



Committee of the Whole
Tuesday, March 27, 2018 - 4:15 PM
City Council Chambers

1. BUSH FOUNDATION COMMUNITY INNOVATION GRANT (G&A016)

Over the last few years, a national crisis has begun to hit home in the Magic City: the opioid epidemic. It is impacting our families, friends, and community members. The City of Minot has been awarded a grant from the Bush Foundation for \$208,000 to be used towards fighting this epidemic. The agreement had previously been approved by City Council to be signed on March 5th 2018.

It is recommended the council pass the ordinance to amend the 2018 budget to increase revenue and expenditures in Admin & General due to receiving the Bush Foundation Community Innovation Grant to fight the opioid epidemic; and authorize the Mayor to sign the budget amendment.

Documents:

[2018 Memo - Bush Foundation Community Innovation Grant.pdf](#)
[2018 BA - Bush Foundation Community Innovation Grant.pdf](#)
[Bush Foundation Grant Agreement.PDF](#)

2. ENBRIDGE SAFE COMMUNITIES GRANT (FD0081)

The fire department applied for the Enbridge Safe Community Grant to purchase a training mannequin. This mannequin would be used in training to give the firefighter a more realistic understanding of weight and maneuvering.

We recommend the Committee and Council accept the award from Enbridge Safe Communities Grant of \$1,000; and authorize the Mayor to sign the budget amendment.

Documents:

[2018 Memo - Enbridge Safe Communities Grant FD0081.pdf](#)
[2018 BA - Fire Enbridge Safe Communities Grant.pdf](#)

3. 2018 STORM SEWER REHAB AWARD OF BID (CITY PROJECT NO. 4314)

Each year, funds are allocated in the storm sewer budget to repair or replace storm sewers around town. The improvements generally consist of repairing catch basins and replacing or extending pipes to improve storm water conveyance.

It is recommended the City Council award the bid for the 2018 Storm Sewer Rehab Project to Wesslen Construction for the lowest bid of \$258,107.98.

Documents:

4. PICKUPS AND SUV BID (PROJECT NUMBER 4321)

On March 21, 2018, the Public Works Department opened bids for pickups and an SUV for multiple departments.

- 1. Recommend council award the bid to Westlie Motor Company in the amount of \$28,398.08 for the Water/Sewer Department SUV, \$33,194.16 for the Street Department pickup, \$29,256.16 for the Landfill pickup, and \$30,327.32 for the Traffic pickup.**
- 2. Recommend the additional \$694.16 be funded with Street Department remaining capital funds due to bids coming in under budget.**

Documents:

[4327 - Memo to council - pickups and suv.pdf](#)

5. INDUSTRIAL WHEEL LOADER (PROJECT NUMBER 4326)

On March 15, 2018, the Public Works Department opened bids for an industrial wheel loader for the Street Department.

- 1. Recommend council award the industrial wheel loader bid to Butler Machinery in the amount of \$25,993.59 per year for a 5-year lease.**
- 2. Recommend approval of the attached budget amendment for the lease purchase option for the industrial wheel loader.**

Documents:

[4326 - Memo to council - Wheel Loader.pdf](#)

[2018 BA - Industrial Wheel Loader Lease from Fund 429 to GF Dept 40 \(4326\).pdf](#)

6. WIDE-AREA TURF MOWER (PROJECT NUMBER 4327)

On March 8, 2018, the Public Works Department opened bids for a new wide-area turf mower for the Street Department.

It is recommended the City Council award the bid to Gooseneck Implement in the amount of \$50,992.31 for the wide-area turf mower.

Documents:

[4327 - Memo to council - Turf Mower.pdf](#)

7. SKID STEER LOADER TRADE (PROJECT NUMBER 4271/STR045)

Over the past few years Public Works has bid multiple skid steers with a guaranteed annual trade amount. This program has helped the departments be more productive by having a new machine under warranty with minimal downtime for repairs. The trade deals work out to a rate of \$5-\$11 per hour which is less than typical rental rates for a similar piece of equipment.

It is recommended the City Council approve a budget amendment to the 2018 Street Department budget for the purchase of a new skid steer loader.

Documents:

[4271 - Memo to council - track skidsteer trade.pdf](#)

[2018 BA- Skid Steer Loader 4271.pdf](#)

8. PERMIT FEES FOR ENCROACHMENT AGREEMENTS ASSOCIATED WITH OUTDOOR DINING AREAS

On February 6, 2017, the City Council approved Ordinance No. 5151, amending Chapter 28, Streets, Sidewalks and Grounds, by adding a section 28-3.1, Outdoor Dining Areas; Permits; Applications; Encroachment Agreements. This ordinance established the application requirements for authorization of outdoor dining areas that encroach more than forty-two inches (42") into the public sidewalk along downtown streets.

1. **Recommend approval of a permit fee of thirty-five dollars (\$35.00) for an Encroachment Agreement required as part of the application for an outdoor seating area in the Central Business District; and**
2. **Recommend adoption of the Permit Fee Resolution to require said fee for all such applications; and**
3. **Authorize the Mayor to sign the agreements.**

Documents:

[CC Memo- outdoor seating.pdf](#)
[Resolution- Outdoor Seating Fee.pdf](#)

9. ASSIGNMENT OF LEASE, T-HANGAR NO. 2

There is one (1) vacancy out of sixteen (16) t-hangars owned by the Airport. Protocol established a policy of a waiting list for vacancies. Scott Keller is the next interested party on the waiting list.

Mr. Scott Keller has indicated interest in renting a t-hangar for a monthly rent of \$75.00 per month, and will abide by the lease terms and obligations. The lease term is month-to-month, which may be terminated by the City or the Tenant with a 30-day written notice.

1. **Recommend approval of the Airport Lease, T-Hangar between the City of Minot and Scott Keller for T-Hangar No. 2 for \$75.00 per month; and**
2. **Authorize the Mayor to sign the agreement**

Documents:

[MEMO T-Hangar 2.pdf](#)
[No. 2 Scott Keller.pdf](#)

10. PROPERTY TAX ABATEMENT REQUEST FOR 2017 BY MICHAEL SCHIELE

Michael Schiele has filed a property tax abatement for the 2017 tax year for his home located at 3200 15th St SE. He is asking the 2017 assessment be reduced from \$279,000 to \$238,762. The home was built in 2008 and is a split foyer style with 1,293 square feet above ground plus a finished daylight basement. The owner did not allow an appraiser from our office to review the property inside as required by NDCC 57-23-05.1. Mr. Schiele did not include any evidence or support for his request with the application.

Based on the information we currently have for the property on file and based on other similar homes in the area, we believe the request is without merit and we recommend the City Council deny the request.

Documents:

[Michael Schiele Abatement Agenda item for Council.docx](#)
[schiele attachments.pdf](#)

11. WELLS FARGO DIRECT PURCHASE PROGRAM

The Wells Fargo Direct Purchase Program would replace the existing employee credit

cards with purchase cards issued to authorized employees. These cards would reduce/eliminate the need for multiple charge accounts at various vendors. This program would improve efficiency, reduce costs and produce revenue to the city. Attached is the preliminary pricing provided. Updated pricing is expected the week of March 19th.

It is recommended the City Council approve implementation of the Wells Fargo direct purchase program.

Documents:

[COW March262018.pdf](#)

[Value Proposition.pdf](#)

[Copy of City of Minot Payment Manager Pricing \(6\).pdf](#)

[CityofMinot_Proposal_20170911.pdf](#)

[Copy of 031518 - City of Minot Payment Manager Pricing.xlsx \(002\).xlsx](#)

12. AIRPORT ACTIVITIES, REPORTS, AND PROJECT UPDATES

The Airport Director submitted a written report and will be available for questions.

Documents:

[Airport Committee Presentation 032718.pdf](#)



TO: Mayor Chuck Barney
Members of the City Council
FROM: David Lakefield
DATE: 3/19/2018
SUBJECT: **Bush Foundation Community Innovation Grant (G&A016)**

I. RECOMMENDED ACTION

- a. It is recommended the council pass the ordinance to amend the 2018 budget to increase revenue and expenditures in Admin & General due to receiving the Bush Foundation

-
- Community Innovation Grant to fight the opioid epidemic; and
 - b. Authorize the Mayor to sign the budget amendment

II. DEPARTMENT CONTACT PERSONS

- a. David Lakefield, Finance Director 857-4784

III. DESCRIPTION

- a. Background
Over the last few years, a national crisis has begun to hit home in the Magic City: the opioid epidemic. It is impacting our families, friends, and community members. The City of Minot has been awarded a grant from the Bush Foundation for \$208,000 to be used towards fighting this epidemic. The agreement had previously been approved by City Council to be signed on March 5th 2018.
- b. Proposed Project
N/A
- c. Consultant Selection
N/A

IV. IMPACT

- a. Strategic Impact:
The purpose of this grant is to identify short-term and long-term collective strategies to address the opioid epidemic and create a regional hub for treatment and family services for people addicted to opioids in the Minot ND area.
- b. Service/Delivery Impact:
The grant activates and outcomes are detailed in the attached Grant Agreement
- c. Fiscal Impact Project Costs
 - i. Project Costs
 1. Grant Amount \$208,000
 - ii. Project Funding
 1. Bush Foundation Grant 001-0000-369.03-38 \$208,000

V. ALTERNATIVES

- a. N/A

VI. TIME CONSTRAINTS

- a. Funds of \$208,000 are set to be released to the City of Minot on or around 3/31/2018.

VII. LIST OF ATTACHMENTS

- a. Budget Amendment
- b. Agreement

ORDINANCE NO:

AN ORDINANCE AMENDING THE 2018 ANNUAL BUDGET TO INCREASE THE ADMIN & GENERAL EXPENDITURES FOR PURCHASES RELATED TO THE OPIOID EPIDEMIC AND INCREASE THE OPIOID GENERAL FUND REVENUES DUE TO RECEIVING THE BUSH FOUNDATION COMMUNITY INNOVATION GRANT.

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

- §1: Increase the admin & general expenditures for purchases related to the opioid epidemic and increase the opioid general fund revenues:

001-0000-369.03-38		\$208,000
001-0600-419.03-22		161,000
001-0600-419.04-41		6,000
001-0600-419.05-80		10,000
001-0600-419.05-90		11,500
001-0600-419.06-50		19,500

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

PASSED FIRST READING:

PASSED SECOND READING:

ATTEST:

Chuck Barney, Mayor

Kelly Matalka, City Clerk

Other Business



101 Fifth Street East
Suite 2400
Saint Paul, Minnesota 55101

651-227-0891 *phone*
651-297-6485 *fax*
BushFoundation.org

February 26, 2018

David Lakefield
City Finance Director
City of Minot, North Dakota
City Hall
515 2nd Ave SW
Minot, ND 58702

Dear David,

I'm delighted that the Foundation has approved a grant of \$208,000 to City of Minot, North Dakota.

One administrative step remains before we can release the grant funds to you. Please sign and return the attached Grant Agreement via email to grants@bushfoundation.org at your earliest convenience.

All of us at the Foundation appreciate the work you do on behalf of the communities we serve.

Sincerely,

Jennifer Ford Reedy
President

Grant #17-63432

Enc.

BUSH FOUNDATION GRANT AGREEMENT

ATTACHMENT A Grant # 17-63432

Activities

- Assess key indicators to understand opioid addiction in the immediate Minot region (100 mile radius).
- Assess the availability of resources, gaps in services, and road blocks to care.
- Complete a needs analysis for needed treatment services.
- Travel to similarly populated areas to obtain information and learn about possible solutions to implement to mitigate opioid addiction (Mayor's Committee on Addiction members will travel).
- Outline short-term and long-term treatment pathways and resources for better navigation by individuals and families.
- Design a hub and spoke community response to addiction to provide for long-term case management. A hub and spoke approach is meant to provide a sustainable and inclusive approach to addiction services.
- Establish a Community Response Organization (CRO) specifically for addiction. The CRO will serve as the "hub" in the hub and spoke approach.
- Utilize the results of the problem solving process to leverage national and regional funding through grant writing.
- Work with the North Dakota Department of Health to craft a statewide policy for the disposal of over-the-counter and prescription drugs.
- Develop relationships with members of the Mandan, Hidatsa and Arikara Nation, including youth leaders, healthcare providers, and community members, to support tribal involvement in addiction problem solving.
- Use capacity building funds (\$8,000) toward activities that will develop the City of Minot's staff, board or field of expertise within the grant period, including travel to Bush Foundation events. Share information about the capacity building activities with Foundation staff throughout the grant.

Outcomes

- Conduct a comprehensive needs analysis to be utilized for treatment facility and service attraction.
- Generate Minot area (100 mile radius) specific data of the impacts of the opioid epidemic.
- Create map of available resources for addiction.
- Identify gaps in services and road blocks to care.
- Create comprehensive community response flowchart that will outline treatment pathways, philosophies, and resources that can be replicated in other rural areas.
- Create comprehensive hub and spoke treatment approach for individuals with opioid addiction in the Minot area that can be replicated in other rural areas.
- Create comprehensive training curriculum on the hub and spoke treatment approach specifically for area providers and law enforcement.
- Create list of tested community solutions to implement for the opioid addiction.
- Create database of potential funding sources for ongoing efforts surrounding addiction.
- Increase community awareness of treatment pathways.
- Establish Community Response Organization (CRO).
- Increase community awareness of opioid addiction - signs, symptoms, and community impacts.
- Adopt enforceable statewide policies, protocols, and guidelines for the disposal of over-the-counter and prescription drugs.

BUSH FOUNDATION GRANT AGREEMENT

The Bush Foundation is pleased to approve a grant of \$208,000 to City of Minot, North Dakota. The undersigned hereby agrees:

1. That the purpose of this grant is the following: To identify short-term and long-term collective strategies to address the opioid epidemic and create a regional hub for treatment and family services for people addicted to opioids in the Minot North Dakota area. The grant activities and outcomes are further detailed in Attachment A.
2. That the grant period extends from: March 1, 2018 to March 31, 2020.
3. That payment(s) will be made by the date(s) listed in the following table provided the terms and conditions of the Grant Agreement are met:

Payment Amount	Scheduled Payment Date
\$208,000	March 31, 2018

4. To submit progress reports of activities carried on under the grant, evaluations of what the grant accomplished, and complete financial reports detailing use of the grant funds according to the following schedule. The Bush Foundation will send a reminder and instructions for completing required reports prior to the report due date.

Report Type	Report Due Date
interim	May 31, 2019
final	May 31, 2020

5. That if City of Minot, North Dakota has identified individuals or organizations it may use to achieve the purpose of the grant, the Bush Foundation does not direct in any way that these grant funds will be used for those individuals, and City of Minot, North Dakota has complete discretion to select individuals to achieve the purpose of the grant whom it determines are appropriate and qualified to do so. Bush Foundation's approval of this grant and this grant agreement, including without limitation the reference to particular organizations in the description of the purpose of this grant, if any, should not be construed in any way as an agreement or requirement that any particular individuals or organizations be selected to achieve the purpose of this grant.
6. That the grantee is an organization that is either (a) described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code") and Section 509(a)(1), (2) or (3) (other than a Type III supporting organization which is not functionally integrated, as defined in Code Section 4943(f)(5)(B)), and that the purposes of the grant are within the grantee's 501(c)(3) charitable purposes, or (b) a state or political subdivision or a tribal governmental entity or an integral part of such entities, and that the purposes of the grant are within the grantee's public purposes. Grantee will inform Bush Foundation of any change in or IRS proposed or actual revocation of its tax-exempt status, whether or not appealed.
7. To use the funds only for the designated purpose and not to use the funds for any purpose prohibited by law, including those purposes specified in Section 4945 of the Code. No part of this grant may be used to intervene in any campaign for public office, for a voter

registration drive, or for lobbying. For these purposes, "lobbying" is attempting to influence legislation at any level of government through attempts to influence public opinion on a legislative subject or direct communications with those who formulate legislation. Nonpartisan analysis, study, and research is permitted.

8. To repay any portion of the grant which is not used for the designated purpose.
9. That unspent or uncommitted funds at the end of the grant period must be returned to the Foundation unless other arrangements have been proposed beforehand.
10. That the Bush Foundation may use City of Minot, North Dakota's name, logo and information about the grant for purposes of publicizing the grant and the Bush Foundation's grant programs generally, including but not limited to on its website and in advertising, editorial, internal publications, and other publicity materials.
11. To maintain records of receipts and expenditures and to make its books relating to this grant available to the Bush Foundation at reasonable times during the term of the grant and for a period of four years following the end of the grant period.
12. To not incur any liabilities in reliance on the grant outside of the stated grant period unless specifically approved by the Bush Foundation.
13. That any grant payment may be discontinued, modified, or withheld at any time when, in the judgment of the Bush Foundation, such action is necessary to comply with the requirements of law or this agreement.
14. Consistent with Executive Order 13224 and the Patriot Act, no portion of the grant will be used to support terrorism, or will be diverted to other individuals or organizations which have assisted, sponsored, or provided financial, material, or technological support for terrorists or persons associated with terrorists.
15. This agreement is governed by the laws of Minnesota and the venue of any dispute regarding its terms shall be Ramsey County, Minnesota.

City of Minot, North Dakota

Name David Lakefield

Title Finance Director

Signature 

Date 3-2-18

#17-63432

Please contact the Bush Foundation before or after the Grant Agreement is signed with any questions you may have about the grant period, the schedule of grant payments, the schedule of reports required or the desired format for narrative and financial reports. Adjustments to grant periods and uses of Bush Foundation funds are possible but require approval by the Bush Foundation. ***A signed copy of this Grant Agreement must be returned to the Bush Foundation before payment can be made.***



TO: Mayor Chuck Barney
Members of the City Council
FROM: Kelli Flermoen
DATE:- March 15, 2018
SUBJECT: ENBRIDGE SAFE COMMUNITIES GRANT (FD0081)

I. RECOMMENDED ACTION

- a. We recommend the Committee and Council accept the award from Enbridge Safe Communities Grant of \$1,000; and

- b. Authorize the Mayor to sign the budget amendment

II. DEPARTMENT CONTACT PERSONS

- a. Kelli Flermoen, Fire Chief 857-4740

III. DESCRIPTION

- a. The fire department applied for the Enbridge Safe Community Grant to purchase a training mannequin. This mannequin would be used in training to give the firefighter a more realistic understanding of weight and maneuvering.

IV. IMPACT

- a. The training mannequin would impact our training by making it more realistic feel, allowing our firefighters to feel the weight of a victim and maneuvering a victim within and out the structure.
- b. Fiscal Impact
- i. Project Costs
- | | |
|----------------------|--------------|
| 1. Cost of Mannequin | \$1,400 |
| 2. Grant | <u>1,000</u> |
| 3. Remaining | \$ 400 |
- ii. Project Funding
1. Remaining funds to come from the education & training budget.

V. ALTERNATIVES

- a. Do not accept grant and do not purchase mannequin. This would have detrimental effects on our firefighters training, and negatively affect our citizens safety.

VI. TIME CONSTRAINTS

- a. N/A

VII. LIST OF ATTACHMENTS

- a. Budget Amendment

Approved for Council Agenda: _____

Date: _____

ORDINANCE NO:

AN ORDINANCE AMENDING THE 2018 ANNUAL BUDGET TO INCREASE THE FIRE DEPARTMENT EDUCATION & TRAINING EXPENDITURES TO PURCHASE A TRAINING MANNEQUIN, THE GENERAL FUND DONATIONS REVENUE FOR THE ENBRIDGE SAFE COMMUNITIES GRANT AND APROVE THE TRANSFER OF FUNDS.

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

- §1: Amend the 2018 annual budget to increase the Fire Department education & training expenditures and the general fund donations revenue for the Enbridge Safe Communities Grant:

001-3100-422.05-90		\$ 1,000
001-0000-369.03-25		1,000

- §2: Approve the transfer of funds:

001-3100-422.05-90		(400)
001-3100-422.05-90	FD0081	400

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

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

Chuck Barney, Mayor

Kelly Matalka, City Clerk



TO: Mayor Chuck Barney
Members of the City Council

FROM: Jason Sorenson, Assistant Director of Public Works

DATE: March 20, 2018

SUBJECT: **2018 STORM SEWER REHAB AWARD OF BID (City Project No. 4314)**

I. RECOMMENDED ACTION

- A. Recommend council to award the bid for the 2018 Storm Sewer Rehab Project to Wesslen Construction for the lowest bid of \$258,107.98.

II. DEPARTMENT CONTACT PERSONS

Dan Jonasson, Director of Public Works 857-4140
Jason Sorenson, Assistant Director of Public Works 857-4140

III. DESCRIPTION

A. Background

Each year, funds are allocated in the storm sewer budget to repair or replace storm sewers around town. The improvements generally consist of repairing catch basins and replacing or extending pipes to improve storm water conveyance.

On Tuesday, March 20, 2018 at 11:30 a.m., bids were opened for the 2018 Storm Sewer Rehab Project. Below is a copy of the bid tabulation showing the different bids:

2018 Storm Sewer Rehab Project Bid Tabulation City Project #4314	
Bidder	Total Bid
Post Construction	\$337,040.80
Dig It Up Backhoe Service	\$269,510.00
Wesslen Construction	\$258,107.98
Wagner Construction	\$310,470.00
Dakota Underground Specialties	\$311,952.00

The lowest bid was received by Wesslen Construction in the amount of \$258,107.98.

B. Proposed Project

Work for this project will take place in the vicinity of 13th street and 5th avenue NW to replace and upsize the storm sewer system to improve conveyance.

- C. Consultant Selection
N/A

IV. IMPACT:

- A. Strategic Impact:
N/A

- B. Service/Delivery Impact:
N/A

- C. Fiscal Impact:
Funds for this project were budgeted in the 2018 Storm Sewer Replacement budget in the amount of \$400,000.

Project Costs

Contractor's Bid:	\$258,107.98
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- V. ALTERNATIVES**
N/A

- VI. TIME CONSTRAINTS**
N/A

- VII. LIST OF ATTACHMENTS**



TO: Mayor Chuck Barney
Members of the City Council

FROM: Jason Sorenson

DATE: March 21, 2018

SUBJECT: PICKUPS AND SUV BID (PROJECT NUMBER 4321)

I. RECOMMENDED ACTION

1. Recommend council award the bid to Westlie Motor Company in the amount of \$28,398.08 for the Water/Sewer Department SUV, \$33,194.16 for the Street Department pickup, \$29,256.16 for the Landfill pickup, and \$30,327.32 for the Traffic pickup.
2. Recommend the additional \$694.16 be funded with Street Department remaining capital funds due to bids coming in under budget.

II. DEPARTMENT CONTACT PERSONS

Dan Jonasson, Director of Public Works 857-4140
Jason Sorenson, Assistant Director of Public Works 857-4140

III. DESCRIPTION

A. Background

On March 21, 2018, the Public Works Department opened bids for pickups and an SUV for multiple departments. Two bids were received and they are as follows:

<i>Westlie Motor Company</i>	<i>Make/Model</i>	<i>Bid Price</i>
<i>4x4 SUV (Water/Sewer)</i>	<i>Ford Explorer</i>	<i>\$28,398.08</i>
<i>1/2 ton 4x4 4-door (Street)</i>	<i>Ford F-150 Supercrew</i>	<i>\$33,194.16</i>
<i>3/4 ton 4x4 Ex. Cab (Traffic)</i>	<i>Ford F-250 Supercab</i>	<i>\$30,327.32</i>
<i>1/2 ton 4x4 Ex. Cab (Landfill)</i>	<i>Ford F-150 Supercab</i>	<i>\$29,256.16</i>
<i>Nelson Auto Center, Inc.</i>	<i>Make/Model</i>	<i>Bid Price</i>
<i>4x4 SUV (Water/Sewer)</i>	<i>GMC Yukon</i>	<i>\$41,586.00</i>
<i>1/2 ton 4x4 4-door (Street)</i>	<i>Ford F-150 Supercab</i>	<i>\$27,798.00</i>
<i>3/4 ton 4x4 Ex. Cab (Traffic)</i>	<i>Ford F-150 Supercab</i>	<i>\$28,088.00</i>
<i>1/2 ton 4x4 Ex. Cab (Landfill)</i>	<i>Ram 2500 Crew cab</i>	<i>\$29,122.00</i>

Although the prices for the pickups from Nelson Auto were lower than Westlies, none of them met the specifications. The bid called for a 4-door pickup for the Street vehicle, but Nelson provided a Supercab which is only an extended cab. The Traffic vehicle was supposed to be a 3/4 ton, but Nelson provided a price for a half ton. The Landfill pickup was

supposed to be a 1/2 ton, but Nelson provided a price for a 3/4 ton.

B. Proposed Project

N/A

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

N/A

B. Service/Delivery Impact:

NA

C. Fiscal Impact:

Project Costs

4x4 SUV (Water/Sewer)	\$28,398.08
1/2 ton 4x4 (Street)	\$33,194.16
1/2 ton 4x4 (Traffic)	\$30,327.32
3/4 ton 4x4 (Landfill)	\$29,256.16

Project Funding

Funding for these vehicles is budgeted in the 2018 City Budget as follows:

4x4 SUV (Water/Sewer)	\$37,000.00
1/2 ton 4x4 (Street)	\$32,500.00
3/4 ton 4x4 (Traffic)	\$35,000.00
1/2 ton 4x4 (Landfill)	\$31,000.00

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

N/A



TO: Mayor Chuck Barney
Members of the City Council

FROM: Jason Sorenson

DATE: March 12, 2018

SUBJECT: INDUSTRIAL WHEEL LOADER (PROJECT NUMBER 4326)

I. RECOMMENDED ACTION

1. Recommend council award the industrial wheel loader bid to Butler Machinery in the amount of \$25,993.59 per year for a 5-year lease.
2. Recommend approval of the attached budget amendment for the lease purchase option for the industrial wheel loader.

II. DEPARTMENT CONTACT PERSONS

Dan Jonasson, Director of Public Works 857-4140
Jason Sorenson, Assistant Director of Public Works 857-4140

III. DESCRIPTION

A. Background

On March 15, 2018, the Public Works Department opened bids for an industrial wheel loader for the Street Department. Six bids were received and they are as follows:

<i>Bidder</i>	<i>Make/Model</i>	<i>Base Bid</i>	<i>5-year Lease</i>	<i>Buyout</i>
<i>RDO Equipment</i>	<i>JD 644K</i>	<i>\$227,000</i>	<i>\$40,578.72</i>	<i>\$1.00</i>
<i>RDO Equipment</i>	<i>JD 644K</i>	<i>\$227,000</i>	<i>\$22,520.59</i>	<i>\$138,700</i>
<i>Titan Machinery</i>	<i>Case 921 G XR</i>	<i>\$239,563.73</i>	<i>\$51,801.00</i>	<i>\$1.00</i>
<i>Butler Machinery</i>	<i>Cat 950 GC</i>	<i>\$203,000</i>	<i>\$28,268.30</i>	<i>\$95,000</i>
<i>Butler Machinery</i>	<i>Cat 950 GC</i>	<i>\$203,000</i>	<i>\$25,993.59</i>	<i>\$95,000</i>
<i>ASC</i>	<i>NO BID BOND – BID NOT OPENED</i>			
<i>Ironhide</i>	<i>Doosan DL300</i>	<i>\$215,000</i>	<i>\$33,301.99</i>	<i>\$94,600</i>
<i>General Equipment</i>	<i>Komatsu WA380-8</i>	<i>\$228,399</i>	<i>\$48,690.10</i>	<i>\$1.00</i>

The units bid meet the specifications for this project. The basis of award was lowest cost of ownership over the course of the lease term, which was Butler Machinery at \$224,967.95

B. Proposed Project

N/A

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

N/A

B. Service/Delivery Impact:

NA

C. Fiscal Impact:

Project Costs

Total Cost

\$25,993.59 per year

Project Funding

Funding for this project is budgeted in the 2018 Street Department budget in the amount of \$65,000.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

Budget Amendment – Industrial Wheel Loader

ORDINANCE NO:

AN ORDINANCE AMENDING THE 2018 ANNUAL BUDGET TO INCREASE THE STREET DEPARTMENT EQUIPMENT RENTAL AND DECREASE THE STREET DEPARTMENT CAPITAL PURCHASES REVENUES AND EXPENDITURES FOR THE INDUSTRIAL WHEEL LOADER LEASE AND APPROVE THE TRANSFER OF FUNDS FROM STREET CAPITAL PURCHASES TO GENERAL FUND.

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

- §1: Amend the 2018 annual budget to increase the street department equipment rental and decrease the street department capital purchases revenues and expenditures for the leasing of the industrial wheel loader.

001-4000-431.04-42		\$25,994
001-0000-311.00-00		25,994
429-7300-431.07-93		(25,994)
429-0000-311.00-00		(25,994)

- §2: Approve the transfer of funds from Street capital purchases to General Fund:

429-0000-491.30-00	4326	25,994
001-0000-391.34-19		(25,994)

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

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

Chuck Barney, Mayor

Kelly Matalka, City Clerk



TO: Mayor Chuck Barney
Members of the City Council

FROM: Jason Sorenson

DATE: March 12, 2018

SUBJECT: WIDE-AREA TURF MOWER (PROJECT NUMBER 4327)

I. RECOMMENDED ACTION

1. Recommend council award the bid to Gooseneck Implement in the amount of \$50,992.31 for the wide-area turf mower.

II. DEPARTMENT CONTACT PERSONS

Dan Jonasson, Director of Public Works 857-4140
Jason Sorenson, Assistant Director of Public Works 857-4140

III. DESCRIPTION

A. Background

On March 8, 2018, the Public Works Department opened bids for a new wide-area turf mower for the Street Department. Two bids were received and they are as follows:

<i>Bidder</i>	<i>Make/Model</i>	<i>Bid Price</i>
<i>Gooseneck Implement</i>	<i>JD 1600 with cab</i>	<i>\$66,089.94</i>
<i>Gooseneck Implement</i>	<i>JD 1600 without cab</i>	<i>\$50,992.31</i>
<i>RDO Equipment</i>	<i>JD 1600 with cab</i>	<i>\$68,248.59</i>
<i>RDO Equipment</i>	<i>JD 1600 without cab</i>	<i>\$55,448.59</i>

The units bid meet or exceed all specifications.

B. Proposed Project

N/A

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

N/A

B. Service/Delivery Impact:
NA

C. Fiscal Impact:

Project Costs

Total Cost	\$50,992.31
------------	-------------

Project Funding

Funding for this project is budgeted in the 2018 Street Department budget in the amount of \$60,000.

V. ALTERNATIVES
N/A

VI. TIME CONSTRAINTS
N/A

VII. LIST OF ATTACHMENTS
N/A



TO: Mayor Chuck Barney
Members of the City Council

FROM: Jason Sorenson

DATE: March 13, 2018

SUBJECT: SKID STEER LOADER TRADE (PROJECT NUMBER 4271/STR045)

I. RECOMMENDED ACTION

1. Recommend council approve a budget amendment to the 2018 Street Department budget for the purchase of a new skid steer loader.

II. DEPARTMENT CONTACT PERSONS

Dan Jonasson, Director of Public Works	857-4140
Jason Sorenson, Assistant Director of Public Works	857-4140

III. DESCRIPTION

A. Background

Over the past few years Public Works has bid multiple skid steers with a guaranteed annual trade amount. This program has helped the departments be more productive by having a new machine under warranty with minimal downtime for repairs. The trade deals work out to a rate of \$5-\$11 per hour which is less than typical rental rates for a similar piece of equipment.

B. Proposed Project

In 2017, a track skid steer was purchased for the Street Department with a guaranteed trade-in value. When the 2018 budget was put together, this trade was inadvertently not included to the capital purchases. The purchase price for the new machine is \$51,012.00 with a trade value of \$47,512.00. The net cost to the City is \$3,500.00.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

N/A

B. Service/Delivery Impact:

NA

C. Fiscal Impact:

Project Costs

2018 track skid steer cost	\$51,012.00
Trade in for 2017 skid steer	\$47,512.00
Net Cost	\$3,500.00

Project Funding

Funding for the machine was not included in the 2018 budget. It is recommended the additional \$3,500.00 come from remaining funds from a turf mower that came in below budget.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

ORDINANCE NO:

AN ORDINANCE AMENDING THE 2018 ANNUAL BUDGET TO INCREASE THE STREET CAPITAL EXPENDITURES AND REVENUES AND APPROVE THE TRANSFER OF FUNDS.

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

- §1: Amend the 2018 annual budget to increase the Street capital purchase expenditures and revenues:

429-0000-311.00-00		\$3,500
429-0000-392.10-00		47,512
429-7300-431.07-93		51,012

- §2: Approve the transfer of funds:

429-0000-311.00-00	4327	(3,500)
429-0000-311.00-00	STR045	3,500

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

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

Chuck Barney, Mayor

Kelly Matalka, City Clerk



TO: Mayor Chuck Barney
Members of the City Council

FROM: Lance Lang, Interim Planning Director

DATE: March 27, 2018

**SUBJECT: PERMIT FEES FOR ENCROACHMENT AGREEMENTS ASSOCIATED WITH
OUTDOOR DINING AREAS**

I. RECOMMENDED ACTION

1. Recommend approval of a permit fee of thirty-five dollars (\$35.00) for an Encroachment Agreement required as part of the application for an outdoor seating area in the Central Business District; and
2. Recommend adoption of the Permit Fee Resolution to require said fee for all such applications; and
3. Authorize the Mayor to sign the agreements.

II. DEPARTMENT CONTACT PERSONS

Lance Lang, Interim Planning Director
Sue Nilson, Planning Assistant

857-4108
857-4022

III. DESCRIPTION

A. Background

On February 6, 2017, the City Council approved Ordinance No. 5151, amending Chapter 28, Streets, Sidewalks and Grounds, by adding a section 28-3.1, Outdoor Dining Areas; Permits; Applications; Encroachment Agreements. This ordinance established the application requirements for authorization of outdoor dining areas that encroach more than forty-two inches (42") into the public sidewalk along downtown streets.

In this section, paragraph (c), "Application"; Line 7 states that payment of the permit fee and/or encroachment fee set by resolution of the City Council is one of the application requirements.

No permit/encroachment fee has been established until now.

IV. IMPACT:

A. Strategic Impact:

With warmer weather coming soon there will likely be interest from downtown restaurant owners in pursuing an outdoor dining arrangement. The fee needs to be established in advance of anticipated demand.

B. Service/Delivery Impact:

The encroachment permit process allows the Planning Department to review and track permits for downtown outdoor dining areas, providing for preparation of encroachment agreements for the Council to consider in a fair and equitable manner.

C. Fiscal Impact:

The proposed nominal fee of \$35.00 is based on the departmental goal of establishing a self-supporting fee structure where the cost of permits such as this pay for the administrative burden they create. In this case, the administrative burden is low and the permit fee is set accordingly at one-half hour of the average state billable fee rate of \$70.00 per hour.

V. ALTERNATIVES

Alt 1. The Council could approve a different permit fee, higher or lower than \$35.00. The fee cannot be waived unless the original ordinance is amended since the original ordinance establishes the requirement for a permit fee to be set by City Council.

VI. TIME CONSTRAINTS

Council approval of the permit fee is timely with the approach of the outdoor dining season.

VII. LIST OF ATTACHMENTS

A. Proposed Resolution

RESOLUTION NO.

**RESOLUTION ESTABLISHING PERMIT FEE AND/OR ENCROACHMENT
FEE TO APPLY FOR OUTDOOR DINING AREAS, THE CITY OF MINOT,
NORTH DAKOTA**

Whereas, the City of Minot previously amended the Code of Ordinances by adding section 28-3.1 (Outdoor dining areas; permits; applications; encroachment agreements) to Article I (In General), Chapter 28 (Streets, Sidewalks, and Public Grounds).

Whereas, the City of Minot seeks to establish fees to issue a permit for an outdoor dining area as stated in paragraph (c), “Application”; Line 7 which states that payment of the permit fee and/or encroachment fee set by resolution of the City Council.

Whereas, the City of Minot wishes to set the fee at \$35.00 based on the departmental goal of establishing a self-supporting fee structure where the cost of permits such as this pay for the administrative burden they create.

Therefore, now be it resolved that the fee established for the review of documentation for Encroachment Agreement required as part of the application for an outdoor seating area in the Central Business District shall be \$35.00.

Passed and adopted this ____ day of April, 2018

APPROVED:

Chuck Barney, Mayor

ATTEST:

Kelly Matalka, City Clerk



TO: Mayor Chuck Barney
Members of the City Council

FROM: Rick Feltner, Airport Director

DATE: March 2, 2018

SUBJECT: ASSIGNMENT OF LEASE, T-HANGAR NO. 2

I. RECOMMENDED ACTION

1. Recommend approval of the Airport Lease, T-Hangar between the City of Minot and Scott Keller for T-Hangar No. 2 for \$75.00 per month; and

-
2. Authorize the Mayor to sign the agreement

II. DEPARTMENT CONTACT PERSONS

Rick Feltner, Airport Director

857-4724

III. DESCRIPTION

A. Background

There is one (1) vacancy out of sixteen (16) t-hangars owned by the Airport. Protocol established a policy of a waiting list for vacancies. Scott Keller is the next interested party on the waiting list.

Mr. Scott Keller has indicated interest in renting a t-hangar for a monthly rent of \$75.00 per month, and will abide by the lease terms and obligations. The lease term is month-to-month, which may be terminated by the City or the Tenant with a 30-day written notice.

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:

T-Hangars on Airport property lease for \$75.00 per month, or \$900.00 in revenue annually.

As of April 1, 2018, T-Hangar No. 2 will be vacant. At that time the Airport will not be generating any revenue from it. With the approval of the lease, the t-hangar will be filled immediately, leaving no gap in revenue generation.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

Council's approval of the recommendation will allow the lease to be signed and the proposed tenant to occupy the t-hangar.

VII. LIST OF ATTACHMENTS

A. No. 2 Scott Keller

AIRPORT LEASE

T-HANGAR

THIS LEASE is made between the City of Minot, North Dakota, a municipal corporation, hereinafter called the "City" and **Scott Keller**, hereinafter called the "Tenant".

It is agreed:

The City hereby leases to the Tenant T-Hangar No. **2** located at the City of Minot International Airport.

The lease term will commence immediately and continue on a month-to-month basis until cancelled by either Party.

Tenant shall pay the City monthly rent in the amount of **\$75.00** a month, with each month's payment to be made in advance. If this lease commences on a date other than the first of the month, then the first month's rent shall be pro-rated. **Tenant will also pay immediately a deposit equal to one month's rent as security against unpaid rent, damages, and any necessary cleaning expenses.**

The Tenant may use the hangar only for the purpose of storing an aircraft owned by Tenant or in which there is an ownership interest. If requested, Tenant shall provide the Airport Director with proof of ownership. The hangar may not be used for the storage of pails, barrels, boxes, chemicals, tanks, refuse, junk, aircraft parts, or other such items. The Tenant shall exercise good housekeeping practices both within the leased hangar and exterior. The City, in addition to the remedies provided for hereafter with regard to a breach of this lease, shall have the right to give notice to the Tenant to perform specified clean-up work. If the work is not performed within three (3) days following the day when

notice was given, not counting the day of notice itself, the City may do the work. All expenses incurred by the City for such clean-up work shall be an additional rent charge to the Tenant; payable within five (5) days after notice of the amount due is given to the Tenant, not counting the day when notice was given.

The City provides hangar space as an incidental service to promote use of the airport, and if the Tenant does not store their aircraft in the hangar for a period of sixty (60) or more consecutive days, the City may elect to declare this lease to be forfeited and may relet the space. The procedure to declare forfeiture shall be the same as provided hereafter with regard to default on the part of the Tenant or a breach of the lease agreement by the Tenant.

The Tenant may not perform any major maintenance on aircraft or on any other mechanical equipment or machinery. Minor maintenance is permitted such as replacing spark plugs or changing oil.

Under FAA regulations, it is necessary that the hangar be equipped at all times with an approved and functioning fire extinguisher. As additional consideration, the Tenant shall provide the extinguisher during the term of this lease. In this paragraph approved means approved by the fire marshal of the City of Minot or his designee.

In order for the City to have access to the hangar in the event of fire or other emergency, and because of the retained right of entry provided hereafter, it is necessary that only City supplied locks be used on the hangar doors so that the City's master key will operate the locks. The Tenant will not change these locks.

If the Tenant fails to remove their personal property at the termination of this lease,

it may be removed by the City and stored elsewhere at the Tenant's expense or discarded if it appears to be of no worth or value. Upon termination of this lease the Tenant is obligated to the City and the City may claim, and the Tenant hereby grants, a lien on or security interest in the personal property to secure the obligation.

This lease may not be sublet or assigned and any attempted assignment or subletting shall constitute a breach of this lease.

The City retains a right of entry at all times without notice to show the hangar, to respond to emergencies, to inspect the hangar for needed repair work and to repair the hangar if in its sole judgment repairs for which it is responsible are required, to inspect the hangar for violations of this lease, and for all other lawful purposes. The Tenant shall not prevent or hinder the City from exercising this right of entry.

The Tenant has had an opportunity to inspect the hangar and leases it in its present condition. Tenant shall repair all damage caused by the Tenant to the hangar at the termination of this lease, reasonable wear and tear excepted, unless the damage to the hangar was attributable to action or inaction on the part of the City or some other third party over whom the Tenant had no control.

The Airport Director shall have the authority to issue additional regulations pertaining to the use of the hangar and the Tenant shall abide by these as well as all applicable FAA regulations.

In the event the Tenant becomes in default under this lease or breaches its provisions, Tenant shall be given notice of such default and shall have three (3) days grace period thereafter, exclusive of the day of notice, to contest the occurrence of the default or breach. If Tenant fails to do so, or if the default or breach is established

pursuant to the next paragraph, the City may elect to terminate this lease and to relet the premises, without thereby waiving any claims it may have against the Tenant. Alternatively, the City may waive a default or breach and allow Tenant to cure the default or breach without being required thereafter to waive the same or any other default or breach.

The Airport Director shall have the final and conclusive authority to determine whether a default or breach of this lease has occurred, or has been timely cured, and he shall have the final and conclusive authority otherwise to interpret the provisions of this lease, assuming always that his decisions in that regard are made in objective good faith.

The Tenant shall have the right to terminate this lease at the end of the month following the month in which the Tenant gives the City notice of election to terminate the lease. Tenant must pay the rent for the month in which the lease terminates pursuant to this paragraph.

The City shall have the right to terminate this lease at the end of the month following the month during which the City gives notice to the Tenant of such termination.

Tenant agrees to indemnify the City and hold it harmless with respect to all claims, damages, and costs (including the costs of defending or bringing a legal action) arising out of the use or leasing of the hangar space by the Tenant.

Notice by the City shall be deemed to be given on the day when it is mailed to the Tenant

at the following address:

Dated this 1st day of April, 2018.

CITY OF MINOT,
A municipal corporation

Witness

Barney, Mayor

Chuck

TENANT

Witness

BY: _____

Scott Keller



TO: Mayor Chuck Barney
Members of the City Council

FROM: Kevin Ternes, Minot City Assessor

DATE: 3//6/2018

SUBJECT: Application for a Property Tax Abatement made by Michael Schiele

I. RECOMMENDED ACTION

The City Assessor recommends a motion to deny Michael Schiele's 2017 property tax abatement request asking for a reduction from \$279,000 to \$238,762.

II. DEPARTMENT CONTACT PERSONS

Kevin Ternes, Minot City Assessor, 701-857-4160
Kevin.ternes@minotnd.org

III. DESCRIPTION

A. Background

Michael Schiele has filed a property tax abatement for the 2017 tax year for his home located at 3200 15th St SE. He is asking the 2017 assessment be reduced from \$279,000 to \$238,762. The home was built in 2008 and is a split foyer style with 1,293 square feet above ground plus a finished daylight basement. The owner did not allow an appraiser from our office to review the property inside as required by NDCC 57-23-05.1. Therefore based on the information we currently have for the property on file and based on other similar homes in the area, we believe the request is without merit and we recommend denying the request. Mr. Schiele did not include any evidence or support for his request with the application.

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:
N/A

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

- A. Abatement application, property record card, notice of meeting dates, and memo from the Appraiser who was not allowed access to the home.

City of Minot

Assessor's Office

2/15/2018

Michael Schiele
3200 15th St SE
Minot, ND 58701

mailed
2-20-18

Received
Log 900
Abatement
2-12-18

I have received your application for the 2017 abatement or refund of taxes for the property located at 3200 15th St SE, Minot ND, also known as Lot 4, Block 6, Woodside Addition, Minot, ND. The Assessor's Parcel number at the time of the 2017 assessment was MI 31 B31 060 0040. Pursuant to NDCC Chapter 57-23-06, I am notifying you of a hearing date to be held by the Minot City Council Committee of the Whole to consider your request. That date will be **March 27th, 2018, at 4:15 PM** in the City Hall Council Chambers located at 515 2nd Ave SW, Minot ND. This committee will make a recommendation to the full city council to either recommend approval, partial denial, or denial in full at the regular Minot City Council meeting on Monday, **April 2nd, 2018, at 6:30 PM**. During both meetings, you will have an opportunity to give public testimony and present information to support the merits of your request. The assessor will also be there to explain the assessment and answer any questions. The council's recommendation to approve or deny will then go forward to the Ward County Commission for final disposition.

The Ward County Commission will approve or deny your request partially or in total which will meet at a time designated by the Ward County Tax Director at the Ward County Courthouse sometime **after** April 2nd, 2018 at a meeting designated by the Ward County Tax Director. You will be allowed to give public testimony on the merits of your request at this county meeting.

By filing an application for this abatement, NDCC 57-23-05.1 states you are consenting to an inspection of the property listed in the abatement application by an authorized assessment official. One of our appraisers will contact you to schedule an appointment for an onsite review of interior and exterior of the property.

If you have any questions, please contact me at 701-857-4160.

Kevin Ternes, CAE
City Assessor
Minot ND
kevin.ternes@minotnd.org



and

David Lakefield,
Minot Finance Director, City Auditor



★ The Magic City ★

515 2nd Ave. SW • Minot, North Dakota 58701 • (701) 857-4160 • Fax (701) 857-4130

Dusty Schlecht – Senior Property Appraiser
PO Box 434
Minot, ND 58702-0434
(701)857-4160

City of Minot
Assessor's Office



MEMO

DATE: 3/05/2018

TO: Kevin Ternes

FROM: Dusty Schlecht-Senior Property Appraiser

Upon receiving an application for abatement from the property owner; (Mr. Michael Schiele) on 2/12/2018, I called to schedule a time to do a physical inspection of the property per NDCC 57-23-05.1 which states when the owner files an abatement they must also allow an inspection of the premises by the assessor. We set a time of 10:00AM on Monday March 5, 2018 to do an interior and exterior inspection of the property.

Upon arriving at the property, Mr. Schiele informed me that I would not be allowed to do a walk-through of the subject property. It did appear that he was expecting me, however he did not call to cancel the appointment, nor did he attempt to reschedule the appointment for a future time or date.

Sincerely,

Dusty Schlecht

Senior Property Appraiser

City of Minot Assessor's Office

21218

Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota

Assessment District

County of Ward

Property I.D. No.

M131B310600040Name Michael Schiele

Telephone No.

858-0098Address 3200-15th ST SE

Legal description of the property involved in this application:

Woodside addition LOTH Block 6Total true and full value of the property described above for the year 2017 is:

Land \$
 Improvements \$ 279,000.-
 Total \$
 (1)

Total true and full value of the property described above for the year 2017 should be:

Land \$
 Improvements \$ 238,762.-
 Total \$
 (2)

The difference of \$ 40,238.- true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- ☒ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☐ 9. Property qualifies for Homestead Credit according to N.D.C.C. § 57-02-08.1. Attach a copy of Homestead Credit Application.
- ☐ 10. Other (explain) _____

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ 238,762.- Date of purchase: 6-1-2009
 Terms: Cash ☒ Contract _____ Trade _____ Other (explain) _____
 Was there personal property involved in the purchase price? No Estimated value: \$
 yes/no
2. Has the property been offered for sale on the open market? No If yes, how long?
 yes/no
 Asking price: \$ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
 yes/no
 Market value estimate: \$ _____
 Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is \$ 238,762.-
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

Applicant asks that my 2017 property taxes were increased
from 758.78 from 2016. Why
758.78 in one year is too much.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant)

Date

Signature of Applicant

Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of _____

On _____, the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be _____

Dated this _____ day of _____

City Auditor or Township Clerk

Action by the Board of County Commissioners

Application was _____ by action of _____ County Board of Commissioners.
Approved/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ _____ to \$ _____ and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ _____. The Board accepts \$ _____ in full settlement of taxes for the tax year _____.

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached. _____

Dated _____

County Auditor

Chairperson

Certification of County Auditor

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid (if paid)	Payment Made Under Written Protest?
				yes/no

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of County Commissioner are as follows:

Year	Reduction in Taxable Valuation	Reduction in Taxes

County Auditor

Date

Application For Abatement
Or Refund Of Taxes

Name of Applicant Michael Schiele

County Auditor's File No. 4522

Date Application Was Filed With The County Auditor 2/12/18

Date County Auditor Made Application to Township Clerk or City Auditor 2/13/18

(must be within five business days of filing claim)

Parcel Summary

Minot City, ND

PDF 1 WORKING

PIN M131.B31.060.0040
 Deed SCHIELE, MICHAEL W & ANNA F REVOCABLE L/N
 Contract
 Address 3200 15TH ST SE, MINOT
 Map Area Southwood
 Route Number 000-000-000 Plat Map
 Legal WOODSIDE ADDITION
 LOT 4 BLOCK 6

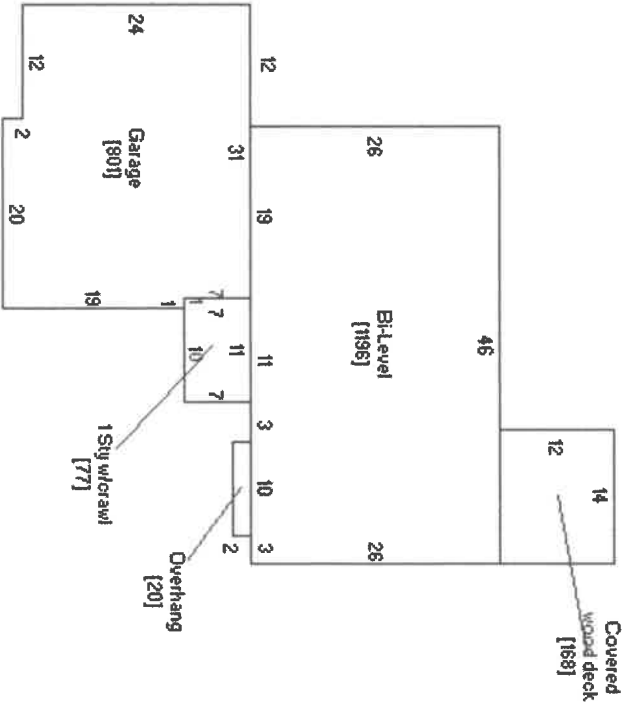
Land Basis	Front	Rear	Side 1	Side 2	R. Lot	SF	Acres
Lump Sum						11,054.80	0.254
Grand Total						11,054.80	0.254



Residential Dwelling

Occupancy Single-Family / Owner Occupied
 Year Built 2008
 TLA/GLA 1,293 / 1,293 Ttl Rms
 Bsmnt/Attic Full / None
 Heat/AC FHA - Gas / Yes AC
 Bsmnt Finish 1100/ 0/ 0
 Ttl Bdrms 4 Above 2 Below 2
 Ttl Fireplaces
 Plumbing
 Full Bath 2 Att Frame 801 SF
 3/4 Bath 1

	PYr 2017	PYr 2016	PYr 2015
Land	\$80,000	\$80,000	\$80,000
Land C	\$0	\$0	\$0
Dwelling	\$199,000	\$216,000	\$217,000
Impr	\$0	\$0	\$0
Total	\$279,000	\$296,000	\$297,000
Sale Amount	Sale Date	Recording	
\$238,762	05/28/2009	2897945	





TO: Mayor Chuck Barney
Members of the City Council

FROM: David Lakefield, Finance Director

DATE: March 27, 2018

SUBJECT: Direct Purchase Program

I. RECOMMENDED ACTION

1. Approve implementation of Direct Purchase Program.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director 701-857-4784

III. DESCRIPTION

A. Background

The City currently has a number of credit cards issued to Department Heads or key personnel throughout the city. These cards earn rewards points but come with an annual fee. Currently vendors are paid via check for charges made on account. Numerous employees are able to charge items at these establishments.

B. Proposed Project

Wells Fargo has a P-Card program that is partnered with an A/P Control System that would allow us to pay vendors via a virtual card payment, ACH payment or check. The P-Card system would allow the City to impose controls on each user and make the reconciliation process more efficient.

C. Consultant Selection

Wells Fargo – other potential vendors have been investigated and do not have the same functionality as the A/P Control System. Cass County is in process of implementing this same program and the needed Sunguard modification is available.

IV. IMPACT:

A. Strategic Impact:

This program will allow the Finance Department to be more efficient in processing vendor payments as well as reimbursement payments to employees. It will simplify the record keeping and approval process and reduce check costs.

B. Service/Delivery Impact:

The more efficient process should speed up the time required to process payments, reduce postage and check costs.

C. Fiscal Impact:

Increased efficiency and reduced costs will result in budget savings for the City. In addition, the City will share in the interchange fees assessed on the card transactions resulting in revenue to the City.

V. ALTERNATIVES

Continue current operations.

VI. TIME CONSTRAINTS

We would plan for a potential August 1 implementation.

VII. LIST OF ATTACHMENTS

1. Value Proposition
2. Preliminary Pricing

- **Financial Value**

- Based on a \$7MM annual volume Card program rebate potential is at least **\$102,000**
- Reduced expenses associated with paper check disbursements - annual savings of approx. **\$13,560**
- Reduced implementation costs
- Increase in control and reduction in fraud
- Leverage float and working capital

- **Control and Compliance**

- CCER, real time controls and reporting, audit capabilities, compliance regulations

- **Supplier Onboarding**

- Strategic supplier conversations

- **Ongoing Support**

- Dedicated Account Manager Abby Ward
 - Program optimization, training and management of key initiatives
 - 24 Hour service center
 - Award winning fraud team
-



Wells Fargo Treasury Management Proposal

City of Minot

Payment Manager including:
AP Control - Card Payments
ACH Payments

WF Code	AFP Code	Service Description	Monthly Volume	Price	Activity Charges
Payment Manager Base					
28579	300000	Payment Manager Enhanced Monthly Base	1	150.00	\$150.00
Transaction Type - AP Control (Card Payments)					
28145	080100	Payment Manager Commercial Card Payment	100	0.00	WAIVED
28146	300400	Payment Manager Commercial Card Confirmation (OPTIONAL)	2	0.10	\$0.20
Transaction Type - ACH					
ED267	300100	Payment Manager Domestic ACH Transaction	183	0.05	\$9.15
28111	300100	Payment Manager Domestic ACH Template Transactions (OPTIONAL)	1	0.05	\$0.05
28210	300299	Payment Manager ACH Addenda (OPTIONAL)	1	0.01	\$0.01
28212	300200	Payment Manager Domestic ACH Confirmation (OPTIONAL)	2	0.05	\$0.10
ACH Remittance Delivery					
28605	300502	Electronic Document Delivery Email - Page	183	0.04	\$7.32
28594	310502	EDD Secure Email Delivery Channel (OPTIONAL)	2	0.30	\$0.60
ACH File Transmissions					
28005	300100	Payment Manager EC Direct Transmission	2	10.00	\$20.00
ES801	250501	ACH Transmission Charge	2	10.00	\$20.00
Other					
28231	300221	Payment Manager Secure Email Service (Acknowledgements) (OPTIONAL)	1	0.50	\$0.50
28651	310310	Payment & Delivery Trading Partner Enroll (OPTIONAL)	1	0.25	\$0.25
28032	309999	Electronic Commerce Investigation	0	55.00	\$0.00
28033	300330	Payment Manager Reject Repair Duplicate	0	25.00	\$0.00
28164	300199	Payment Manager Email Secondary Approval (OPTIONAL)	0	0.03	\$0.00
ED427	300330	Payment Manager Special Handling	0	1.15	\$0.00
Balance & Compensation Information					
IAMTH	000230	Recoupment Monthly	22	0.13	\$2.81
General Account Services					
22051	010000	Acct Maintenance	1	10.00	\$10.00
CK021	010100	Debits Posted	0	0.15	\$0.00
Paper Disbursement Services					
22245	150240	Checks Pay to Individual Block Monthly Base	1	7.50	\$7.50
22235	150240	Over-the-counter Debit Block Monthly Base	1	7.50	\$7.50
General ACH Services					
CK018	250201	Electronic Credits Posted	0	0.20	\$0.00
ES344	250202	ACH Received Item	0	0.05	\$0.00
34333	251050	ACH Ceo Fraud Filter Review Monthly Base	1	15.00	\$15.00
34335	251053	ACH Ceo Fraud Filter Review - Item	0	1.50	\$0.00
Information Services					
34121	400274	CEO Previous Day Reporting Items Loaded	2	0.01	\$0.02
34120	400055	CEO Previous Day Reporting Maintenance	1	25.00	\$25.00
Total Estimated Monthly Charges					\$276.01
Setup Charges					
ED271	300341	Electronic Commerce Implementation Development Hours (CONDITIONAL) ¹	1	200.00	\$200.00
28566	300300	Payment Manager Enhanced Setup	1	2000.00	\$2,000.00
	6094 251001	ACH Fraud Filter - Setup	1	30.00	Waived

The above pricing estimate is based on certain assumptions drawn from projected volume, scope of services and/or other information you have provided. The pricing is subject to change if the actual volume and/or scope of services differ from the assumptions upon which the pricing estimate was based. Services utilized but not listed on the above schedule of fees will be negotiated.

Zero Volume Elements - Elements with zero volume are not included in the estimated monthly analysis fee but are included for disclosure purposes.



Wells Fargo Element Definitions

City of Minot

Definition of each element

WF	AFP	Description
Code	Code	
IAMTH	000230	RECOUPMENT MONTHLY Fee to partially recover insurance premiums the Bank pays to the FDIC for deposit insurance. Monthly charge based upon average monthly ledger balance. Assessed on per thousand dollar basis. See Commercial Account Agreement for additional information.
22051	010000	ACCT MAINTENANCE Monthly maintenance charge for DDA with non return of checks (CheXstor) - one account statement included
CK021	010100	DEBITS POSTED Per item charge for debit items, other than checks or drafts, posted to an account.
28145	080100	PAYMENT MGR COMML CRD CCER PMT Per item charge for each CCER Pre Authorization Commercial Card payment transaction transmitted to the bank via the Payment Manager channel.
22245	150240	CHECKS PAY TO INDIV BLOCK MO BASE Charge for providing fraud control service disallowing cashing of checks to individuals at the branches.
22235	150240	OTC DEBIT BLOCK MONTHLY BASE Charge for providing fraud control service disallowing over the counter withdrawals at the branches.
CK018	250201	ELECTRONIC CREDITS POSTED Per item charge for electronic and non-paper credits posted.
ES344	250202	ACH RECEIVED ITEM Per item charged for ACH received item (credit and debit)
ES801	250501	ACH TRANSMISSION CHARGE Per file charge for ACH transmission input
34333	251050	ACH CEO FRAUD FILTER REVIEW MO BASE Monthly base charge for CEO ACH Fraud Filter Review Service.
34335	251053	ACH CEO FRAUD FILTER REVIEW - ITEM Per item charge for CEO Fraud Filter Review Items (cr / dr)
06094	251001	ACH FRAUD FILTER - SET UP Per account set up charge for ACH Fraud Filter Service

28111	300100	PAYMENT MGR TEMPLATE TRANSACTION Per transaction charge for template payment origination housed in the ECS payee database and sent via Payment Manager channel
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WF Code	AFP Code	Description
ED267	300100	PAYMENT MANAGER DOMESTIC ACH TRAN Per item charge for each ACH originated item transmitted to the bank via Payment Manager.
28164	300199	PAYMENT MGR EMAIL SECONDARY APPROVE A per item charge to deliver email notification to Payment Manager via CEO secondary approvers.
ED271	300341	PAYMENT MGR IMPLEMENTATION DEV HOUR Per hour fee for development and other miscellaneous work performed by PMGR Implementation, Operations Systems and third party vendors.
28032	309999	ELECTRONIC COMMERCE INVESTIGATION Charge for a customer initiated Electronic Customer Service investigation request.
ED427	300330	PAYMENT MANAGER SPECIAL HANDLING Pass through EID for flat fees related to Payment Manager special handling requests (e.g. Batch Check Pull requests).
28033	300330	PAYMENT MGR REJECT REPAIR DUPLICATE Charge for Payment Manager files rejected for format concerns, for files or transactions requiring repair to process, or duplicate files and check transactions requiring cancellation.
28146	300400	PAYMENT MGR COMML CRD CONFIRMATION Per item fee charged to an originator for receiving a Commercial Card confirmation originated through the Payment Manager channel.
28605	300502	ENHANCED REMITTANCE EMAIL DELIVERY Charge per email via Electronic Document Delivery including items requested to be re-sent.
28210	300299	PAYMENT MANAGER ACH ADDENDA Per item charge for each ACH addenda record passed to ACH.
28212	300200	PAYMENT MANAGER ACH CONFIRMATION A per item charge for confirmation of each domestic and international ACH payment processed via Payment Manager.
28579	300000	PAYMENT MANAGER ENHANCED MTHLY BASE Monthly maintenance fee per billing account for Payment Manager plus Enhanced Remittance customer.
28566	300300	PAYMENT MANAGER ENHANCED SET UP One time charge for standard setup of Payment Manager customer with Enhanced Remittance

(EDD). No custom programming required.

28231	300221	PAYMENT MGR EMAIL SERVICE Additional fee for utilizing the email delivery channel for acknowledgements and /or confirmations
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WF	AFP	Description
<u>Code</u>	<u>Code</u>	
28005	300100	PAYMENT MGR INBOUND TRANSMISSION Per transmission charge for incoming direct transmissions. Excludes VAN and SFT.
28594	310502	EDD SECURE EMAIL DELIVERY CHANNEL Additional fee for utilizing the secure document delivery service for emailing remittance advices.
28651	310310	PAYEE SELF ENROLLMENT Charge for each trading partner / user enrolled in the payment and delivery preferences service.
34115	400272	CEO PREV DAY REPORTING ITEMS LOADED Charge for previous day subscription items loaded for USA-based accounts (Wells Fargo and non-Wells Fargo). Each individual balance or transaction loaded each day counts as 1 item.
34100	400052	CEO PREV DAY REPORTING MAINTENANCE Monthly maintenance charge for previous day reporting of USA-based Wells Fargo Bank and non-Wells Fargo data exchange accounts in CEO Treasury Information Reporting.

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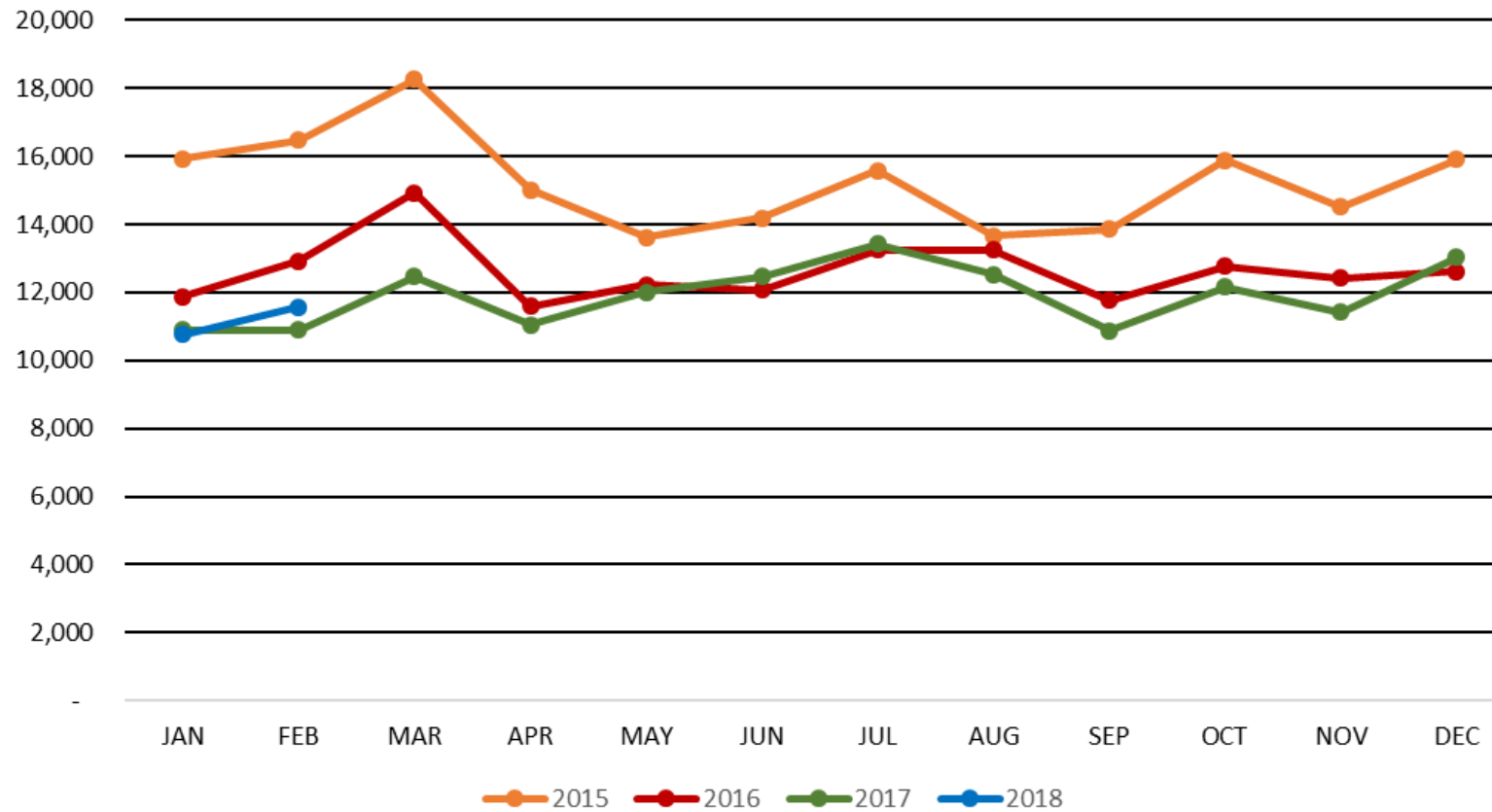
MINOT (MOT) AIRPORT COMMITTEE

Airport Director's Report
27 March 2018



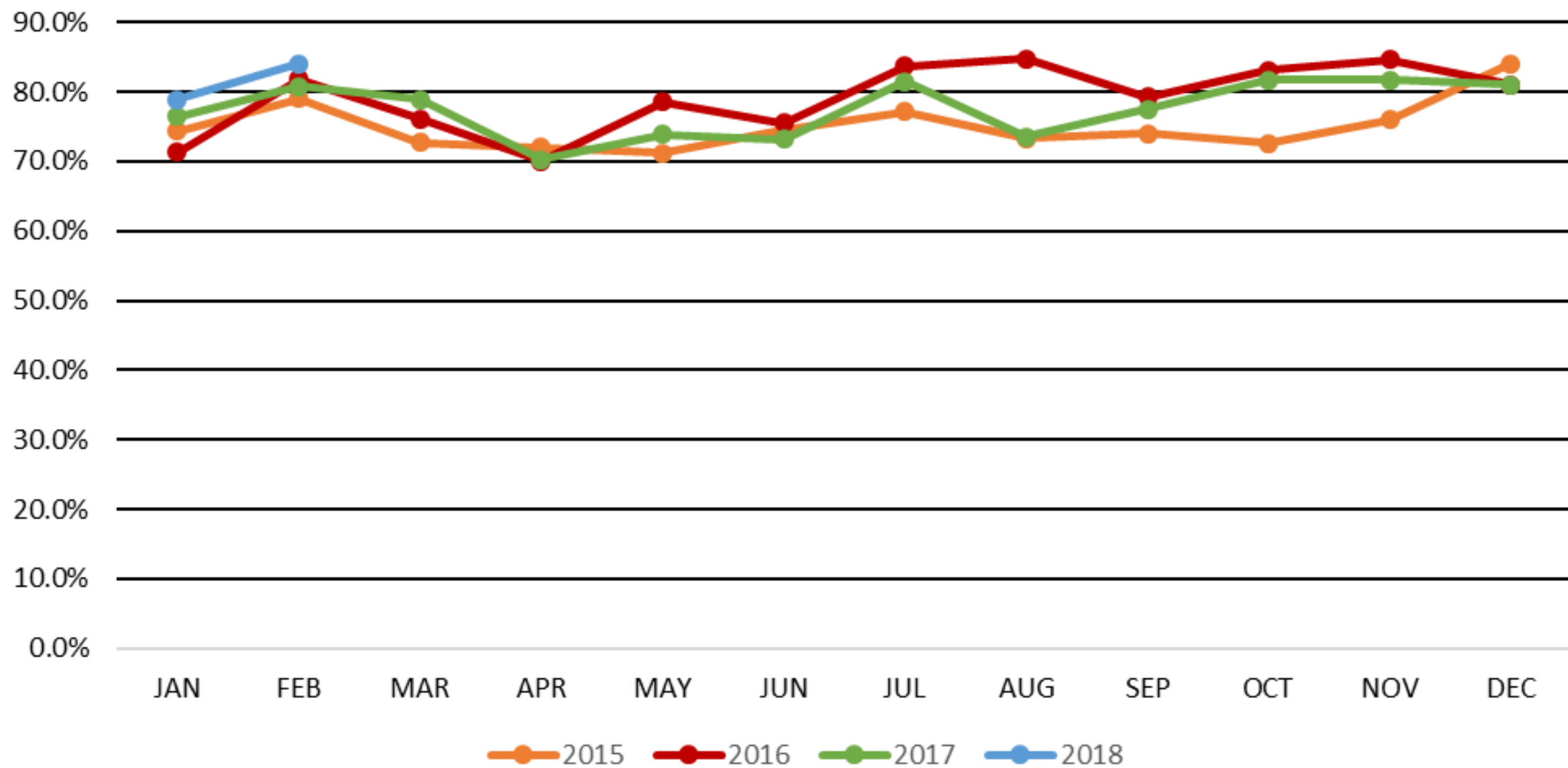
ENPLANEMENTS

Revenue Enplaned Passengers



DEPARTURES					
DEPARTING TO	AIRLINE	FLT	TIME	GATE	REMARK
Minneapolis	DELTA	3889	11:01 AM	5	On Time
Houston	UNITED	2301	12:00 PM	3	On Time
Phoenix-Mesa	allegiant	181	1:00 PM	2	On Time
Denver	UNITED	5185	1:20 PM	3	On Time
Minneapolis	DELTA	4440	1:21 PM	5	On Time
Minneapolis	DELTA	4439	5:15 PM	5	On Time
Minneapolis	DELTA	3551	7:35 PM	5	On Time
Las Vegas	allegiant	447	7:50 PM	2	On Time

Monthly Load Factor (%)

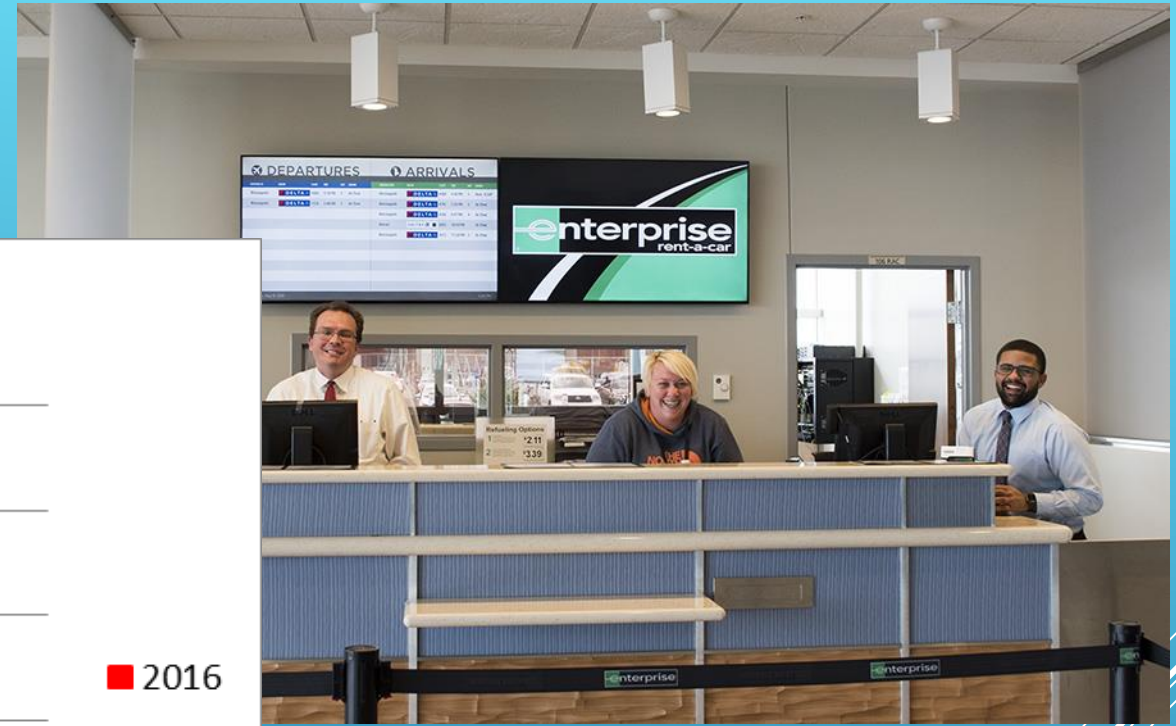
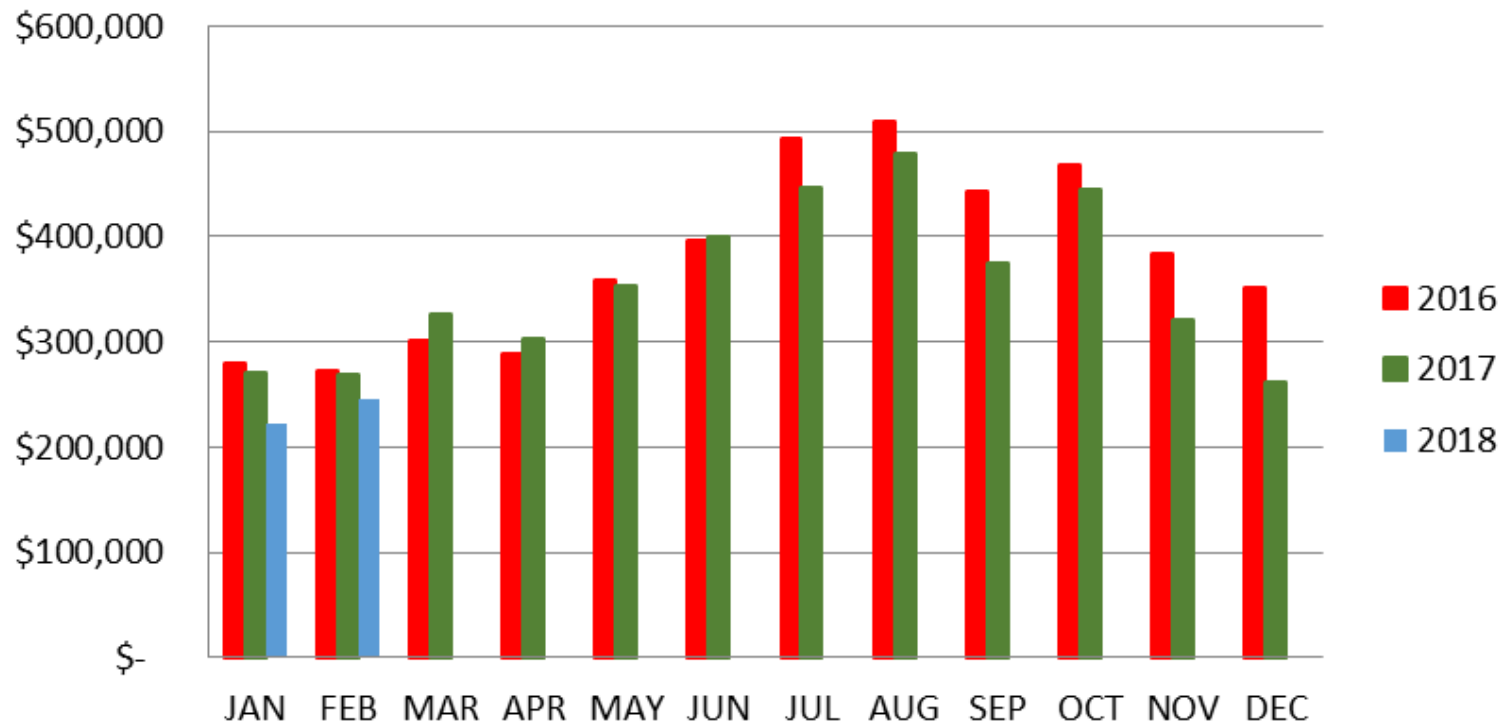


Destination	Airline	YOY Change - Monthly Flights and Seats									
		Mar 2018		Apr 2018		May 2018		Jun 2018		Jul 2018	
		Flights	Seats	Flights	Seats	Flights	Seats	Flights	Seats	Flights	Seats
Percent Difference											
Minneapolis/St. Paul, MN	Delta	2.1%	3.0%	2.9%	(0.9%)	(15.2%)	(3.5%)	(0.6%)	(1.2%)	4.9%	1.9%
Phoenix, AZ (AZA)	Allegiant	22.2%	22.2%	20.0%	20.9%	0.0%	10.5%	(11.1%)	(5.1%)	0.0%	9.0%
Las Vegas, NV	Allegiant	100.0%	98.0%	100.0%	95.5%	18.2%	13.3%	0.0%	(3.1%)	(7.1%)	(12.7%)
Denver, CO	United	0.0%	0.0%	0.0%	0.0%	(1.6%)	(1.6%)	1.7%	(2.3%)	1.6%	1.6%
Total		7.0%	15.3%	6.8%	11.5%	(9.9%)	0.2%	(0.4%)	(2.0%)	3.2%	0.3%

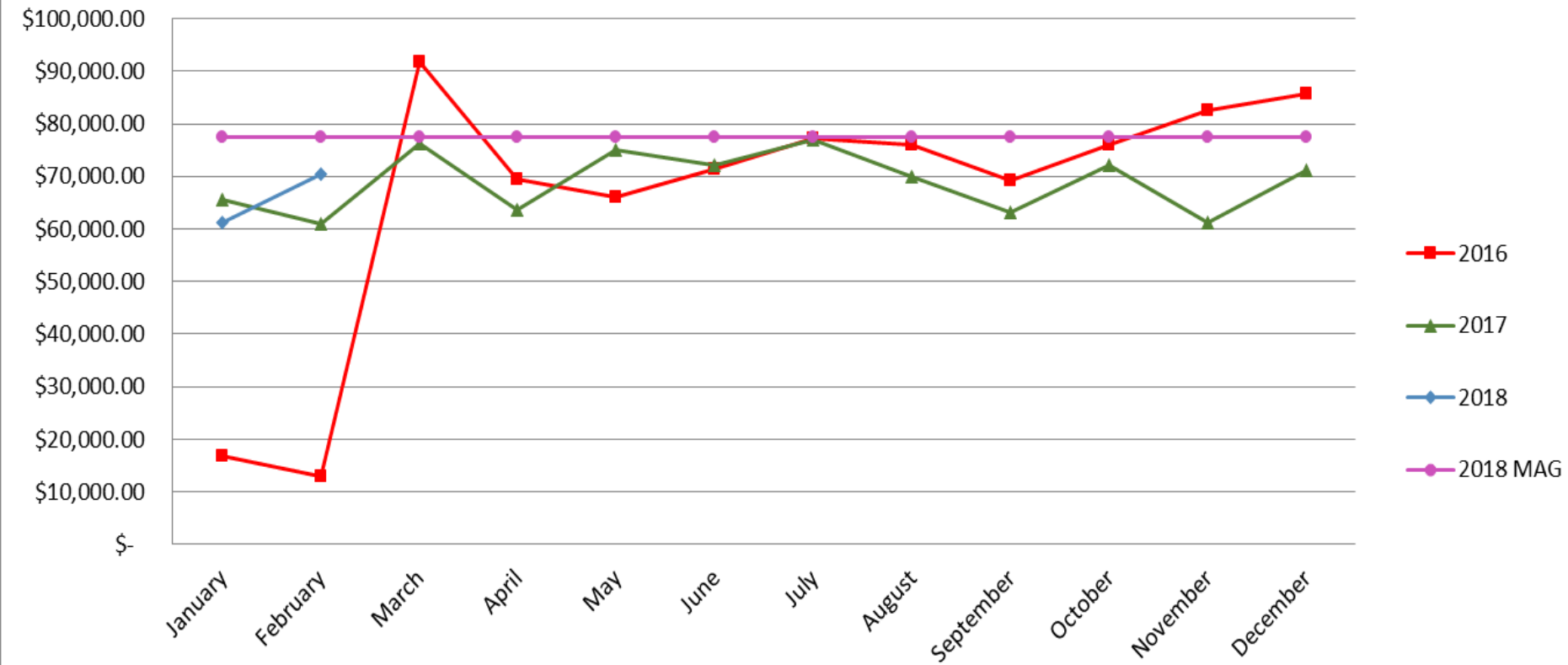
SCHEDULED CAPACITY THROUGH JULY
2018: YEAR OVER YEAR CHANGES

RENTAL CAR ACTIVITY

Car Rental

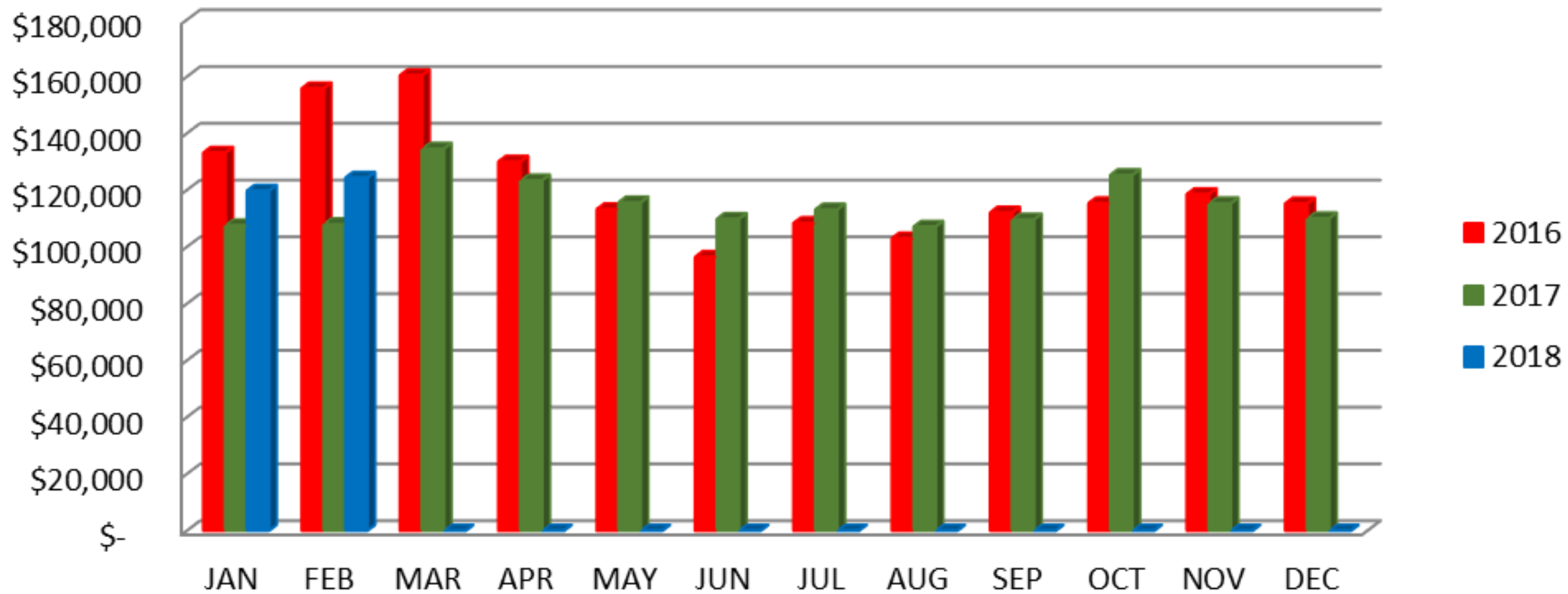


Gross Sales



CONCESSION ACTIVITY

Parking Revenue



QUESTIONS?

