



Regular City Council Meeting

Monday, March 4, 2024, 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. CITY MANAGER'S REPORT

Documents:

[03-04-2024 CITY MANAGER REPORT.PDF](#)  
[02222024 MPO MEETING MINUTES.PDF](#)

5. CITY ATTORNEY'S REPORT

Documents:

[2024-3.PDF](#)  
[ORDER AFFIRMING THE CITY OF MINOT RULING.PDF](#)

6. CONSENT ITEMS

- 6.1. CITY COUNCIL MINUTES

**It is recommended City Council approve the minutes of the February 20, 2024, Regular City Council meeting and the February 26, 2024, Special City Council meeting.**

Documents:

[02202024 COUNCIL MEETING MINUTES.PDF](#)  
[02262024 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)

- 6.2. ORDINANCES

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

1. Ordinance No 5946 - 2024 BA - Engineering Consultant Fees
    2. Ordinance No 5947 - 2024 BA - Entitlement Consultant Fees

Documents:

6.3. ADMINISTRATIVE APPROVALS

**It is recommended City Council ratify the following Administrative Approvals.**

Documents:

[ADMIN APPROVALS 3042024.PDF](#)

6.4. BILLS, TRANSFERS, AND PAYROLL

**It is recommended City Council approve the payroll for the period of January 14, 2024, through February 10, 2024, in the amount of \$2,593,724.41 and the bills and transfers for February in the amount of \$6,130,443.30.**

Documents:

[FEBRUARY PAYROLL.PDF](#)  
[FEBRUARY CITY COUNCIL BILLS PAID.PDF](#)  
[FEBRUARY ELECTRONIC PAYMENTS.PDF](#)  
[FEBRUARY P CARD TRANSACTION.PDF](#)

6.5. ALCOHOLIC BEVERAGE LICENSE - THE DEPOT & BAGGAGE CLAIM

Presented by Chief John Klug and Mikayla McWilliams

**RECOMMENDED ACTION**

**It is recommended City Council approve the Supper Club License for The Depot & Baggage Claim at 15 N Main St. for the premise outlined in the application during the period of March 4, 2024 through December 31, 2024.**

Documents:

[MEMO - ALCOHOLIC BEVERAGE LICENSE.PDF](#)

6.6. ALCOHOLIC BEVERAGE LICENSE - DAKOTA INN/TRAPPERS LOUNGE

Presented by Chief John Klug and Mikayla McWilliams

**RECOMMENDED ACTION**

**It is recommended City Council approve the Hotel License for Dakota Inn/Trappers Lounge at 2401 Elk Drive for the period of March 4, 2024 through December 31, 2024.**

Documents:

6.7. GAMING SITE AUTHORIZATION - MULE DEER FOUNDATION

**It is recommended City Council approve the Mule Deer Foundation to conduct a raffle on April 27, 2024, at Sports on Tap in Room 221 (220 S Broadway).**

Documents:

[MEMO- GAMING SITE AUTHORIZATION.PDF](#)

6.8. GAMING SITE AUTHORIZATION – MINOT HOCKEY BOOSTERS

**It is recommended City Council approve the gaming site authorization from Minot Hockey Boosters, Inc. from March 5, 2024 through June 30, 2024 at the Depot (15 N Main St).**

Documents:

[MEMO- GAMING SITE AUTHORIZATION - MINOT HOCKEY BOOSTERS.PDF](#)

6.9. MINOR SUBDIVISION PLAT: THOMPSON'S 20TH ADDITION

Presented by Doug Diedrichsen, Principal Planner

**RECOMMENDED ACTION**

**It is recommended City Council approve a minor subdivision plat as provided in ATTACHMENT A to create Thompson's 20th Addition.**

Documents:

[CC MEMO - THOMPSONS 20TH ADDITION.PDF](#)  
[ATTACHMENT A.PDF](#)

6.10. 15th ST NW STORM SEWER IMPROVEMENTS

Presented by Jason Sorenson

**RECOMMENDED ACTION**

**It is recommended City Council award the base bid and bid alternate 1 for the 15<sup>th</sup> St. NW Storm Sewer Rehabilitation to the low bidder, Dig It Up Backhoe Service, Inc., in the amount of \$268,834.65; and authorize the Mayor to sign the agreement.**

Documents:

[4771.5 - 15TH ST.PDF](#)

6.11. 2024 SANITARY SEWER REHAB

Presented by Jason Sorenson

#### **RECOMMENDED ACTION**

**It is recommended City Council award the bid for the 2024 Sanitary Sewer CIPP Project to Hydro-Klean, LLC for the lowest bid of \$992,835.31; and authorize the Mayor to sign contract documents on behalf of the City.**

Documents:

[4723 - 2024 SANITARY SEWER CIPP AWARD OF BID MEMO.PDF](#)

#### 6.12. 2024 WATERMAIN IMPROVEMENTS (4816 & 4817)

Presented by Jason Sorenson

#### **RECOMMENDED ACTION**

- 1. It is recommended City Council approve the plans and specifications for the Westfield Ave and University Ave watermain projects and authorize a call for bids;**
- 2. Approve the attached resolution to apply for a SRF loan; and**
- 3. Authorize the Mayor to sign application documents.**

Documents:

[MEMO - 2024 WATERMAIN IMPROVEMENTS \(4816 AND 4817\).PDF](#)  
[RESOLUTION OF GOVERNING BODY OF APPLICANT.PDF](#)

#### 6.13. AMEND CHAPTER 28 – ENCROACHMENTS ON CITY PROPERTY (4541)

Presented by Lance Meyer, PE, City Engineer

#### **RECOMMENDED ACTION**

**It is recommended City Council pass an ordinance on 1st reading amending Chapter 28 of the Code of Ordinances.**

Documents:

[CODE OF ORDINANCES CHAPTER 28 ENCROACHMENT AMENDMENT MEMO.PDF](#)  
[ENCROACHMENTS ON CITY PROPERTY ORDINANCE.PDF](#)

#### 6.14. 16TH STREET SW RECONSTRUCTION PROJECT PHASING (4780)

Presented by Lance Meyer

#### **RECOMMENDED ACTION**



**It is recommended City Council split the 16<sup>th</sup> St SW Reconstruction project into two phases.**

Documents:

[16TH ST SW RECONSTRUCTION PROJECT PHASING MEMO.PDF](#)

6.15. CPKC RAIL QUIET ZONE ENGINEERING AGREEMENTS (4781)

Presented by Lance Meyer, City Engineer

**RECOMMENDED ACTION**

**It is recommended City Council approve the professional engineering agreements with CPKC and authorize the Mayor to sign the agreements.**

Documents:

[CPKC RAIL DOWNTOWN QUIET ZONE ENGINEERING AGREEMENT MEMO.PDF](#)  
[PE AGREEMENT 3RD STREET SE MINOT ND 2-29-2024.PDF](#)  
[PE AGREEMENT CENTRAL AVENUE E MINOT ND 2-29-2024.PDF](#)  
[PE AGREEMENT 3RD STREET SW - AMTRAK MINOT ND 2-29-2024.PDF](#)

6.16. 2028 NDDOT URBAN PROGRAM SOLICITATION (4829)

Presented by Lance Meyer

**RECOMMENDED ACTION**

**It is recommended City Council concur with the staff recommendations and submit the requests to the NDDOT.**

Documents:

[2028 NDDOT URBAN PROGRAM SOLICITATION MEMO.PDF](#)  
[BROADWAY RECONSTRUCTION SCOPING REPORT SIGNED.PDF](#)  
[BROADWAY INTERCHANGE RECONSTRUCTION SCOPING REPORT SIGNED.PDF](#)  
[16TH ST RECONSTRUCTION BURDICK TO 14TH AVE SCOPING REPORT.PDF](#)  
[16TH ST RECONSTRUCTION BURDICK TO 2ND AVE SCOPING REPORT.PDF](#)

6.17. 2024-2025 NUISANCE ABATEMENT - AWARD BID (4831)

Presented by Brian Billingsley, Community and Economic Development Director

**RECOMMENDED ACTION**

**It is recommended City Council award the bid for the 2024-2025 Nuisance Abatement Project to the low bidder, Hanson's Excavating, Inc., in the amount of \$66,350.00; and authorize the Mayor to sign the agreement.**

Documents:

[4831 - 2024 NUISANCE ABATEMENT AWARD OF BID MEMO.PDF](#)  
[BIDWORKSHEET\\_8956716\\_EVAL.PDF](#)

- 6.18. LEASE RENEWAL LOT 9 WESTSIDE DEVELOPMENT  
Presented by Jennifer Eckman, Airport Director

**RECOMMENDED ACTION**

**It is recommended City Council approve the renewal option of lease terms for Lot 9, Westside Development owned by Nach, LLC.**

Documents:

[MEMO NACH LLC LEASE RENEWAL.PDF](#)  
[NACH LEASE RENEWAL.PDF](#)  
[RENEWAL REQUEST.PDF](#)

- 6.19. 2023 BUDGET AMENDMENT  
Presented by David Lakefield, Finance Director

**RECOMMENDED ACTION**

**It is recommended City Council approve the proposed ordinance on first reading.**

Documents:

[COUNCIL MEMO 2023 LINE ITEMS OVER BUDGET.PDF](#)  
[85. 2023 BA - LINE ITEMS OVER BUDGET.PDF](#)

- 6.20. WARD COUNTY EMERGENCY OPERATIONS PLAN  
Presented by Kelli Kronschnabel, Fire Chief

**RECOMMENDED ACTION**

**It is recommended City Council adopt the Ward County Emergency Operations Plan and authorize the Mayor to sign.**

Documents:

[WARD COUNTY EMERGENCY RESPONSE PLAN 2024.PDF](#)  
[2024 WARD CO. EOP - FINAL.PDF](#)

7. ACTION ITEMS

7.1. ORDINANCE REQUIRING BUILDINGS AND BUSINESSES RECEIVING PUBLIC FUNDS TO INSTALL AN AUTOMATIC DOOR

Presented by Stefanie Stalheim, City Attorney

**RECOMMENDED ACTION**

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

Documents:

[COUNCIL MEMO\\_AUTOMATIC DOORS.PDF](#)  
[ORDINANCE\\_ AUTOMATIC DOORS\\_ART 8\\_SEC. 9-137.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

10. ADJOURNMENT



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Harold Stewart, City Manager

**DATE:** March 4, 2024

**City Manager:**

City Staff continues to prepare for the FY 2025 Budget process. Staff will present a schedule for Council approval at the April 1<sup>st</sup> Regular City Council meeting. Current Council members and Council Candidates will be invited to attend tours of the departments and a Council budget prioritization Special meeting the week of May 6<sup>th</sup>-10<sup>th</sup>. The City Manager has communicated to Department Heads the City Manager recommended budget is planned to include no increase in property tax revenues. This means with a likely increase in assessed property values the City Manager recommended FY 2025 Budget will result in a decrease to the mil levy. Staff will be working with the Public Information Office to prepare budget videos for each department to aid the Council and public in understanding the budget. Staff will also organize and prepare to have a series of live/virtual Question and Answer sessions to review each department's budget shortly after the City Manager's presentation of the recommended budget. The City Manager's recommended budget will be presented at the July 15<sup>th</sup> Regular City Council meeting.

In addition to regular responsibilities such as yearend closeouts, Staff has begun working on emergency plans for the new City Hall building and all other city facilities. The Fire department is also providing CPR and fire extinguisher training city staff and departments.

Upcoming Council items include:

April 1<sup>st</sup>: 2023 Citizen Survey Satisfaction Results

April 15<sup>th</sup>: Urban Housing Study Final Report

May 6-10<sup>th</sup>: Council Budget Tours of Departments and Budget Prioritization Special Meeting

TBD: CPSM Study Final Report

July 9<sup>th</sup> and 10<sup>th</sup>: Council Facilitated Strategic Planning meeting

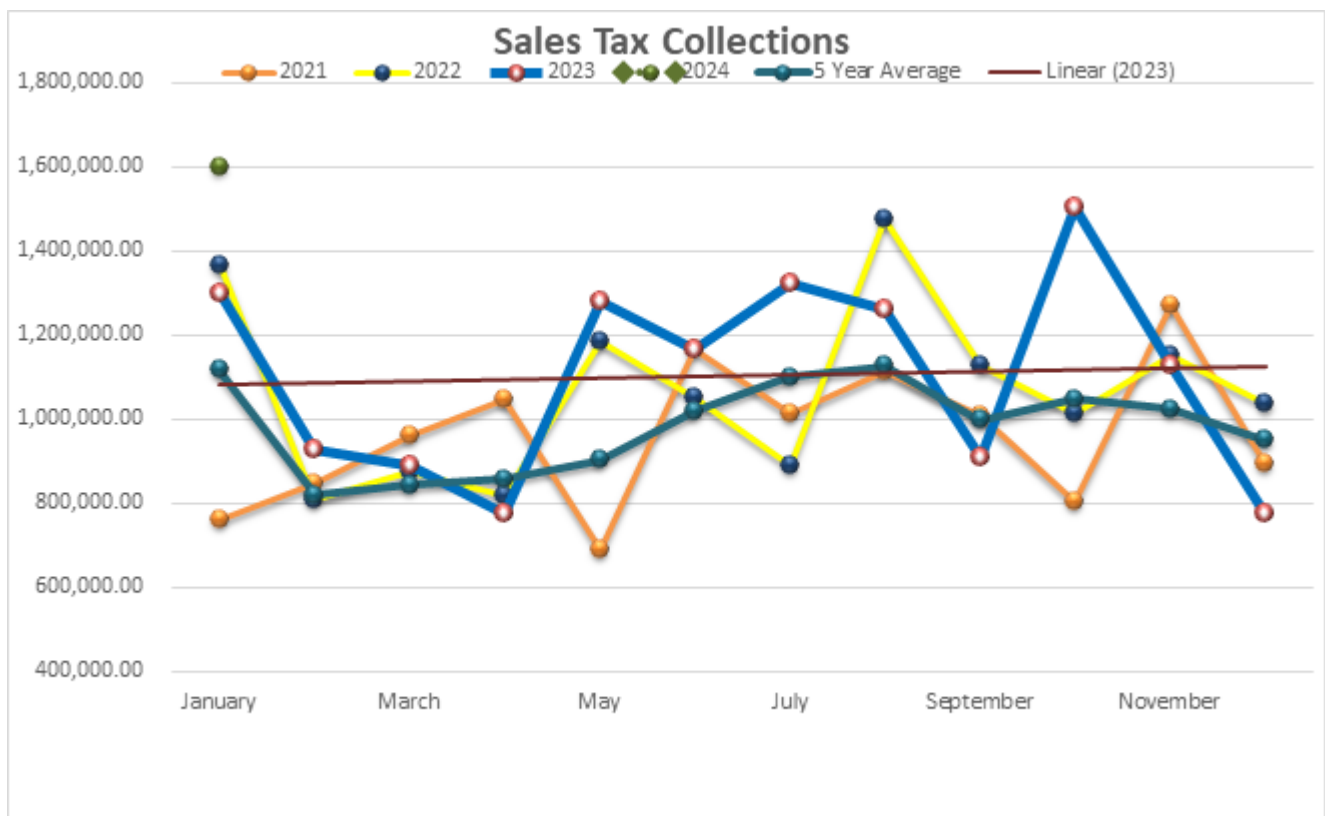
Meetings attended included: Senator Hoeven and Congressman Armstrong Town Hall meeting regarding Agriculture; Minot Flood meeting with Senator Hoeven; NDLC Policy Committee meeting to discuss some potential legislative priorities for the upcoming legislative session; Central Dakota MPO Policy Board meeting; ADA compliance walk-thru of City Hall; tour of the CTE facility downtown; walk-thru of the Downtown Trinity Hospital facility; Alcohol Ordinance Review and Rewrite Committee; Tracks bi-monthly communication meeting; meeting with Rick Becker on Property Tax Elimination Measure; Minot CDBG-DR/NDR Progress meeting; Broadway Circle Project Update meeting (staff only); monthly communication meeting with MACEDC President/CEO; communication meeting with Trinity Hospital CEO; monthly communication meeting with Parks Director; meeting with State Fair Director regarding upcoming 2024 State Fair; monthly communication meeting with The Retail Coach; and various other communication and project meetings with staff.

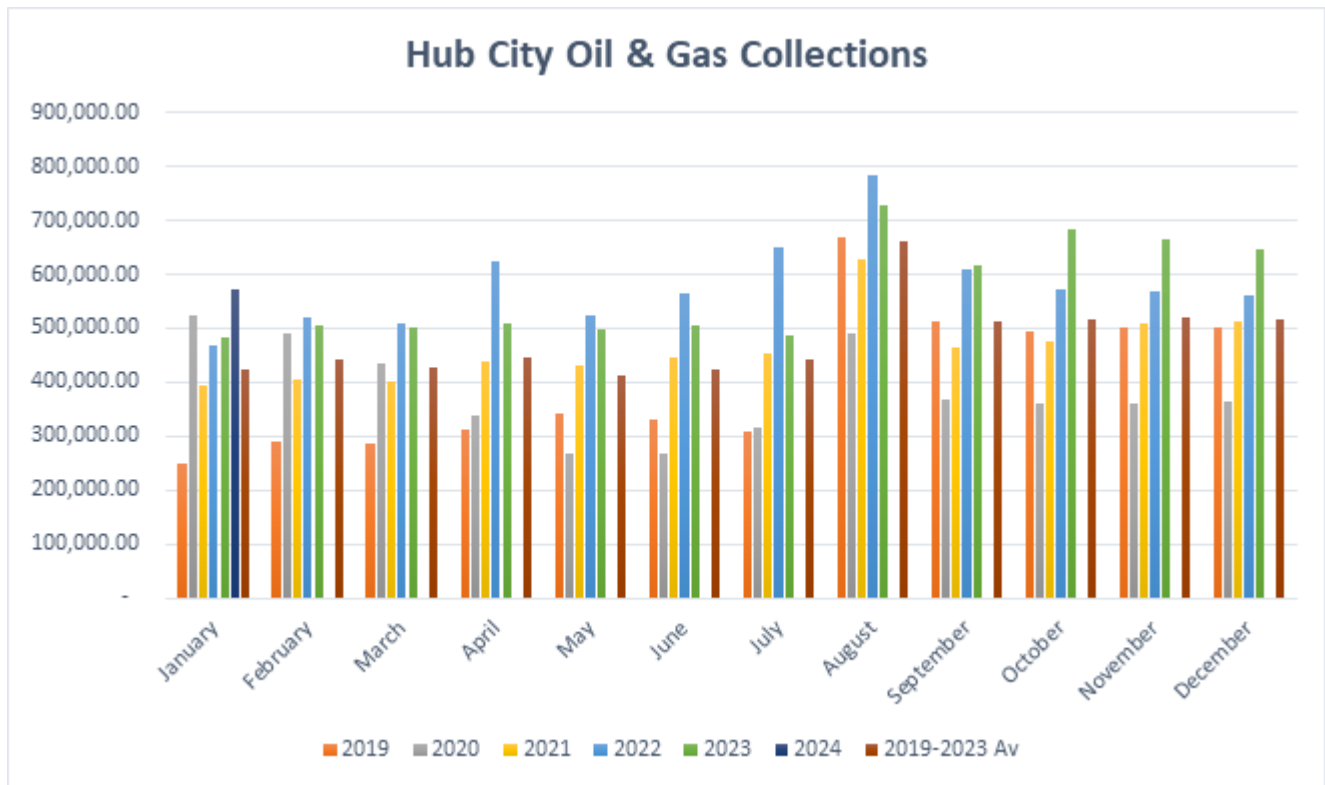
**Finance**  
**Director, David Lakefield**

The Finance Director submits this report to provide additional information to update you on the financial condition of the City. This report is intended to supplement the monthly/quarterly reports that are published on the City's website.

**Tax Collections**

Attached you will see the latest update on sales tax collections. After a number of average/weak months of collections, we have set a new monthly record for sales tax collections. YTD collections are 23.19% ahead of 2023 and well ahead of budget. Hub City collections remained strong but off of last month's collection numbers but well ahead of this time last year.





## Treasury Activities

As interest rates have stabilized, we continue to evaluate the best investment vehicle for funds that are kept in reserve. We are following the markets closely and will work to lock in some of the higher interest rates in longer term investments as the opportunities arise. These efforts have included deposits in additional financial institutions within the city.

We also continue to work on implementation of an Accounts Payable Payment Management system that will allow us to issue payments to vendors via electronic methods and reduce the number of paper checks that we issue.

## Fiscal Year 2023 Year End

Fiscal Year 2023 is expected to be closed prior to the Council Meeting. Our Financial Audit is scheduled for mid-March. Thank you to Jenna, Melody and their teams that have worked very hard to keep us on schedule.

## 2025 Budget

Meetings are already starting in anticipation of preparation of the 2025 Budget. We will have a number of challenges and uncertainties to work through with the upcoming budget. More information will be forthcoming as we get further into this process.

## **Ongoing Projects**

The first draft of the update to the City Procurement Policy is nearly complete. This effort was necessary to bring the policy into alignment with the current process since the implementation of the JARVIS computer system, simplify the process and improve compliance. Once complete, there will be scheduled training for all employees who make purchases on behalf of the City. We will also be looking at updates to the Code of Ordinances to update the process of handling budget amendments.

We continue to work on several implementation projects including: Special Assessments, Cashiering upgrade, JARVIS upgrade, Cityworks / Assetworks integration and a number of others.

## **Engineering City Engineer, Lance Meyer**

### **Department Updates**

- In February, the Department issued 3+ right of way permits and attended 4 DRT meetings.
- Cityworks software configuration is in its final stages. We are currently wrapping up contractor licensing for 2024, as well as alarm and tobacco licensing. We've hosted contractor sessions for plumbing permits and will be continuing the rollout with special event permits and gaming site authorization in the coming weeks.
- In February, the Traffic Division had 7 emergency call backs and completed 47 work orders, including 9 streetlight luminaire replacements, 5 signal led replacements and 13 hit traffic signs.
- In early-March, Lance, Stephen, Jesse and Taylor will be attending the North Dakota Transportation Conference hosted by the NDDOT.
- In mid-March, the traffic maintenance staff of Stephen, Jeff, Nathan and Michael will be attending the ATSSA How-To conference in Fargo. This conference allows staff to integrate, learn and share ideas/practices with other traffic maintenance professionals.
- In December 2023, the Engineering Department submitted 5 Flex Fund applications to the NDDOT. Staff is still awaiting on the NDDOT decision on the awarded projects.

### **Staffing**

- We continue to attend several spring career fairs across the state in hopes of recruiting a new graduate to fill the project engineer position.
- We are currently receiving applications for Engineering Intern and GIS Intern for summer 2024

### **2023 Project Updates**

- Most 2023 projects have been completed and final payments issued.
- 2023 Signal Improvement and 2023 Signal Cabinet Improvement projects are awaiting material. There are significant delays in traffic signal related equipment. Both of these projects are anticipated to be completed by July 2024.
- 2023 Sidewalk, Curb & Gutter is substantially complete but has punch list items that cannot be completed until spring.

## **2024 Project Design**

- 2024 Street Seal and Microsurfacing were both awarded at the last council meeting.
- 2024 Street Improvement, Patching, SC&G, Concrete Rehab, and Pavement Markings advertised mid-February for a March 12<sup>th</sup> bid opening.
- Storm Sewer District 124 is in preliminary design. A public information meeting regarding the district will take place in early 2024.
- The Puppy Dog Storm Sewer project is in final design and has begun right of way acquisition. Staff is aiming for a spring bid.
- The 16<sup>th</sup> Street Reconstruction project is in preliminary design and the draft environmental document and decision document will be presented to council at the March 18<sup>th</sup> meeting.
- The CP Rail Quiet Zone project has finished design for the city portion of the project, and we are working with the railroad to finish their portion of the signal design. We will discuss with the railroad if it is better to construct the city improvements this year or wait until 2025 when their crossings signals arrive.
- The 16<sup>th</sup> Street Interchange Improvements are in preliminary design. We are working with the NDDOT bridge division to decide if a bridge deck overlay will be required in addition to the approach slab replacement. Pavement improvements and signal replacements will also occur.

**Fire Department  
Fire Chief, Kelli Kronschnabel**





**Fires reported in the month.....**

**5**

- Structure Fires: 4
- Vehicle Fires: 1

**2024 Monthly Fire Counts**

**Year to date Total: 9**

Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec
4	5										

**YTD Dollar loss attributed to fire.....**

**\$125,500**

**Total incidents reported for the month: 262**

Fires	Overpressure ruptures, etc	EMS	HAZMAT	Service Call	Good Intent Call	False Alarm	Severe Weather	Special Incident Type
5	0	214	6	5	11	20	0	1

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

### Update from Chief's Kronschnabel's office:

The Fire Department is conducting CPR/AED and fire extinguisher training for city staff over the next few weeks.

We are currently putting together our EMS Bike Patrol program so we can launch the program this spring. To date, we have purchased six bikes and formulated the structure of our Bike Patrol Division. Our EMS Bike Patrol units will be in teams of two. Each unit will carry an AED and medical supplies, including essential first-aid equipment. We are excited to add this new division to our department. This new service will provide quick medical responses during our community activities in the parks and downtown.

We are rewriting our emergency action plans for every city building to ensure preparedness if an emergency event occurs. We will be planning exercises for these plans in the summer.

This is a snapshot of what we have been working on for the past month and as we move into March. There is a lot to be excited about.

**Jennifer Eckman**  
**Airport Director**

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

- January 2024 there continued to be an increase in enplanements and revenues across the board over last year. Some of this can be attributed to the additional flights to Florida and to the updated fees and charges for fiscal year 2024. This is good news considering the arctic temperatures over the MLK holiday weekend caused a number of pieces of equipment to fail or not work properly for both the airlines and the airport and the following week the National Weather Service's Airport Surface Observation System malfunctioned. This led to a number of flights being delayed and cancelled.

**Staffing and Training**

- Staffing –
  - Airport Facility Tech – The vacated position was recruited for and filled by an employee who was working as a temporary facility tech.
  - Part-Time – Due to some anticipated leave of absences (military and medical) this spring the part-time position was switched back over to the in the Airport Operations division to allow for better schedule coverage.
  - Airport Internship – The internship was posted and there was a lot larger pool of eligible applicants than last year.
- Training and City P.R.I.D.E. –
  - PRIDE Employee Recognition Committee – Airport Operations and Maintenance Manager continues to serve on this committee as the chair.
  - City Safety Committee – The Airport Facility Foremen and staff represents the Airport on this committee.
  - Lunch and Learn – The airport hosted the first, city-wide lunch and learn event. The topic was transforming culture.

**Equipment and Facilities**

- Equipment –
  - Snow Removal Equipment (SRE) –
    - High-speed plow – Has been out of service since October 2023 due to broken leaf springs.
    - Tractor at third party for repairs. All parts came in, waiting on final repair. Been out of service since May 2023.
  - Airside Equipment –
    - Electrical Vault– The equipment in the vault continues to be an issue. The FAA and the NDAC are in agreement to add this as a fundable project for the 2024 grants.
    - Airside Electrical Generator – There is no change in the slow leak in radiator. We are looking to see if it can be added to the other needs for the electrical vault.
    - ASOS (Automated Surface Observation System) weather monitoring equipment experienced a several-day outage, impacting several commercial flight operations. Equipment is owned and maintained by National Weather Service.

- Fuel farm experienced a catastrophic failure of the Jet A pump that resulted in loss of fuel sales for several days. A temporary fix is in place for the interim, with plans to install two new pumps in March/April for redundancy purposes.
  - Jet bridge 4 continues to exhibit electrical issues when connected to aircraft. Working to coordinate a time for troubleshooting with airlines, mechanic, and electrician.
- Facilities –
  - Commercial Terminal –
    - Fire Alarm – The fire alarm panel’s annunciator continues to not work properly. Federal ATP grant was applied for the estimated \$140,000 repair. The airport is not a recipient of this funding and will be looking at other funding options to address the issue.
    - Tug Tunnel – Install of overhead door sweeps, door curtains, and additional heat within tug tunnel completed this month.
    - Washer/dryer – Installed for cleaning rags.
    - Overhead gate at restaurant is severely damaged. Likely looking at full replacement if unable to repair.
    - HVAC System – DOAS heat recovery wheel damaged. Working with contractor for repairs.

### **Community Engagement**

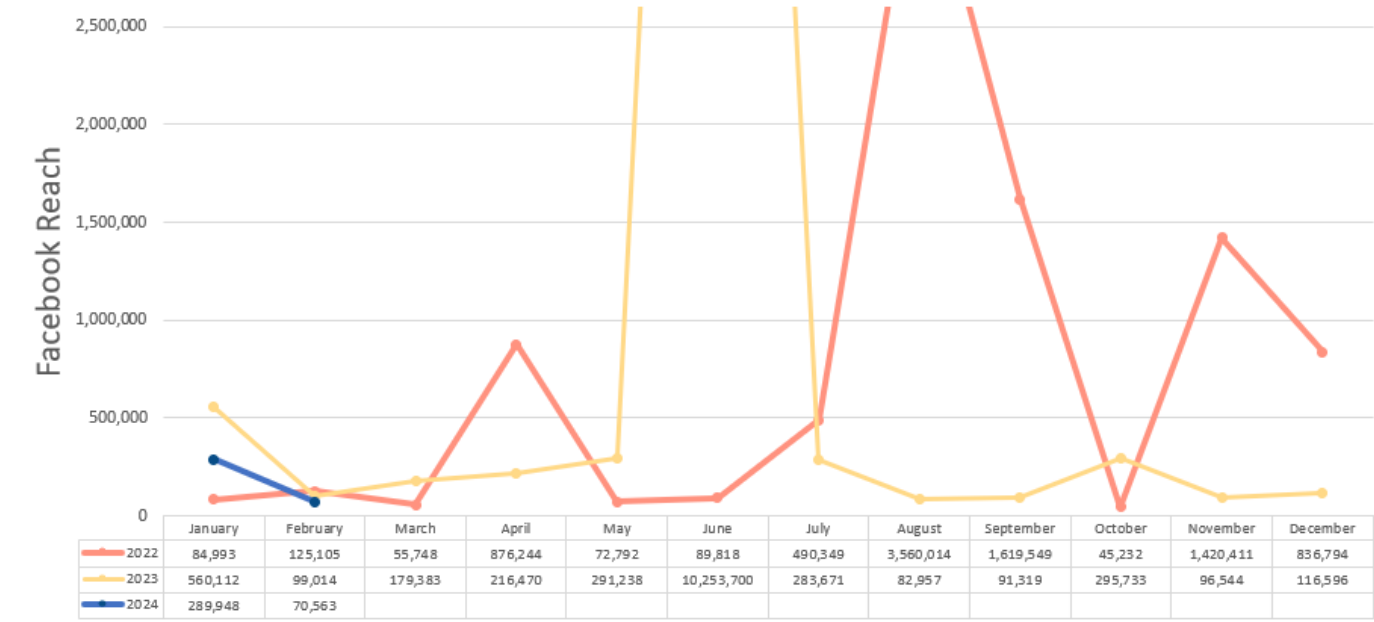
- Media – KXNews story about the fuel farm.
- Local Emergency Planning Committee (LEPC) – Airport staff participates in LEPC activities.
- Airport Association of North Dakota (AAND) – Airport Operations and Maintenance Manager is on the board.
- Service Organizations –
- Rotary - The Airport Operations and Maintenance Manager participates in Rotary.
- Social Media –The top post for the month talked about delays and cancelations due to equipment not working during the extreme, cold weather event on January 12.
- Minot Area Chamber EDC Committees – Airport Director participates in the Infrastructure, Energy, and Military Affairs committees and serves as an honorary commander of the 5th Logistical Readiness Squadron.
- American Association of Airport Executives – Airport staff participates in a variety of subcommittees and working groups within this organization and its Great Lakes Chapter.

**Public Information**  
**Communication and Engagement Manager Jennifer Kleen**

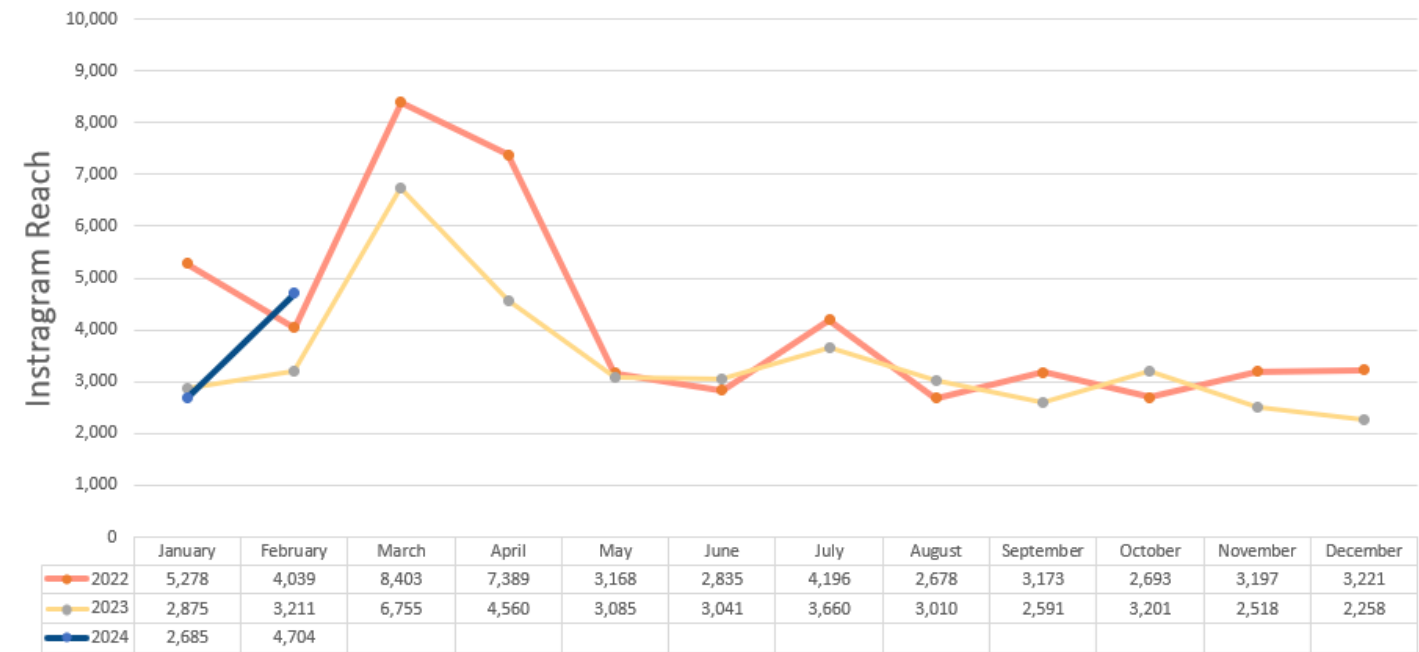
**Highlights and Takeaways**

- The annual State of the City event was a success. The PIO office worked collectively with Mayor Tom Ross, City Manager Harold Stewart, and a host of others to make sure the event took place as smoothly as possible. We owe gratitude to Minot State University for hosting the event and providing us with whatever assistance we needed.
- We continue to assist multiple City departments with communication efforts. The past month was a busy one for answering general City-related questions, recycling and general sanitation questions, as well as the usual questions/concerns about snow removal, street conditions, etc. The lack of snow has made the answers easier so far this year, although we were accused of triggering a late February snow after we posted about the street sweepers were out working. Our goal is to always answer these questions or concerns with facts, and the level of support we receive from every department at the City continues to grow makes our jobs much easier.
- Construction season will be here before long, so we'll begin working with Public Works, Engineering, Traffic, Street, Water/Sewer and other departments on what's on their construction schedules for 2024. Some bid openings are happening now, with a lot more set in the very near future.
- Communication Specialist Bryan Obenchain is working on a schedule for the year where he will focus a number of social media posts and/or website articles on a particular department. In January, he highlighted the landfill, and he focused on the airport in February. We're fortunate to have great assistance from every department whenever we ask.

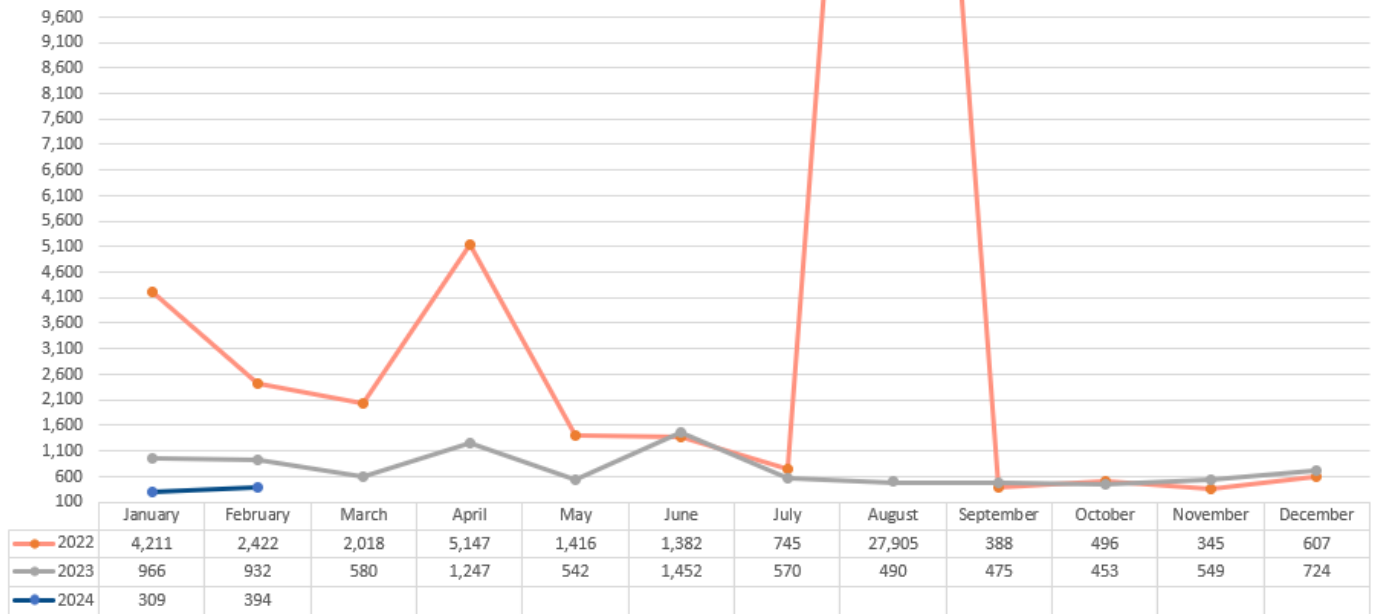
Facebook Reach Month by Month



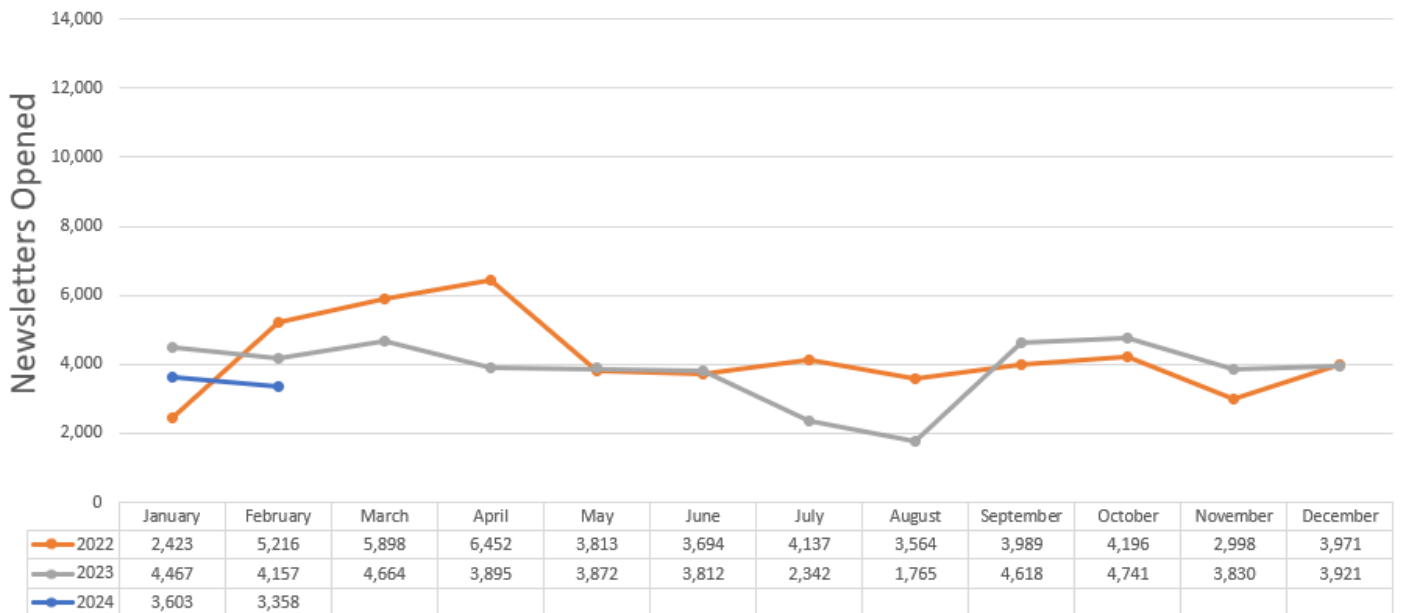
Instagram Reach Month by Month



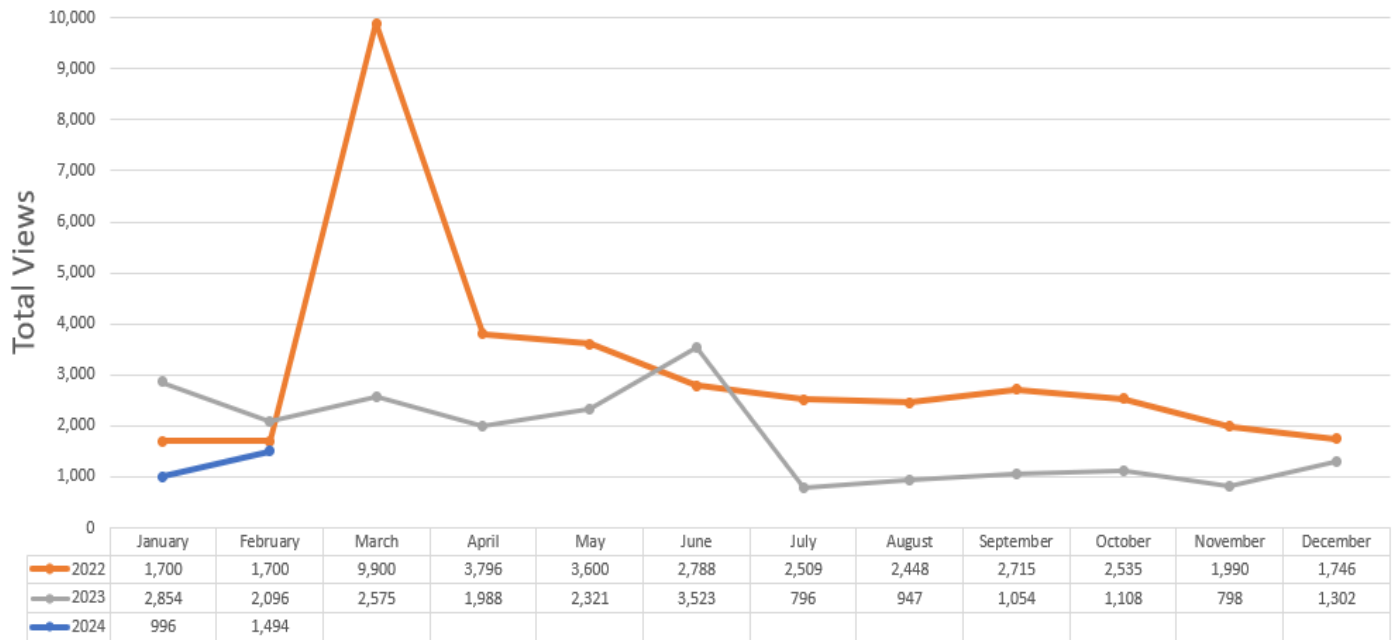
## Twitter Reach Month by Month



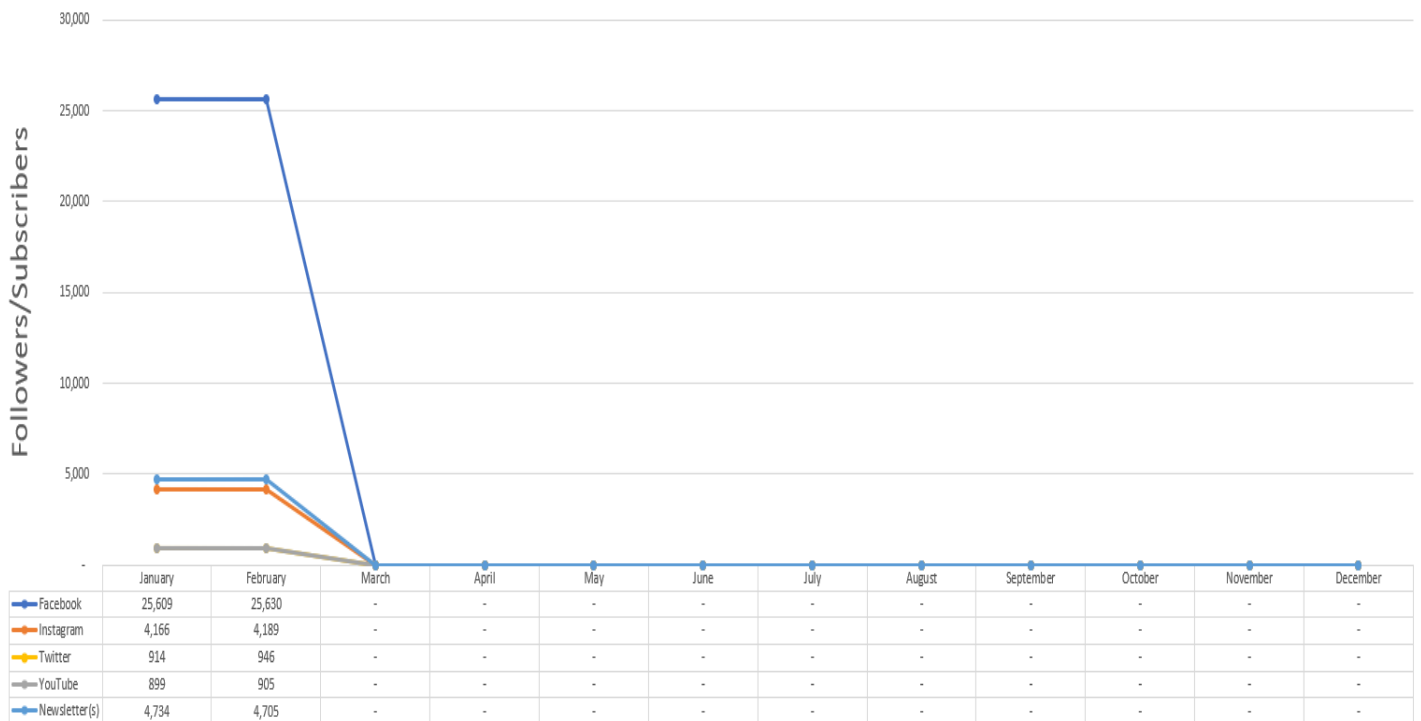
## Newsletter Opens Month by Month



## YouTube Views Month by Month



## 2024 Social Media Footprint

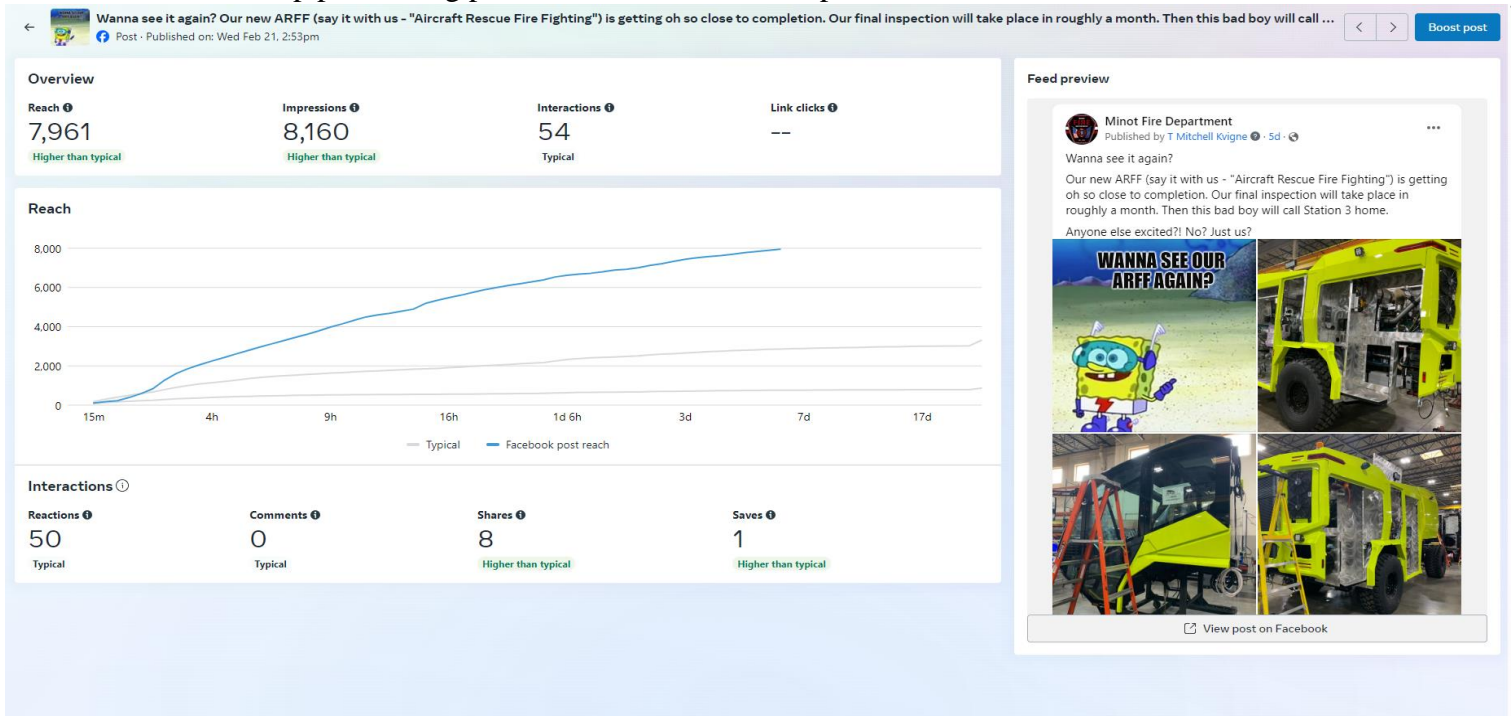


## Public Information

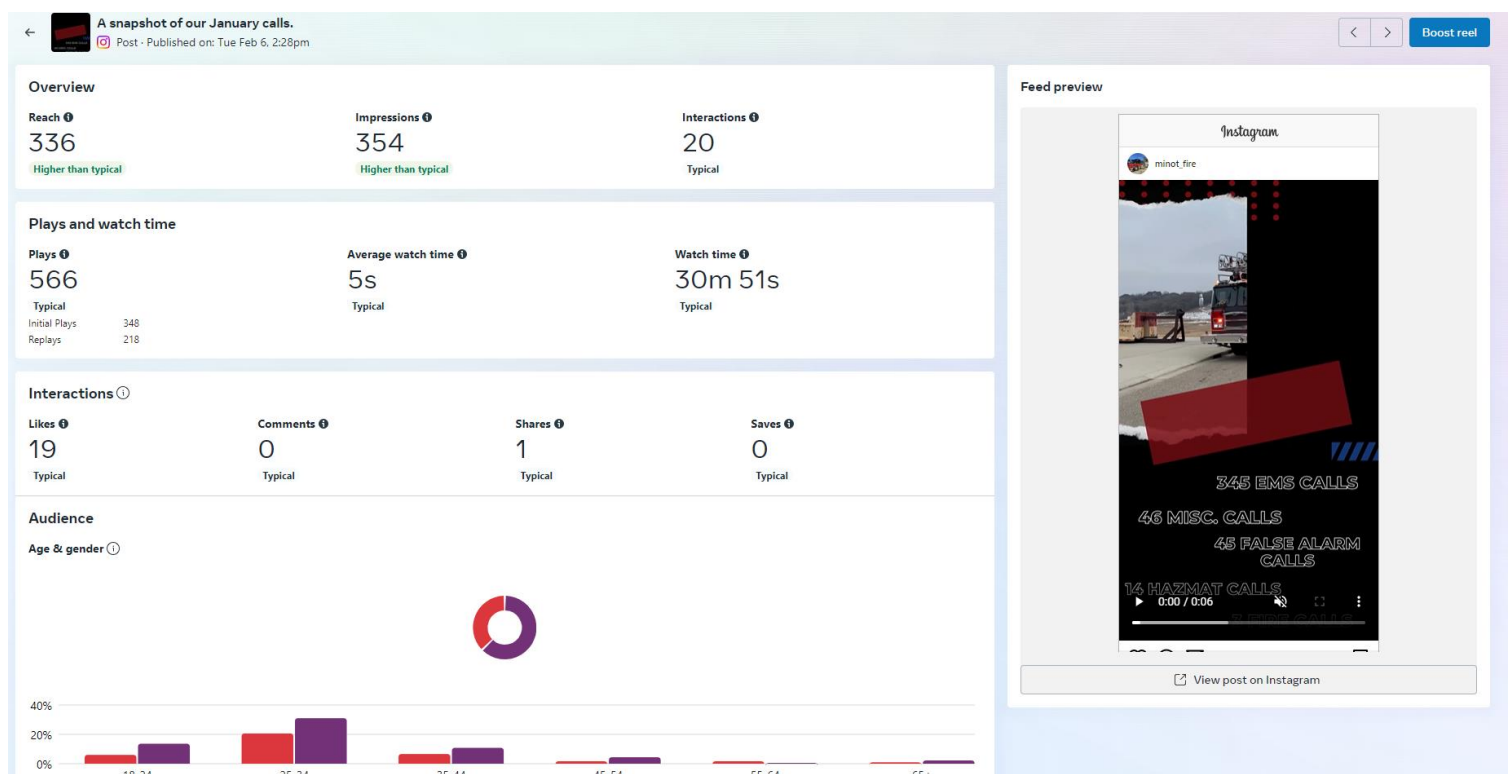
### Public Safety Information & Outreach Officer – T Kvigne

26,939 and Instagram's reach was 546. In comparison, 2023 Facebook reach was 1,749 and the Instagram reach was 129.

Our top performing post for Facebook was an update on our new ARFF truck.



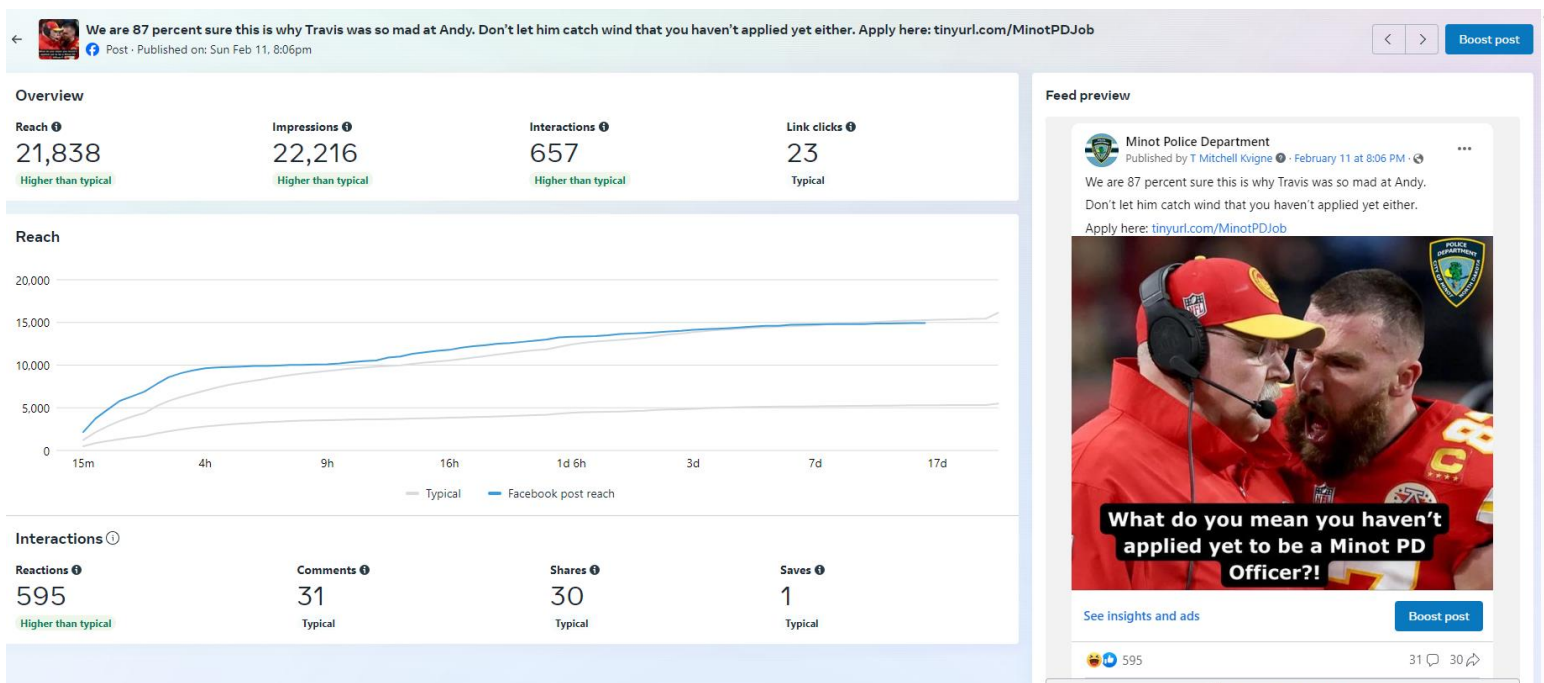
a focus on producing more reels to help growth on Instagram and engage with users of the platform more.





## Police Department

- In February, I participated in a PIO and Community Engagement Seminar that was put on by Police Technical, instructed by Jim Thorburn. This was a 2 day seminar that touch on a variety of topics, Archive Social, different methods to engaging with the community, event ideas, press release structure, etc. The overall message identified that utilizing out reach on our social media channels is the most effective was to engage with our community. Events are important, but the event may not react the same number of people, however the quality may be more impactful.
- Our Facebook reach was down slightly in February, compared to January. We had a reach of 120,017 in Feb. vs the reach of 151,366 in Jan. (A decrease of 19.5%) We did have three less media release, which typically receive and average of 10,000 per post, which would almost make up that decrease amount. We gained a total of 395 followers in the month of February.
  - I tried to put more of an emphasis on focusing on the subject matters that a majority of people enjoy. For example, the Super Bowl. I a “meme” style picture of Travis Kelce bumping into Andy Reid to hopefully gain more applications for our officer openings. This post ended up being our 2<sup>nd</sup> top reaching post with 22,216 impressions. (See Below)
  - I also showcased our K9 units more. Everybody loves dogs. K9 Caspian was used to ensure the safety of all the attendees at the State of the City. I made a short video showcasing him doing what he loves to do. This was our top post of the month by amassing 76,847 impressions. (See below)





CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION  
MEETING MINUTES

February 22, 2024 at 4:30 PM

3<sup>rd</sup> Floor Executive Conference Room, City Hall (10 3<sup>rd</sup> Ave SW)

Vice-Chair Walker called the meeting of the Central Dakota MPO to order at 4:33 pm, the following were present:

**Burlington City-** Zach Walker

**Minot City-** Lisa Olson, Harold Stewart, Mark Jantzer

**Surrey City-** Michael Thiesen

**Ward County-** Bucky Anderson

Others Present: Dana Larsen, Wayne Zacher, Lance Meyer, Mark Lyman, Paul Benning, David Lakefield, and Mikayla McWilliams

**Review/Approval of December Policy Board Meeting Minutes**

The January 25, 2024 meeting minutes were presented for review and approval. Lisa Olson moved to approve the January 25, 2024 meeting minutes. The motion was seconded by Bucky Anderson and carried the following vote: ayes: Anderson, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

Chairman Fjeldahl joined via teams at 4:40 pm.

**Discussion on City of Minot Finance/Human Resource Integration with MPO**

David Lakefield was present at the meeting to discuss the issues of possibly having the MPO being a separate entity. There are challenges on the financial side such as the cost of the entity if separate needing a yearly audit. Bismarck MPO operates like a department of the City of Bismarck. Central Dakota MPO could operate with its own fund as a component unit of the City of Minot.

On the Human Resource side, having an employee of one could make it hard for offering benefits. The employee would not be able to integrate into the City of Minot system with a benefit plan separately. The better option might be to have the Executive Director be a City of Minot employee and be contracted/leased to the MPO. This would allow for the City of Minot to bill the MPO for the charges.

Grand Forks uses the QuickBooks software, which is about \$150 per month, but David Lakefield would look into other software programs if directed. Since Grand Forks does a hybrid, one problem they have noticed is budget issues when it comes to benefits because of communication of premium changes. The City of Fargo MPO has always operated as a separate entity. NDPERS might be an available insurance and ICMA could be a retirement plan possibility. The City of Minot did advertise the job description to include a benefit package.

The more separate the entity is, the more costs it could incur including the financial audit, a monthly subscription to a financial software, and higher benefit costs. If the Executive Director were to be an employee of the City of Minot, authority could still be with the Policy board if set up similar to the MPL with the Library Board. City Council would have to approve the yearly budget and any budget amendments after the Policy Board approval. New contracts would be set up with the City of Minot.

Vice-Chair Walker moved for the policy board to approve the Central Dakota MPO to operate underneath the City of Minot. The motion was seconded by Lisa Olson and carried the following vote: ayes: Anderson, Fjeldahl, Jantzer, Olson, Stewart, Thiesen, Walker; nays: none.

### **MPO To Do List Update**

The bylaws have been signed and sent to Mikayla McWilliams. The Executive Director position has been posted and as of now there are nine applicants. The UPWP was approved in January by the Policy Board and the next step is the Federal Highway. If there is a need to amend the UPWP, the best way is to use track changes in Microsoft Word, print to PDF, and submit for approval to the Policy Board.

The City of Minot is currently working on updating their Title VI policy. The MPO could adopt this policy. The MPO would be subject to Title VI audits. The MPO Contract can now use the City of Minot Vendor ID. There will be a draft by April for the functional class but still needs a few updates/changes. The MTP must be completed prior to submitting the TIP. Dana requested more examples of RFP's at the February 13<sup>th</sup> TAC meeting. Sam.gov/Tax ID will be removed from the to do list.

MPO Insurance would be included in the lease costs for the City of Minot. City of Minot currently has \$10 million in liability insurance. A quote can be requested through the City of Minot Insurance Representative with NDIRF.

### **Additional Business**

Out of the nine applications the City of Minot received, there are two applicants with planning experience and one with no planning/MPO experience but this applicant could learn the process.

### **Next Scheduled Meeting**

The next Policy Board meeting is scheduled for March 28, 2024 at 4:30 pm in the 3<sup>rd</sup> Floor Executive Conference Room at City Hall.

### **Adjournment**

There being no further business, Lisa Olson motioned the board meeting be adjourned. Motion was seconded by Mark Jantzer and carried unanimously. The meeting adjourned at 5:44 pm.



Date: February 29, 2023  
To: Mayor/City Council  
City Manager  
From: City Attorney's Office  
Re: Monthly Attorney Report (March, 2024)

Pursuant to Minot City Code of Ordinances, Section 2-30(7), the following items or issues are submitted as a summary of some of the matters addressed by the City Attorney's Office prior to the March 4, 2023 City Council meeting:

**I. Civil Matters**

**A. Floodplain Eminent Domain Cases:**

**1. City of Minot v. John Dokken, et al.**

<u>Counsel:</u>	John Warcup
<u>Opposing Counsel:</u>	Bruce Schoenwald
<u>Current Status:</u>	Closed at District Court Settlement Agreement signed, property transfer pending

Following commencement of eminent domain proceedings on this property, the City and Property Owners reached a resolution whereby the City agreed to purchase the Dokken property at the appraised value of \$315,000 with the following terms 1) the Dokkens would be allowed to retain ownership of a shop and shed located on the property by reducing the purchase price by their salvage cost - \$4500 for the shop, and \$150 for the shed, respectively; 2) The Dokkens would be responsible for the cost of moving the shop and shed; 3) The Dokkens would waive any claim for recovery of attorney fees or costs; and 4) the Dokkens will continue to have full use and enjoyment of the property, but will be fully responsible for repairs, maintenance, utilities, taxes, and insurance on the property until closing, which should occur on or before August 9, 2024.

**March:** Settlement Agreement is signed, parties are working through the settlement terms. Closing is set for August 9, 2024.

**2. City of Minot v. Trinity Health, a North Dakota non-profit corporation, et al.**

<u>Counsel:</u>	John Warcup
<u>Opposing Counsel:</u>	David Hogue
<u>Current Status:</u>	Closed at District Court Property acquired, and plat was prepared and approved at February 20 <sup>th</sup> City Council meeting.

Following commencement of eminent domain proceedings on this property, the City and Property Owners reached a resolution whereby the City agreed to purchase the Trinity

property for \$850,000.00 inclusive of just compensation, damages, attorney fees, and costs. Staff retained Houston Engineering to prepare a new plat of the property that includes a metes and bounds description – a requirement of the Ward County Recorder.

**March:** Property acquired, payment rendered to Trinity. Plat was approved at the February 20<sup>th</sup> City Council meeting and sent to recorder. This will be the last city attorney report on this matter as it has concluded.

### **3. City of Minot v. Loyal Order of the Moose Minot Lodge #822**

Counsel: John Warcup

Opposing Counsel: Jessica Klein

Current Status: Pending in District Court  
Jury Trial scheduled for 4/30/2024, 5/1/2024, and 5/2/2024

On May 3, 2021, the City Council commenced eminent domain proceedings relating to a property owned by Minot Moose Lodge #822. The latest scheduling order in this case requires the parties to be ready for trial no later than April 1, 2024. A status conference was held on October 30, 2023. The parties also filed a stipulation to amend the complaint, which was approved by the Court. Defendants also filed an answer to the amended complaint and have disclosed Kevin Ternes as an expert appraisal witness.

**March:** A three-day jury trial remains on the District Court calendar for 4/30/2024, 5/1/2024, and 5/2/2024, but negotiations are ongoing.

## **B. Other Civil Matters:**

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

Counsel: Howard Swanson  
Appointed by Airport Premises Insurance

Opposing Counsel: Steve Lutt

Current Status: Unfiled

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

**March:** Discovery and negotiations are ongoing.

### **2. Todd Mickelson v. City of Minot**

Counsel: Brian Schmidt  
Appointed by NDIRF

Opposing Counsel: Leo Wilking

Current Status: Pending in District Court, Discovery is ongoing.

Scheduling Order states parties should be ready for trial by October 1, 2024.

On May 26, 2023, the City was served with a summons and complaint by the Plaintiff. The complaint alleges the Plaintiff's employment as a city employee was terminated as a result of retaliation. The North Dakota Insurance Reserve Fund (NDIRF) appointed Brian Schmidt to defend the City in this lawsuit. Complaint was filed in District Court on June 8, 2023. City's Answer was filed on June 16, 2023. An Alternative Dispute Resolution Statement was filed by the City on August 15, 2023.

**March:** Discovery is ongoing. Depositions of present and former city employees have been conducted and a deposition of the plaintiff is being scheduled. Scheduling order states parties agree to be ready for trial by October 1, 2024.

### **3. Citizen's Alley Appeal** (RMM Properties, L.L.L.P.)

Counsel: Bryan Van Grinsven  
Appointed by NDIRF

Opposing Counsel: Nici Meyer and Ryan Quarne

Current Status: District Court Order Entered on February 28, 2024

On October 17, 2023, RMM Properties, L.L.L.P filed a Notice of Appeal with the North Central Judicial District alleging the City of Minot applied the incorrect legal standard when approving an application for vacation of a plat, and approval of a new preliminary plat, and in doing so the action constitutes a taking of real property without compensation. NDIRF has appointed attorney Bryan Van Grinsven to represent the City in response to the appeal. The City filed its Certificate of Record with District Court on November 13, 2023. The Court issued a briefing schedule on November 15, 2023 requiring the RMM Properties, L.L.L.P. to submit its appellate brief on or before December 6, 2023, and the City to submit its appellee brief within 10 days of service of the appellate brief. The City supplemented its records with links to the Planning Commission and City Council meetings regarding this matter on November 28, 2023, and RMM Properties, L.L.L.P. submitted a reply brief.

**March:** On February 28, 2024 the District Court entered an order affirming the City Council's decision. A copy of the Court's Order is attached to this report.

### **4. Nathan Properties, LLC Appeal**

Counsel: John Warcup  
Appointed by NDIRF

Opposing Counsel: Jessica Lee Klein

Current Status: Notice of Appeal served on the City and filed in District Court on January 26, 2024. City is preparing a response and certified record.

On January 26, 2024, Nathan Properties, LLC filed a Notice of Appeal with the District Court seeking judicial review of a denial of relocation benefits.

Nathan Properties, LLC was denied relocation benefits because the NDR Program Manager determined that they were ineligible pursuant to 49 CFR Part 24.305(b), which determines

eligibility when one or more displaced entities could be considered a single business, entitled to only one fixed payment. Nathan Properties, LLC shared the same premises as Minot Welding, Inc., which also applied for and received relocation benefits. The same person owns, controls, and manages the affairs of the two entities. The relocation benefits rendered to Minot Welding, Inc. contemplated moving everything in the building that Minot Welding, Inc. allegedly shared with Nathan Properties, LLC and there is no personal property left in the building. Given these facts and others, the NDR Program Manager determined that Nathan Properties, LLC's request for relocation services should be denied.

**March:** City staff is finalizing its response and the certified record on appeal.

### **C. City Business:**

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

- a. Department Head Presentation:** The City Attorney prepared and delivered a broad overview of the City's contracting process at the February 27 Department Head meeting.
- b. ADP Training:** The City Attorney's Office staff has been completing training and evaluations on the City's new ADP software.
- c. 2024 Goals and 2025 Budget:** City Attorney's Office staff are finalizing goals for 2024 and beginning to prepare their 2025 budget.
- d. Superfund Site Meetings/Document Review:** The City Attorney and Assistant City Attorney Schmitz have been attending meetings with the Utilities Director, State Department of Environmental Quality, Environmental Protection Agency and Park District regarding the old Minot landfill superfund site and amending the operations and maintenance plan to allow the park district to use the site.
- e. Alleyway Speed Limit Ordinance:** Assistant City Attorney Schmitz is continuing work on a proposed alleyway speed limit ordinance.
- f. Project BEE/Broadway Circle Project:** The City Attorney and other City staff continue to work through the mutual termination agreement terms and completion of the Broadway Circle Project.
- g. Travis Stewart Restitution Claim:** The City Manager and Community and Economic Development Director forwarded the City Attorney's Office correspondence from a resident claiming the City owes him restitution for conducting abatement efforts on his property. Assistant City Attorney Schmitz is reviewed the file to confirm all appropriate steps were taken, and an open records request is pending waiting clarification.
- h. NAWS Finance Agreement:** Assistant City Attorney Schmitz reviewed and provided comment on a NAWS Financing Agreement to Utilities Director Sorenson.
- i. CDBG Services Agreement:** Assistant City Attorney Dickerson is working with NDR Program Director Plank on edits to a service agreement with Resource Consultants.
- j. Easement Agreements:** Assistant City Attorney Schmitz is presently reviewing draft easement documents with Project Manager Ben Cofell.
- k. Midcontinent Easement:** Assistant City Attorney Dickerson worked with MOT staff on an easement with Midcontinent Communications.
- l. Development Agreement:** Assistant City Attorney Schmitz and City Attorney Stalheim are reviewing a development agreement for Highlander 5<sup>th</sup> Subdivision & 55<sup>th</sup> Crossing 9<sup>th</sup> Addition with the Planning Department.
- m. Big M/Tracks TIF Agreement Progress:** The City Attorney reviewed and discussed progress on the BIG M/Tracks TIF Agreements with City staff and external stakeholders.



- n. **Edgewood Real Estate Investment Trust Development Agreement:** Attorneys Johnson and Lindgren have submitted a draft agreement for staff review, and it is presently being reviewed internally.

**2. Ordinance/Policy Revisions:**

- a. **Alcohol Ordinance Ad Hoc Committee:** The City Attorney attended meetings of the Alcohol Ordinance Ad Hoc Committee, and she and the City Clerk prepared some draft ordinances for the committee's consideration.
- b. **Emergency Action Plan Meeting:** The City Attorney attended an emergency action plan meeting with other Department Heads to discuss updates.
- c. **Automatic Door Ordinance:** Per Alderman Podrygula's direction the City Attorney prepared an ordinance requiring businesses and buildings that receive public funds to install at least one automatic door.

3. **City Manager Committees:** Assistant City Attorney Dickerson has been serving on the Employee Recognition Committee.

4. **Assistant City Attorney Portfolios:** The City Attorney's Office has created portfolios for each of the attorneys in an effort to streamline inquiries from City Departments and Officials. Current portfolio assignments are:

- a. **Stefanie Stalheim:** City Council, City Manager, Human Resources, Finance/NDR-CDBG, Assessors, Library
- b. **Nick Schmitz:** Municipal Court, Engineering, Public Works, Community and Economic Development, Planning Commission
- c. **Corbin Dickerson:** Municipal Court, Police, Fire, Airport

While all city attorneys are available to City staff and officials for consultation, it is our hope that the portfolio system will allow our attorneys to develop an expertise within their assigned portfolios and, in turn, increase response time and provide more specialized services.

**II. Criminal Matters**

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

- a. **Annual Case Totals:** Below is a table of documenting the number of criminal and traffic matters opened in municipal court each month for 2022, 2023, and now 2024:

2022	Criminal	Traffic	Total
January	94	208	302
February	91	269	360
March	75	321	396
April	104	209	313
May	114	345	459
June	114	324	438
July	92	235	327
August	134	241	375
September	118	217	335
October	75	200	275

2023	Criminal	Traffic	Total
January	83	177	260
February	84	208	292
March	121	256	377
April	154	361	515
May	145	318	463
June	119	357	476
July	170	404	574
August	147	372	519
September	112	260	372
October	124	310	434

<b>November</b>	91	138	229
<b>December</b>	79	151	230
<b>totals</b>	1181	2858	4039

<b>November</b>	155	250	405
<b>December</b>	140	274	414
<b>totals</b>	1554	3547	5101

	<b>2022</b>	<b>2023</b>	<b>% change</b>
Criminal	1181	1554	32%
Traffic	2858	3547	24%
	4039	5101	26%

<b>2024</b>	<b>Criminal</b>	<b>Traffic</b>	<b>Total</b>
<b>January</b>	141	260	401
<b>totals</b>	141	260	401

February 2024 Court case totals were unavailable as of the date of this memo.

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

Respectfully Submitted,



Recoverable Signature

X

*Stefanie Stalheim*

Stefanie Stalheim

City Attorney

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

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF WARD

NORTH CENTRAL JUDICIAL DISTRICT

RMM Properties, L.L.L.P.,

Appellant,

vs.

City of Minot,

Appellee.

Case No. 51-2023-CV-02081

**ORDER AFFIRMING THE CITY  
OF MINOT'S RULING**

[¶1] This matter comes before the Court on an appeal under N.D.C.C. § 28-34-01. The Appellant, RMM Properties, L.L.L.P. ("RMM") is appealing the Appellee's ("City") decision in approving Aksal Group, LLC's ("Aksal") application for vacation of Kyle's Addition under N.D.C.C. § 40-50.1-16, and approval of a preliminary plat of Citizens Alley Addition.

[¶2] RMM filed its Notice of Appeal on October 17, 2023. (R1). A certificate of record was filed by the City on November 13, 2023 (R9-25). RMM filed its brief on December 6, 2023. (R30). The City filed its brief on December 18, 2023. (R34). RMM filed its reply brief on December 26, 2023. (R36).

[¶3] RMM asserts that the City's decision to approve vacation of the plat of Kyle's Addition and the approval of the preliminary plat of Citizen's Alley Addition was done so by interpreting and applying incorrect controlling law, leading to a decision that is arbitrary, capricious, and unreasonable. Based on the following, the City of Minot decision is hereby AFFIRMED.

## DISCUSSION

[¶4] On July 24, 2023, Aksal filed an application with the City Planning Department requesting vacation of a plat of Kyle's Addition and approval of a preliminary plat of a new 3-lot subdivision called "Citizens Alley Addition." (R10). As platted, Kyle's Addition contained no number lots. Block 1 encompassed the entire platted subdivision of Kyle's Addition. (R34:1:3). The plat of Kyle's Addition contained a 24-foot "public access easement" located along the westerly edge of Block 1, which was donated and dedicated to the public for public use. (R16). At all times during the City proceedings Aksal Group owned all of Block 1, Kyle's Addition. RMM is the owner of the East half of Lots 4, 5, & 6 of Block 23 in the First Addition to the City of Minot, which adjoins Kyle's Addition.

[¶5] The City Planning Commission Staff reviewed the Aksal Group Application and distributed it to City departments and other public agencies within the City of Minot for comment. The City Planning Commission then prepared a staff report dated August 6, 2023, which recommended approval of vacation of Kyle's Addition and approval of the preliminary plat of Citizen's Alley. (R19).

[¶6] On August 29, 2023, RMM submitted an objection to Aksal's application on the basis that Aksal Group failed to obtain RMM's consent as required under N.D.C.C. § 40-39-05 when vacating a public alley dedicated to the public. (R16). RMM further contends that the city applied the wrong law in making its decision, arguing that because the application calls for vacation of the public access easement they refer to as an alley, then N.D.C.C. § 40-39-05 should apply.

[¶7] The City Planning Commission conducted a public hearing on the Aksal Group application on September 6, 2023. (R22). The City Council reviewed the City Planning

Commissions recommendation at its September 18, 2023, meeting and concurred with the recommendations of the Planning Commission. (R24 & 25). The City passed a resolution that vacated Kyle's Addition and the corresponding public access easement, and did so pursuant to N.D.C.C. §40-50.1-16. (R25).

[¶8] North Dakota Century Code § 28-34-01 governs appeals from local governing bodies. Under N.D.C.C. § 28-34-01, the district court's scope of review is limited. *Hagerott v. Morton Cnty. Bd. of Comm'rs*, 2010 ND 32, ¶ 7, 778 N.W.2d 813 (citing *Gowan v. Ward Cnty. Comm'n*, 2009 ND 72, ¶ 5, 764 N.W.2d 425; *Tibert v. City of Minto*, 2006 ND 189, ¶ 8, 720 N.W.2d 921); The local governing body's decision must be affirmed unless it acted arbitrarily, capriciously, or unreasonably, or if there is not substantial evidence supporting the decision. *Id.* (citing *Gowan*, at ¶ 5; *Tibert*, at ¶ 8). "A decision is not arbitrary, capricious, or unreasonable if the exercise of discretion is the product of a rational mental process by which the facts and the law relied upon are considered together for the purpose of achieving a reasoned and reasonable interpretation." *Id.* (quoting *Gowan*, at ¶ 5; *Tibert*, at ¶ 8). A governing body's failure to correctly interpret and apply controlling law constitutes arbitrary, capricious, and unreasonable conduct." *Hagerott*, 2010 ND 32, ¶ 7, 778 N.W.2d 813 (quoting *Gowan*, 2009 ND 72, ¶ 5, 764 N.W.2d 425; *City of Fargo v. Ness*, 551 N.W.2d 790, 792 (N.D.1996)). "Such a standard of review ensures that the court does not substitute its judgment for that of the local governing body which initially made the decision." *Hector v. City of Fargo*, 2009 ND 14, ¶ 9, 760 N.W.2d 108.

[¶9] RMM's contention is that the City should have considered Aksal's application to vacate under N.D.C.C. § 40-39-05. The City applied N.D.C.C. § 40-50.1-16. North Dakota Century Code § 40-39-05 governs the opening and vacating of streets, alleys, and public places. It

requires that a petition be signed by all owners of adjoining property prior to a street, alley, or public ground be vacated. North Dakota Century Code § 40-50.1-16 governs the platting of town sites and subdivisions. If lots contained in the plat have already been sold, then all owners of the lots in the plat must join in the signing of an instrument declaring vacation of the plat. Vacation of streets and public rights is not effective without endorsement by the governing body that has the power to approve the plat, and the endorsement must indicate the rights to be vacated.

N.D.C.C. § 40-50.1-16.

[¶10] Thus, the threshold question for this Court to consider is whether the City's decision to vacate Kyle's Addition, including the public access easement, is a product of a rational mental process by which the facts and law relied upon are considered together for the purpose of achieving a reasoned and reasonable interpretation.

[¶11] Here, the City relied on several factors when reaching its decision. First, the City Planning Commission Staff reviewed the Aksal's application and distributed it to City departments and other public agencies within the City for comment. A staff report was provided on August 6, 2023. (R19). In the report was an analysis of vacation of the plat. The City took into consideration the public's interest in the public access easement to be vacated. The public access easement historically connected a remnant segment of 1<sup>st</sup> Avenue SE to East Central Avenue, and the City noted that connectivity between 1<sup>st</sup> Ave SE to East Central Avenue is easily provided by the street network and sidewalk network that surrounds East Central Avenue, 1<sup>st</sup> Street SE, and 1<sup>st</sup> Avenue SE. After taking into consideration the public's interest in the easement, the City determined that the public access easement was no longer necessary. Additionally, the staff report took into consideration adjoining properties, as the public access

easement had provided some functionality for the adjoining landowners. With that in mind, the staff report recommended establishing a maintenance easement so that the adjoining landowners may conduct maintenance as necessary.

[¶12] Next, RMM argues that the public access easement is an alley. At the creation of the Kyle's Addition, the owner, Kyle A. Schmidt, "donated and dedicated the access easement to the public for public use." (R16:9). Although, it is referred to as an alley, and the new proposed addition is titled "Citizens Alley", it is clearly referred to as an access easement at the creation of Kyle's Addition. RMM further argues that City incorrectly found that Aksal was the only owner of the entire plat because the dedication of the easement was to the public, and upon vacation of the plat RMM should have obtained half the interest in the easement. However, the City found that Aksal was the only owner of Kyle's Addition. (R25). An easement for public use does not relinquish the owner's property rights subject to the easement. *State v. Wilkie*, 2017 ND 142, ¶ 12, 895 N.W.2d 742, 745–46, referencing *Riverwood Commercial Park, LLC v. Standard Oil Co., Inc.*, 2011 ND 95, ¶ 8, 797 N.W.2d 770 ("An easement is an interest in land consisting in the right to use or control the land, or an area above or below it, for a specific limited purpose[.]") (internal citation and quotation omitted); *Donovan v. Allert*, 11 N.D. 289, 91 N.W. 441, 442 (1902) (an owner "who dedicates by plat does not convey an absolute fee to the public, but reserves the whole estate and title, except the limited fee conveyed to the public for the designated and intended use."); *Hjelle v. J.C. Snyder and Sons*, 133 N.W.2d 625, 629–30 (N.D. 1965) (holding landowner retains right to use property subject to highway easement). Thus, because the easement contained in Kyle's Addition was listed as a public access easement, there

was sufficient evidence in the record for the City to determine that Aksal is the sole owner of the plat.

[¶13] Next, at the Planning Commission meeting of September 6, 2023, public testimony was heard from Nici Meyer, counsel for RMM who argued that N.D.C.C. § 40-50.1-16 cannot be applied independent from N.D.C.C. § 40-39-05. Jack Dwyer, legal counsel for Aksal, spoke and addressed the comments from Mrs. Meyer. He argued that because Aksal owns the entire of Kyle's Addition then N.D.C.C. § 40-50.1-16 applies. Mr. Dwyer also referenced a 1997 Attorney General Opinion that states that a city may vacate streets and public rights through the required procedures for vacating a plat under N.D.C.C. § 40-50.1-16 without additionally following the procedures for vacating streets, alleys, or public grounds under N.D.C.C. § 40-39-05. *See* 1997 N.D. Op. Atty. Gen. L-132 (1997). Assistant City Attorney Nick Schmitz informed the Planning Commission that it was his belief that proceeding under N.D.C.C. § 40-50.1-16 was appropriate. The City reasoned that the application of N.D.C.C. § 40-50.1-16 is appropriate as a result of Aksal being the only owner of Kyle's Addition, as well as that the location of the public access easement was wholly located within the boundaries of Kyle's Addition.


[¶14] Subsequently, on September 18, 2023, the City adopted a resolution for vacation of Kyle's Addition and the public access easement in concurrence with the Planning Commission's recommendations. When looking at the decision-making process of the City, it becomes clear that based upon the evidence in the record, the City, relying on relevant facts and law reached a reasonable decision. The City applied N.D.C.C. 40-50.1-16 because Aksal owned the entirety of the plat, and was seeking to vacate the entirety of the plat, rather than specifically a street, alley, or public ground, or a portion thereof, as contemplated in N.D.C.C. § 40-39-05. The City also



took into consideration the public's interest in the public access easement. In doing so it decided that the easement was no longer necessary, and endorsed that the public access easement be vacated. There is no evidence contained in the record that indicates that the City's decision was arbitrary, capricious, unreasonable or there was no substantial evidence to support it. Therefore, the City's decision must be upheld.

Dated this <sup>27<sup>th</sup></sup> 21<sup>st</sup>, day of February, 2024.

BY THE COURT:

  
Todd L. Cresap  
District Judge

E-Served by M. Knight on
<u>2-28-24</u> :
<u>N. Meyer</u>
<u>B. Quarne</u>
<u>B. Van Grinsven</u>

**On February 20, 2024, a Regular Meeting of the Minot City Council was held in the Council Chambers at City Hall. Mayor Ross called the meeting to order at 5:30 pm.**

**ROLL CALL**

**Members Present:**

Burlingame, Evans, Jantzer, Olson, Pitner, Podrygula, Ross

**Members Absent:**

None

**PLEDGE OF ALLEGIANCE**

Mayor Ross, with the FFA Minot Chapter, led the City Council in the Pledge of Allegiance.

**MAYOR'S REPORT**

Mayor Ross presented a proclamation for FFA Week and one for Engineering Week.

Mayor Ross attended a Visit Minot Stakeholders meeting, State of the City, planning meeting for a suicide symposium, Alcohol Ordinance Review and Rewrite Committee meeting, Home for the Holidays meeting, Task Force 21 Workforce Development meeting, MSU Democracy Café event, a ribbon cutting at the Workforce Academy and spoke to employees at Aspire Credit Union.

**CITY MANAGER'S REPORT**

Harold Stewart submitted a written report to the council.

**MAJOR SUBDIVISION PRELIMINARY PLAT: AVERYS 2ND ADDITION**

Alderman Jantzer moved the City Council approve a major subdivision preliminary plat in alignment with the Planning Commission recommendations.

Motion seconded by Alderman Pitner and carried by the following roll call vote: ayes: Burlingame, Evans, Jantzer, Olson, Pitner, Podrygula, Ross; nays: none.

**CONSENT ITEMS**

Alderman Pitner moved the City Council approve consent items 6.1-6.25.

6.1 CITY COUNCIL MINUTES - Approve the minutes of the February 5, 2024 Regular City Council meeting.

6.2 ORDINANCES – Approval of the following ordinances considered for second reading:

1. Ordinance No 5941 - 2024 BA - FY23 SLCGP Award (2024190002)
2. Ordinance No 5942 - 2024 BA - RAISE Grant Consulting Fees
3. Ordinance No 5943 - 2024 BA - Landfill Consultants reallocation - Cash Reserves
4. Ordinance No 5944 - 2024 BA - Airport Electrical Vault
5. Ordinance No 5945 - 2023 BA - Broadway Circle

(Ordinances are available for inspection and copying at the City Hall City Clerk's Office during normal office hours (generally Mon-Friday 8:00am – 4:30pm))

6.3 ADMINISTRATIVE APPROVALS - Approve the following administrative approvals.

- 1 Minot North GBB Boosters to conduct a raffle on February 11, 2024 at Landsiedel Residence (1712 13th St NW).
2. Edison PTA to conduct a raffle on March 14, 2024 at Edison Elementary (701 17<sup>th</sup> Ave SW).
3. Special Event Permit for Duckpond Ventures, LLC dba Saul's (105 1st St SE basement).
4. Special Event Permit for Sports on Tap, Inc. dba Sports on Tap (220 S Broadway).

6.4 MAYORAL APPOINTMENT - Confirm the following Mayoral Appointment:

- Jay Fisher to replace Larry Bellew with a term to expire on December 31, 2025, on the Minot Commission on Aging Board.

- 6.5 ALCOHOL LICENSING – THE SIX BAR - Approve the Retail Beer and Wine license for The Six Bar at 23 S Main St for the period of February 20, 2024, through December 31, 2024.
- 6.6 MINOR SUBDIVISION PLAT: AVERY MAE MEADOWS ADDITION - Approve a minor subdivision plat as provided in Attachment A to create Avery Mae Meadows Addition.
- 6.7 MINOR SUBDIVISION PLAT: NAPA VALLEY 21ST ADDITION - Approve a minor subdivision plat as provided in Attachment A to create Napa Valley 21st Addition.
- 6.8 MINOR SUBDIVISION PLAT: ENERGY PARK 6TH ADDITION - Approve a minor subdivision plat as provided in Attachment A to create Energy Park 6th Addition.
- 6.9 MINOR SUBDIVISION PLAT: TRINITY CAMPUS FIRST ADDITION - Approve a minor subdivision plat as provided in Attachment A to create Trinity Campus First Addition.
- 6.10 MAJOR SUBDIVISION FINAL PLAT: METZ SECOND ADDITION - Approve a major subdivision final plat as provided in Attachment A to create Metz Second Addition.
- 6.11 MAJOR SUBDIVISION FINAL PLAT, DEVELOPMENT AGREEMENT: CITIZENS ALLEY ADDITION - Approve the proposed major subdivision plat for Citizens Alley as provided in attachment A; and approve the Citizens Alley Addition Development Agreement provided in Attachment B and authorize the Mayor to sign the agreement.
- 6.12 EPA REGION 8 APPLICATION FOR ASSESSMENT OF THE DOWNTOWN TRINITY HOSPITAL PROPERTY - Direct City Manager to proceed with preparing and submitting an application to Region 8 of the EPA on behalf of Trinity Hospital to conduct a Phase I and Phase II Assessment.
- 6.13 CITY HALL RETAINING WALL FINAL PAYMENT (4398) - Approve final payment to Rolac Contracting Inc in the amount of \$745,895.00.
- 6.14 RAISE GRANT LETTER OF SUPPORT (4657) - Approve the letter of support for the MAGIC RAISE Grant application; and authorize the Mayor to sign the letter.
- 6.15 CITY HALL REHABILITATION FINAL PAYMENT (4466) - Approve the final payment to Rolac Contracting in the amount of \$47,017.60.
- 6.16 2024 STREET SEAL - AWARD BID (4803) - Award the bid for the 2024 Street Seal to the low bidder, Asphalt Preservation Company Inc., in the amount of \$2,986,234.51 and authorize the Mayor to sign the agreement.
- 6.17 2024 MICROSURFACING - AWARD BID (4804) - Award the bid for the 2024 Microsurfacing to the low bidder, Asphalt Surface Technologies Corp. in the amount of \$846,361.37 and authorize the Mayor to sign the agreement.
- 6.18 CITYWORKS AND GIS SUPPORT CONTRACT AMENDMENT (4705) - Approve the contract amendment with Timmons Group and authorize the Mayor to sign the contract amendment; and approve the budget amendment on first reading.
- 6.19 EDISON SAFE ROUTES TO SCHOOL ENGINEERING SELECTION (4667) - Select Moore Engineering as the most qualified consultant; authorize the City Engineer to negotiate a scope and fee; and authorize the Mayor to sign the contract.
- 6.20 CONTRACT ATTORNEY, URBAN REDEVELOPMENT AND PUBLIC INFRASTRUCTURE PROJECTS - Retaining Kate Johnson & Jay Lindgren with Dorsey & Whitney to assist the City of Minot with urban redevelopment and public infrastructure projects, and authorize the Mayor to sign the attached engagement letter.
- 6.21 CONTRACT ATTORNEY STORM SEWER PROJECT 121 - Approve the contract with Swanson & Warcup, Ltd. for eminent domain legal services related to completion of Storm Sewer District 121, and authorize the Mayor to sign the attached contract.
- 6.22 16th ST CLOSURE SILL REPAIR – AWARD OF BID (3673A) - Award the 16th St Closure Sill Repair project to Keller Paving and Landscaping, Inc in the amount of \$264,725.00 and authorize the Mayor to sign the construction contract.
- 6.23 CITY OF MINOT EQUIPMENT RENTAL RATES 2024-2025 - Approve City of Minot equipment rental rates for 2024-2025.
- 6.24 APPROVE REQUEST FOR RENEWAL OF AIRPORT HAY LAND/CROP AGREEMENT - Approve the Request for Renewal of the Airport's Hay Land/Crop agreement; and authorize the Mayor to sign any necessary documents.

6.25 SERVICE AGREEMENT BETWEEN CITY OF MINOT AND RESOURCE CONSULTANTS, LLC - Authorize the Mayor to sign the Service Agreement between Resource Consultants and The City of Minot, ND to aid in the development of a 2024-2029 Consolidated Plan; and approve the budget amendment on the first reading.

Motion seconded by Alderwoman Olson and carried by the following roll call vote: ayes: Burlingame, Evans, Jantzer, Olson, Pitner, Podrygula, Ross; nays: none.

### **ACTION ITEMS**

#### **7.1 AMENDMENTS TO TIF DISTRICT 2022-1 (BIG M BUILDING) - APPROVED**

Alderman Pitner moved the City Council approve the amendments to the Urban Renewal and Development Plan and the Development Agreement for TIF District 2022-1; approve the amended Big M Resolution; and authorize the Mayor and necessary City staff to execute the amended Urban Renewal and Development Plan, amended Development Agreement, and any related documents.

Motion seconded by Alderwoman Olson and carried by the following roll call vote: ayes: Burlingame, Evans, Jantzer, Olson, Pitner, Podrygula, Ross; nays: none.

#### **7.2 M & S CONCESSIONS FOR THE TRACKS BID WINNER OF ALCOHOL LICENSE SECOND EXTENSION – APPROVED**

Alderwoman Olson moved the City Council approve the second extension to July 1, 2025, for M & S Concessions at the Tracks to begin operations with their Retail Liquor, Beer, & Wine license.

Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Burlingame, Evans, Jantzer, Olson, Pitner, Podrygula, Ross; nays: none.

### **PERSONAL APPEARANCES**

Billi Gunderson addressed the council about ADA accessibility. Tim Baumann presented the City Council the results of the Minot Sustainability Conversations.

### **MISCELLANEOUS AND DISCUSSION ITEMS**

#### **9.1 ADA DISCUSSION**

Kimberly Paarlberg from the International Code Council (ICC) presented to the City Council. Alderman Podrygula directed staff to write a draft ordinance similar to the City of Mandan Ordinance Section 111.2-9 and present it to council at the March 4, 2024 Regular City Council meeting.

#### **9.2 LEAD AND COPPER INFORMATIONAL PRESENTATION**

Jason Sorenson presented to the council about lead and copper pipping.

### **LIAISON REPORT**

Alderman Podrygula mentioned an upcoming event at the MPL “How to run for office in ND?”, attending a two-day Airport training, a Minot Commission on Aging meeting, an Emergency Resource Council meeting and a Ward County Planning Commission meeting. Alderwoman Evans attending a Library Board meeting and a Ward County Planning Commission meeting. Alderman Pitner attended the Alcohol Ordinance Review and Rewrite Committee meeting, there is an upcoming Renaissance Zone meeting, and mentioned upcoming events for Visit Minot.

Alderwoman Olson attended a Liaison meeting, a Central Dakota MPO meeting, and the State of the City. Alderman Burlingame attended the State of the City and the Childcare Committee meeting. Alderman Jantzer attended the Central Dakota MPO meeting and the Liaison meeting.

### **ADJOURNMENT**

There being no further business, Alderman Pitner moved the City Council meeting be adjourned. Motion seconded by Alderman Jantzer and carried unanimously. Meeting adjourned at 7:29 pm.

For the full February 20, 2024 Regular City Council meeting video, see: [Minot City Council Meeting 2/20/24 \(youtube.com\)](#).

ATTEST: \_\_\_\_\_  
Mikayla McWilliams, City Clerk

APPROVED: \_\_\_\_\_  
Thomas Ross, Mayor

**On February 26, 2024, a Special Meeting of the Minot City Council was held in the Council Chambers at City Hall. Mayor Ross called the meeting to order at 12:00 pm.**

**ROLL CALL**

Members Present:

Burlingame, Pitner, Podrygula, Ross

Members Absent:

Evans, Jantzer, Olson

**PLEDGE OF ALLEGIANCE**

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

**EXECUTIVE SESSION: CITY OF MINOT VS CYPRESS DEVELOPMENT, LLC – ATTORNEY CONSULTATION**

Mayor Ross stated the next item on the agenda is an executive session for attorney consultation regarding the PFAS Multidistrict Proceeding (MDL). The legal authority for closing this portion of the meeting is North Dakota Century Code Section 44-04-19.1.

The topic or purpose of the executive session is to allow time for the City Council to seek and receive their attorney's advice and guidance on the legal risks, strengths, and weaknesses of an action of a public entity, which, if held in public, would have an adverse fiscal effect on the entity. At this time, a motion would be in order to discuss agenda item number 3 in executive session.

Whereupon, Alderman Pitner motioned the City Council move into an executive session. Motion seconded by Alderman Burlingame, and carried the following roll call vote: ayes: Burlingame, Pitner, Podrygula, Ross; nays: none.

The executive session will be recorded and all members of the Council are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the Council will occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session. The prohibition on taking final action during the executive session does not apply to providing guidance or instructions to our attorney or negotiators.

At this time the Council will relocate to the City Council conference room adjoining Council Chambers. During the executive session, members of the public attending the meeting are welcome remain in Council Chambers. We anticipate adjourning the executive session, and returning to the dais to reconvene the open portion of this meeting, at approximately 12:20 pm.

The executive session began at 12:04 pm and was attended by the three members of the City Council, as well as the Mayor, City Clerk, City Attorney, Assistant City Manager, City Manager, Finance Director, Assistant City Attorney, Fire Chief, Utilities Director, and the Communication and Engagement Manager.

At 12:30 pm, Alderman Pitner moved the City Council adjourn the executive session and return to the regular City Council meeting. Motion seconded by Alderman Burlingame, and carried the following roll call vote: ayes: Burlingame, Pitner, Podrygula, Ross; nays: none.

**POTENTIAL ACTION FOLLOWING EXECUTIVE SESSION**

Alderman Pitner stated the City Council is choosing to stay the current course of action, which is to stay opted out of the PFAS Multidistrict Litigation Proceeding (MDL), due to no current evidence and facts.

**ADJOURNMENT**

There being no further business, Alderman Pitner moved the City Council meeting be adjourned. Motion seconded by Alderman Burlingame and carried unanimously. The meeting adjourned at 12:32 pm.

ATTEST: \_\_\_\_\_  
Mikayla McWilliams, City Clerk

APPROVED: \_\_\_\_\_  
Thomas Ross, Mayor

**ORDINANCE NO: 5946**

**AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE  
ENGINEERING CONSULTANT EXPENDITURES AND THE INFORMATION  
TECHNOLOGY MAINTENANCE AND REPAIR AGREEMENTS EXPENDITURES  
AND APPROVE THE USE OF GENERAL FUND CASH RESERVES.**

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

- §1: An ordinance amending the 2024 annual budget to increase the engineering consultant expenditures and the information technology maintenance and repair agreements expenditures, using general fund reserves:

10038000-43040		\$25,659
10019000-44350		4,341

:

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

PASSED FIRST READING:

February 20, 2024

PASSED SECOND READING:

March 4, 2024

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Thomas Ross, Mayor

\_\_\_\_\_  
Mikayla McWilliams, City Clerk

**ORDINANCE NO: 5947**

**AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE CITY COUNCIL CONSULTANT EXPENDITURES FOR THE ENTITLEMENT CONSULTANT FEES AND APPROVE THE TRANSFER AND USE OF GENERAL FUND CASH RESERVES.**

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

- §1: An ordinance amending the 2024 annual budget to increase the City Council consultant expenditures:

10011000-43040	2023120001	\$50,000
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- §2: Approve the Transfer of funds:

10011000-49101		\$50,000.00
10000000-39101	2023120001	(50,000.00)

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

PASSED FIRST READING: February 20, 2024

PASSED SECOND READING: March 4, 2024

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Thomas Ross, Mayor

\_\_\_\_\_  
Mikayla McWilliams, City Clerk





**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Mikayla McWilliams, City Clerk

**DATE:** March 4, 2024

**SUBJECT: ADMINISTRATIVE APPROVALS**

#### **I. RECOMMENDED ACTION**

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

1. First Lutheran Church to conduct a calendar raffle for April 2024 at First Lutheran Church (120 5<sup>th</sup> Ave NW).
2. Minot Girls Wrestling Boosters to conduct a raffle on August 4, 2024 at Magic City Campus (1100 11<sup>th</sup> Ave SW).
3. Minot State University Men's Hockey to conduct a raffle on February 16, 2024 at the Maysa Arena (2501 Burdick Exwy W).
4. Greater Minot Zoological Society to conduct a raffle on March 23, 2024 at Sleep Inn & Suites (2400 10<sup>th</sup> St SW).
5. Our Savior Lutheran Church to conduct a raffle on March 15, 2024 at Sleep Inn & Suites (2400 10<sup>th</sup> St SW).
6. Independence Inc. to conduct a raffle on March 7, 2024 at Clarion Hotel (2200 E Burdick Expwy).
7. Magic City Figure Skating Club to conduct a raffle on April 12, 2024 at Minot Municipal Auditorium (420 3<sup>rd</sup> Ave SW).
8. Rebel Boosters to conduct a raffle on March 2-3, 2024 at Magic City Campus (1100 11<sup>th</sup> Ave SW).
9. AAU Earnest Academy 8<sup>th</sup> Grade Boys to conduct a raffle on April 13, 2024 at Earnest Academy (3800 14<sup>th</sup> Ave SE).
10. Special Event Permit for Duckpond Ventures, LLC dba Saul's (105 1<sup>st</sup> St SE basement).
11. Special Event Permit for Sports on Tap, Inc. dba Sports on Tap (220 S Broadway).
12. Three Special Event Permits for Der Blaue, LLC dba Blue Rider (118 1<sup>st</sup> Ave SE).
13. Special Event Permit for Arny's 2.0, LLC dba Arny's 2.0 (12 3<sup>rd</sup> St SE).
14. Special Event Permit for ZZ Food Group, LLC dba JL Beers (2201 22<sup>nd</sup> Ave SW).

#### **II. DEPARTMENT CONTACT PERSONS**

John Klug, Police Chief	857-4715
Mikayla McWilliams, City Clerk	857-4752

#### **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:**

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.

**V. ALTERNATIVES**

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

**VI. TIME CONSTRAINTS:** N/A

**VII. LIST OF ATTACHMENTS:** None

Home Department Description: Airport	
Name	Gross Pay
Baier, Jamison T	\$ 4,509.07
Brock, Vanessa M	\$ 4,019.88
Brock, William	\$ 4,409.35
Choi, Alex M	\$ 6,080.79
Clark, Benjamin P	\$ 4,090.76
Davis, Brandon	\$ 4,893.36
Depriest, Isaac	\$ 4,389.18
Dickson, Earnest edward	\$ 4,829.65
Draper, David	\$ 5,218.53
Eckman, Jennifer Kristin	\$ 11,839.18
Hernandez, Joe	\$ 4,652.24
Kaminski, Thomas	\$ 3,883.11
Klein, Craig A	\$ 4,158.77
Long, Jessica	\$ 6,268.23
McCuaig, Tyler	\$ 830.02
Moody, Sharon	\$ 4,375.64
Norby, Judy	\$ 4,399.05
Ortiz-Pabon, Nelson	\$ 4,398.63
Rafala, Michael	\$ 5,866.07
Romanick, Maria C	\$ 6,585.62
Schriock, Brittany R	\$ 4,019.10
Takashige, Alec N	\$ 5,419.51
Urban, Randy N	\$ 3,260.28
Warbis, Conner Joseph	\$ 1,445.66

Home Department Description: Assessors	
Name	Gross Pay
Druse, Damon	\$ 8,360.03
Kamrowski, Ryan L	\$ 8,843.82
Lovelace, Daniel D	\$ 6,610.29
Maragos, Sheila M	\$ 6,944.22
Nelson, Chelsy	\$ 3,650.49
Schlecht, Dustin J	\$ 7,116.84

Home Department Description: Cemetery	
Name	Gross Pay
Roteliuk, Rondel R	\$ 6,775.19
Sanford, Allison Beth	\$ 5,309.67
Seifert, James R	\$ 4,261.39
Zietz, Cole J	\$ 4,142.41

**Home Department Description: City Attorney**

Name	Gross Pay
Dickerson, Corbin	\$ 8,024.30
Henjum, Nathaniel	\$ 4,436.43
Horst, Nancy	\$ 5,409.41
Schmitz, Nick	\$ 7,450.95
Stalheim, Stefanie	\$ 11,327.26

**Home Department Description: City Manager**

Name	Gross Pay
Joyce, Thomas C	\$ 12,713.15
Kleen, Jennifer LeAnn	\$ 6,585.28
Kvigne, T	\$ 4,801.83
McWilliams, Mikayla	\$ 6,115.38
Obenchain, Bryan	\$ 5,043.81
Schraeder, Ann M	\$ 4,917.22
Stewart, Harold Leroy	\$ 15,655.34

**Home Department Description: City Shop**

Name	Gross Pay
Anderson, Robbie	\$ 4,431.23
Doyle, April S	\$ 3,928.80
Headrick, Jesse	\$ 3,715.58
Hermanson, Brook A	\$ 4,325.52
Horinka, Brian L	\$ 8,798.17
Marsh, Timothy D	\$ 5,139.17
Ortmann, Donald G	\$ 6,406.68
Rivera, Frank R	\$ 4,316.35
Sampson, Jody S	\$ 6,714.98
Smith, Zachary Thomas	\$ 1,481.60
Whetstine, Koby W	\$ 5,271.80

**Home Department Description: Dispatch**

Name	Gross Pay
Alves, Jeanne E	\$ 5,911.66
Bjertness, Lacie J	\$ 6,276.33
Christie, Sean A	\$ 7,829.16
Evans, Amy	\$ 3,970.74
Haugan, Margaret H	\$ 6,711.97
Lausch, Jacqueline	\$ 6,076.48
Lonis, Ashleigh	\$ 4,999.84
Monk, Harry	\$ 3,215.16
Moreno, Christina Rachel	\$ 3,604.35
Newman, Samantha	\$ 5,716.76

Name	Gross Pay
Olson, Justice	\$ 4,513.85
Perius, Juana	\$ 6,585.62
Roehm, Brandi	\$ 4,273.90
Schoen, Molly	\$ 5,578.02
Sorensen, Elizabeth A	\$ 8,447.34
Van Hill, Shanlya M	\$ 7,191.95

Home Department Description: Engineering	
Name	Gross Pay
Erickson, Aleesha L	\$ 6,717.40
Foley, Taylor	\$ 4,463.93
Hoffart, Jesse	\$ 6,750.19
Huettl, Emily	\$ 9,305.26
King, Matthew R	\$ 6,750.19
Meyer, Lance E	\$ 12,191.88
Okeson, Coy Lewis	\$ 177.12
Ramos, Nicole	\$ 5,273.30
Romann, Alicia A	\$ 5,018.81
Steckler, Thomas E	\$ 7,450.95
Swartz-Dahl, Sami	\$ 4,769.43
Vorgitch, Julia	\$ 4,477.41

Home Department Description: Finance	
Name	Gross Pay
Burns, Callie S	\$ 6,115.38
Grabow, Randi L	\$ 5,019.14
Lakefield, David	\$ 12,583.64
Molina, Crystal R	\$ 4,677.57
Olson, Jaelee	\$ 4,585.76
Schmidt, Susan	\$ 5,019.14
Shefstad, Brittany J	\$ 5,405.09
Shelkey, Melody L	\$ 7,319.23
Stein, Jeanne	\$ 6,750.19
Van Grinsven, Kristin	\$ 6,268.23
Variste, Jeanny	\$ 4,769.14
Zeece, Holly	\$ 5,405.09
Zelinski, Jenna M	\$ 8,073.89

Home Department Description: Fire - Administration	
Name	Gross Pay
Babinchak, Jason A	\$ 8,430.15
Berg, Lorie A	\$ 5,751.23
Brown, Robby	\$ 6,292.47
Hammer, Stuart	\$ 6,336.18
Kronschabel, Kelli	\$ 12,533.64

Name	Gross Pay
Seifert, Travis J	\$ 6,848.24
Summers, Dana W	\$ 5,990.79
Weber, Brent A	\$ 8,430.15

Home Department Description: Fire Control	
Name	Gross Pay
Aberle, Christopher	\$ 8,650.45
Allen, Scott	\$ 5,845.46
Anderson, Joseph	\$ 5,721.04
Angelo, Jason	\$ 4,962.73
Baker, Griffin Joseph	\$ 3,903.48
Beck, Kyle W	\$ 8,702.79
Bell, Ryan A	\$ 4,480.35
Berntson, Austin	\$ 4,653.15
Blackwood, Robert	\$ 5,515.69
Boechler, Matthew A	\$ 4,308.22
Burgess, Justin T	\$ 7,978.79
Burns, Austin T	\$ 9,576.06
Christen, Tyler P	\$ 4,385.42
Coleman, Alexander	\$ 6,845.29
Croxall, Jeremy M	\$ 7,105.78
Degele, Travis W	\$ 7,779.84
Dockter, James	\$ 5,380.77
Eull, Mitchell	\$ 4,962.73
Fernandez, Jacob S	\$ 4,308.22
Filkins, Jacob E	\$ 7,189.01
Fylling, Jacob	\$ 4,962.73
Garberg, Tully D	\$ 6,412.99
Ghent, Tyler	\$ 4,467.68
Gilliss, Shane	\$ 8,080.94
Givens, Andrew	\$ 3,903.48
Hanselman, Andrew J	\$ 8,337.71
Hanson, Jonathan	\$ 5,955.09
Hanson, Myles	\$ 4,526.33
Hardy, Glen A	\$ 9,289.01
Hayden, Jameson	\$ 4,547.77
Kristiansen, Hans	\$ 6,664.87
Laks, Damon	\$ 4,755.68
Laskowski, Paul J	\$ 7,931.99
Lentz, Jacob W	\$ 7,762.94
Mathieson, Mark	\$ 5,086.91
Maxwell, Mason W	\$ 8,975.61
Meadows, Casey D	\$ 8,143.74
Meadows, Jaydee	\$ 5,810.76
Meyer, Trent	\$ 4,441.64

Name	Gross Pay
Nerem, Jesse	\$ 5,122.19
Newman, Phillip	\$ 4,632.01
Olson, Joshua	\$ 5,086.91
Orr, Jeremiah	\$ 6,080.23
Peterson, Aaron P	\$ 7,441.75
Raymond, Daniel	\$ 7,461.29
Rice, Alec D	\$ 4,101.35
Rohrbach, Robert A	\$ 7,053.91
Ross, Michael T	\$ 5,344.78
Rostberg, Casey	\$ 5,515.69
Safranski, Dustin M	\$ 6,075.18
Schill, Kyle	\$ 5,709.46
Schriock, Kerry W	\$ 8,015.35
Shoemaker, Charles	\$ 5,397.47
Sickles, Chad	\$ 6,312.92
Staples, Kayden	\$ 3,903.48
Tancabel, Andrew	\$ 6,989.16
Taylor, Matthew	\$ 3,903.48
Tougas, Brady W	\$ 4,526.33
Urban, Augustus	\$ 5,213.27
Walhood, Bradley	\$ 5,740.71
Walter, Devin M	\$ 7,602.34
West, Jason	\$ 6,720.91
Zabka, Aaron	\$ 5,828.37

Home Department Description: Human Resources	
Name	Gross Pay
Jundt, Lisa R	\$ 10,269.72
Porterfield, Monica L	\$ 6,140.38
Scott, Courtney K	\$ 4,685.81
Thurston, Brittany	\$ 6,293.23

Home Department Description: IT	
Name	Gross Pay
Albertson, Alec	\$ 6,165.79
Herslip, Jacob	\$ 4,215.33
Knudsvig, Miles	\$ 5,260.19
McKibben, Jason S	\$ 8,906.89
Podolski, Tyler	\$ 4,120.19
Ulrickson, Paul M	\$ 8,690.88

Home Department Description: Inspections	
Name	Gross Pay
Bischof, Duran	\$ 5,820.60
Degroot, Gage	\$ 7,414.49

Name	Gross Pay
Falkinburg, Delores D	\$ 4,915.04
Hancock, Thomas	\$ 1,368.00
Kilichowski, Owen J	\$ 6,034.38
Kimball, Michelle L	\$ 5,273.71
Murphy, Michael J	\$ 6,919.22
Sickler, Laurie A	\$ 4,896.21
Tillema, Luke	\$ 9,078.31
Walker, Richard E	\$ 6,919.22

Home Department Description: Landfill	
Name	Gross Pay
Akin, Dwayne S	\$ 3,733.76
Anderson, Melissa Ann	\$ 3,194.03
Boucher, Robbie R	\$ 4,692.08
Bullard-Wolf, Christina	\$ 4,896.21
Bullard-Wolf, Travis D	\$ 4,565.14
Curelo, Steven	\$ 4,223.18
Foster, Krystle A	\$ 3,315.50
Hammer, Lorne R	\$ 5,018.19
Helgeson, David	\$ 4,660.38
Reimche, Tyler J	\$ 5,144.65
Shefstad, Allen	\$ 5,968.38
Zuck, Darren S	\$ 5,019.74

Home Department Description: Library	
Name	Gross Pay
Aberle, Craig S	\$ 3,600.77
Anderson, Brandon	\$ 707.50
Bercier, Georgianna	\$ 1,199.12
Brown, Leah M	\$ 1,140.73
Carswell, Pamela E	\$ 4,953.78
Fagerland, Benjamin	\$ 823.45
Hensley, Holly	\$ 2,510.95
Huseth, Valerie	\$ 3,457.19
Julson, Marcia G	\$ 4,328.34
Kranz, Martina Louise	\$ 849.83
Lien, Kathryn	\$ 2,985.48
Miller, Emily	\$ 39.34
Monley, Randi D	\$ 4,542.24
Moya, Zhaina	\$ 7,135.52
Ostlund, Emily	\$ 4,234.78
Payne, Kristina	\$ 717.23
Pecoraro, Betty	\$ 1,686.11
Pikka, Joshua	\$ 5,813.70
Possen, Lacey A	\$ 3,902.87



Name	Gross Pay
Schneibel, Veronica	\$ 4,110.56
Timothy, Scott D	\$ 5,486.64
Wheeler, Mary P	\$ 5,413.25
Williams, David J	\$ 1,017.38
Williams, Jillian	\$ 1,029.52
Wolf, Julie M	\$ 3,481.55
Ziegler, Kassandra M	\$ 3,379.07

Home Department Description: Municipal Court	
Name	Gross Pay
Beall, Ashley	\$ 4,618.16
Dodge, Cindy J	\$ 3,167.49
Nishek, Laurie	\$ 5,144.63
Tallman, Nicole	\$ 4,268.19
Terry, Faron	\$ 300.00

Home Department Description: National Disaster Recover	
Name	Gross Pay
Barrette, Anthony	\$ 4,547.75
Plank, Christopher J	\$ 5,681.40

Home Department Description: Planning	
Name	Gross Pay
Billingsley, Brian	\$ 11,053.04
Diedrichsen, Douglas Craig	\$ 8,224.54
Falconer, Daniel	\$ 4,622.40
Rosenthal, Jonathan	\$ 10,196.18
Zietz, Marjorie	\$ 5,378.57

Home Department Description: Police - Administration	
Name	Gross Pay
Bachmeier, Kendra	\$ 2,937.82
Chapman, David J	\$ 8,430.15
Church, Jenna J	\$ 3,248.36
Foley, Jared S	\$ 8,034.37
Gessner, Cheryl K	\$ 5,906.13
Guthrie, Trisha K	\$ 4,333.74
Haug, Shane M	\$ 8,640.88
Klug, John M	\$ 11,053.04
Kolnes, Kimberly	\$ 3,247.77
McLeod, Matthew T	\$ 8,430.15
Olson, Ashley	\$ 4,356.11
Roberts, Christine L	\$ 4,973.00
Sandusky, Caisee M	\$ 7,320.67

Name	Gross Pay
Shaw, Jarred	\$ 5,908.67
Stanfield, Carrie A	\$ 5,594.90
Sumlin, Robbie M	\$ 7,241.87
Sundbakken, Jason J	\$ 9,776.36
Watne, Mitchell R	\$ 5,665.02
Williams, Brian	\$ 6,853.74

Home Department Description: Police - Investigations	
Name	Gross Pay
Asham, Carmen L	\$ 7,900.71
Bonney, Erin L	\$ 6,095.03
Casarez, Andres	\$ 7,443.92
Denovio, William	\$ 6,734.20
Dyke, Darren M	\$ 8,640.88
Eisenzimmer, Cameon	\$ 4,312.02
Guerton, Kristin	\$ 6,539.65
Hanks, Elijah	\$ 7,820.24
Heringer, Rebecca	\$ 4,692.60
Johnson, Charles S	\$ 8,696.98
Johnson, Greg W	\$ 7,955.06
Lentz, Stephanie M	\$ 6,792.45
Miller, Gannon E	\$ 6,024.93
Plessas, Dale J	\$ 9,537.95
Roach, Andrew	\$ 7,442.48

Home Department Description: Police - Patrol	
Name	Gross Pay
Adelman, Shane	\$ 6,601.96
Andrade, Memorie	\$ 6,461.05
Asham, Carmen L	\$ 7,900.71
Bach, Kolbe M	\$ 6,374.08
Bambenek, Jason L	\$ 7,469.68
Bartlett, Alec	\$ 524.57
Batteiger, Daniel W	\$ 4,546.65
Becker, Krysta	\$ 7,610.01
Berentson, Taylor	\$ 5,331.47
Black, Winston	\$ 1,471.25
Boswell, Jordan	\$ 4,868.55
Boyungs JR, Craig	\$ 4,861.37
Burghardt, Thomas	\$ 4,847.27
Burns, Paul C	\$ 7,945.20
Burtch, Tyler R	\$ 5,354.96
Carter, Ronald	\$ 6,968.17
Casarez, Andres	\$ 7,443.92
Connole, Michael W	\$ 6,971.87

Name	Gross Pay
Denovio, William	\$ 6,734.20
Evans, Amy	\$ 3,970.74
Gladback, Belinda	\$ 6,918.63
Gonzales, Daniel	\$ 4,416.05
Hall, Cullen	\$ 3,715.13
Harrington, Alexander D	\$ 5,175.08
Hathaway, Eric	\$ 4,810.20
Haug, Shane M	\$ 8,640.88
Hess, Andrew M	\$ 5,171.45
Hugg, Anthony	\$ 6,686.70
Jensen, Taylor A	\$ 8,739.51
Kiss, Sarah	\$ 4,704.18
Knutson, Zachary W	\$ 5,438.47
Labodda, Seth	\$ 5,714.43
Lakoduk, Ross Allen Macklin	\$ 7,223.88
Lovro, Mary Sanford	\$ 3,752.95
McLeod, Matthew T	\$ 8,430.15
Miller, Cody	\$ 6,313.58
Miller, Gannon E	\$ 6,024.93
Myers, Zackery Colin	\$ 6,963.19
Noyes, Joshua D	\$ 7,777.87
Olson, Jacob	\$ 7,096.33
Pfeiffer, Peggy	\$ 5,152.70
Pollman, Dana	\$ 7,233.21
Presley, Jessica L	\$ 5,960.04
Reis, Shawn	\$ 6,449.83
Roach, Andrew	\$ 7,442.48
Roberts, Bobby R	\$ 4,844.93
Ruelle, Tyler J	\$ 8,121.58
Schoenrock, Stephen J	\$ 8,127.11
Shaide, Kristian	\$ 7,676.40
Shaw, Jarred	\$ 5,908.67
Somerville, Amanda M	\$ 5,354.94
Stanfield, Carrie A	\$ 5,594.90
Stebbleton, Tatum	\$ 4,379.98
Strandemo, Cole A	\$ 8,701.75
Suarez, Jonathan	\$ 4,929.59
Sullivan, Christian	\$ 4,812.03
Sumlin, Robbie M	\$ 7,241.87
Sundheim, Justin C	\$ 9,776.36
Washington, Anthony L	\$ 7,829.58
Watne, Mitchell R	\$ 5,665.02
Wegner, Shawn P	\$ 8,798.17
Wheeler, Daniel B	\$ 7,722.16
Wilkes, Jordan R	\$ 4,643.32

Name	Gross Pay
Williams, Brian	\$ 6,853.74

#### Home Department Description: Property Maintenance

Name	Gross Pay
Eichstadt, Jacob	\$ 4,570.59
Espe, Scott A	\$ 3,568.88
Frazier, Eric	\$ 3,200.69
Heizelman, Grant L	\$ 6,491.90
Knatterud, Dena M	\$ 3,776.07
Lee, Rebecca	\$ 3,066.64
Randash, Shawn A	\$ 9,032.66
Rice, Alec D	\$ 4,101.35
Sickler, Kevin	\$ 8,798.17
West, Samantha M	\$ 1,826.69

#### Home Department Description: Public Works - Administra

Name	Gross Pay
Cofell, Benjamin H	\$ 7,828.21
Cuypers, Anthony J	\$ 4,001.66
Hoyt, Kari L	\$ 5,539.89
Jensen, Debra	\$ 3,465.26
Meyer, Veronica M	\$ 8,640.88
Schettler, Tristan	\$ 5,273.30
Sorenson, Jason S	\$ 11,668.70

#### Home Department Description: Sanitation

Name	Gross Pay
Arriola, Joseph E	\$ 5,200.80
Hamel, Scott	\$ 3,647.38
Hammer, Reid	\$ 4,691.00
Ingold, Douglas A	\$ 4,815.23
Kraft, Joshua B	\$ 8,224.54
Lakoduk, Daltyn J	\$ 5,045.53
Marten, Harold L	\$ 4,456.52
Oange, Zephaniah N	\$ 4,845.42
Reynolds, Nicholas R	\$ 6,764.85
Shurtleff, Michael J	\$ 4,050.93
Simonson, Christopher A	\$ 4,905.02

#### Home Department Description: Sewer Pumping

Name	Gross Pay
Allen, Bryce J	\$ 3,566.25
Brevik, Dax	\$ 4,800.53
Cimino, Robert Paul	\$ 4,174.65

Name	Gross Pay
Keller, Eric J	\$ 6,778.36
Kuglin, Troy D	\$ 6,112.67
LaValley, Christopher	\$ 3,340.03
Marmon, Shannon L	\$ 5,767.40
Olstad, Karlain L	\$ 3,568.89
Sloboden, Timothy J	\$ 5,731.88

Home Department Description: Storm-Sewer	
Name	Gross Pay
Berg, Jared	\$ 4,282.34
Espe, Mark W	\$ 6,229.55
Heizelman, Dean A	\$ 3,920.19
Herslip, Christopher C	\$ 3,920.92
Hogencamp, Matthew	\$ 3,087.68
Iglesias, Adrian	\$ 4,811.47
Kueffler, Alexander	\$ 3,097.75

Home Department Description: Street Department	
Name	Gross Pay
Braaten, Kevin A	\$ 8,640.88
Choquette, Marc F	\$ 5,276.66
Ciccarelli, Robert S	\$ 3,928.46
Edwards, Nicholas S	\$ 4,121.26
Foster, Jacob	\$ 5,140.38
Fredericksen, Brandon L	\$ 5,273.71
Grant, Zachary L	\$ 6,789.80
Gruse, Richard	\$ 3,318.97
Harvey, Dale A	\$ 5,492.61
Heizelman, Dean A	\$ 3,920.19
Herslip, Christopher C	\$ 3,920.92
Herzog, Rodney	\$ 3,942.89
Huntzinger, Brian D	\$ 5,020.37
Lower, Robert	\$ 4,104.51
MacKay, Brooke	\$ 1,515.16
Monk, Harry	\$ 3,215.16
Monley, Lucas	\$ 4,920.44
Neuhalfen, Scott J	\$ 4,207.81
Oberdick, Wilfred	\$ 4,120.24
Oswalt, Matthew	\$ 3,726.77
Patterson Jr., Rex	\$ 3,180.06
Reynolds, Nicholas R	\$ 6,764.85
Sanchez, David L	\$ 3,679.64
Scofield, Garrett D	\$ 6,354.12
Skinner, Lehmann	\$ 4,652.27
Torres, Diego Enrique	\$ 3,063.56

Name	Gross Pay
Vind, Roger T	\$ 5,278.61
Wood, Justin G	\$ 5,327.55

Home Department Description: Traffic	
Name	Gross Pay
Behrens, Jeffrey W	\$ 5,830.70
Bieger, Michael	\$ 3,309.32
Degenstein, Joseph	\$ 4,230.73
Derr, Nathan P	\$ 4,671.23
Joersz, Stephen	\$ 9,078.31
Rodman, David F	\$ 6,783.66
Sanchez, David L	\$ 3,679.64
Steen, Jeffery	\$ 2,331.98

Home Department Description: Transit/Bus	
Name	Gross Pay
Billings, Angelique M	\$ 2,606.96
Billings, Douglas E	\$ 4,106.94
Cooper, Dean	\$ 1,946.43
Cutaiar, Joseph	\$ 6,056.29
Hochsprung, Kory	\$ 4,188.70
Newbury, Tina M	\$ 4,224.24
Robinson, Nicole	\$ 3,101.75
Schalesky, Marty	\$ 3,307.72
Shekleton, Michael	\$ 4,572.02
Sigurdson, Debbie	\$ 5,013.87

Home Department Description: Utility Billing	
Name	Gross Pay
Duchscherer, Haili	\$ 4,254.45
Dutenhafer, Miranda S	\$ 5,322.43
Grilley, Jamie N	\$ 3,312.08

Home Department Description: Water Distribtuion	
Name	Gross Pay
Bell, Ryan A	\$ 4,480.35
Bergrude, Carson	\$ 3,933.64
Brandt, Kelly G	\$ 7,235.68
Burckhard, Terry	\$ 3,811.45
Burnley, Cory	\$ 3,767.07
Christianson, Kurt A	\$ 5,378.84
Finken, Chad G	\$ 3,800.60
Gable, Joseph shane	\$ 1,198.90
Hudson, Kasey L	\$ 5,794.41

Name	Gross Pay
Kelly, Kevin J	\$ 5,948.51
Knoop, Scot M	\$ 5,144.66
Lockyer, Cody M	\$ 5,100.60
Opperude, Darin B	\$ 4,077.10
Randash, Brian K	\$ 6,327.93
Reisenauer, Rick	\$ 4,711.22
Reynolds, John E	\$ 7,637.26
Rieke, Dustin B	\$ 6,928.47
Robinson, Derek	\$ 5,202.62
Schnase, Cyndi J	\$ 4,896.22
Sloboden, Jacob	\$ 3,552.37
Westergaard, Steve B	\$ 7,038.93
Wiggins, Kaitlynn	\$ 293.41

**Home Department Description: Water Treatement Plant**

Name	Gross Pay
Andrysiak, Richard J	\$ 4,895.27
Dinsmoore, Marissa R	\$ 3,553.47
Fjeld, Debra A	\$ 1,076.80
Haider, Mark A	\$ 6,183.93
Hall, Steven M	\$ 1,590.29
Herd, Peter J	\$ 3,558.42
Kittelson, Collin	\$ 4,448.95
Kopp, Timothy J	\$ 5,273.29
Lopez, Ryan	\$ 4,113.38
O'Keefe, Kevin	\$ 4,669.63
Paddock, Mark A	\$ 8,455.83
Parton, Janet L	\$ 5,333.04
Pederson, Robert A	\$ 5,538.66
Reimche, Keith R	\$ 5,689.38
Rensland, Brandon T	\$ 5,673.06
Seifert, Justin R	\$ 6,624.28
Walker, James Alonso	\$ 4,117.02

Grand Totals

Total \$ 2,593,724.41

# Monthly Bills Paid

Check Date	Check Run	Check Number	Vendor Name	Payee Name	Comment	Check Amount	Void Amount
02/01/2024	JV020124	299523	AAAE		October Snow academy training	\$4,165.00	\$0.00
	JV020124	299524	ACKERMAN ESTVOLD		4707 - SSD #124 ENGINEERING	\$53,081.88	\$0.00
	JV020124	299525	ACME TOOLS		IRWIN UNIBIT	\$7.16	\$0.00
	JV020124	299526	AMERICAN WELDING & GAS. INC.		Carbon Dioxide	\$4,633.75	\$0.00
	JV020124	299527	APEX ENGINEERING GROUP		16TH ST SW RECONSTRUCTION	\$79,845.50	\$0.00
	JV020124	299529	CENTRAL TRENCHING, INC.		HYDRAULIC MATERIALS: O-RINGS A	\$71.45	\$0.00
	JV020124	299530	CHEMSCAN, INC.		Insured replacement of on-line	\$6,021.00	\$0.00
	JV020124	299597	CITY OF MINOT		Samuel Allen Restitution MI-20	\$125.00	\$0.00
	JV020124	299531	CPS, LTD		4241.1 - CELL 7 DESIGN & STORM	\$532.50	\$0.00
	JV020124	299532	DACOTAH PAPER CO.		Toilet Tissue - Police Departm	\$6,853.33	\$0.00
	BW020124	111	DAKOTA COLLEGE AT BOTTINEAU		VOID AFTER UPDATE 02/12/2024	\$0.00	\$398,392.22
	BW020124	112	DAKOTA COLLEGE AT BOTTINEAU		VOID AFTER UPDATE 02/12/2024	\$0.00	\$5.00
	BW123123	113	DAKOTA COLLEGE AT BOTTINEAU		Dakota College at Bottineau -	\$398,392.22	\$0.00
	BW123123	114	DAKOTA COLLEGE AT BOTTINEAU		Wire Fee	\$5.00	\$0.00
	JV020124	299533	DAKOTA FIRE EXTINGUISHER		Annual service for AED	\$1,061.84	\$0.00
	JV020124	299534	DAKOTA FLUID POWER. INC.		GASKET; PTO GASKET	\$212.97	\$0.00
	JV020124	299535	DECOMM VENTURES, LP		MOT TASK ORDER #2 - AIR SERVIC	\$7,200.00	\$0.00
	JV020124	299536	DOMESTIC VIOLENCE CRISIS CENTER		DVCC JAG GRANT PASS THROUGH	\$3,959.32	\$0.00
	JV020124	299538	DR. ANTHONY TATMAN		Background Testing	\$50.00	\$0.00
	JV020124	299539	ELDORADO NATIONAL - CALIFORNIA		SPRING; ELDORADO FRONT SPRING	\$932.63	\$0.00
	JV020124	299540	ELECTRIC PUMP		Hardware for Control pumps	\$1,904.01	\$0.00
	JV020124	299541	EMPLOYEE ONE TIME PAY	Alex Coleman	NDFA instructor class	\$64.90	\$0.00
	JV020124	299542	EMPLOYEE ONE TIME PAY	Casey Rostberg	NDFA instructor class	\$64.90	\$0.00
	JV020124	299543	EMPLOYEE ONE TIME PAY	Chad Sickles	Tuition Reimbursement Emergenc	\$942.30	\$0.00
	JV020124	299544	EMPLOYEE ONE TIME PAY	City of Minot	Reil Allery Restitution MI-202	\$50.00	\$0.00
	JV020124	299545	EMPLOYEE ONE TIME PAY	Dwayne Akin	ND Landfill Operator Training	\$112.10	\$0.00
	JV020124	299546	EMPLOYEE ONE TIME PAY	Jason Angelo	Tuition Reimbursement Theory o	\$942.30	\$0.00
	JV020124	299547	EMPLOYEE ONE TIME PAY	Krystle Foster	ND Landfill Operator Training	\$112.10	\$0.00
	JV020124	299548	EMPLOYEE ONE TIME PAY	Kyle Beck	Hazmat Conference	\$344.20	\$0.00
	JV020124	299549	EMPLOYEE ONE TIME PAY	Mark Paddock	BIOTA Controls Witness Testing	\$557.44	\$0.00
	JV020124	299550	EMPLOYEE ONE TIME PAY	Travis Bullard-Wolf	ND Landfill Operator Training	\$112.10	\$0.00
	JV020124	299551	EMPLOYEE ONE TIME PAY	Travis Degele	Hazmat conference	\$344.20	\$0.00
	JV020124	299552	ENERBASE		Fuel 22.384	\$28,413.11	\$0.00
	JV020124	299553	ETC INSTITUTE		2023 Community Survey	\$6,000.00	\$0.00
	JV020124	299554	FACTORY MOTOR PARTS		001; AIR FILTER	\$182.94	\$0.00
	JV020124	299556	FERGUSON		Pneumatic valve	\$8,208.00	\$0.00
	JV020124	299557	WATERWORKS #2516 FIRE EQUIPMENT CO.		New Sib Amerex Fire Extinguish	\$1,051.00	\$0.00
	JV020124	299558	FIRST INTERNATIONAL BANK & TRUST		Fire Union Due's	\$759.00	\$0.00
	JV020124	299559	FLEETMIND SOLUTIONS. INC.		Fleetmind ECM Cables	\$3,818.32	\$0.00



JV020124	299560	FLEXIBLE PIPE TOOLS & EQUIPMENT		pipetech support	\$1,180.00	\$0.00
JV020124	299561	G & P COMMERCIAL SALES		Battery & Cleaning Supplies	\$562.04	\$0.00
JV020124	299562	GALLS, LLC		pants for patrol	\$7,121.94	\$0.00
JV020124	299563	GEFROH ELECTRIC		Ceiling fans, wiring, conduit,	\$5,965.00	\$0.00
JV020124	299564	GENERAL ONE TIME PAY	Carl Davidson	Rachelle Millard Restitution M	\$20.00	\$0.00
JV020124	299565	GENERAL ONE TIME PAY	City of Minot	Caleb Jackson Restitution MI-2	\$100.00	\$0.00
JV020124	299566	GENERAL ONE TIME PAY	Dan Lawson9	Wyatt Knutson Restitution MI-2	\$50.00	\$0.00
JV020124	299567	GENERAL ONE TIME PAY	IKFYR	Premion-Base	\$1,000.00	\$0.00
JV020124	299568	GENERAL ONE TIME PAY	Joe Melvin Stenvold	Jessie Casey Restitution MI-20	\$200.00	\$0.00
JV020124	299569	GENERAL ONE TIME PAY	Joeleon Holdings	Friling Hadley Restitution MI-	\$10.00	\$0.00
JV020124	299570	GENERAL ONE TIME PAY	Katelynn Bowen	Bryan Steier Restitution MI-20	\$25.00	\$0.00
JV020124	299571	GENERAL ONE TIME PAY	Kevina Click	Wendy Beston Restitution MI-20	\$20.00	\$0.00
JV020124	299572	GENERAL ONE TIME PAY	Menards	Jimmy Mote Restitution MI-2022	\$40.00	\$0.00
JV020124	299573	GENERAL ONE TIME PAY	Minot Park District	Stephen Brewer Restitution MI-	\$50.00	\$0.00
JV020124	299574	GENERAL ONE TIME PAY	North Dakota Child Support	Ryan Prater Restitution MI-202	\$75.00	\$0.00
JV020124	299575	GENERAL ONE TIME PAY	North Dakota Child Support	Cornelius Young Restitution MI	\$20.00	\$0.00
JV020124	299576	GENERAL ONE TIME PAY	Randy Holbach	Monica Martin Restitution MI-2	\$2.23	\$0.00
JV020124	299577	GENERAL TRADING		009; 9/16 X 18 JIC 37* SWIVEL	\$21.40	\$0.00
JV020124	299578	GERDAU RECYCLING		STEEL; STEEL AS NEEDED	\$1,706.01	\$0.00
JV020124	299579	GRAYMONT WESTERN US INC.		Lime	\$40,773.70	\$0.00
JV020124	299580	H.A. THOMPSON & SONS. INC.		Relocate thermostat in dispatc	\$4,594.76	\$0.00
JV020124	299581	HAWKINS, INC.		Chlorine	\$29,386.64	\$0.00
JV020124	299582	HOUSTON ENGINEERING, INC.		4789 - CEMETERY PLATTING	\$6,288.25	\$0.00
JV020124	299583	IHEARTMEDIA		Employee Vacancy	\$1,120.00	\$0.00
JV020124	299584	INFAX, INC.		INFAX SUPPORT & FLIGHTVIEW DAT	\$14,000.00	\$0.00
JV020124	299585	INTERNATIONAL CITY MANAGEMENT ASSOCIATION DET		City manager pension	\$631.40	\$0.00
JV020124	299586	INTERSTATE ENGINEERING, INC.		IFE FOR FEDERAL PROJECT	\$3,000.00	\$0.00
JV020124	299587	KLJ ENGINEERING, LLC		4398 - CITY HALL RETAINING WAL	\$4,341.69	\$0.00
JV020124	299537	LANCE LENTON		SNOW REMOVAL 1/7 & 1/10	\$8,000.00	\$0.00
JV020124	299589	MARCO, INC.		Marco Copier Maintenance INV 1	\$385.00	\$0.00
JV020124	299588	MATTHEW BENDER & COMPANY. INC.		ND Century Code 23	\$147.31	\$0.00
JV020124	299598	MELANIE MOORE		Airport Facility technician ci	\$70.00	\$0.00
JV020124	299590	METROHM USA, INC.		Capital Purchase, Auto-titrato	\$23,460.63	\$0.00
JV020124	299591	MIDWEST TAPE		Children's DVDs	\$227.89	\$0.00
JV020124	299592	MILLER LAW OFFICE, P.C.		Krystal Dean Restitution MI-20	\$677.94	\$0.00
JV020124	299593	MINOT EMPLOYEE DONATIONS		Minot Employee Donations	\$870.24	\$0.00
JV020124	299594	MINOT PARK DISTRICT		January 2024 State Aid to Park	\$49,894.84	\$0.00
JV020124	299595	MINOT RURAL FIRE DEPT		Propane for Training Grounds	\$511.81	\$0.00
JV020124	299596	MINOT VETERINARY CLINIC		November & December 2023 Pound	\$6,778.35	\$0.00
JV020124	299599	MOWBRAY & SONS		Remaining balance on INV 29384	\$312.00	\$0.00
JV020124	299600	NAPA AUTO PARTS		BARREL PUMP	\$1,566.81	\$0.00
JV020124	299601	ND DEPT OF ENVIRONMENTAL QUALITY		Fluoride testing	\$18.54	\$0.00

JV020124	299602	ND DEPT OF WATER RESOURCES		HSPS ELECTRICITY USAGE SEP 20	\$54,803.25	\$0.00
JV020124	299603	ND FIRE CHIEFS ASSN		Membership Dues	\$100.00	\$0.00
JV020124	299604	ND STATE RADIO COMM.		10/1/2023-12/31/2023 Terminal	\$3,400.00	\$0.00
JV020124	299605	NEW HALI-BRITE, INC.		LED Runway Closure Marker Upgr	\$10,583.87	\$0.00
JV020124	299606	NEWMAN TRAFFIC SIGNS		Structure 3423, 5578, 5622	\$1,250.00	\$0.00
JV020124	299607	NORTHWEST TIRE AND RETREAD		Tire Unit 627	\$4,286.73	\$0.00
JV020124	299608	OFFICE OF STATE AUDITOR		ACFR REVIEW	\$900.00	\$0.00
JV020124	299609	OHNSTAD TWICHELL, P.C.		City Attorney professional ser	\$3,500.00	\$0.00
JV020124	299555	PARKLAND USA CORPORATION		Grease	\$60.23	\$0.00
JV020124	299528	PEC SOLUTIONS LLC		2024 ANNUAL GENETEC SUPPORT AG	\$12,786.00	\$0.00
JV020124	299610	POST CONSTRUCTION COMPANY		Contract Withholding: 300593	\$78,922.91	\$0.00
JV020124	299611	POWER PROCESS EQUIPMENT		Freight for inv 9548178	\$28.60	\$0.00
JV020124	299612	PRAIRIE SCALE SYSTEMS. INC.		4580.3 - LANDFILL SCALES RELOC	\$28,468.00	\$0.00
JV020124	299613	PRAIRIE SUPPLY		--; SHOP SUPPLIES	\$445.52	\$0.00
JV020124	299614	PRINGLE & HERIGSTAD. P.C.		Crystal Lomax Restitution MI-2	\$757.50	\$0.00
JV020124	299615	PROCOLLECT		PROCOLLECT FEES	\$170.00	\$0.00
JV020124	299616	PROCONTROLS		Service Work - Fire Hall #4	\$1,866.25	\$0.00
JV020124	299617	MIDWEST RDO EQUIPMENT		CYLINDER; LEFT WING CYLIN\DER	\$488.23	\$0.00
JV020124	299618	REFUND ONE TIME PAY	AHMANN, JANETTE	UB 6624 205 22ND	\$10.00	\$0.00
JV020124	299619	REFUND ONE TIME PAY	CAMPBELL, LEO	UB 19188 604 VALLEY	\$14.04	\$0.00
JV020124	299620	REFUND ONE TIME PAY	FORD, ALYSSA	UB 85392 3401 7TH	\$19.93	\$0.00
JV020124	299621	REFUND ONE TIME PAY	HALIPAJ, JESSICA	UB 96244 1212 27TH	\$12.86	\$0.00
JV020124	299622	REFUND ONE TIME PAY	IPM	UB 23244 1633 12TH	\$156.70	\$0.00
JV020124	299623	REFUND ONE TIME PAY	IPM	UB 17170 102 9TH	\$50.65	\$0.00
JV020124	299624	REFUND ONE TIME PAY	KNIGHT, SHELLY	UB 20292 904 8TH	\$70.00	\$0.00
JV020124	299625	REFUND ONE TIME PAY	MATTISON, MARK	UB 1110 1813 TERRACE	\$78.85	\$0.00
JV020124	299626	REFUND ONE TIME PAY	MINOT PARK DISTRICT	UB 21118 11TH	\$6,685.74	\$0.00
JV020124	299627	REFUND ONE TIME PAY	ROTHE, JASON	UB 7916 9 7TH	\$10.81	\$0.00
JV020124	299628	REFUND ONE TIME PAY	STEBLETON, THERESA	UB 1930 1912 SKYLINE	\$14.55	\$0.00
JV020124	299629	RHI SUPPLY		HVAC FILTERS	\$2,300.10	\$0.00
JV020124	299630	ROTARY CLUB OF MINOT		ROTARY DUES + MEALS	\$186.00	\$0.00
JV020124	299631	SCHOLASTIC LIBRARY PUBLISHING		Children's Book	\$10.79	\$0.00
JV020124	299632	SIGN SOLUTIONS USA		Sign Solutions - Train Horn Si	\$168.41	\$0.00
JV020124	299633	SOLTIS BUSINESS FORMS CO.		PUBLIC WORKS CLOTHING	\$3,293.25	\$0.00
JV020124	299634	SOURIS RIVER JOINT WATER RESOURCE		3529.02-03 - MREFPP MI2/3: FRS	\$20,827.64	\$0.00
JV020124	299635	STANTEC CONSULTING		HOUSING NEEDS AND MARKET ANALY	\$6,624.00	\$0.00
JV020124	299636	SERVICES INC STREICHER'S		2023 SWAT Less Lethal Gas orde	\$4,046.35	\$0.00
JV020124	299637	SWEENEY CONTROLS COMPANY		Hour meters	\$391.27	\$0.00
JV020124	299638	TITAN MACHINERY		BLADE HI-LIFT 25	\$191.94	\$0.00
JV020124	299639	TYLER TECHNOLOGIES, INC.		G&A018 - ERP SOFTWARE IMPLEMEN	\$700.00	\$0.00
JV020124	299640	U.S. GEOLOGICAL SURVEY		4578.2 - 2023 USGS WATER MONIT	\$5,245.00	\$0.00

02/06/2024	JV020124	299641	U.S. POST OFFICE		UB BULK MAIL CHECK - RETURN TO	\$5,000.00	\$0.00
	JV020124	299642	VESSCO, INC.		Marlow pumphead	\$390.90	\$0.00
	JV020124	299643	VISIT MINOT		January 2024 Motor Vehicle Tax	\$15,769.14	\$0.00
	JV020124	299644	WARD COUNTY		2023 PROPERTY TAXES	\$2,428.18	\$0.00
	JV020124	299645	TREASURER		019; HEATON PUMPSER TO NEW	\$1,067.73	\$0.00
			WESTLIE TRUCK		STY		
		100005163	CENTER		JANUARY AFLAC PAYMENT	\$16,214.66	\$0.00
	JO020624	299646	AFLAC		CPSM PUBLIC SAFETY	\$16,285.00	\$0.00
			CENTER FOR PUBLIC		ASSESSMENT		
			SAFETY				
	JO020624	299647	MANAGEMENT LLC		BROADWAY CIRCLE - EAPC	\$7,266.11	\$0.00
	EM020224	100005154	EAPC		Empower Retirement 02/02/2024	\$29,277.40	\$0.00
	JO020624	299649	EMPOWER TRUST		LPO School registration for Je	\$1,133.70	\$0.00
			COMPANY. LLC.				
	JO020624	299648	LPO CONFERENCE		BROADWAY CIRCLE - MATTSON	\$1,542,718.94	\$0.00
			ACCOUNT		CONS		
	DC011924	100005160	MATTSON		Def Comp 01.19.2024	\$12,823.45	\$0.00
			CONSTRUCTION				
			ND PUBLIC				
			EMPLOYEES				
	DC020224	100005161	RETIREMENT SYSTEM		Def Comp 02.02.2024	\$13,067.95	\$0.00
			ND PUBLIC				
			EMPLOYEES				
	JO020624	299650	RETIREMENT SYSTEM		Purchase Agreement & Quit Clai	\$1.00	\$0.00
	JO020624-	299651	PROJECT BEE	ANDRYSIAK, KRISTA	UB 96246 1214 27TH	\$11.80	\$0.00
			REFUND ONE TIME				
	JO020624-	299652	PAY	BENNETT, KIJ	UB 7972 212 7TH	\$37.15	\$0.00
			REFUND ONE TIME				
	JO020624-	299653	PAY	CHILDRES, JADEN	UB 100790 3511 11TH	\$18.57	\$0.00
			REFUND ONE TIME				
	JO020624-	299654	PAY	HOULE, HANNAH	UB 100812 3511 11TH	\$31.14	\$0.00
			REFUND ONE TIME				
	JO020624-	299655	PAY	KELLUM, KAMIL	UB 96204 1112 27TH	\$39.11	\$0.00
			REFUND ONE TIME				
02/09/2024	PM020924	100005167	PAY		Park Mass 02.09.2024	\$1,543.66	\$0.00
			MINOT PARK DISTRICT				
02/14/2024	BW021424	115	DAKOTA COLLEGE AT		Dakota College at Bottineau- D	\$254,820.25	\$0.00
			BOTTINEAU				
	BW021424	116	DAKOTA COLLEGE AT		Wire Fee	\$5.00	\$0.00
			BOTTINEAU				
	JV021424	299656	EMPLOYEE ONE TIME	Jared Foley	Non-escalation- Jared Foley	\$171.10	\$0.00
			PAY				
	EM020924	100005165	EMPOWER TRUST		Empower Retirement 02/09/2024	\$5,402.43	\$0.00
02/15/2024	JV021524	299657	COMPANY. LLC.		Recycling Transport x4 Trips	\$9,971.72	\$0.00
			1 CALL SEPTIC				
	JV021524	299658	SERVICES. INC		2023 U.S. Contract Tower Assoc	\$2,700.00	\$0.00
	JV021524	299659	AAAAE		no heat in parking shack offic	\$172.50	\$0.00
			ABSOLUTE COMFORT,				
	JV021524	299660	INC.		CHILDREN'S LIBRARY REMODEL	\$23,816.03	\$0.00
	JV021524	299661	ACKERMAN ESTVOLD		KIT; CARB KIT	\$31.01	\$0.00
	JV021524	299662	ACME TOOLS		Duplicate payment on INV AR174	\$191.53	\$0.00
			ADVANCED BUSINESS				
	JV021524	299663	METHODS		Bay Pit Cover	\$970.45	\$0.00
	JV021524	299664	ALCO COVERS, LLC		SOLENOID	\$164.85	\$0.00
			AMERICAN TRUCK &				
	JV021524	299665	TRAILER. LLC		Carbon Dioxide	\$9,307.88	\$0.00
			AMERICAN WELDING				
	JV021524	299666	& GAS. INC..		16TH ST SW RECONSTRUCTION	\$59,321.16	\$0.00
			APEX ENGINEERING		APEX		
	JV021524	299667	GROUP		Children's Books (Munis amount	\$1,162.70	\$0.00
	JV021524	299668	APPLE BOOKS, LLC		ARAMARK - FLOOR MAT	\$126.18	\$0.00
			ARAMARK		CLEANING		
	JV021524	299670	ASPHALT		Short paid on Street Seal fina	\$1,550.00	\$0.00
			PRESERVATION				
	JV021524	299671	COMPANY INC		ATSSA membership	\$92.00	\$0.00
	JV021524	299672	ATSSA		4618.1 BARR ENG LITTLE	\$9,346.50	\$0.00
			BARR ENGINEERING		ROOSEVE		
	JV021524	299789	BERVEN INDUSTRIES,		New Deal - supersack + refract	\$3,292.36	\$0.00
			LLC				
	JV021524	299674	BOUND TREE MEDICAL		Blood Pressure Kits	\$940.91	\$0.00

JV021524	299675	BRIDGETOWER OPCO, LLC		Public notice for bid package	\$1,211.32	\$0.00
JV021524	299676	BUTLER MACHINERY CO.		033; ROAD GRADER CUTTING EDGES	\$38,048.70	\$0.00
JV021524	299677	CAPITAL ONE		tools- chisel set, nutdriver,	\$32.99	\$0.00
JV021524	299780	CITY OF MINOT		Dylan Wagner Restitution MI-20	\$210.00	\$0.00
JV021524	299678	COLE PAPERS, INC.		2024 Paper Supplies - Bathroom	\$5,804.08	\$0.00
JV021524	299679	CORE & MAIN		Sensus Support	\$5,537.64	\$0.00
JV021524	299680	DACOTAH PAPER CO.		Trash Can Liners	\$4,404.23	\$0.00
JV021524	299681	DAKOTA FENCE		2330DF5407 City of Minot - Han	\$5,700.00	\$0.00
JV021524	299682	DAKOTA FIRE EXTINGUISHER		First Aid Supplies	\$203.63	\$0.00
JV021524	299683	DAKOTA FLUID POWER. INC.		COUPLER; 3/4" FEMALE SAFEWAY C	\$3,579.55	\$0.00
JV021524	299762	DEERE CREDIT, INC.		2020 LANDFILL CRAWLER DOZER, A	\$88,093.22	\$0.00
JV021524	299684	DELL MARKETING L.P.		Dell Apex Cloud Backup Service	\$111,014.15	\$0.00
JV021524	299685	DOMESTIC VIOLENCE CRISIS CENTER		Crisis Center Fees for January	\$1,556.20	\$0.00
JV021524	299686	ELDORADO NATIONAL - CALIFORNIA		SEAT BELT; ELDORADO SEAT BELT	\$403.66	\$0.00
JV021524	299687	EMC CORPORATION		EMC DP4400 and VxRail HW Maint	\$51,426.60	\$0.00
JV021524	299688	EMERGENCY AUTOMOTIVE TECHNOLOGIES		SOLENOID; DOOR SOLENOID	\$87.82	\$0.00
JV021524	299689	EMPLOYEE ONE TIME PAY	Amanda Somerville	ND Case law training	\$17.70	\$0.00
JV021524	299690	EMPLOYEE ONE TIME PAY	Amanda Somerville	De-escalation- Amanda Somervil	\$171.10	\$0.00
JV021524	299691	EMPLOYEE ONE TIME PAY	Anthony Barrette	CDBG- HUD Code Conference	\$255.00	\$0.00
JV021524	299692	EMPLOYEE ONE TIME PAY	Belinda Gladback	Non-escalation- Belinda Gladba	\$171.10	\$0.00
JV021524	299693	EMPLOYEE ONE TIME PAY	Bryce Allen	State Testing	\$76.70	\$0.00
JV021524	299694	EMPLOYEE ONE TIME PAY	Bryce Allen	Training	\$135.70	\$0.00
JV021524	299695	EMPLOYEE ONE TIME PAY	Caisee Sandusky	Recruitment fair	\$106.20	\$0.00
JV021524	299696	EMPLOYEE ONE TIME PAY	Caisee Sandusky	Non Escalation Training- Caise	\$206.50	\$0.00
JV021524	299697	EMPLOYEE ONE TIME PAY	Chris LaValley	Training	\$135.70	\$0.00
JV021524	299698	EMPLOYEE ONE TIME PAY	Christina Bullard-Wolf	Recycling Conference	\$271.70	\$0.00
JV021524	299699	EMPLOYEE ONE TIME PAY	Dana Pollman	ND Case Law training	\$17.70	\$0.00
JV021524	299700	EMPLOYEE ONE TIME PAY	Diego Torres	CDL Reimbursement- Diego Torre	\$11.00	\$0.00
JV021524	299701	EMPLOYEE ONE TIME PAY	Jacob Olson	ND Case Law training	\$17.70	\$0.00
JV021524	299702	EMPLOYEE ONE TIME PAY	Karlain Olstad	State Testing	\$76.70	\$0.00
JV021524	299703	EMPLOYEE ONE TIME PAY	Karlain Olstad	Training	\$135.70	\$0.00
JV021524	299704	EMPLOYEE ONE TIME PAY	Krystle Foster	January 2024 Mileage- Krystle	\$51.59	\$0.00
JV021524	299705	EMPLOYEE ONE TIME PAY	Melissa Anderson	Jan 2024 Mileage with new 0.67	\$59.22	\$0.00
JV021524	299706	EMPLOYEE ONE TIME PAY	Rob Cimino	State Testing	\$76.70	\$0.00
JV021524	299707	EMPLOYEE ONE TIME PAY	Seth LaBodda	ND Case Law training	\$17.70	\$0.00
JV021524	299708	EMPLOYEE ONE TIME PAY	Terry Burckhard	CDL w/ endorsement	\$23.00	\$0.00
JV021524	299709	ENERBASE		Fuel 3.248	\$29,393.09	\$0.00
JV021524	299710	FACTORY MOTOR PARTS		004; WIPER BLADE WW1110 REAR	\$320.16	\$0.00
JV021524	299712	FASTENAL COMPANY		--; SHOP SUPPLIES	\$31.12	\$0.00
JV021524	299713	FIRST DISTRICT HEALTH UNIT		FIRST DISTRICT HEALTH UNIT SER	\$26,500.00	\$0.00
JV021524	299714	FIRST INTERNATIONAL BANK & TRUST		Fire Union Due's	\$759.00	\$0.00

JV021524	299715	FLEETMIND SOLUTIONS, INC.		February Fleetmind Software Ag	\$2,120.01	\$0.00
JV021524	299716	FORCE AMERICA		SOLENOID; PTO SOLENOID	\$187.77	\$0.00
JV021524	299717	FRONTLINE PUBLIC SAFETY SOLUTIONS		Frontline Public Safety Contra	\$3,858.75	\$0.00
JV021524	299718	G & P COMMERCIAL		Various Custodial Supplies	\$6,027.34	\$0.00
JV021524	299719	SALES GALLS, LLC		belt	\$5,475.75	\$0.00
JV021524	299720	GENERAL ONE TIME PAY	Casey Skdesvold	Terrance Johnson Restitution M	\$50.00	\$0.00
JV021524	299721	GENERAL ONE TIME PAY	Cashwise	Isileli Masima Restitution MI-	\$25.00	\$0.00
JV021524	299722	GENERAL ONE TIME PAY	Cashwise	VOID AFTER UPDATE 02/16/2024	\$0.00	\$25.00
JV021524	299723	GENERAL ONE TIME PAY	Celine Marx	Jordan Mello Restitution MI-20	\$50.00	\$0.00
JV021524	299724	GENERAL ONE TIME PAY	City of Minot	VOID AFTER UPDATE 02/16/2024	\$0.00	\$10.00
JV021524	299725	GENERAL ONE TIME PAY	Closet Connection	James Shaw Restitution MI-2021	\$20.80	\$0.00
JV021524	299726	GENERAL ONE TIME PAY	Jennifer Demshur Baker	Chase Toulou Restitution MI-20	\$25.00	\$0.00
JV021524	299727	GENERAL ONE TIME PAY	Jeremy Laber	James McNamara Restitution MI-	\$50.00	\$0.00
JV021524	299728	GENERAL ONE TIME PAY	Jim Johnson	Rickey Steen Restitution MI-20	\$50.00	\$0.00
JV021524	299729	GENERAL ONE TIME PAY	Jim Johnson	VOID AFTER UPDATE 02/16/2024	\$0.00	\$50.00
JV021524	299730	GENERAL ONE TIME PAY	Marketplace Food	Ashley Ingwerson Restitution M	\$200.00	\$0.00
JV021524	299731	GENERAL ONE TIME PAY	Marketplace Foods	Duke McDuffie Restitution MI-2	\$5.99	\$0.00
JV021524	299732	GENERAL ONE TIME PAY	Marketplace Foods	VOID AFTER UPDATE 02/16/2024	\$0.00	\$5.99
JV021524	299733	GENERAL ONE TIME PAY	Michaela Young	Richard Graham Restitution MI-	\$50.00	\$0.00
JV021524	299734	GENERAL ONE TIME PAY	Mya Hanson	Kevin Schmidt Restitution MI-2	\$200.00	\$0.00
JV021524	299735	GENERAL ONE TIME PAY	Rodney Neuhalphen	Justin Hoiland restitution MI-	\$50.00	\$0.00
JV021524	299736	GENERAL ONE TIME PAY	Seirra Inn	Kevin Conti Restitution MI-201	\$20.00	\$0.00
JV021524	299737	GENERAL ONE TIME PAY	Shandel Grogan	Jeanie Brault restitution MI-2	\$25.00	\$0.00
JV021524	299738	GENERAL ONE TIME PAY	Target	Cody Pausig Restitution MI-201	\$10.00	\$0.00
JV021524	299739	GENERAL ONE TIME PAY	Target	Cody Pausig Restitution MI-201	\$14.99	\$0.00
JV021524	299740	GENERAL ONE TIME PAY	TeamCare	Debra Kotasek Restitution MI-2	\$100.00	\$0.00
JV021524	299741	GENERAL ONE TIME PAY	Teresa Hunt	Alexander Pittenger Restitutio	\$25.00	\$0.00
JV021524	299742	GENERAL ONE TIME PAY	U.S. Postal Service	Logan Cassell Restitution MI-2	\$50.00	\$0.00
JV021524	299743	GENERAL ONE TIME PAY	Virtual VRI	Eduardo Fuentes ASL interpreta	\$100.00	\$0.00
JV021524	299744	GENERAL TRADING		2 1/4" HOLE SAW	\$144.05	\$0.00
JV021524	299745	GOETTLE LAW, PLLC		February 2024 Retainer	\$3,500.00	\$0.00
JV021524	299747	GRAYMONT WESTERN		Lime	\$72,114.07	\$0.00
JV021524	299748	US INC. GREAT PLAINS		Pump Repairs Xcel Lift	\$810.00	\$0.00
JV021524	299749	TECHNICAL SERVICES		fluoride	\$18,385.05	\$0.00
JV021524	299750	HAWKINS, INC.		Scissor lift repairs	\$294.00	\$0.00
JV021524	299751	HERC-U-LIFT		VPN Hardware Maintenance	\$3,982.55	\$0.00
JV021524	299752	HIGH POINT NETWORKS, LLC.		COMPUTER REPLACEMENTS FOR	\$15,813.00	\$0.00
JV021524	299753	HP, INC.		TASK		
JV021524	299754	IACP		Final Request for PO for WCNTF	\$961.01	\$0.00
JV021524	299755	ICMA		IACP Membership Fees	\$190.00	\$0.00
JV021524	299756	IHEARTMEDIA		Tom Joyce's ICMA Membership	\$901.00	\$0.00
JV021524	299757	INDUSTRIAL BUILDERS, INC.		Employee Vacancy	\$840.00	\$0.00
				DAMAGE REPAIR FOR 16TH STREET	\$146,900.00	\$0.00

JV021524	299758	INFORMATION TECHNOLOGY DEPARTMENT	VPN/MFA/STATE NET FIBER DEC 23	\$6,393.50	\$0.00
JV021524	299759	INTERNATIONAL CITY MANAGEMENT ASSOCIATION RET	City manager pension	\$624.56	\$0.00
JV021524	299760	INTERSTATE BATTERY SYSTEM	007; BATTERY/MTP-78DT	\$150.95	\$0.00
JV021524	299761	JOB SERVICES OF NORTH DAKOTA	WCNTF RENT	\$12,897.48	\$0.00
JV021524	299763	JOHNSON CONTROLS	ANNUAL SERVICE AGREEMENT 1/1/2	\$6,173.00	\$0.00
JV021524	299764	KIMBALL MIDWEST	PLUG; 1/8" ORB PLUG	\$78.80	\$0.00
JV021524	299765	LANGUAGE LINE SERVICES	Language interpretation servc	\$149.74	\$0.00
JV021524	299766	LOWES PRINTING, INC.	Notice of Hazardous Condition	\$75.00	\$0.00
JV021524	299767	M & S SHEET METAL, INC.	Heater Repairs 6th ST Underpas	\$1,571.96	\$0.00
JV021524	299768	M&T FIRE AND SAFETY, INC.	Nomex Hoods	\$4,864.00	\$0.00
JV021524	299770	MAD DOG BROKERAGE INC	102 Tons Salt	\$17,253.20	\$0.00
JV021524	299771	MAGIC CITY GARAGE DOOR COMPANY	Service Call - Overhead Door R	\$6,557.50	\$0.00
JV021524	299772	MAIN ELECTRIC CONSTRUCTION	HSPS checked pumps & reset flo	\$2,221.60	\$0.00
JV021524	299773	MARCO, INC.	PAYMENT FOR INVOICE 520391129	\$295.95	\$0.00
JV021524	299782	MELANIE MOORE	Sr. Building & grounds civil s	\$60.00	\$0.00
JV021524	299774	MIDWEST TAPE	Children's DVDs	\$2,221.18	\$0.00
JV021524	299769	MINOT AREA CHAMBER EDC	MACEDC SERVICE AGREEMENT 2024	\$46,637.50	\$0.00
JV021524	299775	MINOT AREA COUNCIL OF THE ARTS, INC	MINOT AREA COUNCIL OF THE ARTS	\$6,666.66	\$0.00
JV021524	299776	MINOT ASSOC. OF BUILDERS	MINOT ASSOCIATION OF BUILDERS	\$650.00	\$0.00
JV021524	299777	MINOT AUTO	Credit on Account statement- C	\$9.46	\$0.00
JV021524	299778	MINOT COMMISSION ON AGING	COMMISSION ON AGING SERVICE AG	\$13,532.50	\$0.00
JV021524	299779	MINOT EMPLOYEE DONATIONS	Minot Employee Donations	\$808.32	\$0.00
JV021524	299783	MOWBRAY & SONS	Checked out the mini-split uni	\$364.00	\$0.00
JV021524	299784	NAPA AUTO PARTS	007; BATTERY CABLE 4GA/RED	\$3,770.11	\$0.00
JV021524	299785	ND DEPT OF WATER RESOURCES	JAN 2024 WATER FROM NAWS	\$48,236.04	\$0.00
JV021524	299786	ND FRATERNAL ORDER OF POLICE	Police Union Due's/ Legal Defe	\$1,498.50	\$0.00
JV021524	299787	ND ONE CALL, INC.	JAN 2024 LOCATE TICKETS WATER.	\$158.15	\$0.00
JV021524	299788	NDBOA	NDBOA MEMBERSHIP DUES	\$995.00	\$0.00
JV021524	299790	NEXTREQUEST	Next Request- Records Request	\$9,572.70	\$0.00
JV021524	299791	NORTHERN TESTING	Controlled Substance Testing	\$1,400.00	\$0.00
JV021524	299792	NORTHWEST TIRE AND RETREAD	032; TIRE A6	\$11,989.46	\$0.00
JV021524	299793	O'REILLY AUTO PARTS	LIGHTING; BEYERS WHITE/AMBER S	\$32.68	\$0.00
JV021524	299794	OFFICE FURNITURE RESOURCES	Cubicle Trim Parts	\$240.00	\$0.00
JV021524	299795	OHNSTAD TWICHELL, P.C.	January 3, 2024 Expense	\$709.50	\$0.00
JV021524	299796	OLSON'S TOWING	January 2024 Towing Invoice	\$2,915.00	\$0.00
JV021524	299797	ONE CALL CONCEPTS, INC.	January OneCall tickets for Tr	\$92.70	\$0.00
JV021524	299711	PARKLAND USA CORPORATION	008; WASHER FLUID	\$93.24	\$0.00
JV021524	299669	PEC SOLUTIONS LLC	Grant Besch	\$552.00	\$0.00
JV021524	299826	POSTMASTER	2024 UB BULK MAIL PERMIT	\$320.00	\$0.00
JV021524	299798	PRAIRIE SUPPLY	--; SHOP SUPPLIES	\$183.71	\$0.00
JV021524	299799	PRINGLE & HERIGSTAD, P.C.	Shania White Court App Att. Fe	\$1,612.50	\$0.00
JV021524	299800	PROTECH	PRO TECH INTEGRATIONS LLC - SE	\$100.00	\$0.00
JV021524	299801	INTEGRATIONS, LLC PROVIDENT LIFE & ACC INS CO	JANUARY PROVIDENT PREMIUM	\$363.08	\$0.00

	JV021524	299802	RAPID FIRE		Annual Sprinkler and Backflow	\$8,476.00	\$0.00
	JV021524	299803	PROTECTION. INC.		008; HYGARD	\$3,684.59	\$0.00
	JV021524	299804	RDO EQUIPMENT	EDWARDS, CHRYS	UB 5040 1125 5TH	\$64.25	\$0.00
	JV021524	299805	REFUND ONE TIME				
	JV021524	299805	PAY				
	JV021524	299805	RHI SUPPLY		HVAC FILTERS	\$4,478.69	\$0.00
	JV021524	299806	ROLAC CONTRACTING		VOID AFTER UPDATE 02/16/2024	\$0.00	\$614,412.60
	JV021524	299807	ROLLKALL		Subscription to RollKall	\$14.00	\$0.00
	JV021524	299808	TECHNOLOGIES LLC				
	JV021524	299808	RONKEN INDUSTRIES		Airfield vault regulator capac	\$1,094.78	\$0.00
	JV021524	299809	INC				
	JV021524	299809	SANITATION		HYD HOSE	\$9,844.29	\$0.00
	JV021524	299810	PRODUCTS				
	JV021524	299810	SCHAEFER SYSTEMS		Lids for Recycling Swaps/Repai	\$16,585.50	\$0.00
	JV021524	299811	INTERNATIONAL				
	JV021524	299811	SCHOCKS SAFE AND		Lock Smith Service	\$75.00	\$0.00
	JV021524	299812	LOCK SERVICE				
	JV021524	299812	SCHOLASTIC, INC.		Children's Books	\$192.92	\$0.00
	JV021524	299813	SEAGRAVE FIRE		016; SHACKLE	\$8,179.71	\$0.00
	JV021524	299814	APPARATUS. LLC				
	JV021524	299814	SERTOMA CLUB OF		Quarter 1 Sertoma dues	\$125.00	\$0.00
	JV021524	299815	MINOT				
	JV021524	299815	SOLTIS BUSINESS		Sanitation and Landfill Winter	\$1,132.00	\$0.00
	JV021524	299816	FORMS CO.				
	JV021524	299816	SOURIS RIVER JOINT		3529 - MOUSE RIVER BED STUDY	\$345,904.47	\$0.00
	JV021524	299817	WATER RESOURCE				
	JV021524	299817	SRF CONSULTING		4753 - 16TH ST INTER REHAB TAS	\$53,364.18	\$0.00
	JV021524	299818	GROUP				
	JV021524	299818	SWANSTON		002; BOBCAT MAGNETIC STROBE	\$11,144.05	\$0.00
	JV021524	299673	EQUIPMENT		LI		
	JV021524	299673	COMPANIES				
	JV021524	299673	TED BOLTON		GOLDEN CORNER PARKING LOT	\$761.77	\$0.00
	JV021524	299819			MAIN		
	JV021524	299820	THE IRIS COMPANIES		BADGING SUPPLIES	\$3,860.00	\$0.00
	JV021524	299820	THOMSON REUTERS-		February 2024 Services	\$372.00	\$0.00
	JV021524	299821	WEST PAYMENT				
	JV021524	299821	CENTED				
	JV021524	299821	TIMMONS GROUP		4705 - CITYWORKS AND GIS	\$12,555.00	\$0.00
	JV021524	299746			SLIPPO		
	JV021524	299822	TIMOTHY P BROOKS		Paratech Shoring	\$6,032.89	\$0.00
	JV021524	299822	TITAN MACHINERY		Brake Repairs Unit 627	\$1,804.50	\$0.00
	JV021524	299823	TRINITY EVANGELICAL		2024 Property Lease Payment fo	\$500.00	\$0.00
	JV021524	299824	FREE CHURCH				
	JV021524	299824	TYLER TECHNOLOGIES,		G&A018 - ERP SOFTWARE	\$1,400.00	\$0.00
	JV021524	299825	INC.		IMPLEMEN		
	JV021524	299825	UNITED MAILING		POSTAGE/SHIPPING	\$5,434.00	\$0.00
	JV021524	299827	SERVICE				
	JV021524	299827	WALLWORK TRUCK		--; CORE	\$342.11	\$0.00
	JV021524	299781	CENTER				
	JV021524	299781	WAYNE MOE		INV 915039 2024 portion	\$1,260.00	\$0.00
	JV021524	299828	WESTLIE FORD		NO CRANK NO START	\$3,354.91	\$0.00
	JV021524	299829	WESTLIE TRUCK		RADIATOR; RADIATOR	\$2,565.63	\$0.00
	JV021524	299830	CENTER				
	JV021524	299830	WHITE CAP, LP		12 bags elephant armor concret	\$826.24	\$0.00
02/20/2024	JV022023	299831	ROLAC CONTRACTING		4466 - CITY HALL REHABILITATIO	\$792,912.60	\$0.00
	JV022023	299832	VISIT MINOT				
02/21/2024	AP170	100005175	MDU		LODGING TAXES COLLECTED	\$38,050.32	\$0.00
					FEBRUARY STATEMENT/2024	\$3.00	\$0.00
	WIRE_001	100005176	MDU		BILLIN		
					FEBRUARY STATEMENT/2024	\$50.45	\$0.00
02/22/2024	AP170	100005174	MDU		BILLIN		
					FEBRUARY STATEMENT/2024	\$208.57	\$0.00
	AP169	100005164	VERENDRYE ELECTRIC		BILLIN		
	WIRE_001	100005177	XCEL		JANUARY VERENDRYE PAYMENT	\$65,169.46	\$0.00
					FEBRUARY STATEMENT/2024	\$1,341.11	\$0.00
	WIRE_001	100005178	XCEL		BILLIN		
					FEBRUARY STATEMENT/2024	\$281.27	\$0.00
	WIRE_001	100005179	XCEL		BILLIN		
					FEBRUARY STATEMENT/2024	\$3,383.13	\$0.00
	AP171	100005180	XCEL		BILLIN		
					FEBRUARY STATEMENT/2024	\$59.47	\$0.00
	AP171	100005181	XCEL		BILLIN		
					FEBRUARY STATEMENT/2024	\$1,031.81	\$0.00
					BILLIN		

	AP171	100005182	XCEL	FEBRUARY STATEMENT/2024	\$37,700.51	\$0.00
	AP171	100005183	XCEL	BILLIN FEBRUARY STATEMENT/2024	\$11,824.48	\$0.00
	AP171	100005184	XCEL	BILLIN FEBRUARY STATEMENT/2024	\$9,058.05	\$0.00
	WIRE_001	100005185	XCEL	BILLIN FEBRUARY STATEMENT/2024	\$16.31	\$0.00
	AP171	100005186	XCEL	BILLIN FEBRUARY STATEMENT/2024	\$76.35	\$0.00
	WIRE_001	100005187	XCEL	BILLIN FEBRUARY STATEMENT/2024	\$66.22	\$0.00
	WIRE_001	100005188	XCEL	BILLIN FEBRUARY STATEMENT/2024	\$7.35	\$0.00
	WIRE_001	100005189	XCEL	BILLIN FEBRUARY STATEMENT/2024	\$110.35	\$0.00
	WIRE_001	100005190	XCEL	BILLIN FEBRUARY STATEMENT/2024	\$38.63	\$0.00
	WIRE_001	100005191	XCEL	BILLIN FEBRUARY STATEMENT/2024	\$4.99	\$0.00
	WIRE_001	100005192	XCEL	BILLIN FEBRUARY STATEMENT/2024	\$22.98	\$0.00
	WIRE_001	100005193	XCEL	BILLIN FEBRUARY STATEMENT/2024	\$963.10	\$0.00
	WIRE_001	100005194	XCEL	BILLIN FEBRUARY STATEMENT/2024	\$1,841.52	\$0.00
	WIRE_001	100005195	XCEL	BILLIN FEBRUARY STATEMENT/2024	\$70.47	\$0.00
	WIRE_001	100005196	XCEL	BILLIN FEBRUARY STATEMENT/2024	\$2.04	\$0.00
02/26/2024	WEX0224	100005169	WEX HEALTH, INC	BILLIN January 2024 WEX/FSA	\$306.60	\$0.00
					\$5,484,066.56	\$1,012,900.81



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

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

*Electronic Payments:*

AFLAC	32,320.53
BCBS	532,708.18
BCBS Rebate	-
Federal Tax Withholding	-
Deferred Comp	38,934.35
NDPERS	190,930.54
Empower	70,204.34
Verendrye	65,169.46
Montana Dakota Utilities	41,970.43
Xcel Energy	177,480.79
Discovery Benefits	12,100.98
ADP Payroll taxes wire 01/05/24 & 01/20/2024	-
ADP Payroll Wage garnishment 01/05/24 & 01/20/2024	-
ADP Payroll Taxes wire Alderman	-
ADP Payroll Taxes wire Pension	-
State Treasurer	-
Stop payment Check #	-
Stop payment Check #	-
CFP-ASA interest	-
ADP FEES ADP PAYROLL FEES CCD 925029963318	

Total	<u><u>\$ 1,161,819.60</u></u>
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Posting date	Transaction date	Supplier	Amount
1/31/2024	1/29/2024	Menards Minot Nd	399.00
1/31/2024	1/29/2024	The Home Depot #3703	44.98
1/31/2024	1/29/2024	Asfpm	180.00
1/31/2024	1/30/2024	Academy Online Courses	328.00
1/31/2024	1/30/2024	Asphalt Kingdom	605.52
1/31/2024	1/30/2024	Macs Minot, Nd	195.85
1/31/2024	1/30/2024	In *street Cop Training	225.00
1/31/2024	1/30/2024	Bemobile Minot South	99.98
1/31/2024	1/30/2024	Amzn Mktp Us	30.26
1/31/2024	1/30/2024	Amzn Mktp Us	17.46
1/31/2024	1/30/2024	Amzn Mktp Us	49.99
1/31/2024	1/30/2024	Amzn Mktp Us	18.94
1/31/2024	1/30/2024	Amzn Mktp Us	61.47
1/31/2024	1/30/2024	Amzn Mktp Us	22.34
1/31/2024	1/30/2024	Amzn Mktp Us	38.93
1/31/2024	1/30/2024	Acme Tools Minot	29.44
1/31/2024	1/30/2024	Sp Torque-Tight	505.22
1/31/2024	1/30/2024	American Planning A	688.00
1/31/2024	1/30/2024	C C Plumbing And Heat	1,000.00
1/31/2024	1/30/2024	Magic City Garage Door	3,209.30
1/31/2024	1/30/2024	American Planning A	395.00
1/31/2024	1/30/2024	Overhead Door Company Of	134.55
1/31/2024	1/30/2024	Delta Air	549.20
1/31/2024	1/30/2024	Delta Air	724.20
1/31/2024	1/30/2024	Macs Minot, Nd	44.97
1/31/2024	1/30/2024	Schocks Safe And Lock Se	11.05
1/31/2024	1/30/2024	Red Wing Shoe #739	200.00
1/31/2024	1/30/2024	Imla	450.00
1/31/2024	1/30/2024	Batteries Plus #0639	48.32
1/31/2024	1/31/2024	Amzn Mktp Us	105.35
1/31/2024	1/31/2024	North Dakota Aviation	310.00
2/1/2024	1/30/2024	Rhi Supply Minot	144.32
2/1/2024	1/30/2024	Office Depot #1090	14.68
2/1/2024	1/30/2024	Autopay/Dish Ntwk	202.10
2/1/2024	1/30/2024	Officemax/Depot 6513	37.42
2/1/2024	1/30/2024	Napa Parts 0027632	25.99
2/1/2024	1/30/2024	Menards Minot Nd	50.80
2/1/2024	1/30/2024	West Oaks Animal Hospital	72.50
2/1/2024	1/30/2024	Dynamism, Inc.	727.90
2/1/2024	1/30/2024	Menards Minot Nd	38.49
2/1/2024	1/30/2024	Comfort Inns	105.94
2/1/2024	1/30/2024	Comfort Inns	105.94
2/1/2024	1/30/2024	Comfort Inns	105.94
2/1/2024	1/30/2024	Butler Machinery Company	177.77
2/1/2024	1/30/2024	Fedex270351003949	16.50
2/1/2024	1/30/2024	Fedex270351081120	16.50

2/1/2024	1/30/2024 Napa Parts 0027632	1.96
2/1/2024	1/30/2024 The Home Depot #3703	58.88
2/1/2024	1/31/2024 Mn Vly Testing Labs	444.00
2/1/2024	1/31/2024 Scheels Minot	74.09
2/1/2024	1/31/2024 Dakota Fluid Power, Inc.	335.04
2/1/2024	1/31/2024 Gaffaneys Of Minot Inc	199.00
2/1/2024	1/31/2024 Amzn Mktp Us	10.39
2/1/2024	1/31/2024 National Registry Emt	25.00
2/1/2024	1/31/2024 Summit Fire Protection	1,000.00
2/1/2024	1/31/2024 Icma Online	149.00
2/1/2024	1/31/2024 Py *association Of Metrop	200.00
2/1/2024	1/31/2024 Column Public Notice	283.14
2/1/2024	1/31/2024 Column Public Notice	283.14
2/1/2024	1/31/2024 Column Public Notice	276.12
2/1/2024	1/31/2024 Batteries Plus #0639	104.35
2/1/2024	1/31/2024 Scheels Minot	75.00
2/1/2024	1/31/2024 Hach Company	60.00
2/1/2024	1/31/2024 Border States Industries	255.97
2/1/2024	1/31/2024 Playaway Products Llc	74.99
2/1/2024	1/31/2024 All American Trophies & S	275.00
2/1/2024	1/31/2024 Amzn Mktp Us	203.88
2/1/2024	1/31/2024 Home Of Economy-#4	44.99
2/1/2024	1/31/2024 Amzn Mktp Us	27.90
2/1/2024	2/1/2024 Pitney Bowes Pi	59.90
2/1/2024	2/1/2024 Icsc-Ny	125.00
2/1/2024	2/1/2024 Amzn Mktp Us	59.95
2/1/2024	2/1/2024 Amzn Mktp Us	154.98
2/2/2024	1/31/2024 Menards Minot Nd	26.79
2/2/2024	1/31/2024 Officemax/Depot 6513	120.27
2/2/2024	1/31/2024 Rhi Supply Minot	135.01
2/2/2024	1/31/2024 Party City 1146	13.00
2/2/2024	1/31/2024 Menards Minot Nd	46.71
2/2/2024	1/31/2024 The Home Depot #3703	27.94
2/2/2024	2/1/2024 Scheels Minot	(18.99)
2/2/2024	2/1/2024 Precision Roller	287.95
2/2/2024	2/1/2024 Amzn Mktp Us	130.59
2/2/2024	2/1/2024 Power Process Equip 3611	16.00
2/2/2024	2/1/2024 Muus Lumber And Hardware-	95.94
2/2/2024	2/1/2024 Amzn Mktp Us	733.44
2/2/2024	2/1/2024 Grainger	454.56
2/2/2024	2/1/2024 Amzn Mktp Us	1,169.55
2/2/2024	2/1/2024 Tractor-Supply-Co #0130	47.28
2/2/2024	2/1/2024 Amzn Mktp Us	1,469.93
2/2/2024	2/1/2024 The Ups Store 1423	184.50
2/2/2024	2/1/2024 Border States Industries	8.97
2/2/2024	2/1/2024 Arrowhead Ace	29.76
2/2/2024	2/1/2024 Core & Main - Nd002	15,026.00

2/2/2024	2/1/2024 Grainger	120.43
2/2/2024	2/1/2024 Iacp	190.00
2/2/2024	2/1/2024 Linde Gas & Equipment Inc	47.56
2/2/2024	2/1/2024 Cdl School Online	89.00
2/2/2024	2/1/2024 Cdl School Online	89.00
2/2/2024	2/1/2024 Amzn Mktp Us	39.17
2/2/2024	2/1/2024 National Academies Of Eme	110.00
2/2/2024	2/1/2024 Macs Minot, Nd	185.65
2/2/2024	2/2/2024 Amzn Mktp Us	24.98
2/2/2024	2/2/2024 Amzn Mktp Us	501.48
2/2/2024	2/2/2024 North Dakota Aviation	1,760.00
2/2/2024	2/2/2024 Dmi* Dell K-12/Govt	41.48
2/5/2024	2/1/2024 United	35.00
2/5/2024	2/1/2024 Menards Minot Nd	11.87
2/5/2024	2/1/2024 Menards Minot Nd	20.23
2/5/2024	2/1/2024 Officemax/Depot 6513	8.99
2/5/2024	2/1/2024 Clareys Safety Equipment	602.17
2/5/2024	2/1/2024 West Oaks Animal Hospital	85.84
2/5/2024	2/1/2024 Menards Minot Nd	18.32
2/5/2024	2/1/2024 Menards Minot Nd	34.43
2/5/2024	2/1/2024 Office Depot #1090	94.47
2/5/2024	2/1/2024 Ck Holiday # 06431	75.00
2/5/2024	2/1/2024 Napa Parts 0027632	144.59
2/5/2024	2/1/2024 Menards Minot Nd	9.96
2/5/2024	2/1/2024 Network Fleet, Inc.	476.13
2/5/2024	2/2/2024 Macs Minot, Nd	163.98
2/5/2024	2/2/2024 Enerbase 09895632	37.80
2/5/2024	2/2/2024 Rhi Supply Minot	14.25
2/5/2024	2/2/2024 Marketplace Foods	137.97
2/5/2024	2/2/2024 Schocks Safe And Lock Se	13.50
2/5/2024	2/2/2024 Bound Tree Medical Llc	206.03
2/5/2024	2/2/2024 Amzn Mktp Us	15.96
2/5/2024	2/2/2024 Amzn Mktp Us	49.99
2/5/2024	2/2/2024 Marketplace Foods A	11.56
2/5/2024	2/2/2024 Rdoce Min 020107	136.72
2/5/2024	2/2/2024 In *dakota Fire Extinguis	137.33
2/5/2024	2/2/2024 Icma Online	225.00
2/5/2024	2/2/2024 Gerdau Ameristeel Minot	67.78
2/5/2024	2/2/2024 Menards Minot Nd	727.83
2/5/2024	2/2/2024 Apwa - Work Zone	375.00
2/5/2024	2/2/2024 Magic City Garage Door	52.00
2/5/2024	2/2/2024 Tlo Transunion	247.60
2/5/2024	2/2/2024 Amzn Mktp Us	53.58
2/5/2024	2/2/2024 Tfs*fishersci Ecom Hus	60.76
2/5/2024	2/2/2024 Delta Air	30.00
2/5/2024	2/2/2024 Menards Minot Nd	143.64
2/5/2024	2/2/2024 Macs Minot, Nd	11.00

2/5/2024	2/2/2024 Amzn Mktp Us	30.88
2/5/2024	2/3/2024 Officemax/Depot 6513	95.92
2/5/2024	2/3/2024 Fedex270540776632	14.47
2/5/2024	2/3/2024 Hilton Wash Dc Natl Mall	1,130.16
2/5/2024	2/3/2024 Menards Minot Nd	90.23
2/5/2024	2/3/2024 The Home Depot #3703	64.97
2/5/2024	2/3/2024 Hilton Wash Dc Natl Mall	1,130.16
2/5/2024	2/4/2024 Batteries Plus #0639	15.95
2/5/2024	2/4/2024 Target 00000851	7.99
2/5/2024	2/5/2024 Amzn Mktp Us	11.99
2/6/2024	2/2/2024 Sigma Aldrich Us	(115.11)
2/6/2024	2/4/2024 Menards Minot Nd	19.92
2/6/2024	2/5/2024 Lowes Printing	142.10
2/6/2024	2/5/2024 Adobe Inc.	21.49
2/6/2024	2/5/2024 Tractor-Supply-Co #0130	95.98
2/6/2024	2/5/2024 470 Auto Value - Minot	130.30
2/6/2024	2/5/2024 Northwest Tire #4 Minot T	40.00
2/6/2024	2/5/2024 470 Auto Value - Minot	576.80
2/6/2024	2/5/2024 Loaf N Jug #0642	30.18
2/6/2024	2/5/2024 Acme Tools Minot	473.97
2/6/2024	2/5/2024 Srt Communications, Inc	924.01
2/6/2024	2/5/2024 Tractor-Supply-Co #0130	79.98
2/6/2024	2/5/2024 Srt Communications, Inc	670.85
2/6/2024	2/5/2024 Srt Communications, Inc	9,357.22
2/6/2024	2/5/2024 Wholesalehome	215.99
2/6/2024	2/5/2024 Paypal	250.00
2/6/2024	2/5/2024 Restream, Inc.	490.00
2/6/2024	2/5/2024 Masterclass.Com/Charge	855.00
2/6/2024	2/5/2024 Macs Minot, Nd	2.40
2/6/2024	2/5/2024 Sigma Aldrich Us	107.08
2/6/2024	2/5/2024 Hach Company	83.35
2/6/2024	2/5/2024 Macs Minot, Nd	240.21
2/6/2024	2/5/2024 Macs Minot, Nd	6.56
2/6/2024	2/5/2024 Core & Main - Nd002	2,166.36
2/6/2024	2/5/2024 Core & Main - Nd002	2,999.58
2/6/2024	2/5/2024 Netwrix.Com	4,929.43
2/6/2024	2/5/2024 Vistaprint Corporate Solu	56.24
2/6/2024	2/5/2024 Baker-Taylor	1,132.89
2/6/2024	2/5/2024 Payscale, Inc.	5,000.00
2/6/2024	2/5/2024 Baker-Taylor	(17.84)
2/6/2024	2/5/2024 Baker-Taylor	437.26
2/6/2024	2/5/2024 Baker-Taylor	4,185.78
2/6/2024	2/6/2024 Amzn Mktp Us	673.10
2/6/2024	2/6/2024 Association & Conferen	(297.00)
2/7/2024	2/4/2024 Menards Minot Nd	(0.09)
2/7/2024	2/5/2024 Menards Minot Nd	6.58
2/7/2024	2/5/2024 United	35.00

2/7/2024	2/5/2024 Menards Minot Nd	5.69
2/7/2024	2/5/2024 Menards Minot Nd	2.79
2/7/2024	2/5/2024 Menards Minot Nd	41.17
2/7/2024	2/5/2024 Napa Parts 0027632	40.01
2/7/2024	2/5/2024 Bound Tree Medical Llc	168.28
2/7/2024	2/5/2024 North Prairie Rural Wate	114.02
2/7/2024	2/5/2024 Carquest Auto	27.96
2/7/2024	2/5/2024 Fedex270620877390	11.45
2/7/2024	2/5/2024 Delta Air	677.20
2/7/2024	2/6/2024 Spi*direct Service	153.32
2/7/2024	2/6/2024 American Planning A	295.00
2/7/2024	2/6/2024 Column Public Notice	255.06
2/7/2024	2/6/2024 Column Public Notice	79.56
2/7/2024	2/6/2024 General Trading Company	18.90
2/7/2024	2/6/2024 Home Of Economy-#4	8.99
2/7/2024	2/6/2024 Flash Valet	1,650.00
2/7/2024	2/6/2024 Flash Valet	1,557.01
2/7/2024	2/6/2024 Hilton Hotels Sandesti	(211.68)
2/7/2024	2/6/2024 Sp Drone Nerds	120.79
2/7/2024	2/6/2024 Best Buy 00010637	(136.50)
2/7/2024	2/6/2024 Best Buy 00010637	1,956.43
2/7/2024	2/6/2024 Macs Minot, Nd	87.51
2/7/2024	2/6/2024 Amzn Mktp Us	39.24
2/7/2024	2/6/2024 Harbor Freight Tools3246	29.99
2/7/2024	2/6/2024 Target 00000851	127.56
2/7/2024	2/6/2024 North Country Sports	39.75
2/7/2024	2/6/2024 Airports Council Intl	1,900.00
2/7/2024	2/6/2024 Priority Dispatch Corp	425.00
2/7/2024	2/6/2024 Data Axle - Lms	2,095.00
2/7/2024	2/6/2024 Amzn Mktp Us	(6.99)
2/7/2024	2/7/2024 Nafeco Internet	275.00
2/8/2024	2/6/2024 Butler Machinery Company	866.61
2/8/2024	2/6/2024 The Home Depot #3703	29.96
2/8/2024	2/6/2024 Napa Parts 0027632	204.79
2/8/2024	2/6/2024 West Oaks Animal Hospital	318.00
2/8/2024	2/6/2024 United	35.00
2/8/2024	2/6/2024 Fedex270621119280	11.45
2/8/2024	2/6/2024 Fedex270621315063	29.60
2/8/2024	2/7/2024 Holiday Stations 3804	39.62
2/8/2024	2/7/2024 Macs Minot, Nd	8.76
2/8/2024	2/7/2024 Candlewood Suites	149.00
2/8/2024	2/7/2024 Transportation Security C	1,000.00
2/8/2024	2/7/2024 Tfs*thermosci Portable	2,580.00
2/8/2024	2/7/2024 Amazon.Com*r20m27uo1	396.82
2/8/2024	2/7/2024 All American Trophies & S	6.50
2/8/2024	2/7/2024 Rdoce Min 020107	698.43
2/8/2024	2/7/2024 Hach Company	922.00

2/8/2024	2/7/2024 American Water Works Asso	4,113.00
2/8/2024	2/7/2024 Amzn Mktp Us	23.97
2/8/2024	2/7/2024 Amzn Mktp Us	36.20
2/8/2024	2/7/2024 Amzn Mktp Us	79.98
2/8/2024	2/7/2024 Sherwin Williams 703380	389.90
2/8/2024	2/8/2024 R&I Publishing Group	70.63
2/8/2024	2/8/2024 Usabluebook	152.92
2/9/2024	2/7/2024 Chick-Fil-A #04600	24.55
2/9/2024	2/7/2024 Menards Minot Nd	29.99
2/9/2024	2/7/2024 Menards Minot Nd	44.72
2/9/2024	2/7/2024 Rhi Supply Minot	112.49
2/9/2024	2/7/2024 Menards Minot Nd	22.58
2/9/2024	2/7/2024 Caseys #3350	36.30
2/9/2024	2/7/2024 Menards Minot Nd	7.93
2/9/2024	2/7/2024 Marketplace Foods	24.95
2/9/2024	2/7/2024 Menards Minot Nd	53.87
2/9/2024	2/7/2024 Ward County Recorder	20.00
2/9/2024	2/7/2024 Menards Minot Nd	164.01
2/9/2024	2/7/2024 The Home Depot #3703	30.49
2/9/2024	2/7/2024 Menards Minot Nd	103.86
2/9/2024	2/7/2024 Napa Parts 0027632	22.69
2/9/2024	2/8/2024 Exxon Jamestown I-94	38.01
2/9/2024	2/8/2024 Magic City Car Wash	470.00
2/9/2024	2/8/2024 Lowes Printing	230.55
2/9/2024	2/8/2024 Petro Serve Us07072457	41.70
2/9/2024	2/8/2024 Vzwrlls*my Vz Vb P	212.50
2/9/2024	2/8/2024 Blt*durawear.Com	104.49
2/9/2024	2/8/2024 Macs Minot, Nd	110.75
2/9/2024	2/8/2024 Trittech Forensics	1,562.88
2/9/2024	2/8/2024 Airxchange Inc.	4,277.31
2/9/2024	2/8/2024 Amzn Mktp Us	129.95
2/9/2024	2/8/2024 Eb 2024 Goscma Annual	175.00
2/9/2024	2/8/2024 Eb 2024 Goscma Annual	175.00
2/9/2024	2/8/2024 Dacotah Paper Co	95.14
2/9/2024	2/8/2024 In *dakota Fire Extinguis	53.06
2/9/2024	2/8/2024 Municipay*service Fee	1.50
2/9/2024	2/8/2024 Uwcc Registrations	410.00
2/9/2024	2/8/2024 Graybar Electric	85.60
2/9/2024	2/8/2024 General Trading Company	38.98
2/9/2024	2/8/2024 Macs Minot, Nd	19.46
2/9/2024	2/8/2024 Galls	82.20
2/9/2024	2/8/2024 Vistaprint Corporate Solu	99.00
2/9/2024	2/8/2024 Rainbow Printing & Ultra	740.00
2/9/2024	2/8/2024 Dacotah Paper Co	995.18
2/9/2024	2/9/2024 Amzn Mktp Us	107.16
2/12/2024	2/8/2024 Hampton Inns	118.10
2/12/2024	2/8/2024 Napa Parts 0027632	44.95

2/12/2024	2/8/2024 Bound Tree Medical Llc	106.00
2/12/2024	2/8/2024 Hampton Inns	118.10
2/12/2024	2/8/2024 Menards Minot Nd	32.99
2/12/2024	2/8/2024 Demco Inc	687.82
2/12/2024	2/8/2024 Tractor-Supply-Co #0130	17.99
2/12/2024	2/8/2024 Menards Minot Nd	46.91
2/12/2024	2/8/2024 Menards Minot Nd	103.03
2/12/2024	2/8/2024 Dollar General #19758	(13.44)
2/12/2024	2/8/2024 Dollar General #19758	13.44
2/12/2024	2/8/2024 Officemax/Depot 6513	54.48
2/12/2024	2/8/2024 Candlewood Suites	236.48
2/12/2024	2/8/2024 Industrial Automation Co	3,290.00
2/12/2024	2/8/2024 Candlewood Suites	236.48
2/12/2024	2/8/2024 Candlewood Suites	236.48
2/12/2024	2/8/2024 The Home Depot #3703	25.10
2/12/2024	2/9/2024 Nd State Fair-Main Off	570.00
2/12/2024	2/9/2024 The Home Depot #3703	37.39
2/12/2024	2/9/2024 Northwest Tire #4 Minot T	30.00
2/12/2024	2/9/2024 Officemax/Depot 6513	135.45
2/12/2024	2/9/2024 Bones Bbq Inc	2,379.44
2/12/2024	2/9/2024 M & T Fire & Safety	619.34
2/12/2024	2/9/2024 National Registry Emt	25.00
2/12/2024	2/9/2024 Schocks Safe And Lock Se	6.00
2/12/2024	2/9/2024 Grainger	4,302.05
2/12/2024	2/9/2024 National Registry Emt	25.00
2/12/2024	2/9/2024 National Registry Emt	25.00
2/12/2024	2/9/2024 Childrens Plus Inc	904.57
2/12/2024	2/9/2024 Officemax/Depot 6513	62.96
2/12/2024	2/9/2024 Cab Store Rogers, Mn	129.96
2/12/2024	2/9/2024 Ferguson Entprs 3094	9.99
2/12/2024	2/9/2024 Menards Minot Nd	140.41
2/12/2024	2/9/2024 Officemax/Depot 6513	9.99
2/12/2024	2/9/2024 Menards Minot Nd	16.97
2/12/2024	2/9/2024 Officemax/Officedept#6874	24.99
2/12/2024	2/9/2024 Office Depot #1090	22.98
2/12/2024	2/9/2024 Ferguson Entprs 3094	394.43
2/12/2024	2/9/2024 Menards Minot Nd	108.44
2/12/2024	2/9/2024 General Trading Company	(38.98)
2/12/2024	2/9/2024 Fedex270810715923	51.68
2/12/2024	2/9/2024 United	35.00
2/12/2024	2/9/2024 Amzn Mktp Us	406.81
2/12/2024	2/9/2024 Amzn Mktp Us	13.99
2/12/2024	2/9/2024 Amzn Mktp Us	49.74
2/12/2024	2/10/2024 North Dakota Aviation	40.00
2/12/2024	2/10/2024 Scheels Minot	184.97
2/12/2024	2/10/2024 Hulu 877-8244858 Ca	86.98
2/12/2024	2/10/2024 Menards Minot Nd	47.05



2/12/2024	2/10/2024 Graybar Electric	138.40
2/12/2024	2/10/2024 National Registry Emt	25.00
2/12/2024	2/10/2024 Holiday Inn Exp Denver	413.22
2/12/2024	2/10/2024 Dmi* Dell K-12/Govt	453.74
2/12/2024	2/10/2024 Amazon.Com*rb89u8sz2	129.90
2/12/2024	2/10/2024 Amzn Mktp Us	37.08
2/12/2024	2/10/2024 Amzn Mktp Us	93.34
2/12/2024	2/11/2024 Ndrin *nd Recrds Copy	30.00
2/13/2024	2/12/2024 Amazon Ret* 111-324083	227.97
2/13/2024	2/12/2024 Amzn Mktp Us	95.88
2/13/2024	2/12/2024 Clute Office Equipment	643.74
2/13/2024	2/12/2024 Dacotah Paper Co	264.50
2/13/2024	2/12/2024 Magic City Garage Door	2,105.00
2/13/2024	2/12/2024 Apwa - Work Zone	375.00
2/13/2024	2/12/2024 Adobe Inc.	29.99
2/13/2024	2/12/2024 Costco Whse#1380	38.84
2/13/2024	2/12/2024 Amzn Mktp Us	92.77
2/13/2024	2/12/2024 Delta	557.20
2/13/2024	2/12/2024 Clute Office Equipment	33.99
2/13/2024	2/12/2024 Acme Tools Minot	87.84
2/13/2024	2/12/2024 At&t Payment	305.82
2/13/2024	2/12/2024 At&t Payment	446.98
2/13/2024	2/12/2024 Grainger	263.41
2/13/2024	2/12/2024 Macs Minot, Nd	19.77
2/13/2024	2/12/2024 Grainger	29.30
2/13/2024	2/12/2024 Skillpath / National	134.00
2/13/2024	2/12/2024 Amzn Mktp Us	14.69
2/13/2024	2/13/2024 Amzn Mktp Us	65.80
2/14/2024	2/12/2024 Bound Tree Medical Llc	56.95
2/14/2024	2/12/2024 Fedex270890360006	11.45
2/14/2024	2/12/2024 Apco International Inc	466.00
2/14/2024	2/13/2024 All American Trophies & S	48.00
2/14/2024	2/13/2024 Arrowhead Ace	10.17
2/14/2024	2/13/2024 Northwest Tire #4 Minot T	1,499.98
2/14/2024	2/13/2024 Capcut	89.99
2/14/2024	2/13/2024 Sherwin Williams 703380	55.11
2/14/2024	2/13/2024 Vzwrlls*apocc Visb	40.01
2/14/2024	2/13/2024 Amazon Ret* 111-446066	24.99
2/14/2024	2/13/2024 American Planning A	350.00
2/14/2024	2/13/2024 Sq *too Dark Motorsports	825.00
2/14/2024	2/13/2024 Harbor Freight Tools3246	23.16
2/14/2024	2/13/2024 The Ups Store 1423	19.36
2/14/2024	2/13/2024 Telepolemfg	298.00
2/14/2024	2/13/2024 Sp Outdoor Solar Out	343.90
2/14/2024	2/13/2024 Icma Online	225.00
2/14/2024	2/13/2024 Amazon.Com*rb4gm2qu1	21.96
2/14/2024	2/13/2024 Column Public Notice	290.16

2/14/2024	2/13/2024 Column Public Notice	355.68
2/14/2024	2/13/2024 Column Public Notice	290.16
2/14/2024	2/13/2024 Column Public Notice	290.16
2/14/2024	2/13/2024 Column Public Notice	280.80
2/14/2024	2/13/2024 Column Public Notice	285.48
2/14/2024	2/13/2024 Wal-Mart #1636	15.92
2/14/2024	2/13/2024 Amzn Mktp Us	53.58
2/14/2024	2/13/2024 Steins Inc	301.32
2/14/2024	2/13/2024 Swanston Equip Minot	585.18
2/14/2024	2/13/2024 Ferguson Entprs 3094	20.25
2/14/2024	2/13/2024 Vzwlss*apocc Visb	3,412.05
2/14/2024	2/13/2024 Turtle Mountain Star	42.00
2/14/2024	2/13/2024 Sq *minot Area Council Of	150.00
2/14/2024	2/13/2024 Cherry Lake Publishing	702.82
2/14/2024	2/14/2024 Amzn Mktp Us	(16.23)
2/14/2024	2/14/2024 Sotamidwest.Org	365.00
2/14/2024	2/14/2024 Dndbeyond.Coddb Conte	89.97
2/14/2024	2/14/2024 Sotamidwest.Org	365.00
2/15/2024	2/6/2024 Nado	250.00
2/15/2024	2/13/2024 Officemax/Depot 6513	40.12
2/15/2024	2/13/2024 Menards Minot Nd	3.87
2/15/2024	2/13/2024 Bis Parking Authority 2	7.50
2/15/2024	2/13/2024 Officemax/Depot 6513	737.98
2/15/2024	2/13/2024 Officemax/Depot 6513	599.57
2/15/2024	2/13/2024 Menards Minot Nd	58.96
2/15/2024	2/13/2024 The Home Depot #3703	31.74
2/15/2024	2/13/2024 Menards Minot Nd	98.91
2/15/2024	2/13/2024 Menards Minot Nd	39.89
2/15/2024	2/13/2024 Officemax/Depot 6513	83.57
2/15/2024	2/13/2024 Softchoice Corporation	291.51
2/15/2024	2/13/2024 Office Depot #1090	513.99
2/15/2024	2/13/2024 Officemax/Depot 6869	27.87
2/15/2024	2/14/2024 Tfs*fisher Sci Hus	281.78
2/15/2024	2/14/2024 Acme Tools Minot	75.98
2/15/2024	2/14/2024 Amazon Ret* 111-446066	(7.17)
2/15/2024	2/14/2024 Schocks Safe And Lock Se	81.00
2/15/2024	2/14/2024 Zoom.Us 888-799-9666	15.99
2/15/2024	2/14/2024 Sp Outdoor Solar Out	(343.90)
2/15/2024	2/14/2024 Sotamidwest.Org	730.00
2/15/2024	2/14/2024 Hotelbookingservfee	15.99
2/15/2024	2/14/2024 Hotel*hotelbooking	567.24
2/15/2024	2/14/2024 Paypal	65.00
2/15/2024	2/14/2024 Sotamidwest.Org	365.00
2/15/2024	2/14/2024 Paypal	60.00
2/15/2024	2/14/2024 Amzn Mktp Us	254.38
2/15/2024	2/14/2024 Sherwin Williams 703380	389.90
2/15/2024	2/14/2024 Graybar Electric	114.84

2/15/2024	2/14/2024 In *denise Amber Lee Foun	200.00
2/16/2024	2/13/2024 Officemax/Depot 6513	(593.98)
2/16/2024	2/14/2024 Menards Minot Nd	64.98
2/16/2024	2/14/2024 Red Wing Shoes #825	200.00
2/16/2024	2/14/2024 Red Wing Shoes #825	200.00
2/16/2024	2/14/2024 Rhi Supply Minot	294.71
2/16/2024	2/14/2024 Red Wing Shoes #825	200.00
2/16/2024	2/14/2024 Menards Minot Nd	111.36
2/16/2024	2/14/2024 Menards Minot Nd	30.97
2/16/2024	2/14/2024 Menards Minot Nd	4.19
2/16/2024	2/14/2024 Red Wing Shoes #825	200.00
2/16/2024	2/14/2024 Menards Minot Nd	55.80
2/16/2024	2/14/2024 Carquest Auto	59.29
2/16/2024	2/14/2024 Menards Minot Nd	48.93
2/16/2024	2/14/2024 Menards Minot Nd	44.77
2/16/2024	2/15/2024 Tfs*fisher Sci Hus	50.58
2/16/2024	2/15/2024 Hach Company	1,049.89
2/16/2024	2/15/2024 Zoro Tools Inc	42.10
2/16/2024	2/15/2024 Dacotah Paper Co	308.16
2/16/2024	2/15/2024 North Dakota State Uni	125.00
2/16/2024	2/15/2024 Amzn Mktp Us	16.99
2/16/2024	2/15/2024 Schocks Safe And Lock Se	19.50
2/16/2024	2/15/2024 Fema Nfip Flood Insurance	131.00
2/16/2024	2/15/2024 Fema Nfip Flood Insurance	43.00
2/16/2024	2/15/2024 Fema Nfip Flood Insurance	119.00
2/16/2024	2/15/2024 Fema Nfip Flood Insurance	557.00
2/16/2024	2/15/2024 Fema Nfip Flood Insurance	135.00
2/16/2024	2/15/2024 Fema Nfip Flood Insurance	238.00
2/16/2024	2/15/2024 Fema Nfip Flood Insurance	163.00
2/16/2024	2/15/2024 Fema Nfip Flood Insurance	65.00
2/16/2024	2/15/2024 Fema Nfip Flood Insurance	180.00
2/16/2024	2/15/2024 Fema Nfip Flood Insurance	103.00
2/16/2024	2/15/2024 Fema Nfip Flood Insurance	153.00
2/16/2024	2/15/2024 Amzn Mktp Us	50.94
2/16/2024	2/15/2024 Verizonwrlss	29.35
2/16/2024	2/15/2024 Verizonwrlss	201.89
2/16/2024	2/15/2024 Hach Company	93.10
2/16/2024	2/15/2024 Sotamidwest.Org	365.00
2/16/2024	2/15/2024 At&t Payment	1,036.99
2/16/2024	2/15/2024 Sotamidwest.Org	365.00
2/16/2024	2/15/2024 Vzwrlls*apocc Visb	440.22
2/16/2024	2/15/2024 Staples Inc	35.59
2/16/2024	2/15/2024 Amzn Mktp Us	9.99
2/16/2024	2/15/2024 In *elm Usa Inc.	4,990.00
2/16/2024	2/15/2024 Holiday Stations 0104	44.04
2/16/2024	2/16/2024 Amzn Mktp Us	12.34
2/16/2024	2/16/2024 Utah Library Associati	275.00

2/16/2024	2/16/2024 Dmi* Dell K-12/Govt	1,321.50
2/16/2024	2/16/2024 Dmi* Dell K-12/Govt	1,241.97
2/19/2024	2/15/2024 Delta Air	1,097.20
2/19/2024	2/15/2024 Delta Air	1,097.20
2/19/2024	2/15/2024 Officemax/Depot 6513	57.59
2/19/2024	2/15/2024 Menards Minot Nd	20.97
2/19/2024	2/15/2024 Menards Minot Nd	271.84
2/19/2024	2/15/2024 Menards Minot Nd	50.82
2/19/2024	2/15/2024 Menards Minot Nd	81.43
2/19/2024	2/15/2024 Carquest Auto	111.54
2/19/2024	2/15/2024 Napa Parts 0027632	39.48
2/19/2024	2/15/2024 Menards Minot Nd	125.27
2/19/2024	2/15/2024 Fedex270983965050	11.45
2/19/2024	2/16/2024 Amzn Mktp Us	9.99
2/19/2024	2/16/2024 Graybar Electric	114.84
2/19/2024	2/16/2024 Napa Parts 0027632	18.99
2/19/2024	2/16/2024 Menards Minot Nd	23.92
2/19/2024	2/16/2024 Dakota Supply Group - Ws	230.05
2/19/2024	2/16/2024 Amzn Mktp Us	15.18
2/19/2024	2/16/2024 Frontier Precision Inc	150.00
2/19/2024	2/16/2024 Ferguson Entprs 3094	315.30
2/19/2024	2/16/2024 Amzn Mktp Us	56.87
2/19/2024	2/16/2024 Amzn Mktp Us	79.92
2/19/2024	2/16/2024 Grainger	233.40
2/19/2024	2/16/2024 Northstock, Inc.	964.00
2/19/2024	2/16/2024 Py *swanson & Warcup, Ltd	46.00
2/19/2024	2/16/2024 West Oaks Animal Hospital	73.00
2/19/2024	2/16/2024 Py *swanson & Warcup, Ltd	920.00
2/19/2024	2/16/2024 Officemax/Depot 6513	39.48
2/19/2024	2/16/2024 Bismarck Holiday Inn Exp	420.45
2/19/2024	2/16/2024 Officemax/Depot 6513	52.98
2/19/2024	2/16/2024 Sherwin Williams 703380	389.90
2/19/2024	2/16/2024 Harbor Freight Tools3246	102.26
2/19/2024	2/16/2024 Carquest Auto	19.20
2/19/2024	2/16/2024 Menards Minot Nd	24.99
2/19/2024	2/16/2024 Cenex-Express Mart	8.00
2/19/2024	2/16/2024 Graybar Electric	245.52
2/19/2024	2/16/2024 Border States Industries	314.91
2/19/2024	2/16/2024 Amzn Mktp Us	13.92
2/19/2024	2/16/2024 Hampton Inns	843.79
2/19/2024	2/16/2024 In *dakota Fire Extinguis	155.94
2/19/2024	2/16/2024 Cenex-Karma Convenience	55.18
2/19/2024	2/16/2024 All American Trophies & S	36.00
2/19/2024	2/17/2024 Vzwrllss*apocc Visb	418.60
2/19/2024	2/17/2024 Frontier Precision Inc	14,143.33
2/19/2024	2/17/2024 Petco 2605	61.24
2/19/2024	2/17/2024 Amzn Mktp Us	25.45

2/19/2024	2/17/2024 Wal-Mart #1636	50.48
2/19/2024	2/17/2024 Nd Wsi	1,572.60
2/19/2024	2/18/2024 Amzn Mktp Us	11.38
2/19/2024	2/18/2024 Amzn Mktp Us	135.64
2/19/2024	2/18/2024 Amzn Mktp Us	21.95
2/20/2024	2/19/2024 Amzn Mktp Us	21.54
2/20/2024	2/19/2024 Amzn Mktp Us	30.29
2/20/2024	2/19/2024 National Registry Emt	25.00
2/20/2024	2/19/2024 Wm Supercenter #1636	28.00
2/20/2024	2/19/2024 Harbor Freight Tools3246	84.95
2/20/2024	2/19/2024 National Registry Emt	25.00
2/20/2024	2/19/2024 Niess Impressions	22.50
2/20/2024	2/19/2024 National Registry Emt	25.00
2/20/2024	2/20/2024 Sheepdog Guardian Cslt	50.00
2/21/2024	2/19/2024 West Oaks Animal Hospital	72.50
2/21/2024	2/19/2024 Core & Main Lp - Mro	42.95
2/21/2024	2/19/2024 Softchoice Corporation	291.51
2/21/2024	2/19/2024 Qdoba 2710	219.80
2/21/2024	2/20/2024 Zoro Tools Inc	461.99
2/21/2024	2/20/2024 At&t Payment	2,065.87
2/21/2024	2/20/2024 Llrm	150.00
2/21/2024	2/20/2024 Amzn Mktp Us	9.49
2/21/2024	2/20/2024 Ferguson Entprs 3094	4.46
2/21/2024	2/20/2024 Getresponse Inc	777.36
2/21/2024	2/20/2024 Rdoce Min 020107	220.40
2/21/2024	2/20/2024 Hach Company	994.00
2/21/2024	2/20/2024 Border States Industries	401.00
2/21/2024	2/20/2024 Border States Industries	29.97
2/21/2024	2/20/2024 Linde Gas & Equipment Inc	47.56
2/21/2024	2/20/2024 At&t Payment	390.13
2/21/2024	2/21/2024 Amzn Mktp Us	47.94
2/21/2024	2/21/2024 Amzn Mktp Us	113.99
2/22/2024	2/20/2024 Bound Tree Medical Llc	75.04
2/22/2024	2/20/2024 Party City 1146	108.31
2/22/2024	2/20/2024 Boot Barn #119	159.99
2/22/2024	2/20/2024 Kum&go 0816r Minot	8.22
2/22/2024	2/20/2024 The Home Depot 3703	399.12
2/22/2024	2/20/2024 Menards Minot Nd	109.90
2/22/2024	2/20/2024 Officemax/Depot 6513	262.97
2/22/2024	2/20/2024 Menards Minot Nd	5.99
2/22/2024	2/20/2024 Carquest Auto	92.56
2/22/2024	2/21/2024 Enerbase	29.40
2/22/2024	2/21/2024 Amzn Mktp Us	80.00
2/22/2024	2/21/2024 Eb 2024 Nddeqndwpcc	23.18
2/22/2024	2/21/2024 In *biddle Consulting Gro	1,995.00
2/22/2024	2/21/2024 Atssa-Expo	195.00
2/22/2024	2/21/2024 Amzn Mktp Us	43.99

2/22/2024	2/21/2024 Usps Po 3762880701	7.55
2/22/2024	2/21/2024 Lowes Printing	100.00
2/22/2024	2/21/2024 Verizonwrlss	71.85
2/22/2024	2/21/2024 Ndpoa.Org	50.00
2/22/2024	2/21/2024 Ndpoa.Org	50.00
2/22/2024	2/21/2024 Ndpoa.Org	50.00
2/22/2024	2/21/2024 Sotamidwest.Org	365.00
2/22/2024	2/21/2024 In *dakota Fire Extinguis	2,783.69
2/22/2024	2/21/2024 Core & Main - Nd002	10.00
2/22/2024	2/21/2024 Steins Inc	52.74
2/22/2024	2/21/2024 Cummins Inc - E9	474.70
2/22/2024	2/21/2024 Arrowhead Ace	8.35
2/22/2024	2/21/2024 Graybar Electric	114.84
2/22/2024	2/21/2024 Dacotah Paper Co	229.68
2/22/2024	2/22/2024 Nd Ems Association	400.00
2/23/2024	1/22/2024 Dispute-Etsy, Inc.	(70.19)
2/23/2024	2/21/2024 The Home Depot #3703	39.96
2/23/2024	2/21/2024 Bound Tree Medical Llc	173.89
2/23/2024	2/21/2024 Officemax/Depot 6513	39.99
2/23/2024	2/22/2024 Amazon Ret* 111-679626	13.39
2/23/2024	2/22/2024 Adobe Inc.	21.49
2/23/2024	2/22/2024 Macs Minot, Nd	2,840.00
2/23/2024	2/22/2024 Lowes Printing	378.25
2/23/2024	2/22/2024 Amzn Mktp Us	11.99
2/23/2024	2/22/2024 Fire Safety Usa Inc	2,250.00
2/23/2024	2/22/2024 Nenno Products Llc	273.83
2/23/2024	2/22/2024 Nenno Products Llc	547.66
2/23/2024	2/22/2024 Schocks Safe And Lock Se	18.00
2/23/2024	2/22/2024 Hach Company	181.67
2/23/2024	2/22/2024 North Dakota Leagueofcit	250.00
2/23/2024	2/22/2024 Att	50.98
2/23/2024	2/22/2024 North Dakota Leagueofcit	500.00
2/23/2024	2/22/2024 Lowes Printing	105.00
2/23/2024	2/22/2024 Acme Tools Minot	377.97
2/23/2024	2/22/2024 Batteries Plus #0639	233.10
2/23/2024	2/22/2024 Tfs*fishersci Ecom Hus	44.79
2/23/2024	2/22/2024 Winsupply Minot Nd	275.64
2/23/2024	2/22/2024 Acme Tools Minot	177.20
2/23/2024	2/22/2024 In *preferred Controls In	580.00
2/23/2024	2/22/2024 Home Of Economy-#4	149.99
2/23/2024	2/22/2024 Amzn Mktp Us	117.08
2/23/2024	2/22/2024 Propper E-Commerce, Inc.	119.98
2/23/2024	2/22/2024 Sp Pacific Coast Avi	1,269.90
2/23/2024	2/22/2024 Baker-Taylor	631.48
2/23/2024	2/22/2024 Baker-Taylor	1,097.64
2/23/2024	2/22/2024 Forum Communications	64.00
2/26/2024	2/22/2024 Menards Minot Nd	87.09

2/26/2024	2/22/2024 Menards Minot Nd	46.70
2/26/2024	2/22/2024 Menards Minot Nd	30.96
2/26/2024	2/22/2024 Officemax/Depot 6513	72.99
2/26/2024	2/22/2024 Menards Minot Nd	42.51
2/26/2024	2/22/2024 Menards Minot Nd	129.99
2/26/2024	2/22/2024 Menards Minot Nd	94.54
2/26/2024	2/22/2024 North Prairie Rural Wate	277.76
2/26/2024	2/22/2024 Menards Minot Nd	26.52
2/26/2024	2/22/2024 Fbi Leeda Inc	350.00
2/26/2024	2/22/2024 Hilton Hotels Sandesti	769.72
2/26/2024	2/22/2024 Fedex271293560629	46.95
2/26/2024	2/23/2024 Menards Minot Nd	16.86
2/26/2024	2/23/2024 Carquest Auto	11.22
2/26/2024	2/23/2024 Amzn Mktp Us	111.71
2/26/2024	2/23/2024 Menards Minot Nd	61.69
2/26/2024	2/23/2024 Amzn Mktp Us	15.99
2/26/2024	2/23/2024 Napa Parts 0027632	34.98
2/26/2024	2/23/2024 Cenex-Central Dakota Fro	24.23
2/26/2024	2/23/2024 Dmv Arrowhead Shopping C	26.00
2/26/2024	2/23/2024 Menards Minot Nd	63.45
2/26/2024	2/23/2024 Tfs*fishersci Ecom Hus	94.32
2/26/2024	2/23/2024 Lakeshore Learning Mater	46.98
2/26/2024	2/23/2024 Menards Minot Nd	85.50
2/26/2024	2/23/2024 Batteries Plus #0639	45.00
2/26/2024	2/23/2024 Amzn Mktp Us	50.38
2/26/2024	2/23/2024 Bwy*fbinaa Natl Office	125.00
2/26/2024	2/23/2024 At&t Payment	407.76
2/26/2024	2/23/2024 Fedex271341822003	11.45
2/26/2024	2/24/2024 Amzn Mktp Us	19.45
2/26/2024	2/24/2024 At&t Payment	275.64
2/26/2024	2/24/2024 Spi*direct Service	166.71
2/26/2024	2/24/2024 Municipay*service Fee	1.50
2/26/2024	2/24/2024 At&t Payment	91.88
2/26/2024	2/24/2024 Verizonwrlss	345.30
2/26/2024	2/24/2024 Menards Minot Nd	81.69
2/26/2024	2/24/2024 Usps Kiosk 3762889550	20.40
2/26/2024	2/24/2024 Marketplace Foods S	20.99
2/26/2024	2/24/2024 Fedex271350616772	11.45
2/26/2024	2/25/2024 Att	767.77
2/26/2024	2/25/2024 Att	193.82
2/26/2024	2/25/2024 Att	391.80
2/26/2024	2/25/2024	35.00
2/26/2024	2/25/2024 Babbel.Com	3,500.00
2/26/2024	2/25/2024 Att	183.76
2/26/2024	2/25/2024 Curb Lv Taxi New Ca	33.71
2/26/2024	2/25/2024 Graybar Electric	1,311.94
2/27/2024	2/16/2024 Uwcc Registrations	(50.00)

2/27/2024	2/25/2024 Shortys One St	21.29
2/27/2024	2/25/2024 Shell Oil10083952019	16.87
2/27/2024	2/25/2024 Americinn By Wyndham F	303.98
2/27/2024	2/25/2024 Menards Minot Nd	75.99
2/27/2024	2/26/2024 Amzn Mktp Us	22.49
2/27/2024	2/26/2024 Macs Minot, Nd	16.55
2/27/2024	2/26/2024 In *dakota Fire Extinguis	604.88
2/27/2024	2/26/2024 Minot Area Chamber	824.00
2/27/2024	2/26/2024 Macs Minot, Nd	20.00
2/27/2024	2/26/2024 Amzn Mktp Us	229.72
2/27/2024	2/26/2024 National Safety Council	65.00
2/27/2024	2/26/2024 Graphic Products Inc	3,671.33
2/27/2024	2/26/2024 Holiday Stations 0420	28.82
2/27/2024	2/26/2024 Amazon Retail* 7485	27.88
2/27/2024	2/26/2024 Amzn Mktp Us	335.55
		244,998.28





**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Mikayla McWilliams

**DATE:** March 4, 2024

**SUBJECT: ALCOHOLIC BEVERAGE LICENSE – THE DEPOT & BAGGAGE CLAIM**

**I. RECOMMENDED ACTION**

It is recommended City Council approve the Supper Club License for The Depot & Baggage Claim at 15 N Main St. for the premise outlined in the application during the period of March 4, 2024 through December 31, 2024.

**II. DEPARTMENT CONTACT PERSONS**

John Klug, Chief of Police	857-9800
Mikayla McWilliams, City Clerk	857-4752

**III. DESCRIPTION**

A. Background

In order to obtain an alcoholic beverage license, an application must be submitted for review by the Police Department and inspections are done by the Building Official and Fire Marshal. Complete renewal applications approved by the Police Chief.

B. Proposed Project

N/A

C. Consultant Selection

N/A

**IV. IMPACT:**

A. Strategic Impact:

B. Service/Delivery Impact:

C. Fiscal Impact:

The fees vary depending on the type of license and are deposited into the appropriate general fund revenue account.

**V. CITY COUNCIL ASPIRATIONS**

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

**VI. ALTERNATIVES**

The City Council could deny a license renewal application if there is reasonable cause to do so, and the establishment would not be permitted to sell alcohol until obtaining a local alcoholic beverage license.

**VII. TIME CONSTRAINTS**

If the establishment is planning to continue the sale of alcohol, the license renewal needs to be approved by City Council prior to that time.

**VIII. LIST OF ATTACHMENTS**



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Mikayla McWilliams

**DATE:** March 4, 2024

**SUBJECT: ALCOHOLIC BEVERAGE LICENSE – DAKOTA INN/TRAPPERS LOUNGE**

**I. RECOMMENDED ACTION**

It is recommended City Council approve the Hotel License for Dakota Inn/Trappers Lounge at 2401 Elk Drive for the period of March 4, 2024 through December 31, 2024.

**II. DEPARTMENT CONTACT PERSONS**

John Klug, Chief of Police	857-9800
Mikayla McWilliams, City Clerk	857-4752

**III. DESCRIPTION**

A. Background

In order to obtain an alcoholic beverage license, an application must be submitted for review by the Police Department and inspections are done by the Building Official and Fire Marshal. Complete renewal applications approved by the Police Chief.

B. Proposed Project

N/A

C. Consultant Selection

N/A

**IV. IMPACT:**

A. Strategic Impact:

B. Service/Delivery Impact:

C. Fiscal Impact:

The fees vary depending on the type of license and are deposited into the appropriate general fund revenue account.

**V. CITY COUNCIL ASPIRATIONS**

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

**VI. ALTERNATIVES**

The City Council could deny a license renewal application if there is reasonable cause to do so, and the establishment would not be permitted to sell alcohol until obtaining a local alcoholic beverage license.

**VII. TIME CONSTRAINTS**

If the establishment is planning to continue the sale of alcohol, the license renewal needs to be approved by City Council prior to that time.

**VIII. LIST OF ATTACHMENTS**



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Mikayla McWilliams, City Clerk

**DATE:** March 4, 2024

**SUBJECT:** **GAMING SITE AUTHORIZATION-MULE DEER FOUNDATION**

**I. RECOMMENDED ACTION**

It is recommended City Council approve the Mule Deer Foundation to conduct a raffle on April 27, 2024, at Sports on Tap in Room 221 (220 S Broadway).

**II. DEPARTMENT CONTACT PERSONS**

John Klug, Police Chief	857-9800
Mikayla McWilliams, City Clerk	857-4752

**III. DESCRIPTION**

Background

Site approval by the City Council is required as a precondition to obtain a state games of chance license. This organization has submitted documentation and received approval from the Police Chief.

**IV. IMPACT:**

Fiscal Impact:

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

**V. ALTERNATIVES**

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

**VI. TIME CONSTRAINTS**

Site authorizations must be approved in a timely manner in order for organizations to submit their approved gaming form to the Attorney General's Office by the expiration deadline.

**VII. LIST OF ATTACHMENTS**

A. None



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Mikayla McWilliams, City Clerk

**DATE:** March 4, 2024

**SUBJECT:** **GAMING SITE AUTHORIZATION-MINOT HOCKEY BOOSTERS, INC**

**I. RECOMMENDED ACTION**

It is recommended City Council approve the gaming site authorization from Minot Hockey Boosters, Inc. from March 5, 2024 through June 30, 2024 at the Depot (15 N Main St).

**II. DEPARTMENT CONTACT PERSONS**

John Klug, Police Chief	857-9800
Mikayla McWilliams, City Clerk	857-4752

**III. DESCRIPTION**

Background

Site approval by the City Council is required as a precondition to obtain a state games of chance license. This organization has submitted documentation and received approval from the Police Chief.

**IV. IMPACT:**

Fiscal Impact:

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

**V. ALTERNATIVES**

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

**VI. TIME CONSTRAINTS**

Site authorizations must be approved in a timely manner in order for organizations to submit their approved gaming form to the Attorney General's Office by the expiration deadline.

**VII. LIST OF ATTACHMENTS**

A. None



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Doug Diedrichsen, Principal Planner

**DATE:** February 26, 2024

**SUBJECT:** **MINOR SUBDIVISION PLAT TO BE KNOWN AS THOMPSON'S 20TH  
ADDITION TO THE CITY OF MINOT, NORTH DAKOTA**

**I. RECOMMENDED ACTION**

1. Approve the proposed minor subdivision plat as provided in ATTACHMENT A.

**II. DEPARTMENT CONTACT PERSONS**

Brian Billingsley, Community and Economic Development Director	857-4147
Doug Diedrichsen, Principal Planner	857-4108

**III. DESCRIPTION**

1. Background  
The applicant seeks replat an existing lot to vacate and remove an unused utilities easement. The resulting lot conforms to the dimensional standards of the underlying zoning district and, where applicable, overlaying zoning district.
2. Proposed Project  
Thompson's 20th Addition
3. Consultant Selection  
N/a

**IV. IMPACT:**

1. Strategic Impact:  
N/a
2. Service/Delivery Impact:  
N/a

3. Fiscal Impact:  
N/a

**V. ALTERNATIVES**

1. Council may approve with conditions or deny the request. Any denial may delay the development prospects of the applicant to move forward with their development as originally intended.

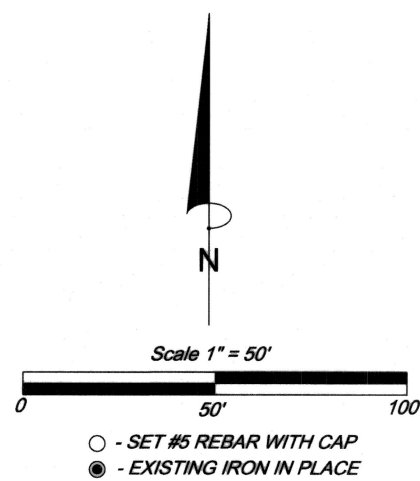
**VI. TIME CONSTRAINTS**  
N/a

**VII. LIST OF ATTACHMENTS**

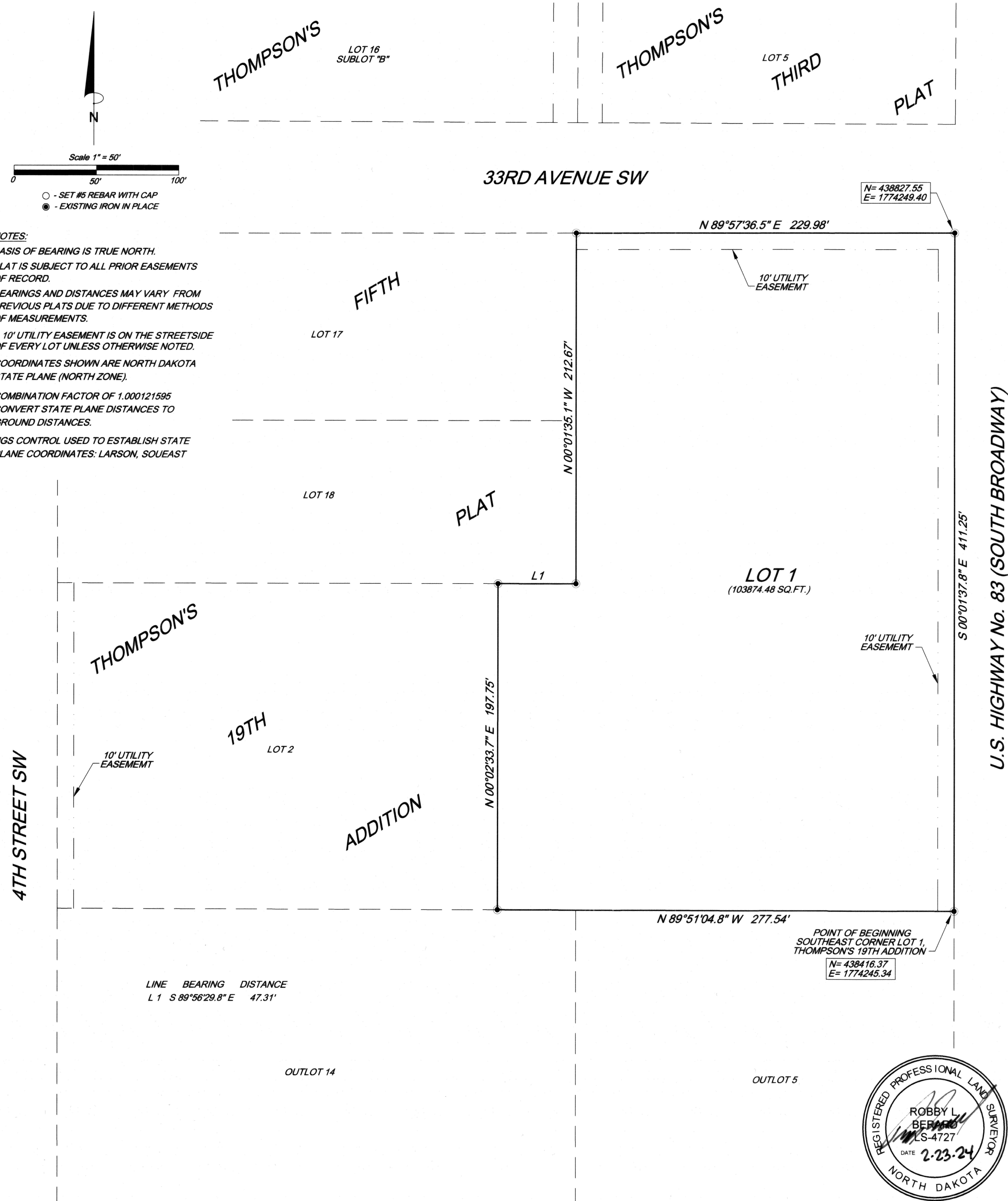
1. ATTACHMENT A



THOMPSON'S 20TH ADDITION  
TO THE CITY OF MINOT, NORTH DAKOTA  
(BEING LOT 1, THOMPSON'S 19TH ADDITION  
TO THE CITY OF MINOT, NORTH DAKOTA)



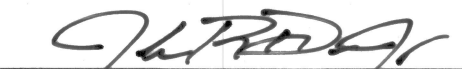
NOTES:  
BASIS OF BEARING IS TRUE NORTH.  
PLAT IS SUBJECT TO ALL PRIOR EASEMENTS  
OF RECORD.  
BEARINGS AND DISTANCES MAY VARY FROM  
PREVIOUS PLATS DUE TO DIFFERENT METHODS  
OF MEASUREMENTS.  
A 10' UTILITY EASEMENT IS ON THE STREETSIDE  
OF EVERY LOT UNLESS OTHERWISE NOTED.  
COORDINATES SHOWN ARE NORTH DAKOTA  
STATE PLANE (NORTH ZONE).  
COMBINATION FACTOR OF 1.000121595  
CONVERT STATE PLANE DISTANCES TO  
GROUND DISTANCES.  
NGS CONTROL USED TO ESTABLISH STATE  
PLANE COORDINATES: LARSON, SOUEAST



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

DESCRIPTION

KNOW ALL MEN BY THESE PRESENTS THAT MOTEX HOLIDAY LLC, A MISSOURI LIMITED LIABILITY COMPANY, BEING OWNER AND PROPRIETOR OF LOT 1, THOMPSON'S 19TH ADDITION TO THE CITY OF MINOT, NORTH DAKOTA, WHICH IS MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF LOT 1, THOMPSON'S 19TH ADDITION TO THE CITY OF MINOT, NORTH DAKOTA, A PLAT ON RECORD AT THE WARD COUNTY RECORDERS OFFICE; THENCE N 89°51'04.8\" W, A DISTANCE OF 277.54 FEET; THENCE N 00°02'33.7\" E, A DISTANCE OF 197.75 FEET; THENCE S 89°56'29.8\" E, A DISTANCE OF 47.31 FEET; THENCE N 00°01'35.1\" W, A DISTANCE OF 212.67 FEET; THENCE N 89°57'36.5\" E, A DISTANCE OF 229.98 FEET; THENCE S 00°01'37.8\" E, A DISTANCE OF 411.25 FEET TO THE POINT OF BEGINNING. TRACT CONTAINS 2.38 ACRES. HAVE CAUSED THE SAME TO BE SURVEYED AND PLATTED AS SHOWN HEREON TO BE KNOWN AS THOMPSON'S 20TH ADDITION TO THE CITY OF MINOT, NORTH DAKOTA AND HEREBY DONATE AND DEDICATE THE EASEMENTS AS SHOWN HEREON, TO THE PUBLIC FOR PUBLIC USE, IN WITNESS WHEREOF THE OWNER HAS HEREUNTO AFFIXED HIS SIGNATURE.

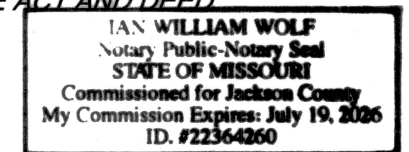
  
JOHN R. DAVIS, JR. - PRESIDENT  
MOTEX HOLIDAY LLC,  
A MISSOURI LIMITED LIABILITY COMPANY

STATE OF Missouri  
COUNTY OF Jackson

ON THIS 22<sup>ND</sup> DAY OF FEBRUARY, 20 24, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, APPEARED JOHN R. DAVIS, JR., WELL KNOWN TO ME TO BE THE PERSON DESCRIBED IN THE FOREGOING DESCRIPTION AND WHO ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS HIS OWN FREE ACT AND DEED.

MY COMMISSION EXPIRES:

NOTARY PUBLIC, COUNTY OF Jackson, STATE OF Missouri.



SURVEYOR'S CERTIFICATE

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

  
ROBBY L. BERARD, RLS NO. 4727



STATE OF NORTH DAKOTA  
COUNTY OF WARD

ON THIS 23<sup>rd</sup> DAY OF February, 20 24, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, APPEARED ROBBY L. BERARD, REGISTERED LAND SURVEYOR, WELL KNOWN TO ME TO BE SUCH AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE FOREGOING SURVEYOR'S CERTIFICATE AS HIS OWN FREE ACT AND DEED.

MY COMMISSION EXPIRES:

NOTARY PUBLIC, WARD COUNTY, STATE OF NORTH DAKOTA

BRANDY N HARTMAN  
Notary Public  
State of North Dakota  
My Commission Expires Oct. 3, 2027

APPROVED:

DATE:

CITY OF MINOT ENGINEER

JOB #21-24



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Jason Sorenson, Utilities Director

**DATE:** March 4, 2024

**SUBJECT: 15<sup>TH</sup> ST NW STORM SEWER REHABILITATION – AWARD OF BID (4771.5)**

**I. RECOMMENDED ACTION**

1. Award the base bid and bid alternate 1 for the 15<sup>th</sup> St. NW Storm Sewer Rehabilitation to the low bidder, Dig It Up Backhoe Service, Inc., in the amount of \$268,834.65.
2. Authorize the Mayor to sign the Agreement.

**II. DEPARTMENT CONTACT PERSONS**

Jason Sorenson, Utilities Director 857-4140

**III. DESCRIPTION**

A. Background

Each year, the Street Department budgets funds for storm sewer maintenance and replacement projects in drainage problem areas. The proposed improvements are necessary to alleviate a drainage issue and replace catch basin castings that can be a safety concern.

On February 27, 2024, bids were opened for the 15<sup>th</sup> St. NW Storm Sewer Rehabilitation Project. Below is a copy of the bid tabulation:

15 <sup>th</sup> St. NW Storm Sewer Rehabilitation Project Bid Tabulation City Project #4771.5	
Engineers Estimate: \$241,767.00	
Bidder	Total Bid
Dig It Up Backhoe Service, Inc.	\$268,834.65
Hanson's Excavating, Inc.	\$300,655.00
Strata Corporation	\$327,896.00

The lowest responsible bid was received from Dig It Up Backhoe Service, Inc. in the amount of \$268,834.65.

B. Proposed Project

The proposed project will provide a safer and more effective drainage system for the area.

C. Consultant Selection

N/A

#### **IV. IMPACT:**

A. Strategic Impact:  
N/A

B. Service/Delivery Impact:  
N/A

C. Fiscal Impact:  
The project will be paid for from the accounts identified below.

<u>Project Costs</u>	
Contractor's Bid Price	\$268,834.65

<u>Project Cost Splits</u>	
Storm Sewer Maintenance	\$224,930.55
Watermain Maintenance	\$43,904.10

<u>Project Funding</u>	
Storm Sewer Maintenance	\$750,000.00
Account No. 14059000-44503	
Watermain Maintenance	\$2,000,000.00
Account No. 14061000-44501	

#### **V. CITY COUNCIL ASPIRATIONS**

This item achieves the aspirations of Resilient and Prepared.

**VI. ALTERNATIVES**  
N/A

**VII. TIME CONSTRAINTS**  
N/A

#### **VIII. LIST OF ATTACHMENTS**



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Jason Sorenson, Assistant Director of Public Works

**DATE:** March 4, 2024

**SUBJECT:** **2024 SANITARY SEWER CIPP AWARD OF BID (CITY PROJECT NO. 4723)**

**I. RECOMMENDED ACTION**

- A. Recommend council award the bid for the 2024 Sanitary Sewer CIPP Project to Hydro-Klean, LLC for the lowest bid of \$992,835.31.
- B. Recommend council authorize the mayor to sign contract documents on behalf of the City.

**II. DEPARTMENT CONTACT PERSONS**

Jason Sorenson, Utilities Director 857-4140

**III. DESCRIPTION**

A. Background

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

On Tuesday, February 27, 2024, bids were opened for the 2024 Sanitary Sewer CIPP Project. Below is a copy of the bid tabulation:

2024 Sanitary Sewer CIPP Project Bid Tabulation City Project #4723	
Engineers Estimate: \$1,099,033.00	
Bidder	Total Bid
Hydro-Klean, LLC	\$992,835.31
Municipal Pipe Tool Company	\$995,497.96
S.J. Louis Construction, Inc.	\$1,861,580.00
Insituform Tech. USA LLC	\$1,089,363.51

The lowest responsible bid was received from Hydro-Klean, LLC in the amount of \$992,835.31.

B. Proposed Project

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

C. Consultant Selection

N/A

**IV. IMPACT:**

A. Strategic Impact:

Lining projects such as this reduce incidents of sewer backup for homeowners and reduce long term maintenance costs for the Sewer Department.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

Funds for this project were budgeted in the 2024 Sewer Rehabilitation budget in the amount of \$1,000,000 (Account 14062000-44502).

Project Costs

Engineer's Estimate:	\$1,099,033.00
Contractor's Bid:	\$992,835.31

**V. CITY COUNCIL ASPIRATIONS**

This item achieves the aspirations of Resilient and Prepared.

**VI. ALTERNATIVES**

N/A

**VII. TIME CONSTRAINTS**

N/A

**VIII. LIST OF ATTACHMENTS**



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Jason Sorenson, Utilities Director

**DATE:** March 4, 2023

**SUBJECT: 2024 WATERMAIN IMPROVEMENTS (4816 & 4817)**

**I. RECOMMENDED ACTION**

1. Recommend council approve the plans and specifications for the Westfield Ave and University Ave watermain projects and authorize a call for bids.
2. Recommend council approve the attached resolution to apply for a SRF loan
3. Recommend council authorize the Mayor and Finance Director to sign application documents.

**II. DEPARTMENT CONTACT PERSONS**

Jason Sorenson, Utilities Director 857-4768

**III. DESCRIPTION**

A. Background

Public Works has included in the 5-year CIP program a project to replace several blocks of aging CIP pipe. This project is one of many projects that will be programmed to replace more than 86 miles of old CIP pipe in the city. This area has experienced not only discolored water, but numerous water main breaks and lower than normal fire flows in the area. Public Works has received a 60% cost share for the design of this year's projects. When the project has been designed, we will apply for the construction engineering and construction cost share from DWR as well. A loan from SRF will be used to fund the remaining 40%.

B. Proposed Project

The projects for 2024 will consist of about 6,500 feet of watermain replacement around the area of Westfield Ave in southwest Minot and about 6,850 feet in the area of University Ave NW between 15<sup>th</sup> street and 9<sup>th</sup> street.

C. Consultant Selection

Houston Engineering was competitively selected for a master water services engineering agreement and approved by Council in September of 2022 to provide general water system design, modeling and construction services on water related projects in Minot.

**IV. IMPACT:**

A. Strategic Impact:

N/A

B. Service/Delivery Impact:

Replacement projects such as this will improve water quality and fire flows to areas they occur in.

C. Fiscal Impact:

Project Costs

Construction Cost Estimate

Westfield Ave	\$4,085,000.00
University Ave	\$3,500,000.00

Project Funding

Public Works will apply for a 60% cost share grant through DWR. If unsuccessful in getting grant funding, construction costs will be funded using a Drinking Water State Revolving Fund (DWSRF) loan.

**V. CITY COUNCIL ASPIRATIONS**

This item achieves the aspiration of Resilient and Prepared.

**VI. ALTERNATIVES**

N/A

**VII. TIME CONSTRAINTS**

The goal is to get this project under construction early in 2024. This approval will allow the projects to go out for bid once SRF funding is approved by NDDEQ.

**VIII. LIST OF ATTACHMENTS**

- A. Plans and Specifications for the two projects can be viewed in the Public Works office
- B. Resolution of Governing Body of Applicant

## RESOLUTION OF GOVERNING BODY OF APPLICANT

(Suggested Format)

RESOLUTION NO. \_\_\_\_\_

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

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

Now, Therefore, BE IT RESOLVED The City of Minot  
(Governing Body of Applicant)

1. That Mayor Thomas Ross be and is hereby authorized to execute  
(Designate Official)  
and file an application on behalf of City of Minot with the North  
(Legal Name of Applicant)  
Dakota Department of Environmental Quality for a loan to aid in the construction of:

Water main replacement projects in the areas of Westfield Avenue in southwest Minot and University Avenue in northwest Minot.

(Brief Project Description)

2. That David Lakefield, Jenna Voller, Callie Larson, Finance Director, Comptroller, Sr. Accountant,  
(Name of Authorized Representative) (Title)  
be and is hereby authorized and directed to furnish such information as the North Dakota Department of Environmental Quality may reasonably request in connection with the application which is herein authorized to be filed, to sign all necessary documents, and, on behalf of city, to accept loan offer and receive payment of loan funds.

### CERTIFICATION OF RECORDING OFFICER

The undersigned duly qualified and acting City Clerk of the  
(Title of Officer)  
City of Minot does hereby certify:  
(Legal Name of Applicant)

That the attached resolution is a true and correct copy of the resolution, authorizing the filing of application with the North Dakota Department of Environmental Quality, as regularly adopted at a legally convened meeting of the Minot City Council duly held on the 4th day of  
(Name of Governing Body)

March, 2024; and further that such resolution has been fully recorded in the journal of proceedings and records in my office

In WITNESS WHEREOF, I have hereunto set my hand the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)  
If applicant has  
an official seal,  
impress here.

\_\_\_\_\_  
(Signature of Recording Officer)

\_\_\_\_\_  
(Title of Recording Officer)





**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Emily Huettl, P.E., Assistant City Engineer

**DATE:** March 4, 2024

**SUBJECT: AMEND CHAPTER 28 – ENCROACHMENTS ON CITY PROPERTY (4541)**

**I. RECOMMENDED ACTION**

1. Recommend council pass an ordinance on 1<sup>st</sup> reading amending Chapter 28 of the Code of Ordinances.

**II. DEPARTMENT CONTACT PERSONS**

Lance Meyer, City Engineer	701-857-4100
Emily Huettl, Assistant City Engineer	701-857-4100

**III. DESCRIPTION**

A. Background

Chapter 28 of the Code of Ordinances governs activities within the right of way and public grounds. The chapter covers items such as view obstructions, processions and open air meetings, care and use of the right of way, permitting and licensing, construction, and encroachments. The ordinance was re-written in 2022.

B. Proposed Project

The proposed ordinance amendment would expand the provisions of Chapter 28 Article VII (Encroachments) to apply to encroachment on any property owned by the City of Minot. Currently the article specifically states encroachments in the right of way but there are times that the City may wish to permit an encroachment on property owned by the City, other than within the right of way.

C. Consultant Selection

N/A

**IV. IMPACT:**

A. Strategic Impact:

This amendment clarifies a grey area. The City has previously issued encroachment permits for City owned property other than within the right of way.

B. Service/Delivery Impact:

This amendment will allow us to move forward on a current encroachment application submitted by a resident.

C. Fiscal Impact:

N/A

**V. CITY COUNCIL ASPIRATIONS**

The ordinance amendment helps to keep the City moving towards *excellent and connected* by allowing more opportunities to work with residents, property owners, businesses, etc. via the encroachment permit process.

**VI. ALTERNATIVES**

1. Council could deny the ordinance on 1<sup>st</sup> reading, leaving the current ordinance intact.

**VII. TIME CONSTRAINTS**

There is a pending encroachment permit waiting for this update. If council delays approval, the permit would be delayed or, ultimately, denied.

**VIII. LIST OF ATTACHMENTS**

- A. Chapter 28 Ordinance – Encroachments on City Property



ORDINANCE NO. \_\_\_\_

**AN ORDINANCE AMENDING ARTICLE VI (RESERVED) AND ENACTING SECTION 28-250 OF ARTICLE VII (ENCROACHMENTS) OF CHAPTER 28 (STREETS, SIDEWALKS, AND PUBLIC GROUNDS) OF THE CITY OF MINOT CODE OF ORDINANCES RELATING TO ARTICLE VII'S APPLICABILITY TO ENCROACHMENTS ON PROPERTY OWNED BY THE CITY.**

WHEREAS, the City of Minot is a political subdivision lawfully recognized in the state of North Dakota as a home rule city and has adopted a home rule charter in accordance with North Dakota Century Code (NDCC) § 40-05.1; and

WHEREAS, NDCC § 40-05.1-06 provides that the City shall have the power to implement home rule powers by ordinance, including the power to enact ordinances regarding streets, sidewalks, and public grounds within city limits; and

WHEREAS, NDCC § 40-05.1-05 provides that a ratified home rule charter and any ordinances made pursuant thereto shall supersede state laws in conflict therewith and shall be liberally construed for such purposes; and

WHEREAS, the City of Minot now desires to modify ordinances relating to streets, sidewalks, and public grounds to clarify that the provisions of Article VII, Chapter 28 regarding encroachments is applicable to encroachments on property owned by the City; and

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

**§1. That Article VI (Reserved) of Chapter 28 (Streets, Sidewalks, and Public Grounds) of the Code of Ordinances, City of Minot, North Dakota, is hereby amended to read as follows:**

ARTICLE VI. – RESERVED

Secs. 28-231 – 28-250~~49~~. Reserved.

**§2. That Section 28-250 of Article VII (Encroachments) of Chapter 28 (Streets, Sidewalks, and Public Grounds) of the Code of Ordinances, City of Minot, North Dakota, is hereby enacted to read as follows:**

Sec. 28-250 – Applicability

The provisions of this Article VII (Encroachments) shall apply to any encroachment on property owned by the City of Minot.

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

PASSED FIRST READING: \_\_\_\_\_

PASSED SECOND READING: \_\_\_\_\_

ATTEST:

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Mikayla McWilliams, City Clerk

APPROVED:

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Tom Ross, Mayor



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Lance Meyer, P.E., City Engineer

**DATE:** March 4, 2024

**SUBJECT:** 16<sup>TH</sup> STREET SW RECONSTRUCTION PROJECT PHASING (4780)

**I. RECOMMENDED ACTION**

1. Recommend council split the 16<sup>th</sup> St SW Reconstruction project into two phases

**II. DEPARTMENT CONTACT PERSONS**

Lance Meyer, City Engineer	701-857-4100
Stephen Joersz, Traffic Engineer	701-857-4100

**III. DESCRIPTION**

A. Background

Portions of 16<sup>th</sup> St SW are in poor condition and are in need of reconstruction. The project has been programmed with the NDDOT for a federal cost share in 2025.

Public input was held in November 2023 with informative feedback from the public.

During the preliminary design, a number of challenges and differing conditions came into play which has significantly increased the project cost. Some of the major items include:

- A significantly larger detention pond than what was assumed. The larger pond is needed to reduce flooding depth at the 16<sup>th</sup> St underpass
- Larger storm sewer conveyance system than was assumed to capture additional runoff
- Property acquisitions for the detention pond and single family homes for the roundabout(s) are significantly more than the assumed easement acquisitions
- Underground water and sewer were in worse conditions than expected and must be replaced
- Original estimate was created in 2020 and inflated by 3% each year. Construction prices for some materials have increased nearly 200% (example: aggregate base \$23/ton vs \$65/ton)

Due to these factors, the city no longer has enough federal funds available to keep the project at a reasonable city cost share.

B. Proposed Project

Staff is proposing to break the project up into two segments:

- Phase I – 14<sup>th</sup> Avenue SW to Burdick Expressway: Construction in 2025
- Phase II – Burdick Expressway to 2<sup>nd</sup> Avenue SW: Construction in 2028

By dividing the project in half and accumulating additional federal funds, the City's cost share can return to more reasonable expectations.

Staff and our consultant will present the draft environmental document, public input summary, and potential options at the March 18<sup>th</sup> council meeting. The decision to split the project needs to come before final project options are selected.

C. Consultant Selection

Apex Engineering Group was selected using a qualifications based selection.

**IV. IMPACT:**

A. Strategic Impact:

16<sup>th</sup> Street SW is a minor arterial in our transportation network and must be kept in good condition to support the traveling public.

B. Service/Delivery Impact:

It is likely that portions of 16<sup>th</sup> Street will need to be closed during the reconstruction. Detour routes will need to be set up during those times.

C. Fiscal Impact:

The fiscal impact assumes council will split the project in half. Federal funds are an 80/20 federal local match up to the federal cap. The city funds all engineering, right of way, and water/sewer expenses with 100% city funding sources. NDDOT does not allow federal funds to be used for city water/sewer utilities. All project costs are using 5% inflation and all totals include a 5% contingency.

Project Costs

**2025 – 16<sup>th</sup> St Reconstruction: Burdick Expressway to 14<sup>th</sup> Avenue SW**

Cost Breakdown:

Federal Participating Road Costs:	\$ 7,859,000
Federal Participating Drainage Costs:	\$ 4,348,000
City Costs (Engineering, Right of Way, Water/Sewer)	<u>\$ 2,445,500</u>
Total Cost	\$14,652,500

Revenue Share:

Federal Capped Construction Funds	\$ 7,790,256
City Funds	<u>\$ 6,862,244</u>
Total	\$14,652,500

**2028 – 16<sup>th</sup> St Reconstruction: Burdick Expressway to 2<sup>nd</sup> Avenue SW**

Cost Breakdown:

Federal Participating Road Costs:	\$ 5,602,000
Federal Participating Drainage Costs:	\$ 1,590,000
City Costs (Engineering, Right of Way, Water/Sewer)	<u>\$ 4,465,400</u>
Total	\$11,657,400

Revenue Share:

Federal Cost Share	\$ 5,376,400
City Funds	<u>\$ 6,281,000</u>
Total	\$11,657,400

Project Funding

Funding for these projects will come from several funding sources which include: federal funds, Hub City Oil and Gas, water and sewer reserves.

**V. CITY COUNCIL ASPIRATIONS**

This project accomplishes the aspirations of Dynamic and Flourishing; Excellent and Connected.

**VI. ALTERNATIVES**

Alternative 1: Council could choose to keep the entire project in the 2025 construction year. In that case, only \$7,790,256 in federal funds would be available. All other project costs would have to be funded by the City.

Alternative 2: Council could choose to delay one of the phases or all of the phases. This would likely move both projects past 2028 for construction.

**VII. TIME CONSTRAINTS**

Staff has to inform the NDDOT on March 5<sup>th</sup> which direction council has chosen, so they can start their programming process.

**VIII. LIST OF ATTACHMENTS**

A. N/A



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Lance Meyer, P.E., City Engineer

**DATE:** March 4, 2024

**SUBJECT:** CPKC RAIL QUIET ZONE ENGINEERING AGREEMENTS (4781)

**I. RECOMMENDED ACTION**

1. Recommend council approve the professional engineering agreements with CPKC
2. Authorize the mayor to sign the agreements

**II. DEPARTMENT CONTACT PERSONS**

Lance Meyer, City Engineer	701-857-4100
Stephen Joersz, Traffic Engineer	701-857-4100

**III. DESCRIPTION**

A. Background

Council has authorized work to create a quiet zone on CPKC's rail line through Minot. Construction plans have been approved for bids and staff is working with CPKC to authorize several agreements that will allow them to begin engineering.

B. Proposed Project

CPKC's engineering staff will design the signal improvements at 3<sup>rd</sup> St SE, Central Avenue, and 3<sup>rd</sup> St SW. For them to proceed with the design and estimating, CPKC requires a lump sum engineering payment of \$5,000 per crossing. Each crossing requires a separate engineering agreement which are attached for council review. The agreements have been reviewed by the assistant city attorney.

C. Consultant Selection

N/A

**IV. IMPACT:**

A. Strategic Impact:

Quiet zones are important safety improvements that can be installed in urbanized areas where busy rail corridors cross roadway traffic. The reduction in train horn noise is a quality of life benefit to residents and properties along railway corridors.

B. Service/Delivery Impact:

A completed project will enhance the downtown quality of life for residents and patrons of downtown properties. The added safety benefits will also enhance downtown.

C. Fiscal Impact:

The city has budgeted a total of \$1,000,000 for this project in 2024. Funding for the engineering agreements will come from this budget.



Project Costs

3 - \$5,000 agreements for a total of \$15,000

Project Funding

Hub City Capital Infrastructure Fund

**V. CITY COUNCIL ASPIRATIONS**

This project accomplishes the aspirations of dynamic and flourishing; safe and welcoming; excellent and connected.

**VI. ALTERNATIVES**

Alternative 1: Council could choose not to enter into the engineering agreements. This will stop the project as CPKC needs to perform this work for the project to move forward.

**VII. TIME CONSTRAINTS**

This is the next step in the project timeline. Any delay in approval moves the project forward in time. Procuring rail signals takes approximately one year.

**VIII. LIST OF ATTACHMENTS**

- A. 3<sup>rd</sup> Street SE Agreement
- B. Central Avenue Agreement
- C. 3<sup>rd</sup> St SW Agreement

Dated: \_\_\_\_\_

Preliminary Engineering/Signal Estimate

City of Minot, North Dakota

Soo Line Railroad Company, d/b/a

Canadian Pacific

This Agreement is made between the Soo Line Railroad Company, d/b/a Canadian Pacific ("CP") and the City of Minot, North Dakota ("City").

WITNESSETH:

WHEREAS, 3rd Street SE, DOT # 698914D, as presently located in the City of Minot, Ward County, State of North Dakota, crosses at grade CP's track at railroad mile post 468.62 on the Portal Subdivision; and

WHEREAS, the City has proposed an installation of 4-Quadrant Gates & Non-Traversable Medians at said crossing (the "Project"); and

WHEREAS, the City desires that CP perform preliminary engineering work in relation to the Project as described more fully herein, and CP is willing to perform such work upon the terms and conditions hereafter stated; and

WHEREAS, the City is authorized to enter into this Agreement with CP for the Project.

NOW, THEREFORE, in consideration of the foregoing and the provisions hereinafter stated, it is agreed as follows:

1. CP, subsequent to the execution of this Agreement and approval of the Project by the City, will proceed to perform the preliminary engineering work required by this Agreement.

2. "Preliminary engineering" shall mean the production of a site plan, cost estimates, and preliminary circuit plans for the signal system installation of gates with constant warning circuitry and LED lenses. CP's plans and cost estimates shall be in accordance with all applicable standards for railroad grade crossing design and shall consist of standards and regulations in AASHTO, AREMA, FHWA, FRA, and MUTCD as amended. Should a conflict be identified in any of these rules and regulations, the North Dakota rules and century codes shall control, unless preempted by federal regulation.

3. CP shall perform the work hereunder entirely at the expense of the City for the agreed-upon lump sum of \$5,000.00. The lump sum amount will be paid to CP by the City when the City certifies that the work has been satisfactorily completed. The City will pay the lump sum amount in total within 60 days of certification that the preliminary engineering work has been completed.

4. Any change in the scope of work to be performed by CP under this Agreement shall be authorized only by amendment to this Agreement executed prior to the performance of the work.

5. The laws of the State of North Dakota shall govern all questions as to the execution, nature, obligation, construction, validity, and performance of this Agreement. Either party may seek to have the dispute resolved by a court of competent jurisdiction located in Ward County, North Dakota.

6. This Agreement is effective upon the date of CP's execution of same.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed in duplicate counterparts, each of which shall be considered an original, as of the dates below indicated.

**SOO LINE RAILROAD COMPANY**

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Title

Date: \_\_\_\_\_, 2024

**CITY OF MINOT, NORTH DAKOTA**

---

Title

Date: \_\_\_\_\_, 2024

Dated: \_\_\_\_\_

Preliminary Engineering/Signal Estimate

City of Minot, North Dakota

Soo Line Railroad Company, d/b/a

Canadian Pacific

This Agreement is made between the Soo Line Railroad Company, d/b/a Canadian Pacific ("CP") and the City of Minot, North Dakota ("City").

WITNESSETH:

WHEREAS, Central Ave E, DOT # 698915K, as presently located in the City of Minot, Ward County, State of North Dakota, crosses at grade CP's track at railroad mile post 468.72 on the Portal Subdivision; and

WHEREAS, the City has proposed an installation of Non-Traversable Medians at said crossing (the "Project"); and

WHEREAS, the City desires that CP perform preliminary engineering work in relation to the Project as described more fully herein, and CP is willing to perform such work upon the terms and conditions hereafter stated; and

WHEREAS, the City is authorized to enter into this Agreement with CP for the Project.

NOW, THEREFORE, in consideration of the foregoing and the provisions hereinafter stated, it is agreed as follows:

1. CP, subsequent to the execution of this Agreement and approval of the Project by the City, will proceed to perform the preliminary engineering work required by this Agreement.

2. "Preliminary engineering" shall mean the production of a site plan, cost estimates, and preliminary circuit plans for the signal system installation of gates with constant warning circuitry and LED lenses. CP's plans and cost estimates shall be in accordance with all applicable standards for railroad grade crossing design and shall consist of standards and regulations in AASHTO, AREMA, FHWA, FRA, and MUTCD as amended. Should a conflict be identified in any of these rules and regulations, the North Dakota rules and century codes shall control, unless preempted by federal regulation.

3. CP shall perform the work hereunder entirely at the expense of the City for the agreed-upon lump sum of \$5,000.00. The lump sum amount will be paid to CP by the City when the City certifies that the work has been satisfactorily completed. The City will pay the lump sum amount in total within 60 days of certification that the preliminary engineering work has been completed.

4. Any change in the scope of work to be performed by CP under this Agreement shall be authorized only by amendment to this Agreement executed prior to the performance of the work.

5. The laws of the State of North Dakota shall govern all questions as to the execution, nature, obligation, construction, validity, and performance of this Agreement. Either party may seek to have the dispute resolved by a court of competent jurisdiction located in Ward County, North Dakota.

6. This Agreement is effective upon the date of CP's execution of same.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed in duplicate counterparts, each of which shall be considered an original, as of the dates below indicated.

**SOO LINE RAILROAD COMPANY**

---

Title

Date: \_\_\_\_\_, 2024

**CITY OF MINOT, NORTH DAKOTA**

---

Title

Date: \_\_\_\_\_, 2024

Dated: \_\_\_\_\_

Preliminary Engineering/Signal Estimate

City of Minot, North Dakota

Soo Line Railroad Company, d/b/a

Canadian Pacific

This Agreement is made between the Soo Line Railroad Company, d/b/a Canadian Pacific ("CP") and the City of Minot, North Dakota ("City").

WITNESSETH:

WHEREAS, 3<sup>rd</sup> Street SW, DOT # 698922V, as presently located in the City of Minot, Ward County, State of North Dakota, crosses at grade CP's track at railroad mile post 469.181 on the Portal Subdivision; and

WHEREAS, the City has proposed an installation of Non-Traversable Medians and Gate Arms at said crossing (the "Project"); and

WHEREAS, the City desires that CP perform preliminary engineering work in relation to the Project as described more fully herein, and CP is willing to perform such work upon the terms and conditions hereafter stated; and

WHEREAS, the City is authorized to enter into this Agreement with CP for the Project.

NOW, THEREFORE, in consideration of the foregoing and the provisions hereinafter stated, it is agreed as follows:

1. CP, subsequent to the execution of this Agreement and approval of the Project by the City, will proceed to perform the preliminary engineering work required by this Agreement.

2. "Preliminary engineering" shall mean the production of a site plan, cost estimates, and preliminary circuit plans for the signal system installation of gates with constant warning circuitry and LED lenses. CP's plans and cost estimates shall be in accordance with all applicable standards for railroad grade crossing design and shall consist of standards and regulations in AASHTO, AREMA, FHWA, FRA, and MUTCD as amended. Should a conflict be identified in any of these rules and regulations, the North Dakota rules and century codes shall control, unless preempted by federal regulation.

3. CP shall perform the work hereunder entirely at the expense of the City for the agreed-upon lump sum of \$5,000.00. The lump sum amount will be paid to CP by the City when the City certifies that the work has been satisfactorily completed. The City will pay the lump sum amount in total within 60 days of certification that the preliminary engineering work has been completed.

4. Any change in the scope of work to be performed by CP under this Agreement shall be authorized only by amendment to this Agreement executed prior to the performance of the work.

5. The laws of the State of North Dakota shall govern all questions as to the execution, nature, obligation, construction, validity, and performance of this Agreement. Either party may seek to have the dispute resolved by a court of competent jurisdiction located in Ward County, North Dakota.

6. This Agreement is effective upon the date of CP's execution of same.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed in duplicate counterparts, each of which shall be considered an original, as of the dates below indicated.

**SOO LINE RAILROAD COMPANY**

---

Title

Date: \_\_\_\_\_, 2024

**CITY OF MINOT, NORTH DAKOTA**

---

Title

Date: \_\_\_\_\_, 2024



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Lance Meyer, P.E., City Engineer

**DATE:** March 4, 2024

**SUBJECT:** **2028 NDDOT URBAN PROGRAM SOLICITATION (4829)**

**I. RECOMMENDED ACTION**

1. Recommend the council concur with the staff recommendations and submit the requests to the NDDOT.

**II. DEPARTMENT CONTACT PERSONS**

Lance Meyer, City Engineer	701-857-4100
Emily Huettl, Assistant City Engineer	701-857-4100

**III. DESCRIPTION**

**A. Background**

Every year, the NDDOT solicits project applications for new or modifications to existing projects on the federal aid street system. The City receives approximately \$2.7 million a year in federal aid. The federal aid is tracked by the NDDOT until a project is programmed for construction. The engineering department manages the programming of federal aid for street maintenance and construction.

There are four NDDOT programs that the city typically submits project to which includes:

Transportation Alternatives (our safe routes to school program),  
Urban Grant program (federal aid roads in the downtown corridor),  
Urban Regional (federal aid projects on Valley St, Burdick Expressway, and Broadway), and  
Urban Roads program which is all federal aid eligible arterials and collectors.

**B. Proposed Project**

Staff is recommending these **Urban Regional** projects be submitted to the NDDOT. The scoping reports with background information are attached to this memo.

Priority #1: South Broadway Reconstruction – 19th Avenue SW to South City Limits

Requested Construction Year: 2028

Estimated Project Cost: \$41.3M, Federal Share: \$34.1M, City Share: \$7.2M

Priority #2: US 83 and US 2/52 Interchange

Requested Construction Year: 2028

Estimated Project Cost: \$12.5M, Federal Share: \$12.5M, City Share: \$0



Staff is also recommending these **Urban Road** program projects be submitted to the NDDOT. The scoping reports with background information are attached to this memo.

Priority #1: 16<sup>th</sup> Street Reconstruction - Burdick Expressway to 14<sup>th</sup> Avenue SW  
Requested Construction Year: 2025  
Estimated Project Cost: \$14.7M, Federal Share: \$7.79M, City Share: \$6.9M

Priority #2: 16<sup>th</sup> Street Reconstruction - Burdick Expressway to 2<sup>nd</sup> Avenue SW  
Requested Construction Year: 2028  
Estimated Project Cost: \$11.7M, Federal Share: \$5.4M, City Share: \$6.3M

C. Consultant Selection

Consultant selection will take place in the future once the funds are programmed with the NDDOT. The council has already selected Apex Engineering Group for the 16<sup>th</sup> St SW projects.

**IV. IMPACT:**

A. Strategic Impact:

The above listed projects come directly out of recommendations from the Broadway Corridor Study and pavement management priorities. The City's goal is to keep these arterials in excellent condition and reduce traffic delays.

B. Service/Delivery Impact:

All of the above projects will reconstruct the pavements to concrete pavement to support the traffic loading. Signals will be replaced and modernized. All lighting will be upgraded to LED fixtures. Sidewalks and paths will be replaced with ADA compliant routes.

C. Fiscal Impact:

Once federal aid is allocated, local budget planning takes place. This process happens through the City's Capital Improvement Planning Process.

**V. CITY COUNCIL ASPIRATIONS**

This recommendation meets the safe and welcoming and excellent and connected aspirations.

**VI. ALTERNATIVES**

1. Council could choose to prioritize the projects in a different order.
2. Council could choose different corridors to prioritize.
3. Council could choose not to submit projects for federal aid.

**VII. TIME CONSTRAINTS**

The projects must be submitted to the NDDOT by February 29, 2024. The NDDOT is allowing staff to submit these projects on March 5<sup>th</sup> since they know our recent issues with the 16<sup>th</sup> St project. Typically, staff provides council with at least one meeting to consider any alternative projects. However, due to the recent funding issues with 16<sup>th</sup> St, staff had to rework the project costs which did not allow for alternative consideration this year.

**VIII. LIST OF ATTACHMENTS**

- A. South Broadway Reconstruction Scoping Report
- B. Broadway Interchange Scoping Report
- C. 16<sup>th</sup> Street Reconstruction Burdick to 14<sup>th</sup> Avenue Scoping Report
- D. 16<sup>th</sup> Street Reconstruction Burdick to 2<sup>nd</sup> Avenue Scoping Report

# **URBAN REGIONAL & URBAN ROADS PROJECT SCOPING WORKSHEET**

DATE: 1/8/2024

PRIORITY# 1

Regional: Y/N

Urban Roads: Y/N

City: Minot

Street: Broadway from 19<sup>th</sup> Ave SW to South City

Limits including adjacent frontage roads but not including US2/83 Interchange; 20<sup>th</sup> Ave SW from 4<sup>th</sup> St to 480' east of Broadway; 31<sup>st</sup> Ave SW 320' west of Broadway to 220' east of Broadway; 37<sup>th</sup> Ave SW from 750' west of Broadway to 300' east of Broadway

County: Ward Length: 15,815 centerline feet total of all roads

Proposed Improvement: Scoping and cost is based upon the Broadway Corridor Study alternative S.4 with a 4-lane concrete section reconstruction from 19<sup>th</sup> Ave SW to south city limits. Project includes reconstruction of adjacent minor arterials to connect to new improvements and to correct geometry. Improvements include removals, new concrete pavement, signals, asphalt frontage roads, storm sewers, sidewalks, shared use paths, LED lighting, signage, and other incidentals.

Cost Estimates Breakdown (in \$1,000)							
PE	CE	R/W	Utility	Constr.	Bridges	Non-Participating	Total
3,173	3,173	1263	Incl in constr.	26,441		2,000	

Present Road: Surface Width? Varies by corridor

Surface Type? Asphalt

On Street Parking Allowed? \_\_\_\_\_ Present: (No) One Side Both Sides Angle Parallel  
Proposed: (No) One Side Both Sides Angle Parallel

Proposed Improvements	
ADT Present: <u>28,085 Broadway</u> Yr: <u>2022</u>	Travel Way Width : <u>Varies</u>
ADT Design: _____ Design year _____	No. of Lanes: <u>2 to 6</u>
Design Speed: _____	Roadway Width: <u>40 to 90 feet</u>
Maximum Curve: _____	Min. R/W Width: <u>66 feet</u>
Maximum Grade: _____	

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**Right of Way**

Will Additional ROW or easement be acquired? Yes ROW acquisition by: City **DOT**  
Has any ROW easements been acquired since 7-1-72: Yes ROW Condemnation by: City **DOT**  
Est. No. of occupied family dwelling to be displaced? 0  
Est. No. business to be displaced? 0

**Impacts**

Will there be any additional Impacts (Cultural and Environmental Resources): Floodplain impacts

Will there be any impacts to 4(f) or 6(f) properties: Unknown, but unlikely

Airports: N/A Public Hearings: At a minimum a public open house

Environmental Classification (Cat-Ex, EA, EIS): Cat-Ex, possible EA

Transportation Enhancements: Sidewalks, Shared-Use Paths, Trees/Landscaping, ITS

Intermodal: This is a city bus route and needs to be accommodated

Pedestrian Needs: Almost all of corridor lacks pedestrian facilities

**Railroads Crossings**

RR Name	No. Xings	No. Tracks and Type of Crossing	Daily Train Movements	Train Speed	Present Protection	Proposed Protection

**Purpose and Need Statement:**

Broadway and the connecting arterials (20<sup>th</sup> Ave, 31<sup>st</sup> Ave, 37<sup>th</sup> Ave) are currently asphalt road sections which have failing pavements. The sections can no longer handle the ESALs from truck loading as these sections have developed over the decades.

There are several geometry issues that cause traffic and safety issues such as negative lane offsets and misaligned intersections. Also, there are inadequate turn lane lengths, access spacing issues, and issues associated with the corridors being above the critical crash rate. The corridors need infrastructure replacement such as upsized storm sewers and the replacement of the failing structural plate pipe that carries Puppy Dog Coulee. Some water and sewer work may be needed as areas are reconstructed. The corridor needs replacement of the existing street lighting system with new LED fixtures. The corridors lack pedestrian facilities except on 31<sup>st</sup> and 37<sup>th</sup> Avenues. There are no pedestrian facilities on Broadway from 19<sup>th</sup> Ave SW to the south city limit line.

**Existing Conditions:**

1. When was the current street section built? Has there been any additional maintenance to the street section?  
The original Broadway section was built in 1961. The other roadways were built starting in the 1970s through 1980s. The last maintenance on Broadway occurred

in 2021 with a chip seal and fog seal from city limits to 31<sup>st</sup> Ave SW. The NDDOT performed an overlay on the remaining Broadway section in 2016.

2. How many driving lanes and turning lanes does the street section currently have and what is the widths of the driving and turning lanes?

Broadway: 4 driving lanes with left and right turn lanes at various locations.

20<sup>th</sup> Ave: 4 driving lanes with left turn lanes at Broadway and 4<sup>th</sup> St

31<sup>st</sup> Ave: 2 driving lanes with left turn lanes at Broadway

37<sup>th</sup> Ave: 2 driving lanes with left turn lanes at Broadway and transitions to 4 driving lanes west of the Broadway intersection

All driving lanes appear to be 12' in width and turn lanes are a minimum of 12' with some at 13'.

3. What is the condition of the pavement section?

A. If the pavement section is asphalt, is there any alligator cracking, longitudinal cracking, transverse cracking, raveling, bituminous patching or rutting?

B. If the pavement section is concrete, are there any broken slabs, faulting, bituminous patching, joint spalling, transverse cracking, or longitudinal cracking.

All pavement sections are asphalt except a small portion of at the intersection of Broadway/20<sup>th</sup> Ave and Broadway/37<sup>th</sup> Ave east.

The pavement is generally in fair to very poor condition ranging in PCI from 30 to 77. The City recently chip sealed Broadway and paver leveled some severe rutting. After one month, the section started to rut again. There are severe base problems under the asphalt pavement.

The concrete pavements are generally in fair condition with some spalling and both transverse and longitudinal cracking. The City has performed some panel replacements in the last two years.

4. Any existing geometric concerns?

There are geometric concerns at 4<sup>th</sup> St/20<sup>th</sup> Ave, 28<sup>th</sup> Ave/Broadway, 31<sup>st</sup> Ave/Broadway (negative lane offsets), 37<sup>th</sup> Ave/Broadway (negative lane offsets), 40<sup>th</sup> Ave intersection visibility issues.

5. Are there any access points to adjoining properties that present a special concern?  
Yes, several that are too close to intersections or are within the functional area of the intersections.

6. Are there any existing sidewalks or shared use path in place?  
31<sup>st</sup> Ave and 37<sup>th</sup> Ave have shared used paths in place. All other corridors do not have any pedestrian or bicycle facilities.

7. What is the condition of the existing storm sewer? Will any additional storm

sewer work need to be done along with this project?

The condition of the storm sewers vary along the project. The SPP that carries Puppy Dog Coulee is in need of replacement. All pipes need to be modeled to ensure sizing is adequate.

8. What is the condition of the city's water and sewer line? Will any work have to be done to the city's water and sewer lines along with this project?  
Some watermain upsizing may be needed. Most water and sanitary sewer mains are PVC and should be in good to fair condition. Some relocations of hydrants or other items will be required.
9. Describe the existing lighting system currently in place? What type of standards and luminaires are currently being used?  
The lighting system is old and is in need of replacement. All lighting is HPS and needs to be upgraded to LED.
10. What intersections currently have traffic signals? Are there any locations that have a high accident rate? Are additional turning lanes needed?  
20<sup>th</sup> Ave/4<sup>th</sup> St, 20<sup>th</sup> Ave/Broadway, 31<sup>st</sup> Ave/Broadway, 37<sup>th</sup> Ave/Broadway  
The entire Broadway corridor is above the critical crash rate. The intersections of 20<sup>th</sup> Ave and 31<sup>st</sup> Ave have more crashes than the others. 20<sup>th</sup> Ave used to be on the high crash list but hasn't been in recent years.

Remarks:

The City recognizes this is a high cost/high impact project and the NDDOT will likely need to program the improvements over several years. The City desires to work with the NDDOT to develop phasing for this important project to address the project needs.

City Engineer: 

Date: 1/24/2024

District Engineer: 

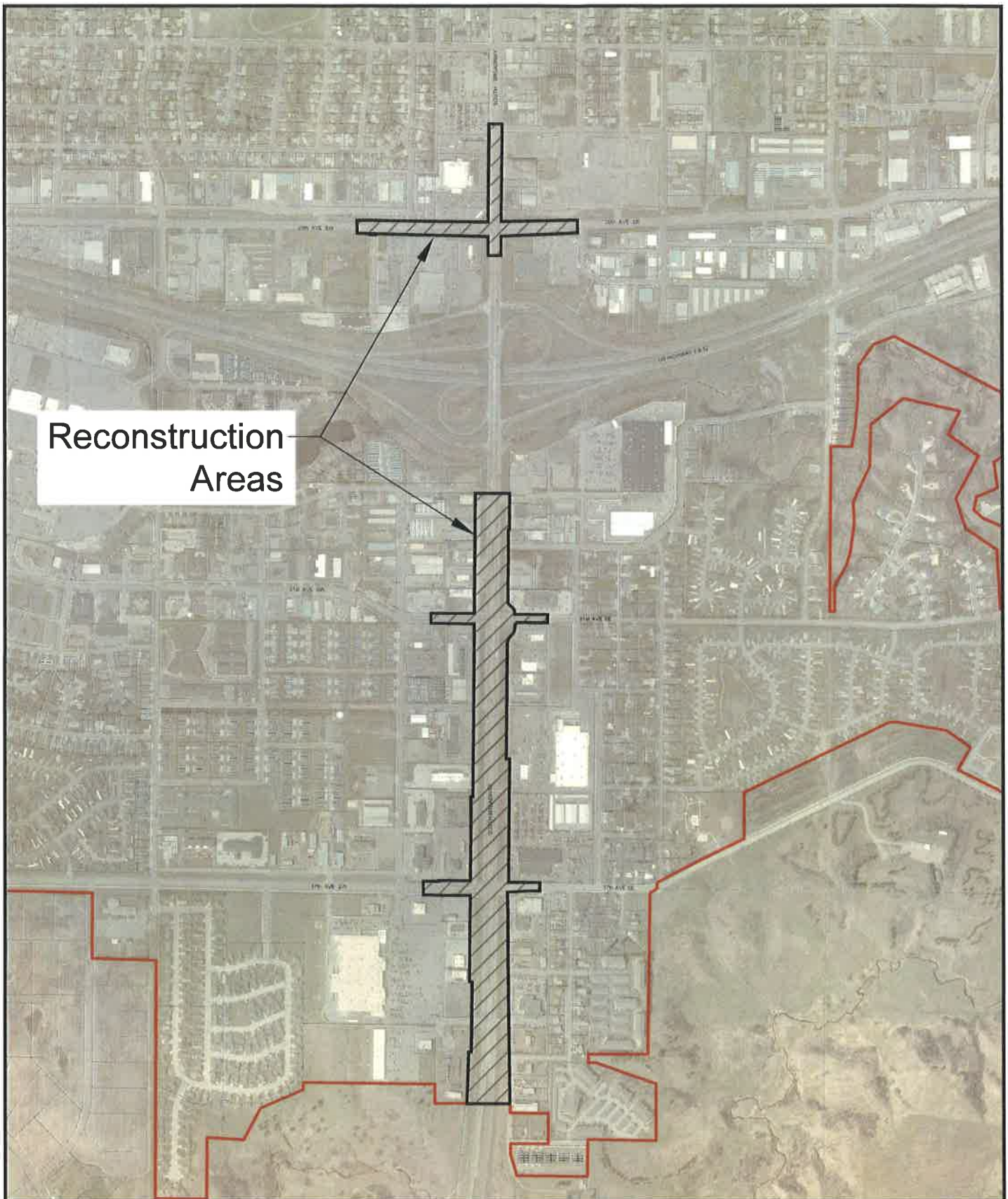
Date: 1/11/2024

*Note: Please attach a map showing location and extent of the project, detailed cost estimate, and any additional supporting documents.*

## South Broadway and Adjoining Minor Arterials Reconstruction Estimate

Segment	Cost/Ft, EA	Length	Total	Federal/State	Local
South Broadway 19th Ave to 20th Ave	\$ 2,340	1100	\$ 2,573,689	\$ 2,316,320	\$ 257,369
South Broadway 28th Ave to 41st Ave	\$ 2,340	4800	\$ 11,230,642	\$ 10,107,578	\$ 1,123,064
One-way Frontage Road	\$ 526	5425	\$ 2,855,917	\$ 2,284,734	\$ 571,183
Two-way Frontage Road	\$ 526	1420	\$ 747,540	\$ 598,032	\$ 149,508
20th Avenue 4th St to 480 E. Broadway	\$ 2,340	1480	\$ 3,462,781	\$ 2,770,225	\$ 692,556
31st Avenue - 320 W. Broadway and 220 E. Broadway	\$ 2,106	540	\$ 1,137,103	\$ 909,682	\$ 227,421
37th Avenue - 750 W. Broadway and 300 E. Broadway	\$ 2,106	1050	\$ 2,211,033	\$ 1,768,826	\$ 442,207
Signals - 20th Ave, 31st Ave, 37th Ave, 4th St	\$ 555,683	4	\$ 2,222,731	\$ 1,778,185	\$ 444,546
			\$ 26,441,436	\$ 22,533,582	\$ 3,907,854
20% Contingency			\$ 5,288,287	\$ 4,759,458	\$ 528,829
20% Engineering			\$ 6,345,945	\$ 5,711,350	\$ 634,594
Right of Way (SF)	\$ 21.06	60000	\$ 1,263,447	\$ 1,137,103	\$ 126,345
			\$ 12,897,679	\$ 11,607,911	\$ 1,289,768
Water/Sewer Estimate Placeholder					\$ 2,000,000
Project Total Cost (2028)			\$ 41,339,115	\$ 34,141,493	\$ 7,197,622
All costs are 2024 costs inflated to construction year 2028 at 4% per year					





Reconstruction  
Areas

N  
W E  
S  
SCALE: 1" = 1000'

South Broadway Reconstruction

**City of Minot**  
Engineering Department

# **URBAN REGIONAL & URBAN ROADS PROJECT SCOPING WORKSHEET**

DATE: 1/8/2024

PRIORITY# 2      Regional: Y/N      Urban Roads: Y/N

City: Minot      Street: US Highway 2/52 and US Highway 83 Interchange

County: Ward Length: 2100 feet

Proposed Improvement: Improvements include bridge widening, shared use path installation, new signals, new concrete pavement, and conversion to a continuous T interchange.

Cost Estimates Breakdown (in \$1,000)							
PE	CE	R/W	Utility	Constr.	Bridges	Non-Participating	Total
1,000	1,089			8,136	2,310		

Present Road: Surface Width? 94'      Surface Type? Concrete and Asphalt

On Street Parking Allowed? No      Present: (No) One Side Both Sides Angle Parallel  
Proposed: (No) One Side Both Sides Angle Parallel

Proposed Improvements			
ADT Present: <u>23,700</u>	Yr: <u>2020</u>	Travel Way Width : <u>82'</u>	
ADT Design: _____	Design year _____	No. of Lanes: <u>4 to 6</u>	
Design Speed: _____		Roadway Width: <u>82'</u>	
Maximum Curve: _____		Min. R/W Width: <u>Varies</u>	
Maximum Grade: _____			

Right of Way
Will Additional ROW or easement be acquired? <u>No</u> ROW acquisition by: City <b>DOT</b>
Has any ROW easements been acquired since 7-1-72: <u>Unknown</u> ROW Condemnation by: City <b>DOT</b>
Est. No. of occupied family dwelling to be displaced? <u>0</u>
Est. No. business to be displaced? <u>0</u>
Impacts



Will there be any additional Impacts (Cultural and Environmental Resources): USACE 404 Permit, City Floodplain Permit

Will there be any impacts to 4(f) or 6(f) properties: No

Airports: No Public Hearings: No

Environmental Classification (Cat-Ex, EA, EIS): Cat-Ex

Transportation Enhancements: ITS infrastructure

Intermodal: City Bus route over bridge

Pedestrian Needs: Bridge widening needed for shared use path installation

Railroads Crossings						
RR Name	No. Xings	No. Tracks and Type of Crossing	Daily Train Movements	Train Speed	Present Protection	Proposed Protection

**Purpose and Need Statement:**

Based on the Broadway Corridor Study, one of the options was to construct a continuous T interchange with a bridge expansion to carry a shared use path. This alternative was used as the basis of estimate. The project is needed to address capacity issues, alignment concerns, and pedestrian access restrictions.

**Existing Conditions:**

1. When was the current street section built? Has there been any additional maintenance to the street section?  
Current interchange was constructed in the mid to late 1970s. NDDOT constructed a bridge deck overlay in 2016.
2. How many driving lanes and turning lanes does the street section currently have and what is the widths of the driving and turning lanes?  
Four driving lanes, and a right turn lane for each of the on-ramps.
3. What is the condition of the pavement section?
  - A. If the pavement section is asphalt, is there any alligator cracking, longitudinal cracking, transverse cracking, raveling, bituminous patching or rutting?
  - B. If the pavement section is concrete, are there any broken slabs, faulting, bituminous patching, joint spalling, transverse cracking, or longitudinal cracking.

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Asphalt pavements are showing rutting and cracking issues. NDDOT maintenance staff have been adding spray patch on the

larger cracks. The concrete bridge section is in good condition. Interchange ramps have been replaced in 2023.

4. Any existing geometric concerns?  
There is a city street that continues west from the US 2 off-ramp.
5. Are there any access points to adjoining properties that present a special concern?  
The above city street does serve some commercial properties. This access will have to be addressed in the design.
6. Are there any existing sidewalks or shared use path in place?  
None at this time. However, a major project element will be to extend a shared use path across the interchange.
7. What is the condition of the existing storm sewer? Will any additional storm sewer work need to be done along with this project?  
The system will need to be analyzed and likely replaced. The structural steel plate pipe that carries Puppy Dog Coulee must be replaced.
8. What is the condition of the city's water and sewer line? Will any work have to be done to the city's water and sewer lines along with this project?  
No work should be needed.
9. Describe the existing lighting system currently in place? What type of standards and luminaires are currently being used?  
High mast lighting was recently installed through the interchange area. Some luminaries on Broadway will need replacement based on project limits.
10. What intersections currently have traffic signals? Are there any locations that have a high accident rate? Are additional turning lanes needed?  
Both ramps have traffic signals that need replacement. Not aware of any high crash locations in the interchange area, only near the project termini at 28<sup>th</sup> Ave and 20<sup>th</sup> Ave. Turn lane configurations will change based on final design.

Remarks:

The City wishes to partner with the NDDOT to design and construct improvements to the US 2/52 and US 83 interchange. The improvement will provide a continuous pedestrian/shared use connection through the area when coupled with the Broadway Reconstruction project. A Continuous T or other configuration will alleviate future congestion issues.

City Engineer: 

Date: 1/24/2024

District Engineer: 

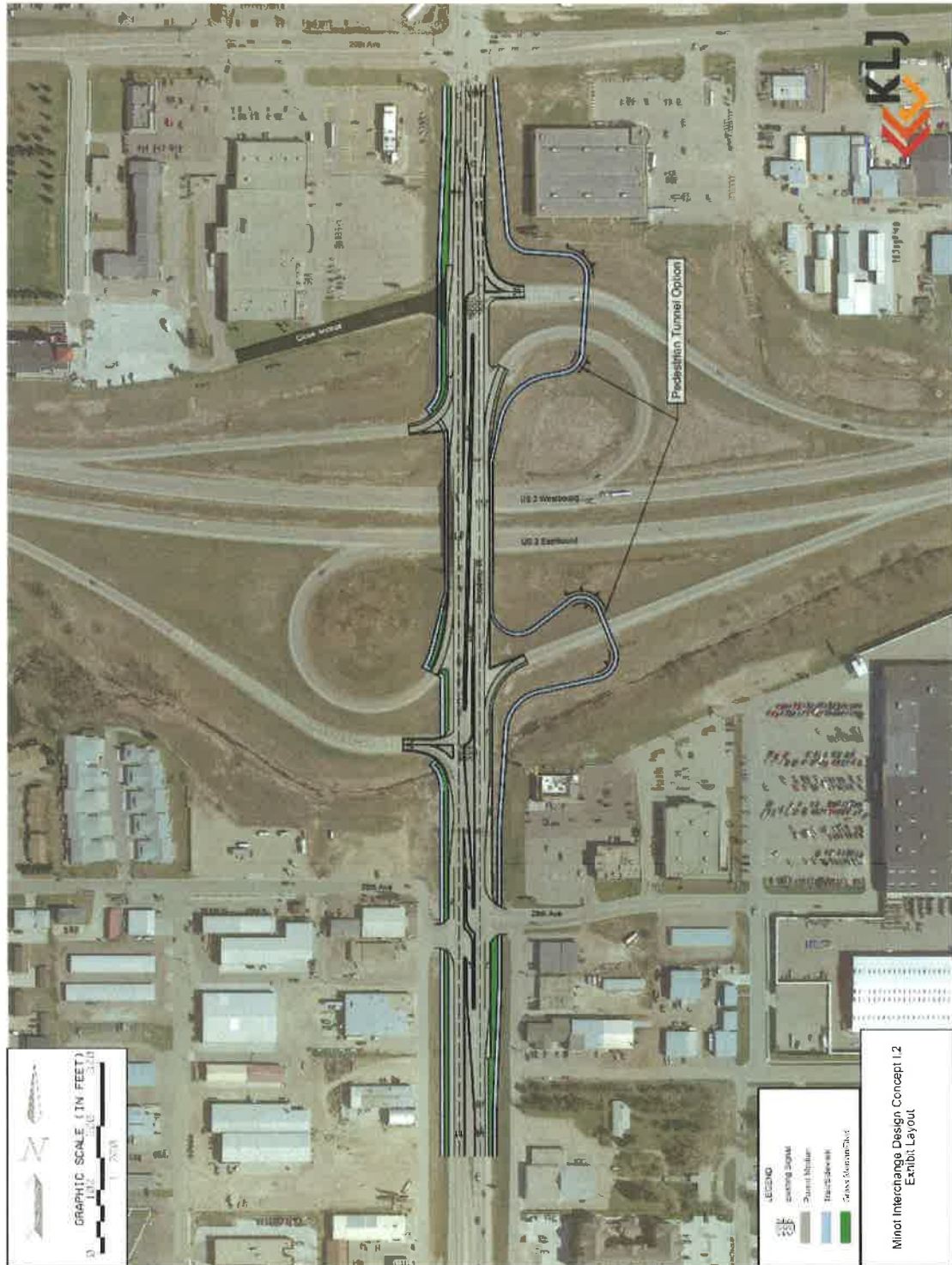
Date: 1/11/2024

## US 2 and US 83 Continuous T Interchange Estimate

Project Length:	2100
Section:	modified 6 lanes
Intersection Control:	Signalized
Frontage Roads:	None
Bridge Area:	5485
Bridge Length:	290

Item	LF/EA/SF	Price/Unit	Cost
Mainline 4 lane	850	\$ 2,737.47	\$ 2,326,848.68
Mainline 6 lane	960	\$ 2,737.47	\$ 2,627,970.27
Signals	2	\$ 526,436.35	\$ 1,052,872.70
Right of Way	0	\$ 10.53	\$ -
22nd Removal	22000	\$ 35.10	\$ 772,106.65
Bridge Widening	LSUM	\$ 350.96	\$ 1,925,002.26
	Sub Total		\$ 8,704,800.56
	Contingency	20%	\$ 1,740,960.11
			\$ 10,445,760.67
	Engineering	20%	\$ 2,089,152.13
	Total (2028)		\$ 12,534,912.81

Figure 130: I.2 Continuous T Interchange





**URBAN REGIONAL & URBAN ROADS  
PROJECT SCOPING WORKSHEET**

DATE: 2/26/2024

PRIORITY# 1

Regional: N Urban Roads: Y

City: Minot

Street: 16<sup>th</sup> St SW - Burdick Expressway to 300' south of  
14<sup>th</sup> Ave, Burdick Expressway – 300' east and west of 16<sup>th</sup>  
St

County: Ward Length: 3200 feet

Proposed Improvement: Complete reconstruction with new concrete pavement, new storm sewer,  
detention pond, watermain relocation, shared use path, sidewalks, traffic signal, street lighting,  
signing and striping.

Cost Estimates Breakdown (in \$1,000)							
PE	CE	R/W	Utility	Constr.	Bridges	Non- Participating	Total
500	1353	450	0	12,207		143	14,653

Present Road: Surface Width? 45' Average

Surface Type? Concrete and Asphalt

On Street Parking Allowed? No Present: (No) One Side Both Sides Angle Parallel

Proposed: (No) One Side Both Sides Angle Parallel

**Proposed Improvements**

ADT Present: 12,905 Yr: 2023

Travel Way Width : 57'

ADT Design: 16,060 Design year 2045

No. of Lanes: 5

Design Speed: \_\_\_\_\_

Roadway Width: 61'

Maximum Curve: Unknown

Min. R/W Width: 80'

Maximum Grade: 5%

**Right of Way**

Will Additional ROW or easement be acquired? Yes ROW acquisition by: **City**

Has any ROW easements been acquired since 7-1-72: Yes ROW Condemnation by: **City**

Est. No. of occupied family dwelling to be displaced? 0

Est. No. business to be displaced? 0

### Impacts

Will there be any additional Impacts (Cultural and Environmental Resources):

No

Will there be any impacts to 4(f) or 6(f) properties: No

Airports: No Public Hearings: Yes

Environmental Classification (Cat-Ex, EA, EIS): Cat-Ex

Transportation Enhancements: ADA Upgrades, Sidewalk and Shared Use Path replacements, Replace pedestrian push buttons at crossings

Intermodal: No

Pedestrian Needs: ADA Upgrades, Sidewalk and Shared Use Path replacement, replacement of pedestrian push buttons at crossing.

### Railroads Crossings

RR Name	No. Xings	No. Tracks and Type of Crossing	Daily Train Movements	Train Speed	Present Protection	Proposed Protection
BNSF	1	2 Underpass				

### Purpose and Need Statement:

#### Purpose of Project

The purpose of this project is to:

- Restore the structural and functional condition of the existing asphalt pavement segments, by reconstructing 16<sup>th</sup> Street SW to concrete pavement from:
  - 14<sup>th</sup> Avenue SW to Burdick Expressway
  - Burdick Expressway intersection (including 300 feet each direction on Burdick Expressway)
- Replace deficient and obsolete portions of the City watermain and sanitary sewer system.
- Provide acceptable traffic operations within the corridor.
- Provide storm sewer upgrades and allow for future storm sewer system expansion.
- Improve pedestrian and bicycle facilities along the corridor, and ensure that they meet ADA requirements.

#### Need for Project

16<sup>th</sup> Street SW is typically a 4-lane roadway section within the project corridor, with two travel lanes in each direction and occasional dedicated turn lanes at intersections.

- The existing asphalt pavement (located from 14<sup>th</sup> Avenue SW to Burdick Expressway and from 7<sup>th</sup> Avenue SW to 5<sup>th</sup> Avenue SW) has exceeded its useful life and needs to be replaced.
- No dedicated left turn lanes exist at the 11½ Avenue SW or 14<sup>th</sup> Avenue SW intersections.
- Portions of the City utility infrastructure within the project corridor are constructed with older materials, such as cast iron or vitrified clay, and need to be replaced.

- The storm sewer system south of 11<sup>th</sup> Avenue SW needs to be extended and a regional detention pond is needed to handle future storm sewer system expansions to the south.
- Existing sidewalks and curbs do not meet ADA requirements.
- The existing traffic signal system at 11<sup>th</sup> Avenue is deteriorating and in need of replacement.
- The existing lighting system throughout the corridor is deteriorating and in need of replacement.

#### Existing Conditions:

1. When was the current street section built? Has there been any additional maintenance to the street section?  
This area was originally platted in the late 1950's and early 1960's. The first record of asphalt paving of the area states 1964. With multiple reconstructions throughout localized areas of the section. There was also a mill and overly of 16<sup>th</sup> St SW from W Burdick Expressway to 11<sup>th</sup> Ave SW in 2018.
2. How many driving lanes and turning lanes does the street section currently have and what is the widths of the driving and turning lanes?  
Four 11 foot wide drive lanes with left turn lanes at Burdick and 11<sup>th</sup> Avenue.
3. What is the condition of the pavement section?
  - A. If the pavement section is asphalt, is there any alligator cracking, longitudinal cracking, transverse cracking, raveling, bituminous patching or rutting?
  - B. If the pavement section is concrete, are there any broken slabs, faulting, bituminous patching, joint spalling, transverse cracking, or longitudinal cracking.Asphalt section has rutting, longitudinal cracking, and transverse cracking. The section also has localized alligator cracking and raveling. The section has been patch on numerous occasions.  
The Burdick intersection is faulting, spalling, cracking, and has many broken slabs. Some of the existing concrete will require minor repairs for spalling and cracking.
4. Any existing geometric concerns?  
Lack of dedicated left turn lanes or two way left turn lanes.
5. Are there any access points to adjoining properties that present a special concern?  
None
6. Are there any existing sidewalks or shared use path in place?  
Yes, sidewalks need to have some curb ramps constructed for compliance and the shared-use path from W Burdick Expressway to 14<sup>th</sup> Ave SW will need to be replaced to comply with ADA guidelines.
7. What is the condition of the existing storm sewer? Will any additional storm sewer work need to be done along with this project?  
Existing storm sewer is in fair condition, but is undersized. It is anticipated that



storm sewer at intersection of W Burdick Expressway and 16<sup>th</sup> St SW will be replaced. A new storm sewer system will be installed on 16<sup>th</sup> St south of 11<sup>th</sup> Ave to facilitate future drainage improvements. A large detention pond is needed to reduce flooding potential at the underpass. There is a spring located in this area that constantly destroys the asphalt pavement. This must be mitigated as part of the project.

8. What is the condition of the city's water and sewer line? Will any work have to be done to the city's water and sewer lines along with this project?  
Utilities in this section are in good condition. A section of 16" watermain will have to be relocated for pond construction.
9. Describe the existing lighting system currently in place? What type of standards and luminaires are currently being used?  
The existing lighting is HPS fixtures on 40' poles with 6' davit arms, the proposed project will replace the whole system and change the lighting to LED.
10. What intersections currently have traffic signals? Are there any locations that have a high accident rate? Are additional turning lanes needed?  
There are currently traffic signals along 16<sup>th</sup> St SW at W Burdick Expressway and 11<sup>th</sup> Ave SW. Per the NDDOT High Crash Location List, none of these intersections are high accident rate locations. No additional lanes are anticipated to be added/needed.

Remarks:

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City Engineer: 

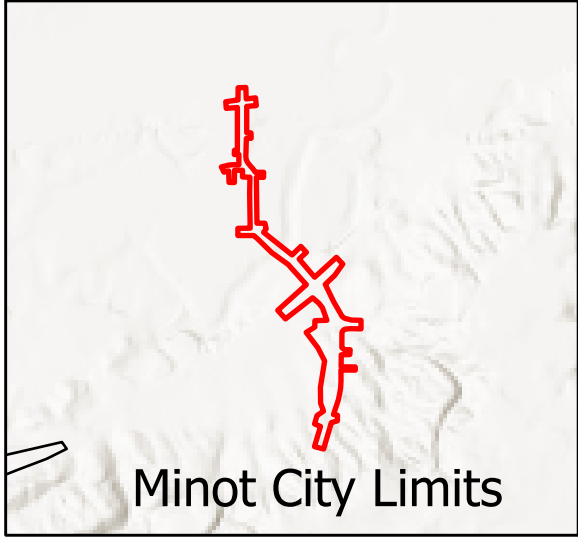
Date: 2/28/2024

District Engineer: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** *Please attach a map showing location and extent of the project, detailed cost estimate, and any additional supporting documents.*





## Project Location Map

Project No: SU-4-989(134) PCN: 23860  
City of Minot Project 4780  
16th Street SW Reconstruction  
14th Ave SW to 2nd Ave SW

# 16th Street SW

## RECONSTRUCTION PROJECT



Project Costs

**2025 – 16<sup>th</sup> St Reconstruction: Burdick Expressway to 14<sup>th</sup> Avenue SW (Phase 1)**

Cost Breakdown:

Federal Participating Road Costs:	\$ 7,859,000
Federal Participating Drainage Costs:	\$ 4,348,000
City Costs (Engineering, Right of Way, Water/Sewer)	<u>\$ 2,445,500</u>
Total Cost	\$14,652,500

Revenue Share:

Federal Capped Construction Funds	\$ 7,790,256
City Funds	<u>\$ 6,862,244</u>
Total	\$14,652,500

**URBAN REGIONAL & URBAN ROADS  
PROJECT SCOPING WORKSHEET**

DATE: 2/28/2024

PRIORITY#                2                                Regional: N                                Urban Roads: Y

City: Minot    Street: 16<sup>th</sup> Street SW

County: Ward                                Length: 3,045 feet from Burdick Expressway to 2<sup>nd</sup> Avenue SW

Proposed Improvement: Total replacement of the asphalt sections of 16<sup>th</sup> Street with new curb & gutter and non-reinforced concrete pavement (project limits are defined as Burdick Expressway to 2<sup>nd</sup> Ave). Convert 4-lane section to 3-lane section. Storm sewer replacement along the corridor. Sidewalk replacement with ADA upgrades. Install shared use path or bike lanes along the corridor. Improve location of pedestrian push buttons at signal crossings to comply with ADA and MUTCD standards. Replace water transmission mains and sanitary sewer under 16<sup>th</sup> Street from 7<sup>th</sup> Ave SW to 3<sup>rd</sup> Ave SW. Replace all street lighting with new standards and luminaires. Replace 16th St SW traffic signals at 2<sup>nd</sup> Ave SW. Potentially install roundabouts or other traffic capacity improvements.

Cost Estimates Breakdown (in \$1,000)							
PE	CE	R/W	Utility	Constr.	Bridges	Non-Participating	Total
400	1,064	430	0	7,192		2,571	11,657

Present Road: Surface Width? 45' average

Surface Type? Asphalt and Concrete

On Street Parking Allowed? No                                Present: (No)  
Proposed: (No)

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### Proposed Improvements

ADT Present: 11,605 Yr: 2023 Travel Way Width : 45'  
ADT Design: 14,440 Design year: 2045 No. of Lanes: 3  
Design Speed: 25 to 40 mph Roadway Width: 40' to 49'  
Maximum Curve: Unknown – To Be Determined depending on options  
Maximum Grade: Unknown – To Be Determined Min. R/W Width: 66'

### Right of Way

Will Additional ROW or easement be acquired? YES ROW acquisition by: City  
Has any ROW easements been acquired since 7-1-72: YES ROW Condemnation by: City  
Est. No. of occupied family dwelling to be displaced? 0 to 2 homes depending on options  
Est. No. business to be displaced? 0

### Impacts

Will there be any additional Impacts (Cultural and Environmental Resources): No additional impacts are anticipated  
Will there be any impacts to 4(f) or 6(f) properties: No  
Airports: No Public Hearings: Yes, public input meeting was held  
Environmental Classification (Cat-Ex, EA, EIS): Cat-Ex  
Transportation Enhancements: ADA Upgrades, Sidewalk and Shared Use Path replacements, Replace pedestrian push buttons at crossings, potential bike lanes, potential roundabouts  
Intermodal: No  
Pedestrian Needs: ADA Upgrades, Sidewalk and Shared Use Path replacement, replacement of pedestrian push buttons at crossing, potential bike lanes.

### Railroads Crossings

RR Name	No. Xings	No. Tracks and Type of Crossing	Daily Train Movements	Train Speed	Present Protection	Proposed Protection
BNSF	1	2 Underpass				
CP	1	1 Underpass				

### Purpose and Need Statement:

#### Purpose of Project

The purpose of this project is to:

- Restore the structural and functional condition of the existing asphalt pavement segments, by reconstructing 16<sup>th</sup> Street SW to concrete pavement from:
  - Burdick Expressway to 2<sup>nd</sup> Avenue
- Replace deficient and obsolete portions of the City watermain and sanitary sewer system.
- Provide acceptable traffic operations within the corridor.
- Provide storm sewer upgrades and allow for adequate drainage.

- Improve pedestrian and bicycle facilities along the corridor and ensure that they meet ADA requirements.

## Need for Project

16<sup>th</sup> Street SW is typically a 4-lane roadway section within the project corridor, with two travel lanes in each direction and occasional dedicated turn lanes at intersections.

- The existing asphalt pavement (located from 7<sup>th</sup> Avenue SW to 5<sup>th</sup> Avenue SW) has exceeded its useful life and needs to be replaced.
- Concrete pavement repair is necessary on some isolated panels in the concrete pavement portions of the project corridor.
- No dedicated left turn lanes exist in the segment between the Burdick Expwy and 2<sup>nd</sup> Avenue SW intersections, requiring left-turning vehicles in each direction to turn from the inside thru lane.
- The 5<sup>th</sup> Avenue SW intersection is currently configured at an offset with both legs located on a sharp curve. This configuration combined with the lack of left turn lanes on 16<sup>th</sup> Street SW, creates sight distance issues and a high number of intersection conflicts at these two full-access intersections.
- Portions of the City utility infrastructure within the project corridor are constructed with older materials, such as cast iron or vitrified clay, and need to be replaced.
- Existing sidewalks and curbs do not meet ADA requirements.
- No on-street or off-street bicycle facilities exist north of 7<sup>th</sup> Avenue SW.
- The existing traffic signal system at 2<sup>nd</sup> Avenue is deteriorating and in need of replacement.
- The existing lighting system throughout the corridor is deteriorating and in need of replacement.

## Existing Conditions:

1. When was the current street section built? Has there been any additional maintenance to the street section?  
This area was originally platted in the late 1950's and early 1960's. The first record of asphalt paving of the area states 1964. With multiple reconstructions throughout localized areas of the section. With the most recent section being constructed in concrete in 2002 and 2018/2019 for sections from 2<sup>nd</sup> Ave to 200' south of 3<sup>rd</sup> Ave SW and 7<sup>th</sup> Ave SW to W Burdick Expressway, respectively.
2. How many driving lanes and turning lanes does the street section currently have and what is the widths of the driving and turning lanes?  
Four 11-foot wide driving lanes with left-turn lanes included at signaled intersections. Signaled intersections have four 12-foot wide lanes with an additional 12-foot wide left-turn lane.
3. What is the condition of the pavement section?
  - A. If the pavement section is asphalt, is there any alligator cracking, longitudinal cracking, transverse cracking, raveling, bituminous patching or rutting?
  - B. If the pavement section is concrete, are there any broken slabs, faulting, bituminous patching, joint spalling, transverse cracking, or longitudinal cracking.

Asphalt section has rutting, longitudinal cracking, and transverse cracking. The section also has localized alligator cracking and raveling. The section has been patch on numerous occasions.

Concrete sections of the pavement are in fair to new condition. CPR and diamond grinding will be needed on existing concrete surfaces.

4. Any existing geometric concerns?  
Geometric concerns include the curves on 16<sup>th</sup> St SW from 3<sup>rd</sup> Ave SW to W Burdick Expressway, as well as the absence of a two-way left-turn lane throughout the section.
5. Are there any access points to adjoining properties that present a special concern?  
Access to and from 5<sup>th</sup> Ave SW is offset and located on a curve.
6. Are there any existing sidewalks or shared use path in place?  
Yes, sidewalks need to have some curb ramps constructed for compliance. Sidewalks need to be replaced due to condition.
7. What is the condition of the existing storm sewer? Will any additional storm sewer work need to be done along with this project?  
Existing storm sewer is in fair condition, but is undersized. The storm sewer will be upsized to meet current requirements and will align with the new road improvements.
8. What is the condition of the city's water and sewer line? Will any work have to be done to the city's water and sewer lines along with this project?  
Sanitary sewer and watermain must be replaced. Their condition does not allow for other methods of construction.
9. Describe the existing lighting system currently in place? What type of standards and luminaires are currently being used?  
The existing lighting is HPS, the proposed project will upgrade the lighting to LED. Current light standards are City of Minot Type "C" which is a 40 Ft light standard with a 6 Ft davit arm. The whole system will have to be replaced.
10. What intersections currently have traffic signals? Are there any locations that have a high accident rate? Are additional turning lanes needed?  
There are currently traffic signals along 16<sup>th</sup> St SW at 2<sup>nd</sup> Ave SW, and W Burdick Expressway. Per the NDDOT High Crash Location List, none of these intersections are high accident rate locations. No additional lanes are anticipated to be added/needed.

Remarks:

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City Engineer: 

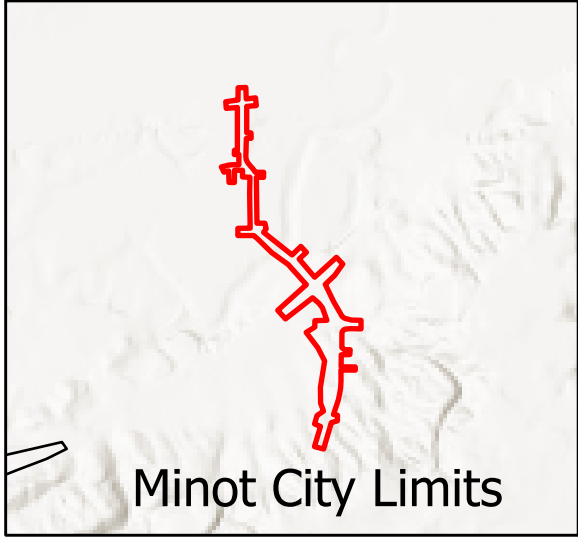
Date: 2/28/2024

District Engineer: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: Please attach a map showing location and extent of the project and any additional supporting documents.*





Project Location Map

Project No: SU-4-989(134) PCN: 23860  
City of Minot Project 4780  
16th Street SW Reconstruction  
14th Ave SW to 2nd Ave SW

**16th Street SW**  
RECONSTRUCTION PROJECT



Project Costs

**2028 – 16<sup>th</sup> St Reconstruction: Burdick Expressway to 2<sup>nd</sup> Avenue SW (Phase 2)**

Cost Breakdown:

Federal Participating Road Costs:	\$ 5,602,000
Federal Participating Drainage Costs:	\$ 1,590,000
City Costs (Engineering, Right of Way, Water/Sewer)	<u>\$ 4,465,400</u>
Total	\$11,657,400

Revenue Share:

Federal Cost Share	\$ 5,376,400
City Funds	<u>\$ 6,281,000</u>
Total	\$11,657,400



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Emily Huettl, PE

**DATE:** March 7, 2022

**SUBJECT:** 2024-2025 NUISANCE ABATEMENT REBID AWARD OF BID (4831)

**I. RECOMMENDED ACTION**

1. Recommend award the bid for the 2024-2025 Nuisance Abatement Project to the low bidder, Hanson's Excavating, Inc., in the amount of \$66,350.00; and
2. Authorize the Mayor to sign the Agreement.

**II. DEPARTMENT CONTACT PERSONS**

Emily Huettl, Assistant City Engineer	857-4100
Brian Billingsley, Community and Economic Development Director	857-4147

**III. DESCRIPTION**

A. Background

This is the annual project to address nuisances throughout the City. This project removes any nuisances located on private property, following the procedure as outlined in municipal code. Work orders for individual properties are given to the contractor to abate as necessary and as funds are available.

B. Proposed Project

Work for this project will take place in properties throughout the City, on an as needed basis. The number of properties and amount and type of work at each is unknown.

C. Consultant Selection

On Tuesday, February 27, 2024 at 11:00 a.m., bids were received for this project. Below is a copy of the bid tabulation:

2024-2025 Nuisance Abatement Project Bid Tab City Project #4831	
Engineers Estimate: \$66,550.00	
Bidder	Total Bid
Hanson's Excavating, Inc.	\$ 66,350.00
Dig It Up Backhoe Service, Inc.	\$ 157,300.00

The lowest bid price was received by Hanson's Excavating, Inc with the bid of \$66,350.00.

**IV. IMPACT:**

A. Strategic Impact:  
N/A

B. Service/Delivery Impact:  
N/A

C. Fiscal Impact:  
The project will be paid for with budgeted funds in the Abatement line item in the Inspections Division budget.

Project Costs

Contractor's Bid Price	\$66,550.00
------------------------	-------------

Project Funding

10036000-44360 Nuisance Abatement	\$68,000.00
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Following the completion of the abatements, the costs are assessed back to the property owner(s).

**V. CITY COUNCIL ASPIRATIONS**

Nuisance abatement helps to keep our community *safe and welcoming*.

**VI. ALTERNATIVES**

Council could choice to not award this contract and the nuisances would remain.

**VII. TIME CONSTRAINTS**

Timely approval of this contract will allow work to begin on properties that have already been identified as needing abatement.

**VIII. LIST OF ATTACHMENTS**

1. Bid Tab

2024-2025 NUSIANCE ABATEMENT (#8956716)  
Owner: Minot ND, City of  
Solicitor: Minot ND, City of  
02/27/2024 11:00 AM CST

Line Item	Item Description	UofM	Quantity	Engineer Estimate		Hanson's Excavating, Inc.		Dig It Up Backhoe Service, Inc.	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
					\$66,550.00		\$66,350.00		\$157,300.00
1	Mobilization	EA	10	\$150.00	\$1,500.00	\$200.00	\$2,000.00	\$1,000.00	\$10,000.00
2	Common Borrow	CY	100	\$30.00	\$3,000.00	\$30.00	\$3,000.00	\$40.00	\$4,000.00
3	Topsoil - Import	CY	30	\$40.00	\$1,200.00	\$40.00	\$1,200.00	\$50.00	\$1,500.00
4	7/16" OSB Sheathing	SQFT	300	\$8.00	\$2,400.00	\$8.00	\$2,400.00	\$25.00	\$7,500.00
5	4' Plastic Safety Fence w/ 5' Steel Posts 8' OC	LF	200	\$6.00	\$1,200.00	\$5.00	\$1,000.00	\$4.00	\$800.00
6	Inert Debris Removal	TON	60	\$650.00	\$39,000.00	\$675.00	\$40,500.00	\$75.00	\$4,500.00
7	Seeding & Hydromulch	SY	1000	\$3.50	\$3,500.00	\$3.00	\$3,000.00	\$10.00	\$10,000.00
8	Clearing & Grubbing	SY	6000	\$1.00	\$6,000.00	\$0.50	\$3,000.00	\$15.00	\$90,000.00
9	Remove Tree	EA	5	\$550.00	\$2,750.00	\$550.00	\$2,750.00	\$1,000.00	\$5,000.00
10	Individual Landfill Items	EA	60	\$100.00	\$6,000.00	\$125.00	\$7,500.00	\$400.00	\$24,000.00
Base Bid Total:					\$66,550.00		\$66,350.00		\$157,300.00



**TO:** Mayor  
Members of the City Council

**FROM:** Jennifer K. Eckman, Airport Director

**DATE:** March 4, 2024

**SUBJECT: LEASE RENEWAL LOT 9 WESTSIDE DEVELOPMENT**

**I. RECOMMENDED ACTION**

- A. Approve renewal option of lease terms for Lot 9, Westside Development owned by Nach, LLC

**II. DEPARTMENT CONTACT PERSONS**

Jennifer K Eckman, Airport Director	857-4724
Jessica Long, Airport Business and Development Manager	857-4725

**III. DESCRIPTION**

- A. Background  
Nach LLC, business name for Warren Piestch, has been a longstanding tenant at Minot International Airport (MOT) with multiple properties with current lease agreements and has never been in default of his payments. The current lease will expire on September 30, 2024 and has an option to extend for a total of two periods of five years each as extended terms. MOT received written notification from the lessee of intent to execute the first five-year lease extended option.
- B. Proposed Project  
City Staff recommends approving the option to renew the lease under the terms and conditions of the current ground lease agreement.
- C. Consultant Selection  
N/A

**IV. IMPACT:**

- A. Strategic Impact:  
The approval of this renewal will allow for a continuation of a revenue generating contract.
- B. Service/Delivery Impact:  
The renewal of the lease will allow for the continuation of a positive longstanding relationship with a general aviation tenant that also maintains a positive working relationship with the general aviation community at the Minot International Airport.
- C. Fiscal Impact:  
Property is currently leased at \$3,227.16/per year paid monthly and subject to annual CPI increases.

**V. CITY COUNCIL ASPIRATIONS**

Dynamic and Prosperous

**VI. ALTERNATIVES**

Alt 1. The Council could reject the request to renew and direct City staff to terminate the lease agreement.

Alt. 2. The Council could suggest amendments to the current lease agreement.

**VII. TIME CONSTRAINTS**

Timely approval of the lease renewal will allow for continuous generation of revenue.

**VIII. LIST OF ATTACHMENTS**

A. Original Lease

B. Request to Renew Lease



**FIRST AMENDMENT AND RENEWAL OF  
FIXED BASE OPERATOR LEASE WITH  
NACH, LLC**

Lot 9, Westside Development

WHEREAS, the City of Minot entered into a fixed base operator ground lease agreement (Airport Lease) commencing July 1, 2004 and ending September 30, 2024, leasing Lot #9, Westside Development at the Minot International Airport to NACH, LLC (Lessee); and

WHEREAS, paragraph 1.B. of the Airport Lease affords the Lessee an option to extend the term of the Airport Lease for a total of two (2) periods of five (5) years each, under the terms and conditions set by the City Council at the time of the renewal; and

WHEREAS, the City of Minot received notice from the Lessee that they would like to exercise their first option to extend the term of the Airport Lease; and

WHEREAS, MOT staff, City staff, and the Minot City Council have no objection to Lessee extending the term of the Airport Lease under the terms and conditions set forth in this First Amendment and Renewal of Fixed Base Operator Lease (Amendment and Renewal); and

NOW, THEREFORE, be it resolved that the Minot City Council consents to the extension of the Airport Lease with NACH, LLC for one (1) period of five (5) years, under the following terms and conditions:

1. The Renewal Period of the Airport Lease will begin on October 1, 2024 and end on October 1, 2029.
2. Commencing October 1, 2024, the following amendments to the Airport Lease shall become effective:
  - a. paragraph 3A of the Airport Lease shall be amended as follows:

For use and occupancy of the Leased Premises and privileges herein granted, the Lessee agrees commencing October 1, 2024, to pay the City monthly rent for the demised premises in the amount and manner set forth in the City of Minot's annual resolution establishing rates, fees, and charges pertaining to the Minot International Airport.



- b. All references to the Federal Aviation Administration in the Airport Lease shall include and refer to any successor federal agency as determined by the Code of Federal Regulations, including the Department of Homeland Security (DHS) and the Transportation Security Administration (TSA).
- c. Paragraph 36 of and Schedule A to the Airport Lease shall be amended to update the City's Notice address to the following:

City: Airport Director  
MINOT INTERNATIONAL AIRPORT  
305 Airport Road, Ste. 216  
Minot, ND 58703

- d. Schedule A to the Airport Lease shall be amended to increase the Lessee's Comprehensive Commercial Liability Insurance requirement to a combined single limit of \$2,000,000/occurrence. All other insurance requirements in Schedule A shall remain the same.
3. To exercise Lessee's second option to extend the term of this Airport Lease, Lessee shall give the City at least one year's prior written notice (on or before October 1, 2028) and shall not be in default of any of its obligations under this Renewal or the original Airport Lease.

The terms and conditions of this Renewal of Fixed Base Operator Lease shall become effective on October 1, 2024.

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

APPROVED:

\_\_\_\_\_  
Mikayla Williams, City Clerk

\_\_\_\_\_  
Thomas Ross, Mayor

Airport Director

Minot International Airport

25 Airport Road, Suite 10

Minot, ND 58703-1457

NACH, LLC

2216 North Broadway

Minot, ND 58703

To the Airport Director;

Reference the lease dated July 1, 2004 by and between The City of Minot, ND and NACH, LLC, Lot 9 Westside Development. Please consider this as a notification of our desire to exercise the option to extend the term of this lease.

Respectfully,

Warren Pietsch

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



**TO:** Mayor  
Members of the City Council

**FROM:** Jenna Zelinski, Comptroller

**DATE:** March 4, 2024

**SUBJECT: 2023 PROPOSED ORDINANCE: LINE ITEMS OVER BUDGET**

## **I. RECOMMENDED ACTION**

- Recommend the City Council pass an ordinance to amend the 2023 annual budget to adjust department budgets for funds approved by the City Council for various grants, donations, and transfers between funds.

## **II. DEPARTMENT CONTACT PERSONS**

David Lakefield, Finance Director | 701-857-4784  
Jenna Zelinski, Comptroller | 701-857-4703

## **III. DESCRIPTION**

### **A. Background**

Department budgets must reflect the correct amounts for the 2023 Annual Comprehensive Financial Report (ACFR), adjustments are necessary, so no departments report amounts not appropriated.

### **B. Proposed Project**

N/A

### **C. Consultant Selection**

N/A

## **IV. IMPACT:**

### **A. Strategic Impact:**

N/A

### **B. Service/Delivery Impact:**

N/A

### **C. Fiscal Impact:**

The budget amendment includes grants and other unforeseen items not anticipated when the 2023 budget was adopted.

**V. CITY COUNCIL ASPIRATIONS**

Excellent and connected as we maintain compliance with reporting standards.

**VI. ALTERNATIVES**

N/A

**VII. TIME CONSTRAINTS**

N/A

**VIII. LIST OF ATTACHMENTS**

A. Proposed Ordinance

**ORDINANCE NO:**

**AN ORDINANCE AMENDING THE 2023 ANNUAL BUDGET TO ADJUST THE DEPARTMENT BUDGETS FOR FUNDS APPROVED BY CITY COUNCIL FOR THE FOLLOWING YEAR-END TRANSFERS AND GRANTS.**

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

§1: The 2023 annual budget for the following department revenue and expenditure numbers are increased and decreased for funds received and expended.

	10044000-45900	\$(4,000)	Budget transfer to repairs & maintenance, operation supplies	Property Maintenance
	10044000-45800	(1,784)	Budget transfer to repairs & maintenance, operation supplies	Property Maintenance
	10044000-44320	2,892	Budget transfer from education and travel	Property Maintenance
	10044000-46101	2,892	Budget transfer from education and travel	Property Maintenance
2021720001	10035000-43040	55,350	Move budget from fund 251 – wrong fund on original ordinance #5825	EDA Placemaking Grant
2021720001	10000000-33400	55,350	Move budget from fund 251 – wrong fund on original ordinance #5825	EDA Placemaking Grant
2021720001	25172000-48100	(55,350)	Move budget to fund 100 – wrong fund on original ordinance #5825	EDA Placemaking Grant
2021720001	25100000-33400	(55,350)	Move budget to fund 100 – wrong fund on original ordinance #5825	EDA Placemaking Grant
2021720001	25172000-48100	9,644	FI-7 2 <sup>nd</sup> Amendment to Façade Application	Façade Improvements
2021720001	25172000-48100	101,928	FI-1 Amended Loan Agreement	Façade Improvements
2023200001	10020000-41300	71,492	2023 Off-Duty Policing	Overtime
2023200001	10020000-42200	3,768	2023 Off-Duty Policing	Social Security
2023200001	10020000-42210	1,038	2023 Off-Duty Policing	Medicare
2023200001	10000000-34210	76,948	2023 Off-Duty Policing	Charges for Services
2022600001	14060000-49116	361,772	Transfer unused funds back to Sales Tax NAWS	Sundre Well F
	10011000-48100	137,457	Park District State Aid – collections were higher than anticipated	Park District State Aid
	10011000-48100	169,818	Mattson Construction	Retainage payable
	10013000-42400	16,000	Tuition reimbursements – move to correct object code	Tuition reimbursements
	10013000-45900	(16,000)	Tuition reimbursements – move to correct object code	Tuition reimbursements

	25172000-43030	\$6,800	Independent Auditors for AUP compliance reports on agreements	Auditors
	25172000-46400	4,500	LOIS subscription	Subscriptions
	42019000-57500	14,487	Network Switches for City Hall building	Capital equipment
	42021000-57500	7,414	Police interceptor	Capital equipment
	42067000-57700	3,648	Library books	Capital equipment
	25172000-49101	46,285	Transfer to general fund for City economic development activities	Transfer Out
	42066000-49114	12,400	Transfer unused funds back to sales tax improvements	Transfer Out

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

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

\_\_\_\_\_  
Thomas Ross, Mayor

\_\_\_\_\_  
Mikayla McWilliams, City Clerk



**TO:** Mayor Thomas Ross  
Members of the City Council

**FROM:** Kelli Kronschnabel, Fire Chief

**DATE:** 02/29/2024

**SUBJECT: WARD COUNTY EMERGENCY OPERATIONS PLAN**

**I. RECOMMENDED ACTION**

1. Recommend adoption of the Ward County Emergency Operations Plan and authorize the Mayor to sign.

**II. DEPARTMENT CONTACT PERSONS**

Fire Chief Kelli Kronschnabel

857-4740

**III. DESCRIPTION**

A. Background

The Ward County Emergency Operations Plan was approved through the Local Emergency Planning Committee Meeting. This needs to be adopted by the City and signed by Mayor and various department heads.

B. Proposed Project:

The purpose of the plan is an effort by the Ward County Emergency Management Office as well as the Ward County Local Emergency Planning Council to explain the duties and responsibilities of the various County/City departments in the event of an emergency and/or disaster in Ward County.

C. Consultant Selection:

N/A

**IV. IMPACT:**

A. Strategic Impact:

B. Service/Delivery Impact:

This document has been developed to assist the emergency response departments and agencies that may be active in the event of an emergency and/or disaster, thus minimizing any problems or confusion that might result when various agencies and governmental departments respond to a situation.

C. Fiscal Impact:

There is no fiscal impact of adopting.

**V. CITY COUNCIL ASPIRATIONS**

The Council aspiration met would be resilient and prepared

**VI. ALTERNATIVES**

N/A

**VII. TIME CONSTRAINTS**

Ward County Emergency Management Agency requested the copy of the signature page signed by the Mayor along with the City Council Meeting minutes.

**VIII. LIST OF ATTACHMENTS**

- A. Ward County Emergency Response Plan
- B. Signature page



**WARD COUNTY, NORTH DAKOTA**  
**ALL – HAZARDS**  
**EMERGENCY OPERATIONS PLAN**



**2024**

Office of Primary Responsibility: Ward County Emergency Management

## Record of Changes for Emergency Operations Plan Last Updated: 8 January 2023

#	As Reads	Page Number	Changes to Read	Date
1	<b>Lead Agency:</b> NW Regional Hazmat Team, in conjunction with the Local Fire Department	82	Local Fire Department	12-12-23
2		83	Add NW Regional Hazmat Team to Supporting Agency	12-12-23
3	A. Public Health and sanitation refers to the services, equipment and staffing needed to protect the health and general welfare of the public from communicable diseases; contamination and epidemics/pandemics; the development and monitoring of health information, inspection of food, water quality, and sanitation measures; immunizations; laboratory testing; animal and vector control; inspection of public drinking water supplies; as well as sewage treatment services.	52	A. Public Health and sanitation refers to the services, equipment and staffing needed to protect the health and general welfare of the public from communicable diseases; contamination and epidemics/pandemics; the development and monitoring of health information, inspection of food, water quality, and sanitation measures; immunizations; laboratory testing of water.	12-18-23
4	Trinity Health Emergency Preparedness Coordinator or designee*	26	Trinity Health Communications & Emergency Preparedness Manager or designee	12-18-23
5				
6				
7				
8				
9				
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11				
12				
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14				
15				

## Distribution List

Ward County Commission	
Ward County Sheriff's Department	
Ward County Emergency Management	
Ward County Dept. of Human Services	
Ward County Highway Department	
Ward County Auditor/Treasurer	
Minot Fire Department	
Minot Police Department	
Minot Public Works	
Minot Public Information Office	
Minot Rural Fire Department	
Minot Air Force Base	
Trinity Health First Response	
Mayor, City of Minot	
Mayor, City of Berthold	
Mayor, City of Burlington	
Mayor, City of Carpio	
Mayor, City of Des Lacs	
Mayor, City of Donnybrook	
Mayor, City of Douglas	
Mayor, City of Kenmare	
Mayor, City of Makoti	
Mayor, City of Ryder	
Mayor, City of Sawyer	
Mayor, City of Surrey	
ND Highway Patrol	
ND State Fair	
ND DES	
ND DOT	
First District Health Unit	
Trinity Health	
American Red Cross	
PSAP Public Safety Answering Point	
Ward County Superintendent of Schools	
Salvation Army	
Souris Valley Amateur Radio Club	
Souris Valley Animal Shelter	
Ward County 911/PIO	
Minot City Manager	
Minot Public Information Officer	
Minot Park District	
Minot International Airport	
Roosevelt Park Zoo	

## Signature Page

\_\_\_\_\_ Ward County Commission Chair

\_\_\_\_\_ Ward County Emergency Management

\_\_\_\_\_ Ward County Auditor/Treasurer

\_\_\_\_\_ Ward County Sheriff

\_\_\_\_\_ Ward County Highway Department

\_\_\_\_\_ Ward County 911/PIO

\_\_\_\_\_ Ward County Superintendent of Schools

\_\_\_\_\_ Ward County Human Services

\_\_\_\_\_ Minot Rural Fire Department, Fire Chief

\_\_\_\_\_ MAFB Emergency Management

\_\_\_\_\_ Mayor, City of Berthold

\_\_\_\_\_ Mayor, City of Burlington

\_\_\_\_\_ Mayor, City of Carpio

\_\_\_\_\_ Mayor, City of Des Lacs

\_\_\_\_\_ Mayor, City of Donnybrook

\_\_\_\_\_ Mayor, City of Douglas

\_\_\_\_\_ Mayor, City of Kenmare

\_\_\_\_\_ Mayor, City of Makoti

\_\_\_\_\_ Mayor, City of Minot

\_\_\_\_\_ Minot Police Chief

\_\_\_\_\_ Minot Fire Chief

\_\_\_\_\_ Minot Public Works Director

\_\_\_\_\_ Minot City Manager

\_\_\_\_\_ Minot PIO

\_\_\_\_\_ Mayor, City of Ryder

\_\_\_\_\_ Mayor, City of Sawyer

\_\_\_\_\_ Mayor, City of Surrey

\_\_\_\_\_ PSAP Public Safety Answering Point

\_\_\_\_\_ ND Highway Patrol

\_\_\_\_\_ Souris Valley Amateur Radio Club

\_\_\_\_\_ Trinity Health

\_\_\_\_\_ First District Health Unit

\_\_\_\_\_ Salvation Army

\_\_\_\_\_ American Red Cross

\_\_\_\_\_ ND State Fair

\_\_\_\_\_ Minot Park District

\_\_\_\_\_ Roosevelt Park Zoo

\_\_\_\_\_ Souris Valley Animal Shelter

\_\_\_\_\_ Turtle Mtn. Animal Rescue

## Approval

Under the direction of the Ward County Commission and the Ward County Local Emergency Planning Committee, the **Ward County Emergency Operations Plan - 2023** has been approved.

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Ward County Commission Chair

---

Date

---

Ward County Local Emergency Planning Committee Chair

---

Date

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## **Basic Plan**

### **Promulgation Statement**

Government at all levels, have the responsibility for the protection of life, property, and the environment from hazards, which are known to threaten their jurisdiction. Therefore: by the authority of the Ward County Commission, we do hereby order that the Ward County Emergency Operations Plan be put into effect and be promulgated to all appropriate entities in the county. The plan assigns tasks and responsibilities to county and city agencies as well as establishing a broad concept for conducting preparedness, response, and recovery efforts if an emergency and/or disaster threatens or occurs.

These cities, by resolution, hereby adopt the concepts and conditions set forth by the Ward County Operations Plan:

<b>City</b>	<b>Date of Resolution</b>
Berthold	_____
Burlington	_____
Carpio	_____
Des Lacs	_____
Donnybrook	_____
Douglas	_____
Kenmare	_____
Makoti	_____
Minot	_____
Ryder	_____
Sawyer	_____
Surrey	_____

### **Authorities**

Public Law 920, the Federal Civil Defense Act, as amended  
Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Act, as amended  
Public Law 106-390. Disaster Mitigation Act of 2000  
NDCC 37-17.1, the North Dakota Disaster Act of 1985, as amended  
Administrative Code, N.D.A.C. 33-06-03-03  
NDCC 23-01-05(12)  
NDCC 23-35-12(2)  
NDCC 23-35-08(9)  
NDCC 36-01  
NDCC 23-07.6  
FEMA Public Assistance Guide (FEMA 322)

### **References**

Homeland Security Act of 2002  
Homeland Security Presidential Directive – 5, *Management of Domestic Incidents*  
Homeland Security Presidential Directive – 8, *National Preparedness*  
Department of Homeland Security, National Incident Management System, March 1, 2004

## **Purpose**

This plan is an effort by the Ward County Emergency Management Office as well as the Ward County Local Emergency Planning Committee (WCLEPC) to reasonably explain the duties and responsibilities of the various County/City departments in the event of an emergency and/or disaster in Ward County. The understanding and interest of all responsible key persons in County/City government is a must in order to develop plans to mitigate an emergency/disaster.

This document has been developed to assist the emergency response departments and agencies that may be active in the event of an emergency and/or disaster, thus minimizing any problems or confusion that might result when various agencies and governmental departments respond to a situation.

The purpose of the Emergency Operation Plan for Ward County is:

- A. To define the responsibilities of departments of local government (tribal, county, and city) and appropriate private entities.
- B. To ensure a coordinated effort using the Incident Command System (ICS) by local, state, and federal government; as well as private response forces, to save lives, protect property, and the environment in the event of an emergency and/or disaster.
- C. To facilitate short-term and long-term recovery activities.

## **Assumptions**

Proper implementation of this plan will reduce or prevent loss of life, damage to property, and/or the environment. Key officials within Ward County are aware of the possible occurrence of any emergency and/or disaster and their responsibilities in the execution of this plan.

- A. The county commission and city councils have overall statutory responsibility for the continued use, development, and maintenance of this plan. Delegation of responsibilities to department heads does not abolish the authority of the heads of local governments to make necessary decisions or changes to the plan for the protection of life, property, and the environment.
- B. The contents of this plan must be known and understood by those people responsible for its implementation. The emergency manager is responsible for briefing personnel, county, and/or city officials concerning their role in emergency management and the contents of this plan in particular.
- C. The plan shall incorporate the use of ICS, allowing flexibility for response to a variety of emergencies.
- D. Department heads are responsible for the development and maintenance of their respective functions and tasks in this plan.
- E. In addition, each functional coordinator and task coordinator must maintain supporting Standard Operation Procedures (SOPs) describing how functions/tasks will be accomplished or implemented. SOPs are located at appropriate functional facility locations and will be updated yearly by the appropriate coordinator.
- F. An annual review of this plan will be conducted by all officials involved in its execution. The emergency manager will coordinate this review and any revision and distribution found necessary.

- G. The plan will be tested at least once a year in the form of a simulated emergency exercise in order to provide practical, controlled experience to functional coordinators, and task coordinators responsible for plan maintenance and response.

## **Concept of Operations**

### **A. General**

It is the responsibility of government to protect life, property, and the environment from the effects of hazardous events using the five phases of emergency management: preparedness, prevention, mitigation, response and recovery. This plan is based on the concept that the emergency functions performed by various groups responding to an emergency will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

This plan incorporates the principles of the National Incident Management System (NIMS), a nationwide approach to domestic incidents management, to be applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. It is not an operational incident management or resource allocation plan. NIMS represents a core set of doctrines, principles, terminology, and organizational processes to enable effective, efficient, and collaborative incident management at all levels. NIMS provide a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations as follows:

#### **Incident Command System (ICS)**

The Incident Command System (ICS) is considered the most effective system for managing emergencies. The National Fire Academy ICS can be used as a standard for emergency management operations. Ward County subscribes to the use of ICS as an important part of NIMS. ICS is a standardized, flexible, on-scene, all-hazard incident management concept. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of a single or multiple incidents without being hindered by jurisdictional boundaries.

#### **Unified Command System (UCS)**

A Unified Command System, part of ICS, is established upon activation response to an incident. This system gives agencies a responsibility, for the incident, to participate in the decision making process. Under a Unified Command, agencies work together through the designated members of the Unified Command to analyze information and establish a common set of objectives and strategies.

#### **Area Command (Unified Area Command)**

Area Command establishes two objectives. The first objective is to oversee the management of multiple incidents that are each being handled by an ICS organization. The second is to oversee the management of large or multiple incidents to which Incident Management Assistant Teams (IMAT) have been assigned. Area command has the responsibility to set overall strategies and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, ensure that objectives are met, and strategies followed. Area command becomes Unified Area Command (UAC) when incidents are multi-jurisdictional. Area command may be established at an Emergency

Operations Center (EOC) facility or at some location other than an Incident Command Post (ICP).

Local government, because of its proximity to these events, has the primary responsibility for emergency management activities. Other levels of government provide resources that are not available at the local level. If local resources (county, city, and private) are not available, the county/city may request assistance through the county emergency management office after the political subdivision has issued an emergency or disaster declaration. When the emergency exceeds county government's capacity to respond, assistance from the state government will be requested through the North Dakota Department of Emergency Services (NDDes) by the county's Emergency Manager. After the county has issued an emergency or disaster declaration, he or she will request the Governor to request federal assistance if the county has reached their allotted damage dollar amount through a Presidential emergency or major disaster declaration. The federal government may provide assistance and resources to the state where needed. Federal assistance may be extended to aid in recovery from major disasters.

The county's Emergency Operation Center (EOC) will be activated for all incidents requiring a significant dedication of resources and/or extraordinary interagency coordination outside the realm of normal day-to-day situations responded to by law enforcement, fire, and Emergency Medical Services (EMS) agencies. The incident commander and/or commanders will make the decision to activate the EOC.

Day-to-day functions that do not contribute directly to response actions to an incident may be suspended for the duration of such incident. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of the resources.

Hazard-specific appendices are covered in the local multi-hazard mitigation plan, which links to the Emergency Operations Plan (EOP). The multi-hazard mitigation plan and the EOP are linked in that the multi-hazard plan identifies the prevention measures and the EOP addresses procedures for responding to problems created by the hazards.

## **B. Continuity of Government**

Succession of Leadership:

County Commissioners

- 1) Chair
- 2) Vice chair
- 3) Highest senior member of commission

City Government

- 1) Mayor
- 2) President of city council
- 3) Highest senior member of council

EOC Personnel

- 1) Emergency Manager
- 2) Assistant Emergency Manager
- 3) Ward County Sheriff/Designee

Line of succession for each agency/department is according to the department rules and/or Standard Operating Procedures. Each county/city functional coordinator will have a designated alternate to fulfill assigned responsibilities. Contact information can be found in the Resource Spreadsheet for all functional coordinators and their alternates in the Emergency Management Office.

#### **C. Preservation of Records**

The preservation of important records and the taking of measures to ensure continued operations and, if necessary, reconstitution of local government during and after catastrophic disasters or incidents of national security is the responsibility of the executives of each jurisdiction. Records to be preserved should include, at a minimum:

- 1. Records are required to protect the rights of individuals.** These records include: marriage licenses and divorce papers; property and land titles; tax statements and licenses; and records required by health, fire, law enforcement, and public works to conduct incident/emergency/disaster operations.
- 2. Records required to re-establish normal government functions and to protect the rights and interests of government.** Appropriate department heads will be responsible for securing documents necessary for continuing operation during times of emergencies/disasters.

#### **D. Relocation of Government**

All critical facilities at the county and city level such as the EOC, law enforcement, fire, and the courthouse should have an alternate location if evacuation becomes necessary. Educational facilities, public works buildings, jails, communication centers, fire halls, and law enforcement centers are possible relocation facilities as they already contain considerable communication equipment. Each department is responsible for their own continuity planning. If any department needs to have representation in the Ward County EOC there is a pre-identified alternate EOC location and it is listed in the EOC section of this plan. A list of possible alternative locations is listed on page 25.

#### **E. Emergency Checklist**

The following is a guide as applicable for response to all hazards.

- 1. Emergency Notification/Warning** - To alert the persons designated to respond the general public:
  1. Notify First Response Agencies
    - Law enforcement
    - Fire
    - Emergency Medical Services
      - Notify hospital
      - Notify coroner
    - Public works
      - Highway Department
  2. Establish NIMS Incident Command Structure
  3. Initial Assessment of Situation
    - Scene safety
    - Nature of disaster
    - Atmospheric conditions
    - Injuries/fatalities

- Resources committed
- Evaluate need for outside assistance

4. Notify EOC/Emergency Manager
5. Initiate Public Warning Systems
  - Outdoor warning sirens
  - Activate Hyper-Reach
  - Emergency Alert System (EAS)
  - Public loud speaker
  - Public information officer (PIO)
6. Notify functional coordinators
7. Alert Mutual Aid Partners for additional support
8. Notify chief elected officials
9. Notify ND Department of Emergency Services (NDDDES)
10. Notify volunteer organizations as needed

**2. Immediate Public Safety** - To provide for the safety of people and aid the injured:

1. Initiate actions to reduce current and future hazards
  - Activate teams
  - Activate Bomb Squad/SWAT
2. Evacuation/Shelter-in-place
3. Emergency Medical Services
  - Triage
  - Decontamination (DeCon)
  - Transport
  - Treat
4. Search and Rescue (LE)
  - Contact NDDDES for (potential) Civil Air Patrol support

**3. Property Security** - To provide protection for public and private property:

1. Provide barricades in necessary areas
2. Provide traffic and crowd control
3. Establish Perimeter Scene Security
4. Remove objects that may be ongoing hazards
5. Facility security
  - Family Assistance Center (FAC)
  - Health facilities (including morgue)
  - EOC
  - Critical facilities
  - Airports
  - Water facilities
  - Power generation
  - Communication
  - Courthouse/City Hall

**4. Public Welfare** - To provide care for people injured or dislocated and assess damage:

1. Establish Family Assistance Center
2. Establish Family Reunification Area
3. Disseminate public information
4. Shelter

5. Food/water
6. Clothing
7. Sanitation
8. Prescriptions
9. Animal welfare

**5. Restoration** - To bring the necessities of life back to normal:

1. Reestablish communication capability ASAP
2. Mobilize community resources
3. Restore critical facilities
  - Hospitals
  - Law enforcement center
  - EOC
  - Fire
  - Nursing homes
  - Schools
4. Restore Utility services
  - Water/waste water
  - Power
  - Electric
  - Gas
  - Telephone
5. Restore transportation arteries
6. Decontamination
  - Public infrastructure
  - Homes/businesses

**F. Functional and Task Coordinators**

Significant responsibilities common to emergencies and disasters are grouped into five areas, which are called functions. The departments having responsibility by law or day-to-day resource and operational capability within each of these functions are identified and assigned by specific task/responsibility, and are listed in the appendixes.

Any county/city agency or department may be assigned an emergency mission. The supervisor of each department is responsible for the accomplishment of an assigned task or function through the development of SOPs located at their facility. Assignment of functions and tasks are listed by functional area. In addition, each department is assigned the following general tasks:

1. Provide personnel, backfill, equipment, and facilities on a 24-hour basis.
2. Plan and provide for the safety of employees and protection of public property in the event of an emergency.
3. Coordinate actions with the County Emergency Manager and with departments having related tasks.
4. Train personnel assigned to incident/emergency/disaster tasks and participate in exercises to test incident/emergency/disaster plans and procedures.
5. Provide for record keeping and documentation of the incident/emergency/disaster and actions taken.
6. Prepare damage assessments.

### **G. Mutual Aid Agreements**

Ward County and the City of Minot foreseeing difficult times during emergency or disaster, has made certain agreements to ensure the protection of the life, property, environment, and infrastructure. These enable the County and City to use the resources, facilities, equipment, and manpower from departments, cities, and counties within the region. As needs arise, Ward County and the City will continue to make these agreements as necessary to align further resources. Copies of these agreements for mutual aid in a time of emergency/disaster can be found with Ward County Emergency Management, Ward County Auditor, or City of Minot Finance Department.

### **Departments & Organizations General Responsibilities**

All participants in the Ward County Emergency Operations Plan (EOP) are responsible for carrying out emergency/disaster operations and advising chief elected officials, functional and task coordinators and the emergency manager on matters pertaining to their areas of functional responsibility.

**All members of the Ward County Local Emergency Planning Committee are responsible for the following tasks:**

#### **Preparedness:**

- A. Review and update communications Standard Operating Guidelines (SOG's)
- B. Recommend changes of the EOP, Hazard Mitigation Plan, and Sheltering Plan
- C. Participate in incident/emergency/disaster exercises and training
- D. Maintain log of all staff contact numbers
- E. Review of Tier II Reports

#### **Response:**

- A. Complete functional assessment of essential services and develop action plan to sustain these services
- B. Facilitate and coordinate with EOC Manager/Emergency management
- C. Conduct periodic briefings for the personnel and participate in EOC briefings as required or requested
- D. Maintain logs to support documentation, expenditures, situation status, resource allocations, and reports
- E. Keep a log of all activities performed and update incoming shifts
- F. Obtain required resources to sustain operations

#### **Recovery:**

- A. Administer public/private contractor support/recovery activities
- B. Reflect on emergency operations
- C. Recommend updated changes of the EOP
- D. Complete assessment of system performance and vulnerability and recommend mitigation/improvement strategies
- E. Conduct Hotwash/After Action of Incident



## **Roles & Responsibilities**

### **Purpose**

The roles and responsibilities section of the EOP defines the emergency/disaster related functions of departments and organizations providing essential support functions for the community.

Roles and responsibilities relating to preparedness, response, and recovery are outlined for each of the departments and organizations included in the EOP.

The Ward County Local Emergency Planning Committee (WCLEPC) emergency planning key functional areas serve as coordinators for departments and other organizations with related functions. The six concepts of operations on the previous page illustrate the WCLEPC components and primary emergency functions conducted by departments within each component.

### **Situation and Assumptions**

Depending on the nature and severity of a potential incident, personnel availability of each department and organization may be significantly compromised.

Emergency response personnel are more willing to report to work if they are aware of the status and the well-being of their family members.

Not all roles and responsibilities can be pre-determined. Flexibility is required and reassignment of personnel may be necessary.

### **Concept of Operations**

This section of the Emergency Operations Plan identifies responsibilities. Each department and organization identified in the plan will establish operations and procedures (plans) to outline how the responsibilities identified in this plan will be carried out, and will establish Mutual Aid Agreements as necessary to enhance capabilities to carry out the responsibilities identified.

### **Agencies Roles and Responsibilities**

Agencies such as Administration, PIO, Agriculture, Public Health, Public Safety: Law Enforcement, Public Safety: Fire/EMS and the Highway Department/Public Works have specific roles and responsibilities they must perform in response to an emergency or hazard. These roles and responsibilities include but are not limited to:

#### **Administration**

- A. Policy
- B. Emergency Declaration
- C. Liaison
  - 1) Elected Officials
  - 2) State Government
  - 3) External Agencies
- D. Attorney
  - 1) Legal Council
- E. Emergency Management
  - 1) EOC Coordination
  - 2) Permitting
  - 3) Liaison to state/federal
- F. County/City Auditor/Treasurer
  - 1) Documentation
  - 2) Financial Records
  - 3) Purchasing

#### **Public Information Officer:**

- A. Rapid dissemination of critical instructions and accurate information to the community and the region via a variety of media
- B. Timely public information flow and updates to stake holders
- C. Rumor control
- D. Initiation and scheduling of media briefings as appropriate
- E. Establishment of a "media center" near the briefing site for use by the media
- F. Timely response to media inquiries and calls from the community
- G. Coordination and networking with other local PIO's as necessary and appropriate

#### **Health**

- A. Community Assessment
- B. Treatment
- C. Medications/Immunizations

- D. Quarantine
- E. Air Quality
- F. Surveillance/Epidemiology
- G. Liaison:
  - 1) Health Officer
  - 2) Local Government
  - 3) Medical Providers
  - 4) Mental Health
- H. Public Information
- I. Infectious/Communicable Diseases
- J. Health Hazard Assessment
- K. Mortuary Coordination
- L. Laboratory Coordination
- M. Bio-Terrorism Coordination
  - 1) Strategic National Stockpile Liaison (Regional & State)

**Public Safety: Law Enforcement**

- A. Establish Perimeters
- B. Site Security
- C. Scene Security:
  - 1) Traffic/Crowd Control
  - 2) Ingress/Egress Screening
- D. Evacuation
- E. Damage Assessment Support
- F. Criminal Investigation
- G. Evidence Collection
- H. Assist with Quarantine
- I. Special Operations:
  - 1) Bomb Squad
  - 2) Search & Rescue
  - 3) Special Weapons and Tactics (SWAT)
  - 4) Negotiators
- J. Public Information
- K. Communications
  - 1) Warning
  - 2) Dispatch Activity
  - 3) EOC Communication Support

**Public Safety: Fire/EMS**

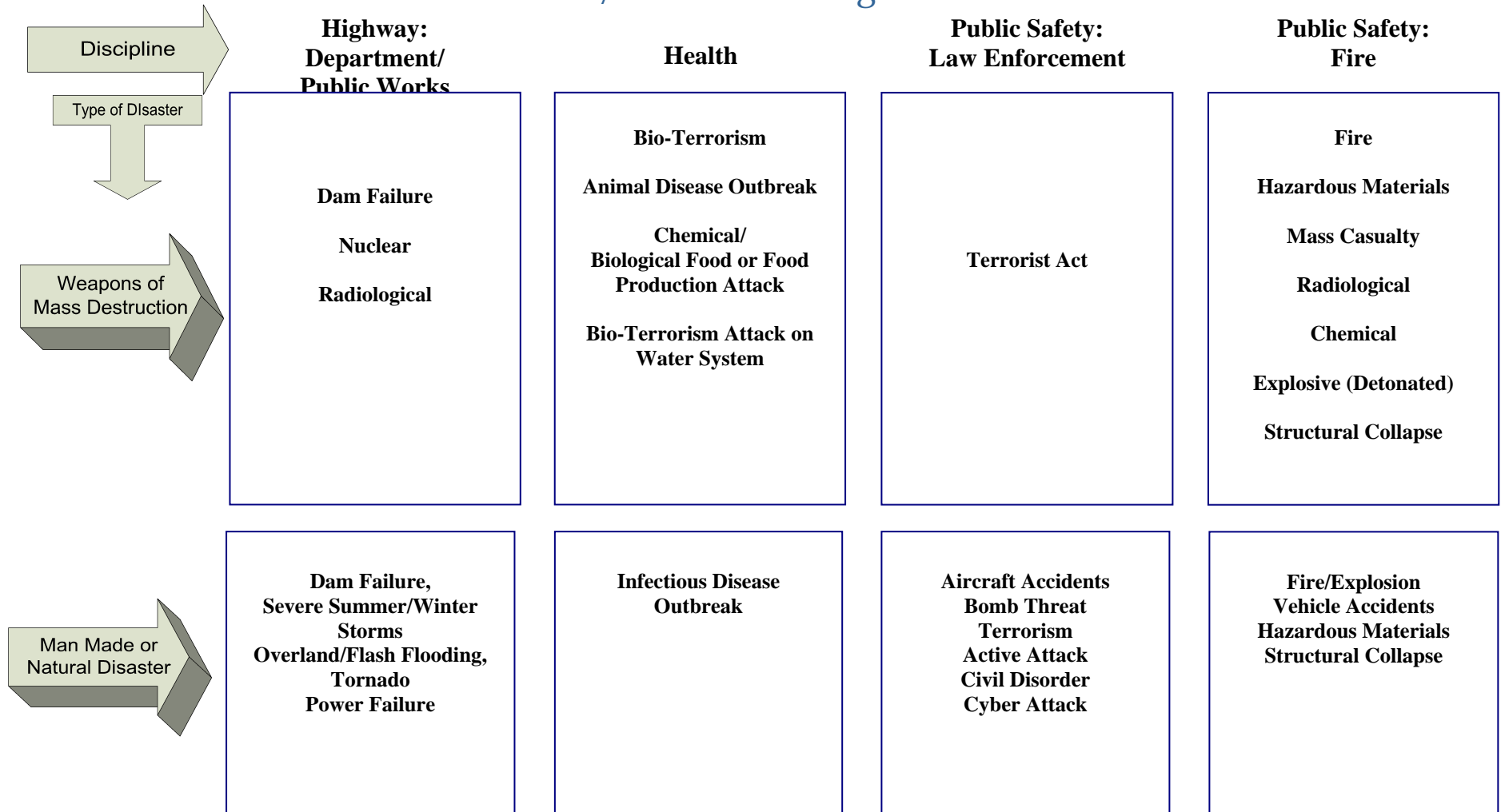
- A. Fire Suppression
- B. Search & Rescue
- C. Fire Protection
- D. Pre-Incident Planning
- E. Fire Investigation
- F. Special Operations:
  - 1) Weapons of Mass Destruction (WMD) Response
  - 2) Hazardous Materials
  - 3) Structural Collapse
  - 4) Trench Rescue
  - 5) Confined-Space Rescue

- 6) Swift & Surface Water Rescue
- 7) Extrication
- 8) High-angle Rope
- 9) Rapid Intervention
- G. Emergency Medical Service (EMS) Response:
  - 1) Triage Support
  - 2) Treatment-Support
- H. Damage Assessment
- I. Ambulance
  - 1) EMS Primary
  - 2) WMD Response
  - 3) Mass Casualty Unit
  - 4) Triage
  - 5) Treatment
  - 6) Transportation
  - 7) Public Information

**Highway Department/Public Works**

- A. Streets:
  - 1) Clearing
  - 2) Cleaning
  - 3) Barricading
  - 4) Detouring
  - 5) Construction
- B. Hazardous Materials (HazMat):
  - 1) Diking
  - 2) Dam
  - 3) Diverting
- C. Debris Removal
- D. Sandbagging
  - 1) Storage
  - 2) Distribution
- E. Water & Sewer Utility Maintenance
- F. Fleet Maintenance
- G. Damage Assessment

## Primary Incident Management Chart



Note: This chart shows which of the four disciplines identified in the Ward County EOP is the primary incident commander for each identified disaster

## **Emergency Operations Center (EOC)**

### **Purpose**

This section of the EOP identifies how, when, and who is involved in activation of the EOC and identifies the general responsibilities of the EOC personnel.

### **Situation and Assumptions**

Most incidents are handled on scene by the Incident Commander via the Incident Command System and do not require activation of the EOC. The EOC is activated when the needs, resources, and complications overwhelm the ability of personnel on the scene to manage and control effectively. In the event that the EOC is needed to support emergency response operations, the Incident Commander will activate the EOC.

The accumulation, compilation, and dissemination of information to the public are key responsibilities of the EOC. Incidents that require significant coordination of Public Information may warrant EOC activation strictly to perform that sole purpose.

The EOC should be activated when an incident is too complex, affects too many people, causes too much damage, or covers too broad an area for all of the functional needs to be addressed at the scene and/or Minot Central Dispatch Center. Upon activation of the EOC, the Emergency Manager will assume the responsibility of EOC Manager and will coordinate the operations and activities within.

Functions of an EOC can take place at an alternate site from those pre-identified as the situation and event necessitates.

During an incident the EOC Level I and Level II personnel are the only members who are allowed in the EOC. If the "primary" representative is not able to attend a successor or designee maybe appointed by the primary representative. Only the IC or Emergency Manager can grant access to the EOC if the person is not listed in Level I or Level II list.

### **EOC Purpose**

The EOC is both a facility and a function that supports the gathering of resources and information needed to effectively facilitate community-wide disaster response and short-term recovery. A primary role of the EOC is to collect, validate, analyze and organize emergency information to enact effective decision making about the direction and utilization of resources and personnel. The EOC also addresses policy and legal issues, sets priorities, and communicates and coordinates with other levels of government as well as the public and private sectors for effective response and recovery. In effect, the EOC views the incident as a whole and supports response by directing and tracking response efforts, coordinating and ordering resources and by gathering and disseminating information.

EOC Major Objectives Include:

- Assess the situation
- Issue an Emergency/Disaster Declaration, if warranted
- Establish priorities
- Provide leadership and overall direction of efforts
- Identify and address Mass Care (family assistance) needs
- Identify and address legal and policy issues
- Provide accurate public information throughout response and recovery efforts
- Provide incident support
- Resource management
- Identify and activate mutual aid, if needed

- Identify any State Historic Preservation Office (SHPO) permits needed and apply for
- Identify and request additional assistance, if needed
- Coordinate with the State Operations Center and other Department Operations Centers to accomplish response and recovery objectives
- Provide for coordination with other facilities such as shelters, Family Assistance Centers, etc.
- Coordinate damage assessment activities
- Provide for continuity of government and operations
- Lead recovery efforts following disaster

**EOC Location**

The location of the primary EOC is Ward County Administrative Building 225 3<sup>rd</sup> St SE; Minot, ND.

The secondary location is First District Health Unit, 800 11<sup>th</sup> Ave SW in Minot, ND and the Tertiary EOC is located at the Minot Municipal Auditorium at 420 3<sup>rd</sup> Ave SW, room 201.

**Activation of the Emergency Operations Center (EOC)**

The EOC may be activated prior to, during, or after an event depending on the circumstances. The EOC Activation Guide Table illustrates the activation criteria, levels of activation, and initial staffing levels. Upon activation of the EOC, EOC staff will utilize EOC standard operating guides which outline EOC position responsibilities and EOC procedures.

## EOC Activation Guide

Activation Criteria <sup>1</sup> (Event/Situation)	Activation Level	Staffing <sup>2</sup>
<p>Impending events/situations such as large scale conventions, festivities, sporting events, etc. prior to their commencement</p> <p>Significant weather event – for situation/damage assessment purposes</p> <p>Events requiring a “one voice” concept to address media inquiries &amp; public information needs</p> <p>Emergencies in neighboring jurisdictions which may impact our jurisdiction or departments</p>	<p style="text-align: center;"><b>Level One</b></p> <p><b>Activation Method:</b> Emergency Manager or any authorized Incident Commander will activate the Hyper-Reach system and the message will say “Level One personnel to report to EOC”</p>	<p>Incident Commander<sup>3</sup></p> <p>Department Representatives: Fire, Police, EMS, Public Health, Public Works, Hospital, Finance, PIO, Ward County Water Board, Red Cross, City Manager</p> <p>EOC Coordinator – Emergency Manager</p> <p>See Following List of Authorized EOC Personnel</p>
<p>Large scale emergencies that overwhelm any one agency</p> <p>Resources beyond local capabilities are required</p> <p>The emergency is of long duration</p> <p>Major policy decision will or may be needed</p>	<p style="text-align: center;"><b>Level Two</b></p> <p><b>Activation Method:</b> Emergency Manager or any authorized Incident Commander will activate the Hyper-Reach system and the message will say “Level Two personnel to report to EOC”</p>	<p>Incident Commander<sup>3</sup></p> <p>Department Reps: Fire, Police, EMS, Public Health, Public Works, Hospital, Finance, PIO, Ward County Water Board, Red Cross, City Manager, City Transit, IT</p> <p>EOC Coordinator – Emergency Manager</p> <p>See Following List of Authorized EOC Personnel</p>

<sup>1</sup> These are examples to serve as a guide, not an all-inclusive list.

<sup>2</sup> Staffing levels are flexible, similar to the principles of ICS. The Incident Commander, Department Representative and Section Chiefs determine staffing levels

<sup>3</sup> The Incident Commander is selected among Department Representatives based on the principles of unified command and is event driven

**Important Note:** Initial activation of the EOC will be at Level One

### Operations, Planning/Intelligence, and Finance Sections are activated at the discretion of the Incident Commander

#### **Level One Activation:** Initial Emergency Activation

- Call Minot Central Dispatch and request EOC Level 1 activation.
- Minot Central Dispatch personnel will activate EOC staff, including the emergency manager, via the Hyper-Reach System. The emergency manager will initiate EOC start up activities.

#### **Level Two Activation:** Full Activation

- A. Level Two activation is conducted by EOC staff as directed by the Incident Commander after a situation assessment is completed by “Level One” EOC staff.



### **EOC Activation Authority**

Authority to activate the EOC will be limited to those listed below and respective designees. A complete list of Level One and Level Two Activation personnel and contact information can be found in the Ward County Emergency Operations Plan Resource Manual.

- A. Mayor
- B. City Administrator
- C. Fire Chief
- D. Police Chief
- E. Ward County Sheriff
- F. Ward County Engineer
- G. Public Works Director
- H. Public Health Director
- I. County Emergency Manager

### **EOC Security**

Many times during an incident with widespread impact, certain individuals may resolve to enter the EOC to voice or physically express their questions, concerns, or complaints. Due to the amount of convergence of private citizens, contractors, and the media, provisions for private security may be made by the Incident Commander and EOC manager to limit access to the EOC in order to provide for the safety and security of EOC staff, to protect sensitive information, and to allow staff to focus on response to the event without being sidetracked. The following list comprised of only Level 1 and Level 2 personnel authorized for entry into the EOC are the only staff permitted in the EOC but others may be permitted only at the discretion of the EOC Manager and the Incident Commander.

## **Authorized EOC Personnel**

### **Level 1 EOC Staff**

#### **Law Enforcement**

Ward County Sheriff and/or designee\*  
City of Minot Police Chief and/or designee\*  
Highway Patrol Commander or designee\*  
City of Kenmare Police Chief or designee\*  
City of Burlington Police Chief or designee\*  
City of Surrey Police Chief or designee\*  
City of Berthold Police Chief or designee\*  
E911 Coordinator  
PSAP Manager

#### **Fire Rescue and Suppression**

Minot Rural Fire Chief and/or designee\*  
Minot Fire Chief and/or designee\*  
Berthold Fire Chief or designee\*  
Burlington Fire Chief or designee\*  
Carpio Fire Chief or designee\*  
Des Lacs Fire Chief or designee\*  
Donnybrook Fire Chief or designee\*  
Douglas Fire Chief or designee\*  
Kenmare Fire Chief or designee\*  
Makoti Fire Chief or designee\*  
Ryder Fire Chief or designee\*  
Sawyer Fire Chief or designee\*  
Surrey Fire Chief or designee\*

#### **Emergency Medical Service**

First District Health Unit Director and/or designee\*  
Trinity Health Communications & Emergency Preparedness Manager or designee  
Trinity Health First Response Director or designee\*  
Berthold Ambulance Service Chief or designee\*  
Burlington First Responders Chief or designee\*  
Kenmare Ambulance Service Chief or designee\*  
Ryder-Makoti Quick Response Unit Chief or designee\*

#### **Public Works**

Ward County Engineer and/or designee\*  
Ward County GIS Specialist  
City of Minot Public Works Director and/or designee\*  
City of Minot Engineer or designee\*  
Minot City Transit Representative or designee\*  
City of Minot GIS Specialist  
City of Burlington Engineer or designee\*  
City of Des Lacs Public Works or designee\*  
City of Donnybrook Public Works or designee\*  
City of Makoti Engineer or designee\*

City of Sawyer Engineer or designee\*  
City of Surrey Engineer or designee\*

#### **Local Government Officials**

##### **\*\*No more than 2 per jurisdiction**

Ward County Commissioners  
Minot City Council Members  
Mayor of Minot  
Berthold City Council Members  
Mayor of Berthold  
Burlington City Council Members  
Mayor of Burlington  
Carpio City Council Members  
Mayor of Carpio  
Des Lacs City Council Members  
Mayor of Des Lacs  
Donnybrook City Council Member  
Mayor of Donnybrook  
Douglas City Council Members  
Mayor of Douglas  
Kenmare City Council Members  
Mayor of Kenmare  
Kenmare Public Works  
Makoti City Council Members  
Mayor of Makoti  
Ryder City Council Members  
Mayor of Ryder  
Sawyer City Council Members  
Mayor of Sawyer  
Surrey City Council Members  
Mayor of Surrey  
State and Federal Legislators  
Ward County Emergency Management Department  
City of Minot Emergency Manager  
Ward County Public Information Officer (PIO)  
Public Information Officer (PIO) from each city within Ward County  
Ward County Auditor  
City of Minot Finance Director  
Auditor from each city within Ward County  
Chairman of the Ward County Water Resource Board  
North Dakota Department of Emergency Services Director and/or designee\*

#### **Volunteer Agencies**

Local Red Cross Representative or designee\*  
Local Salvation Army Representative or designee\*

Representatives of pertinent volunteer agencies may be permitted access to the EOC by the Incident Commander and the EOC Manager.

## **Level 2 EOC Staff**

### **Support Agencies**

National Weather Service representative or designee\*  
Souris Valley Amateur Radio Club representative or designee\*  
Civil Air Patrol representative or designee\*  
Red Cross representative or designee\*  
Salvation Army representative or designee\*  
North Dakota State University Extension Office representative or designee\*  
North Dakota State Fair Representative or designee\*  
Upper Souris Wildlife Refuge (Lake Darling) Representative or designee\*  
Army Corps of Engineers Commander or designee\*  
North Dakota National Guard Commander and staff  
Minot Air Force Base Emergency Manager  
Minot Air Force Base Commander or designee\*  
Minot State University representative or designee\*  
Department of Transportation Representative or designee\*  
Minot Park Board Representative or designee\*  
Appropriate Critical Infrastructure Representative or designee\*

\* Where a designee is permitted, one person will be allowed access to the EOC in addition to the noted official or in the official's stead to represent them in strictly that capacity.

## **Functional Annexes**

### **Annex A: Agriculture**

#### **Purpose**

This annex deals with diseases and infestations that could affect plant and animal species. It also will provide protection for Ward County's food supply and to ensure that victims of any emergencies and/or disasters are provided adequate and healthy food. Lastly, it also provides preparedness, response, and recovery for the citizens of Ward County's health, care, and environment during and after an emergency and/or disaster.

#### **Coordination**

This function coordinates with the unified command as required by Incident Commander.

#### **Supervision**

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

#### **Primary Function**

Agriculture, fire, health, medical, police, and evacuation

#### **Secondary Function**

Sheltering, food, and water supply

#### **Situation**

- A. Disasters and/or hazards that occur in Ward County impact agriculture which includes: crops, livestock, food supplies, as well as other related agriculture concerns.
- B. Due to the amount of farm land and livestock within Ward County, state and federal agricultural assistance is typically required following disasters and/or hazards.

#### **Assumptions**

- A. Local Farm Service Agencies will notify Minot Police Department, Minot Fire Department, First District Health Unit, and/or the Emergency Manager concerning the status of local agricultural emergencies and the need for assistance.
- B. Disasters and/or hazards may devastate local agricultural assistance
- C. Agricultural emergencies and/or hazards lead to long-term economic impacts requiring an extended amount of federal and state assistance for recovery.

#### **Lead Agency**

North Dakota State University Extension Services

#### **Support Agencies**

Local responding Fire Departments, Local responding Law Enforcement, First District Health Unit, Emergency Management, Minot Roosevelt Zoo, State Veterinarian, Animal Control, and other volunteer/support agencies.

#### **Preparedness**

- A. Coordinate with public and private organizations for the use and supply of potable water
- B. Conduct a public health hazard vulnerability risk assessment
- C. Develop arrangements and agreements to identify, acquire, and mobilize agricultural, nutritional, and animal related resources for emergency and/or disaster.

- D. Plan, exercise and review emergency operations procedures on a regular basis
- E. Identify community resources applicable to the physical, social, and psychological effects of disaster and/or hazard
- F. Identify all and/or possible dump sites
- G. Identify groups most at risk
- H. Provide disaster education in advance of an event
- I. Develop an advocate public policy to reduce the public health impact of potential disasters
- J. Assess and coordinate emergency transportation for personnel and livestock with possible evacuation
- K. Coordinate availability of facilities to be used for emergency medical care
- L. Coordinate requirements for communicable disease prevention and control

### **Response**

- A. Conduct agriculture assessments at the site of the emergency and/or disaster to determine the needs and priorities
- B. Activate and mobilize agricultural personnel, facilities, and material resources
- C. Assess the status of plant and animal health in the state and determine whether any diseases, infestations, or infections threaten the county's food supply and/or domestic and wild animal life
- D. Provide logistical support for the local agriculture personnel
- E. Establish how much food is required for the affected citizens and livestock supply.
- F. Test and/or dispose of contaminated food, livestock, and/or agricultural products if needed
- G. Set up for inspectors, sanitarians, and veterinarians to respond to the affected area
- H. Conduct food inspections
- I. Ban and quarantine food and/or agricultural products if needed
- J. Conduct a surveillance of the affected agricultural communities to be able to identify and address agriculture related problems
- K. Identify approved food sources and/or products
- L. Activate Health Alert Network
- M. Report health findings and recommended actions to The First District Health Unit. If there is a need they will contact the state health officer and other agencies as indicated
- N. Maintain liaison with health officer, environmental health, local officials, and regional emergency preparedness and response coordinator
- O. Advise local officials on request to the Governor regarding waiver of regulatory requirements necessary to public health emergency response
- P. Coordinate medical equipment, supplies, and community resource requests with the EOC
- Q. Track and log response activities, personnel, and costs
- R. Assess need for and request deployment of strategic stockpile with emergency preparedness and response coordinator and State Department of Health
- S. Establish dispensing clinics for focused administration of mass medications
- T. Coordinate with American Red Cross to provide shelter services
- U. Assist with patient identification and tracking
- V. Coordinate mass fatality and morgue services
- W. Conduct health surveillance and epidemiological investigations
- X. Assist in patient evacuation
- Y. Assess worker health and safety issues and provide recommendations
- Z. Assist in implementing isolation and quarantine activities
- AA. Provide education and public information, including disease prevention by providing health advisories on injury prevention, food and water safety, and vector control
- BB. Maintain records of the operations, including cost records that can be used after the emergency

**Recovery**

- A. Agriculture activities will continue as long as necessary after the conclusion of the emergency or disaster
- B. Continue to gather information on the restoration of the health and abundance of plant and animal life to acceptable limits
- C. Assemble key personnel for analysis of medical and public health operations
- D. Complete damage assessment reports with costs incurred
- E. Recommend changes and updates to local response plan
- F. Make recommendations during post incident analysis to improve upon the emergency operations plan
- G. Return all rented and borrowed equipment and replenish or replace inventory as necessary.
- H. Maintenance and repairs to all equipment shall be conducted
- I. Work with community agencies to mitigate long term impact on public health
- J. Monitor long term disease trends
- K. Provide community education to enhance public awareness for injury control, to aid community adjustment and educate about health risks and how to deal with them
- L. Advise to the safety regarding the public health of citizens reoccupying areas

## **Annex B: Aircraft Incidents**

### **Incident within Airfield**

#### **Purpose**

The aircraft incident annex is to provide general information for people of Ward County of the affected or could become affected area(s) regarding an incident and/or hazard. It is also to provide a means to restore and maintain air transportation during an emergency and/or disaster.

#### **Coordination**

This function coordinates with the unified command as required by Incident Commander.

#### **Supervision**

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

#### **Primary Function**

Search and rescue, evacuation, traffic control, airport access control, barricades, and debris removal.

#### **Secondary Function**

Evidence collection, sheltering, reunification, and clean-up

#### **Situation**

- A. Disaster and/or hazards will increase the amount of resources needed to respond to an aircraft incident. If incident is on MOT property refer to Minot International Airport Emergency Plan (AEP) Section III.1 –Aircraft Incidents & Accidents for response protocol.
- B. North Dakota can experience extreme cold weather during certain months that can cause additional issues for resources being out in the elements for a long period.
- C. Accidents could also cause a lot more disruption and damage to populated areas and have impacts to airspace/air transportation.
- D. Evacuations that occur due to disasters/hazards will be conducted by emergency responders; however, if all local emergency responders are exhausted the state may assist with evacuation if requested by the Ward County Emergency Manager

#### **Assumptions**

- A. Disaster and/or hazard responses addressing transportation can be difficult to coordinate immediately following the incident due to the amount of debris that has spread across a possible large area
- B. Disasters and/or hazards that affect aircraft can cause a great deal of damage that could affect a large number of people.
- C. Local first responders will respond, however, federal responders such as the FAA, NTSB, and FBI will join the response and investigation shortly after the incident.

#### **Lead Agency**

Local Law Enforcement, Local Airport/Airfield, Local Fire Department, and National Transportation Safety Board

#### **Support Agencies**

Highway Patrol, EMS, Public Works Department, Volunteer Agencies, Airline Companies, and Air Traffic Control

### Preparedness

- A. Develop the Minot Airport Emergency Plan (AEP) for response and recovery
- B. Coordinate with different public, federal, private, and non-government organizations that have resources that could assist in an aircraft incident.
- C. Maintain a contact list of all public, federal, private, and non-government organizations that have resources that could assist in evacuation
- D. Review the Minot Airport AEP on an annual basis, and allow training for emergency responders on a regular basis.
- E. Conduct a full-scale exercise at a minimum of once every three years.
- F. Work with smaller airfields to ensure local emergency procedures are planned and practiced.

### Response

- A. Set up incident command as soon as possible.
- B. Set up communications between emergency responders
- C. Alert the public as needed
- D. Evacuate area if needed
- E. Acquire resources from public, federal, private, and non-government organizations
- F. Coordinate with federal agencies when requested
- G. Provide family support location
- H. Establish a joint information system
- I. Provide reports to the EOC on a regular basis

### Recovery

- A. Haul debris and other materials to designated dump site (may require aircraft hangar or warehouse for investigation/evidence)
- B. Repair ground damage including runway/taxiway pavements and graded safety areas
- C. Return all resources to the correct places
- D. All emergency responders return to their normal day-to-day duties

Agencies that assist with Aircraft incident	Incident Command	Support	Evacuation	Investigation	Mobile Communication	Cleanup
Local Law Enforcement	X		X	X	X	
Local Fire Department	X	X	X		X	
EMS		X			X	
Highway Patrol		X	X	X	X	
Minot Airport	X	X	X		X	X
Federal Partners		X		X	X	
Airlines		X				X
Air Traffic Control		X				X
National Transportation Safety Board				X		
Volunteer Organizations		X				



## **Incident Outside of Airfield**

### **Purpose**

The aircraft incident annex is to provide general information for people of Ward County of the affected or could become affected area(s) regarding an incident and/or hazard. It is also to provide a means to restore and maintain air transportation during an emergency and/or disaster.

### **Coordination**

This function coordinates with the unified command as required by Incident Commander.

### **Supervision**

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

### **Primary Function**

Search and rescue, evacuation, traffic control, barricades, and debris removal.

### **Secondary Function**

Evidence collection, sheltering, reunification, and clean-up

### **Situation**

- A. Disaster and/or hazards will increase the amount of resources needed to respond to an aircraft incident.
- B. An aircraft accident can occur anywhere, whether it is a populated area or rural.
- C. Some of the Rural areas are difficult to access in regular response vehicles.
- D. Some of the Rural areas have limited to no cell phone coverage causing more communication difficulties.
- E. North Dakota can experience extreme cold weather during certain months that can cause additional issues for resources being out in the elements for a long period.
- F. Accidents could also cause a lot more disruption and damage to populated areas, and have impacts to airspace/air transportation.
- G. Evacuations that occur due to disasters/hazards will be conducted by emergency responders; however, if all local emergency responders are exhausted the state may assist with evacuation if requested by the Ward County Emergency Manager

### **Assumptions**

- A. Disaster and/or hazard responses addressing transportation can be difficult to coordinate immediately following the incident due to the amount of debris that has spread across a possible large area
- B. Disasters and/or hazards that affect aircraft can cause a great deal of damage that could affect a large number of people.
- C. Local first responders will respond, however, federal responders such as the FAA, NTSB, and FBI will join the response and investigation shortly after the incident.

### **Lead Agency**

Local Law Enforcement, National Transportation Safety Board, and Local Fire Department

### **Support Agencies**

Highway Patrol, EMS, Public Works Department/Highway Department/Township, Volunteer Agencies, Airport and Airline Companies

### Preparedness

- A. Develop the Minot Airport AEP for response and recovery
- B. Coordinate with different public, federal, private, and non-government organizations that have resources that could assist in an aircraft incident.
- C. Maintain a contact list of all public, federal, private, and non-government organizations that have resources that could assist in evacuation
- D. Review the Minot Airport AEP on an annual basis, and allow training for emergency responders on a regular basis.
- E. Conduct a full-scale exercise at a minimum of once every three years.

### Response

- A. Set up incident command as soon as possible.
- B. Set up communications between emergency responders
- C. Alert the public
- D. Evacuate area if needed
- E. Acquire resources from public, federal, private, and non-government organizations
- F. Coordinate with federal agencies when requested
- G. Provide family support location
- H. Establish a joint information system
- I. Provide reports to the EOC on a regular basis

### Recovery

- A. Haul debris and other materials to designated dump site (may require aircraft hangar or warehouse for investigation/evidence)
- B. Repair ground damage including runway/taxiway pavements and graded safety areas
- C. Return all resources to their respective places
- D. All emergency responders return to their normal day-to-day duties

Agencies that assist with Aircraft incident	Incident Command	Support	Evacuation	Investigation	Mobile Communication	Cleanup
Local Law Enforcement	X		X	X	X	
National Transportation Safety Board				X		
Highway Patrol		X	X	X	X	
Local Fire Department	X	X	X		X	
Minot Airport	X	X			X	
Federal Partners		X		X	X	
Airlines		X				X
Air Traffic Control		X				
EMS		X			X	
Volunteer Organizations		X				

## **Annex C: Central Dispatch, Communications, & Warnings**

### **Purpose**

This function provides procedures for preparedness, response, and recovery to establish the ability to communicate between direction and control authorities and between coordinating authorities and response organizations for an effective and coordinated response and recovery. Should the day-to-day communication systems become unavailable, alternate systems will be planned and implemented.

This function has the responsibility, within financial and technical restraints, to establish, use, maintain, and manage the emergency communication network and to ensure that it is protected from hazards that may reduce its effectiveness.

### **Coordination**

This function coordinates with the unified command as required by Incident Commander.

### **Supervision**

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

### **Primary Function**

To provide program support and to establish, maintain, and manage the emergency communication network.

### **Situation**

- A. Disasters and/or hazards affect the ability to communicate by overloading the system or equipment, overpowering staff, and creating conditions that make delivery and/or repair to communications resources difficult or impossible
- B. The EOC contains sixteen landline phones that can be used on a 24/7 basis
- C. The EOC contains a protected wireless capability for all EOC personnel to use
- D. The Incident Command Trailer contains a Tactical Communications Bridge Radio (TCB-4) that contains two VHF radios, one UHF radio and one 800 MHZ radio to merge any radio's together no matter what frequency they are on that will enable all emergency personnel to communicate.

### **Assumptions**

- A. Central Dispatch and the EOC will take on the responsibility for assisting Logistics in locating, obtaining, and assigning a location for resources requested by City Departments during an incident within the City of Minot
- B. The EOC will assist emergency personnel with setting up and operating communications capabilities as needed.
- C. The EOC will be operational and support communications within the county operations during and after the emergency and/or hazard
- D. Ward County with the assistance of private organizations (i.e. SRT and Midcontinent Communications) will restore lost or broken lines of communications

### **Lead Agencies**

Central Dispatch, Emergency Management, and Police Department

### **Supporting Agencies**

SRT, Midcontinent Communications, Midstates, Local Fire Department, First District Health Unit, American Red Cross, and other voluntary agencies

### **Preparedness**

- A. Work with Emergency Management in identifying local businesses to obtain resources to assist City Departments
- B. Identify vulnerable communication locations
- C. Review communications resource requirements
- D. Identify and verify agreements with private and public sector agencies to augment communications capabilities
- E. Ensure testing and maintenance of communications equipment on a regular basis
- F. Instruct staff on contents and use of message handling system
- G. Ensure availability of message forms
- H. Renew radio licenses as required
- I. Update and review warning capabilities with available technology
- J. Update and confirm warning resources

### **Response**

- A. Assisting IC in locating, obtain, and assign a location for resources requested by City Departments
- B. Request Assistance from County Emergency Management for Support
- C. Alert communications personnel, as needed
- D. Provide supplemental emergency communications
- E. Ensure communication capability for:
  - a. Teletype
  - b. Emergency Alert System (EAS) and IPAWS
  - c. Hyper-Reach
  - d. Interactive Video Network
  - e. Pagers
  - f. Amateur radio, SVARC, REACT
  - g. NOAA Weather Radio for civil emergency message
  - h. Public Safety radio channels
  - i. Cellular phones
  - j. Sirens
  - k. NAWAS
  - l. Fax
  - m. Telephone
  - n. Local Area Networks (LAN)
  - o. Modems (email)
- F. Advise functional coordinators of communication status
- G. Activate EAS/IPAWS for immediate protective actions to include warning alerts and evacuation
- H. PIO Will:
  - a. Implement media release point and set schedule for periodic briefings, as required
  - b. Confirm policy on admittance of news media to disaster area with local officials
  - c. Coordinate release of all public information advisors and instructions with appropriate EOC staff
- I. Upon receipt of a reliable warning, the dispatcher will refer to and automatically implement appropriate established procedures and will activate appropriate warning systems
- J. Ensure that supplies and equipment for the information center are adequate and in place, as required

## Recovery

- A. Maintain communications with state government and adjacent communities
- B. Maintain a log of all communication activity
- C. Prepare a report of communication activities during disaster situations
- D. Assess disaster effects on communications facilities and systems
- E. Report status of communications system to emergency management director
- F. Provide instructions to the public for the recovery phase
- G. Release safety measures and precautions applicable to hazard and recovery activities

Agencies that assist with communication efforts before, during and after a disaster/hazard occurs.	Activation	Set Up	Incident Command Trailer	Notification	Restoration
Central Dispatch	X	X	X	X	
Emergency Manager	X	X	X		
Fire Department	X		X		
Police Department	X		X		
SRT/Midcontinent		X			X
Media				X	
Volunteer Organizations		X		X	X
Ward County Highway Department			X		
Volunteer organizations include some private relief organizations such the American Red Cross and the Salvation Army.		X			

## **Annex D: Cyber**

### **Purpose**

The purpose and scope of the Cyber Incident Annex is to create an emergency action plan in response to criminal activity and / or disruption to the cyber community. There has been an increasing amount of cyber incidents occurring and it is imperative that a plan is in place for local, State, and private industry to respond and recover from a cyber-attack and / or disruptive incident.

### **Coordination**

This function coordinates with the unified command as required by Incident Commander.

### **Primary Function**

Information Security and Protection

### **Secondary Functions**

Investigation and Data/Information Loss Recovery

### **Situation**

- A. Hacker(s) gain unauthorized access to City of Minot and/or Ward County Computer Networks to destroy/disable and/or steal data.
- B. Employee(s) or trusted third parties may intentionally or unintentionally damage/destroy our system and/or steal data
- C. A natural and/or manmade disaster could have the potential to knock down some or all of entire infrastructure.
- D. Whether someone has hacked our network, an employee or third party has intentionally or unintentionally damaged, destroyed our system and/or steal data, or a disaster has taken out some or all of our infrastructure, the disruption could affect some or all of the departments within the City and/or County's ability to function.

### **Assumptions**

- A. Cyberspace is comprised of hundreds of thousands of interconnected computers, servers, routers, switches and network cables that make our critical infrastructure work. Thus, the healthy functioning of cyberspace is essential to our economy and security. The threat of a cyber - related attack that could affect the County or Cities infrastructure, computer systems, communications capabilities, and other critical assets cannot be minimized or ignored in today's computer - dependent world.
- B. Some redundant telecommunications and information technology services will survive the effects of an emergency or disaster.
- C. Cyber incidents may occur with little or no warning and may involve a variety of tactics that could affect critical County or City infrastructure and key resource sites. A cyber incident could consequently overwhelm the ability of our local capability to respond to natural, technological, and / or human – caused events.
- D. Ward County and the City of Minot's critical infrastructure and key resources depend on properly functioning cyber and communication equipment to perform its functions and maintain a standard of living. Damage to these systems could create great hardship and civil unrest.
- E. Telecommunications and information technology services and activities are essential to providing direction and control for emergency operations and response activities, providing emergency information, warnings and guidance to the general public, and communicating with all levels of government, where necessary.

**Lead Agency:** Ward County and/or the City of Minot Information Technology Department, Local IT Vendor

**Support Agencies:** Ward County Sheriff Department, Local Police Department, North Dakota State and Local Intelligence Center (NDSLIC), Multi-State Information Sharing & Analysis Center (MS-ISAC)

**Preparedness**

- A. Providing indications and warning of potential threats, incidents, and attacks.
- B. Analyze/Review computer system and network infrastructures to determine infection scope.
- C. Isolate infected system(s).
- D. Prevention of loss of electronic information and communications systems and information contained therein.
- E. Prevention of unauthorized use of electronic information and communications systems and information contained therein.
- F. Prevention of exploitation of electronic information and communications systems and information contained therein.
- G. Monitor and control sensitive processes and physical functions.

**Response**

- A. Contact Lead and Support agencies listed herein to help investigate source and scope of the Incident
- B. Identify and Isolate affected department and agency to avoid wide spread of attacks/incident
- C. Implement response procedure as established by affected entities/agencies

**Recovery**

- A. Restoration of electronic information and communications systems and information contained therein.

Agencies that assist with Cyber	Preparedness	Response	Recovery	Monitoring
IT Department	X	X	X	X
Law Enforcement		X	X	
Emergency Management		X		
North Dakota State IT		X		X
North Dakota SLIC & BCI Cyber Division		X		X

## **Annex E: Emergency Medical Services (EMS)**

### **Purpose**

Trinity First Response and the surrounding volunteer ambulance services throughout Ward County provide ongoing emergent care in their jurisdictions through preparedness, response, and recovery.

### **Coordination**

This function coordinates with the unified command as required by Incident Commander.

### **Supervision**

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander. Medical Command is established by the responding EMS entity.

### **Primary Function**

To provide emergency medical care which includes medical command, triage, treatment, and transportation that is consistent with established EMS protocols.

### **Situation**

- A. This plan serves all residents and non-residents of Ward County
- B. Local EMS, Local Healthcare, and the First District Health Unit have first-line responsibility for response to health-related emergencies.
- C. Local EMS, Local Healthcare, and First District Health Unit are responsible to dispense and/or vaccinate Ward County if needed.
- D. The First District Health Unit and/or Local Healthcare will provide general information to the public health officials about the health status of the population of Ward County (i.e. disease reporting, syndromes surveillance, and specimen submission).
- E. Disasters and/or hazards that occur within Ward County can impact the community's health that which in turn will require a response. Commonly affected services could include, but are not limited to: waste water, solid waste, potable water, air quality, health supplies, and public health services.
- F. Secondary disasters and/or hazards could release chemical, biological, and/or radiological materials that could further impact Ward County and overpower personnel and resources.

### **Assumptions**

- A. The First District Health Unit will notify North Dakota Department of Health of the situation and status of Ward County's need for assistance.
- B. Disaster and/or hazards could render emergency services inoperable
- C. Secondary disasters and/or hazards could occur that may cause health emergencies that may not have occurred in the initial disaster and/or hazard
- D. An increase of injury or disease could be caused when a disaster/hazard occurs that causes a disruption of sanitation services, loss of power, and mass of people arriving in shelters all at once.
- E. Due to the extreme damage and devastation the hospital may need to relocate some or all of their facilities
- F. A disaster and/or hazard may exceed the personnel and resources within Ward County which would require state and possible federal emergency resources
- G. Requests for support will be coordinated through the Emergency Manager or his/her designee

**Lead Agencies:** Emergency Medical Services, Local Healthcare, First District Health Unit



**Support Agencies:** Local Fire Department, Search and Rescue, Law Enforcement, and other Voluntary Agencies

### **Preparedness**

- A. Determine, enhance and assure local capabilities exist to:
  - 1. Provide patient support
  - 2. Accommodate patient transportation needs
  - 3. Alternate patient care facilities (nursing homes, clinics, etc.) for various influx of patient numbers (i.e. 25 patients, 50 patients, 100 patients, 200 patients, etc.)
  - 4. Develop mutual aid agreements with other ambulance services
  - 5. Determine number of patient's hospitals in surrounding areas could receive and assure transport capabilities exist when necessary
  - 6. Coordinate with EMS/rescue squads to support an evacuation of local hospitals or nursing homes
  - 7. Coordinate availability of non-medical facilities useable for emergency medical care (i.e. schools, churches, MSU Dome, etc.)
  - 8. Develop procedures to provide medical assistance at shelters
  - 9. Identify potential areas for the storage of human remains.
- B. Enhance training in areas of weapons of mass destruction and hazardous materials; utilize NIMS Incident Command System, and participate in disaster exercises
- C. Participate in response route planning for alternate routes during poor weather conditions or obstructed routes

### **Response**

- A. Respond to the Incident Command Post, make contact with the Fire Department, the Incident Commander (IC) and establish a medical branch
- B. Implement medical command, triage, treatment and transportation of the injured
- C. Maintain communication with local health care providers and the IC
- D. Coordinate medical resource requirements with the IC
- E. Coordinate activities and resource requirements with the IC
- F. Participate in morgue operations as necessary
- G. Maintain records of medical operations
- H. Maintain inventory and determine the needs of the victims, relaying this information to the IC for logistical support
- I. Provide medical care to emergency response personnel in a location other than patient triage, treatment, and transportation locations
- J. Receive, shelter, triage, treat, and transport post decontamination victims
- K. For mass casualty incidents, calls for amount and severity of victims will be made to medical control. Medical Control will in turn make decisions on the transportation mode and destination.

### **Recovery**

- A. During recovery all ambulance services and all other departments shall return all rented or borrowed equipment and replenish or replace inventories as necessary.
- B. Maintain and repair all vehicles and equipment
- C. Make recommendation to the IC during post incident analysis' to improve upon the emergency operation plan.

## **Annex F - Fire Services**

### **Purpose**

This function provides procedures for preparedness, response, and recovery to provide a coordinated effort for the immediate protection of life, property, and incident stability.

The incident commander will provide direction to coordinate the actions of fire departments, search and rescue units, and hazardous materials response teams. Through unified command under the Incident Command System (ICS) responders will coordinate to ensure the immediate safety of themselves, all citizens, protect public and private property, provide for incident stabilization, conduct Hazardous Materials assessment and mitigation, and provide protection for essential industries, supplies, facilities, and infrastructure for any type of disaster.

### **Coordination**

This function coordinates with unified command as required by Incident Commander.

### **Supervision**

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

### **Primary Function**

Fire Protection, Fire Suppression, Search and Rescue, Hazardous Materials, and Technical and Water Rescue.

### **Secondary Function**

EMS Control, Evacuation, Traffic Control, Sheltering, and Site Security

### **Situation**

- A. Ward County possesses several emergency fire and medical services through a network of paid fire, volunteer fire, and EMS departments
- B. All paid and volunteer firefighters go through extensive training and certification prior to any response as well as regularly scheduled training to maintain certification.
- C. Fire Departments who service predominantly rural areas throughout the county must provide a quick and effective response with limited equipment and personnel.
- D. Some firefighters within Ward County have limited access to utilities or natural resources to suppress wild fires, terrorism attacks, hazardous materials incidents, and chemical, biological, radiological, nuclear and explosive emergencies
- E. Specialized teams such as Hazmat, Search and Rescue, Technical and Water rescue, Mouse River Firefighters Association, and many of the countywide fire departments may, through mutual aid agreements and memorandums of understanding, respond to assist functions including fire suppression and rescue in a time of emergency.

### **Assumptions**

- A. In most situations Fire Department personnel, equipment, resources, and Mutual Aid Agreements (MAA) with private/public organizations should be adequate to augment response to any emergency or disaster.
- B. All fire departments within Ward County utilize the Incident Command System (ICS) to manage emergency operations at any incident.

- C. All coordination of departments, resources, personnel, and communications will take place by using ICS
- D. If all resources, personnel, and equipment have been used up the Fire Department will contact other fire departments for resources, personnel, and equipment. Fire Departments will contact the Emergency Management Office to request the regional resources like the NW Regional Hazmat Team.

### **Primary Agency**

Local Fire Department having jurisdiction

### **Support Agencies**

NW Regional Hazmat Team, Search and Rescue, Technical and Water Rescue Teams, Ward County Dive Team, other fire Departments throughout Ward County, and other volunteer agencies

### **Preparedness**

- A. Determine available resources and review and update Mutual Aid Agreements and Memorandums of Understanding to augment response capabilities
- B. Review fire Standard Operating Procedures (SOP's)
- C. Provide training for volunteer firefighters and refresher training in traffic control procedures
- D. Develop plans for utilizing volunteers
- E. Accomplish inspections of commercial buildings and shelter/emergency lodging facilities for adherence to fire safety codes and ordinances.
- F. Response capabilities are assured through routine, scheduled checks and maintenance to all standby generators and Self Contained Breathing Apparatus (SCBA) cascade compressor systems. In addition, inventories of necessary items are maintained
- G. Procedures and operating principles are coordinated with local health and EMS providers to assure efficiency and effectiveness at incidents involving emergency medical triage, treatment and transport
- H. Staff and volunteers are kept updated on all changes to operating guidelines
- I. The NW Regional Hazardous Materials Team assures that it is trained and properly equipped to provide for the stabilization and mitigation of incidents involving spills and releases of noxious and life threatening hazardous materials throughout Ward County.
- J. Water and Technical Rescue Teams train and certify to maintain a state of readiness when called upon to perform rapid and effective rescue operations.
- K. Procedures are reviewed and refresher training given for decontamination procedures
- L. Prepare for possible shortage of water, electricity, chemicals, and fuel
- M. Coordinate activities with Ward County Emergency Management
- N. Coordinate communications requirements with communication officer Public Information Officer

### **Response**

- A. During response, the Fire Department implements the National Incident Management System (NIMS) and establishes a command location and/or command post, which may include a trailer outfitted with work areas and communication capabilities. If the need for additional resources is determined, including EOC activation.
- B. Fire Departments are responsible for assuring scene safety and to establish control and safe zones
- C. The Water and Technical Rescue teams will deploy to aid victims in situations that pose an immediate danger to life safety and require specialized training in order to safely and effectively provide for their rescue.

- D. The NW Regional Hazardous Materials team will respond with equipment and expertise to mitigate spills or releases of dangerous contaminants and chemicals and to rescue/decontaminate victims and stabilize the incident.
- E. Determination of personnel and equipment needed is made and requests are made accordingly through mutual-aid. Damage assessments are made and collected that are forwarded to the EOC
- F. Initiate public safety measures such as rescue, evacuation, or shelter-in-place
- G. During chemical and WMD chemical incidents water supplies are established and decontamination is implemented
- H. Coordinate with utility companies for the termination of utilities during an incident and coordinate with respective oil companies for spills and pipeline emergencies.
- I. Coordinate Fire Departments role in providing emergency medical stabilization and establish triage and treatment
- J. Coordinate inspection and damage assessment of affected buildings for safety and stability, as soon as possible after event

#### **Recovery**

- A. Return borrowed equipment and acknowledge assistance
- B. Replenish depleted supplies
- C. Contact utility companies if homes and/or businesses are damaged by flood waters if needed
- D. Complete all required reports
- E. Maintenance and repairs to all apparatus and equipment shall be conducted to comply with NFPA guidelines.

## **Annex G: Hazardous & Radiological**

### **Purpose**

This function provides procedures for preparedness, response, and recovery to provide a coordinated effort for the immediate protection of life and property against oil spills, hazardous materials, and/or radiation incidents within Ward County.

The functional coordinator will provide direction to emergency personnel to coordinate the actions of personal safety and decontamination through Unified Command (UC) under the Incident Command System (ICS). Responders will ensure their own immediate safety before they respond into the hot zone.

### **Coordination**

This function coordinates with the unified command as required by the Incident Commander.

### **Supervision**

Driven by disaster type; normally this function reports to Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

### **Primary Function**

Decontamination, first aid, triage, emergency medical treatment, traffic control, crowd control, site security, and evacuation

### **Secondary Function**

Search and rescue, sheltering, decontamination for materials (i.e. air, water, and soil), and morgue

### **Situation**

- A. Disasters and/or hazards can occur anywhere at any time within Ward County.
- B. Disasters and/or hazards can affect a large populated area; but it can also affect a number of people in other areas, animals, as well as the environment
- C. Hazardous materials can come in various sizes of containers. They can affect small and/or large areas depending on the amount of hazardous materials one has
- D. Ward County first responders will handle the incident primarily. If all resources, personnel, and equipment have been used up the Emergency Manager will contact the state ND DES to obtain resources, personnel, and equipment
- E. There are thousands of hazardous materials produced, transported, used, and stored within Ward County. In 1986 an Act was established to produce a list of Extremely Hazardous Substances (EHSs) called the Superfund Amendment and Reauthorization Act (SARA)
- F. There are many environmentally sensitive areas within Ward County that include air, soil, vegetation, and transportation. Water sources are also sensitive area. These areas include but are not limited to: Minot's Water Treatment Plant, Des Lacs (Upper and Lower lakes), Hiddenwood Lake, Makoti Lake, Missouri River Basin, Mouse River, North and South Carlson Lakes, Rice Lake, Souris River Basin.
- G. Soil and vegetation areas that are affected by hazardous materials should be deposed of as soon as possible to restore the area

### **Assumptions**

- A. Ward County does have emergency plans for dealing with hazardous materials as well as primary response

- B. Some hazardous incidents may and will go beyond the abilities of Ward County. Mutual Aid Agreements, State, and Federal assistance may be needed.
- C. Hazardous materials incidents often give no warning
- D. Protective actions may have to be recreated for different circumstances that arise
- E. Communication systems are redundant with back-up locations/equipment
- F. The public will be notified of the situation, potential dangers, and precautionary actions

**Lead Agency:**

Agency with Jurisdiction

**Support Agencies:**

Regional Hazmat Teams, Local Fire Department, Certified Teams, Minot Bomb Squad, Local Police Department, EMS, Emergency Management, First District Health Unit, Local Healthcare, the American Red Cross, Department of Agriculture, NDSU Extension Center, Public Works/Engineering, and other Voluntary Agencies

**Preparedness**

- A. Develop plans, procedures, and arrangements and/or agreements to identify, activate, coordinate different resources and expertise to manage oil spills, and hazardous materials and/or radiation.
- B. Train on a regular basis
- C. Assess the different health affects hazardous materials can cause to people, animals, and the environment
- D. Identify the needs of Ward County for hazmat incident support
- E. Maintain a working relationship with private agencies and/or organizations that have an expertise that could assist in preparedness, response and/or recovery efforts.
- F. Have first responders visit facilities that contain oil, hazardous material, and/or radiation materials to familiarize them with the facility as well as information that could be useful in responses (i.e. facilities EOP, types and location of materials, affects the materials could cause if they were released, storage tanks, drainage systems, etc.).
- G. Distribution to the public of proactive actions needed to take if there is a spill, leak, and/or release of hazardous materials and/or radiation.

**Response**

- A. It is the owners and/or transporters duty to notify authorities if there is a leak, spill, and/or release of oil, hazardous materials, and/or radiation.
- B. Alert, activate, and mobilize resources to incident
- C. Provide responders with Personal Protective Equipment
- D. Notify people who could be affected by the material to take protective action
- E. Establish Incident Command post if needed
- F. Set up site security
- G. Block drains to avoid contamination
- H. Set up parameters (hot and cold zones) if necessary
- I. Establish communications and back-up communication for emergency responders
- J. Establish a decontamination location for those who have been contaminated
- K. Supply victims who have been contaminated with a new set of clothing
- L. Test air, water (i.e. aquifers, water wells, supplies, dams, dikes, coolies, and waterways); soil, vegetation, and any other materials for contamination on a regular basis.
- M. Continually keep the public advised of the situation, dangers, and protective actions to take

## Recovery

- A. Operations will continue until the leak, spill, and/or release has been stopped, contained, and cleaned up and restored to its original state
- B. All response resources will be returned, replenished, and repaired
- C. All emergency responders will return to their normal day-to-day duties

<b>The responsibilities of the agencies/organizations if there is a spill, leak, and/or a release of oil, hazardous material, and/or radiation.</b>	<b>Coordination</b>	<b>Analysis Support</b>	<b>Personnel</b>	<b>Equipment</b>	<b>Communications</b>	<b>Remediation</b>
Emergency Managers	X				X	
Police Department	X		X	X	X	
Fire Department	X	X	X	X	X	
Department of Agriculture		X	X	X	X	X
NDSU Research Extension Center		X	X			
First District Health/Trinity Health		X	X			
Public Works/Engineering	X		X	X	X	X
Volunteer Organizations		X	X	X	X	
Volunteer organizations include some private relief organizations such as the American Red Cross and the Salvation Army.						

## **Annex H - Law Enforcement**

### **Purpose**

This function provides procedures for preparedness, response, and recovery to provide a coordinated effort for the immediate protection of life and property.

The functional coordinator will provide direction to coordinate the actions of law enforcement through Unified Command (UC) under the Incident Command System (ICS). Responders will ensure the immediate safety of all citizens, maintain law and order, protect public and private property, and provide protection for essential industries, and supplies and facilities for any type of disaster.

### **Coordination**

This function coordinates with the unified command as required by Incident Commander.

### **Supervision**

Driven by disaster type; normally this function reports to Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

### **Primary Function:**

Traffic Control, Crowd Control, Scene Security, and Evacuation

### **Secondary Function:**

Search and Rescue and Morgue

### **Situation**

- A. During an emergency and/or hazard, law enforcement agencies may need to expand their operations to provide increased protection. Within Ward County, law enforcement agencies such as Ward County Sheriff's Office, Minot Police Department, Highway Patrol, and all other city police departments are available upon utilization of Memorandums of Understanding (MOUs).
- B. The Ward County Sheriff's Office and Minot Police Department have a joint Special Weapons and Tactics (SWAT) team and Crisis Negotiations Team (CNT) to respond to any incidents within Ward County which may include high-risk operations that may involve confronting heavily-armed criminals, forcible entry and hostage rescue, and performing high risk arrests.
- C. The Ward County Sheriff's Office and the Minot Police Department have a joint Bomb Squad with personnel which have acquired specialized training to respond to any incident to seek out and disable or render safe explosives and incendiary devices.
- D. The Ward County Sheriff's Office and the Minot Police Department have established a Crisis Negotiations Team (CNT) to handle negotiations with individuals whom are barricaded or present a clear and immediate danger to themselves and others.
- E. The Ward County Sheriff's Office, Minot Police Department, and the Burlington and Berthold Police Departments utilize Police Service Dog (K-9) units as a resource to assist response to incidents involving crowd control and civil disobedience and to support search and rescue throughout Ward County.
- F. All Ward County law enforcement personnel go through extensive training prior to being released for duty.
- G. Law Enforcement is faced with hazards with limited equipment and personnel in rural areas of Ward County



- H. Law enforcement agencies will be called up for operations during times of an emergency and/or hazard occurs.
- I. During large-scale emergencies and major disasters, law enforcement agencies may be required to expand their operations and undertake certain tasks that are not performed on a day-to-day basis.
- J. Large-scale emergencies and acts of terrorism may adversely impact law enforcement personnel, equipment and facilities.

#### **Assumptions**

- A. Ward County law enforcement's primary duty is to protect the lives and property of all residents and visitors within Ward County.
- B. Available off-duty law enforcement personnel can be mobilized in an hour to an hour and a half.
- C. Law Enforcement are prepared, staffed, and equipped to provide: traffic control when an emergency has disabled automated systems; scene security, established in the form of one or more perimeters around the location of an emergency and/or incident; general security, accomplished by various means of patrol, including air, vehicle and/or foot; and crowd control when situation has caused convergence of disorderly persons.
- D. When responding to any incident, all law enforcement personnel will follow their established Standard Operating Procedures.
- E. Ward County's law enforcement capabilities can be overpowered by any large scale emergency and/or hazard and could require other counties and/or state assistance.

#### **Lead Agency:**

Ward County Sheriff's Office and Local Police Departments

#### **Support Agencies:**

State Highway Patrol, Minot Police Department, North Dakota Bureau of Criminal Investigation (ND BCI), Minot Police Department Special Weapons and Tactics team (SWAT), Minot Police Department Hostage Negotiation Team (HNT), Minot Police Department Bomb Squad, Minot Police Department K-9 unit , Ward County Sheriff's Office K-9 unit, Berthold Police Department K-9 unit, Burlington Police Department K-9 unit, Surrey Police Department, Burlington Police Department, Berthold Police Department, Kenmare Police Department and other volunteer agencies

#### **Preparedness**

- A. Identify critical infrastructure and essential facilities that need enhanced security during emergencies and/or disasters and is the lead agency on evacuation planning and procedures, working closely with other agencies to assure the timely initiation of an evacuation
- B. Assures Mutual-Aid Agreements exist to provide law enforcement activities for the incident at hand as well as continuity of service for the unaffected areas of the county and/or community
- C. Reviews operating guidelines and assures all vehicles and equipment are in a state of operational readiness
- D. Assures procedures for the apprehension, incarceration, and transportation of criminals are in place and operational
- E. Assure appropriate staff is trained in the primary and supportive roles to assure effective and efficient operations during emergencies. In addition, other agencies will be provided training when supporting law enforcement operations to assure safety
- F. Assure the Special Weapons and Tactics (SWAT) team, Hostage Negotiations Team (HNT), and the Bomb Squad is trained and properly equipped to quickly and effectively respond to neutralize any incident which may require their specialization and expertise throughout the county.

- G. Ward County Sheriff's Office, Minot Police Department, Burlington Police and Berthold Police Department Service Dog (K-9) units and their handlers train and certify to maintain a state of readiness when called upon to support functions to include search and rescue, and crowd control.
- H. Review policies for animal control.
- I. Coordinate activities with emergency manager if necessary.
- J. Prepare for possible shortage of water, electricity, chemicals, and fuel.
- K. Complete daily assessments on special events, weather reports, road closures, fire danger, or other factors that may influence operations
- L. Coordinate communications requirements with Public Safety Answering Point (PSAP)
- M. Coordinate with the Emergency Manager, Red Cross, and Ward County Human Services to determine locations of special needs groups (handicapped, elderly, and transients) that may need special consideration.
- N. Coordinate security procedures with public health function in the event of a mass casualty incident
- O. Develop procedures to implement crowd and traffic control procedures to maintain perimeters and civil order throughout the county and/or community during emergencies
- P. Gather intelligence and share appropriate information to other emergency response agencies as necessary
- Q. Assure all personnel are adequately trained, competent, and able to utilize the Incident Command System

#### **Response**

- A. Isolate and secure the scene, establish control zones
- B. Establish on-site command post and communication
- C. Evaluate scene safety and security, as well as, establish outer perimeters to protect the public and emergency response personnel as well as allow other emergency response agencies access to the scene, access to the affected property and access to fire hydrants. Perimeters shall also include ingress and egress routes for all emergency response equipment and vehicles as well as ingress and egress screening of vehicles and personnel
- D. Assist warning function(s)
- E. Activate Mutual Aid Agreements, as needed
- F. Activate and Deploy the Bomb Squad equipment and personnel to cordon off, search out and neutralize the threat of explosives, and other incendiary devices.
- G. Activate and Deploy the Special Weapons and Tactics (SWAT) team to establish a perimeter, to locate, isolate and neutralize the threat with the tactical application of force.
- H. Activate and Deploy the Hostage Negotiation Team (HNT) to respond to situations that require communication and negotiation to neutralize situations with individuals whom are barricaded or present a clear and immediate danger to themselves and others.
- I. The Ward County Sheriff's Office, Minot Police Department, Burlington Police Department and Berthold Police Department Service Dog (K-9) units may be deployed to incidents that require response to perform crowd control, to neutralize incidents of civil disobedience and to participate in search and rescue efforts.
- J. Utilize self-protective measures (proper Personnel Protective Equipment (PPE) if available, minimize number of personnel exposed, time, distance & shielding)
- K. Initiate public safety measures (evacuation or shelter-in-place, if necessary)
- L. Coordinate with fire services if evacuation is required
- M. Assist in the coordination and security of evacuation points for special needs groups with special transportation requirements and, if needed, assist in transportation in large scale evacuation operations.

- N. Assign personnel to traffic control points in the event of an evacuation
- O. Assign security personnel to shelters, as needed
- P. Assist with perimeter control, scene safety and security, and isolation or restraint of patients
- Q. Provide security to affected areas, as needed
- R. Coordinate search and rescue support resources
- S. Coordinate traffic and crowd control areas
- T. Provide damage reports to EOC
- U. Advise on road closures and parking restrictions
- V. Maintain status or record of manpower, vehicles and equipment

**Recovery**

- A. In the event of an evacuation, establish traffic control for return of population, resources, and assist with special needs groups, if required
- B. Return all equipment rented or borrowed by each respective law enforcement agency and replenish or replace inventories as necessary; maintenance and repairs to all law enforcement vehicles and equipment shall also be conducted.
- C. Participate in damage assessment
- D. Review and analyze law enforcement operations and update plan with any changes in procedures
- E. Complete administrative and fiscal reports, as required

## **Annex I: Public Health & Medical**

### **Purpose**

To provide public health, sanitation, medical, hospital services, counseling, and mental health services to disaster/emergency victims and personnel; to supplement and support disrupted or overburdened local medical personnel and facilities and relieve personal suffering and trauma.

**Coordination** This function coordinates with the unified command as required by Incident Commander.

**Supervision** Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

### **Primary Function**

- A. Public Health and sanitation refers to the services, equipment and staffing needed to protect the health and general welfare of the public from communicable diseases; contamination and epidemics/pandemics; the development and monitoring of health information, inspection of food, water quality, and sanitation measures; immunizations; laboratory testing of water.
- B. Medical care refers to emergency, resident, and medical care; doctors, technicians, supplies, equipment, ambulance and emergency medical services, hospitals clinics and units, planning and operation of facilities and services.
- C. Crisis Counseling and Mental Health refer to the provision of professional personnel; services and facilities essential to relieve victim trauma and mental health problems caused or aggravated by a disaster or its aftermath.

### **Situation**

- A. This plan serves the entire population of Ward County. EMS personnel, resources, and services will address everyone within the county, which includes: senior citizens, people with disabilities, people with special medical and/or dietary needs, people with limited socio-economic resources, people who are non-English speaking, pregnant women, children, as well as infants.
- B. Local EMS, Local Healthcare, and the First District Health Unit have first-line responsibility for response to health-related emergencies.
- C. Local EMS, Local Healthcare, and First District Health Unit are responsible to dispense and/or vaccinate Ward County if needed.
- D. The First District Health Unit and/or Local Healthcare will provide general information to the public health officials about the health status of the population of Ward County (i.e. disease reporting, syndromes surveillance, and specimen submission).
- E. A Joint Information Center (JIC) will be established to inform the public on any necessary and actionable information regarding public health or medical emergencies.
- F. Disasters and/or hazards that occur within Ward County can impact the community's health that which in turn will require a response. Commonly affected services could include, but not limited: waste water, solid waste, portable water, air quality, health supplies, and public health services.
- G. Secondary disasters and/or hazards could release chemical, biological, and/or radiological materials that could further impact Ward County and overpower personnel and resources.

### **Assumptions**

- a) The First District Health Unit will notify North Dakota Department of Health of the situation and status of Ward County's need for assistance.
- b) Disaster and/or hazards could cause emergency services inoperable

- c) Secondary disasters and/or hazards could occur that may cause health emergencies that may not have occurred in the initial disaster/hazard
- d) An increase of injury or disease could be caused when a disaster/hazard occurs that causes a disruption of sanitation services, loss of power, and mass of people arriving in shelters all at once.
- e) Due to the extreme damage and devastation the hospital may need to relocate some or all of their facilities
- f) A disaster and/or hazard may exceed the personnel and resources within Ward County which would require state and possible federal emergency resources
- g) Requests for support will be coordinated through the Emergency Manager or designee

**Lead Agencies:**

Local Healthcare, First District Health Unit, North Central Health and Human Services, and EMS

**Support Agencies:**

Local Fire Department, City Public Information Officers, Ward County Superintendent of Schools, Local Chamber of Commerce, North Dakota Department of Health, and other Volunteer Organizations

**Preparedness**

- A. Develop plans, procedures, arrangements and agreements to identify, acquire, and mobilize public health and medical resources for emergencies and disasters.
- B. Develop and maintain information as well as, a liaison with public health and medical resources within Ward County or the affected area that could provide assistance in an emergency/disaster.

**Response**

- A. Activate and mobilize personnel, facility and material resources.
- B. Conducts needs assessment (health, hazard, and vulnerability) and identify needs and resources to assist/support disaster response efforts of area medical treatment facilities as well as other disaster response agencies.
- C. Survey the affected area to determine whether the disaster and/or hazard have created any public health problems or threats. The person in charge of the survey will direct the appropriate resources to the area to remove and solve problems and suppress any threats to health and sanitation.
- D. Assess the public health impact of utility damages and outages and recommend the allocation of generators, potable water, and other resources to areas that are in need.
- E. Compile lists of particular health, medical, and sanitation facilities that are in need of priority utility restoration and forward that information to the appropriate utility providers.

**Recovery**

- A. Public Health, Medical services, as well as any other activities will continue as long as necessary after the conclusion of the emergency/disaster
- B. Gather information on the restoration of health, medical, and sanitation facilities and assets to acceptable levels
- C. Return any rented or borrowed equipment.
- D. Restock supplies used to appropriate levels; repair and damaged equipment.
- E. As situation downsizes, return crews and equipment to normal operations.
- F. Conduct debriefing to ascertain any areas of concern for staff welfare and any areas in need of improvement for future response.

## **Annex J: Public Works & Engineering**

### **Purpose**

This function provides procedures for preparedness, response, and recovery to provide a coordinated effort for maintenance, replacement, and/or repair of public works facilities and services during and after an emergency or disaster situation.

The basic operational concept is to provide uninterrupted critical services during all situations. Priority actions will be taken to restore critical utility services, provide for debris removal, coordinate movement of transportation networks, and protect and repair the infrastructure of the jurisdiction.

### **Coordination**

This function coordinates with the unified command as required by Incident Commander.

### **Supervision**

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

### **Primary Function:**

Engineering Services, Utility Maintenance, Barricades and Sandbags, Clean-up/Debris Removal, and Temporary Solutions

### **Secondary Function:**

Traffic Control and Evacuation

### **Situation**

- A. Disaster and/or hazards cause damage to properties such as homes, public and private buildings, and other facilities
- B. Damage properties may require reinforcement, demolition, and/or isolation to ensure public safety
- C. Public utilities may be inoperable
- D. Flood waters may threaten life and/or property
- E. Resource equipment maybe damaged or inaccessible
- F. Emergency responders may need to obtain resources form other counties that have a Mutual Aid Agreement (MAA) and/or the state

### **Assumptions**

- A. Emergency responders will prioritize their missions to life-saving and/or human health issues
- B. Damage assessment must be done in order to prioritize work assignments
- C. Removal of debris and demolition will be in accordance with debris removal plan and regulations of the Environment Protection Agency (EPA)

### **Lead Agency:**

Public Works Department/Engineering

### **Support Agencies:**

Local Fire Department, Certified Teams, Local Police Department, First District Health Unit and other Volunteer Organizations

## **Preparedness**

- A. Develop and maintain individual departmental emergency plans and procedures
- B. Develop and maintain inventory of individual departmental resources and assist in identifying and obtaining the appropriate construction equipment to support response and recovery within jurisdiction
- C. During increased periods of readiness or warning periods, alert all operational departments and put personnel on standby status
- D. Advise resource members anticipated needs and support required
- E. Determine availability of quantity and procedures to obtain sandbags in coordination with emergency manager
- F. Pre-select sites for acquisition of material for emergency stream bank and/or dike repair
- G. Pre-select dump sites for debris and other materials for disposal
- H. Review requirements for location of traffic control devices and ascertain if sufficient devices are available
- I. Determine current status of public utilities
- J. Develop limited use policies for submission to local officials in the event needs exceed utilities capabilities
- K. Establish liaison with local private utilities
- L. Review emergency power generating capability fixed and mobile
- M. Participate in public information dissemination and interagency coordination activities
- N. Provide maps and maintenance documents for disaster services
- O. Ensure egress routes are maintained in optimum condition
- P. Assist in development of general resolution to permit access for emergency stream bank and/or dike repair
- Q. Interpret flood forecasting with county, city, and state agencies

## **Response**

- A. Evaluate status of essential public works facilities, coordinate emergency repair, and construction of public works facilities
- B. Coordinate private construction resources to respond to the emergency and/or disaster
- C. Coordinate with law enforcement to assist in site security and redirecting traffic flow. Provide barricades and signs for road closures, as well as boundary identification and re-program traffic lights, if needed
- D. Support health function to decontaminate areas exposed to hazardous materials spill and/or release
- E. Assist with issues related to public water and sewer systems
- F. Assist resource members in providing emergency power to critical facilities and locations (public and private)
- G. Recommend establishment of reduced service areas, if necessary
- H. Assist in development of general resolution to permit access for emergency stream bank and/or dike repair
- I. Monitor utility use and access capabilities
- J. Clear emergency routes and arterial streets to facilitate movement of emergency equipment
- K. Initiate temporary emergency road repairs, as needed
- L. Establish detour routes
- M. Close off storm sewers, as needed
- N. Ensure all streets, highways, and roads are open to traffic
- O. Notify law enforcement of location(s) of vehicles being towed
- P. Provide vehicles and personnel for transport (food, medical supplies, and victim transfer)

- Q. Provide engineering expertise to inspect public structures, road, bridges, buildings, and infrastructure
- R. Prioritize and coordinate the use of generators, fuel supplies, and emergency lighting
- S. Determine where debris should go then determine a permanent location for debris. If necessary, coordinate security of debris sites with law enforcement
- T. Provide advice and guidance on monitoring of public and private water sources, sewage disposal systems, and issuance of appropriate public health warnings, if necessary
- U. Work with waste haulers and public health to arrange for special pickup and disposal of waste items to minimize prolonged exposure of potential health and safety hazards
- V. Prioritize and coordinate enforcement of nuisance abatement ordinances to keep debris from becoming a health hazard

**Recovery**

- A. Install or restore service(s) according to priority
- B. Complete debris clearance activity
- C. Restore all streets, roads, and highways to normal conditions
- D. Recover traffic control devices
- E. Replace damaged or destroyed utility service equipment
- F. Assist in compiling final damage assessment reports (department costs incurred)
- G. Return borrowed or requisitioned equipment and material
- H. Make repairs to street or road structures
- I. Complete restoration of normal services
- J. Conduct safety inspection prior to restoration of private dwelling service



## **Damage Assessment for Functional Area**

### **Purpose**

This function describes the uniform damage assessment process to document damage from incidents or disasters within Ward County. An extensive damage assessment is necessary to support requests for future planning, response, and recovery programs offered at the state and federal levels. An accurate damage assessment will also support post disaster mitigation efforts that could result in building codes and land-use regulation, which, in turn could reduce structural damage from future events.

### **Primary Function**

The functional coordinator will act as a central contact for gathering necessary information as to severity, magnitude, and overall impact of an emergency and/or disaster situation. The coordinator will submit completed applicable damage assessment forms (ND Disaster Procedures Handbook) and photos and maps of damaged areas to the North Dakota Department of Emergency Services (NDDDES) when damages first occur and when local government requests outside assistance.

### **Situation**

- A. Disaster and/or hazards cause damage to properties such as homes, public and private buildings, and other facilities
- B. Damage properties may require reinforcement, demolition, and/or isolation to ensure public safety
- C. Public utilities may be inoperable
- D. Resource equipment maybe damaged or inaccessible
- E. Emergency responders may need to obtain resources form other counties that have a Mutual Aid Agreement (MAA) and/or the state

### **Assumptions**

- A. Emergency responders will prioritize their missions to life-saving and/or human health issues
- B. Damage assessment must be done in order to prioritize work assignments
- C. Removal of debris and demolition will be in accordance with debris removal plan and regulations of the Environment Protection Agency (EPA)

**Lead Agency:** Public Works Department/Engineering

### **Support Agencies:**

Local Fire Department, Certified Teams, Police Department, First District Health Unit, Park District, and other Volunteer Organizations

### **Preparedness**

- A. Attend training in the damage assessment process and procedures
- B. Establish and train damage assessment teams
- C. Purchase supplies/equipment for damage assessment teams
- D. Establish tracking system for use during all phases of damage assessment
- E. Maintain current maps of the county/city
- F. Distribute to city and county offices North Dakota Disaster Procedures Handbook
- G. Maintain supply of forms needed for each phase of damage assessment

### **Response**

- A. Notify damage assessment teams and other agencies with damage assessment responsibilities
- B. Assign EOC damage assessment staff
- C. Define perimeter of disaster area

- D. Brief local emergency services of initial damage assessment procedure and requirements
- E. Ascertain safety of affected areas prior to allowing field teams in for damage assessment
- F. Coordinate and compile damage reports from damage assessment teams (private, public and agricultural) and advise coordination and control group
- G. Contact county/city offices to notify them of the need and deadline for providing records of emergency work expenses

**Recovery**

- A. Complete the preliminary damage assessment within the timeline set forth by the Incident Commander for the onset of the incident and submit to EOC
- B. Compile priority list for emergency repairs and submit to EOC
- C. Identify areas needing debris removal
- D. Identify areas with damaged transportation routes and coordinate with law enforcement to determine alternate routes
- E. Identify areas needing restoration of utilities and coordinate with utility service to restore services
- F. Submit final damage assessment summary within the timeline set forth by the Incident Commander for the onset of the incident to emergency manager to give to NDDDES
- G. Provide assessment information on damage to public parks and trees in conjunction with the Park District.
- H. Coordinate support for state and federal public damage inspection teams
- I. Assist in preparation of requests for state and federal assistance

## **Annex K: Urban Search & Rescue**

### **Purpose**

This function provides support in all activities associated with Search and Rescue (SAR) operations in buildings. Under this function SAR can include identification, mobilization, and coordination of all of the counties and private industry and resources for the following activities:

- A. **Search** – All actions directed toward locating individuals who are missing or are reported missing, in threat of danger, or possible in threat of danger of life and/or limb in a structure.
- B. **Rescue** – All actions directed toward the deployment of organized and trained personnel to free person or person's trapped in damaged buildings, shelters, vehicles, enclosures, or from remote contaminated areas. Trained personnel will also be in charge of providing first aid and/or treatment.

### **Coordination**

This function coordinates with the unified command as required by Incident Commander.

### **Supervision**

Driven by disaster type this function is headed by the fire department. Support agencies can include: local law enforcement, county engineers, county emergency management, local police, and/or county sheriff' department who reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

**Primary Function:** Search and Rescue

**Secondary Functions:** Decontamination/First aid and medical treatment

### **Situation**

- A. Buildings, homes, and other facilities are subjected to structural damage from disasters and/or hazards that could become severe which could, in turn, threaten and/or injure people who reside or are within the building.
- B. Depending on the location there could be a number of people who need to be rescued if the building or facility collapses.
- C. Some victims may or may not be injured
- D. Due to the severity secondary hazards could arise that may compromise the victims as well as the rescue personnel
- E. Weather conditions such as high winds, cold temperatures, and rain could pose additional hazards to the victims and the rescue personnel
- F. If a disaster and/or hazard is large-scaled, search and rescue personnel, equipment, facilities, and communications may be affected
- G. Rescue personnel may have communication difficulties with victims such as people who are deaf or hard of hearing, people with cognitive or developmental disabilities, people with mental illness, as well as those with limited English proficiency.
- H. During the winter months' rescue personnel may have operations that include below freezing water and ice rescues

### **Assumptions**

- A. Trained search and rescue personnel will conduct operations, stabilize weakened structures, release trapped victims, and locate the missing and/or dead

- B. Disasters may be restricted because of the damaged infrastructure
- C. If local resources are insufficient Ward County will pursue Mutual Aid Agreements, however, if additional support is still needed a request to the State for additional resources will be made by the Emergency Manager or his/her designee
- D. Search and Rescue could include: ground, air, and/or water
- E. During a disaster and/or hazard Ward County's resources may be damaged and/or depleted
- F. Different public and/or private agencies (i.e. health care personnel, transportation, housing, etc.) will provide assistance to the community if it is needed

**Lead Agency:** Local Fire Department and/or Local Law Enforcement

**Support Agencies:** EMS, First District Health Unit, Emergency Management, Minot Central Dispatch, Ward County Human Services, Regional Technical Rescue team and other Voluntary Agencies

**Preparedness:**

- A. Develop, revise, and update plans on a regular basis
- B. Train personnel on a regular basis in rescue skills and procedures
- C. Equipment is tested and maintained on a regular basis
- D. Equipment is repaired by qualified and capable personnel or the manufacturer to ensure that the repairs are accurate.

**Response:**

- A. Initiation of SAR missions as necessary for both general and focused areas
- B. Initial rapid decontamination
- C. Acquire proper resources to sustain the mission(s) and to meet the needs of the responders (i.e., bulldozers, back hoes, dump trucks, as well as air and/or water assets if needed)
- D. Provide site security access restrictions to area(s) needed
- E. Provide traffic control
- F. Establish EOC if needed
- G. Establish proper communications between different organizations and/or agencies if needed
- H. Evacuation and relocation if needed
- I. Assign a PIO for the media if needed
- J. Administer first aid and medical treatment if needed

**Recovery:**

- A. Begin the return to normalcy when the mission is complete
- B. Replace inventory
- C. Return to regular day-to-day duties

## **Annex L: Rural Search & Rescue**

### **Purpose**

This function provides support in all activities associated with Search and Rescue (SAR) land operations in all the townships and/or areas located within Ward County. Under this function SAR can include identification, mobilization, and coordination of all of the counties and private industry and resources for the following activities:

- **Search** – All actions directed toward locating individuals who are missing or are reported missing, in threat of danger, or possible in threat of danger of life and/or limb.
- **Rescue** – All actions directed toward the deployment of organized and trained personnel to locate the person or persons from remote areas. Trained personnel will also be in charge of providing first aid and/or treatment.

### **Coordination**

This function coordinates with the unified command as required by Incident Commander.

**Primary Function:** Search and rescue

**Secondary Functions:** First aid and medical treatment

### **Situation**

- A. Some victims may or may not be injured
- B. Due to the severity secondary hazards could arise that may compromise the victims as well as the rescue personnel
- C. Weather conditions such as high winds, cold temperatures, and rain could pose additional hazards to the victims and the rescue personnel
- D. If a disaster and/or hazard is large-scaled, search and rescue personnel, equipment, facilities, and communications may be affected
- E. Rescue personnel may have communication difficulties with victims such as people who are deaf or hard of hearing, people with cognitive or developmental disabilities, people with mental illness, as well as those with limited English proficiency.

### **Assumptions:**

- A. If local resources are insufficient Ward County will pursue Mutual Aid Agreements, however, if additional support is still needed a request to the State for additional resources will be made by the Emergency Manager or his/her designee
- B. Search and Rescue could include: ground, air, and/or water
- C. During a disaster and/or hazard Ward County's resources may be damaged and/or depleted. Different public and/or private agencies (i.e. health care personnel, transportation, housing, etc.) will provide assistance to the community if it is needed

**Lead Agency:** Local Law Enforcement and/or Local Fire Departments

**Support Agencies:** Certified Teams, EMS, First District Health Unit, Emergency Management, Minot Central Dispatch, Regional Technical Rescue Team, Ward County Human Services, and other Voluntary Agencies

### **Preparedness**

- A. Develop, revise, and update plans on a regular basis
- B. Train personnel on a regular basis in rescue skills and procedures
- C. Equipment is tested and maintained on a regular basis

- D. Equipment is repaired by qualified and capable personnel or the manufacturer to ensure that the repairs are accurate.

#### Response

- A. Initiation of SAR missions as necessary for both general and focused areas
- B. Acquire proper resources to sustain the mission(s) and to meet the needs of the responders (i.e., bulldozers, back hoes, dump trucks, as well as air and/or water assets if needed)
- C. Provide site security access restrictions to area(s) needed
- D. Provide traffic control
- E. Establish EOC if needed
- F. Establish proper communications between different organizations and/or agencies if needed
- G. Evacuation and relocation if needed
- H. Assign a PIO for the media if needed
- I. Administer first aid and medical treatment if needed

#### Recovery

- A. Begin the return to normalcy when the mission is complete
- B. Replace inventory
- C. Return to regular day-to-day duties

Agencies that assist with Search and Rescue operations	SAR – Land	SAR – Air	SAR – Water	Identification/ Investigation	Transportation – Air	Transportation - Land
Fire Department	X					X
Police Department	X	X		X	X	X
Sheriff's Department	X	X		X	X	X
Public Works/Engineering	X	X	X		X	X
Volunteer Organizations	X	X	X		X	X
Volunteer organizations include some private relief organizations such as the American Red Cross and the Salvation Army.						

## **Annex M: Transportation**

### **Purpose**

The transportation annex is to provide transportation means for people of Ward County out of the affected or could become affected area(s) from a disaster and/or hazard. It is also to provide a means to restore and maintain land, water, and air transportation routes during an emergency and/or disaster.

### **Coordination**

This function coordinates with the unified command as required by Incident Commander.

### **Supervision**

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

### **Primary Function:**

Evacuation, search and rescue, engineering services, traffic control, barricades, debris removal, and temporary solutions

**Secondary Function:** Engineering services, sheltering, and clean-up

### **Situation**

- A. Disasters and/or hazards that affect Ward County can damage transportation infrastructure and can cause difficulty of emergency personnel to respond to the incident by delaying resources needed
- B. Disaster and/or hazards will reduce the availability of resources from public and/or private agencies that will require the transportation of personnel and resources to the affected area
- C. Evacuations that occur due to disasters/hazards will be conducted by emergency responders; however, if all local emergency responders are exhausted the state may assist with evacuation if requested by the Ward County Emergency Manager

### **Assumptions**

- A. Disaster and/or hazard responses addressing transportation can be difficult to coordinate immediately following the incident due to blocked roadways from fallen debris and/or damage
- B. Repairs to roadways will be prioritized based upon benefit to victims and the disaster's effect on the community
- C. The requirement for transportation capacity immediately following and during the emergency and/or disaster may exceed the local responders and resources. The Emergency Manager will have to request the state for personnel as well as resources through NDDPS

### **Lead Agency:**

Ward County Highway Department, Public Works Department, and Townships

### **Support Agencies:**

Police Department, Highway Patrol, Sheriff's Department, Local Fire Department, Certified Teams, Ambulance, Public Works Department, Non-Governmental Organizations, Private Organizations and other Volunteer Agencies

### **Preparedness**

- A. Develop plans and procedures to mobilize transportation for evacuation

- B. Coordinate with different public and private organizations that have resources that could assist in evacuation
- C. Obtain a contact list of all public and private organizations that have resources that could assist in evacuation
- D. Obtain maps of the county to reference all possible routes for evacuation
- E. Train emergency responders on a regular basis
- F. Service possible evacuation transportation vehicles on a regular basis to ensure all resources are ready if needed

#### Response

- A. Set up communications between emergency responders
- B. Alert the public
- C. Evacuate
- D. Repair and remove debris transportation route
- E. Assess the damage transportation infrastructure
- F. Haul debris and other materials to designated dump site
- G. Repair roads and highways if needed
- H. Repair culverts and bridges if needed
- I. Acquire resources from private and/or public organizations
- J. Coordinate with air and railroad if needed
- K. Provide reports to the EOC on a regular basis
- L. Hold and protect mail for the evacuated area

#### Recover

- A. Return all resources to the corrective places
- B. Service and Repair all vehicles and other equipment used during the emergency and disaster
- C. All emergency responders return to their normal day-to-day duties

#### Types of Transpiration

Agencies that assist with transportation operations	Air	Land	Operators	Traffic Control & Routing	Mobile Communications	Fuel Supply
Police Department	X	X		X	X	
Fire Department	X	X	X		X	
Sheriff's Department	X	X		X	X	
First District Health/Trinity Health		X				
Public Works/Engineering	X	X				X
Superintendent of Schools		X				
Department of Aging	X					
Volunteer Organizations	X	X	X			



## **Annex N: Ward County Schools**

### **Purpose**

To identify how Ward County Schools may support community-wide emergency/disaster response and recovery efforts. For a list of all Ward County Schools and contact information please see the Emergency Operations Plan Resource Manual and Contact Directory.

### **Primary Function**

For incidents that impact the schools directly, the primary responsibility is to oversee the health and safety of the students, school staff, and faculty; and to coordinate with emergency response personnel. If necessary, the Ward County Superintendent of Schools or the City of Minot Superintendent will be asked to report to the EOC.

### **Support Function**

Ward County Schools will provide support to the community in the event of an emergency/disaster by providing resource support if possible. Resource support may include facilities, equipment, and/or personnel. Ward County Schools will provide a liaison to community and coordinate with the EOC. The liaison will report to the EOC if requested and if possible.

### **Preparedness**

- A. Develop, test, and update school emergency response plans and procedures
- B. Ensure parents are aware of the emergency response procedures and are aware of the general expectations for students and parents during emergency situations to ensure student safety

### **Response and Recovery – Primary Function**

- A. The primary response and recovery functions are outlined in the school emergency response plans and procedures

### **Response and Recovery – Support Function**

- A. Ward County Schools will provide a Liaison to coordinate with the Ward County EOC and will report the EOC if requested if possible.

### **Provide Resource Support**

- A. Provide buses for evacuation or “on-scene sheltering”
- B. Determine students, staff and faculty availability for volunteer and/or paid services to support the personnel needs of the community during disaster response and recovery efforts, if requested by Ward County EOC personnel
- C. Make school facilities and equipment available to the County/City and/or American Red Cross for alternate uses, when possible. Potential alternate uses include:
  - 1. Temporary sheltering to provide for basic human needs
  - 2. Use of kitchen, showers, and bathrooms
  - 3. Use of equipment
  - 4. Use as staging areas for equipment, supplies, personnel, and donations
  - 5. First aid treatment center following large-scale incident

Disaster “assistance centers” locations to provide recovery assistance and information to those impacted

## **Annex O: Distribution Points**

### **Purpose**

To identify facilities and areas that, upon activation by the incident commander, may be utilized to distribute certain resources to civilians in large quantities during a wide-spread and time-intensive event. It is at these points that food and other resources may be handed out in a structured and safe manner. The facilities have been identified based on their capability to facilitate certain goals such as they may have a kitchen which can aid in preparing food for citizens.

### **Coordination**

This function is coordinated through unified command as required by Incident Commander.

### **Supervision**

Function supervision is mainly driven by disaster type. All information and reports from this function are requested and given to the Incident Commander.

### **Preparedness**

- A. Develop and update plans and procedures for activation of distribution points and establish such agreements as to utilize these facilities in a time of need.
- B. Ensure agencies involved with distribution are aware of the expectations and procedure in activation and utilization of distribution points.

### **Response**

- A. The primary function of distribution points during the response phase of an emergency/disaster is to distribute food or such materials as designated by the incident commander. They may be kept open to distribute resources until the incident commander designates such a time as they should no longer be required.
- B. A designee may be assigned to represent and oversee large distribution operations from the EOC.
- C. Distribution points should be kept separate from sheltering locations if possible due to a large convergence of people.

### **Recovery**

- A. Distribution points may continue to be open through the recovery phase to meet the needs of the affected populations, but it is advised that distribution operations make an effort to not inhibit the regular function of the listed facilities that may be utilized.

## **Annex P: Pet Sheltering & Rescue**

### **Purpose**

This function provides public law, and procedures for preparedness, response (evacuation, transportation, and shelter), and recovery to establish for pet sheltering and rescue. Should Souris Valley Animal Shelter's (SVAS) and Turtle Mountain Animal Rescue's (TMAR) facilities become overwhelmed and/or over capacity due to an emergency and/or disaster alternative measures will be planned and implemented.

This function has the responsibility (Public Law 109-308 (109<sup>th</sup> Congress) – October 6, 2006) to address the needs of individuals with household pets (cats, dogs, ferrets, mice/rats, guinea pigs, chinchillas, turtles, various types of birds) and service animals such as dogs following a major disaster or emergency. Ward County, along with the SVAS/TMAR all have financial and medical restraints, to establish, set up, maintain, and manage a large animal sheltering operation or a large animal rescue operation that will require utilization from other outside agencies to ensure the safety of the animals, shelter staff, and bio security is conducted before the return of animals to their owners avoid the spread of any diseases.

### **Coordination**

This function coordinates with the Emergency Operation Center (EOC) as required by Incident Commander.

### **Supervision:**

Driven by the disaster type; normally this function reports to the EOC Manager. All information and reports from this function are requested and given to the EOC manager to report to the Incident Commander.

### **Primary Function**

To provide animal shelter, animal transportation, and animal rescue during an emergency and/or disaster if.

### **Situation**

- A. Disasters and/or hazards affect the ability for people to take their pets, or bring them to the human shelter. Federal law requires that we provide pet sheltering for emergency and disasters.
- B. Ward County does not have any departments that can provide pet sheltering or rescue, nor do they have the required expertise to operate either.
- C. SVAS/TMAR will take point as shelter operators/managers; however, they do not have enough staff to provide long term sheltering and may need to call upon one of their partners to assist.
- D. Ward County and Roosevelt Park Zoo co-own an animal response trailer. The trailer can be used for many different tasks, and is also available regionally if needed.

### **Assumptions**

- A. If an emergency and/or disaster does occur, we have identified three possible locations for establishing a shelter that includes: SVAS/TMAR, North Dakota State Fair, and North Dakota State University Extension Center.
- B. The EOC will assist with requests for equipment, supplies, and support personnel.
- C. The animal shelter may require to be open for weeks up to months depending on the type of emergency or disaster.
- D. Ward County and SVAS/TMAR do not have funds set aside for pet sheltering, and will require assistance from the Ward County Emergency Fund if required to set up a shelter.

**Lead Agencies:** SVAS/TMAR

**Supporting Agencies:** Ward County Emergency Management, Roosevelt Park Zoo, Minot Animal Control, Veterinarians, North Dakota Board of Animal Health, Local Law Enforcement, NDSU Extension Center and Volunteer Organizations.

**Preparedness**

- A. Ward County and Roosevelt Park Zoo have obtained an animal response trailer that can assist in rescue or pet sheltering if needed. It is stored at the Roosevelt Park Zoo.
- B. Roosevelt Park Zoo and SVAS/TMAR have supplies and personnel to start a shelter if needed, but not for a long duration.
- C. SVAS/TMAR have contacts with ASPCA, Best Friends Animal Society, and Humane Society of the United States if we need to bring in outside organization(s) to assist us if needed.
- D. Ward County has roughly 50 dog kennels at the County North Building if needed.

**Response**

- A. Activation would come from SVAS/TMAR for a hoarding call, if a human shelter and/or evacuation would be required by the incident/unified command.
- B. Depending on the magnitude sheltering would begin at SVAS/TMAR office, and needed we would move it to one of the other locations based off of availability.
- C. Bio-Security measures should be taken into consideration of all animals to limit zoonotic disease transmission risks with recommended quarantine protocols such as foot baths, Tyvek suits and/or gloves, etc.
- D. Request Assistance from County Emergency Management for Support if needed
- E. Alert all support agencies to assist in shelter set up/operations and/or rescue.
- F. Contact contracted members if possible activation if needed.
- G. Provide media information as to which type of animals is acceptable to come into the shelter, what items owners need to bring with them if they are leaving their pet, and location of where to bring them.
- H. Provide transportation if needed for rescue and/or evacuation of pets with the animal response trailer.

**Recovery**

- A. Maintain communications with Emergency Management and EOC for duration of shelter operations
- B. Conduct bio security to clean up shelter location, animal response trailer, and kennels for next incident
- C. Place any abandoned animals within SVAS/TMAR or outside shelters that can assist.

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<b>Agencies that assist with pet sheltering efforts before, during and after a disaster/hazard occurs.</b>	<b>Activation</b>	<b>Set Up</b>	<b>Animal Response Trailer</b>	<b>Notification</b>	<b>Shelter Staffing</b>
Souris Valley Animal Shelter/Turtle Mountain Animal Rescue	X	X	X		X
Emergency Manager	X	X	X		
Roosevelt Park Zoo		X	X		X
Law Enforcement/Animal Control	X		X		
Veterinarians		X			X
Media				X	
Volunteer Organizations		X		X	X
Volunteer organizations include some private relief organizations such the American Red Cross and the Salvation Army.		X		X	X

## **Emergency Support Annexs (ESAs)**

### **ESA 1: American Red Cross**

#### **Purpose**

The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.

#### **Primary Function**

American Red Cross Disaster Cycle Services supports local Emergency Management Agencies by providing disaster preparedness, response, and recovery services.

#### **Preparedness**

American Red Cross disaster preparedness activities include:

- A. Recruit, train, and equip a volunteer workforce
- B. Work with government and partner agencies to identify community hazards, resources, and needs
- C. Work with government and partner agencies to develop and exercise appropriate disaster response plans
- D. Provide relevant preparedness education and services to the community

#### **Response**

American Red Cross disaster response activities include:

- A. Establishing communications with appropriate state, local volunteer, and private organizations
- B. Assess the disaster situation, determine the adequacy of mass care response activities, and forecast mass care response needs
- C. Provide technical assistance to the state agencies responsible for mass care resources
- D. Validate requests from the affected jurisdiction for mass care resources
- E. Coordinate the resources necessary to support mass care services with appropriate state agencies
- F. Coordinate with federal, state, local, and tribal organizations for the transition from response to recovery operations
- G. If appropriate, facilitate reunification of people affected by disaster using American Red Cross Safe and Well

#### **Recovery**

American Red Cross disaster recovery activities include:

- A. Coordinate transition to recovery phase with government and partner agencies
- B. Assist in convening and coordinating local recovery committee
- C. Provide individual casework services as appropriate

## **ESA 2: Salvation Army Northern Division**

### **Purpose**

Salvation Army Northern Division disaster relief operations focus on meeting the public's immediate and prolonged emergency disaster-caused needs without discrimination. When a disaster's impact affects a community, the Salvation Army facilitates aid to supplement shelter needs and provide food, clothing and essential services to address basic human needs. The Salvation Army operations center around six main services: basic needs, counseling, disaster relief, housing, rehabilitation, and youth services. These operations seek to restore the quality of life to those residents in crisis affected by disaster.

The Salvation Army operations also support the provision of food for emergency workers, handling, sorting, and distributing donations by members of the community and abroad, and by helping those disaster-affected residents to access other available resources.

### **Primary Function**

The Salvation Army Northern Division provides emergency services to evacuees, disaster victims, and emergency workers involved in or threatened by a disaster. To facilitate their mission in the county of Ward, the Salvation Army has a worship and service facility at 315 Western Ave. and a thrift store at 1933 South Broadway in Minot. These centers provide food for the hungry, shelter for the homeless, counseling for the emotionally lost and other services.

### **Preparedness**

The Salvation Army Northern Division prepares for disaster response by providing up-to-date required training for all staff and volunteers year-round. The Salvation Army also coordinates and collaborates with other disaster relief organizations to maximize the effectiveness and efficiency of relief services. They also work closely with the Department of Homeland Security, local emergency management, and the Federal Emergency Management Agency, as well as being a member of the Souris River Basin chapter of the Volunteer Organizations Active in Disasters. The Salvation Army follows nationally established disaster response policies and procedures as:

- A. Identify facilities suitable for:
  - 1. Service Delivery Sites
  - 2. Volunteer Management
  - 3. Staging areas to serve as collection or dissemination points (e.g. special populations requiring transportation assistance)
- B. Recruit and train personnel to effectively manage the Salvation Army response to assist citizens affected by disaster
- C. Develop and implement agreements, such as Memorandums of Understanding (MOUs), with local businesses, service organizations, and response agencies to supply goods and services required for Salvation Army response during disasters
- D. Identify special planning considerations for special needs populations
- E. Prepare a registration and contact plan for citizens to enlist in Salvation Army services when available

### **Response**

The Salvation Army Northern Division can be accessed by calling The Salvation Army Minot Worship and Service Center, the local emergency manager, E911, the local EOC if activated, or law enforcement. A staff member is on duty during normal working hours and can respond within minutes to a disaster/emergency. The local "on-call" staff can also respond to a disaster/emergency within minutes after contact from the answering service.

- A. Provide emergency assistance to victims and/or first responders. This may include:
  - 1. Fixed or mobile feeding stations
  - 2. Clothing
  - 3. Cleaning supplies
  - 4. Comfort kits, first aid, or supplementary medical care
  - 5. Disaster health services
  - 6. Establish and operate a Family Assistance Center (FAC) coordinate with Emergency Management
  - 7. Disaster Mental Health (MDH) services
- B. As soon as families are able to resume living as families rather than in shelters, they may receive additional assistances, which may include:
  - 1. Rent, bedding/linens, health needs, and minor repairs
  - 2. Additional recovery assistance may be provided via referrals with partner agencies for emotional or financial support
  - 3. All partner agencies provide assistance via MOUs with the Salvation Army Northern Division.
- C. Other response activities include:
  - A. Liaison with government agencies and other organizations providing human services
  - B. Coordinate with emergency management office(s) and EOC(s) if activated. Provide a Salvation Army representative to the EOC, if activated
  - C. Maintain logs to support documentation, expenditures, situation status, resource allocations, and reports of Salvation Army response
  - D. Conduct periodic briefings for the personnel and participate in EOC briefings as required or requested
  - E. Inform field units of all locations of shelters, other pertinent facilities, and provide updates to relief personnel as they come on duty
  - F. Keep log of activities and update incoming shifts
  - G. Coordinate with members of the clergy for emergency sheltering and counseling

#### **Recovery**

- A. Provide temporary housing for persons in shelters
- B. May provide services and support to the operations and personnel at designated locations.
- C. Provide disaster mental health support and counseling to those affected by a disaster.



### **ESA 3: City of Minot Public Transportation**

#### **Purpose**

The City of Minot provides transportation support during emergencies and disasters in all activities associated with public transportation and evacuations. In this way, City of Minot Transit can aid the ability to move a large amount of people in a short amount of time in the event of an incident anywhere within Ward County. Its transportation abilities also cover those with special needs and its regular transportation routes run throughout the greater Minot area.

#### **Coordination**

City of Minot Transit coordinates with the unified command as required by Incident Commander.

**Primary Function:** Mass transportation and evacuation

#### **Preparedness**

The City of Minot Public Transportation prepares for disaster response by providing required training for all personnel. The City of Minot Transit also coordinates and collaborates with other response organizations to maximize the effectiveness and efficiency of evacuation and relocation operations. They also work closely with local emergency management and other public safety officials in disaster planning. The City of Minot Public Transportation follows nationally established transportation standards, policies, and procedures of:

- A. Train personnel to compliance with transportation regulations and standards.
- B. Equipment is tested and maintained on a regular basis
- C. Equipment is repaired by qualified and capable personnel or the manufacturer to ensure that the repairs are accurate.
- D. A City of Minot Public Transportation representative is active in the Local Emergency Preparedness Committee (LEPC) and is included in the level 2 Emergency Operation Center activation procedures.
- E. City of Minot Transit personnel are equipped to perform mass evacuation and transportation in a time of emergency or disaster.

#### **Response**

The City of Minot Transit transportation services can be requested by the incident commander. Additional staff can be recalled if operations necessitate.

- A. Mass evacuation and transportation operations throughout the area within Ward County.
- B. Provide a representative for the Emergency Operation Center (EOC), if needed.
- C. Establish proper communications between different organizations and/or agencies if needed

In response, City of Minot Transit can participate and aid in the following areas:

- A. Ground evacuations to safe, designated locations of citizens only. Only 1 carryon bag will be permitted for emergency purposes
- B. The City of Minot Transit has a compliment of 12 buses. 11 of those buses are capable of transporting disabled persons as noted in the Americans with Disabilities Act (ADA). These 11 buses have capacities of 28-33 each which allows the transport of about 300 evacuees. The additional 1 non-ADA compliant bus can accommodate 44 evacuees.
- C. Per request for additional resources from the Incident Commander, additional trained staff may be called in to operate buses. City of Minot Transit may also provide a dispatcher to the EOC.

**Recovery:** In short-term recovery, Minot City Transit can aid in returning evacuees to points of origin.

## **ESA 4: Souris Valley Amateur Radio Club**

### **Purpose**

The Souris Valley Amateur Radio Club (SVARC) is a public service provided by a reserve (volunteer) communications group within that function within times of extraordinary need. During periods of activation, certified unpaid personnel are called upon to perform many tasks to augment communications for the entities within Ward County. The exact nature of every activation will be different.

**Coordination:** The SVARC coordinates with the unified command as required by Incident Commander.

### **Primary Function**

The SVARC operations involve emergency message handling on Amateur Radio Service frequencies. These operations involve transmitting messages between critical locations such as hospitals, emergency services, emergency shelters, and the emergency operation center. These communications are handled in any mode available, with 2 meters FM being the most prevalent.

### **Secondary Functions**

The SVARC provides a pool of emergency communications personnel that can be called upon in time of need.

### **Preparedness**

The SVARC prepares for disaster response by providing required training for all voluntary personnel. They also work closely with the North Dakota Department of Emergency Services and Ward County Emergency Management to prepare for operations during a disaster. SVARC follows nationally established disaster response policies and procedures.

- A. The SVARC is comprised of experts who utilize these radios regularly. Operators are required to pass the Federal Communications Commission's (FCC) exam to acquire an Amateur Radio License.
- B. Equipment is tested and maintained on a regular basis and is owned individually by the radio operators.
- C. Equipment is repaired by qualified and capable personnel or the manufacturer to ensure that the repairs are accurate and radio equipment is functionally ready for use.
- D. Trained personnel will conduct communication drills in keeping with the FCC's requirements to test capabilities and prepare for future events.

### **Response**

The SVARC can be called up at the request of the incident commander, the local emergency manager, the local EOC if activated, or law enforcement. The local "on-call" staff is ready to respond to a disaster/emergency within a half-hour to an hour after being notified.

- A. The SVARC can respond with a mobile radio facility, a radio tower, antennae, and numerous radios.
- B. Radio transmissions can be made locally, nationwide, or worldwide.
- C. If phone services are rendered unusable, communication via radio is ideal and can be implemented from any location to allow communications between critical facilities or areas.
- D. The SVARC is more a reactive than proactive organization as it can adapt to be implemented in any situation. As a reactive organization, most of the activities occur at the time they are requested.

### **Recovery**

As phone lines, cell phone towers, and other means of communication come back online, The SVARC may scale back its operations.

## **ESA 5: North Dakota Wing Civil Air Patrol**

### **Purpose**

Civil Air Patrol provides support during emergencies and disasters in all activities associated with Search and Rescue (SAR), aerial reconnaissance, and disaster mapping. In this way, Civil Air Patrol can supplement an incident by giving a fuller perspective and more quickly locating the event and determining the severity and extent.

### **Coordination**

Civil Air Patrol coordinates with the unified command as required by Incident Commander.

**Primary Function:** Urban and Wild Land Search and Rescue

**Secondary Functions:** Aerial Reconnaissance, Disaster Mapping, Thermal Imaging

### **Preparedness**

The North Dakota Wing Civil Air Patrol prepares for disaster response by providing required training for all volunteers. The Civil Air Patrol also coordinates and collaborates with other response organizations to maximize the effectiveness and efficiency of operations. They also work closely with the Department of Homeland Security and local emergency management. The North Dakota Wing Civil Air Patrol follows nationally established disaster response policies and procedures.

- A. Train personnel on a regular basis in rescue skills and procedures
- B. Equipment is tested and maintained on a regular basis
- C. Equipment is repaired by qualified and capable personnel or the manufacturer to ensure that the repairs are accurate.
- D. Trained personnel will conduct aerial reconnaissance operations
- E. Civil Air Patrol personnel are equipped to provide pictures, video, and thermal imaging in a time of emergency or disaster.
- F. Civil Air Patrol maintains an NTIA-compliant VHF and HF communication network for local and national long-range two-way communications or to act as a relay. Additionally, all CAP vehicles and aircraft have access to State Radio channels for interoperability.

### **Response**

The North Dakota Wing Civil Air Patrol flight missions can be requested by the incident commander, the local emergency manager, the local EOC if activated, or law enforcement. The local "on-call" staff is ready to respond to a disaster/emergency within a short time after being notified.

- A. Initiation of SAR missions as necessary for both general and focused areas
- B. Provide a representative for the EOC if needed
- C. Establish proper communications between different organizations and/or agencies if needed

In response, Civil Air Patrol can participate and aid in the following areas:

- A. A disaster or chemical release has affected an undetermined expanse of land.
- B. If a disaster and/or hazard is of large-scale, search and rescue personnel, equipment, facilities, and communications may be affected
- C. Post-disaster aerial damage assessments of critical infrastructure allow the focusing of resources.
- D. Aerial reconnaissance is helpful in determining the location of lost or missing persons, boats, and downed aircraft.
- E. Spring-melt river photo assessments can be performed to estimate potential dangers.
- F. Blizzards or other inclement conditions may leave motorists stranded and disoriented.

- G. Weather conditions such as high winds, cold temperatures, and rain could pose additional hazards to the victims and the rescue personnel
- H. During the winter, aerial reconnaissance may indicate breaks in power lines that may otherwise be hard to find.
- I. Extreme temperature and large expanse of search area may render search operations tedious and time consuming. Having the ability to cover more land from a different perspective and with thermal imaging equipment can increase the timeliness and allow ground search and rescue crews to find.
- J. Thermal imaging can be used for brush fire operations and locating missing targets.
- K. Volunteer pool can assist in disaster/casualty training.

**Recovery**

- A. In disaster relief, imaging such as still shots and video may provide perspective to emergency managers and public officials on where to focus relief efforts and the current state of recovery overall.

## **ESA 6: Ward County Human Services**

### **Purpose**

Ward County Human Services provides support throughout the mitigation, preparedness, response, and recovery phases of a disaster. The Human Services department may function to guide and structure activities throughout the incident period by leading and participating activities in concurrent areas to Human Services to include sheltering, aid in special considerations for children, elderly, and special needs.

### **Coordination**

The Director of Human Services coordinates with the unified command as required by Incident Commander.

### **Primary Function**

Coordinate the implementation to ensure the continuity of social health and welfare programs, as well as referrals.

**Secondary Functions:** Assist in staffing and coordinating shelter activities.

### **Preparedness**

Ward County Human Services utilizes varied social programs to increase the quality of life and the ability of many individuals with special needs or circumstances to function normally. Given this assistance, these individuals are naturally better equipped and prepared for an event. They also work with cities, county, state, and federal officials. Programs that may be utilized and populations that are assisted include:

- A. Helping impoverished individuals find funding and general referrals for further assistance.
- B. Coordinates the implementation and distribution of the food stamp program.
- C. Child care, child negligence/abuse reports, follow-up, and child placement.
- D. Assessment of daycares and foster care-related home studies.
- E. Financial assistance to aid the elderly and blind/disabled populations in need.
- F. Other financial assistance as needed for qualifying individuals.

### **Response**

Ward County Human Services operates to ensure continuity of the services that it provides, as well as may perform special tasks as requested by the incident commander during a disaster or emergent event. These special tasks may address:

- A. Coordinating placement of disabled individuals, providing financial assistance for hotel rooms, and helpers for those that qualify.
- B. Distribute quilts, blankets, jackets, clothing/clothing vouchers, hygiene supplies, and emergency medical equipment to individuals in need.
- C. Provide counseling and referrals to individuals affected by the event at shelter locations.
- D. Provide personnel assistance to help staff emergency shelters.
- E. Relaying special considerations to the incident commander.

### **Recovery**

During the disaster recovery period, Ward County Human Services strives to ensure that individuals participating in regular assistance programs receive uninterrupted care and aid and Human Services works to return to normal operations back to. In addition, Human Services may:

- A. Help in providing financial assistance for housing or relocation of qualifying displaced individuals.
- B. Provide continued counseling services and referrals.
- C. Distribute materials and clothing as needed.

## **Appendices**

### **Appendix 1: Flood Response**

#### **Purpose**

Because both the Souris and Des Lacs Rivers are major tributaries, they overflow their banks to some extent almost annually. Most of these floods are small and short in duration causing only minor problems. Floods which result in more severe damages originate primarily from snowmelt in the Canadian portion of the Souris River Basin and have occurred seven times since 1969.

Based on the available data, flooding occurs at least once every five years. Therefore, the probability of a future occurrence of some type of flooding is moderate.

#### **Coordination**

This function coordinates with the unified command as required by the Incident Command Structure (ICS).

#### **Supervision**

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident/Unified Commanders.

#### **Primary Function:**

Communication, coordination of resources, road closures, possible evacuations, protection of critical infrastructure

#### **Secondary Function:**

Communication, search and rescue, sheltering, possible evacuations, possible call center activation, restricting access to locations

#### **Situation**

- A. Since 1936, Lake Darling Reservoir, owned and operated by the US Fish and Wildlife Service, has been a major factor in reducing damages in the Souris River Valley by controlling several small floods. The protection provided by the reservoir reduced concern about flooding and numerous residential and commercial developments were constructed at Minot in the river's floodplain. A major flood occurred in the Souris River Basin in 1969, which greatly impacted parts of rural Ward County and some of the Cities.
- B. In 2009 the Des Lacs River experienced two different surges that caused flooding along the river, and caused over a half million dollars in damages.
- C. In 2011, the Souris River basin was again inundated with severe flooding, resulting in hundreds of millions of dollars in damages throughout Ward County and some of the Cities.
- D. Parts of Ward County rural areas experiences minor flooding almost annually, as a result of spring thaw. The majority of this flooding is confined to unpopulated and undeveloped areas, and the flooding occurs in open space or agricultural areas.

#### **Assumptions**

- A. The National Weather Service provides Ward County and the Cities updated information if the flows out of Canada and/or Lake Darling increase above their normal operating levels.

- B. The National Weather Service lists three types of flood stages to identify what type of flooding could occur which include: minor, moderate, and major, and will send out an EAS if even one of the gages reach any of the stages. These stages include:
  - a. Souris River Near Foxholm
    - i. Minor Flooding is at 1,573 Ft
    - ii. Moderate Flooding is at 1,576 Ft
    - iii. Major Flooding is at 1,578 Ft
  - b. Souris River at Minot 4NW
    - i. Minor Flooding is at 1,562 Ft
    - ii. Moderate Flooding is at 1,565 Ft
    - iii. Major Flooding is at 1,570 Ft
  - c. Souris River at Minot-Broadway Bridge
    - i. Minor Flooding is at 1,551 Ft
    - ii. Moderate Flooding is at 1,553 Ft
    - iii. Major Flooding is at 1,557 Ft
  - d. Souris River at Logan
    - i. Minor Flooding is at 1,536 Ft
    - ii. Moderate Flooding is at 1,538 Ft
    - iii. Major Flooding is at 1,540 Ft
  - e. Souris River at Sawyer
    - i. Minor Flooding is at 1,524 Ft
    - ii. Moderate Flooding is at 1,526 Ft
    - iii. Major Flooding is at 1,528 Ft
  - f. Des Lacs River at Foxholm
    - i. Minor Flooding is at 1,651 Ft
    - ii. Moderate Flooding is at 1,653 Ft
    - iii. Major Flooding is at 1,654 Ft
- C. Once the National Weather Service has contacted the Emergency Management Department for a conference call, the department shall notify all communities that may be affected by the flooding so they can attend the call, as well as send out the information to all communities and agencies involved. Minot will enact their Flood Emergency Action Plan and monitor for closure structures needing to be installed and storm water pump placement.
- D. Depending on the situation the Incident Commander/Unified Command may ask for the Emergency Operation Center to be activated, to which the Emergency Management Department will stand up, and activate reverse 911 to recall level one personnel.
- E. At 2,700 CFS flood levels become a concern for the Minot Park District's Souris Valley Golf Course, and close observation of flood levels becomes a necessity.
- F. At 3,200 CFS flood water begins to enter Souris Valley Golf Course, and the Park needs to remove affected controllers.
- G. At 3,500 CFS the Park District must begin placing sandbags around the effected greens.
- H. At 5,000 CFS the course is devastated, and must be closed to the public.
- I. Depending on the situation the Incident Commander/Unified Command may request an Emergency Declaration to be declared if needed. The Incident and/or Unified Commanders would make the request to the Emergency Management Department to have them draw up the declaration for the City Council or County Commission to approve.
- J. Depending on the situation the Incident Commander/Unified Command may need to have roads closed due to water going over the roadways. The jurisdiction responsible for that roadway (i.e. Highway Department, City, or Township) will be responsible to close their own roadways.

- K. Depending on the situation the Incident Commander/Unified Command may request/require evacuation orders to be established. The Incident Commander/Unified Command will define the area(s) that need to be evacuated, as well as whether it would be a recommended or mandatory evacuation. They will submit the request to the Emergency Management Department for them to complete the required paperwork, and submit it to City Council or County Commission for approval.
- L. At minor flood stage at the Broadway Bridge, the Park Board activates their Emergency Risk Assessment Plan for Roosevelt Zoo.
- M. The public will be notified of the situation, potential dangers, and precautionary actions. In the case any type of flood event, getting information to the public is vital to their safety. The flow of information will come from the Unified Command to the Public Information Officers via social media, television, radio, reverse 911, IPAWS, the outdoor warning system, and any other communication methods not listed here.

**Lead Agency:**

Ward County Water Resource Board, Ward County Highway Department, and City Public Works Department

**Support Agencies:**

Law Enforcement, Local Jurisdiction Fire Department, EMS, Minot Central Dispatch, Emergency Management, Minot Park Board, First District Health Unit, Local Healthcare, Public Information Officer, local jurisdiction utility companies, the American Red Cross, and other voluntary agencies

**Preparedness**

- A. Ward County Water Resource Board will continue their maintenance program each year that is required under the Corps. Of Engineers agreement regarding the levee maintenance.
- B. Ward County Water Resource Board and the City's Public Works Department will conduct maintenance on their pump/lift stations to ensure they are working properly.
- C. If there is a large rain event and/or above average snow amount the Ward County Water Resource Board and/or the City's Public Works Department can conduct an inspection prior to and/or during to ensure equipment is working properly.
- D. Before freeze up Ward County Water Resource Board and the City's Public Works Department can perform snagging and clearing of any debris within the river channel to ensure debris is removed for spring thaw. Minot Public Works conducts levee assessments each quarter to determine if there are any deficiencies in the Minot levee system.

**Recovery**

- A. Ward County Water Resource Board and Minot Public Works will repair the levee system in accordance to the levee maintenance with the Corps of Engineers agreement.
- B. Ward County Water Resource Board and the City's Public Works Department will pump back water back into the river.
- C. Ward County Water Resource Board and the City's Public Works Department shall clean up all debris within the river channel.



## Appendix 2: Train Derailment - Crude

### Purpose

This function provides procedures for preparedness, response, and recovery to provide a coordinated effort for the immediate protection of life and property against crude oil spills, hazardous material (HazMat), and/or radiological incidents within Ward County.

The functional coordinator will provide direction to emergency personnel to coordinate the actions of personal safety and decontamination through Unified Command (UC) under the Incident Command System (ICS). Responders will ensure their own immediate safety before they respond into the hot zone.

**Note:** If the incident falls within Ward County, a Unified Command operation will be established that includes, but not limited to Local Fire Department, Regional Hazmat, Local Police Department, Local Ambulance, and responsible Railway.

### Coordination

This function coordinates with the unified command as required by the Incident Command Structure (ICS).

### Supervision

Driven by disaster type; normally this function reports to Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commanders

### Primary Function:

First aid, triage, emergency medical treatment, confine/limit spill, traffic control, crowd control, site security, evacuation, and decontamination

### Secondary Function:

Search and rescue, sheltering, decontamination for materials (i.e. air, water, and soil), and morgue

### Situation

- A. Disasters and/or hazards can occur anywhere at any time within Ward County.  
There has been a significant increase of crude oil through the state of North Dakota since the Bakken Oil Boom. Ward County wants to prepare agencies to respond to a crude oil train derailment with maximum efficiency.
- B. Disasters and/or hazards can affect a large populated area; but it can also affect a number of people in other areas, animals, as well as the environment  
Crude oil trains run through populated areas of the cities of Ward County. Along these train routes are rivers, fields that farm food grade crops, as well as wildlife areas.
- D. Hazardous materials can come in various sizes of containers. They can affect small and/or large areas depending on the amount of hazardous materials one has  
This Emergency Response Plan will address specifically DOT-111 Rail Tank Cars (The DOT Reader, 2015). These non-pressurized rail tank cars hold 20,000 – 30,000 gallons and carry both hazardous and non-hazardous materials (The DOT Reader, 2015).
- E. City of Minot and Ward County first responders will handle the incident primarily. If all resources, personnel, and equipment have been used up the Emergency Manager will contact the state ND DES to obtain resources, personnel, and equipment based off of requests given by the Unified Commanders.

Ward County has a list of first responder agencies and those that will be in the Emergency Operations Center (EOC). If this incident occurs, Incident Commander should engage Ward County Emergency Management for mutual aid request.

- F. There are thousands of hazardous materials produced, transported, used, and stored within Ward County. In 1986 an Act was established to produce a list of Extremely Hazardous Substances (EHSs) called the Superfund Amendment and Reauthorization Act (SARA).
- G. There are many environmentally sensitive areas within Ward County that include air, soil, vegetation, and transportation. Water sources are also sensitive area. These areas include but not limit: Minot's Water Treatment Plant, Des Lacs (Upper and Lower lakes), Hiddenwood Lake, Makoti Lake, Missouri River Basin, Mouse River, North and South Carlson Lakes, Rice Lake, Souris River Basin. - **See Situations Point B.**
- H. Soil and vegetation areas that are affected by hazardous materials should be disposed of as soon as possible to restore the area. A team will be contracted by either the Oil or Rail company and will be assigned to dispose of hazardous materials in a form that is approve by the Environmental Protection Agency (EPA) and other Federal, State, and Local governments. Hazmat disposal team will not be from Ward County.

### Assumptions

- A. Ward County does have emergency plans for dealing with hazardous materials as well as primary response. A crude oil train derailment will require that multiple agencies come together to combat this catastrophe. At least annually these agencies must ensure that their emergency response plans are not interfering with each other so that there will be no confusion if this incident were to arise. During this time, the agencies will also review departmental training plans to ensure that everyone is at an acceptable competency level for response.
- B. Some hazardous incidents may and will go beyond the abilities of Ward County. Mutual Aid Agreements, State, and Federal assistance may be needed. Mutual Aid should be engaged immediately by the Unified Command. This will provide a safety net of assistance if needed. If Mutual Aid are not engaged immediately, there may be lost time that cannot be recovered and will can add devastating long-term effects, such loss of lives, property, and environmental damage.
- C. Hazardous materials incidents often give no warning. Agencies need to practice readiness procedures at least annually. In this case, community tabletop exercises, roundtables, in addition to inter-department exercises need to be performed to validate those responders will respond correctly.
- D. Protective actions may have to be recreated for different circumstances that arise. It is known that many emergency response exercises may be similar and have similar emergency response procedures. This exercise may be done with the same or a similar scenario. To verify that responders are equipped, the scenarios may include multiple disasters.
- E. Communication systems are set up for responders, but there are alternate and backup available if needed. Each agency is responsible for alerting their departments of the emergency. Central Dispatch may only have the ability to contact the Emergency Operations Center list during the emergency. Inter-department communication can be delegated to another employee.
- F. The public will be notified of the situation, potential dangers, and precautionary actions. In the case of an oil trail incident, getting information to the public is vital to their safety. The flow of information will come from the Unified Command to the Public Information Officers via social media, television, radio, reverse 911, IPAWS, the outdoor warning system, and any other communication methods not listed here.

**Lead Agency:** Local Fire Department

### Support Agencies:

NW Regional Hazmat Team, Supporting Fire Departments, 1<sup>st</sup> Civil Support Team (Bismarck), Local Police Department, Local Public Works, Local EMS, Emergency Management, First District Health Unit, Local Healthcare, the American Red Cross, and other Volunteer Agencies

### Preparedness

- A. Develop plans, procedures, and arrangements and/or agreements to identify activate, coordinate different resources and expertise to manage oil spills, and hazardous materials and/or radiation. Agencies will have to create their own internal plans that align with the county emergency operations plan. **See Appendix E: Sample Agency Call Rosters.**
- B. Train on a regular basis. Multiple levels of training need to be conducted to ensure that everyone is on the same competency levels. Training on how to handle and respond to crude oil and how it will affect the community is a priority Each department involved will determine the intensity of their training program. Training for auxiliary agencies may include who to report to, where to go, and what resources are needed for assistance.
- C. Assess the different health affects hazardous materials can cause to people, animals, and the environment. North Dakota Department of Health will be consistently monitoring any affects to people, animals, and the environment. They will report to the Operations and Planning Section Chief who will in turn report to the Public Information Officers.
- D. Identify the needs of Ward County for Hazmat incident support. If there is a need for any resources the Unified Command must engage the Emergency Management Team so they can locate resources in the form of people, materials, and/or equipment. These requests are accepted at any time even when agencies are not in the middle of a crisis.
- E. Maintain a working relationship with private agencies and/or organizations that have an expertise that could assist in preparedness, response and/or recovery efforts. Ward County will maintain a list of agencies and organizations that have the potential to respond in the case of crude oil train incident. This list will be updated at lease annually and validated that those organizations still have the resource capacity to assist in preparedness, response and/or recovery efforts.
- F. Have first responders visit facilities that contain oil, hazardous material, and/or radiation materials to familiarize them with the facility as well as information that could be useful in responses (i.e. facilities EOP, types and location of materials, affects the materials could cause if they were released, storage tanks, drainage systems, etc.). As part of the training plan, first responders will know what facilities have materials that can potentially react to crude oil and how to address any dangers. The rail companies and oil companies should provide a portion of the training so that first responders get training and instructions from the experts in the industry. This will give first responders familiarity with the equipment and hazards that they will be up against.
- G. Distribution to the public of proactive actions needed to take if there is a spill, leak, and/or release of hazardous materials and/or radiation. Ensuring that the incident is contained is vital to the safety of the public and property. Information needs to be disclosed to the public so that they are not inadvertently putting themselves into danger because they do not recognize the perceived and unseen harms of the situation. This information will be communicated from the Unified Command to the Public Information Officers.

### Emergency Response Process Flow

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| • Initial Notification                | • Public Notification             |
| • Activate Operations Center          | • Set Up Joint Information Center |
| • Establish Incident Command          | • Contamination Procedures        |
| • Establish Radio Coms for Responders | • De-Con/Safe Zones               |
| • Establish Security and Parameter    | • Environmental Testing           |
| • Mobilize Resources                  | • Operational Resource Mgt.       |

## Emergency Response Process Flow

Response Step	Process								
Initial Notification	<p>The owners (oil company) and/or the transporters will perform the initial notification if there is a leak, spill and/or release of oil, hazardous materials, and/or radiation. Because the transporter (rail) will be alerted to a problem before the owner, this step will generally fall to the transporter.</p> <p><b>Note:</b> The first person on scene is the incident commander until a Unified Command Center is established. In Ward County, the Unified Command works together through the incident.</p> <table> <tr> <th>Step</th><th>Process</th></tr> <tr> <td>1.</td><td>The Transporter will contact Minot Central Dispatch alerting them of a rail incident involving crude oil.</td></tr> <tr> <td>2.</td><td>Minot Central Dispatch will use their paging system to start activation of all responding districts (<b>See Appendix D: Unified Command Roster</b>). These districts are divided into the various first responding agencies (Law Enforcement, Fire, and Ambulance). Central Dispatch will also alert the Fire Chief and Hazmat team if requested.</td></tr> </table>	Step	Process	1.	The Transporter will contact Minot Central Dispatch alerting them of a rail incident involving crude oil.	2.	Minot Central Dispatch will use their paging system to start activation of all responding districts ( <b>See Appendix D: Unified Command Roster</b> ). These districts are divided into the various first responding agencies (Law Enforcement, Fire, and Ambulance). Central Dispatch will also alert the Fire Chief and Hazmat team if requested.		
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Activate Emergency Operations Center	One of the Incident Commanders from the Unified Command will contact the Ward County Emergency Management to activate the Emergency Operations Center. The Operations Center is established to provide resources to the Unified Command. All ICS forms will be filled out by the planning section.								
Establish Unified Command	The Unified Command will be made up of the following: Local Fire, Law Enforcement and Ambulance service in the affected jurisdiction, along with the Railway Company.								
Establish Communication for Responders using Bank Five	<p>Once Minot Central Dispatch has completed the initial agency page for an emergency they will continue to contact first responders.</p> <table> <tr> <th>Step</th><th>Process</th></tr> <tr> <td>1.</td><td>Central Dispatch will contact first responder agencies using the call roster (<b>See Appendix E: Sample Emergency Call Roster</b>).</td></tr> <tr> <td>2.</td><td>Agency will internally contact appropriate resources from their internal call rosters to deploy responders.</td></tr> <tr> <td>3.</td><td>Agency leaders and responders will receive further instruction from the Unified Command Center.</td></tr> </table>	Step	Process	1.	Central Dispatch will contact first responder agencies using the call roster ( <b>See Appendix E: Sample Emergency Call Roster</b> ).	2.	Agency will internally contact appropriate resources from their internal call rosters to deploy responders.	3.	Agency leaders and responders will receive further instruction from the Unified Command Center.
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2.	Agency will internally contact appropriate resources from their internal call rosters to deploy responders.								
3.	Agency leaders and responders will receive further instruction from the Unified Command Center.								
Set Up Security and Parameters	This will be done primarily by Law Enforcement Departments under the direction of the Unified Command, based off of the type of chemical. If unknown, it may be more ideal to have a larger perimeter until chemical(s)/affects are known.								
Mobilize Resources	Agencies will mobilize people and equipment resources. During this time, people resources will ensure they are wearing the correct protective equipment and testing devices to alert them of harmful chemicals. Agency responders will mobilize according to the Unified Command instructions and locations.								
Public Notification	The Unified Command will be responsible for communicating to the community via the Public Information Officer(s). They will communicate what the hazard is and how to take preventative actions. This communication will be done as soon as possible, as well as throughout the incident time frame.								
Set up Joint Information Center	The Joint Information Center will be crucial for those organizations at a location that the media can gather as well as disperse information to everyone at once.								
Contamination Procedures	<b>See also Environmental Testing.</b> The Public Works Department in conjunction with the Regional Hazmat Team will be responsible for blocking any drains that may be under threat of contamination. The State Health Department will perform								

	interval environmental testing will need to be completed to monitor air quality and if there are additional hazards to people and property.
Decontamination/ Safe Zones	First District Health - Decontamination locations will be established for those responders who have been in working in or around the incident area. These zones will be stocked with showers, clothes, and provisions. The decontamination locations will need to be in an area that can be easily accessed, and close to the affected area to reduce any additional contamination. This zone will also be considered a safe zone that is away from the incident and in an area that can medically treat and/or transport first responders and anyone affected.
Environmental Testing	Throughout the course of the incident, environmental testing will need to be completed to monitor the air quality, water sources, and vegetation. This information will need to communicate to the first responders and the public via the Public Relations Officers. The State Health Department will take the lead in continual testing.
Operational Resource Management	The Emergency Operations Center assist with monitoring first responder operational times working in the incident. There will need to be crew change over

### Recovery

- A. Operations will continue until the leak, spill, and/or release has been stopped, contained, and cleaned up and restored to its original state. While first responders are responding to the incident, a team of environmental experts, public works, and community officials need to proactively start outlining what the recovery will entail after the incident has been controlled and/or contained. This is why the environmental updates on environmental testing are going to be crucial. These reports may be the only “eyes” on the situation that this team has to work from until they can get a crew out to see for themselves.
- B. All response resources will be returned, replenished, and repaired. When the incident is over, departmental courtesy will deem that any resources be returned in the same or better (if possible) condition than when they were borrowed. In the course of responding to the incident, something was damaged, it should be replaced. All materials need to be replenished in a timely manner. Departments depend on these pieces of equipment and materials in case of another emergency and they do not want to find themselves lacking resources.
- C. All emergency responders will return to their normal day-to-day duties. Unless there are extenuating circumstances (medical, psychological, counseling may be needed until everyone has had the opportunity) all emergency responders will return to their previously held positions in their departments.

### Training Plan:

The following is a sample list of training courses for responders of Ward County, North Dakota in the event of a crude oil train accident. With the increase of crude oil being transported by rail, the county wants to validate that all employees have had some level of training to handle this type of catastrophe. This is an outline of a suggested training course that has the goal of ensuring that all responders to the accident have had at least this level of training and competence to handling the hazards associated with crude oil. There will be departments whose training programs far exceed what is listed in this outline. There are also auxiliary departments who may not need to have as much detail. It is the department's responsibility to validate that their employees have the correct competency level to have the ability to respond in their role and responsibility. This training would be in addition to their responder training if it does not cover crude oil accidents.

The Federal Emergency Management Agency (FEMA) has a division called the National Training and Education Division (FEMA, 2015). These training courses are designed to prepare, prevent and recover safely from disasters (FEMA, 2015). They offer certification programs as well as individual classes.

**First Responders:**

Emergency Responder Training/Certification that is available for crude oil response by job or volunteer role

- ICS 100, 200, 300, 400, 700, 800
- Introduction to Crude Oil: A course to explain the specific make up of North Dakota Sweet Crude Oil
- Hazards of Crude Oil
- Hazmat Awareness
- Flammable liquids/Boil Over Simulator
- Responding to Oil Field Emergencies
- Transporting Hazardous Materials – Knowing the types of Rail Cars/ Transport Cars
- TRANSCAER Railroad Training
- Hands on training with Rail Company/Inspection of Rail Cars
- Effective Communication /Disaster Communication Training
- Bank Five Training

**Auxiliary Responders:**

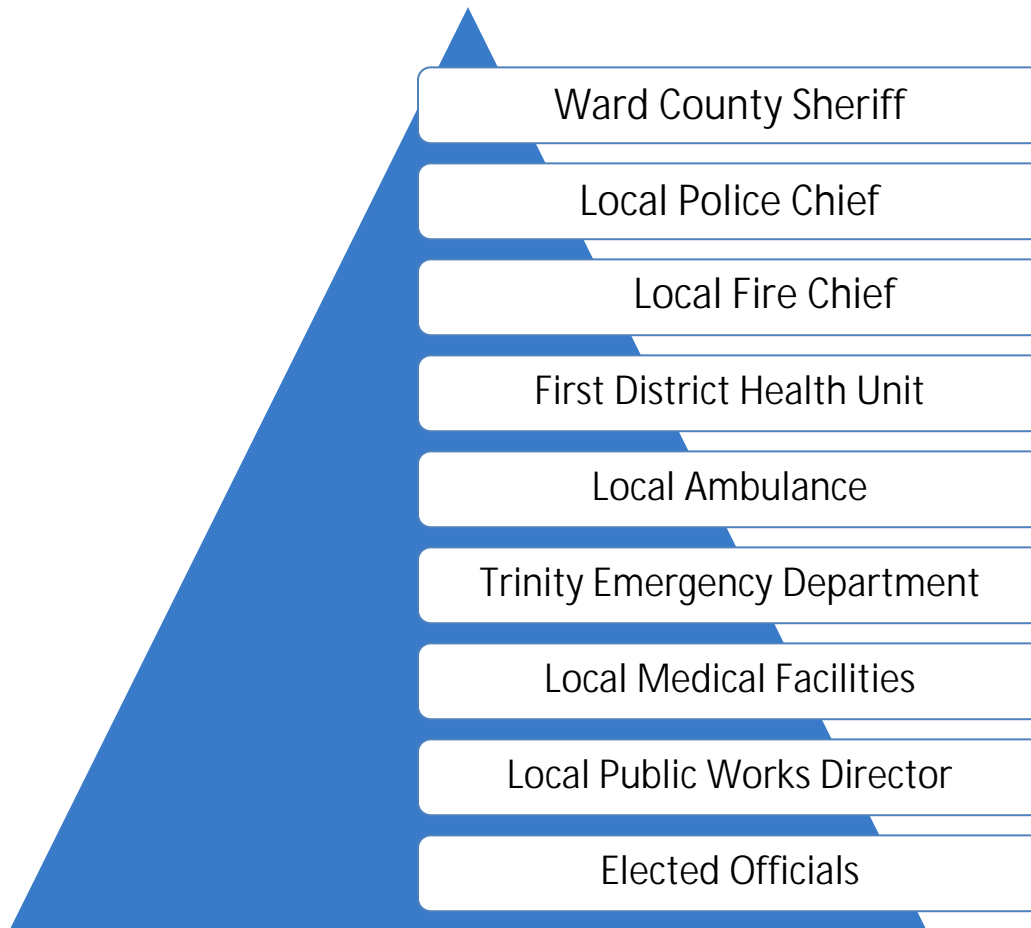
Emergency Responder Training/Certification that is available for crude oil response by job or volunteer role

- ICS 100, 200, 300, 400, 700, 800
- Hazards of Crude Oil
- Effective Communication /Disaster Communication Training
- Central Dispatch Calls - Administrative
- Bank Five Training

### Unified Command Roster

The following is the Unified Command Center initial call roster that will be used by Minot Central Dispatch to page these representatives immediately upon hearing about a crude oil train accident. This list is flexible and has the potential to grow depending on the severity of the situation.

**Note:** Once this group is notified, it is their responsibility to communicate to their department first responders. Minot Central Dispatch will not be paging employees or resources for the agencies. If additional resources are needed either, ask for the assistance of Mutual Aid or contact the Emergency Management Team.



## Sample Agency Call Out Roster

Call out roster instructions:

1. Department Chief will contact the Department Manager and the Department Admin.
2. The Department Manager and Department Admin will call the two supervisors listed underneath their names.
3. The supervisor will call the two employees listed underneath their names.
4. The employees will contact the employee underneath their name.

**Note:** If you are unable to reach the employee underneath your name, leave a message and contact the next employee.

Department Chief 701.XXX.XXXX							
Department Manager 701.XXX.XXXX				Department Admin 701.XXX.XXXX			
Department Supervisor 1 701.XXX.XXXX		Department Supervisor 2 701.XXX.XXXX		Department Supervisor 3 701.XXX.XXXX		Department Supervisor 4 701.XXX.XXXX	
Employee 701.XXX.XXXX	Employee 701.XXX.XXXX	Employee 701.XXX.XXXX	Employee 701.XXX.XXXX	Employee 701.XXX.XXXX	Employee 701.XXX.XXXX	Employee 701.XXX.XXXX	Employee 701.XXX.XXXX
Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X
Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X



### Appendix 3: Glossary of Terms

**Assisted Living Facility** - For people needing assistance with Activities of Daily Living (ADLs) but wishing to live as independently as possible. Assisted Living Facilities exist to bridge the gap between independent living and nursing homes. Residents in these facilities are not able to live by themselves but do not require constant care either.

**Damage Assessment**- The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a man-made or natural disaster.

**Developmental Disability** – A condition a person is born with that causes him/her not to develop normally. They usually have a lower IQ than those not born with this condition.

**Disability** – A condition due to sickness or injury that curtails a person's ability to carry on normal pursuits. A disability may be partial or total, and temporary or permanent as verified by a doctor.

**Disaster**- An event or imminent threat that causes or threatens widespread or severe damage, injury or disaster that may exceed the capability and resources of the State, local government or disaster relief organizations

*Note: A disaster is of greater impact than an emergency.*

**Disaster Recovery Center**- Places established in the area of a presidentially declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance. DRCs are staffed by local, State, and Federal agency representatives, as well as staff from volunteer organizations.

**Checkpoint** – A location that is likely to be traveled and where people are encouraged to stop. If they stop, they will be provided with information regarding conditions they are likely to encounter within the area they are entering.

**Contra flow** – A temporary arrangement in which traffic travels in the same directions on both sides of the road.

**Emergency**- Any occasion or instance for which, in the determination of the Governor, State assistance is needed to supplement local efforts and capabilities to save lives, protect property, provide for the public health and safety and to lessen or avert the threat of a catastrophe.

**Emergency Operations Center (EOC)** - A centralized location where response to emergency or disaster situations is coordinated. Staff, procedures and communications are provided so that key officials and department/agency representatives can gather information and make key decisions in response to and in support of an emergency or disaster.

**Emergency Operations Plan (EOP)** - A reference document which outlines and explains functions, resources and coordination procedures for responding to and supporting emergency and disaster operations.

**Evacuation Assembly Areas** – Sites designated in the evacuation plan for citizens to gather while awaiting transportation from the threatened area.

**Evacuation Centers** – Relocation point where evacuees can be registered, needs for shelter determined and information on shelters posted.

**Evacuation Shelters** – Facilities managed and staffed by voluntary agencies for housing and feeding of evacuees.

**Federal Coordinating Officer (FCO)** - The Senior Federal official appointed by the President to coordinate the overall Federal response and recovery activities during a Presidential Declared Disaster.

**Federal Emergency Management Agency-** The Federal agency which coordinates Federal response for emergencies and disasters

**Governor's Authorized Representative (GAR)** - The person designated by the Governor to execute all necessary documents for disaster assistance following a declaration of an emergency or major disaster, including certification of applicants for public assistance.

**Hazard-** An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

**Incident Command System-** A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.

**Mass Care –** Food, clothing, shelter, and other necessary and essential assistance provided to a large number of affected people in response to, or recovery from, a disaster or emergency.

**Mitigation-** Sustained action taken to reduce or eliminate the long-term risk to human life and property from natural hazards and their effects. Such measures include building codes, public education, hazard vulnerability analysis, compliance and enforcement, zoning and land-use measures and preventive health care.

**Mutual Aid Agreements-** Agreements between local, state, regional, and/or national agencies to reduce duplication and increase the effectiveness of emergency response and other post-disaster activities. Such agreements are often used to provide supplemental staff assistance in the post-disaster environment.

**Nursing Home –** A licensed facility for the care of individuals who do not require hospitalization and who cannot be cared for at home; Also known as Long Term Care Facilities.

**Public Information Officer-** A Federal, State, or local government official responsible for preparing and coordinating the dissemination of emergency public information.

**Preparedness-** Actions taken in advance of an emergency or disaster to develop operational capabilities and facilitate response operations; Such measures include the development of plans, procedures, warning and communication systems, EOCs, training and exercises, mutual aid agreements and emergency public information.

**Principal Executive Officer-** They mayor or chairman of the board of county commissioners.

**Response-**Actions taken before, during or after an emergency or disaster to save lives, minimize damages and enhance recovery operations. Such measures include activating emergency operations centers, procedures; emergency broadcast systems, public warning and notification of public officials and providing mass care.

**Roadblock –** A location that blocks the passage of people or vehicles and where they are prevented from traveling into an area without providing a specific waiver or justifying their need to enter the area.

**Road Closure –** A barricade or other form of impeding travel into an area along a road, highway, street, trail or other location that reasonable requires a traveler to stop or otherwise recognize travel is prevented into an area. Road closures are usually temporary and are employed only when travel into an area clearly jeopardizes the life or safety of the traveler, emergency workers, or others within the area.

**Recovery-** Actions taken over the short term to return vital life support systems to minimum standards and long-term to return life to normal or improved levels; Such measures include damage assessment, supplemental Federal assistance to individuals and public entities, assessment of plans, procedures, development of economic impact studies and methods to mitigate damages.

**Risk Assessment-** A process or method for evaluating risk associated with a specific hazard and defined in terms of probability and frequency of occurrence, magnitude and severity, exposure, and consequences.

**State Coordinating Officer-** The person assigned by the Governor to coordinate State response and recovery operations during State declared disasters. This is the FCO's counterpart during Presidential Disaster Declarations.

**Vulnerability-** The level of exposure of human life and property to damage from natural hazards.

## Appendix 4: Acronyms

<b>AAR</b>	After-Action Report
<b>ADA</b>	Americans with Disability Act
<b>AFB</b>	Air Force Base
<b>AG</b>	Attorney General
<b>ARC</b>	American Red Cross
<b>ARES</b>	Amateur Radio Emergency Services
<b>ASD</b>	Administrative Services Division
<b>BIA</b>	Bureau of Indian Affairs
<b>BLM</b>	Bureau of Land Management
<b>CAP</b>	Civil Air Patrol
<b>CAT</b>	Crisis Action Team
<b>CD</b>	Correction Department
<b>CDC</b>	Center for Disease Control
<b>CEO</b>	Chief Executive Officer
<b>CEP</b>	Civil Emergency Preparedness
<b>CERCLA</b>	Comprehensive Environmental Response, Compensation, and Liability Act
<b>CFR</b>	Code of Federal Regulations
<b>CID</b>	Construction Industries Division
<b>CISM</b>	Critical Incident Stress Management
<b>COG</b>	Continuity of Government
<b>CVB</b>	Convention & Visitors Bureau
<b>CYFD</b>	Children, Youth, & Families Department
<b>DAC</b>	Disaster Assistance Center
<b>DAP</b>	Disaster Assistance Program
<b>DAT</b>	Disaster Action Team
<b>DFA</b>	Department of Finance & Administration
<b>DFO</b>	Disaster Field Office
<b>DMAT</b>	Disaster Medical Assistance Team
<b>DOD</b>	Department of Defense
<b>DOE</b>	Department of Energy
<b>DOH</b>	Department of Health
<b>DOL</b>	Department of Labor
<b>DOT</b>	Department of Transportation
<b>DPS</b>	Department of Public Safety
<b>DSR</b>	Damage Survey Report
<b>DUA</b>	Disaster Unemployment Assistance
<b>EAS</b>	Emergency Alert System
<b>ED</b>	Education Department
<b>ED</b>	Environmental Department
<b>EDD</b>	Economic Development Division
<b>EIDL</b>	Economic Injury Disaster Loan
<b>EMC</b>	Emergency Management Center
<b>EMNRD</b>	Energy, Minerals and Natural Resources Department
<b>EMS</b>	Emergency Medical Service
<b>EMSB</b>	Emergency Medical Service Bureau
<b>EMT</b>	Emergency Medical Technician
<b>ENS</b>	Emergency Notification System
<b>EOC</b>	Emergency Operations Center
<b>EOCC</b>	Emergency Operations Center Coordinator
<b>EOP</b>	Emergency Operations Plan

<b>EPA</b>	Environmental Protection Agency
<b>EPI</b>	Emergency Public Information
<b>EPLO</b>	Emergency Preparedness Liaison Officer
<b>ERC</b>	Emergency Response Coordinator
<b>ERO</b>	Emergency Response Officer
<b>ERT-A</b>	Emergency Response Team-Advance Element
<b>ESF</b>	Emergency Support Function
<b>FAA</b>	Federal Aviation Administration
<b>FAC</b>	Family Assistance Center
<b>FBI</b>	Federal Bureau of Investigation
<b>FCC</b>	Federal Communications Commission
<b>FCO</b>	Federal Coordinating Officer
<b>FDHU</b>	First District Health Unit
<b>FEMA</b>	Federal Emergency Management Agency
<b>FIA</b>	Federal Insurance Administration
<b>FNARS</b>	FEMA National Radio System
<b>FRP</b>	Federal Response Plan
<b>FSA</b>	Farm Service Agency
<b>G&amp;F</b>	Game & Fish Department
<b>GAR</b>	Governor's Authorizes Representative
<b>GCO</b>	Grant Coordinating Officer
<b>GSD</b>	General Services Department
<b>HAZMAT</b>	Hazardous Materials
<b>HD</b>	Highway Department
<b>HF</b>	High Frequency
<b>HMER</b>	Hazardous Materials Emergency Response Plan
<b>HS</b>	High School
<b>HSD</b>	Human Services Department
<b>IAW</b>	In Accordance With
<b>IC</b>	Incident Commander
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IFG</b>	Individual Family Grant
<b>IP</b>	Injury Prevention
<b>ISD</b>	Information Systems Division
<b>ISO</b>	Information Systems Officer
<b>IVN</b>	Interactive Video Network
<b>JFO</b>	Joint Field Office
<b>JIC</b>	Joint Information Center
<b>JIMC</b>	Joint Information Media Center
<b>LAN</b>	Local Area Network
<b>LEOP</b>	Local Emergency Operations Plan
<b>LEPC</b>	Local Emergency Planning Committee
<b>LGH</b>	Local Government Handbook
<b>LGR</b>	Local Government Radio
<b>LP</b>	Local Primary
<b>Lt.</b>	Lieutenant
<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding

<b>MSCA</b>	Military Support to Civilian Authorities
<b>MTD</b>	Motor Transport Division
<b>NAWAS</b>	National Warning System
<b>NDA</b>	National Defense Area
<b>NDANG</b>	North Dakota Army National Guard
<b>NDCD</b>	North Dakota Corrections Department
<b>NDDES</b>	North Dakota Department of Emergency Services
<b>NDSP</b>	North Dakota State Patrol
<b>NFIP</b>	National Flood Insurance Program
<b>NIIMS</b>	National Interagency Incident Management Systems
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>NRCS</b>	National Radio Communications Service
<b>NRCS</b>	National Resources and Conservation Service
<b>NRT</b>	National Response Team
<b>NTSB</b>	National Transportation Safety Board
<b>NWC</b>	National Warning Center
<b>NWS</b>	National Weather Service
<b>OC</b>	Office of Communications
<b>OEM</b>	Office of Emergency Management
<b>OSC</b>	On Scene Commander
<b>OSE</b>	Office of State Engineer
<b>OSHA</b>	Occupational, Safety, and Health Administration
<b>PIO</b>	Public Information Officer
<b>PDA</b>	Preliminary Damage Assessment
<b>PHS</b>	Public Health Service
<b>PL</b>	Public Law
<b>POC</b>	Point of Contact
<b>PPE</b>	Personnel Protective Equipment
<b>PRC</b>	Public Regulation Commission
<b>PSAP</b>	Public Safety Answering Point
<b>RACES</b>	Radio Amateur Civil Emergency Services
<b>RAD</b>	Radiation Absorbed Dose
<b>RADEF</b>	Radiological Defense
<b>RCB</b>	Radio Communications Bureau
<b>REACT</b>	Radio Emergency Assistance Communications Team
<b>RETCO</b>	Regional Emergency Transportation Coordinator
<b>ROC</b>	Regional Operations Center
<b>RPP</b>	Radiological Protection Program
<b>RR</b>	Remote Radio Transmitter
<b>SAR</b>	Search and Rescue
<b>SARA</b>	Superfund Amendment Reauthorization Act (Title III)
<b>SAT</b>	Situation Analysis Team
<b>SBA</b>	Small Business Administration
<b>SCEPA</b>	State Civil Emergency Preparedness Act
<b>SCM</b>	Survivable Crisis Management
<b>SCO</b>	State Coordinating Officer
<b>SDE</b>	State Department of Education
<b>SEOP</b>	State Emergency Operations Plan
<b>SF</b>	State Forester
<b>SFHA</b>	Special Flood Hazard Area
<b>SHMO</b>	State Hazard Mitigation Officer

<b>SIP</b>	Shelter-In-Place
<b>SITREP</b>	Situation Report
<b>SLIC</b>	State and Local Intelligence Center
<b>SOG</b>	Standard Operating Guide
<b>SOP</b>	Standard Operating Procedure
<b>UBC</b>	Uniform Building Code
<b>UC</b>	Unified Command
<b>UCS</b>	Unified Command System
<b>UHF</b>	Ultra-High Frequency
<b>USDA</b>	United States Department of Agriculture
<b>USGS</b>	United States Geological Survey
<b>VA</b>	Veterans Administration
<b>VHF</b>	Very High Frequency
<b>VOAD</b>	Volunteer Organizations Active in Disasters
<b>WCLEPC</b>	Ward County Local Emergency Planning Committee
<b>WMD</b>	Weapons of Mass Destruction

## **Appendix 5: Supplemental Plans**

The following plans work in conjunction with Ward County's Emergency Operation Plan and can be found at the Ward County Emergency Management Office:

- A. Ward County Communication Plan
- B. Ward County Hazard Mitigation Plan
- C. Ward County Flood Action Plan
- D. Lake Darling Dam Emergency Action Plan
- E. City of Berthold Emergency Operation Plan
- F. City of Burlington Emergency Operation Plan
- G. City of Carpio Emergency Operation Plan
- H. City of Des Lacs Emergency Operation Plan
- I. City of Donnybrook Emergency Operation Plan
- J. City of Douglas Emergency Operation Plan
- K. City of Kenmare Emergency Operation Plan
- L. City of Makoti Emergency Operation Plan
- M. City of Minot Emergency Action Plan for Mouse River Flooding
- N. City of Ryder Emergency Operation Plan
- O. City of Sawyer Emergency Operation Plan
- P. City of Surrey Emergency Operation Plan
- Q. Minot Airport Emergency Operation Plan
- R. Roosevelt Park Zoo Risk Assessment Plan





**TO:** City Council  
**FROM:** Stefanie Stalheim, City Attorney  
**DATE:** February 28, 2024  
**SUBJECT:** Ordinance Requiring Buildings Open to the Public That Have Received Public Funds From the City to Install At Least One Automatic Door For At Least One Main Entrance To The Building.

## **I. RECOMMENDED ACTION**

Staff recommends the City Council review and consider passing the attached ordinance on first reading.

## **II. DEPARTMENT CONTACT PERSONS**

Stefanie Stalheim, City Attorney 857-4755  
Nick Schmitz, Assistant City Attorney

## **III. DESCRIPTION**

### **A. Background**

At the February 20 City Council meeting Alderman Podrygula directed staff to write a draft ordinance similar to [City of Mandan's Ordinance 111.2-9](#) and present it to the City Council for its consideration at the March 4, 2024 City Council meeting.

### **B. Proposed Project**

The attached ordinance adopts similar language to what is found in the City of Mandan's Ordinance 111.2-9, with updates to modernize existing language and accommodate the City of Minot's existing ordinances.

### **C. Consultant Selection**

No consultant retained.

## **IV. IMPACT:**

### **A. Strategic Impact:**

This ordinance will require buildings and businesses that are established for retail sale of goods and services, or that conduct commercial, governmental, financial, professional, or management functions that are open to the public, that receive public funds from the City, to install at least one automatic door for at least one main entrance to the building. There is a waiver provision in this ordinance that will allow for an exemption if the installation would be technically infeasible or if the installation would create an undue burden on the applicant as defined by federal law ([28 CFR 36.104](#)).

B. Service/Delivery Impact:

This ordinance will require buildings and businesses applying for public funds from the City to ensure they have at least one automatic door for at least one main entrance to their building.

C. Fiscal Impact:

Businesses and buildings applying for public funds will need to consider and comply with this ordinance when submitting their applications.

**V. CITY COUNCIL ASPIRATIONS**

Dynamic and Prosperous, Resilient and Prepared, Safe and Welcoming, Excellent and Connected

**VI. ALTERNATIVES**

- A. City Council could offer amendments to the proposed ordinance.
- B. City Council could decline to pass the proposed ordinance.
- C. City Council could table the ordinance.
- D. City Council could direct staff to bring back additional research and information for its consideration.

**VII. TIME CONSTRAINTS**

- A. Pending applications for public funds from the City will not need to comply with this ordinance until it is passed on second reading.

**VIII. LIST OF ATTACHMENTS**

- A. Proposed Ordinance



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE ENACTING ARTICLE VIII. (ACCESSIBILITY REQUIREMENTS FOR BUILDINGS RECEIVING PUBLIC FUNDS) SECTION 9-137 (AUTOMATIC DOOR REQUIRED) UNDER CHAPTER 9 (BUILDINGS AND HOUSING), CODE OF ORDINANCES, CITY OF MINOT, NORTH DAKOTA TO REQUIRE BUILDINGS OPEN TO PUBLIC USE THAT HAVE RECEIVED PUBLIC FUNDS FROM THE CITY TO INSTALL AT LEAST ONE AUTOMATIC DOOR FOR AT LEAST ONE MAIN ENTRANCE TO THE BUILDING.**

WHEREAS, the City of Minot is a political subdivision lawfully recognized in the state of North Dakota as a home rule city and possessing municipal powers and authority pursuant to its home rule charter and provisions of North Dakota Century Code (NDCC) § 40-05.1, as well as statutory provisions codified in NDCC 40-05-01; and

WHEREAS, the City of Minot has the authority, through its home rule charter, to adopt, amend, and repeal ordinances, resolutions, and regulations to carry out its governmental and proprietary powers and to provide for public health, safety, morals, and welfare, and penalties for a violation thereof, including the authority to control its finances and fiscal affairs; and

WHEREAS, the City of Minot desires to enact an ordinance requiring every building open to public use that has received the benefit of public funds from the city to provide for the installation of an automatic door for at least one main entrance to the building; and

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

**§ 1. That Article VIII. (Accessibility Requirements for Buildings Receiving Public Funds), Section 9-137 (Automatic Door Required), under Chapter 9 (Buildings and Housing), Code of Ordinances, City of Minot, North Dakota, is hereby enacted and shall read as follows:**

**ARTICLE VIII. ACCESSIBILITY REQUIREMENTS FOR BUILDINGS RECEIVING PUBLIC FUNDS**

**Sec. 9-137. Automatic Door Required.**

(a) Every building open to public use that has received the benefit of public funds from the city shall provide for the installation of an automatic door for at least one main entrance to the building.

(b) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Automatic door* means a door equipped with a power-operated mechanism and controls that open and close the door automatically upon receipt of a

momentary actuating signal. The switch that begins the automatic cycle may be a photoelectric device, floor mat or manual switch.

*Public funds* means as defined in N.D.C.C. § 21-04-01(5).

*Public use* means interior or exterior rooms or spaces that are regularly made available to the general public.

(c) Use groups. This article shall only apply to buildings or businesses that are established for public and private institutional uses and commercial uses as identified in the Table of Uses (Table 2.2) found in Chapter 2.2 of the Minot Land Development Ordinance.

(d) Waiver. Automatic doors are not required if the installation of an automatic door would be technically infeasible, if there exists other preexisting accessibility barriers that cannot be reasonably remedied or readily achievable at reasonable cost or if the installation of an automatic door would create an undue burden on the applicant as defined in 28 CFR 36.104.

(e) Noncompliance. In the event it is determined by the city that a business or building has received public funds and has not complied with this article, the city may revoke or rescind the granting of or receipt of the public funds or take such further action as may be necessary to ensure compliance with this article.

(f) Application. This article shall apply to building projects or renovations that have applied for and received public funds subsequent to March 18, 2024.

(g) This requirement shall not apply to the grant or award of public funds to a recipient of less than \$5,000.00.

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

PASSED FIRST READING: \_\_\_\_\_

PASSED SECOND READING: \_\_\_\_\_

ATTEST:

APPROVED:

\_\_\_\_\_  
Mikayla McWilliams, City Clerk

\_\_\_\_\_  
Thomas Ross, Mayor