expires



Kimberly J P Flaten
Notary Public, State of North Dakota

STATE OF NORTH DAKOTA, COUNTY OF Ward
On this 8th Day of July, 2026, before me, a Notary Public in and for said State, Appeared Nancy J Bjork, 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



Maren Larson
Notary Public, State of North Dakota

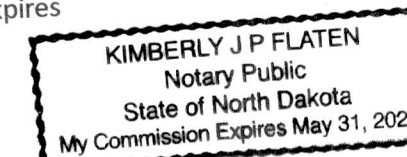
SURVEYOR'S CERTIFICATE

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

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

STATE OF NORTH DAKOTA, COUNTY OF Ward
On this 6th Day of July, 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.

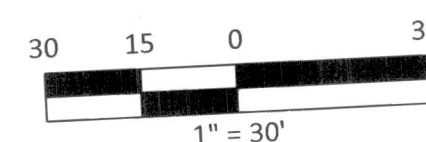
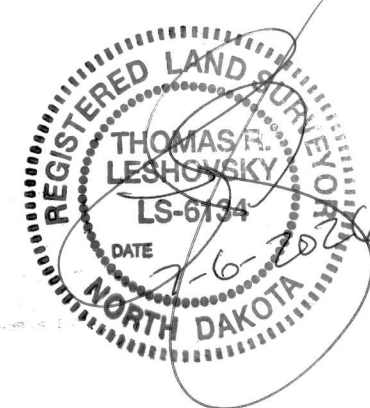
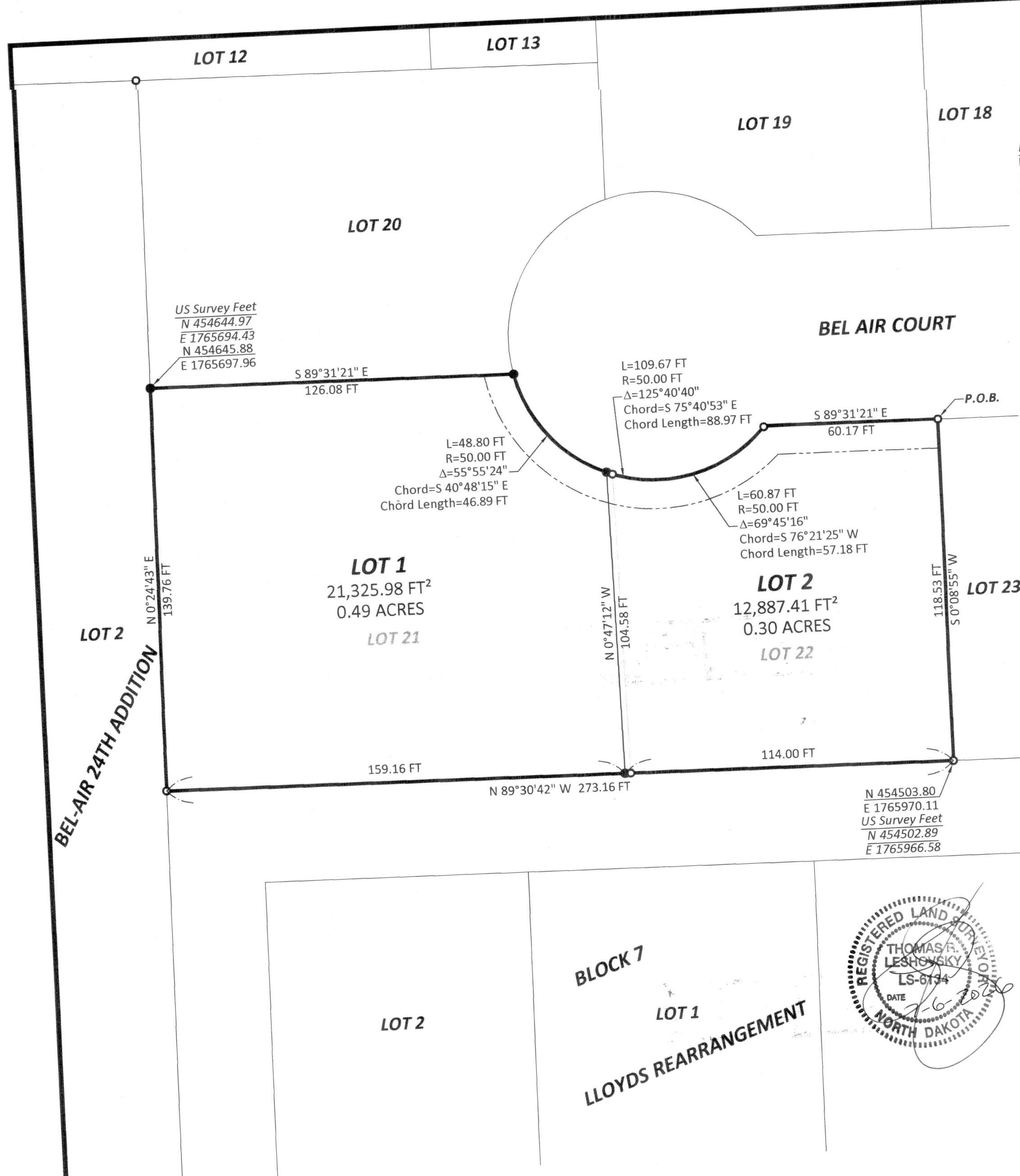
My commission expires



Kimberly J P Flaten
Notary Public, State of North Dakota



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



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

- - Denotes Property Corner Set 18" - #5 Rebar w/ PLS Cap #6134
- - Denotes Property Corner Found

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. (Unless Otherwise Indicated, NGS NAD83 Solution was used to establish coordinates.



TO: Mayor and Members of the City Council

FROM: Jason Sorenson, Public Works Utilities Director

DATE: July 20, 2026

SUBJECT: SEWER AND STORM SEWER PRIVATE LINE NETWORK

I. RECOMMENDED ACTION

It is recommended City Council authorize the Mayor to sign the agreements to transition the city's SCADA network to SRT Communications.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Public Works Utilities Director, 701-857-4768

Paul Ulrickson, IT Manager - Networks and Communication, 701-857-4172

III. DESCRIPTION

A. Background

During the flood of 2011, the Water Treatment Plant and Sewer Department lost communications with all of our facilities across town. This was due to all Supervisory Control and Data Acquisition (SCADA) communications relying on SRT and significant portions of their infrastructure being in the valley and subject to flooding. In a response to that event, the City applied for and received a Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) grant to construct a private wireless network for city communications, SCADA networking, and traffic signals. This network was completed in 2014. Over the years, there are portions of this network that have worked well and others that have not. The city and traffic networks have been removed over the past 12 years due to reliability and have transitioned to SRT's network, with the wireless network remaining for SCADA communications only. The network is at a crossroads of upgrade vs abandonment. While upgrading is an option, there remain some locations where service has been very spotty and the IT Department doesn't have the bandwidth to provide the service and maintenance necessary to keep this system in operation.

B. Proposed Project

The water treatment plant recently switched its locations to the SRT network and the service and communication failures have dramatically improved. Utilities staff, with the help of IT, have determined that the best course of action going forward is to convert the remaining Sewer and Storm

Sewer locations over to the SRT network. Staff has been working with SRT to get the most affordable deal possible. There are 46 locations that need to be connected. Of those, 21 require some construction to get fiber installed. The estimated cost of construction is \$122,000. SRT has agreed to waive the cost of construction in exchange for a seven-year agreement at \$30/month per site. SRT's recent upgrades include multiple layers of redundancy and failover protection and SRT has set up a dedicated 24/7/365 hotline for these sites.

Each SCADA location needs to communicate back to a series of servers hosted by City IT. The servers reside in a cluster co-located at City Hall and a backup site. There is currently leased SRT fiber between the primary and backup data centers. To establish fault-tolerance and maintain uptime, a second, geo-diverse, fiber circuit is needed. The estimated construction cost of the geo-diverse circuit is \$40,000. SRT has agreed to waive the cost of construction in exchange for a ten-year agreement at \$185/month for the additional circuit.

C. Recommendation Detail

While this transition costs more on a monthly basis, the City is avoiding costly upgrades to the existing system and gaining reliability and speed over SRT's new fiber network. The transition also takes the burden off the IT Department of an additional system to maintain and has 24/7 support available.

IV. IMPACT

A. Service/Delivery Impact:

The City's SCADA network is a very important component for operating and maintaining water treatment, sewer and storm sewer facilities. When failures occur time is of the essence and a reliable communications network is paramount for those notifications to get to the right staff quickly. Transitioning to SRT's network will be a huge leap in reliability and resilience.

B. Fiscal Impact

Project Costs

The annual costs for the individual SCADA services would be \$14,040 for the Sewer Department and \$2,880 for Storm Sewer. For the remainder of 2026, the costs are about \$5,000 for sewer and \$1,200 for storm sewer.

The annual cost of the redundant circuit between data centers is \$2,220; \$985 for the remainder of 2026.

Project Funding

There is funding within the departments budgets to cover the costs for 2026 and the 2027 budget will need to be adjusted accordingly for the individual SCADA circuits. IT has already budgeted the redundant circuit between data centers for 2026 and 2027.

VI. ALTERNATIVES

City Council could elect not to approve the agreement. In that case, the City would need to allocate the full cost of construction to transition to SRT or spend additional funds to upgrade the Wi-Fi network. Fault tolerance between data centers decreases the risk of downtime and increases reliability for IT services.



A HISTORY OF INNOVATION



PRIVATE LINE NETWORK TECHNOLOGY AGREEMENT

for
The City of Minot

1. **SERVICE:** SRT Communications, Inc. (hereinafter called "SRT") agrees to provide and maintain services as described in EXHIBIT 1 for the City of Minot, ND, a municipal corporation (hereinafter called the "Customer") according to the terms and conditions set forth in this Agreement ("Agreement"), referred to herein individually as "party" and collectively as "parties." Exhibits 1 and 2 are incorporated herein by reference and made a part of this Agreement.

2. **TERM AND RENEWAL:** The effective date ("Effective Date") of the eighty-four (84) month Initial Term is the last date signed below. Upon expiration of the eighty-four (84) month Initial Term, this Agreement shall automatically renew for successive twelve (12) month periods unless either party provides written notice of its intent not to renew at least ninety (90) days prior to the expiration of the then-current term.

3. **ADDITIONS:** If new or additional services are added subsequent to the date of the initial installation, a new monthly charge will be computed to cover additional services, added as specified in future amendments.

4. **MAINTENANCE AND ALTERATIONS:** The Customer hereby authorizes and grants SRT, its agent or assigns, permission to install and maintain equipment to ensure proper operation.

5. **SERVICE INTERRUPTION, RESTORATION & FORCE MAJEURE:** Although SRT will restore service as quickly as possible, if service is disrupted for a period of ten (10) consecutive days for any reason other than those described as follows in this Service Interruption & Restoration section, without restoration of service by SRT, the Customer may exercise its option to terminate this Agreement immediately by written notice, without any Maximum Termination Liability under Exhibit 1. It is understood that this Agreement does not cover damages to or failure of the facilities caused by Customer or end-user misuse, Customer or end-user negligence, fire, flood, wind, acts of God or public enemy, or improper wiring, installation, repair or alteration by any party other than SRT, and that such events shall not permit Customer to terminate this Agreement without the Maximum Termination Liability under Exhibit 1. The cost of repairs necessitated by any of the above excepted causes and/or service work for moves, changes of facilities, equipment and/or software additions shall be the sole responsibility of the Customer.

6. **TERMINATION.** Upon either party's failure to cure a material breach of this Agreement within thirty (30) calendar days following written notice thereof from the other party, the non-breaching party may

terminate this Agreement effective at the end of such thirty (30) calendar day period. Either party may, at its option by written notice, terminate this Agreement immediately upon the other party's insolvency, inability to pay its debts when due, assignment for the benefit of creditors, ceasing to do business as a going concern, filing for protection of the bankruptcy laws, becoming the subject of any involuntary proceeding under federal bankruptcy laws, or upon the appointment of a receiver or trustee. Termination under this paragraph is not subject to and is excluded from the Maximum Termination Liability provisions in Exhibit 1.

7. ASSIGNMENT: This Agreement shall not be transferred or assigned by the Parties without the express written consent of the other Party.

8. LIMITATION OF LIABILITY: NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, IN NO EVENT SHALL SRT BE LIABLE TO THE CUSTOMER FOR, AND CUSTOMER HEREBY WAIVES, TO THE FULLEST EXTENT EXPRESSLY PERMITTED UNDER APPLICABLE NORTH DAKOTA LAW, THE RIGHT TO RECOVER INCIDENTAL, CONSEQUENTIAL (INCLUDING, WITHOUT LIMITATION, LOST PROFITS, LOSS OF USE OR LOSS OF BUSINESS OPPORTUNITY), PUNITIVE, EXEMPLARY, AND SIMILAR DAMAGES.

9. EARLY TERMINATION BY CUSTOMER: This Agreement may be terminated by Customer upon thirty (30) calendar days' written notice to SRT of the Customer's intent to terminate before the expiration of this Agreement. SRT acknowledges that the Customer cannot commit funds beyond the current fiscal year. In the event the Customer terminates this Agreement or cancels the services provided hereunder prior to the expiration of the then-current term, all charges then due under this Agreement, together with the applicable Maximum Termination Liability described in Exhibit 1, if any, shall become immediately due and payable to SRT.

10. REMOVAL AND NON-WAIVER: SRT may remove equipment upon the termination of this Agreement by lapse of time, default of payment due hereunder, or otherwise, and the removal of the equipment as aforesaid shall not be held to constitute a waiver of the right of SRT to collect any charges which have accrued or which may accrue hereunder.

11. ENTIRE AGREEMENT & AMENDMENTS: The provisions contained in this Agreement constitute the entire Agreement between SRT and the Customer with regard to the subject matter herein, and any alterations or modifications hereto must be in writing, referenced to the Agreement, and be executed by the Customer and SRT.

12. GOVERNING LAW, DISPUTE RESOLUTION & VENUE: This Agreement is executed and is intended to be performed solely in the State of North Dakota. It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of North Dakota. Any dispute as to the validity, construction, enforcement, or performance of this Agreement or any provision hereof shall be determined



A HISTORY OF INNOVATION



in accordance with the laws of the State of North Dakota and venued in District Court in Ward County, North Dakota.

13. **CONFIDENTIALITY:** SRT and Customer shall not, without prior written consent of the other Party, publish, distribute, or otherwise disclose to third parties—which shall not include employees, attorneys, and accountants of the Party—the terms of this Agreement. In the event a Party receives a subpoena or other valid legal process demanding the disclosure or production of this Agreement or its terms, the receiving Party shall, to the extent not prohibited by North Dakota law, notify the other Parties within three (3) business days of receipt of the subpoena or other legal process. If the non-receiving Party notifies the receiving Party of its intent to contest the subpoena or other legal process, the receiving Party shall cooperate in any lawful effort to contest the subpoena or other legal process and shall not disclose the terms of this Agreement until such efforts have been exhausted. Notwithstanding the foregoing, the Parties agree and acknowledge that the terms of this Agreement may be published or distributed amongst the Parties. Notwithstanding the foregoing, this Agreement shall be subject to applicable North Dakota open records and public meeting laws.

14. **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 record retention, reporting, confidentiality, shall remain in full force and effect after the end of the Agreement.

15. **AUTHORITY TO EXECTUTE:** By signing below, 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 and that this Agreement constitutes a valid and binding obligation, enforceable against each Party, its successors and assigns in accordance with its terms.

16. **NOTICES:** All notices or other communications required under this Agreement must be given by registered, certified mail, or email and are complete on the date postmarked or sent when addressed to the Parties at the following addresses:

SRT Communications
PO Box 2027
3615 N. Broadway
Minot, ND 58702

City of Minot
PO Box 5006
10 3rd Ave. SW
Minot, ND 58702-5006

IN WITNESS WHEREOF, the parties hereto enter into this Technology Agreement.



A HISTORY OF INNOVATION



SRT Communications, Inc.

By: _____

Printed Name: Cassidy Hjelmstad

Title: CEO/General Manager

Date: _____

City of Minot

By: _____

Printed Name: _____

Title: _____

Date: _____

Attest:

By: _____

Printed Name: _____

Title: _____

Date: _____

By: _____

Printed Name: _____

Title: _____

Date: _____



A HISTORY OF INNOVATION



EXHIBIT 1 – SERVICE LOCATIONS, PRICING, AND TERM

AGREEMENT TERM:

The initial term of this Agreement is seven (7) years, or eighty-four (84) months commencing on the Effective Date.

Upon expiration of the Initial Term, this Agreement shall automatically renew for successive twelve (12) month periods unless either party provides written notice of its intent not to renew at least ninety (90) calendar days prior to the expiration of the then-current term.

After seven (7) years or eighty-four (84) months, SRT may request renegotiation of the Monthly Recurring Fees described in Exhibit 1 based on changes in the cost to provide the service. Any change to the Monthly Recurring Fees shall be effective only if agreed to by the parties in writing. If the parties do not agree in writing to revised Monthly Recurring Fees, the then-current Monthly Recurring Fees shall remain in effect unless and until the parties agree otherwise in writing.

Maximum Termination Liability is not applicable for a termination pursuant to the Service Interruption & Restoration or Termination provisions of this Agreement, except as expressly stated therein.

SERVICES:

SRT shall provide 350 Mbps x 350 Mbps Private Line Network (PLN) Services to the locations identified herein, consisting of:

- Thirty-six (36) Sewer Lift Stations
- Eight (8) Storm Sewer Lift Stations
- Total Locations: forty-seven (44)

Each service location shall be billed at a discounted rate of \$30 per month.

PRICING DETAILS:

Total Monthly Recurring Fee Payment for all Locations: \$1,320 per month

Total payment over seven (7) years (84 months): \$110,880

Maximum Termination Liability: \$114,525

- Maximum termination liability shall not exceed the cost of construction, which is \$114,525. This amount will decrease monthly by \$1,320 over the Agreement term. At the end of the Agreement's Initial Term, no termination liability will remain due.

SITE LIST ATTACHED

Site Name	Location - Minot, ND
Sewer Lift Stations	
8th St. Lift	4300 8th St. NW
13th St. Lift	522 13th St. NW
16th St. Lift	318 16th St. NW
40th Ave. Lift	4000 6th St. NE
Eagles Landing Lift	2906 Crescent Dr.
Master Lift	1525 Hwy 2/52 Bypass E
Nedrose Lift	7708 11th Ave. SE
Northridge Villas Lift	916 28th St. NW
Puppy Dog Lift	5125 37th Ave. SE
Green Acres Lift	2100 31st Ave. SW
55th Crossing Lift	1718 57th St. SE
First Larson Coulee Lift	2818 6th St. SE
Flickertail Lift	2 50th Ave. NW
River Oaks Lift	1738 Rivers Edge Dr.
SE Ridge Business Lift	1318 37th St. SE
Bolton Heights Lift	3760 19th Ave. NW
Carney Lift	1008 2nd Ave. SW
Control Lift	1000 31st St. SE
Muus Lift	909 27th St. SE
Perkett Lift	609 21st St. SW
Roosevelt Lift	314 14th St. NE
Walders Lift	420 Walders St.
30th Ave. Lift	2701 30th Ave. NE
55th St. Lift	541 55th St. NE
64th St. Lift	401 64th St. SE
74th St. Lift	765 74th St. SE
Airport Lift	2400 N. Broadway

Apple Grove Lift	2700 39th St. SE
Aeration Ponds	7125 20th Ave. SE
Burdick Lift	1511 E. Burdick Expy.
Cloverdale Lift	1013 17th St. SE
Edgewood Lift	1717 Hiawatha St.
Livingston Coulee Lift	2000 30th Ave. NE
Minot Mill Lift	312 55th St. NE
Park St. Lift	415 1st Ave. SW
Verendrye Lift	1229 Hwy 2/52 Bypass E
Storm Sewer Lift Stations	
8th St Lift Station	801 Central Ave. E
6th Street Underpass Lift	622 Western Ave. SW
36th Ave NW Lift	629 36th Ave. NW
8th Ave Lift	804 12th St. SW
Perkett Ditch Lift	2025 7th Ave. SW
Bark Park Lift	2945 7th Ave. SW
Broadway Pump Station	325 3rd St. NW
East Side Storm Water Lift	510 13th St. NE



A HISTORY OF INNOVATION



DARK FIBER LEASE TECHNOLOGY AGREEMENT

for
The City of Minot

1. **SERVICE:** SRT Communications, Inc. (hereinafter called "SRT") agrees to provide and maintain services as described in EXHIBIT 1 for the City of Minot, ND, a municipal corporation (hereinafter called the "Customer") according to the terms and conditions set forth in this Agreement, referred to herein individually as "party" and collectively as "parties." Exhibit 1 is incorporated herein by reference and made a part of this Agreement.

2. **TERM AND RENEWAL:** The effective date ("Effective Date") of the twelve (12) month Initial Term is the last date signed below. Upon expiration of the Initial Term, this Agreement shall automatically renew for successive twelve (12) month periods unless either party provides written notice of its intent not to renew at least ninety (90) calendar days prior to the expiration of the then-current term.

3. **ADDITIONS:** If new or additional services are added subsequent to the date of the initial installation, a new monthly charge will be computed to cover additional services, added as specified in future amendments.

4. **MAINTENANCE AND ALTERATIONS:** The Customer hereby authorizes and grants SRT, its agent or assigns, permission to install and maintain equipment to ensure proper operation.

5. **SERVICE INTERRUPTION, RESTORATION & FORCE MAJEURE:** Although SRT will restore service as quickly as possible, if service is disrupted for a period of ten (10) consecutive days for any reason other than those described as follows in this Service Interruption & Restoration section, without restoration of service by SRT, the Customer may exercise its option to terminate this Agreement immediately by written notice, without any Maximum Termination Liability under Exhibit 1. It is understood that this Agreement does not cover damages to or failure of the facilities caused by Customer or end-user misuse, Customer or end-user negligence, fire, flood, wind, acts of God or public enemy, or improper wiring, installation, repair or alteration by any party other than SRT, and that such events shall not permit Customer to terminate this Agreement without the Maximum Termination Liability under Exhibit 1. The cost of repairs necessitated by any of the above excepted causes and/or service work for moves, changes of facilities, equipment and/or software additions shall be the sole responsibility of the Customer.

6. **TERMINATION.** Upon either party's failure to cure a material breach of this Agreement within thirty (30) calendar days following written notice thereof from the other party, the non-breaching party may terminate this Agreement effective at the end of such thirty (30) calendar day period. Either party may, at its option by written notice, terminate this Agreement immediately upon the other party's insolvency,



A HISTORY OF INNOVATION



inability to pay its debts when due, assignment for the benefit of creditors, ceasing to do business as a going concern, filing for protection of the bankruptcy laws, becoming the subject of any involuntary proceeding under federal bankruptcy laws, or upon the appointment of a receiver or trustee. Termination under this paragraph is not subject to and is excluded from the Maximum Termination Liability provisions in Exhibit 1.

7. ASSIGNMENT: This Agreement shall not be transferred or assigned by the Parties without the express written consent of the other Party.

8. LIMITATION OF LIABILITY: NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, IN NO EVENT SHALL SRT BE LIABLE TO THE CUSTOMER FOR, AND CUSTOMER HEREBY WAIVES, TO THE FULLEST EXTENT EXPRESSLY PERMITTED UNDER APPLICABLE NORTH DAKOTA LAW, THE RIGHT TO RECOVER INCIDENTAL, CONSEQUENTIAL (INCLUDING, WITHOUT LIMITATION, LOST PROFITS, LOSS OF USE OR LOSS OF BUSINESS OPPORTUNITY), PUNITIVE, EXEMPLARY, AND SIMILAR DAMAGES.

9. EARLY TERMINATION BY CUSTOMER: This Agreement may be terminated by Customer upon thirty (30) calendar days' written notice to SRT of the Customer's intent to terminate before the expiration of this Agreement. SRT acknowledges that the Customer cannot commit funds beyond the current fiscal year. In the event the Customer terminates this Agreement or cancels the services provided hereunder prior to the expiration of the then-current term, all charges then due under this Agreement, together with the applicable Maximum Termination Liability described in Exhibit 1, if any, shall become immediately due and payable to SRT.

10. REMOVAL AND NON-WAIVER: SRT may remove equipment upon the termination of this Agreement by lapse of time, default of payment due hereunder, or otherwise, and the removal of the equipment as aforesaid shall not be held to constitute a waiver of the right of SRT to collect any charges which have accrued or which may accrue hereunder.

11. ENTIRE AGREEMENT & AMENDMENTS: The provisions contained in this Agreement constitute the entire Agreement between SRT and the Customer with regard to the subject matter herein, and any alterations or modifications hereto must be in writing, referenced to the Agreement, and be executed by the Customer and SRT.

12. GOVERNING LAW, DISPUTE RESOLUTION & VENUE: This Agreement is executed and is intended to be performed solely in the State of North Dakota. It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of North Dakota. Any dispute as to the validity, construction, enforcement, or performance of this Agreement or any provision hereof shall be determined in accordance with the laws of the State of North Dakota and venued in a District Court in Ward County, North Dakota.



A HISTORY OF INNOVATION



13. CONFIDENTIALITY: SRT and Customer shall not, without prior written consent of the other Party, publish, distribute, or otherwise disclose to third parties—which shall not include employees, attorneys, and accountants of the Party—the terms of this Agreement. In the event a Party receives a subpoena or other valid legal process demanding the disclosure or production of this Agreement or its terms, the receiving Party shall, to the extent not prohibited by North Dakota law, notify the other Parties within three (3) business days of receipt of the subpoena or other legal process. If the non-receiving Party notifies the receiving Party of its intent to contest the subpoena or other legal process, the receiving Party shall cooperate in any lawful effort to contest the subpoena or other legal process and shall not disclose the terms of this Agreement until such efforts have been exhausted. Notwithstanding the foregoing, the Parties agree and acknowledge that the terms of this Agreement may be published or distributed amongst the Parties. Notwithstanding the foregoing, this Agreement shall be subject to applicable North Dakota open records and public meeting laws.

14. 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 record retention, reporting, confidentiality, shall remain in full force and effect after the end of the Agreement.

15. AUTHORITY TO EXECTUTE: By signing below, 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 and that this Agreement constitutes a valid and binding obligation, enforceable against each Party, its successors and assigns in accordance with its terms.

16. NOTICES: All notices or other communications required under this Agreement must be given by registered, certified mail, or email and are complete on the date postmarked or sent when addressed to the Parties at the following addresses:

SRT Communications
PO Box 2027
3615 N. Broadway
Minot, ND 58702

City of Minot
PO Box 5006
10 3rd Ave. SW
Minot, ND 58702-5006



A HISTORY OF INNOVATION



IN WITNESS WHEREOF, the parties hereto enter into this Technology Agreement.

SRT Communications, Inc.

By: _____

Printed Name: Cassidy Hjelmstad

Title: CEO/General Manager

Date: _____

City of Minot

By: _____

Printed Name: _____

Title: _____

Date: _____

Attest:

By: _____

Printed Name: _____

Title: _____

Date: _____

By: _____

Printed Name: _____

Title: _____

Date: _____



A HISTORY OF INNOVATION



EXHIBIT 1 – SERVICE LOCATIONS, PRICING, AND TERM

CONTRACT TERM:

The initial term of this Agreement shall be ten (10) years, or one hundred twenty (120) months.

Upon expiration of the Initial Term, this Agreement shall automatically renew for successive twelve (12) month periods unless either party provides written notice of its intent not to renew at least ninety (90) calendar days prior to the expiration of the then-current term.

SRT reserves the right, at the conclusion of the Initial Term, to propose revised pricing, terms, and conditions applicable to any renewal period. Any such revisions shall become effective only if agreed to by the parties in writing prior to the commencement of the applicable renewal period. If the parties do not agree in writing to any such revisions, this Agreement shall renew in accordance with the renewal provisions of this Agreement on the same pricing, terms, and conditions then in effect.

After ten (10) years or one hundred twenty (120) months, SRT may request renegotiation of the Monthly Recurring Fees described in Exhibit 1 based on changes in the cost to provide the Services. Any change to the Monthly Recurring Fees shall be effective only if agreed to by the parties in writing. If the parties do not agree in writing to revised Monthly Recurring Fees, the then-current Monthly Recurring Fees shall remain in effect unless and until the parties agree otherwise in writing.

Maximum Termination Liability is not applicable for a termination pursuant to the Service Interruption & Restoration or Termination provisions of this Agreement, except as expressly stated therein.

SERVICES:

SRT shall provide Geo-Diverse Dark Fiber to the location identified herein, consisting of:

Minot International Airport
305 Airport Rd.
Minot, ND 58703

This service location shall be billed at a rate of \$185.00 per month, payable upon Net 30 terms.

PRICING DETAILS:

Total Monthly Payment for this location: \$185.00 per month

Total payment over ten years (120 months): \$22,200.00

Maximum Termination Liability: \$40,000.00

- Maximum termination liability shall not exceed the cost of construction, which is \$40,000.00.



TO: Mayor and Members of the City Council

FROM: Brian Billingsley, Community Development Director

DATE: July 20, 2026

SUBJECT: REQUEST TO AMEND THE INTERNATIONAL BUILDING CODE (IBC), SECTION 202 (DEFINITION - HIGH-RISE BUILDING) AND INTERNATIONAL FIRE CODE (IFC), CHAPTER 2 (DEFINITION - HIGH-RISE BUILDING)

I. RECOMMENDED ACTION

Staff recommends City Council deny the request/amendment as it would jeopardize the safety of hospital personnel, patients, and visitors that will occupy the sixth floor of the hospital and the first responders that would be tasked with responding to an emergency, along with anyone occupying or responding to an emergency in all high-rise buildings throughout the City of Minot.

II. DEPARTMENT CONTACT PERSONS

Brian Billingsley, Community Development Director, 701-857-4122
Kelli Kronschnabel, Fire Chief, 701-857-3000
Luke Tillema, Building Official, 701-857-4102
Stefanie Stalheim, City Attorney, 701-857-4190

III. DESCRIPTION

A. Background

On Tuesday, July 7, 2026, Aldermen Fuller and Blessum requested to place amendments to the International Building Code (IBC) and International Fire Code (IFC) on the July 20th agenda for consideration.

B. Proposed Project

The Council Members asked staff to draft an amendment for Council to consider that would modify the definition of a high-rise building from 75-feet to 80-feet in

the IBC and IFC, as measured from the lowest level of fire department vehicle access to the highest occupied floor.

C. Recommendation Detail

Trinity Hospital's sixth floor is 78.5 feet above ground level. Emails by City staff, dating as far back as 2018, warned officials from Trinity and their design professionals that this standard would be enforced on any floor above 75 feet in height. There have been multiple meetings on this topic since 2018 between City officials and staff representing Trinity. When the Certificate of Occupancy was issued for the Hospital in 2023, the sixth floor was not granted approval for occupancy because the necessary life-safety equipment was not installed on this floor. To date, this floor of the hospital remains unused.

The 75-foot international standard is recognized and enforced by most cities around the world. All of the major cities in North Dakota enforce the 75-foot standard. The 75-foot standard, as described in IBC Section 202 and echoed in NFPA 101 and NFPA 5000, is not arbitrary. It is tied directly to the functional limits of fire department aerial apparatus. Once an occupied floor rises above 75-feet from the lowest level of fire department access, firefighters can no longer reliably perform rescue or fire suppression from the exterior. Raising the threshold to 80 feet would not increase a firefighter's reach or change the physics governing emergency response capabilities.

High-rise buildings rely on multiple layers of life safety precisely because no single system is guaranteed to function under all emergency conditions. Rescue elevators, pressurized stairs, protected lobbies, standpipes, fire command centers, and smoke control measures all work together. Removing or modifying one element compromises the function of the others and the overall safety of the building.

Changing the high-rise threshold to exempt a building like Trinity Hospital would remove safeguards the 2024 IFC requires, specifically because floors above 75-feet present significantly higher operational risk for fire response. Without features such as protected and separated interior exit stairways, smoke detection in critical mechanical and electrical spaces, and other high-rise life-safety measures, firefighters face reduced visibility, compromised egress pathways, and limited smoke control during vertical operations. These conditions directly impede safe entry, evacuation support, and fire attack, increasing risk to occupants and first responders. Maintaining the existing 75-foot standard is therefore essential to ensuring adequate fire protection performance and operational safety. Lastly, setting a precedence like this would potentially affect other high-rise buildings and put more risk on emergency response personnel and the people that occupy the building.

IV. IMPACT

A. Service/Delivery Impact:

Trinity Hospital presents additional operational challenges because it is a healthcare occupancy. In the event of a fire, patients are not expected to immediately evacuate the building. Instead, the facility's emergency response plan relies on a defend-in-place strategy utilizing horizontal evacuation, where trained staff relocate patients into adjacent smoke compartments while maintaining continuity of care. This strategy is supported through ongoing staff education, routine training, and building features specifically designed to protect occupants who cannot readily self-evacuate.

High-rise fire fighting operations are among the most complex and hazardous incidents encountered by the fire service. Firefighters rely on every required building system mentioned above to perform their duties safely and effectively. Again, these systems are designed to function together as a life-safety package that protects hospital personnel, patients, visitors, and first responders while allowing firefighters to safely advance into the building to control the incident.

B. Fiscal Impact

N/A

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

1. Adopt the amendment to both codes to 80 feet.
2. Adopt the amendment to both codes to 78.5 feet.
3. Table the item and request more information from staff or Trinity Hospital.

Tom,

I'd like to request that an agenda item be prepared for the July 20, 2026, City Council meeting directing staff to present proposed ordinance language amending the City's adopted **International Building Code (IBC)** and **International Fire Code (IFC)** to modify the local definition of a high-rise building from **75 feet** to **80 feet**, as measured from the lowest level of fire department vehicle access to the highest occupied floor.

Specifically, I am requesting proposed amendments to:

- **International Building Code (IBC), Section 202 – Definitions (High-Rise Building)**
- **International Fire Code (IFC), Chapter 2 – Definitions (High-Rise Building)**

Please include the draft ordinance language identifying any additional sections of the City's adopted building and fire codes that would require conforming amendments to implement this change.

The purpose of this request is to allow the City Council to review and discuss whether an 80-foot threshold is appropriate given the City's current lack of effort to try and help Trinity hospital use their 6th floor. I will send an email including Alderman Blessum, so you have the 2 Council members required to put something on the agenda.

Thank you.



7.7.26

Sec. 9-2 (17) The following definitions in [Chapter 2](#) (Definitions) of the IBC are amended to read as follows:

(a) COMMERCIAL MOTOR VEHICLE.

A motor vehicle used to transport passengers, property or motorized equipment where the motor vehicle or equipment fleet meets one or more of the requirements listed below:

1. Has a gross vehicle weight rating of 10,000 pounds (4540 kg) or more; or
2. Has a combined fleet weight greater than 26,000 pounds or more; or
3. Is designed to transport 16 or more passengers, including the driver.

(b) HIGH-RISE BUILDING.

A building with an occupied floor or occupied roof located more than 75' (22 860 mm) 80 feet (24,384 mm) above the lowest level of fire department vehicle access.

IFC Chapter 2 Definitions, Section 202 General Definitions:

High-Rise Building. A building with an occupied floor located more than ~~75~~ (80) feet above the lowest level of fire department vehicle access.



Date: July 10, 2026

To: Alderman Fuller
Minot City Council

Subject: Request for changing definition of high-rise from 75 to 80 feet

Dear Alderman Fuller,

The International Fire Code (IFC) establishes a building as a high-rise when an occupied floor is located more than 75 feet above the lowest level of fire department vehicle access. This threshold was not selected arbitrarily; rather, it is based on decades of fire protection engineering, firefighter safety research, and the operational capabilities of fire departments throughout the United States.

The primary reason for the 75-foot threshold is the practical reach of fire department aerial apparatus. Most aerial ladders are designed to effectively operate to approximately 75 feet above the point where the apparatus is positioned. Beyond this height, exterior rescue and firefighting operations become significantly more difficult or impossible, requiring the building to rely on enhanced internal life safety systems rather than exterior firefighting operations. These additional safeguards include automatic sprinkler protection throughout the building, standpipe systems for firefighter operations, pressurized exit stairwells, emergency voice communication systems, smoke control features, emergency power systems, and other life safety measures intended to protect occupants and firefighters when exterior access is limited.

As illustrated in Exhibit 1, which identifies the proposed building layout and demonstrates the operational reach of the Minot Fire Department's 95-foot aerial apparatus, portions of the structure between 75 and 80 feet extend beyond the practical operating envelope of our aerial ladder. Although aerial ladders have published maximum extension heights, actual emergency operations are influenced by apparatus placement, building setbacks, required operating angles, overhead obstructions, terrain, wind conditions, and the need to safely position firefighters. These real-world conditions reduce the effective working height of the apparatus and are precisely why national model codes use the 75-foot threshold rather than the maximum advertised ladder length.

This facility presents additional operational challenges because it is a healthcare occupancy. In the event of a fire, patients are not expected to immediately evacuate the building. Instead, the facility's emergency response plan relies on a defend-in-place strategy utilizing horizontal

evacuation, where trained staff relocate patients into adjacent smoke compartments while maintaining continuity of care. This strategy is supported through ongoing staff education, routine training, and building features specifically designed to protect occupants who cannot readily self-evacuate.

At the same time, visitors and other occupants who are capable of self-evacuation will be directed to the protected exit stairwells to leave the building or await further instructions. Those same stairwells serve as the primary means of access for firefighters entering the structure to locate and suppress the fire. They also contain the standpipe systems that provide the water supply necessary for interior fire attack. As a result, these stairwells become shared life safety pathways for evacuating occupants, incoming firefighters, and the delivery of critical firefighting resources.

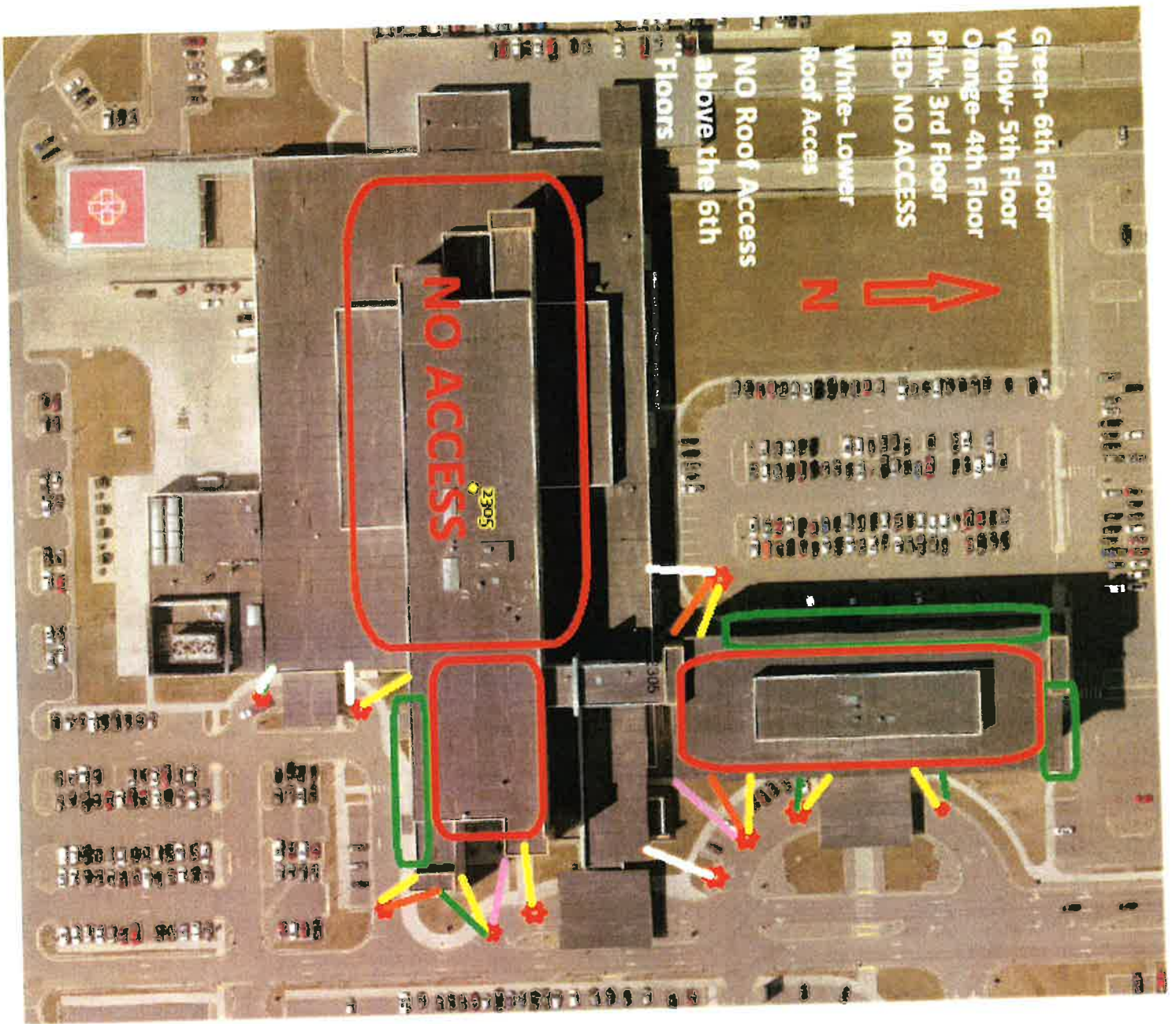
High-rise firefighting operations are among the most complex and hazardous incidents encountered by the fire service. Firefighters rely on every required building system including protected stairwells, standpipe systems, automatic sprinklers, smoke control systems, fire-resistance-rated construction, emergency communications, emergency power, and compartmentation to perform their duties safely and effectively. These systems are designed to function together as an integrated life safety package that protects patients, visitors, facility staff, and emergency responders while allowing firefighters to safely advance into the building to control the incident.

Based on nationally recognized building and fire codes, accepted fire protection engineering principles, the operational capabilities of the Minot Fire Department, and the unique life safety challenges associated with healthcare occupancies, I recommend that the City Council deny the proposed ordinance amendment and retain the current 75-foot high-rise threshold.

Respectfully submitted for your consideration,

A handwritten signature in dark ink, appearing to read 'K. Kronschnabel', with a long horizontal line extending to the right.

K. Kronschnabel
Fire Chief
City of Minot





BUILDING SAFETY DEPARTMENT

buildingsafety@minotnd.gov

(701) 857-4102

1025 31st St SE - Minot, ND 58702

City of Minot – Building Safety Department

1025 31st St. SE

Minot, ND 58701

701-857-4102

buildingsafety@minotnd.gov

Date: 08 July, 2026

To: Alderman Fuller
Minot City Council

Subject: Request to Consider Increasing the High-Rise Definition from 75 Feet to 80 Feet

Dear Alderman Fuller:

Thank you for bringing forward Trinity hospital's request to consider raising the high-rise building threshold from 75 feet to 80 feet. I appreciate your willingness to advocate on behalf of your constituents and local institutions. However, after reviewing the technical, operational, and life-safety implications, I must respectfully but firmly advise against pursuing this change.

Minot is home to only a small number of high-rise buildings - Henry Towers, Milton Young Towers, the Parker Building, the Midwest Federal Building, and Trinity Hospital. With so few structures of this height within city limits and the two-mile ETJ, maintaining consistent, proven life-safety standards are especially important for our community's long-term safety and operational readiness.

The current 75-foot threshold, as defined in **IBC Section 202** and echoed in **NFPA 101** and **NFPA 5000**, is not arbitrary. It is tied directly to the functional limits of fire department aerial apparatus. Once an occupied floor rises above 75 feet from the lowest level of fire department access, firefighters can no longer reliably perform rescue or fire suppression from the exterior. Raising the threshold to 80 feet would not increase our firefighters' reach or change the physics governing emergency response capabilities.

Because exterior operations are no longer feasible above 75 feet, high-rise buildings must depend entirely on internal fire- and life-safety systems. Requirements found in **IBC Chapter 4, Section 403**, such as stair pressurization, smoke control, protected firefighter access, and emergency voice communications, exist precisely because internal systems become the only means of supporting evacuation and suppression at these heights. Without a pressurized stairway system, the upper floors of a high-rise can quickly become untenable during a fire, posing significant risks to both occupants and responders.

The hospital's request appears to be based primarily on the cost of installing the required stair pressurization system that was omitted during construction. While cost concerns are understandable, altering the high-rise definition after a building is completed would set a troubling precedent - one that allows code requirements to be modified retroactively to address design choices rather than life-safety needs. Such an approach undermines the purpose of the building code, which is to protect the public, not to accommodate financial preferences.

Changing Minot's definition to 80 feet would also create a dangerous inconsistency with national standards. Designers, engineers, and emergency responders across the country rely on a uniform understanding of high-rise

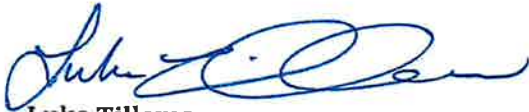
classification. Altering Minot's threshold would introduce confusion, weaken our alignment with established best practices, and lower the level of protection afforded to the residents of our community. As one of the only cities in North Dakota with high-rise structures, Minot should remain consistent with nationally recognized models rather than deviating from them.

Even though the hospital has a rescue elevator, this system is not a substitute for stair pressurization. High-rise buildings rely on multiple layers of life safety precisely because no single system is guaranteed to function under all emergency conditions. Rescue elevators, pressurized stairs, protected lobbies, standpipes, fire command centers, and smoke-control measures all work together. Removing one element compromises the function of the others and the overall safety of the building.

For these reasons, I must advise that increasing the high-rise threshold to 80 feet is not in the best interest of the City of Minot. Maintaining the 75-foot definition aligns with IBC and NFPA standards, protects the limited number of high-rise buildings in our jurisdiction, and upholds our responsibility to safeguard the lives of residents, patients, staff, and responders.

I appreciate your attention to this matter and remain available to discuss any questions you may have or to work with the hospital on appropriate compliance options.

Respectfully,



Luke Tillema
Building Official
City of Minot

Kelli Kronschnabel

From: Mitch Flanagan
Sent: Thursday, February 01, 2018 2:24 PM
To: Dean Lenertz; Kelli Flermoen
Cc: FD-Prevention
Subject: FW: Trinity Hospital Plan Review Meeting - Jan. 23 Meeting Minutes
Attachments: RDP Trinity mod. req'.doc; Trinity Alternative Methods.docx

Kelly:

TEG and Trinity Representatives are requesting 3 modifications to the building codes- see attached, this was sent when discussions began and was not revisited until January 25, 2017. Basically they are requesting:

1. Removal of all elevator lobbies.
2. Removal of Smoke Removal System.
3. Removal of stair pressurization req'

I've attached a list of code requirements and how the removal of these items from the code can affect those req'. Typically if we receive a request for alternative materials or modifications there is a replacement or new design component that, in our view as the City, can meet the intent of the code and thereby a modification can be granted. However, in this case they are asking for the total removal of these code sections. I believe we need to meet to discuss this prior to the next Trinity meeting so we can determine what the next steps should be. Let me know when you will be available.

Thanks

Mitch Flanagan, CBO

City of Minot, Building Official

Office 701-857-4102

PO Box 5006, Minot, ND 58702-5006

[City of Minot Website](#)

[Official Facebook Page](#)



From: Kyle Wilson [mailto:kawilson@teg123.com]

Sent: Thursday, February 01, 2018 12:07 PM

To: Cassie McNames; Mitch Flanagan; taylor.wilson@trinityhealth.org; dave.kohlman@trinityhealth.org; kohoyt@wgyates.com; fdavidbeach@yahoo.com; bhastings@wgyates.com; Lee Koppy; Doug Larson; Nate Ziegler; sean.weeks@ackerman-estvold.com; rjohansen@bwbr.com; matt.jensen@dunhameng.com; Christina Collester (collester@rtmconsultants.com); Joel L. Wallace; Scott A. Hines

Subject: RE: Trinity Hospital Plan Review Meeting - Jan. 23 Meeting Minutes

Cassie and other City Consultants,

We were able to meet with Mitch and Christina Colleston, our code consultant from RTM, the following day after our meeting. We're continuing to gather information to inform Mitch on the reasons why we feel comfortable requesting the variances from the Building Code. We're going to schedule a meeting with Mitch and Minot FD during our next trip to further the discussion.

We have held on submitting BP 1a – Civil to the City as there were some minor changes requested by Trinity that we wanted to incorporate before submission to the City.

Dave Kohlman from Trinity is finalizing the schedule for February 12, 13, and 14, and we'll distribute to you for confirmation as soon as it's ready.

For the page turn, did you want to see the in-progress composite life safety plans and the 1/8" scale architectural plans?

Thanks,
Kyle

From: Cassie McNames [<mailto:Cassie.McNames@kljeng.com>]

Sent: Thursday, January 25, 2018 10:59 AM

To: Mitch Flanagan <mitch.flanagan@minotnd.org>; taylor.wilson@trinityhealth.org; dave.kohlman@trinityhealth.org; Kyle Wilson <kawilson@teg123.com>; kohoyt@wgyates.com; fdavidbeach@yahoo.com; bhastings@wgyates.com; Lee Koppy <Lee.Koppy@kljeng.com>; Doug Larson <dlarson@jlgarchitects.com>; Nate Ziegler <NZiegler@jlgarchitects.com>; sean.weeks@ackerman-estvold.com; rjohansen@bwbr.com; matt.jensen@dunhameng.com

Subject: Trinity Hospital Plan Review Meeting - Jan. 23 Meeting Minutes

All,

Thank you for your attendance at the meeting on Tuesday to discuss the Trinity Hospital project. It was very informative and productive. Please find a summary of our discussions from Tuesday, January 23, 2018 attached for your review and comment. Let me know if there are any additions or changes. You'll also find a copy of the presentation, sign-in sheet, and City of Minot team organization chart for your reference. In addition, we've started an excel spreadsheet with the primary points of contact. If you could review, fill in the missing pieces, and return to KLJ, we would appreciate it.

Here's a summary of the action items/next steps for your reference:

1. Variance Meeting - TEG to check with Christine and schedule mtg with City to discuss requested variances as soon as her schedule allows.
2. Bid Package 1A
 - i. To be submitted to City Engineering Jan. 26
3. Contract Execution
 - i. Trinity is still working on their contract with the City
 - ii. KLJ will finalize contract with City once Trinity agreement is in place
4. Pre-Issue Meeting for Bid Package 1B (Feb. 12 - 15)
5. Issue Bid Package 1B - Feb. 26
6. City to issue a list of required building inspections to the Trinity team
7. City to issue an organizational chart for their team to clearly identify roles and points of contacts for the Trinity team (current organizational chart is attached)

Thank you,

Cassie McNamers PE



701-241-2317 Direct
218-790-3690 Cell
728 East Beaton Dr. Suite 101
West Fargo, ND 58078-2650
kljeng.com

1. ELEVATOR LOBBIES:

- a. Req' for AOR's – 3006.1
- b. Hoistway Opening Protection- Req' in I-2 3006.2
- c. “ “ “ Req. in high rise- >75'- 3006.2
- d. “Chute access room”- 3006.2
- e. Define as “occupant evacuation elevator”- 403.6.2, 3006.1, 3008.6, 3008.6.2.
- f. Fire service access elevator lobby-3007.6
- g. Fire safety and evacuation plan.-3008.1.2 and IFC 404.1

2. SMOKE EVACUATION:

- a. “Smoke Removal”-Req' for >75' - 403.4.7
- b. Verify this is not a smoke control system.??
- c. Smoke Control- 404.5, req' for Cond. 2 (2 story atriums)??
- d. Req's standby power- 404.7
- e. Req' for windowless (non-openable) windows 408.9
- f. Passive or mechanical system.
- g. Fire dampers used as part of the smoke control system 717.2.1

3. STAIR PRESSURIZATION:

- a. Part of means of egress- MOE
- b. Req' for interior exit stairways
- c. Req. in high rise- >75'
- d. Balancing/commissioning test required.
- e. Door that is part of the MOE- w/out closer- opening force shall not exceed 5 pounds (other than fire doors). Fire rated doors can be higher- 15-pounds.
- f. System must be independent of main HVAC system.+



February 21, 2018

Christina Collester
Fire Protection Engineer
RTM Consultants, Inc.
6640 Parkdale Place, Suite J
Indianapolis, IN 46254

Replacement Hospital
Trinity Health
Minot, ND

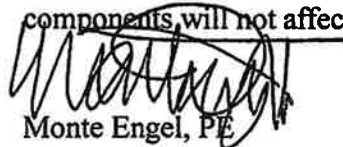
Your letter of February 19, 2018, was forwarded to our office by Kyle Wilson, TEG. In this letter, you have identified four requirements of the International Building Code for which you are seeking modifications from the City of Minot.

Our office is responsible for review of the proposed project for compliance with the North Dakota state hospital construction standards. Our standards reference compliance with the 2012 edition of NFPA 101, *Life Safety Code*. State construction standards for hospitals do not require compliance with the International Building Code.

Therefore, we have reviewed the four identified areas for compliance with the Life Safety Code. Our analysis is as follows:

1. The first issue deals with elevator lobbies. The Life Safety Code does not mandate the installation of elevator lobbies for this project.
2. The second issue concerns a building smoke removal system. The Life Safety Code does not mandate the installation of a building smoke removal system for this project.
3. The third issue is whether the stairs must be constructed as smokeproof enclosures. The Life Safety Code does not mandate the stairs be constructed as smokeproof enclosures for this project.
4. The last issue is the marking of fire walls, fire barriers, smoke barriers, and smoke partitions with permanent signs or stenciling. The Life Safety Code does not mandate the marking of these walls for this project.

In summary, the four identified issues may be required by the International Building Code, but are not required by application of the Life Safety Code. The lack of installation of these components will not affect approval by our office.



Monte Engel, PE
Director
Division of Life Safety & Construction

February 27, 2018

Mitch Flanagan, CBO
City of Minot, Building Official
PO Box 5006
Minot, ND 58702-5006

Re: Trinity Hospital
Modification Request

Mr. Flanagan,



BUILDING CODES
♦
FIRE PROTECTION
♦
ADA
♦
JCAHO/CMS/HEAP

RTM Consultants, Inc. on behalf of the owner is requesting Modifications in accordance with section 104.10 be granted for the new Trinity Hospital. Modifications are permitted where strict compliance with the code is impractical due to difficulty other than monetary in nature and may be granted by the Building Official. The owner must identify a particular difficulty and demonstrate that the intent of the code is accomplished. The intent of the Modification section is not intended to set aside or ignoring a code provision but instead to provide acceptance of equivalent protection. For healthcare facilities the owner and design team are required to meet two different sets of standards, the building codes adopted by the state and local building officials and the national standards adopted by CMS for the accreditation and licensing of health care facilities. We believe compliance with the nationally recognized standards for the design of healthcare facilities meets the intent of the International Building Codes to protect public health, safety and general welfare. There are three smoke control related requirements of the 2015 International Building Code that are not included in the included in the federal requirements. These sections are as follows:

1. **Building Smoke Removal. IBC 403.4.7.** The International Building Code requires a system to facilitate smoke removal in post-fire and salvage operations. This can be by mechanical means or natural ventilation. The cost-effective means of compliance in a health-care facility is by providing windows around the perimeter of the building to break out.
2. **Smokeproof Enclosure. IBC 403.5.4** The International Building Code requires stairs in high rise buildings to be constructed as smokeproof enclosures.
3. **Elevator Lobbies: IBC 3006.3.** The International Building Code section 3006.3 requires an enclosed elevator lobby be provided at each floor to separate the elevator hoistway shaft enclosure doors from each floor by fire partitions in accordance with Section 708.

DIFFICULTY/ HARDSHIP:

Healthcare associated infections are also known as nosocomial infections or hospital-acquired infections. The most dangerous HAI pathogens are those that have the potential to spread by the airborne route. Many of these pathogens, such as Methicillin-resistant *Staphylococcus aureus* (MRSA), are now called “superbugs” because they are virtually invincible to standard drug treatments. Favorable indoor environments tend to self-perpetuate these agents. Addressing infection control in hospitals requires integrating HVAC and air-pressure-control with dedicated infection-control systems, and minimizing unplanned airflows through building envelopes and interior spaces. The building is designed with specific pressurization zones which protect against cross contamination from the infiltration of air from one space type to that of another. This is of great importance in healthcare settings, but it is very difficult to control. Frequently opened or propped open doors are all too common making corridors, etc., a conduit of contaminated air to other spaces. Although ORs and other areas are designed to be under positive pressure with respect to external spaces, this may not be the case when an air handler’s airflow has been compromised. The operation either by required testing or accidental operation of the systems required by 403.4.7 and 403.5.4 can disrupt the carefully designed HVAC system for a hospital increasing the rate of infections.

EQUAL PROVISIONS: The standards adopted by and reviewed by the ND Department of Health Division of Life Safety & Construction Code Review which differ from the building code are as follows:

- Chapter 33-07-02.1 General Standards Of Construction And Equipment For Hospitals
- AIA Guidelines for Hospitals and Outpatient Facilities, 2014 edition
- NFPA 101 Life Safety Code, 2012 Edition
- NFPA 99 Health Care Facilities Code, 2012 edition
- North Dakota Century Code section 54-21.3-04.1

The Hospital is accredited by Joint Commission and is additionally required to comply with their standards are listed below.

- 2017 Accreditation Standards Books(Published Annually)

The intent of both sets of standards is to protect public health, safety and general welfare as they relate to the construction and occupancy of buildings and structures. There is however a difference in how they meet this goal. Unique in the field, NFPA 101, The Life Safety Code is the most widely used source for strategies to protect people based on building construction, protection, and occupancy features that minimize the effects of fire and related hazards based upon specific use and occupancy, while NFPA 99 establishes criteria for levels of health care services or systems based on risk to the patients, staff, or visitors in health care facilities to minimize the hazards of fire, explosion, and electricity. The NFPA standards for healthcare occupancies specifically combine the nature of the occupant’s condition and the likely hood occupants are incapable of self-preservation means that in the event of fire due to medical

reasons or other treatment of care, age, disability or status, a person is not able to leave the building on his or her own.

Elevator lobbies, building smoke removal and smoke proof enclosures are required by the building code due to the buildings classification as a high-rise building defined as a building with an occupied floor more than 75 feet above grade. These items are not required by *The Life Safety Code, NFPA 101* unless as required for buildings over 420 feet above grade

The requirements and approach of the life safety code and other NFPA standards demonstrate that the intent of the building code is accomplished through the following:

LIMITING THE QUANTITY OF SMOKE PRODUCED

While there are several requirements in NFPA 101 that address fire growth and spread, the primary means by which the size of the fire and smoke are controlled in a health care facility is a requirement that all new buildings containing a health care occupancy shall be protected with an automatic sprinkler system.

Furthermore, quick response or residential sprinklers shall be installed in smoke compartments containing patient sleeping and treatment rooms. This requirement was first introduced into NFPA 101 in the 1991 Edition and incentives are included in the Code to encourage existing health care occupancies to also be protected with fast response sprinklers. The requirement to install fast response sprinklers was based upon computer modeling indicating that such sprinklers will maintain tenability in the room of origin from most credible fire scenarios.(iv) The results of the modeling were then confirmed by full scale fire tests performed by the Center for Fire Research at NIST.(v)

Actuation of the sprinklers typically provides for fire control during initial development and growth, resulting in reducing the amount of smoke produced and the smoke that is produced has less buoyancy than what could occur in a building that is not protected with an automatic sprinkler system.

Previous research conducted by the National Institute of Standards and Technology (NIST) with consultation by Dr. John Klote, has shown that sprinklered fires do not represent a significant hazard to the building occupants because the automatic sprinklers activated and extinguished the fire prior to releasing a significant energy or mass. Little or no smoke or gases entered the hoistways, and none reached remote locations in any building regardless of height or other conditions examined. Therefore, it can be concluded that smoke spread in shafts and elevator hoistways is not a problem in Group I-2 occupancies protected throughout with smoke barrier walls and an operational fire sprinkler system since smoke barriers are designed to limit the spread of smoke between zones and the fire sprinklers both control the burning rate (and thus limit smoke production) and maintain near ambient temperature which limits the buoyancy forces that drive smoke to the shafts where stack effect may cause smoke spread to other floors. It is also widely accepted that operating fire sprinklers will prevent room flashover and full floor fires, and will limit the size of room fires. This conclusion can also be substantiated from a paper presented by Dr. John Klote at the Elevator Symposium on Emergency Use of Elevators in

March 2004 and in an article titled “Is There A Need to Enclose Elevator Lobbies In Tall Buildings?”, written by Richard Bukowski in the August 2005 Building Safety Journal. In addition, all high-rise fires where smoke spread has been a problem have either been in unsprinklered buildings or partially sprinklered buildings. A recent comprehensive analysis in 2005 of high-rise fires by NFPA identified that no fatalities had occurred for more than two decades in any fully sprinklered U.S. high-rise occupancy. (The Murrah Federal Building (1995) and the World Trade Center 1993 & 2001 bombings were excluded from this analysis.) The recently issued NFPA 2016 report on sprinkler reliability also indicated that automatic fire sprinklers successfully operating in reported structural fires was an exemplary 93%. Most fires in these properties are small. Fire spread beyond the room of origin in only 4% of health care fires.

CONTAINING SMOKE TO THE ROOM OF ORIGIN

In most health care facilities, the HVAC system consists of a ducted supply and a ducted return. When that is the case, the NFPA 101 requires corridor walls to be constructed of assemblies capable of resisting the passage of smoke, providing a passive means of controlling the smoke to the room of origin. The requirement is also intended to maintain tenability in the corridor, providing a means to relocate patients should it be necessary to do so. NFPA 101 permits the corridor walls to terminate at the underside of a floor/ceiling or roof/ceiling assembly provided the ceiling membrane is capable of resisting the passage of smoke. While NFPA 101 permits the ceiling to be a suspended ceiling system, it should be noted that the International Building Code® (vi) (IBC) does not consider a suspended ceiling system to be capable of resisting the passage of smoke.

The HVAC system can contribute to the spread of smoke across a corridor wall when the HVAC system involves a supply or return plenum. When a plenum is used, the ceiling membrane clearly does not resist the passage of smoke due to the air movement that normally occurs between the room and plenum, through the ceiling membrane. When this is the case, the corridor wall must continue to the underside of the floor slab or roof slab above to limit the spread of smoke across the corridor wall. NFPA 101 does not permit transfer grilles in corridor walls which further compound the use of plenums in health care facilities.(vii) While plenums are not prohibited, NFPA 101 essentially eliminates an arrangement in which a single plenum serves rooms on both sides of the corridor or rooms and a corridor.

To complete the passive smoke control feature, corridor doors shall be provided with door hardware that is self-latching and positive-latching. Any penetrations of the wall below the ceiling membrane are required to be protected in a manner in which the performance requirement of the wall to restrict the spread of smoke is maintained. Should the corridor wall be required to extend to the roof deck or floor slab above, penetrations above the ceiling are also required to be protected to restrict smoke spread. NFPA 101 would not require smoke dampers in the duct penetrations of such corridor walls. As noted above, the quantity and buoyancy of the smoke is presumed to be reduced by the fast response sprinklers

BEYOND THE ROOM OF ORIGIN

While the combination of sprinkler protection and the separation between the room and corridor requiring construction capable of resisting the passage of smoke should restrict the need to evacuate patients from other than the room of origin and immediately adjacent rooms, the code still requires smoke compartments created by passive smoke barriers. While there are many requirements related to smoke barriers, four are of significance with respect to protecting the occupants:

- Maximum smoke compartment. Most codes limit the area of a smoke compartment to 22,500 sq ft, which has an effect of limiting the number of occupants that may be exposed to a fire within a smoke compartment. The international Building Code permits a maximum area of 40,000 s.f.
- Minimum size of the area of refuge. While not establishing a minimum area of a smoke compartment, NFPA 101 requires a minimum area to be provided in adjacent smoke compartments to accommodate the occupants that may be relocated to the smoke compartments should people need to be relocated to an adjacent smoke compartment. The minimum area is a function of the occupancy classification of the area served.
- Travel distance to the smoke barrier door. In an attempt to address the time required to relocate occupants to an adjacent smoke compartment, NFPA 101 restricts the travel distance to a door of the smoke barrier. The travel distance to the smoke barrier door is restricted, even if an exit is located closer than the smoke barrier door.

HORIZONTAL EXITS

Another concept permitted by the codes to address the relocation of patients in a health care facility is the use of horizontal exits. A horizontal exit consists of a fire barrier having a fire resistance rating of at least two hours and again, providing a minimum area on the other side of the barrier to accommodate patients or occupants that are relocated to the other side of the horizontal exit. If a building is not protected by an automatic sprinkler system, duct penetrations of smoke barriers are typically prohibited. However, again recognizing the benefit received by using fast response sprinklers, Horizontal exits will be provided on the larger lower level floors

OTHER SMOKE CONTROL FEATURES

NFPA 101 requires that all floors be constructed as a smoke barrier. NFPA 101 also requires compliance with NFPA 90A which contains several key smoke control requirements.

- The corridor of a health care facility may not be used as part of the supply or return for the building HVAC system.
- Smoke detection is required downstream of the supply fan and filter to initiate system shutdown should the smoke detector detect smoke in the duct.
- Smoke detection and controls are required to prevent the recirculation of smoke from the return system.

While the last two provisions have thresholds with respect to the capacity of the supply and return systems, in a health care facility these capacities are typically exceeded.

INSPECTION TESTING AND MAINTENANCE REQUIREMENTS:

The adopted NFPA standards and the Joint Commission Accreditation Standards Books provide detailed requirements for inspection testing and maintenance requirements of all life safety

features and systems. Training and documentation regarding Emergency response and inspection testing and maintenance documentation and follow up is reviewed during this licensing inspection every three years. This results in facilities where the emergency response and life safety features never take a back seat. Due to these requirements the facilities are continuously active in maintaining the life safety features of the building.

CONCLUSIONS

While NFPA 101 does not require engineered smoke control systems in health care occupancies, the code does address smoke control using a variety of passive and active features of the building. The ability to effectively control smoke during a fire in a health care facility is critical due to the protection strategy of protecting or defending the occupants in place, thereby minimizing the need to evacuate or relocate patients. However, the code continues to require features that will result in providing an area of refuge should patients need to be relocated during a fire.

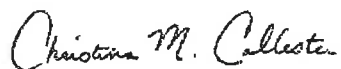
The requirements of NFPA 101 provide an acceptable level of safety for building occupants while considering the additional design requirements of NFPA 99 which address safety during treatment and therefore do not warrant the need for elevator lobbies, building smoke removal and smoke proof enclosures.

The owner will work with the fire department to review the passive routes for smoke evacuation after an event, providing venting or breakable windows to address their concerns.

Please contact me with any questions.

Sincerely,

RTM CONSULTANTS, INC.



Christina Collester, P.E, MSFPE
Fire Protection Engineer

Excerpts from the 2015 International Building Code

Request 1:

3006.3 Hoistway opening protection. Where Section 3006.2 requires protection of the elevator hoistway door opening, the protection shall be provided by one of the following:

1. An enclosed elevator lobby shall be provided at each floor to separate the elevator hoistway shaft enclosure doors from each floor by fire partitions in accordance with Section 708. In addition, doors protecting openings in the elevator lobby enclosure walls shall comply with Section 716.5.3 as required for corridor walls. Penetrations of the enclosed elevator lobby by ducts and air transfer openings shall be protected as required for corridors in accordance with Section 717.5.4.1.
2. An enclosed elevator lobby shall be provided at each floor to separate the elevator hoistway shaft enclosure doors from each floor by smoke partitions in accordance with Section 710 where the building is equipped throughout with an *automatic sprinkler system* installed in accordance with Section 903.3.1.1 or 903.3.1.2. In addition, doors protecting openings in the smoke partitions shall comply with Sections 710.5.2.2, 710.5.2.3 and 716.5.9. Penetrations of the enclosed elevator lobby by ducts and air transfer openings shall be protected as required for corridors in accordance with Section 717.5.4.1.
3. Additional doors shall be provided at each elevator hoistway door opening in accordance with Section 3002.6. Such door shall comply with the smoke and draft control door assembly requirements in Section 716.5.3.1 when tested in accordance with UL 1784 without an artificial bottom seal.
4. The elevator hoistway shall be pressurized in accordance with Section 909.21.

Request 2:

403.4.7 Smoke removal. To facilitate smoke removal in post-fire salvage and overhaul operations, buildings and structures shall be equipped with natural or mechanical *ventilation* for removal of products of combustion in accordance with one of the following:

1. Easily identifiable, manually operable windows or panels shall be distributed around the perimeter of each floor at not more than 50-foot (15 240 mm) intervals. The area of operable windows or panels shall be not less than 40 square feet (3.7 m²) per 50 linear feet (15 240 mm) of perimeter.

Exceptions:

1. In Group R-1 occupancies, each *sleeping unit* or suite having an *exterior wall* shall be permitted to be provided with 2 square feet (0.19 m²) of venting area in lieu of the area specified in Item 1.
2. Windows shall be permitted to be fixed provided that glazing can be cleared by fire fighters.
2. Mechanical air-handling equipment providing one exhaust air change every 15 minutes for the area involved. Return and exhaust air shall be moved directly to the outside without recirculation to other portions of the building.
3. Any other *approved* design that will produce equivalent results.

Request 3:

403.5.4 Smokeproof enclosures. Every required *interior exit stairway* serving floors more than 75 feet (22 860 mm) above the lowest level of fire department vehicle access shall be a *smokeproof enclosure* in accordance with Sections 909.20 and 1023.11.

909.20 Smokeproof enclosures. Where required by Section 1023.11, a smokeproof enclosure shall be constructed in accordance with this section. A smokeproof enclosure shall consist of an *interior exit stairway* or *ramp* that is enclosed in accordance with the applicable provisions of Section 1023 and an open exterior balcony or ventilated vestibule meeting the requirements of this section. Where access to the roof is required by the *International Fire Code*, such access shall be from the smokeproof enclosure where a smokeproof enclosure is required.

909.20.1 Access. Access to the *stairway* or *ramp* shall be by way of a vestibule or an open exterior balcony. The minimum dimension of the vestibule shall be not less than the required width of the *corridor* leading to the vestibule but shall not have a width of less than 44 inches (1 118 mm) and shall not have a length of less than 72 inches (1 829 mm) in the direction of egress travel.

909.20.2 Construction. The smokeproof enclosure shall be separated from the remainder of the building by not less than 2-hour *fire barriers* constructed in accordance with Section 707 or *horizontal assemblies* constructed in accordance with Section 711, or both. Openings are not permitted other than the required *means of egress* doors. The vestibule shall be separated from the *stairway* or *ramp* by not less than 2-hour *fire barriers* constructed in accordance with Section 707 or *horizontal assemblies* constructed in accordance with Section

711, or both. The open exterior balcony shall be constructed in accordance with the *fire-resistance rating* requirements for floor assemblies.

909.20.2.1 Door closers. Doors in a smokeproof enclosure shall be self- or automatic closing by actuation of a smoke detector in accordance with Section 716.5.9.3 and shall be installed at the floor-side entrance to the smokeproof enclosure. The actuation of the smoke detector on any door shall activate the closing devices on all doors in the smokeproof enclosure at all levels. Smoke detectors shall be installed in accordance with Section 907.3.

909.20.3 Natural ventilation alternative. The provisions of Sections 909.20.3.1 through 909.20.3.3 shall apply to ventilation of smokeproof enclosures by natural means.

909.20.3.1 Balcony doors. Where access to the *stairway* or *ramp* is by way of an open exterior balcony, the door assembly into the enclosure shall be a *fire door assembly* in accordance with Section 716.5.

909.20.3.2 Vestibule doors. Where access to the *stairway* or *ramp* is by way of a vestibule, the door assembly into the vestibule shall be a *fire door assembly* complying with Section 716.5. The door assembly from the vestibule to the *stairway* shall have not less than a 20-minute *fire protection rating* complying with Section 716.5.

909.20.3.3 Vestibule ventilation. Each vestibule shall have a minimum net area of 16 square feet (1.5 m²) of opening in a wall facing an outer *court, yard* or *public way* that is not less than 20 feet (6096 mm) in width.

909.20.4 Mechanical ventilation alternative. The provisions of Sections 909.20.4.1 through 909.20.4.4 shall apply to ventilation of smokeproof enclosures by mechanical means.

909.20.4.1 Vestibule doors. The door assembly from the building into the vestibule shall be a *fire door assembly* complying with Section 716.5.3. The door assembly from the vestibule to the *stairway* or *ramp* shall not have less than a 20-minute *fire protection rating* and shall meet the requirements for a smoke door assembly in accordance with Section 716.5.3. The door shall be installed in accordance with NFPA 105.

909.20.4.2 Vestibule ventilation. The vestibule shall be supplied with not less than one air change per minute and the exhaust shall be not less than 150 percent of supply. Supply air shall enter and exhaust air shall discharge from the vestibule through separate, tightly constructed ducts used only for that purpose. Supply air shall enter the vestibule within 6

inches (152 mm) of the floor level. The top of the exhaust register shall be located at the top of the smoke trap but not more than 6 inches (152 mm) down from the top of the trap, and shall be entirely within the smoke trap area. Doors in the open position shall not obstruct duct openings. Duct openings with controlling *dampers* are permitted where necessary to meet the design requirements, but *dampers* are not otherwise required.

909.20.4.2.1 Engineered ventilation system. Where a specially engineered system is used, the system shall exhaust a quantity of air equal to not less than 90 air changes per hour from any vestibule in the emergency operation mode and shall be sized to handle three vestibules simultaneously. Smoke detectors shall be located at the floor-side entrance to each vestibule and shall activate the system for the affected vestibule. Smoke detectors shall be installed in accordance with Section 907.3.

909.20.4.3 Smoke trap. The vestibule ceiling shall be not less than 20 inches (508 mm) higher than the door opening into the vestibule to serve as a smoke and heat trap and to provide an upward-moving air column. The height shall not be decreased unless *approved* and justified by design and test.

909.20.4.4 Stairway or ramp shaft air movement system. The *stairway* or *ramp* shaft shall be provided with a dampered relief opening and supplied with sufficient air to maintain a minimum positive pressure of 0.10 inch of water (25 Pa) in the shaft relative to the vestibule with all doors closed.

909.20.5 Stairway and ramp pressurization alternative. Where the building is equipped throughout with an *automatic sprinkler system* in accordance with Section 903.3.1.1, the vestibule is not required, provided each interior *exit stairway* or *ramp* is pressurized to not less than 0.10 inch of water (25 Pa) and not more than 0.35 inches of water (87 Pa) in the shaft relative to the building measured with all *interior exit stairway* and *ramp* doors closed under maximum anticipated conditions of stack effect and wind effect.

909.20.6 Ventilating equipment. The activation of ventilating equipment required by the alternatives in Sections 909.20.4 and 909.20.5 shall be by smoke detectors installed at each floor level at an *approved* location at the entrance to the smokeproof enclosure. When the closing device for the *stairway* and *ramp* shaft and vestibule doors is activated by smoke detection or power failure, the mechanical equipment shall activate and operate at the required performance levels. Smoke detectors shall be installed in accordance with Section 907.3.

909.20.6.1 Ventilation systems. Smokeproof enclosure ventilation systems shall be independent of other building ventilation systems. The equipment, control wiring, power wiring

and ductwork shall comply with one of the following:

1. Equipment, control wiring, power wiring and ductwork shall be located exterior to the building and directly connected to the smokeproof enclosure or connected to the smokeproof enclosure by ductwork enclosed by not less than 2-hour *fire barriers* constructed in accordance with Section 707 or *horizontal assemblies* constructed in accordance with Section 711, or both.
2. Equipment, control wiring, power wiring and ductwork shall be located within the smokeproof enclosure with intake or exhaust directly from and to the outside or through ductwork enclosed by not less than 2-hour *fire barriers* constructed in accordance with Section 707 or *horizontal assemblies* constructed in accordance with Section 711, or both.
3. Equipment, control wiring, power wiring and ductwork shall be located within the building if separated from the remainder of the building, including other mechanical equipment, by not less than 2-hour *fire barriers* constructed in accordance with Section 707 or *horizontal assemblies* constructed in accordance with Section 711, or both.

Exceptions:

1. Control wiring and power wiring utilizing a 2-hour rated cable or cable system.
2. Where encased with not less than 2 inches (51 mm) of concrete.
3. Control wiring and power wiring protected by a listed electrical circuit protective system with a fire resistance rating of not less than 2 hours.

909.20.6.3 Acceptance and testing. Before the mechanical equipment is *approved*, the system shall be tested in the presence of the *building official* to confirm that the system is operating in compliance with these requirements.

1023.11 Smokeproof enclosures. Where required by Section 403.5.4 or 405.7.2, *interior exit stairways* and *ramps* shall be *smokeproof enclosures* in accordance with Section 909.20.

1023.11.1 Termination and extension. A *smokeproof enclosure* shall terminate at an *exit discharge* or a *public way*. The *smokeproof enclosure* shall be permitted to be extended by an *exit passageway* in accordance with Section 1023.3. The *exit passageway* shall be without openings other than the *fire door assembly* required by Section 1023.3.1 and those necessary for egress from the *exit passageway*. The *exit passageway* shall be separated from the remainder of the building by 2-hour *fire barriers* constructed in accordance with Section 707 or *horizontal assemblies* constructed in accordance with Section 711, or both.

Exceptions:

1. Openings in the *exit passageway* serving a *smokeproof enclosure* are permitted where the *exit passageway*

is protected and pressurized in the same manner as the *smokeproof enclosure*, and openings are protected as required for access from other floors.

2. The *fire barrier* separating the *smokeproof enclosure* from the *exit passageway* is not required, provided the *exit passageway* is protected and pressurized in the same manner as the *smokeproof enclosure*.

3. A *smokeproof enclosure* shall be permitted to egress through areas on the *level of exit discharge* or vestibules as permitted by Section 1028.

1023.11.2 Enclosure access. Access to the *stairway* or *ramp* within a *smokeproof enclosure* shall be by way of a vestibule or an open exterior balcony.

Exception: Access is not required by way of a vestibule or exterior balcony for *stairways* and *ramps* using the pressurization alternative complying with Section 909.20.5.

February 27, 2018

Mitch Flanagan, CBO
City of Minot, Building Official
PO Box 5006
Minot, ND 58702-5006

Re: Trinity Hospital
Modification Request 2

Mr. Flanagan,



BUILDING CODES
♦
FIRE PROTECTION
♦
ADA
♦
JCAHO/CMS/HFAP

RTM Consultants, Inc. on behalf of the owner is requesting Modifications in accordance with section 104.10 be granted for the new Trinity Hospital. Modifications are permitted where strict compliance with the code is impractical due to difficulty other than monetary in nature and may be granted by the Building Official. The owner must identify a particular difficulty and demonstrate that the intent of the code is accomplished. The intent of the Modification section is not intended to set aside or ignoring a code provision but instead to provide acceptance of equivalent protection. For healthcare facilities the owner and design team are required to meet two different sets of standards, the building codes adopted by the state and local building officials and the national standards adopted by CMS for the accreditation and licensing of health care facilities. The following requirement of the 2015 International Building Code is not included in the federal requirements. This section is as follows:

1. **Marking and Identification. IBC 703.7** The International Building Code requires fire walls, fire barriers, fire partitions, smoke barriers and smoke partitions and any other wall required to have protected openings or penetrations shall be effectively and permanently identified with signs and stenciling in the concealed space.

Equal Provisions: The NFPA standards have no requirements for marking walls. This section was added to the building codes in theory that it would make it easy for trades and other contractors working within the space to know when the wall has a fire rating requirement. Given the building code requirements are sometimes different than the Life Safety Code requirements, the IBC specific markings have been a source of violation orders from all types of AHJ and they lead to additional costs in compliance.

Licensed Health Care facilities are required to maintain detailed life safety drawings which clearly indicate wall location, type and rating. The program required for hospital licensure requires the following:

Accurate and complete life safety floor plans are required to be available at the time of any survey conducted by The Joint Commission in order for the

organization's facilities to be effectively evaluated. Life safety floor plans are to include all Life Safety Code, 2012 edition, features that have an impact on any health care, ambulatory or behavioral health residential occupancy. The concept is to have a comprehensive document that consolidates all construction phases of the facility over its history, to allow for LSC compliance through maintenance strategies, identification of deficiencies, inspection and training. All content is not required to be on each floor's drawing; a drawing package is acceptable. Per standard LS.01.01.01, life safety floor plans are to consist of at least:

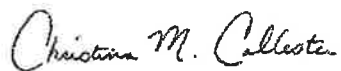
- a legend that clearly identifies features of fire safety;
- areas of the building that are fully sprinklered (if the building is partially sprinklered; areas covered, not individual sprinkler heads);
- locations of all hazardous storage areas (both fire rated barrier types and smoke resistive barrier types);
- locations of all fire-rated barriers; locations of all smoke barriers;
- suite boundaries, including the sizes of the identified suites;
- locations of designated smoke compartments;
- locations of chutes and vertical (elevator and utility) shafts; and
- any approved equivalencies or waivers.

Note that if a non-occupied floor, or a floor occupied by another entity affects the Life Safety Code integrity of the accredited organization, then those affected features, like chutes and vertical shafts that pass through those spaces, are to be part of the life safety floor plan package. Please see attached sample. These are the drawings the facilities will use to maintain and update life safety requirements for the building.

Please contact me with any questions.

Sincerely,

RTM CONSULTANTS, INC.



Christina Collester, P.E, MSFPE
Fire Protection Engineer

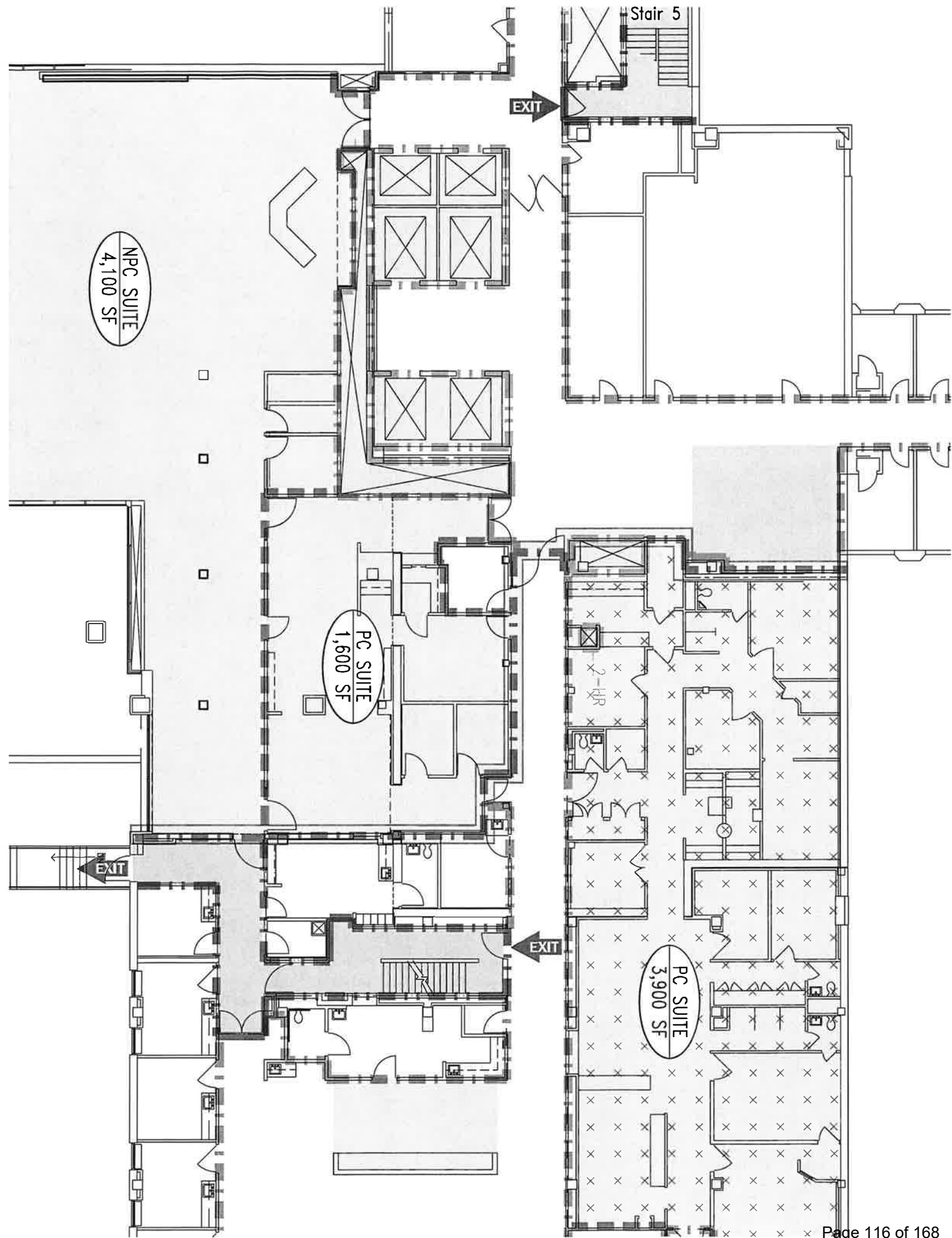
Excerpts from the 2015 International Building Code

Request 1:

703.7 Marking and identification. Fire walls, fire barriers, fire partitions, smoke barriers and smoke partitions or any other wall required to have protected openings or penetrations shall be effectively and permanently identified with signs or stenciling. Such identification shall:

1. Be located in accessible concealed floor, floor-ceiling or attic spaces;
2. Be located within 15 feet (4572 mm) of the end of each wall and at intervals not exceeding 30 feet (9144 mm) measured horizontally along the wall or partition; and
3. Include lettering not less than 3 inches (76 mm) in height with a minimum 3/8 inch (9.5 mm) stroke in a contrasting color incorporating the suggested wording. "FIRE AND/OR SMOKE BARRIER- PROTECT ALL OPENINGS" or other wording.

Exception: Walls in Group R-2 occupancies that do not have a removable decorative ceiling allowing access to the concealed space.



February 27, 2018

Mitch Flanagan, CBO
City of Minot, Building Official
PO Box 5006
Minot, ND 58702-5006

Re: Trinity Hospital
Modification Request

Mr. Flanagan,



BUILDING CODES
♦
FIRE PROTECTION
♦
ADA
♦
JCAHO/CMS/HFAP

RTM Consultants, Inc. has reviewed the rejection letter from Mitch Flanagan, City of Minot, Building Official. On behalf of the owner RTM Consultants is providing the following response

1. Building Smoke Removal:

- i. IBC Section 403.4.7 states: *"To facilitate smoke removal in post-fire salvage and overhaul operations, buildings and structures shall be equipped with natural or mechanical ventilation for removal of products of combustion."* This is a requirement for all new high rise buildings. Most HVAC systems in a new high rise are going to be complex enough that the control system of the I-2 Hospital can be switched into a smoke removal mode, this is a programming and control issue that could be included within the system.

However, there is an exception in Section 403.4.7:

- Section 403.4.7 Ex. (2) *"Windows shall be permitted to be fixed provided that glazing can be cleared by fire fighters."*
- The type glazing, perimeter centering and ability to be identifiable, will need to be coordinated with the Building Official prior to granting final approval.

RTM Response: The Air handling systems for hospitals are complex. The systems are designed to meet the NFPA 99 and FGI guideline requirements required for hospital licesnure. The denial of the varaince does not help to address the infection control and environmental maintenance issues unique to high rise hospitals significantly addressed in our original request. The "simple" manual smoke exhaust system required by the Building Code for high-rise buildings does not become simpler to exhaust because the mechanical system is more complicated, infact, the opposite is true. In simple air handling system in high-rise office buildings the controls for the air handling units open and close a few dampers to go to 100% exhaust/100% outside air in smoke control mode. And even with this option most high-rise buildings take advantage of the design the exception (2) and that will be the case here for the tower portions of the building. The problem in conmplying with this section is the lower floors where the floor plate is large and windows are not provided around the perimeter. For those

lower floors the same problem would exist for the fire department in a low rise building. As a modification to our original request, the design can include the code required windows which can be coordinated with the local officials to facilitate smoke removal in post-fire and salvage operations on the 3rd floor and above. The request to eliminate the 409.7 requirement be limited to the 2nd floor and levels below since if perimeter windows were added to meet the requirements of the code using them to evacuate smoke in such a segregated floor plan would not be very effective. We still comply with the Life Safety Code requirements for passive smoke control as identified in the original request.

2. Smokeproof Enclosure:

- ii. IBC Section 403.5.4 states *“Every required interior exit stairway serving floors more than 75 feet (22 860 mm) above the lowest level of fire department vehicle access shall be a smokeproof enclosure in accordance with Sections 909.20 and 1023.11.”* This section requires the exit stairway to be enclosed with a ventilated vestibule which is intended to limit the entry of smoke into the stair tower as an additional level of protection for high-rise buildings.

However, there is an alternative for this requirement in Section 909.20.5:

- Section 909.20.5 - 909.20.6.3: Provide stair pressurization

RTM Response: Stair pressurization systems have several operational problems in a hospital which given the compartmentation, zoned relocation and egress and multiple stair enclosure choices are the reasons they are not required for high-rise Healthcare facilities by the life safety code. The following are the problems created:

1. Stack effect.
2. In cold weather conditions, modulating the fan based on the lowest value will lead to, too high pressure differences high in the staircase, due to the stack effect.□
3. Response time of the system. When exit doors open and close, a modulating system is constantly ramping the fan up and down. This could lead to unacceptably high opening forces to open exit doors.
4. Disruption of other infection control pressurization systems in the building due to creation of current on floors with open doors.

3. Elevator Lobbies:

iii. IBC Section 3006.3 states: *"Where Section 3006.2 requires protection of the elevator hoistway door opening, the protection shall be provided by one of the following":*

"1. An enclosed elevator lobby shall be provided at each floor to separate the elevator hoistway shaft enclosure doors from each floor by fire partitions in accordance with Section 708. In addition, doors protecting openings in the elevator lobby enclosure walls shall comply with Section 716.5.3 as required for corridor walls. Penetrations of the enclosed elevator lobby by ducts and air transfer openings shall be protected as required for corridors in accordance with Section 717.5.4.1."

"2. An enclosed elevator lobby shall be provided at each floor to separate the elevator hoistway shaft enclosure doors from each floor by smoke partitions in accordance with Section 710 where the building is equipped throughout with an automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2. In addition, doors protecting openings in the smoke partitions shall comply with Sections 710.5.2.2, 710.5.2.3 and 716.5.9. Penetrations of the enclosed elevator lobby by ducts and air transfer openings shall be protected as required for corridors in accordance with Section 717.5.4.1."

"3. Additional doors shall be provided at each elevator hoistway door opening in accordance with Section 3002.6. Such door shall comply with the smoke and draft control door assembly requirements in Section 716.5.3.1 when tested in accordance with UL 1784 without an artificial bottom seal."

"4. The elevator hoistway shall be pressurized in accordance with Section 909.21." Section 3006.2 requires a lobby enclosure of a 1-hour fire partition in all high rise buildings (except floor level of exit discharge). This intention is to prevent the infiltration of smoke into the hoistway enclosure- typically the largest vertical shaft in a building. I understand the proposed Trinity Hospital has multiple elevators (8??) within the building. By themselves, the elevator doors cannot provide a level of reduced air leakage required to prevent the vertical infiltration of smoke into the shaftway, it is important to protect the stairways and elevator hoistways in the high-rise hospitals so that there is better control on limiting the

spread of smoke through those paths so that smoke compartments on other levels are not impacted.

However, the designer has multiple ways to provide this protection as stated in Section 3006.3, options 1-4

- Option 1: explains the requirement of an elevator lobby to be 1-hour fire partition rated.
- Option 2: this also provides for a lobby; however, if the building is provided with an NFPA 13 fire suppression system, the 1-hour rating of the lobby is eliminated (self-closing doors are still a part of the requirements).
- Option 3: this option eliminates the need for an enclosed lobby, requirements are to provide doors in addition to the hoistway doors. These additional doors must be easily opened and must be tested in accordance with UL 1784.
- Option 4: provide hoistway pressurization.

RTM Response: We would like to withdraw this request.

4. Marking and Identification.

- IBC Section 703.7 states: *"Where there is an accessible concealed floor, floor-ceiling or attic space, fire walls, fire barriers, fire partitions, smoke barriers and smoke partitions or any other wall required to have protected openings or penetrations shall be effectively and permanently identified with signs or stenciling in the concealed space."* This section provides for a notification (label/stencil/placard) to trades people on the job of the existence of a rated assembly and allows for fire-resistant assemblies to maintain their integrity over the life of the building. There are no exceptions in the building code for this requirement and providing a PDF formatted document to a tradesman does not totally ensure he will not compromise these type walls where their work is located in a concealed space. Label/stencil/placarding the walls is a requirement.

RTM Response: While this item is not essential to the safety of occupants within the hospital directly, approval permits the facility to operate within the guidelines of the Healthcare licensing agencies. Very specific guidelines as to the drawings required for compliance and the hospitals annual inspections and construction permitting are tied to these drawings. The marking of the walls has not been as effective overall for facilities where changes are made constantly. Approving this request just aids the hospital in the continued maintenance and compliance over the life of the building.

The following is more information previously provided to aid in communicating the needs of the facility contained in our original request.

Modifications are permitted where strict compliance with the code is impractical due to difficulty other than monetary in nature and may be granted by the Building Official. The owner must identify a particular difficulty and demonstrate that the intent of the code is accomplished. The intent of the Modification section is not intended to set aside or ignoring a code provision but instead to provide acceptance of equivalent protection. For healthcare facilities the owner and design team are required to meet two different sets of standards, the building codes adopted by the state and local building officials and the national standards adopted by CMS for the accreditation and licensing of health care facilities. We believe compliance with the nationally recognized standards for the design of healthcare facilities meets the intent of the International Building Codes to protect public health, safety and general welfare. There are three smoke control related requirements of the 2015 International Building Code that are not included in the included in the federal requirements. These sections are as follows:

1. **Building Smoke Removal. IBC 403.4.7.** The International Building Code requires a system to facilitate smoke removal in post-fire and salvage operations. This can be by mechanical means or natural ventilation. The cost-effective means of compliance in a health-care facility is by providing windows around the perimeter of the building to break out.
2. **Smokeproof Enclosure. IBC 403.5.4** The International Building Code requires stairs in high rise buildings to be constructed as smokeproof enclosures.
3. **Elevator Lobbies: IBC 3006.3.** The International Building Code section 3006.3 requires an enclosed elevator lobby be provided at each floor to separate the elevator hoistway shaft enclosure doors from each floor by fire partitions in accordance with Section 708.

DIFFICULTY/ HARDSHIP:

Healthcare associated infections are also known as nosocomial infections or hospital-acquired infections. The most dangerous HAI pathogens are those that have the potential to spread by the airborne route. Many of these pathogens, such as Methicillin-resistant Staphylococcus aureus (MRSA), are now called “superbugs” because they are virtually invincible to standard drug treatments. Favorable indoor environments tend to self-perpetuate these agents. Addressing infection control in hospitals requires integrating HVAC and air-pressure-control with dedicated infection-control systems, and minimizing unplanned airflows through building envelopes and interior spaces. The building is designed with specific pressurization zones which protect against cross contamination from the infiltration of air from one space type to that of another. This is of great importance in healthcare settings, but it is very difficult to control. Frequently opened or propped open doors are all too common making corridors, etc., a conduit of contaminated air to other spaces. Although ORs and other areas are designed to be under positive pressure with respect to external spaces, this may not be the case when an air handler’s airflow has been

compromised. The operation either by required testing or accidental operation of the systems required by 403.4.7 and 403.5.4 can disrupt the carefully designed HVAC system for a hospital increasing the rate of infections.

EQUAL PROVISIONS: The standards adopted by and reviewed by the ND Department of Health Division of Life Safety & Construction Code Review which differ from the building code are as follows:

- Chapter 33-07-02.1 General Standards Of Construction And Equipment For Hospitals
- AIA Guidelines for Hospitals and Outpatient Facilities, 2014 edition
- NFPA 101 Life Safety Code, 2012 Edition
- NFPA 99 Health Care Facilities Code, 2012 edition
- North Dakota Century Code section 54-21.3-04.1

The Hospital is accredited by Joint Commission and is additionally required to comply with their standards are listed below.

- 2017 Accreditation Standards Books(Published Annually)

The intent of both sets of standards is to protect public health, safety and general welfare as they relate to the construction and occupancy of buildings and structures. There is however a difference in how they meet this goal. Unique in the field, NFPA 101, The Life Safety Code is the most widely used source for strategies to protect people based on building construction, protection, and occupancy features that minimize the effects of fire and related hazards based upon specific use and occupancy, while NFPA 99 establishes criteria for levels of health care services or systems based on risk to the patients, staff, or visitors in health care facilities to minimize the hazards of fire, explosion, and electricity. The NFPA standards for healthcare occupancies specifically combine the nature of the occupant's condition and the likely hood occupants are incapable of self-preservation means that in the event of fire due to medical reasons or other treatment of care, age, disability or status, a person is not able to leave the building on his or her own.

Elevator lobbies, building smoke removal and smoke proof enclosures are required by the building code due to the buildings classification as a high-rise building defined as a building with an occupied floor more than 75 feet above grade. These items are not required by *The Life Safety Code, NFPA 101* unless as required for buildings over 420 feet above grade

The requirements and approach of the life safety code and other NFPA standards demonstrate that the intent of the building code is accomplished through the following:

LIMITING THE QUANTITY OF SMOKE PRODUCED

While there are several requirements in NFPA 101 that address fire growth and spread, the primary means by which the size of the fire and smoke are controlled in a health care facility is a requirement that all new buildings containing a health care occupancy shall be protected with an automatic sprinkler system.

Furthermore, quick response or residential sprinklers shall be installed in smoke compartments containing patient sleeping and treatment rooms. This requirement was first introduced into NFPA 101 in the 1991 Edition and incentives are included in the Code to encourage existing health care occupancies to also be protected with fast response sprinklers. The requirement to install fast response sprinklers was based upon computer modeling indicating that such sprinklers will maintain tenability in the room of origin from most credible fire scenarios.(iv) The results of the modeling were then confirmed by full scale fire tests performed by the Center for Fire Research at NIST.(v)

Actuation of the sprinklers typically provides for fire control during initial development and growth, resulting in reducing the amount of smoke produced and the smoke that is produced has less buoyancy than what could occur in a building that is not protected with an automatic sprinkler system.

Previous research conducted by the National Institute of Standards and Technology (NIST) with consultation by Dr. John Klote, has shown that sprinklered fires do not represent a significant hazard to the building occupants because the automatic sprinklers activated and extinguished the fire prior to releasing a significant energy or mass. Little or no smoke or gases entered the hoistways, and none reached remote locations in any building regardless of height or other conditions examined. Therefore, it can be concluded that smoke spread in shafts and elevator hoistways is not a problem in Group I-2 occupancies protected throughout with smoke barrier walls and an operational fire sprinkler system since smoke barriers are designed to limit the spread of smoke between zones and the fire sprinklers both control the burning rate (and thus limit smoke production) and maintain near ambient temperature which limits the buoyancy forces that drive smoke to the shafts where stack effect may cause smoke spread to other floors. It is also widely accepted that operating fire sprinklers will prevent room flashover and full floor fires, and will limit the size of room fires. This conclusion can also be substantiated from a paper presented by Dr. John Klote at the Elevator Symposium on Emergency Use of Elevators in March 2004 and in an article titled "Is There A Need to Enclose Elevator Lobbies In Tall Buildings?", written by Richard Bukowski in the August 2005 Building Safety Journal. In addition, all high-rise fires where smoke spread has been a problem have either been in unsprinklered buildings or partially sprinklered buildings. A recent comprehensive analysis in 2005 of high-rise fires by NFPA identified that no fatalities had occurred for more than two decades in any fully sprinklered U.S. high-rise occupancy. (The Murrah Federal Building (1995) and the World Trade Center 1993 & 2001 bombings were excluded from this analysis.) The recently issued NFPA 2016 report on sprinkler reliability also indicated that automatic fire sprinklers successfully operating in reported structural fires was an exemplary 93%. Most fires in these properties are small. Fire spread beyond the room of origin in only 4% of health care fires.

CONTAINING SMOKE TO THE ROOM OF ORIGIN

In most health care facilities, the HVAC system consists of a ducted supply and a ducted return.

When that is the case, the NFPA 101 requires corridor walls to be constructed of assemblies capable of resisting the passage of smoke, providing a passive means of controlling the smoke to the room of origin. The requirement is also intended to maintain tenability in the corridor, providing a means to relocate patients should it be necessary to do so. NFPA 101 permits the corridor walls to terminate at the underside of a floor/ceiling or roof/ceiling assembly provided the ceiling membrane is capable of resisting the passage of smoke. While NFPA 101 permits the ceiling to be a suspended ceiling system, it should be noted that the International Building Code® (vi) (IBC) does not consider a suspended ceiling system to be capable of resisting the passage of smoke.

The HVAC system can contribute to the spread of smoke across a corridor wall when the HVAC system involves a supply or return plenum. When a plenum is used, the ceiling membrane clearly does not resist the passage of smoke due to the air movement that normally occurs between the room and plenum, through the ceiling membrane. When this is the case, the corridor wall must continue to the underside of the floor slab or roof slab above to limit the spread of smoke across the corridor wall. NFPA 101 does not permit transfer grilles in corridor walls which further compound the use of plenums in health care facilities.(vii) While plenums are not prohibited, NFPA 101 essentially eliminates an arrangement in which a single plenum serves rooms on both sides of the corridor or rooms and a corridor.

To complete the passive smoke control feature, corridor doors shall be provided with door hardware that is self-latching and positive-latching. Any penetrations of the wall below the ceiling membrane are required to be protected in a manner in which the performance requirement of the wall to restrict the spread of smoke is maintained. Should the corridor wall be required to extend to the roof deck or floor slab above, penetrations above the ceiling are also required to be protected to restrict smoke spread. NFPA 101 would not require smoke dampers in the duct penetrations of such corridor walls. As noted above, the quantity and buoyancy of the smoke is presumed to be reduced by the fast response sprinklers

BEYOND THE ROOM OF ORIGIN

While the combination of sprinkler protection and the separation between the room and corridor requiring construction capable of resisting the passage of smoke should restrict the need to evacuate patients from other than the room of origin and immediately adjacent rooms, the code still requires smoke compartments created by passive smoke barriers. While there are many requirements related to smoke barriers, four are of significance with respect to protecting the occupants:

- Maximum smoke compartment. Most codes limit the area of a smoke compartment to 22,500 sq ft, which has an effect of limiting the number of occupants that may be exposed to a fire within a smoke compartment. The international Building Code permits a maximum area of 40,000 s.f.
- Minimum size of the area of refuge. While not establishing a minimum area of a smoke compartment, NFPA 101 requires a minimum area to be provided in adjacent smoke compartments to accommodate the occupants that may be relocated to the smoke compartments should people need to be relocated to an adjacent smoke compartment. The minimum area is a function of the occupancy classification of the area served.

- Travel distance to the smoke barrier door. In an attempt to address the time required to relocate occupants to an adjacent smoke compartment, NFPA 101 restricts the travel distance to a door of the smoke barrier. The travel distance to the smoke barrier door is restricted, even if an exit is located closer than the smoke barrier door.

HORIZONTAL EXITS

Another concept permitted by the codes to address the relocation of patients in a health care facility is the use of horizontal exits. A horizontal exit consists of a fire barrier having a fire resistance rating of at least two hours and again, providing a minimum area on the other side of the barrier to accommodate patients or occupants that are relocated to the other side of the horizontal exit. If a building is not protected by an automatic sprinkler system, duct penetrations of smoke barriers are typically prohibited. However, again recognizing the benefit received by using fast response sprinklers, Horizontal exits will be provided on the larger lower level floors

OTHER SMOKE CONTROL FEATURES

NFPA 101 requires that all floors be constructed as a smoke barrier. NFPA 101 also requires compliance with NFPA 90A which contains several key smoke control requirements.

- The corridor of a health care facility may not be used as part of the supply or return for the building HVAC system.
- Smoke detection is required downstream of the supply fan and filter to initiate system shutdown should the smoke detector detect smoke in the duct.
- Smoke detection and controls are required to prevent the recirculation of smoke from the return system.

While the last two provisions have thresholds with respect to the capacity of the supply and return systems, in a health care facility these capacities are typically exceeded.

INSPECTION TESTING AND MAINTENANCE REQUIREMENTS:

The adopted NFPA standards and the Joint Commission Accreditation Standards Books provide detailed requirements for inspection testing and maintenance requirements of all life safety features and systems. Training and documentation regarding Emergency response and inspection testing and maintenance documentation and follow up is reviewed during this licensing inspection every three years. This results in facilities where the emergency response and life safety features never take a back seat. Due to these requirements the facilities are continuously active in maintaining the life safety features of the building.

CONCLUSIONS

While NFPA 101 does not require engineered smoke control systems in health care occupancies, the code does address smoke control using a variety of passive and active features of the building. The ability to effectively control smoke during a fire in a health care facility is critical due to the protection strategy of protecting or defending the occupants in place, thereby minimizing the need to evacuate or relocate patients. However, the code continues to require features that will result in providing an area of refuge should patients need to be relocated during a fire.

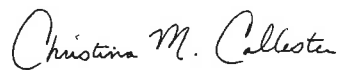
The requirements of NFPA 101 provide an acceptable level of safety for building occupants while considering the additional design requirements of NFPA 99 which address safety during treatment and therefore do not warrant the need for elevator lobbies, building smoke removal and smoke proof enclosures.

The owner will work with the fire department to review the passive routes for smoke evacuation after an event, providing venting or breakable windows to address their concerns.

Please contact me with any questions.

Sincerely,

RTM CONSULTANTS, INC.



Christina Colleston, P.E, MSFPE
Fire Protection Engineer

Excerpts from the 2015 International Building Code

Request 1:

3006.3 Hoistway opening protection. Where Section 3006.2 requires protection of the elevator hoistway door opening, the protection shall be provided by one of the following:

1. An enclosed elevator lobby shall be provided at each floor to separate the elevator hoistway shaft enclosure doors from each floor by fire partitions in accordance with Section 708. In addition, doors protecting openings in the elevator lobby enclosure walls shall comply with Section 716.5.3 as required for corridor walls. Penetrations of the enclosed elevator lobby by ducts and air transfer openings shall be protected as required for corridors in accordance with Section 717.5.4.1.
2. An enclosed elevator lobby shall be provided at each floor to separate the elevator hoistway shaft enclosure doors from each floor by smoke partitions in accordance with Section 710 where the building is equipped throughout with an *automatic sprinkler system* installed in accordance with Section 903.3.1.1 or 903.3.1.2. In addition, doors protecting openings in the smoke partitions shall comply with Sections 710.5.2.2, 710.5.2.3 and 716.5.9. Penetrations of the enclosed elevator lobby by ducts and air transfer openings shall be protected as required for corridors in accordance with Section 717.5.4.1.
3. Additional doors shall be provided at each elevator hoistway door opening in accordance with Section 3002.6. Such door shall comply with the smoke and draft control door assembly requirements in Section 716.5.3.1 when tested in accordance with UL 1784 without an artificial bottom seal.
4. The elevator hoistway shall be pressurized in accordance with Section 909.21.

Request 2:

403.4.7 Smoke removal. To facilitate smoke removal in post-fire salvage and overhaul operations, buildings and structures shall be equipped with natural or mechanical *ventilation* for removal of products of combustion in accordance with one of the following:

1. Easily identifiable, manually operable windows or panels shall be distributed around the perimeter of each floor at not more than 50-foot (15 240 mm) intervals. The area of operable windows or panels shall be not less than 40 square feet (3.7 m²) per 50 linear feet (15 240 mm) of perimeter.

Exceptions:

1. In Group R-1 occupancies, each *sleeping unit* or suite having an *exterior wall* shall be permitted to be provided with 2 square feet (0.19 m²) of venting area in lieu of the area specified in Item 1.
2. Windows shall be permitted to be fixed provided that glazing can be cleared by fire fighters.
2. Mechanical air-handling equipment providing one exhaust air change every 15 minutes for the area involved. Return and exhaust air shall be moved directly to the outside without recirculation to other portions of the building.
3. Any other *approved* design that will produce equivalent results.

Request 3:

403.5.4 Smokeproof enclosures. Every required *interior exit stairway* serving floors more than 75 feet (22 860 mm) above the lowest level of fire department vehicle access shall be a *smokeproof enclosure* in accordance with Sections 909.20 and 1023.11.

909.20 Smokeproof enclosures. Where required by Section 1023.11, a smokeproof enclosure shall be constructed in accordance with this section. A smokeproof enclosure shall consist of an *interior exit stairway* or *ramp* that is enclosed in accordance with the applicable provisions of Section 1023 and an open exterior balcony or ventilated vestibule meeting the requirements of this section. Where access to the roof is required by the *International Fire Code*, such access shall be from the smokeproof enclosure where a smokeproof enclosure is required.

909.20.1 Access. Access to the *stairway* or *ramp* shall be by way of a vestibule or an open exterior balcony. The minimum dimension of the vestibule shall be not less than the required width of the *corridor* leading to the vestibule but shall not have a width of less than 44 inches (1118 mm) and shall not have a length of less than 72 inches (1829 mm) in the direction of egress travel.

909.20.2 Construction. The smokeproof enclosure shall be separated from the remainder of the building by not less than 2-hour *fire barriers* constructed in accordance with Section 707 or *horizontal assemblies* constructed in accordance with Section 711, or both. Openings are not permitted other than the required *means of egress* doors. The vestibule shall be separated from the *stairway* or *ramp* by not less than 2-hour *fire barriers* constructed in accordance with Section 707 or *horizontal assemblies* constructed in accordance with Section

711, or both. The open exterior balcony shall be constructed in accordance with the *fire-resistance rating* requirements for floor assemblies.

909.20.2.1 Door closers. Doors in a smokeproof enclosure shall be self- or automatic closing by actuation of a smoke detector in accordance with Section 716.5.9.3 and shall be installed at the floor-side entrance to the smokeproof enclosure. The actuation of the smoke detector on any door shall activate the closing devices on all doors in the smokeproof enclosure at all levels. Smoke detectors shall be installed in accordance with Section 907.3.

909.20.3 Natural ventilation alternative. The provisions of Sections 909.20.3.1 through 909.20.3.3 shall apply to ventilation of smokeproof enclosures by natural means.

909.20.3.1 Balcony doors. Where access to the *stairway* or *ramp* is by way of an open exterior balcony, the door assembly into the enclosure shall be a *fire door assembly* in accordance with Section 716.5.

909.20.3.2 Vestibule doors. Where access to the *stairway* or *ramp* is by way of a vestibule, the door assembly into the vestibule shall be a *fire door assembly* complying with Section 716.5. The door assembly from the vestibule to the *stairway* shall have not less than a 20-minute *fire protection rating* complying with Section 716.5.

909.20.3.3 Vestibule ventilation. Each vestibule shall have a minimum net area of 16 square feet (1.5 m²) of opening in a wall facing an outer *court*, *yard* or *public way* that is not less than 20 feet (6096 mm) in width.

909.20.4 Mechanical ventilation alternative. The provisions of Sections 909.20.4.1 through 909.20.4.4 shall apply to ventilation of smokeproof enclosures by mechanical means.

909.20.4.1 Vestibule doors. The door assembly from the building into the vestibule shall be a *fire door assembly* complying with Section 716.5.3. The door assembly from the vestibule to the *stairway* or *ramp* shall not have less than a 20-minute *fire protection rating* and shall meet the requirements for a smoke door assembly in accordance with Section 716.5.3. The door shall be installed in accordance with NFPA 105.

909.20.4.2 Vestibule ventilation. The vestibule shall be supplied with not less than one air change per minute and the exhaust shall be not less than 150 percent of supply. Supply air shall enter and exhaust air shall discharge from the vestibule through separate, tightly constructed ducts used only for that purpose. Supply air shall enter the vestibule within 6

inches (152 mm) of the floor level. The top of the exhaust register shall be located at the top of the smoke trap but not more than 6 inches (152 mm) down from the top of the trap, and shall be entirely within the smoke trap area. Doors in the open position shall not obstruct duct openings. Duct openings with controlling *dampers* are permitted where necessary to meet the design requirements, but *dampers* are not otherwise required.

909.20.4.2.1 Engineered ventilation system. Where a specially engineered system is used, the system shall exhaust a quantity of air equal to not less than 90 air changes per hour from any vestibule in the emergency operation mode and shall be sized to handle three vestibules simultaneously. Smoke detectors shall be located at the floor-side entrance to each vestibule and shall activate the system for the affected vestibule. Smoke detectors shall be installed in accordance with Section 907.3.

909.20.4.3 Smoke trap. The vestibule ceiling shall be not less than 20 inches (508 mm) higher than the door opening into the vestibule to serve as a smoke and heat trap and to provide an upward-moving air column. The height shall not be decreased unless *approved* and justified by design and test.

909.20.4.4 Stairway or ramp shaft air movement system. The *stairway* or *ramp* shaft shall be provided with a dampered relief opening and supplied with sufficient air to maintain a minimum positive pressure of 0.10 inch of water (25 Pa) in the shaft relative to the vestibule with all doors closed.

909.20.5 Stairway and ramp pressurization alternative. Where the building is equipped throughout with an *automatic sprinkler system* in accordance with Section 903.3.1.1, the vestibule is not required, provided each interior *exit stairway* or *ramp* is pressurized to not less than 0.10 inch of water (25 Pa) and not more than 0.35 inches of water (87 Pa) in the shaft relative to the building measured with all *interior exit stairway* and *ramp* doors closed under maximum anticipated conditions of stack effect and wind effect.

909.20.6 Ventilating equipment. The activation of ventilating equipment required by the alternatives in Sections 909.20.4 and 909.20.5 shall be by smoke detectors installed at each floor level at an *approved* location at the entrance to the smokeproof enclosure. When the closing device for the *stairway* and *ramp* shaft and vestibule doors is activated by smoke detection or power failure, the mechanical equipment shall activate and operate at the required performance levels. Smoke detectors shall be installed in accordance with Section 907.3.

909.20.6.1 Ventilation systems. Smokeproof enclosure ventilation systems shall be independent of other building ventilation systems. The equipment, control wiring, power wiring

and ductwork shall comply with one of the following:

1. Equipment, control wiring, power wiring and ductwork shall be located exterior to the building and directly connected to the smokeproof enclosure or connected to the smokeproof enclosure by ductwork enclosed by not less than 2-hour *fire barriers* constructed in accordance with Section 707 or *horizontal assemblies* constructed in accordance with Section 711, or both.
2. Equipment, control wiring, power wiring and ductwork shall be located within the smokeproof enclosure with intake or exhaust directly from and to the outside or through ductwork enclosed by not less than 2-hour *fire barriers* constructed in accordance with Section 707 or *horizontal assemblies* constructed in accordance with Section 711, or both.
3. Equipment, control wiring, power wiring and ductwork shall be located within the building if separated from the remainder of the building, including other mechanical equipment, by not less than 2-hour *fire barriers* constructed in accordance with Section 707 or *horizontal assemblies* constructed in accordance with Section 711, or both.

Exceptions:

1. Control wiring and power wiring utilizing a 2-hour rated cable or cable system.
2. Where encased with not less than 2 inches (51 mm) of concrete.
3. Control wiring and power wiring protected by a listed electrical circuit protective system with a fire resistance rating of not less than 2 hours.

909.20.6.3 Acceptance and testing. Before the mechanical equipment is *approved*, the system shall be tested in the presence of the *building official* to confirm that the system is operating in compliance with these requirements.

1023.11 Smokeproof enclosures. Where required by Section 403.5.4 or 405.7.2, *interior exit stairways* and *ramps* shall be *smokeproof enclosures* in accordance with Section 909.20.

1023.11.1 Termination and extension. A *smokeproof enclosure* shall terminate at an *exit discharge* or a *public way*. The *smokeproof enclosure* shall be permitted to be extended by an *exit passageway* in accordance with Section 1023.3. The *exit passageway* shall be without openings other than the *fire door assembly* required by Section 1023.3.1 and those necessary for egress from the *exit passageway*. The *exit passageway* shall be separated from the remainder of the building by 2-hour *fire barriers* constructed in accordance with Section 707 or *horizontal assemblies* constructed in accordance with Section 711, or both.

Exceptions:

1. Openings in the *exit passageway* serving a *smokeproof enclosure* are permitted where the *exit passageway*

is protected and pressurized in the same manner as the *smokeproof enclosure*, and openings are protected as required for access from other floors.

2. The *fire barrier* separating the *smokeproof enclosure* from the *exit passageway* is not required, provided the *exit passageway* is protected and pressurized in the same manner as the *smokeproof enclosure*.

3. A *smokeproof enclosure* shall be permitted to egress through areas on the *level of exit discharge* or vestibules as permitted by Section 1028.

1023.11.2 Enclosure access. Access to the *stairway* or *ramp* within a *smokeproof enclosure* shall be by way of a vestibule or an open exterior balcony.

Exception: Access is not required by way of a vestibule or exterior balcony for *stairways* and *ramps* using the pressurization alternative complying with Section 909.20.5.



21 June 2019

Mr. Mitch Flanagan, CBO
Building Official

City of Minot
PO Box 5006
Minot, ND 58702-5006
O: 701.857.4102
E: mitch.flanagan@minotnd.org

RE: Trinity Health - Replacement Campus
High-rise International Building Code Requirements

Dear Mitch,

Thank you very much for all of the conversation and discussion you have allowed us to have with you in regards to the Trinity Health Replacement Campus. This is a very important project for Trinity Health, and one that we believe will have a very positive impact on the City of Minot, surrounding region, and entire state of North Dakota for many years into the future.

We understand that the building as it was originally submitted to you, fell within the classification for a high-rise building. Trinity Health began looking at removing from the program/project, enough space to allow the entire sixth floor to be unoccupied. Please see the bulleted items below (Copied from **Exhibit A** - Sixth Floor Composite Plan) that form our summary code evaluation on the result of having the sixth floor become unoccupied.

- In the 2015 International Building Code Definitions, High-Rise Building is defined as: A building with an **occupied floor** located **more than 75 feet (22 860 mm) above the lowest level of fire department vehicle access**.
- As the Trinity Health Replacement Campus was originally submitted to the City of Minot for plan review and approval, the sixth floor is the highest occupied floor. **The sixth floor is currently located 78' - 2" above the first floor level.** This is 3' - 2" above the 75 foot threshold for high-rise building design. We believe that the first floor is where most fire truck vehicles would deliver fire fighters to the facility.
- **Trinity Health will remove from the project / program or relocate all functions, departments, and rooms currently planned to occupy the sixth floor. The sixth floor will become an unoccupied floor.**
- **Because the Trinity Health Replacement Campus will not have any occupied space above 75 feet from the lowest level of fire department vehicle access, we would ask for your review and consideration to waive the high rise building requirements.** Please let us know if you believe the proper process would be to ask for a variance.
- We believe that the facility is no longer categorized as a high rise facility if the sixth floor is unoccupied, and it is our professional opinion that the high-rise building requirements would no longer applicable to this facility with your approval.
- Trinity Health understands that if they choose to occupy the sixth floor in the future, they would be required to comply with the high-rise building requirements from the International Building Code at that time.
- **It is our intent to deliver a fully code compliant facility that is safe for all occupants and first responders. Therefore, due to the facts stated above, we respectfully request your consideration that the high-rise requirement for stair pressurization be removed from the project.**

List of High-Rise Building Code Requirements

Please see our attached list (**Exhibit B**) where we attempt to address all of the code requirements that you shared with Trinity Health brought about because of the high-rise building classification. We indicate if we have addressed those issues, and if we have not addressed those issues, why we have not done so.

Pressurized Vestibules

I know you had shared the idea about pressurized vestibules in lieu of pressurized stair towers. We very much appreciate your willingness to share ideas on various options on how to address the code issue. We evaluated this possibility for Trinity Health. There were at least two challenges with implementing this type of feature. First was the cost of having to add these pressurized vestibules. Mechanically it was very complex to provide these vestibules. Secondly, we found that they might create problems with our exiting and egress. For example the western two egress stairs dump occupants into the first floor and a horizontal egress path is provided to deliver the egressing occupants outside of the building. Adding the pressurized vestibule would create a tricky situation with an additional set of doors that would slow egress through the pressurized vestibule. For these reasons, the design team and Trinity Health decided not to pursue the pressurized vestibules. We are hopeful that eliminating the occupied square footage from the floor that falls above the high-rise building threshold would be a solution that would fulfill the code requirements.

Future Provisions Now

We also understand that you have offered thoughts on including future provisions today that would allow for a more cost effective adaptation if Trinity Health ever decides to proceed with occupying the sixth floor, which if today's code intent remains, would force Trinity Health with bringing the facility into compliance with the high-rise building requirements. We agree, that with proper planning and foresight, it is almost always a good idea to incur relatively minor costs now, in order to diffuse and reduce greater costs in the future. The design team will ensure that the space allocated for the future chase needed to pressurize the stair towers is identified and maintained as clear floor area. The design team will also include in the revised drawings 'knock-out' panels in each floor deck to allow for an easier, less construction intense, solution to allow the chase needed for mechanical pressurization in the future.

Feel free to contact us with any questions or comments. We understand the importance of delivering a code compliant facility. It is crucial for the design team as Architect and Engineers of Record, to deliver a very safe facility. We know that it benefits Trinity staff, patients, and visitors. It goes beyond that to benefiting the Minot Fire Department, who would be tasked with responding if there were ever an emergency situation on campus. We understand and appreciate your role in ensuring that facilities are reviewed, built, and inspected to comply with the International Building Code. Once again, thank you for all of your time and effort, as well as willingness to have discussions about the project regarding the various ways that code compliance can be accomplished.

We appreciate the opportunity to work with you on this project and will strive to continue demonstrating the advantages of our approach to **Service, Quality and Creativity**. Thank you for your time.

Sincerely and All the Best,



Kyle A. Wilson, AIA, LEED AP
TEG Architects LLC

Exhibit A

- In the 2015 International Building Code Definitions, High-Rise Building is defined as: A building with an **occupied floor** located **more than 75 feet (22 860 mm) above the lowest level of fire department vehicle access.**

- As the Trinity Health Replacement Campus was originally submitted to the City of Minot for plan review and approval, the sixth floor is the highest occupied floor. **The sixth floor is currently located 78' - 2" above the first floor level.** This is 3' - 2" above the 75 foot threshold for high-rise building design. We believe that the first floor is where most fire truck vehicles would deliver fire fighters to the facility.

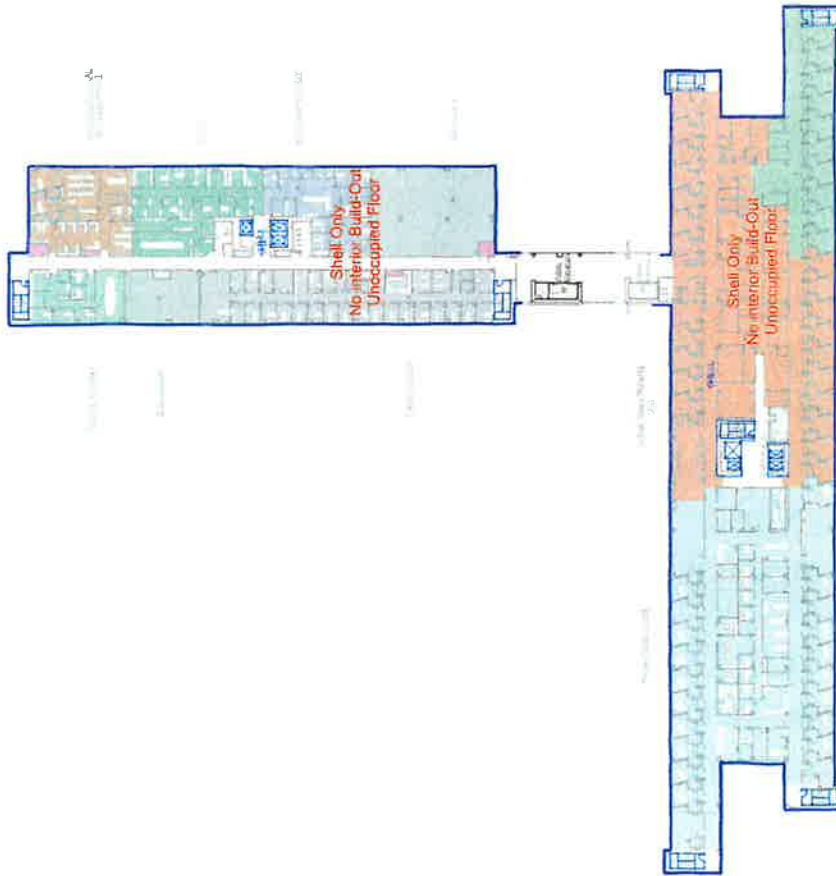
- Trinity Health will remove from the project / program or relocate all functions, departments, and rooms currently planned to occupy the sixth floor. The sixth floor will become an unoccupied floor.

- Because the Trinity Health Replacement Campus will not have any occupied space above 75 feet from the lowest level of fire department vehicle access, we would ask for your review and consideration to waive the high rise building requirements. Please let us know if you feel that a variance would be the appropriate process.

- We believe that the facility is no longer categorized as a high rise facility if the sixth floor is unoccupied, and it is our professional opinion that the high-rise building requirements would no longer applicable to this facility with your approval.

- Trinity Health understands that if they choose to occupy the sixth floor in the future, they would be required to comply with the high-rise building requirements from the International Building Code at that time.

- It is our intent to deliver a fully code compliant facility that is safe for all occupants and first responders. Therefore, due to the facts stated above, we respectfully request your consideration that the high-rise requirements for stair pressurization be removed from the project.



1 6th FLOOR - COMPOSITE PLAN
SCALE 1/8" = 1'-0"



TEG Architects LLC
903 Spring Street
Jeffersonville Indiana 47130
Phone: 317.434.4400
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Architecture
Planning
Engineering
Interiors

Trinity Health Systems
Replacement Campus
2305 37th Ave. SW
Minot, ND 58701
Bid Package 3
Interior Build Out



THSY 022
Produced By Author
Coordinated By Checker
Q.C. Checked By Approver

Sixth Floor Composite
Plan

SD4.6

Exhibit B

Section	Inclusion	Owner
403.1 Applicability-HIGH-RISE BUILDINGS	Provided, where applicable	TEG
403.2 Construction	Provided, where applicable	TEG
403.2.1 Reduction in fire-resistance rating.	Provided, where applicable	TEG
403.2.3.2 Wall assembly materials.	Provided	TEG
403.2.4 Sprayed fire-resistant materials (SFRM).	Provided	TEG
403.3 Automatic sprinkler system.	Provided	TRCWW
403.3.1.1 Riser location.	Provided	TRCWW
403.3.3 Secondary water supply.	Not Applicable.	TRCWW
403.4 Emergency systems.	Provided	TRCWW
403.4.1 Smoke detection.	Provided	TRCWW
403.4.2 Fire alarm system.	Provided	TRCWW
403.4.3 Standpipe system.	Provided	TRCWW
403.4.4 Emergency voice/alarm communication.	Provided	TRCWW
403.4.7 Smoke removal.	Provided	TRCWW
403.4.8 Standby and emergency power.	Provided	TRCWW
403.4.8.1 Equipment room.	Provided	TEG
403.4.8.3 Standby power loads.	Provided	TRCWW
403.5 Means of egress and evacuation.	Provided	TEG
403.5.1 Remoteness of interior exit stairways.	Provided	TEG
403.5.2 Additional interior exit stairway.	Not Applicable.	TEG
403.5.3 Stairway door operation.	Provided	TEG
403.5.3.1 Stairway communication system.	Not provided, pending AHJ approval	TRCWW
403.5.5 Luminous egress path markings.	Provided	TEG
403.5.6 Emergency escape and rescue.	Not Applicable.	TEG
403.6 Elevators.	Provided	TEG
403.6.2 Occupant evacuation elevators.	Provided	TEG
404.6 Enclosure of atriums.	Not Applicable.	TEG
405.9 Standpipe system.	Provided	TRCWW
508.3 Non-separated occupancies.	Not Applicable.	TEG
508.3.1 Occupancy classification.	Not Applicable.	TEG
704.13 Sprayed fire-resistant materials (SFRM).	Provided	TEG
713.1 General. SHAFT ENCLOSURES.	Provided	TEG
903.2 Where required- AUTOMATIC SPRINKLER SYSTEMS.	Provided	TEG
903.2.11.3 Buildings 55 feet or more in height.	Provided	TEG
903.2.11.3 Table.	Provided	TEG
905.1 General. STANDPIPE SYSTEMS.	Provided	TRCWW
905.3.1 Height.	Provided	TRCWW
905.3.2 Group A.	Provided	TRCWW
907.2 Where required—new buildings and structures. FIRE ALARM AND DETECTION SYSTEMS	Provided	TRCWW
907.2.13 High-rise buildings.	Provided	TRCWW
907.2.13.1 Automatic smoke detection.	Provided	TRCWW
907.2.13.1.1 Area smoke detection.	Provided	TRCWW
907.2.13.2 Fire department communication system	Provided	TRCWW
907.2.18.1 Smoke detectors.	Provided	TRCWW
907.5.2.2 Emergency voice/alarm communication systems	Provided	TRCWW
907.6.3 Initiating device identification.	Provided	TRCWW
907.6.4 Zones.	Provided	TEG
907.6.4.2 High-rise buildings.	Provided	TRCWW
909.1 Scope and purpose- SMOKE CONTROL SYSTEMS.	Not provided, pending AHJ approval	TRCWW
909.6 Pressurization method.	Not provided, pending AHJ approval	TRCWW
909.16 Fire fighter's smoke control panel.	Not provided, pending AHJ approval	TRCWW
909.20 Smokeproof enclosures:		
i. Built as 2 hour fire barrier or provide horizontal assemblies		
ii. 909.20.4.2 - 909.20.4.4: Req's. ventilated vestibule- 44' X 72", or.....	Not provided, pending AHJ approval	TRCWW
iii. 909.20.5 - 909.20.6.3: Provide stair pressurization.	Not provided, pending AHJ approval	TRCWW
909.21 - 909.21.11 Elevator hoistway pressurization alternative:		
i. Provided in lieu of elevator lobbies		
911.1 General. FIRE COMMAND CENTER	Provided	TRCWW
911.1.6 Required features.	Provided	TRCWW
913.1 General- FIRE PUMPS	Provided	TRCWW

913.913.2.1 Protection of fire pump rooms.	Provided	TEG
913.2.1 Protection against interruption of service.	Provided	TEG
1003.7 Elevators, escalators and moving walks.	Provided	TEG
1009.3 Stairways.	Provided	TEG
1009.4 Elevators.	Provided	TEG
1009.8 Two-way communication.	Provided pending the area of refuge	TRCWW
1009.8.1 System requirements	Provided pending the area of refuge	TRCWW
1009.8.2 Directions.	Provided pending the area of refuge	TRCWW
1010.1.9 Door operations.	Provided	TEG
1010.1.9.11 Stairway doors.	Provided	TEG
1021.4 Location. EGRESS BALCONIES	Not Applicable.	TEG
1023.1 General. INTERIOR EXIT STAIRWAYS AND RAMPS.	Provided	TEG
1023.9 Stairway identification signs.	To be provided in an interior signage package, later released	TEG
1023.9.1 Signage requirements.	To be provided in an interior signage package, later released	TEG
1023.10 Elevator lobby identification signs.	To be provided in an interior signage package, later released	TEG
1023.11 Smokeproof enclosures. 1023.11.1 Termination and extension.	Provided	TEG
1024.7 Ventilation.	Not provided, pending AHJ approval	
1025.1 General. LUMINOUS EGRESS PATH MARKINGS.	Provided	TEG
1027.1 Exterior exit stairways and ramps. EXTERIOR EXIT STAIRWAYS AND RAMPS.	Provided	TEG
1027.2 Use in a means of egress.	Provided	TEG
1615.1 General. STRUCTURAL INTEGRITY	Provided	TEG
1705.1 General. REQUIRED SPECIAL INSPECTIONS.	Provided	TEG
1705.14 Sprayed fire-resistant materials. 1705.17 Fire-resistant penetrations and joints. 1705.17.2 Fire-resistant joint systems.	Provided	TEG
2702.2.2 Elevators and platform lifts.	Provided	TRCWW
2702.2.9 High-rise buildings.	Provided	TRCWW
3002.2 Number of elevator cars in a hoistway.	Provided	TEG

City of Minot

Inspection Department

Kyle Wilson, AIA
TEG Architects
903 Spring St.
Jefferson, Indiana 47130

**RE: Trinity Health- Replacement Campus
High-Rise Building Code Requirements**

Dear Kyle:

This letter is in reply to your recent request on behalf of Trinity Hospital to remove the High Rise classification from the proposed building. As you know "High-Rise buildings" are defined in the IBC as buildings with occupied floors located more than 75 feet above the lowest level of fire department vehicle access. I understand the object of your recent request is to value engineer the BP3 phase of the project.

My response to your original requests are as follows:

- In the 2015 International Building Code definition, High-Rise Building is defined as: A building with an occupied floor more than 75' (22.86mm) above the lowest level of fire department access.
- **Acceptable.**
- As the Trinity Health Replacement Campus was originally submitted to the City of Minot for plan review and approval, the sixth floor is the highest occupied floor. The sixth floor is currently located 78' - 2" above the first floor level. This is 3' - 2" above the 75 ft. threshold for high-rise building design. We believe that the first floor is where most fire truck vehicles would deliver fire fighters to the facility.
- **Acceptable.**
- Trinity Health will remove from the project / program or relocate all functions, departments, and rooms currently planned to occupy the sixth floor. The sixth floor will become an unoccupied floor.
- **At the meeting with Dave Kolhman and Allan Dostert this item was discussed in terms of the 6th floor eventually becoming occupied or having the potential to be occupied when the stair pressurization is installed for all interior exit stairs. We suggested removing the 6th floor completely due to that section of the building being in an uncomplicated framed condition with no roof structure. To date the structural steel is being installed to include the 6th floor level as originally drawn.**
 - **Section 909.20 requires either a smokeproof enclosure or a pressurized stairway shall be provided.**
- Because the Trinity Health Replacement Campus will not have any occupied space above 75 feet from the lowest level of fire department vehicle access, we would ask for your review and consideration to waive the high rise building requirements. Please let us know if you believe the proper process would be to ask for a variance.
- **Because the 6th floor is being constructed with plans not to occupy this area for an indefinite period of time: the stair pressurization requirement will be waived until future**

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occupancy plans change. All other high requirements are still applicable as the building is still considered capable of being classified as a high rise. If you disagree with this decision or any of these determinations, you have the right to appeal to the City's Appeal Board.

- We believe that the facility is no longer categorized as a high rise facility if the sixth floor is unoccupied, and it is our professional opinion that the high-rise building requirements would no longer be applicable to this facility with your approval.
- No, the building is still considered capable of being classified as a high rise. If you disagree with this decision or any determination, you have the right to appeal to the City's Appeal Board.
- Trinity Health understands that if they choose to occupy the sixth floor in the future, they would be required to comply with the high-rise building requirements from the International Building Code at that time.
- Acceptable
- It is our intent to deliver a fully code compliant facility that is safe for all occupants and first responders. Therefore, due to the facts stated above, we respectfully request your consideration that the high-rise requirement for stair pressurization be removed from the project.
- The only exception that will be allowed is a temporary or phased construction of the 6th floor being unoccupied space not requiring stair pressurization. The eventual completion of the 6th floor allowing that area to be occupiable will require full stair pressurization compliance.
- We also understand that you have offered thoughts on including future provisions today that would allow for a more cost effective adaptation if Trinity Health ever decides to proceed with occupying the sixth floor, which if today's code intent remains, would force Trinity Health with bringing the facility into compliance with the high-rise building requirements. We agree, that with proper planning and foresight, it is almost always a good idea to incur relatively minor costs now, in order to diffuse and reduce greater costs in the future. The design team will ensure that the space allocated for the future chase needed to pressurize the stair towers is identified and maintained as clear floor area. The design team will also include in the revised drawings 'knock-out' panels in each floor deck to allow for an easier, less construction intense, solution to allow the chase needed for mechanical pressurization in the future.
- Smokeproof enclosures and pressurized stair shaft ventilation systems shall be independent of other building ventilating systems. Section 909.20.6.1. allows for 3 options for the location of the equipment, control wiring, power wiring and ductwork:
 - Located on the exterior of the building and directly connected to the smokeproof enclosure.

- Within the smokeproof enclosure.
- Within the building but separated from the remainder of the building by 2-hour fire-barriers or horizontal barriers, or both.
- Section 909.20.6.2 also requires standby power for shaft ventilation systems and automatic fire detection systems.

Due to the difficulty of installing 2-hour rated shafts in 6 interior exit stairways for the ventilation equipment and ducting requirements after the hospital is occupied, please provide a planned design of the location of the stair pressurization equipment, duct work control wiring and power wiring by a registered design professional explaining the procedures for future installation of the stair pressurization.

Sincerely,



Mitch Flanagan, CBO
City of Minot, Building Official

City of Minot

Inspection Department

April 24, 2018

Christina Collester, P.E., MSFPE
Fire Protection Engineer
RTM CONSULTANTS, INC.
6640 PARKDALE PLACE, SUITE J,
INDIANAPOLIS, IN 46254

Re: Trinity Hospital
Modification Request

Ms. Collester:

On behalf of the City of Minot, I am replying to your recent request of 4 modifications for the new Trinity Hospital, specifically removing the following IBC Building Codes requirements.

1. Building Smoke Removal. IBC 403.4.7
2. Smokeproof Enclosure. IBC 403.5.4.
3. Elevator Lobbies: IBC 3006.3.
4. Marking and Identification. IBC 703.7

In your letter dated February 27, 2018, you explained your reasons for each modification and our response for each one is as follows:

1. Building Smoke Removal:

- i. IBC Section 403.4.7 states: *"To facilitate smoke removal in post-fire salvage and overhaul operations, buildings and structures shall be equipped with natural or mechanical ventilation for removal of products of combustion."* This is a requirement for all new high rise buildings. Most HVAC systems in a new high rise are going to be complex enough that the control system of the I-2 Hospital can be switched into a smoke removal mode, this is a programming and control issue that could be included within the system.

However, there is an exception in Section 403.4.7:

- Section 403.4.7 Ex. (2) *"Windows shall be permitted to be fixed provided that glazing can be cleared by fire fighters."*
- The type glazing, perimeter centering and ability to be identifiable, will need to be coordinated with the Building Official prior to granting final approval.

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2. Smokeproof Enclosure:

- ii. IBC Section 403.5.4 states *“Every required interior exit stairway serving floors more than 75 feet (22 860 mm) above the lowest level of fire department vehicle access shall be a smokeproof enclosure in accordance with Sections 909.20 and 1023.11.”* This section requires the exit stairway to be enclosed with a ventilated vestibule which is intended to limit the entry of smoke into the stair tower as an additional level of protection for high-rise buildings.

However, there is an alternative for this requirement in Section 909.20.5:

- Section 909.20.5 - 909.20.6.3: Provide stair pressurization.

3. Elevator Lobbies:

- iii. IBC Section 3006.3 states: *“Where Section 3006.2 requires protection of the elevator hoistway door opening, the protection shall be provided by one of the following”:*

“1. An enclosed elevator lobby shall be provided at each floor to separate the elevator hoistway shaft enclosure doors from each floor by fire partitions in accordance with Section 708. In addition, doors protecting openings in the elevator lobby enclosure walls shall comply with Section 716.5.3 as required for corridor walls. Penetrations of the enclosed elevator lobby by ducts and air transfer openings shall be protected as required for corridors in accordance with Section 717.5.4.1.”

“2. An enclosed elevator lobby shall be provided at each floor to separate the elevator hoistway shaft enclosure doors from each floor by smoke partitions in accordance with Section 710 where the building is equipped throughout with an automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2. In addition, doors protecting openings in the smoke partitions shall comply with Sections 710.5.2.2, 710.5.2.3 and 716.5.9. Penetrations of the enclosed elevator lobby by ducts and air transfer openings shall be protected as required for corridors in accordance with Section 717.5.4.1.”

“3. Additional doors shall be provided at each elevator hoistway door opening in accordance with Section 3002.6. Such door shall comply with the smoke and draft control door assembly requirements in Section 716.5.3.1 when tested in accordance with UL 1784 without an artificial bottom seal.”

“4. The elevator hoistway shall be pressurized in accordance with Section 909.21.” Section 3006.2 requires a lobby enclosure of a 1-hour fire partition in all high rise buildings (except floor level of exit discharge). This intention is to prevent the infiltration of smoke into the hoistway enclosure- typically the largest vertical shaft in a building. I understand the proposed Trinity Hospital has multiple elevators (8??) within the building. By themselves, the elevator doors cannot provide a level of reduced air leakage required to prevent the vertical infiltration of smoke into the shaftway, it is important to protect the stairways and elevator hoistways in the high-rise hospitals so that there is better control on limiting the

spread of smoke through those paths so that smoke compartments on other levels are not impacted.

However, the designer has multiple ways to provide this protection as stated in Section 3006.3, options 1-4

- Option 1: explains the requirement of an elevator lobby to be 1-hour fire partition rated.
- Option 2: this also provides for a lobby; however, if the building is provided with an NFPA 13 fire suppression system, the 1-hour rating of the lobby is eliminated (self-closing doors are still a part of the requirements).
- Option 3: this option eliminates the need for an enclosed lobby, requirements are to provide doors in addition to the hoistway doors. These additional doors must be easily opened and must be tested in accordance with UL 1784.
- Option 4: provide hoistway pressurization.

4. Marking and Identification.

- IBC Section 703.7 states: *"Where there is an accessible concealed floor, floor-ceiling or attic space, fire walls, fire barriers, fire partitions, smoke barriers and smoke partitions or any other wall required to have protected openings or penetrations shall be effectively and permanently identified with signs or stenciling in the concealed space."* This section provides for a notification (label/stencil/placard) to trades people on the job of the existence of a rated assembly and allows for fire-resistant assemblies to maintain their integrity over the life of the building. There are no exceptions in the building code for this requirement and providing a PDF formatted document to a tradesman does not totally ensure he will not compromise these type walls where their work is located in a concealed space. Label/stencil/placarding the walls is a requirement.

Conclusion:

You are correct in the fact that certain IBC regulations are more stringent in regards to smoke enclosures and elevator lobbies. The healthcare community has relied heavily on the NFPA for its own guidelines; however, through their lack of coordination with IBC, the life safety code does not adequately address or offer an alternative for these 4 essential requisites in a manner in which I could authorize their removal.

Sincerely,



Mitch Flanagan
Building Official, City of Minot

cc. Kelly Flermoen, Fire Chief, City of Minot
cc. Lance Meyer, City Engineer, City of Minot

RE: <External>THSY.022 Trinity Hospital - Stair Pressurization and High-Rise Requirements

From Mitch Flanagan <mitch.flanagan@minotnd.org>

Date Mon 4/29/2019 12:54 PM

To Nathan Love <nlllove@teg123.com>

Cc Joel L. Wallace <jlwallace@Teg123.com>; Brad J. Becherer <bjbecherer@Teg123.com>; Kevin Russell <kmrussell@teg123.com>; John Sprouls <jwsprouls@teg123.com>; Kyle Wilson <kawilson@teg123.com>; Dean Lenertz <dean.lenertz@minotnd.org>; Brian Billingsley <brian.billingsley@minotnd.org>; Kelli Kronschnabel <kelli.kronschnabel@minotnd.org>

Nathan:

As you may recall we offered the alternative of ventilating the stair vestibules, that is the only exception for stair pressurization that IBC offers, see 909.2.4.2 with 2 hour separations. The definition of a high rise building is "A building with an occupied floor located more than 75 feet (22 860 mm) above the lowest level of fire department vehicle access". The proposed 6th floor is 78.5'. If you never intend to occupy this area- why are you building it?, seems to me to be pointless to build this floor. But if you do intend to occupy this area when the building is finished- or in the future, the stair pressurization should be provided. You have the right to appeal this decision. Thank You.

Mitch Flanagan, CBO

City of Minot, Building Official

Office 701-857-4102

PO Box 5006, Minot, ND 58702-5006

[City of Minot Website](#)

[Official Facebook Page](#)



From: Nathan Love [mailto:nlllove@teg123.com]

Sent: Friday, April 26, 2019 7:15 AM

To: Mitch Flanagan <mitch.flanagan@minotnd.org>

Cc: Joel L. Wallace <jlwallace@Teg123.com>; Brad J. Becherer <bjbecherer@Teg123.com>; Kevin Russell <kmrussell@teg123.com>; John Sprouls <jwsprouls@teg123.com>; Kyle Wilson <kawilson@teg123.com>

Subject: <External>THSY.022 Trinity Hospital - Stair Pressurization and High-Rise Requirements

Mitch, I'm following up with you regarding the meeting conversation we had on February 27, 2019 pertaining to the stair pressurization and high-rise requirements. At that meeting, the design team asked, "If the 6th floor remains shell space, will the city accept non-pressurized stairs and waive the high-rise requirements?" This is with the understanding that if the 6th floor is built out at a later date, then the owner will be required to provide pressurized stairs to comply with high-rise requirements. A formal response to the question above was not provided at the meeting. If I recall, you indicated that your office would have to think about it.

"IF" the owner decided to shell out the 6th floor, would you accept non-pressurized stairs and waive the high-rise requirements until such time the 6th floor is built-out in the future?

Thanks,



Nathan L. Love

Professional Associate – Construction Administration

TEG ARCHITECTS

903 Spring Street | Jeffersonville, IN 47130

P: 812.282.3700 **C:** 502.640.0580 **F:** 812.283.4383

nlllove@teg123.com

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RE: Trinity Elevator Shaft

From Mitch Flanagan <mitch.flanagan@minotnd.org>

Date Thu 12/12/2019 11:14 AM

To Kelli Kronschnabel <kelli.kronschnabel@minotnd.org>; Tom Barry <tom.barry@minotnd.org>

Cc Lance Meyer <lance.meyer@minotnd.org>

 1 attachment (16 KB)

Response to Trinity Letter 20190719.docx;

Tom:

Attached is my response to their request to remove the stair pressurization requirement for a 'High Rise' building. This life safety code requirement is related specifically to high rise buildings but is not unique to "Minot Building Codes". We are not requiring any of the stair towers to be pressurized until they build out and occupy the 6th floor of the hospital and office buildings. Trinity can try to censure this issue but these are the facts.

Mitch Flanagan, CBO

City of Minot, Building Official

Office Phone: 701-857-4102

From: Kelli Kronschnabel <kelli.kronschnabel@minotnd.org>

Sent: Thursday, December 12, 2019 11:12 AM

To: Tom Barry <tom.barry@minotnd.org>; Mitch Flanagan <mitch.flanagan@minotnd.org>

Cc: Lance Meyer <lance.meyer@minotnd.org>

Subject: RE: Trinity Elevator Shaft

The building was designed to a height of 78.5 feet which resulted in the high rise portion of the code to be put in play. We have made several concessions of other portions of the code as it relates to the high rise code but we will be holding them to having the pressurized stairwell. This is a requirement for exiting and area of refuge for the structure in the event of a fire. We have required them to design and build in the shaft requirements for putting this in when the build out of the 6th floor does occur.

If you want further detail we can provide that through our letters between the design and our code enforcement team.

kk

Kelli Kronschnabel

City of Minot, Fire Chief

Office Phone: 701-857-4740





ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 9-2(a)(17) (AMENDMENTS TO THE INTERNATIONAL BUILDING CODE DEFINITIONS) IN DIVISION 1 (INTERNATIONAL BUILDING CODE), ARTICLE I (BUILDING CODES), OF CHAPTER 9 (BUILDINGS AND HOUSING) AND SECTION 13-40(a)(40) (IFC 202 GENERAL DEFINITIONS), ARTICLE III (FIRE CODE), OF CHAPTER 13 (FIRE PREVENTION AND PROTECTION), CODE OF ORDINANCES, CITY OF MINOT, NORTH DAKOTA TO ELIMINATE THE KILOGRAM GROSS VEHICLE WEIGHT RATING AND AMEND THE DEFINITION OF HIGH-RISE BUILDING TO 80 FEET ABOVE THE LOWEST LEVEL OF FIRE DEPARTMENT VEHICLE ACCESS.

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 its building and fire codes to eliminate the kilogram gross vehicle weight rating leaving measurement in pounds, and elevate the definition of a high-rise building from 75 feet to 80 feet above the lowest level of fire department vehicle access; and

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

§ 1. That Sec. 9-2(a)(17) (Amendments to the International Building Code Definitions) in Division 1 (International Building Code), Article I (Building Codes), of Chapter 9 (Buildings and Housing), Code of Ordinances, City of Minot, North Dakota, is hereby amended to redefine the definition of a 'High-Rise Building' under the International Building Code and relist the amended definitions as follows:

Sec. 9-2(a)(17). The following definitions in Chapter 2(Definitions) of the IBC are amended and re-listed to read as follows:

(a) COMMERCIAL MOTOR VEHICLE.

A motor vehicle used to transport passengers, property or motorized equipment where the motor vehicle or equipment feet meets one or more of the requirements listed below:

1. Has a gross vehicle weight rating of 10,000 pounds ~~(4540 kg)~~ or more; or
2. Has a combined fleet wight greater than 26,000 pounds or more; or

3. Is designed to transport 16 or more passengers, including the driver.

(b) HIGH-RISE BUILDING.

A building with an occupied floor or occupied roof located more than 75' (22,860 mm) 80 feet above the lowest level of fire department vehicle access.

§ 2. That Sec. 13-40(a)(40) (IFC 202 General Definitions) in Article III (Fire Code), of Chapter 13 (Fire Prevention and Protection), Code of Ordinances, City of Minot, North Dakota, is hereby amended to redefine the definition of a 'High-Rise Building' under the International Fire Code and relist the amended definitions as follows:

Sec. 13-40(a)(40). IFC 202 General Definitions.

The following definitions are amended to read as follows:

(a) Commercial Motor Vehicle. A motor vehicle used to transport passengers or property or motorized equipment where the motor vehicle or equipment:

1. Has a gross vehicle weight of 10,000 pounds (~~454 kg~~) or more; or
2. Has a combined fleet weight of 26,000 pounds or more; or
3. Is designed to transport 16 or more passengers, including the driver.

(b) High Rise Building. A building with an occupied floor located more than 75 80 feet above the lowest level of fire department vehicle access.

§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

Council Discussion Memorandum

Finding a Safe and Practical Path Forward for Trinity Hospital

Let Us Look Forward Instead of Looking Back

I believe it is important that we step back and ask ourselves what question we are actually trying to answer.

Is our objective to determine who was right eight years ago?

Or is our objective to determine whether there is a safe, practical, and reasonable path forward for one of our community's most important institutions?

I believe it should be the latter. This discussion is about more than one floor of one building. It is about how the City approaches unique situations where nationally adopted building and fire codes already recognize that more than one engineering solution may achieve the same life safety objective. The decision we make here will not only affect Trinity Health, but also how future community partners view the City's willingness to work collaboratively while maintaining the highest standards of public safety.

This Is Not About Assigning Blame

Looking through the history of this project, it is clear this was never the responsibility of one party alone.

Trinity retained architects, engineers, and fire protection specialists to design the facility.

The City reviewed those plans, evaluated code compliance, issued permits, conducted inspections throughout construction, and ultimately approved occupancy of the hospital.

Both organizations played significant roles throughout the design and construction process.

If mistakes were made, they should not be viewed as belonging exclusively to either Trinity or the City. This project was developed through years of interaction between both parties.

That history cannot be changed.

What can change is how we choose to address the issue today.

This Was Never a Debate About Whether Safety Matters

One point becomes very clear after reviewing the correspondence.

Trinity never argued that life-safety requirements should simply be ignored.

Instead, Trinity's engineers repeatedly proposed alternative methods that they believed would provide an equivalent level of protection while recognizing the unique operational characteristics of a modern hospital.

Likewise, the North Dakota Department of Health reviewed the same issues and concluded that elevator lobbies, building smoke removal systems, smokeproof stair enclosures, and wall identification were **not required under the Life Safety Code (NFPA 101)** used for hospital licensure, even though those features could still be required under the International Building Code.

It is also important to recognize that the International Building Code itself provides more than one code-compliant method of protecting exit stairs. A smokeproof enclosure may be achieved through a pressurized stair enclosure, **a ventilated vestibule**, or an exterior balcony, depending on the design. In other words, the IBC does not prescribe only one method of achieving the required level of life safety. It recognizes multiple approaches that provide equivalent protection.

That distinction is important.

This has never been a disagreement over whether safety is important.

It has been a disagreement over **which code philosophy should govern the project.**

Throughout the project, the City consistently chose to enforce the more restrictive requirements of the International Building Code, rather than relying on the less restrictive provisions contained within the healthcare Life Safety Code. That approach was within the City's authority, but it also meant that alternative approaches recognized within the healthcare setting were not accepted.

Whether that decision was correct is not the question before us today.

The question is whether there is another safe way to achieve the same public safety objectives.

The City's Position Has Changed Over Time

The history also demonstrates that this has never been an absolute "yes" or "no" issue.

In 2018, Trinity requested modifications to several high-rise requirements.

The City denied those requests, concluding it did not have sufficient authority to approve the proposed alternatives.

In 2019, Trinity returned with a different proposal.

Rather than eliminating the requirements outright, Trinity proposed leaving the sixth floor unoccupied so the occupied portion of the building would fall below the high-rise threshold.

That proposal illustrates an important point: throughout this process, the discussion has not been about whether life safety is important. It has been about how the code should be applied to achieve the required level of life safety.

The International Building Code recognizes more than one code-compliant method of providing smokeproof enclosures. Depending on the building's design, **a smokeproof enclosure may be achieved through a pressurized stair enclosure, a ventilated vestibule, or an exterior balcony.** Likewise, the code contains provisions allowing alternative materials, designs, and methods of construction when they can be demonstrated to provide an equivalent level of performance and life safety.

That history demonstrates this has never been solely about whether a particular prescriptive requirement exists. It has always involved the exercise of judgment in determining how equivalent life safety can be achieved within the framework of the code.

Our Responsibility Today

The question before this Council should not be: Who won the argument in 2018?

The question should be: **How do we work with one of our largest community partners to find a solution that fully protects public safety while recognizing practical realities?**

Trinity Health is one of the largest employers in our region.

They provide healthcare to thousands of residents every year.

They represent one of the largest private investments ever made in our community.

When organizations like Trinity encounter legitimate regulatory challenges, our first response should not simply be No.

Our first response should be: **Let's work together and determine whether there is another safe solution. That is exactly what our residents expect from their local government: protecting public safety while working collaboratively to solve difficult problems.**

The Central Question Before the Council.

After reviewing every document, one question continues to stand out.

The International Building Code and International Fire Code both contain provisions allowing alternative materials, designs, and methods of construction when they can be demonstrated to provide an equivalent level of performance and life safety.

Those provisions were not written by accident. They exist because the authors of the code recognized that there are situations where more than one engineering solution can achieve the same safety objective.

As I already mentioned, International Building Code also recognizes multiple code-compliant methods of providing smokeproof enclosures. A smokeproof enclosure may be achieved through a pressurized stair enclosure, a ventilated vestibule, or an exterior balcony, depending on the building's design. In other words, the code does not prescribe only one method of achieving the required level of life safety. It recognizes multiple approaches that are intended to provide equivalent protection.

That brings us to what I believe is the most important question before this Council.

Has the City fully evaluated Trinity's proposed alternative under the alternative materials, design, and methods provisions already contained within the adopted building and fire codes?

If the answer is yes, then we would like to understand that technical evaluation.

- What engineering analysis was performed?
- What specific criteria did Trinity's proposal fail to satisfy?
- Were comparable hospital designs in other jurisdictions considered?
- Was the proposal rejected because it failed to provide an equivalent level of life safety, or simply because it differed from the prescriptive code requirements?

Those are important distinctions.

If the City's conclusion is that Trinity's proposal does not provide an equivalent level of life safety, then we want that determination to be based on engineering, science, nationally recognized standards, and objective analysis.

If that evaluation has not yet occurred, then I believe we owe it to our community, to Trinity Health, and to the citizens we represent to complete that analysis before concluding that a multi-million-dollar retrofit is the only acceptable solution.

This discussion should never be about lowering safety standards. It should be about determining whether there is more than one safe, technically defensible, and code-compliant way to achieve the same outcome. The International Building Code has long recognized that equivalent levels of life safety can be achieved through alternative materials, alternative designs, and alternative methods of construction. The question before the Council is not whether safety should be compromised. The question is whether a building designed to provide an equivalent level of life safety should continue to be classified as a high-rise solely because it exceeds an arbitrary height threshold by a matter of inches.

Conclusion – if we chose NOT to increase the High-Rise height.

Government has an obligation to enforce building and fire codes. It also has an obligation to solve problems. I believe we can, and should, do both.

This discussion should not become a debate over who was right eight years ago. It should be about how we work collaboratively with one of our community's most important institutions to achieve a shared goal: a hospital that is safe for patients, safe for staff, safe for firefighters, and supported by a City government that is willing to work with, not simply regulate, its community partners.

I believe that is the discussion the residents of Minot expect us to have.

Trinity Health is actively pursuing opportunities that have the potential to bring significant long-term benefits to them and to our community. While they cannot discuss the details today, those opportunities require the hospital to have a clear plan for utilizing its sixth floor. Like any non-profit organization, Trinity does not have several million dollars sitting idle to fund a retrofit for space that has remained unoccupied.

Rather than simply asking the City to waive the requirement, Trinity has presented an alternative plan that they estimate would cost approximately \$1 million and that (a plan that is allowable within the IBC) would provide an equivalent level of life safety while achieving the

same objective as pressurized stairwells. Similar alternative approaches have been successfully implemented at other hospitals around the country. North Dakota law expressly authorizes municipalities to adopt local amendments to the State Building Code when appropriate, and Minot has exercised that authority on numerous occasions. Before considering whether an amendment is necessary in this case, I believe we should first determine whether the flexibility already built into the adopted codes provides a safe and technically sound solution.

Before we conclude that a multi-million-dollar retrofit is the only acceptable solution, I believe we owe it to our community to ask an important question:

Has the City fully evaluated Trinity's proposed alternative under the alternative means and methods provisions already contained within the International Building Code and International Fire Code, and if so, what technical analysis led to the conclusion that it does not provide an equivalent level of life safety?

If the answer is yes, then let's understand why. If the answer is no, then let's work together to determine whether there is a safe, technically sound, and code compliant path forward. That is how we serve both the public interest and one of our community's most important partners.

We could pass the ordinance change on first reading. This would give both sides time to sit down, work together and see if Trinity's proposed alternative meets the same standard as the City requiring 'pressurized stairwells'.

Councilman

Rob M. Fuller

**City of Minot – Building Safety Department**1025 31st St. SE

Minot, ND 58701

701-857-4102

buildingsafety@minotnd.gov

Date: 15 July, 2026**To:** City of Minot City Council**Subject: Council Discussion Memorandum Response**

Dear Members of Council:

First, I would like to acknowledge Alderman Fuller's response to staff's opposition to the proposed building and fire code changes that would raise the threshold for additional safety requirements within buildings that are nationally considered high-rise structures. It was not my intent to attack or accuse anyone. My previous letter was intended only to present the facts as I understand them and to offer my professional opinion, based on nearly 12 years of training, education, and experience. The history behind these decisions matter to the eventual solution.

As the Building Official, I am responsible for evaluating alternatives based on the intent of the building code. When life safety concerns arise, the liability to both the City and myself increases. It is important to note that when the City of Minot is evaluated by ISO for determining community property insurance rates, our Police Department, Fire Department, and Building Department are the only public safety departments reviewed. During this evaluation, the City's amendments to the model code and to the State Building Code are assessed for their effectiveness and associated risk. The proposed changes would be viewed as increasing risk, which would negatively affect our Building Code Effectiveness Grade and could lead to higher insurance rates. This type of impact was demonstrated in 2023 following the removal of electrical inspection oversight within our building department.

In my role, I am responsible for issuing building permits, Certificates of Occupancy, and evaluating alternative designs, materials, and equipment used for construction in the City of Minot and its two-mile ETJ. The City Council adopts laws that establish minimum safety standards for the built environment, and I am tasked with upholding those laws. I take that responsibility seriously. In this situation, we are not being asked to consider an alternative design; we are being asked to loosen a minimum safety requirement that exists to protect both building occupants and first responders - many of whom are City employees.

To date, I have been invited to and attended only one meeting with Trinity Hospital concerning the potential occupancy of the sixth story of their building. This meeting occurred in February or March of this year. Several alternatives were discussed, and I made it clear that I would gladly evaluate any alternative design submitted. However, I have not received any proposals or documentation for review.

The next communication we received on the matter was the proposed code amendment. There are challenges involved now that most of the building has been constructed without any consideration for an alternative design to eventually installing the required system. Which is why pressurization of the required interior exit stairs is the only method being considered.

I remain committed to working collaboratively with all parties involved and will continue to evaluate any proposed alternatives that align with the intent of the building code and protect the safety of our community.

Respectfully,



Luke Tillema
Building Official
City of Minot



TO: Mayor and Members of the City Council

FROM: Josh Pikka, Library Director

DATE: July 20, 2026

SUBJECT: EXTEND DURATION OF CITY/COUNCIL LIBRARY COMMITTEE

I. RECOMMENDED ACTION

It is recommended City Council pass a resolution to extend the deadline of the City/County Library Committee to the end of 2028 to match the action taken by Ward County Commission.

II. DEPARTMENT CONTACT PERSONS

Josh Pikka, Library Director, 701-857-4540

III. DESCRIPTION

A. Background

On January 6th, 2026 the Minot City Council formed a joint Committee with the Ward County Commission to explore the merging of the Ward County Library and the Minot Public Library. The two bodies also created a six-month deadline for the committee's work so that ballot language may be prepared for the 2026 general election. This deadline had expired in June 2026. The work of the committee has concluded without a recommendation to bring a measure on the ballot in 2026. The Ward County Commission has recently taken action to extend their participation in the committee past the six-month term in hopes of bringing this issue to the ballot in 2028. If the City would like to continue its participation in this committee, a resolution should be passed extending the current deadline.

B. Proposed Project

There has been continued interest by some members of the community to explore a library merger in order to achieve cost savings. Proponents of the merger claim that merging the two libraries in one building will bring significant savings to Ward County taxpayers.

C. Recommendation Detail

If the council would like to continue participation in the City/County Library Committee, it's members should pass a resolution to extend the deadline that ended in June 2026. It is recommended that the committee be allowed to meet

until the end of 2028 to match the action taken by the Ward County Commission.

IV. IMPACT

A. Service/Delivery Impact:

Continued participation in the library committee could result in an eventual merger that could possibly eventually provide cost savings to taxpayers. Continued participation in the City/County Library Committee will also have an effect on the staff of the Minot Public Library, especially its director. Continued participation in the committee does take away from the normal duties of Library Director.

B. Fiscal Impact

There is no direct fiscal impact on the city at this time, other than staff time of library staff and the PIO, who broadcasts the meetings.

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

The council can either choose to continue its participation in this committee by extending the deadline until the end of 2028, or it can choose to end its participation by not extending the deadline.



TO: Mayor and Members of the City Council

FROM: Adam Klein, Public Safety Business Analyst

DATE: July 20, 2026

SUBJECT: BUDGET AMENDMENT - MONITORS FOR DISPATCH

I. RECOMMENDED ACTION

It is recommended City Council approve a budget amendment in the amount of \$9,099.95 to purchase 5 monitors for the dispatch center on first reading and allow the purchase of the monitors prior to first reading.

II. DEPARTMENT CONTACT PERSONS

Kelli Kronschnabel, Fire Chief, 701-857-3000

III. DESCRIPTION

A. Background

The monitors purchased in 2023 for the dispatch center were selected to support the long shifts worked by dispatchers and the need for the monitors to operate continuously. Monitors for dispatch centers can be costly due to these strict performance and reliability requirements. At the time, the best option for monitors was chosen while working within the criteria of the budget. It has now been determined that a more ergonomic solution is needed.

B. Proposed Project

The goal of the project is to offer dispatchers a more ergonomic screen, preventing operator fatigue and offering increased screen real estate. This allows for easier navigation and operational efficiencies. Staff is requesting a budget amendment to replace the current monitors with curved monitors.

C. Recommendation Detail

The monitors in dispatch are in need of replacement. The new monitors have been researched and trialed; one was purchased in April 2026 within the City budget. The purchase of these monitors will be reimbursed through the 911 Committee Depreciation Fund.

IV. IMPACT

A. Service/Delivery Impact:

These monitors will allow the dispatchers to do their job more efficiently. This helps responders and the community in the event of an emergency.

B. Fiscal Impact

Project Costs

\$9,099.95 5, 51" curved monitors

Project Funding

10024000.46102

Funding for this purchase is provided by the 911 Committee Depreciation Fund. The City will need to allocate funding to make the purchases and then request reimbursement from the Committee.

VI. ALTERNATIVES

1. Purchase the monitors through a Budget Amendment using General fund cash reserves.
2. Do nothing and continue a less than optimal work environment for our dispatchers and risk the safety of the responders and the community.



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Jul. 26, 2026**.

You can download a copy of this quote during checkout.

[Place your order](#)

Quote Name:	Ultrasharp 52 Thunderbolt Hub Monitor w/o Stand	Sales Rep	Jovonna Torres
Quote No.	3000204290000.1	Phone	1(800) 4563355
Total	\$9,099.95	Email	Jovonna.Torres@dell.com
Customer #	27562358	Billing To	JASON MCKIBBEN
Quoted On	Jun. 26, 2026		CITY OF MINOT
Expires by	Jul. 26, 2026		10 3RD AVE SW
	Dell NASPO Computer		STE 202
Contract Name	Equipment PA - North		MINOT, ND 58701-3990
	Dakota		
Contract Code	C000001090074		
Customer Agreement #	23026 / 022-Dell		
Deal ID	30355964		

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Jovonna Torres

Shipping Group

Shipping To	Shipping Method
JASON MCKIBBEN CITY OF MINOT 10 3RD AVE SW INFORMATION TECHNOLOGY MINOT, ND 58701 (701) 857-4722	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell UltraSharp 52 Thunderbolt Hub Monitor - U5226KW	\$1,819.99	5	\$9,099.95

Subtotal:	\$9,099.95
Shipping:	\$0.00
Non-Taxable Amount:	\$9,099.95
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$9,099.95
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Shipping Group Details

Shipping To	Shipping Method
JASON MCKIBBEN CITY OF MINOT 10 3RD AVE SW INFORMATION TECHNOLOGY MINOT, ND 58701 (701) 857-4722	Standard Delivery

		Unit Price	Quantity	Subtotal
Dell UltraSharp 52 Thunderbolt Hub Monitor - U5226KW		\$1,819.99	5	\$9,099.95
Estimated delivery if purchased today: Jul. 08, 2026 Contract # C000001090074 Customer Agreement # 23026 / 022-Dell				
Description	SKU	Unit Price	Quantity	Subtotal
Dell UltraSharp 52 Thunderbolt Hub Monitor - U5226KW without stand	210-BTHX	-	5	-
Dell Limited Hardware Warranty	723-0800	-	5	-
Advanced Exchange Service 3 Years	723-0801	-	5	-
		Subtotal:		\$9,099.95
		Shipping:		\$0.00
		Estimated Tax:		\$0.00
		Total:		\$9,099.95

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for Fourteen days from the date of this Quote. All products, pricing, and other information are based on the latest information available and are subject to change for any reason, including but not limited to tariffs imposed by government authorities, shortages in materials or resources, increase in the cost of manufacturing or other factors beyond Supplier's reasonable control. If such changes occur, pricing may be adjusted or purchase orders may be cancelled by Supplier, even after an order has been placed. Supplier also reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors and/or customer changes to Supplier's planned delivery date. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

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Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

ORDINANCE NO:

AN ORDINANCE AMENDING THE 2026 ANNUAL BUDGET TO INCREASE THE DISPATCH FURNITURE & EQUIPMENT EXPENDITURES AND REVENUES FOR THE PURCHASE OF NEW COMPUTER MONITORS.

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

§1: Amend the 2026 annual budget to increase the Dispatch Furniture & Equipment expenditures and revenues for the purchase of new computer monitors:

10024000.46102		\$9,100
10000000-33600		9,100

§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



TO: Mayor and Members of the City Council

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

DATE: July 20, 2026

SUBJECT: ALCOHOLIC BEVERAGE LICENSE

I. RECOMMENDED ACTION

It is recommended City Council approve the following alcohol licenses:

- **Farmers Union Oil of Minot dba Enerbase Cooperative Resources (205 20th Ave SE) for a Retail Beer license from July 20, 2026, to December 31, 2026.**

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 Deputy Police Chief.

B. Proposed Project

N/A

C. Recommendation Detail

If the establishment would like to sell alcohol, the license 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

The City Council could deny the license and the restaurant could not sell alcohol until City Council approves the license for 2026.