City of Minot

Regular City Council Meeting
Monday, April 1, 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

   Finance Director, David Lakefield will be presenting a Financial Report.

   Documents:

   04-01-2024 CITY MANAGER REPORT.PDF
   2024 -3 - MARCH BOD AGENDA- VISIT MINOT.PDF
   MINOT COMMISSION ON AGING BOARD OF DIRECTORS MINUTES 02-16-2024.PDF
   FINANCE PRESENTATION2024APRIL.PDF

5. CITY ATTORNEY'S REPORT

   Documents:

   2024-4.PDF

6. CONSENT ITEMS

   6.1. CITY COUNCIL MINUTES

   It is recommended City Council approve the minutes of the March 18, 2024, Special City Council meeting and the March 18, 2024, Regular City Council meeting.

   Documents:

   03182024 SPECIAL CITY COUNCIL MEETING MINUTES.PDF
   03182024 COUNCIL MEETING MINUTES.PDF

   6.2. ORDINANCES

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

   1. **Ordinance No 5950 - Ordinance CM updates and ACM**

2. **Ordinance No 5951 - 2024 BA - Riverside Park Raw Water Line**

Documents:

ORDINANCE NO 5950 - ORDINANCE_CM UPDATES AND ACM.PDF
ORDINANCE NO 5951 - 2024 BA - RIVERSIDE PARK RAW WATER LINE.PDF

6.3. ADMINISTRATIVE APPROVALS

It is recommended City Council ratify the following Administrative Approvals.

Documents:

ADMIN APPROVALS 04012024.PDF

6.4. BILLS, TRANSFERS, AND PAYROLL

It is recommended City Council approve the payroll for the period of February 11, 2024, through March 23, 2024, in the amount of $3,917,251.86 and the bills and transfers for March in the amount of $5,450,262.70.

Documents:

CITY CLERK REPORT (3).PDF
MARCH CITY COUNCIL BILLS PAID.PDF
MARCH PURCHASE CARD TRANSACTIONS.PDF
MARCH TRANSFERS AND ELECTRONIC PAYMENTS.PDF

6.5. ALCOHOLIC BEVERAGE LICENSE - BRAKE TIME

It is recommended City Council approve the Retail Beer license for Brake Time (810 N Broadway).

Documents:

MEMO - ALCOHOLIC BEVERAGE LICENSE - BRAKE TIME.PDF

6.6. ALCOHOLIC BEVERAGE LICENSE - MINOT HOT TOTS

It is recommended City Council approve the Supper Club license for the period of April 1, 2024 through December 31, 2024 for Minot Hot Tots.

Documents:

MEMO - ALCOHOLIC BEVERAGE LICENSE.PDF

6.7. GAMING SITE AUTHORIZATION

Presented by Mikayla McWilliams and Chief John Klug

RECOMMENDED ACTION

It is recommended City Council approve the following organizations to conduct games of chance at the following locations:

Companions for Children (April 20, 2024)

- **Grand Hotel (1505 N Broadway)**

Minot Junior Golf Association (April 1, 2024 through June 30, 2024)

- **Trappers Lounge (2401 Elk Drive) Ownership change**

Documents:

MEMO- GAMING SITE AUTHORIZATIONS.PDF

6.8. MI-5 STREETLIGHT REPLACEMENT PROCUREMENT AWARD OF BID (4839)

Presented by Stephen Joersz, Traffic Engineer

RECOMMENDED ACTION

It is recommended City Council approve the bid from Main Electric Construction Inc. in the amount of $76,307.00 for an MI-5A Streetlight Replacements.

Documents:

4839 - AWARD OF BID.PDF

6.9. 2023 PAVEMENT MARKINGS FINAL PAYMENT (4718)

Presented by Stephen, Joersz

RECOMMENDED ACTION

It is recommended City Council approve the final payment of $ 234,796.18 to be paid to West River Striping Company.

Documents:

4718 - 2023 PAVEMENT MARKINGS FINAL PAYMENT MEMO.PDF
4718 - CO 1 CO 2 PAY APP 1 - SIGNED.PDF

6.10. RENEWAL OF BUS ADVERTISING CONTRACT WITH JL BEERS

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council renew an advertising agreement with ZZ Food Group, LLC, DBA JL Beers to advertise on the sides of one transit bus and authorize the Mayor to sign the agreement.

Documents:

MTC JL BEERS ADVERTISING FOR 2024.PDF
2024 FINAL ADVERTISING AGREEMENT WITH JL BEERS.PDF

6.11. NAWS FINANCE CONTRACT

Presented by Jason Sorenson

RECOMMEDED ACTION

It is recommended City Council approve the NAWS Finance Contract and authorize the Mayor to sign the contract.

Documents:

MEMO - NAWS FINANCING CONTRACT.PDF
NORTHWEST AREA WATER SUPPLY PROJECT FINANCING CONTRACT DRAFT TO MINOT-REV 5-CLEAN.PDF

6.12. 2024 WATERMAIN REPLACEMENT - AWARD OF BID

Presented by Jason Sorenson

RECOMMENDED ACTION

1. **It is recommended City Council award the bid for the 2024 Watermain Replacement Project to Post Construction, Inc. for the lowest bid of $2,473,528.00 which includes Units 1 and 2;**
2. **Authorize the Mayor to sign contract documents on behalf of the City; and**
3. **Approve a budget amendment to allocate the funds.**

Documents:

4798 - 2024 WATERMAIN REPLACEMENT AWARD OF BID MEMO.PDF
20. 2024 BA - 2024 WATERMAIN REPLACEMENT AWARD OF BID.PDF

6.13. APPROVAL OF FLOOD SPECIFIC EMERGENCY ACTION PLAN (3135.1)

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the updated Emergency Action Plan.

Documents:

MEMO - APPROVE FLOOD SPECIFIC EAP.PDF

6.14. TRUCK MOUNTED JETTER/HYDRO-EXCAVATOR – AWARD OF BID (4838)

Presented by Jason Sorenson

RECOMMENDED ACTION

1. **It is recommended City Council award the bid to Jet-Line Sales and Service in the amount of $557,267.00 for the truck mounted jetter/hydro-excavator for the Water/Sewer Department; and**
2. **Approve the budget amendment to allocate the funds for this purchase.**

Documents:

MEMO - HYDROEXCAVATOR_JETTER - AWARD OF BID.PDF
18. 2024 BA - HYDRO-EXCAVATOR JETTER.PDF

6.15. 2024 TRANSIT TRANSFER CENTER AWARD OF BID & BUDGET AMENDMENT (CITY PROJECT NO. 4741)

Presented by Jason Sorenson

RECOMMENDED ACTION

1. **It is recommended City Council award the bid for the 2024 Transit Transfer Center Construction Project to Rolac Contracting Inc. for the lowest bid of $627,100.00;**
2. **Authorize the Mayor to sign contract documents on behalf of the City; and**
3. **Approve the proposed ordinance to increase the transit capital equipment account for unexpected increases in construction costs for this project and approve the use of Sales Tax Improvement Funds for the increase local match requirement.**

Documents:

4741 - 2024 TRANSIT TRANSFER CENTER AWARD OF BID MEMO.PDF
19. 2024 BA - TRANSIT TRANSFER CENTER (2023660001).PDF

6.16. US ARMY CORPS OF ENGINEERS - LETTER OF REQUEST FOR PLANNING ASSISTANCE

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council authorize sending a request for US Army Corps of Engineers Planning Assistance to States and Tribes (PAS) to investigate seasonal water quality issues with the dead loops in Minot.

Documents:

MEMO - LETTER OF REQUEST FOR PAS PROGRAM.PDF
REQUEST LETTER - USACE PAS PROGRAM.PDF

6.17. APPROVAL OF THE 2025 BUDGET SCHEDULE

Presented by David Lakefield, Finance Director

RECOMMENDED ACTION

It is recommended City Council approve the 2025 budget schedule.

Documents:

2025 BUDGET SCHEDULE.PDF

6.18. CITY MANAGER CONTRACT AMENDMENT

Presented by Stefanie Stalheim and Lisa Jundt

RECOMMENDED ACTION

It is recommended City Council approve the First Amendment to the City Manager's Employment Contract.

Documents:

MEMO_CM CONTRACT_FIRST AMENDMENT.PDF
FIRST AMENDMENT TO EMPLOYMENT CONTRACT_REDLINES.PDF
FIRST AMENDMENT TO EMPLOYMENT CONTRACT.PDF
HAROLD STEWART EMPLOYMENT CONTRACT_2023_2028.PDF

6.19. NORTH DAKOTA AERONAUTICS COMMISSION STATE GRANT REQUEST

Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

1. **It is recommended City Council direct staff to submit grant requests to NDAC; and**
2. **if grant(s) are awarded, authorize the Mayor to sign agreement(s).**

Documents:

2024-04-01_COUNCIL MEMO_NDAC STATE GRANT REQUESTSV3.PDF

PAGE 2 - EXIT LANE IMPROVEMENTS.PDF
PAGE 2 - FRONT MOUNT MOWER.PDF
PAGE 2 - FUEL FARM REPAIRS.PDF
PAGE 2 - HANGAR DEMO_NEPA.PDF
PAGE 2 - OIL WATER SEPARATOR.PDF
PAGE 2 - TAXIWAY C-C3 REHAB.PDF
PAGE 2 - TERMINAL FIRE ALARM.PDF
PAGE 2 - WILDLIFE HAZARD REMOVAL PH3.PDF
PAGE 2 - ACQUIRE OPS VEHICLE.PDF
PAGE 2 - ELECTRICAL VAULT REHAB.PDF
PAGE 2 - CRACK SEALING AND REPAIR (AIRSIDE).PDF
PAGE 2 - CRACK SEALING AND REPAIR (LANDSIDE).PDF
PAGE 2 - RUNWAY PVMT REHAB PAINTING BIL 64.PDF

7. ACTION ITEMS

7.1. POTENTIAL SALE OF CITY LAND – NORTH MINOT ADDITION (4836)

Presented by Lance Meyer

RECOMMENDED ACTION

1. **Approve the sale of the City owned land described as:**
    a. **NORTH MINOT ADDITION EAST 33' OF NORTH 250' LOT 1 BLOCK 5**
    b. **NORTH MINOT ADDITION LOT 1 LESS NORTH 250' BLOCK 5**
2. **Approve the terms of the Purchase Agreement;**
3. **Approve the Request for Bids;**
4. **Authorize the Mayor to sign the Purchase Agreement and any other documents to complete the bid/auction and transfer of this parcel of land to the highest bidder; and**
5. **Approve the associated access and utility easements and authorize the Mayor to sign.**

Documents:

NORTH MINOT ADDITION LAND SALE MEMO.PDF
NORTH MINOT PARCELS-8.5X11.PDF
1_BID FORM.PDF
2_REAL ESTATE PURCHASE AGREEMENT.PDF
3_REQUEST FOR SEALED BIDS_031324.PDF
ACCESS AND UTILITY EASEMENT.PDF
STORM SEWER EASEMENT.PDF

7.2. TRAFFIC CONTROL YIELD TO STOP CONVERSIONS

Presented by Stephen Joersz

RECOMMENDED ACTION

1. **It is recommended City Council pass an ordinance on**

modifying the following approaches from Yield control to Stop control at the corresponding intersecting roadway:

APPROACHING STREET	AT ITS INTERSECTION WITH
17th Street NW	5th Avenue NW
17th Street NW	University Avenue
18th Street NW	2nd Avenue NW
18th Street NW	5th Avenue NW
18th Street W	W Central Avenue
19th Street W	W Central Avenue
19th Street NW	5th Avenue NW
19th Street NW	7th Avenue NW
20th Street W	W Central Avenue
21st Street W	W Central Avenue
21st Street NW	5th Avenue NW
21st Street NW	7th Avenue NW
22nd Street W	W Central Avenue
22nd Street NW	2nd Avenue NW
22nd Street NW	5th Avenue NW
22nd Street SW	5th Avenue SW
23rd Street W	W Central Avenue
23rd Street NW	2nd Avenue NW
24th Street W	W Central Avenue
24th Street NW	2nd Avenue NW
25th Street W	W Central Avenue
27th Street W	W Central Avenue
2nd Avenue NW	25th Street NW
5th Avenue NW	21st Street NW
Northwest Avenue	Harrison Drive
Northwest Avenue	19th Street NW
University Avenue	18th Street NW

Documents:

MEMO_STOPS - MULTIPLE LOCATIONS.PDF
A. SIGHT TRIANGLE GRAPHICS.PDF
B. PROPOSED ORDINANCE - MULTIPLE LOCATIONS.PDF

7.3. MINOT COMMITTEE ON CHILDCARE REPORT AND RECOMMENDATIONS

Presented by Alderman Scott Burlingame

RECOMMENDED ACTION

It is recommended City Council make recommendations on its priorities and assign City Staff and the childcare future action.

Documents:

AGENDA FORMAT WITH ASPIRATIONS CHILDCARE HS.PDF
CHILDCARE WHITEPAGE.PDF

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

9.1. CONSIDER THE REPORT OF THE MAGIC FUND SCREENING COMMITTEE

Presented by David Lakefield, Finance Director

The annual compliance report for the MAGIC Fund Screening Committee is attached for the City Council's review.

Documents:

ANNUAL COMPLIANCE REPORT 2023.PDF

9.2. TIP411 INTRODUCTION

Presented by Chief John Klug

10. ADJOURNMENT

TO: Mayor Tom Ross
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: April 1, 2024

City Manager:

After attending the NDLC Spring Conference the Finance Director and the City Manager discussed improving financial reporting to the Council and citizens. As a result, moving forward the Finance Director will provide a financial presentation to the Council and public once a month under the City Manager Report section of the Regular City Council Agenda. The first report will be provided at the April 1st Regular City Council meeting, and thereafter the report will be presented at the 2nd Regular City Council meeting of the month. The report will include a summary of revenues received in comparison with the budgeted amount, total expenditures to date in comparison to amounts budgeted, and a reserves balance update.

April 15th will be a lengthy meeting with several presentations scheduled to be presented. Presentations will include the final Housing Study Report, CPSM assessment of the Police Department, CPSM assessment of the Fire Department, and a presentation related to 16th Street improvements.

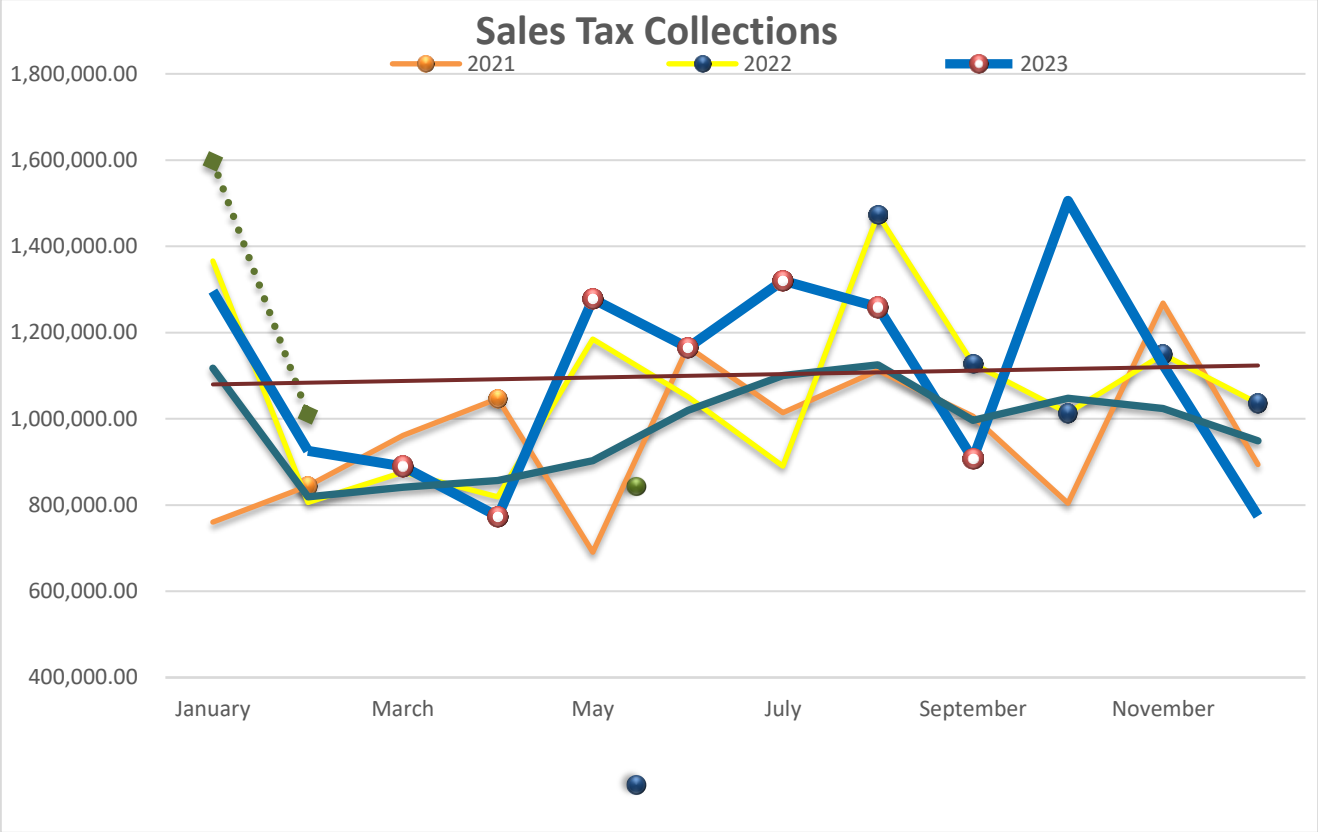
Meetings attended included: North Dakota League of Cities Spring Workshop (held in Minot); F5 Project Open House; Prairie Warrior Auction; GOSCMA Cross Talk video call; Alcohol Ordinance Review and Rewrite Committee; Opioid Task Force meeting hosted by First District Health; Meeting with Congressman Armstrong's staff; 2025 State Legislative preparation meeting with Shane Goettle; communication meeting with the Mayor; Central Dakota MPO Policy Board meeting; and various other staff and project meetings.

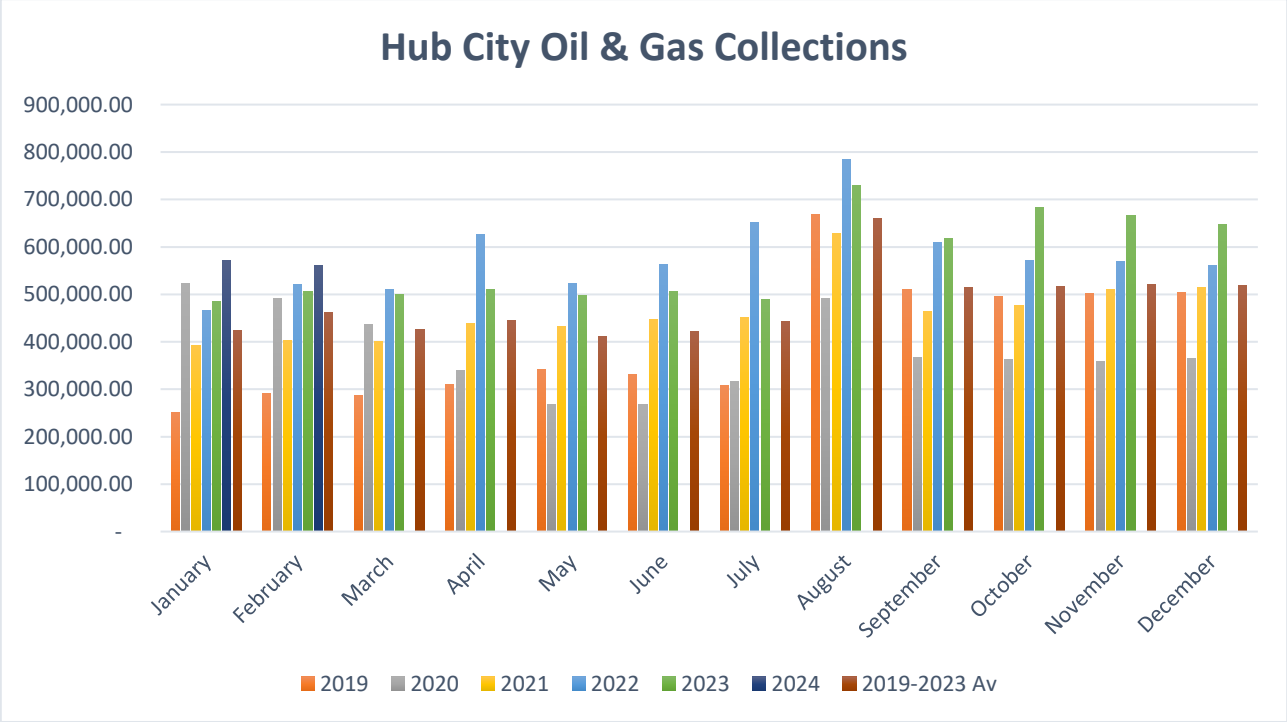
Finance
Director, David Lakefield

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 record monthly collection in January, we recorded a very strong number in February. YTD collections are 17.33% ahead of 2023 and well ahead of budget. Hub City collections remained strong, off of last month's collection numbers but still 14% ahead of last YTD and 28% better than the 5-year average YTD.


Sales Tax Collections
2021
2022
2023
1,800,000.00
1,600,000.00
1,400,000.00
1,200,000.00
1,000,000.00
800,000.00
600,000.00
400,000.00
January
March
May
July
September
November


Hub City Oil & Gas Collections
900,000.00
800,000.00
700,000.00
600,000.00
500,000.00
400,000.00
300,000.00
200,000.00
100,000.00
-
January
February
March
April
May
June
July
August
September
October
November
December
2019
2020
2021
2022
2023
2024
2019-2023 Av

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 closed, and our Independent Financial Auditors are on site doing field work. We will be working diligently to complete the 2023 ACFR and are preparing for budget season.

2025 Budget

The budget module is open for departments to begin work on the 2025 budget. This year, we will be utilizing a zero-based approach and will require departments to present budgets for 2025 and 2026. This is in an attempt to highlight the impact of decisions that are made regarding the near-term budget on future budgets.

The Finance Department will be hosting a training session for management members with budget duties on April 1 at 10am.

Ongoing Projects

The Finance Department "went live" with the module for special assessments on March 22nd. This project has been in the works for more than 2 years and has required substantial modifications to the software. The process has progressed smoothly, and we don't anticipate any major issues at this point.

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 March, the Department issued 2+ right of way permits and attended 3 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 March, the Traffic Division had 7 emergency call backs and completed 22 work orders, including 4 signal led replacements and 10 hit traffic signs.

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 is anticipated to start in mid-late April. This project will have significant roadway and travel impacts. The 2023 Signal Cabinet Improvement project will start after the Signal Improvement project is finished. are awaiting material. 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

- The 2024 Street Seal, Microsurfacing, Street Improvement, Patching, Sidewalk Curb & Gutter, Concrete Rehab and Pavement Marking projects have all been awarded. Preconstruction meetings are being scheduled and held. Construction is anticipated on starting in April.
- 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 16th Street Reconstruction project is in preliminary design and the draft environmental document and decision document will be presented to council at the April 15th meeting.
- The CP Rail Quiet Zone project has finished design for the city portion of the project, and staff is 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 draft 2025-2029 Capital Improvement Plan has been sent to council and will be presented to the public on April 15th. Adoption will take place on May 6th.

- The 16th 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.

Police Department
Chief John Klug

The police department is currently at 82% effective strength for sworn officers with 15 of the 85 sworn positions not fully effective or vacant. The current effective strength of sworn staff is due to the following:

- 1 – Extended Specialized Training
- 2 – Injury/Medical
- 12 – Vacant Positions

The intelligence analyst position was vacated the end of February and we are currently in the final stage of selection to fill that position.

We have had a few resignations from our team in Central Dispatch. We are currently at 58% effective strength with 7 of the 17 positions not fully effective or vacant. We hired two new dispatchers in the past 3 weeks, and we plan to hire two more and have them start in late April. The current effective strength is due to the following:

- 3 – New Dispatchers in Training
- 4 – Vacant Positions

The police department responded to 41,103 calls for service in 2023. This is about a 4.5% increase, 1,922 more calls for service, then in 2022. As of March 27, 2024, the police department has responded to 8,268 calls compared to 8,350 at the same time in 2023, which is less than a 1% decrease in calls for service.

Fire Department
Fire Chief, Kelli Kronschnabel



Fires reported in the month..... 5

- Structure Fires: 2
- Vehicle Fires: 1
- Outside Rubbish Fires: 1
- Special Outside Fire: 1

2024 Monthly Fire Counts **Year to date Total: 14**

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

YTD Dollar loss attributed to fire..... $166,500

Total incidents reported for the month: 329

Fires	Overpressure ruptures, etc	EMS	HAZMAT	Service Call	Good Intent Call	False Alarm	Severe Weather	Special Incident Type
5	2	265	7	8	21	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 had another busy month, with five fire incidents in the month and a total of 329 incidents, 33 more than in February.

We have received our Center for Public Safety Management (CPSM) report and are reviewing it. Upon completion of the review, a presentation will be made to the City Council at the April 15th meeting.

We also completed CPR and Fire Extinguisher training for city staff members and have begun creating and implementing Emergency Action Plans for all city buildings. Within the next month, emergency drills related to the action plan will be conducted throughout the buildings.

Our EMS Bike Program is nearing completion. This spring/summer, it will be debuted, and we will develop a calendar of public events at which our Bike Patrol will be present.

Thanks to Minot State University, our crews could conduct hands-on search training on campus using the Dakota Hall building. Fortunately, they will allow us to utilize Dakota Hall for additional training in the upcoming months.

Lastly, our new Aircraft Rescue Fire Fighting (ARFF) truck has passed the final inspection. It will tentatively arrive at Station 3 in the middle of April, and we will conduct familiarization training following its arrival.

Jennifer Eckman
Airport Director

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

- February 2024 there continued to be an increase in enplanements, load factor, and parking revenue. This is directly attributed to the new flight to Florida. During the month, there were a couple of winter events where the airlines preemptively cancelled flights and the TSA checkpoint's operational times are only a 90-minute window prior to a flight. This lead to reduced dwell time in the terminal and therefore a drop in gross sales in concessions.

Staffing and Training

- Staffing –
  - Part-Time – The Airport Operations division hired a part-time employee to cover some anticipated leave of absences (military and medical) this spring. The individual started on February 26, 2024 and has been a quick study for airfield driving as he used to work up in the airport's tower.
  - Airport Internship – Interviews were conducted, an offer was made, and the new intern will start in May.
- Training and City P.R.I.D.E. –
  - FAA Title VI Training – Airport staff attended an online training for Title VI requirements offered by the FAA.
  - AAAE Airport 101 Training – Airport staff, Councilman Podrygula, Assistant City Manager, and Legal department staff attended the two-day online course taught by Dr. Kim Kenville, UND professor.
  - 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 staff attended the city-wide lunch and learn event at the library. The topic was "The Happy Secret to Better Work."
  - Defensive Driving – A number of the airport team took the bi-annual training at the end of the month.

Equipment and Facilities

- Equipment –
  - Snow Removal Equipment (SRE) –
    - High-speed plow – Was out of service since October 2023 due to broken leaf springs. Now back in service.
    - Kubota Tractor - Was out of service at third party for repairs since May 2023. Now back in service.
  - 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 – Had a recent failure due to blown fuse. Unknown issue. 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.
        - Fuel farm - A temporary fix of the fuel pump is in place for the interim, with plans to install two new pumps in mid-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.
        - 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.
    - General Aviation Terminal –
        - HVAC System – Working with consultant to formulate plan to rehabilitate the aged system and allow for zone controls.

Community Engagement

- State of the City – The Airport Director and the Airport Operations and Maintenance Manager attended the State of the City.
- City of Minot Employee Recognition Winter Event – The Airport Operations and Maintenance Manager assisted in planning and implementing the event. The Airport staff attended and the Airport Director took a pie to the face for having raised the 2nd most funds to pay for the event.
- Minotauros Game Night – Airport staff handed out airport logoed swag (balsa planes, water bottles, ice scrapers, cowbells, etc.) on its sponsor night.
- Airport Community Meeting – The monthly meeting with the tenants was held the first week of the month.
- 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 contained a photo of the one aircraft which braved the icing conditions and arrived at the terminal on February 8. Many comments were about the aircraft's paint job and the size of the aircraft.
- 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.
- Terminal Birthday – The Airport celebrated the 2nd Anniversary (8 years) of the terminal's grand opening on February 29, 2024.

Public Information

Communication and Engagement Manager Jennifer Kleen

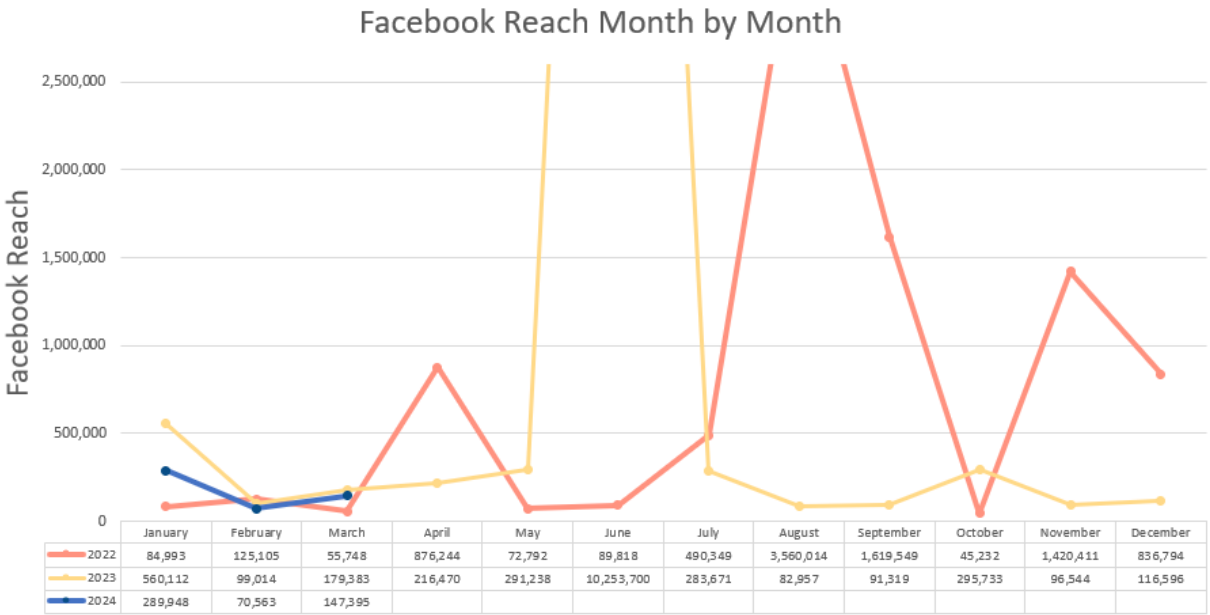
Highlights and Takeaways

- Communication and Engagement Manger Jennifer Kleen is actively working to record, edit, and produce videos related to the upcoming budget tours for essentially every department. She's also been dissecting the latest citizen survey to determine how to best present the vast amounts of information contained in the survey.

- March has involved a wide variety of subjects in our office. We've had warm enough weather to write about street sweepers, and we've had enough snow to discuss snow removal efforts. We continue to do our best in answering questions from the public about recycling, snow removal, and a host of other subjects. As always, we receive tremendous support from department heads and others, who provide us with accurate, timely information so that we can answer public questions with facts.

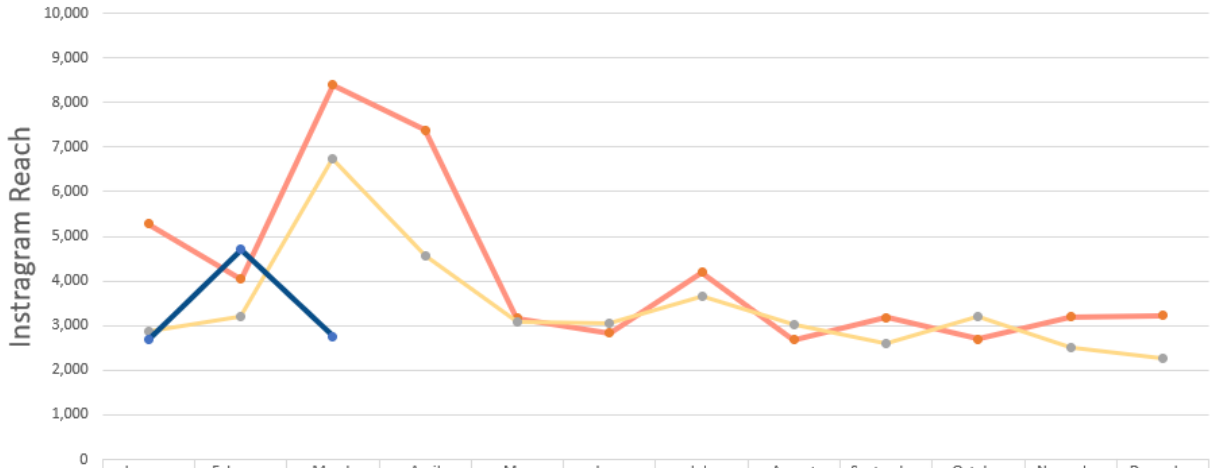
- Construction season will be here before long, so we'll work with Public Works, Engineering, Traffic, Street, Water/Sewer and other departments on what's on their construction schedules for 2024. Some bid openings are happening now, including the bid for the Transit Center.

- Communication Specialist Bryan Obenchain has begun working with Recycling Coordinator Christina Wolf to produce short videos explaining what types of items are recyclable and which items are not. The videos will focus on one type of item each time, with the goal to have two videos per month published late in the week before recycling collections. Along with education, the videos will provide a reminder of upcoming recycling days.



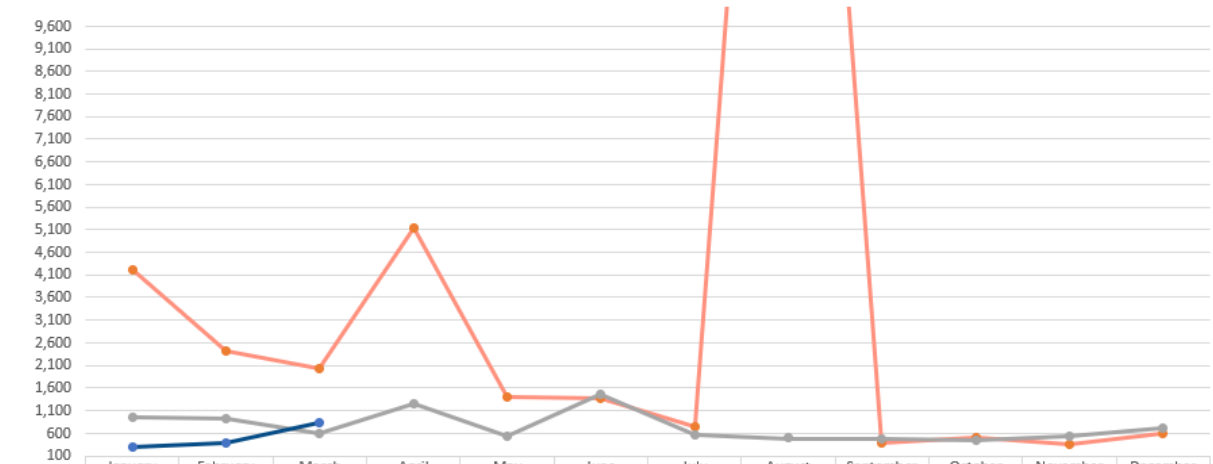
	January	February	March	April	May	June	July	August	September	October	November	December
2022	84,993	125,105	55,748	876,244	72,792	89,818	490,349	3,560,014	1,619,549	45,232	1,420,411	836,794
2023	560,112	99,014	179,383	216,470	291,238	10,253,700	283,671	82,957	91,319	295,733	96,544	116,596
2024	289,948	70,563	147,395									

Instagram Reach Month by Month



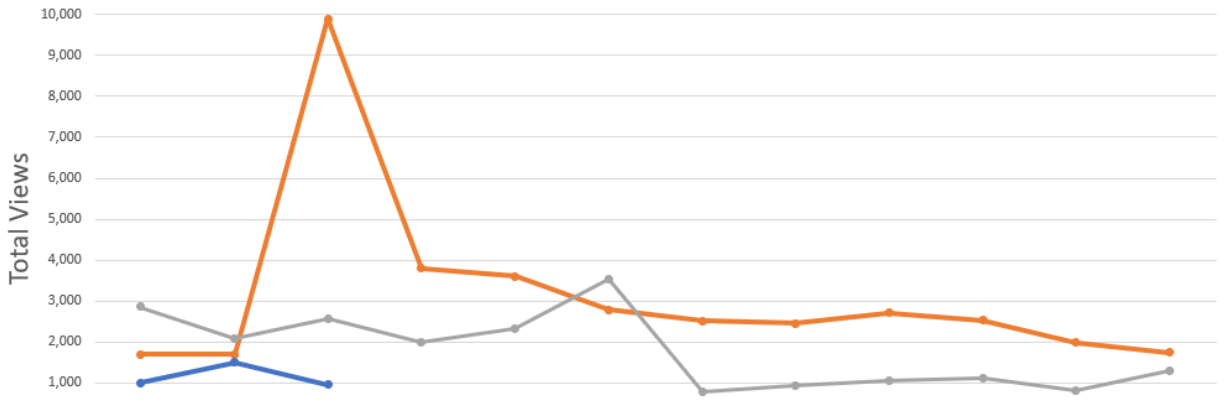
	January	February	March	April	May	June	July	August	September	October	November	December
2022	5.278	4.039	8.403	7.389	3.168	2.835	4.196	2.678	3.173	2.693	3.197	3.221

Twitter Reach Month by Month



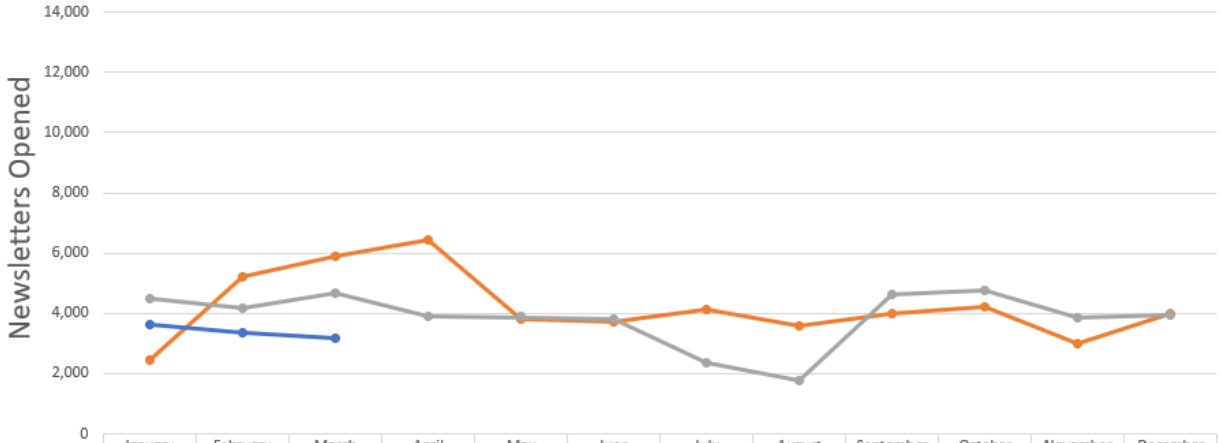
	January	February	March	April	May	June	July	August	September	October	November	December
2022	4,211	2,422	2,018	5,147	1,416	1,382	745	27,905	388	496	345	607
2023	966	932	580	1,247	542	1,452	570	490	475	453	549	724
2024	309	394	833									

YouTube Views Month by Month



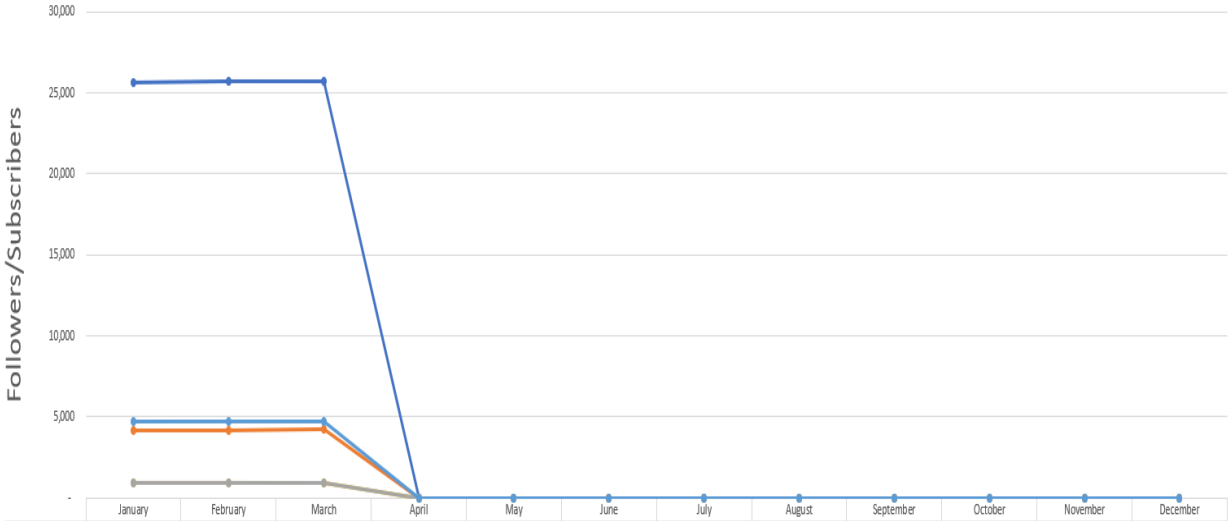
	January	February	March	April	May	June	July	August	September	October	November	December
2022	1,700	1,700	9,900	3,796	3,600	2,788	2,509	2,448	2,715	2,535	1,990	1,746
2023	2,854	2,096	2,575	1,988	2,321	3,523	796	947	1,054	1,108	798	1,302
2024	996	1,494	950									

Newsletter Opens Month by Month



	January	February	March	April	May	June	July	August	September	October	November	December
2022	2,423	5,216	5,898	6,452	3,813	3,694	4,137	3,564	3,989	4,196	2,998	3,971
2023	4,467	4,157	4,664	3,895	3,872	3,812	2,342	1,765	4,618	4,741	3,830	3,921
2024	3,603	3,358	3,162									

2024 Social Media Footprint



	January	February	March	April	May	June	July	August	September	October	November	December
Facebook	25,609	25,690	25,746	-	-	-	-	-	-	-	-	-
Instagram	4,166	4,189	4,218	-	-	-	-	-	-	-	-	-
Twitter	914	946	948	-	-	-	-	-	-	-	-	-
YouTube	899	905	919	-	-	-	-	-	-	-	-	-
Newsletter(s)	4,734	4,705	4,691	-	-	-	-	-	-	-	-	-

Public Safety Information & Outreach Officer – T Kvigne

Highlights and Takeaways

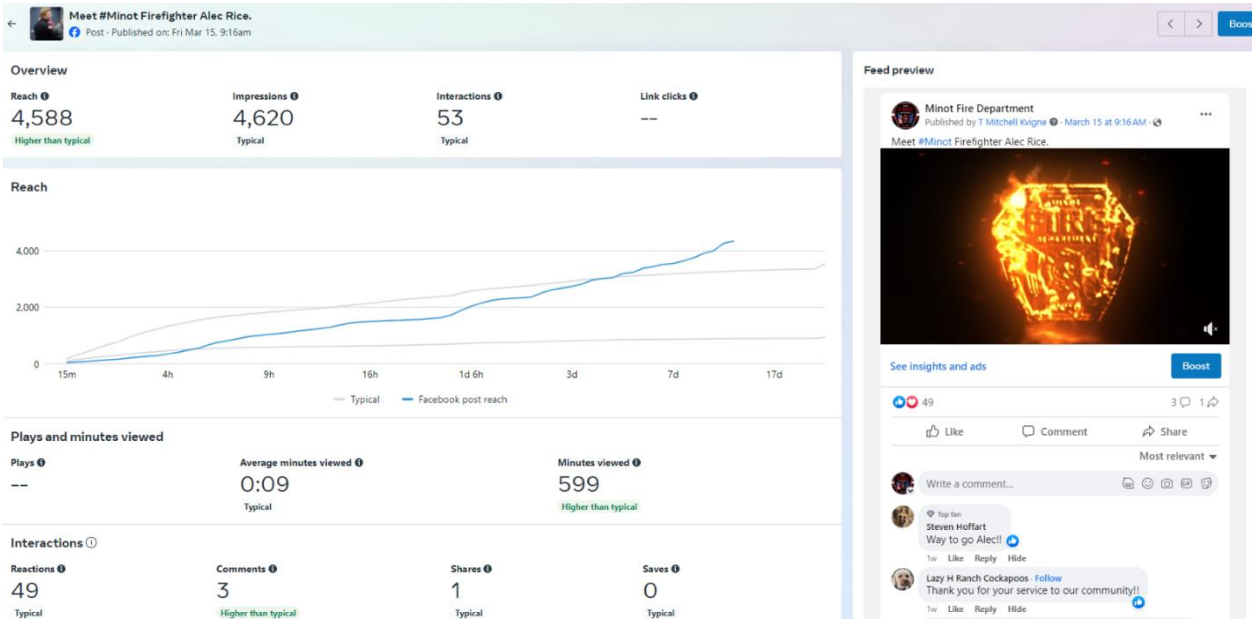
Fire Department

- There were three fires that we issued media releases for during the month

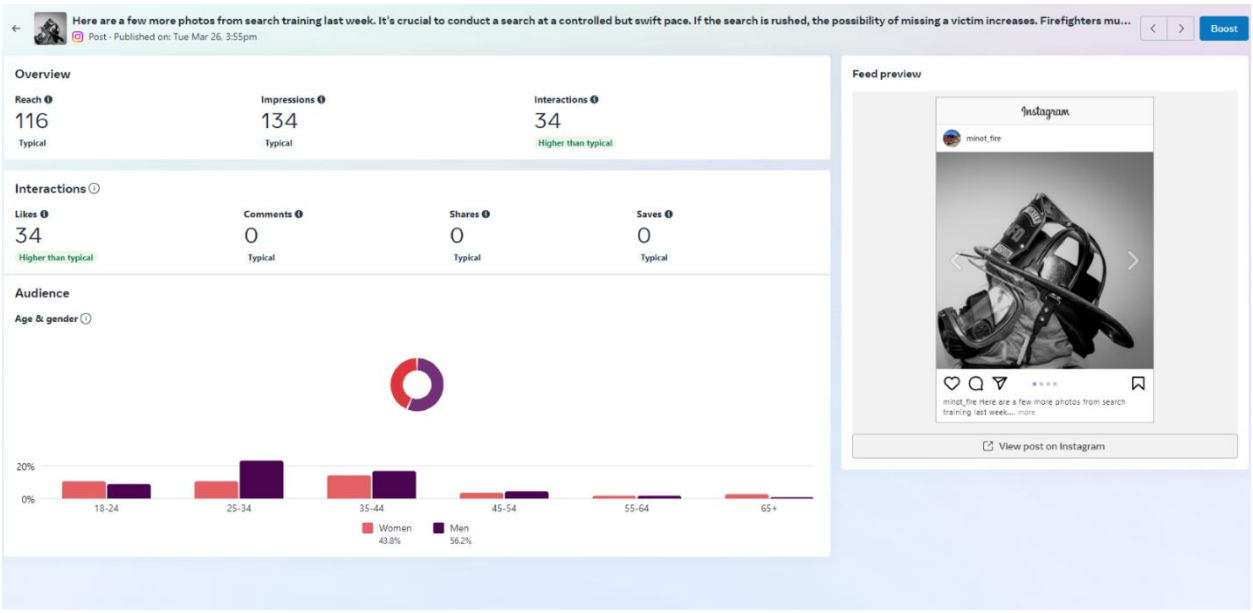
- All battalions went to MSU to conduct hands on search training. The PIO just received our new camera, so I familiarized myself with the camera over the course of a few days during this training.

- In March, we gained 26 new followers on Facebook and 12 new followers on Instagram. Our total Facebook reach was 14,211 for the month and 203 on Instagram for the month.

Our top performing post for Facebook, that was not a media release, was an introduction video, introducing Alec Rice, one of our newest hires.



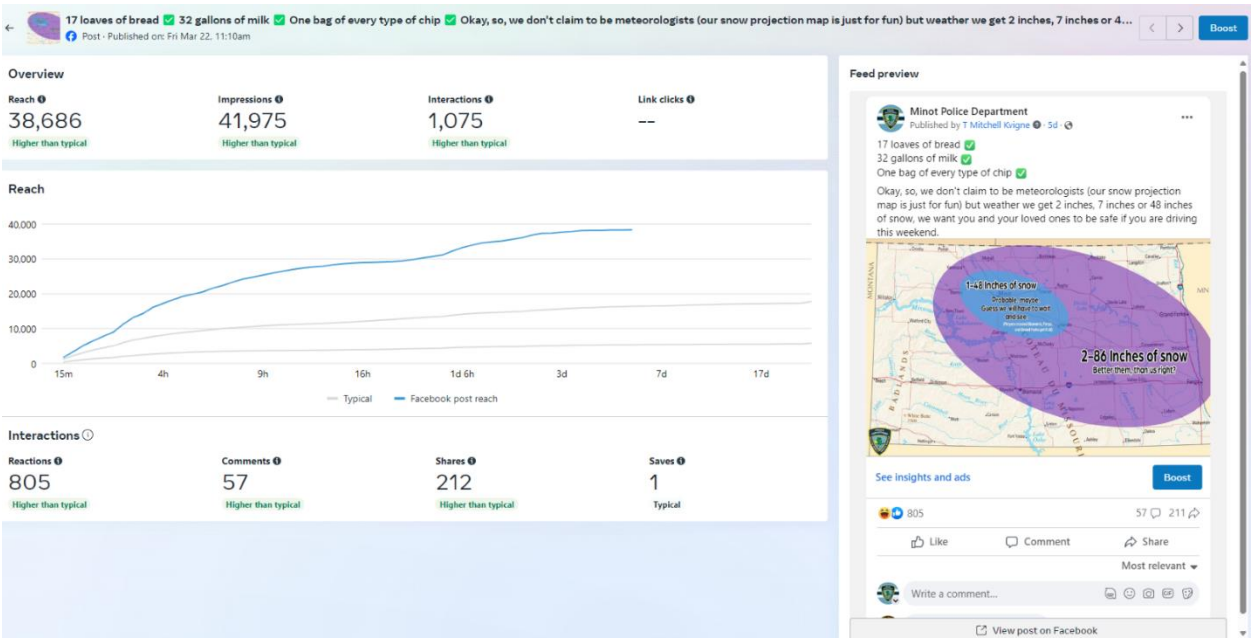
Our top performing Instagram content was a few of the pictures from the search training that was conducted at MSU.



Police Department

- In March, I was a member on the interview panel for the Intelligence Analyst position the department is hiring for.
- I have been assisting the department with various tasks for the Chiefs of Police Conference that will be the department will be hosting at the end of June. This has ranged anywhere from designing a conference coin, creating the agenda/print material, and attending meetings for the event.

- Our Facebook reach for the month of march was 67,369, and we gained 140 new followers.
- Our top post for the month was a lighthearted post that amassed 38.7K in total reach. It was a fake snowfall total prediction for the snow storm that was supposed to hit the state.


17 loaves of bread 32 gallons of milk One bag of every type of chip Okay, so, we don't claim to be meteorologists (our snow projection map is just for fun) but weather we get 2 inches, 7 inches or 4...
Post · Published on: Fri Mar 22, 11:10am
Boost
Overview
Reach
38,686
Higher than typical
Impressions
41,975
Higher than typical
Interactions
1,075
Higher than typical
Link clicks
--
Reach
40,000
30,000
20,000
10,000
0
15m
4h
9h
16h
1d 6h
3d
7d
17d
Typical
Facebook post reach
Interactions
Reactions
805
Higher than typical
Comments
57
Higher than typical
Shares
212
Higher than typical
Saves
1
Typical
Feed preview
Minot Police Department
Published by T Mitchell Kvigne · 5d ·
17 loaves of bread
32 gallons of milk
One bag of every type of chip
Okay, so, we don't claim to be meteorologists (our snow projection map is just for fun) but weather we get 2 inches, 7 inches or 48 inches of snow, we want you and your loved ones to be safe if you are driving this weekend.
1-48 Inches of snow
2-86 Inches of snow
Better then 1 not right?
See insights and ads
Boost
805
57
211
Like
Comment
Share
Most relevant
Write a comment...
View post on Facebook

BOARD MEETING AGENDA
Wednesday, March 20, 2024, 9 am
Location: Sleep Inn – Theater Room

Call to Order: Introductions

__ Amanda Shappell	__Randy Conway
__ Megan Langley	__Thor Nelson
__ Paul Pitner	__ Pamela Hopkins
__ Josh Galloway	__ Jesse Zwak
__ Gabriel Mejia	__ Stephanie Schoenrock – Executive Director

- **Hostfest Request - John Mackner**

- **Ex-officio Reports**
  - City Council Report – Paul Pitner
  - Stakeholder Report – Stephanie Schoenrock

- **President's Report – Megan Langley**
  - Approval of minutes from the January meeting

- **Treasurer's Report –**
  - Review and Approval of January and February Financials

- **Staff Production Report**

- **Old Business**
  - Building update
  - Destination Development Grant – ND Department of Commerce
  - Hotel Tax – City Ordinance and report from the City of Minot

- **New Business**
  - Board of Directors update
  - Election of Secretary/Treasurer
  - RWIP Grant
  - Budget 2024
  - Approved Funding

Next Board Meeting: Wednesday, May 15th, 9am
Location – Sleep Inn

MINOT COMMISSION ON AGING

Board of Directors
MCA Meeting Room – Parker Center
February 16, 2024

PRESENT: Jay Fisher, Penny Hamilton, Andrew Maragos, Steve Podrygula, Tom Probst, Vicki Summerfield, Larry Wahlund
STAFF: Roger Reich, Val Millen, Deb Leyrer
ABSENT: Denise Larson, Lacey McNichols, Mary Nester, Bob Schempp, Pat Schmitt, Alan Walter

President Vicki Summerfield called the meeting to order at 12:00 pm.

ANNOUNCEMENTS: A warm welcome to Jay Fisher, welcome to our Board.

APPROVAL OF MINUTES: Andy Maragos motioned to approve the minutes for January 2024, seconded by Steve Padrygula; motion carried.

FINANCE REPORT: Val Millen reporting.

- Val Millen presented the December 2023 financials.
- Copies of the check register were made available to the Board.
- Jay Fisher mentioned that it is nice to see financials orderly.
- Andy Maragos motioned to approve the financials, Penny Hamilton seconded; motion carried.
- There was discussion regarding the CD's, we will move them to short term.

DIRECTOR'S REPORT: Roger Reich reporting.

- MCA provided lunch for the State of the City address. We provided a "home delivered meal" to 110 people. It was good exposure for MCA. The staff did a great job preparing and serving up the meal.
- In March Darla will be offering a Stepping On class to seniors. It is a fall prevention class that focuses on balance.
- Salute to Seniors is May 14th.
- March for Meals will be celebrated March 27th at MCA. The City Mayor, Manager and council members have been invited, along with the county. It's a good way to make people aware of our program.
- We will be applying for the United Way grant in March.
- The Minot Area Community Foundation provided a grant for us to purchase footcare chairs for the rural areas. They are greatly appreciated by the clients and nurses.

PRESIDENT'S REPORT: None

NEW BUSINESS: None

NEXT MEETING: **March 15, 2024 in the meeting room.**
Meeting was adjourned at 12:35 pm.

Respectfully submitted,

Deb Leyrer
Recorder

Lacey McNichols
Secretary

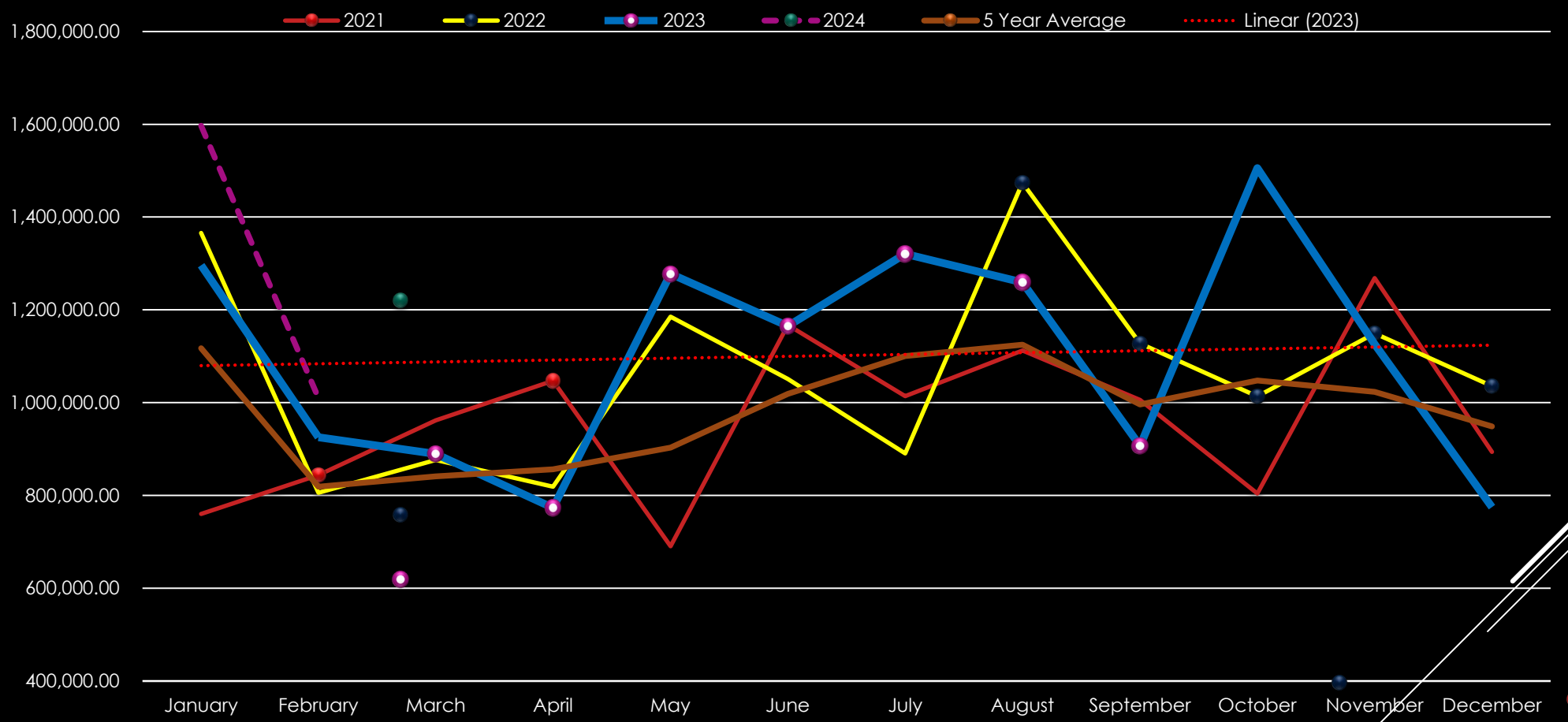




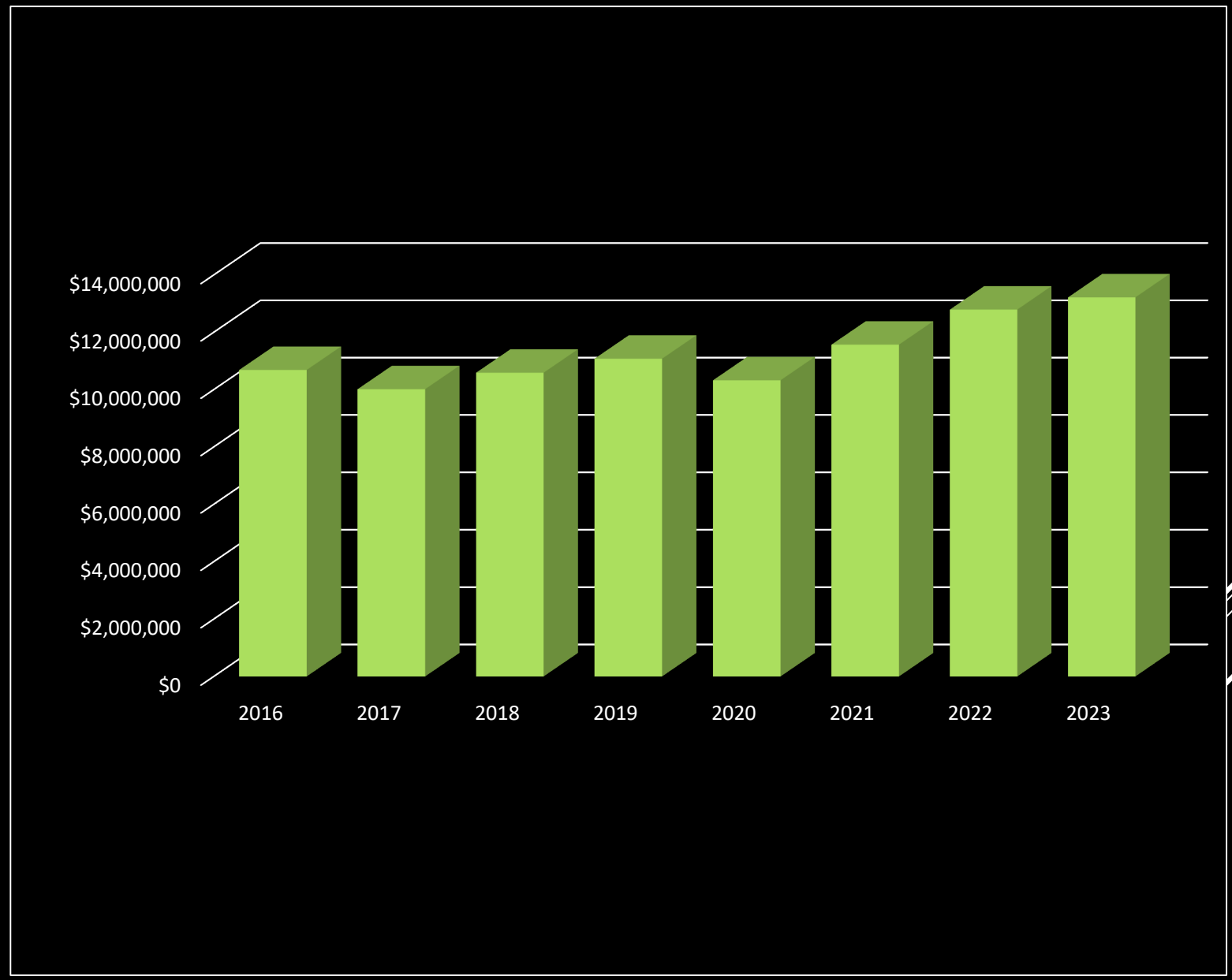


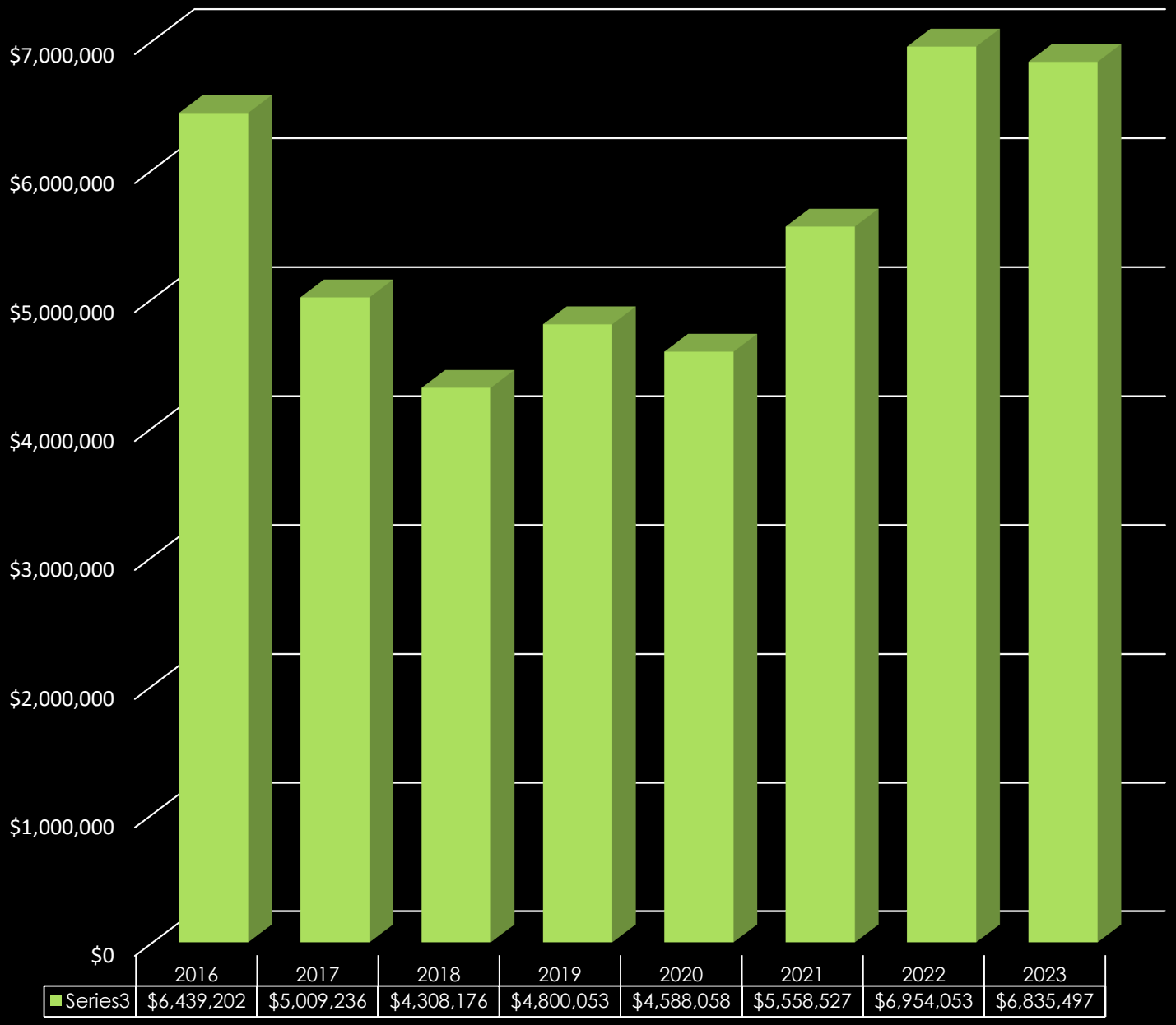
FINANCE 2023 YEAR-END UPDATE

SALES TAX COLLECTIONS



SALES TAX COLLECTIONS 2016-2023





	2016	2017	2018	2019	2020	2021	2022	2023
Series3	$6,439,202	$5,009,236	$4,308,176	$4,800,053	$4,588,058	$5,558,527	$6,954,053	$6,835,497

YTD HUB CITY OIL & GAS 2016-2023

PROPERTY TAXES



17.96% of budget in 2021

14.91% of budget in 2022

14.88% of budget in 2023

14.30% of budget in 2024



Public Safety function accounts for 86.5% of property taxes.



Public Safety personnel costs account for 75.7% of property tax.



MILL RATE AND COLLECTIONS 2019-2025

MILL RATE AND COLLECTIONS 2019-2025

8.4% increase over 6 years in dollars – 2019-2025

7.2% **decrease** in mill rate over 5 years – 2019-2024

Annual increase of less than 1.4%

City of Minot

Date: March 31, 2023
To: Mayor/City Council
City Manager
From: City Attorney's Office
Re: Monthly Attorney Report (April, 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.

Counsel: John Warcup

Opposing Counsel: Bruce Schoenwald

Current Status: 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.

April: Settlement Agreement is signed and closing is set for August 9, 2024.

2. 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.

April: 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 Lautt

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.

April: 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.

April: Discovery is ongoing. Depositions of present and former city employees have been conducted and a deposition of the plaintiff is 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: Closed at District Court

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.

April: On February 28, 2024 the District Court entered an order affirming the City Council's decision. Notice of Entry of the Order was served on Defendants and filed with District Court on March 1, 2024.

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.

April: City staff and Attorney Warcup are finalizing the City's 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. **2024 Goals and 2025 Budget:** City Attorney's Office staff are finalizing goals for 2024 and beginning to prepare their 2025 budget.

b. **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.
c. **Alleyway Speed Limit Ordinance:** Assistant City Attorney Schmitz is continuing work on a proposed alleyway speed limit ordinance.
d. **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.
e. **NAWS Finance Agreement:** Assistant City Attorney Schmitz reviewed and provided comment on a NAWS Financing Agreement to Utilities Director Sorenson.
f. **Easement Agreements:** Assistant City Attorney Schmitz is presently reviewing draft easement documents with Project Manager Ben Cofell.
g. **Midcontinent Easement:** Assistant City Attorney Dickerson worked with MOT staff on an easement with Midcontinent Communications.
h. **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.
i. **Airport Leases:** Assistant City Attorney Dickerson and City Attorney Stalheim assisted the Airport with reviewing/drafting car rental agreements that were before Council on March 18.
j. **Airport Grant Applications and Letter Agreements:** Assistant City Attorney Dickerson and City Attorney Stalheim assisted the Airport with reviewing/drafting the memo for the SHE Contract for Taxiway C/C3 Reconstruction Final Design that was before Council on March 18.
k. **Airport Electrical Vault Rehabilitation:** Assistant City Attorney Dickerson and City Attorney Stalheim assisted the Airport with reviewing/drafting the electrical vault rehabilitation memo that was before Council on March 18.
l. **Façade Improvement Program Case No FI-12 (KAMP Collective, LLC):** Assistant City Attorney Schmitz and City Attorney Stalheim reviewed and discussed the façade improvement program agreements with the Community Development Director.
m. **Hotel Licensing:** The City Attorney gathered information for the Mayor and Council regarding hotel licensing.
n. **Open Records Requests Questions:** Assistant City Attorney Schmitz assisted the police department with responding to open records requests.
o. **Problem Properties Unit (PPU) Meeting:** The City Attorney attended a Problem Property Unit meeting which is being reviewed by ACM Joyce to improve efficiencies.

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:** The City Attorney is continuing to work with City staff to prepare an ordinance requiring businesses and buildings that receive public funds to install at least one automatic door. Finance is presently compiling the financial information requested and an update will be provided at the next City Council meeting.
d. **Assistant City Manager Ordinance/City Manager Contract Amendment:** The City Attorney drafted amendments to the City Manager Ordinance, and the City

Manager Contract to reflect the addition of the Assistant City Manager to the team and transition to the PTO leave system.

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

4. **CPR/Fire Extinguisher Training:** City Attorney staff attended CPR and Fire Extinguisher Training on March 1.

5. **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
November	91	138	229
December	79	151	230
totals	1181	2858	4039

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

	2022	2023	% change
Criminal	1181	1554	32%

Traffic	2858	3547	24%
	4039	5101	26%

2024	Criminal	Traffic	Total
January	141	260	401
February	114	348	462
totals	255	608	863

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

On March 18, 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 4:45 pm.

ROLL CALL

Members Present:
Burlingame, Evans, Jantzer, Olson, Pitner, Podrygula, Ross
Members Absent:
None

PLEDGE OF ALLEGIANCE

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

EXECUTIVE SESSION: POTENTIAL LAND PURCHASE

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

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

Whereupon, Alderman Jantzer motioned the City Council move into an executive session. Motion seconded by Alderman Pitner, and carried the following roll call vote: ayes: Burlingame, Evans, Jantzer, Olson, 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.

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

At this time the Council will relocate to the City Council conference room adjoining Council Chambers. During the executive session, members of the public attending the meeting are welcome remain in Council Chambers. We anticipate adjourning the executive session, and returning to the dais to reconvene the open portion of this meeting, at approximately 5:20 pm.

The executive session began at 4:49 pm and was attended by all members of the City Council, as well as the Mayor, City Clerk, City Attorney, City Manager, Finance Director, Public Information Officer, City Assessor, and the Utilities/Public Works Director.

At 5:10 pm, Alderman Pitner moved the City Council adjourn the executive session and return to the dais in Council Chambers. Motion seconded by Alderwoman Olson, and carried the following roll call vote: ayes: Burlingame, Evans, Jantzer, Olson, Pitner, Podrygula, Ross; nays: none.

ADJOURNMENT

There being no further business, Alderman Pitner moved the City Council meeting be adjourned. Motion seconded by Alderwoman Olson and carried unanimously. The meeting adjourned at 5:12 pm.

For the full March 18, 2024 Special City Council meeting video, see: Minot City Council Executive Session 3/18/24 (youtube.com).

ATTEST: _____ APPROVED: _____
Mikayla McWilliams, City Clerk Thomas Ross, Mayor

On March 18, 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 led the City Council in the Pledge of Allegiance.

MAYOR'S REPORT

Mayor Ross attended a CPKC Rail meeting, the MACEDC Annual meeting, a ND League of Cities meeting, the Alcohol Ordinance Review and Rewrite Committee meeting, a Task Force 21 meeting, a suicide symposium planning meeting, a Military Affairs meeting, ribbon cutting for the US Olympics Sled Hockey, welcomed the Western Plains Opera Gala, spoke briefly at the Pheasants for the Future meeting, and attended the sled hockey game on Saturday.

CITY MANAGER'S REPORT

Harold Stewart submitted a written report to the council.

5.1 MAJOR SUBDIVISION PRELIMINARY PLAT: GOLD NUGGET 7TH 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 6.1-6.21.

6.1 CITY COUNCIL MINUTES - Approve the minutes of the March 4, 2024, Regular City Council meeting.

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

1. Ordinance No 5948 - 2023 BA - Line Items Over Budget
2. Ordinance No 5949 - Encroachments on City Property Ordinance

(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 - Ratify the following Administrative Approvals:

1. ND State USBC to conduct a raffle on April 6-7, 13-14, 20-21, 2024 at North Hill Bowl (1901 N Broadway).
2. Zion Lutheran Church to conduct a raffle on March 22, 2024 at Zion Lutheran Church (1800 Hiawatha St SE).
3. ND Chapter Backcountry Hunters & Anglers to conduct a raffle on June 6, 2024 at Whiskey Nine (109 W Central Ave).
4. Minot Valley Scottish Rite to conduct a raffle on June 22, 2024 at Minot Valley Scottish Rite (2524 E Burdick Exwy).
5. Nedrose Cardinals Booster Club to conduct a raffle on March 21st & 23rd, 2024 at Magic City Campus (1100 11th Ave SE).
6. API Bakken Chapter to conduct a raffle on March 9, 2024 at Clarion Hotel (2200 E Burdick Expwy).
7. Minot High Cheer Booster Club to conduct a raffle on March 10, 2024 at Minot High School (1100 11th Ave SE).
8. American Legion Department of ND to conduct a raffle on January 25, 2025 at the Grand Hotel (1505 N Broadway).
9. Dakota Clay Busters to conduct a calendar raffle for June 2024 at Centerspace (3100 10th St SW).
10. Power of 1 to conduct a raffle on August 18, 2024 at ARCO Dakota Square (1520 24th Ave SW).
11. Special Event Permit for Sports on Tap, Inc. dba Sports on Tap (220 S Broadway).
12. Special Event Permit for Whiskey Nine, LLC dba Whiskey Nine (111 West Central Ave).

6.4 GAMING SITE AUTHORIZATION - MSU BEAVER BOOSTERS - Approve the gaming site authorization for the MSU Beaver Boosters to conduct gaming on April 3, 2024, at the Sleep Inn & Suites.

6.5 AUTHORIZE FINAL PAYMENT TO MINOT HOUSING AUTHORITY - Authorize the final payment of $84,060.00 to Minot Housing Authority for work completed on the Milton Young Towers facility.

6.6 AUTHORIZE FINAL PAYMENT TO DAKOTA COLLEGE AT BOTTINEAU - Authorize the final payment of $236,340.90 to Dakota College of Bottineau for work completed on the Center for Technical Excellence.

6.7 OVERLAND WEST AIRPORT LEASE - Approve the Rental Car Concession and Lease Agreement with Overland West; and authorize the Mayor to sign the contract.

6.8 MEIER AND COMPANY AIRPORT LEASE - Approve Rental Car Concession and Lease Agreement with Meier & Company; and authorize the Mayor to sign the contract.

6.9 ENTERPRISE RENT A CAR AIRPORT LEASE - Approve the Rental Car Concession and Lease Agreement with Enterprise RAC Company of Montana-Wyoming; and authorize the Mayor to sign the contract.

6.10 SEH CONTRACT FOR TAXIWAY C/C3 RECONSTRUCTION FINAL DESIGN (CITY PROJECT NUMBER #2024500005/ AIP 3-38-0037-72-2024) - Direct staff to apply for state and federal funding to assist with the financing and rehabilitation of Taxiway C/C3 project; approve the supplemental letter agreement with Short Elliott Hendrickson Inc. (SEH) to design the rehabilitation of Taxiway C/C3 in form; and upon receipt of federal and/or state funding, authorize the Mayor, Airport Director, and City Attorney to execute grants and the Supplemental Agreement.

6.11 MIDCO EASEMENT ON AIRPORT PROPERTY - Approve the easement and subordination agreement and authorize the Mayor to sign the contracts.

6.12 BIDDING OF ELECTRICAL VAULT REHABILITATION - Approve staff apply for state and federal funding to assist with the financing of the electrical vault rehabilitation; authorize City staff to advertise and solicit bids for the Electrical Vault Rehabilitation project; and upon receipt of federal and/or state funding, authorize the Mayor, Airport Director, and City Attorney to execute grants.

6.13 PURCHASE OF TRANSIT FIXED ROUTE SOFTWARE (4833) - Approve the purchase of Transit Fixed Route Software from TripSpark Technologies to replace RouteMatch and approve the Mayor or Transit Superintendent to sign the necessary agreements.

6.14 WELLS 5 & 6 RAW WATER LINE REPLACEMENT - AWARD OF BID (4758) - Approve the bid in the amount of $552,699.50 from Steen Construction for the Riverside Park Raw Water Line project; authorize the Mayor to sign the contract; and approve the budget amendment to allocate remaining unspent funds for the construction contract.

6.15 2024 STREET IMPROVEMENT CEMENT STABILIZATION - AWARD OF BID (4802.1) - Award the bid for the 2024 Street Improvement Cement Stabilization to the low bidder, Keller Paving & Landscaping, Inc. in the amount of $2,409,475.33 and authorize the Mayor to sign the agreement.

6.16 2024 PAVEMENT MARKINGS - AWARD OF BID (4800) - Award the bid for the 2024 Pavement Markings Project to the low bidder, West River Striping Company, in the amount of $225,728.75 and authorize the Mayor to sign the agreement.

6.17 2024 CONCRETE PAVEMENT REHAB - AWARD OF BID (4807) - Award the bid for 2024 Concrete Pavement Rehab to the low bidder, Keller Paving & Landscaping, Inc., in the amount of $327,905.75; and authorize the Mayor to sign the Agreement.

6.18 2024 STREET PATCHING - AWARD OF BID (4805) - award the bid for the 2024 Street Patching to the low bidder, Keller Paving & Landscaping, Inc., in the amount of $557,660.00 and authorize the Mayor to sign the Agreement.

6.19 2024 SIDEWALK, CURB & GUTTER - AWARD OF BID (4806) - Award the bid for the 2024 Sidewalk, Curb & Gutter to the low bidder, Ti-Zack Concrete, LLC, in the amount of $247,288.78 and authorize the Mayor to sign the agreement.

6.20 2024 STREET IMPROVEMENT MILL & OVERLAY - AWARD OF BID (4802.2) - Award the bid for the 2024 Street Improvement Mill and Overlay to the low bidder, Bechtold Paving, Inc., in the amount of $2,520,844.25 and authorize the Mayor to sign the agreement.

6.21 FACADE IMPROVEMENT PROGRAM CASE NO. FI-12 (KAMP COLLECTIVE, LLC) - Approve the forgivable loan application FI-12 for Kamp Collective, LLC for a property located at 11 Central Avenue East in an amount not to exceed $130,554.00, subject to conditions of the program.

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 FIRST READING OF ORDINANCE AMENDING CHAPTER 2 (ADMINISTRATION), ARTICLE III (CITY OFFICERS), DIVISION 2 (CITY MANAGER) OF THE CODE OF ORDINANCES, CITY OF MINOT, NORTH DAKOTA – APPROVED

Alderwoman Olson moved the City Council approve first reading of the ordinance.

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

PERSONAL APPEARANCES

Joan Hubbaker, Amanda Shappell, and Amber Wright all spoke to the council about the article in the Minot Daily News discussing local hotel concerns.

MISCELLANEOUS AND DISCUSSION ITEMS

9.1 HOTEL LICENSING

Lisa Westman from First District Health Unit described the hotel/motel licensing and renewal process. First District does the licensing, along with the complaint-based inspections. Harold Stewart, City Manager, and David Lakefield, Finance Director, talked about the issues the City of Minot has had with lodging taxes. Stephanie Schoenrock from Visit Minot provided her prospective on the issues, such as not every hotel is operating as a true hotel and possibly updating the ordinance on collection of lodging tax.

LIAISON REPORTS

Alderman Pitner, Alderman Burlingame, and Alderwoman Evans had no liaison report. Alderman Jantzer attended the Central Dakota MPO Policy Board meeting, along with Alderwoman Olson. Alderwoman Olson also attended a tour of the CTE Center. Alderman Podrygula attended the Minot Commission on Aging meeting, an Emergency Preparedness meeting, and the Ward County 911 meeting.

ADJOURNMENT

There being no further business, Alderman Pitner moved the City Council meeting be adjourned. Motion seconded by Alderwoman Olson and carried unanimously. Meeting adjourned at 6:49 pm.

For the full March 18, 2024 Regular City Council meeting video, see: Minot City Council Meeting 3/18/24 (youtube.com).

ATTEST: _____ APPROVED: _____

Mikayla McWilliams, City Clerk Thomas Ross, Mayor

City of Minot

ORDINANCE NO. 5950

AN ORDINANCE AMENDING SECTION 2-48, 2-51, AND 2-53 AND ENACTING SECTION 2-54 OF CHAPTER 2 (ADMINISTRATION), ARTICLE III (CITY OFFICERS), DIVISION 2 (CITY MANAGER), CODE OF ORDINANCES, CITY OF MINOT, NORTH DAKOTA TO REFLECT POLICY AND PRACTICE CHANGES AND CODIFY THE ASSISTANT CITY MANAGER'S GENERAL DUTIES AND RESPONSIBILITIES.

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; and

WHEREAS, the Minot City Council has transitioned its vacation and sick leave policies to a paid time off policy, and desires to amend city ordinance 2-48 to reflect this transition; and

WHEREAS, the Minot City Council desires to amend city ordinance 2-51 to reflect present practices; and

WHEREAS, the Minot City Council has elected to employ an assistant city manager, and desires to codify the position's general duties and responsibilities in city ordinance by amending city ordinance 2-53, and enacting city ordinance 2-54; and

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

§ 1. That Sec. 2-48, 2-51, and 2-53 of Chapter 2 (Administration), Article III (City Officers), Division 2 (City Manager) of the Code of Ordinances, City of Minot, North Dakota, are hereby amended as follows:

Sec. 2-48. Paid Time Off.

The city manager's paid time off accrual shall be determined by employment contract and at the discretion of the city council.

Sec. 2-51. Notification before leaving the city.

The city manager shall not leave the city for more than forty-eight (48) hours without notifying the mayor or, in the absence of the mayor, the president of the city council or, in the absence of the mayor and president of the city council, the vice-president of the city council.

Sec. 2-53. Duties in case of absence, disability, or vacancy.

(a) Whenever the position of city manager is vacant, or whenever the city manager is unable to perform his or her duties thereof by reason of absence or disability, the assistant city manager shall perform the duties thereof in an acting capacity.

(b) If the assistant city manager is unable to perform the duties of city manager pursuant to subsection (a), the line of succession to perform the duties of city manager in an acting capacity shall be as follows: finance director; police chief; fire chief; city engineer.

(c) As an alternative to subsections (a) or (b), by a majority vote, the city council may direct or designate another individual to perform the duties of city manager in an acting capacity.

§ 2. That Sec. 2-54 of Chapter 2 (Administration), Article III (City Officers), Division 2 (City Manager) of the Code of Ordinances, City of Minot, North Dakota, is hereby enacted as follows:

Secs. 2-54— Assistant City Manager - Generally.

(a) Generally. The position of assistant city manager is hereby created to assist the city manager in coordinating the operations and proper administration of the affairs of the city. The assistant city manager shall be directly responsible to and under the supervision of the city manager and may be assigned direct supervision of city departments as assigned by the city manager.

(b) Duties. The assistant city manager shall function as the city manager in the absence of the city manager from the city and/or illness of the city manager. In the event the city manager resigns from office, is removed from office, or dies, the assistant city manager shall act as the city manager until a city manager is formally appointed and assumes the position as city manager, unless the city council directs or designates another individual to perform the duties of city manager in an acting capacity.

(c) Appointment. The assistant city manager shall be recommended by the city manager and appointed by a majority vote of the city council for an indefinite term to serve at the pleasure of the city council.

Secs. 2-55 — 2-59. Reserved.

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

PASSED FIRST READING: March 18, 2024

PASSED SECOND READING: April 1, 2024

ATTEST: APPROVED:

_____ _____

Mikayla McWilliams, City Clerk Thomas Ross, Mayor

ORDINANCE NO: 5951

AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE WATER PLANT WATER WELL MAINTENANCE EXPENSE FOR THE RIVERSIDE PARK RAW WATER LINE PROJECT.

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

§1: Amend the 2024 annual budget to increase the water plant water well maintenance expense for the Riverside Park raw water line project:

14060000-44507		$600,000

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

PASSED FIRST READING: March 18, 2024

PASSED SECOND READING: April 1, 2024

APPROVED:

_____
Thomas Ross, Mayor

ATTEST:

_____
Mikayla McWilliams, City Clerk

TO: Mayor Tom Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: April 1, 2024

SUBJECT: **ADMINISTRATIVE APPROVALS**

I. RECOMMENDED ACTION

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

1. Minot High Football Boosters to conduct a raffle on May 17, 2024 at Erik Jolliffe Residence (2705 Heritage Court).
2. Gymagic Gymnastics to conduct a raffle on April 7, 2024 at Gymagic Gymnastics (5645 18th Ave SE).
3. Minot Prairie Quilt Guild to conduct a raffle on April 6, 2024 at the Grand Hotel (1505 N Broadway).
4. Guns-N-Hoses Charity Game to conduct a raffle on April 13, 2024 at the Maysa Arena (2501 Burdick Exwy W).
5. Minot Out of the Darkness Walk - AFSP to conduct a raffle on August 5, 2024 at Corbett Field (501 13th St SE).
6. Special Event Permit for KP2, Inc. dba the Spot (6 2nd St SE).
7. Special Event Permit for Sports on Tap, Inc. dba Sports on Tap (220 S Broadway).
8. Special Event Permit for Bricks, Inc. dba the Ranger Lounge (1218 S Broadway).
9. Special Event Permit for Der Blaue, LLC. dba the Blue Rider (118 1st Ave SE).
10. Special Event Permit for Duckpond Ventures, LLC dba Saul's (105 1st St SE).

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	$ 5,525.75
Brock, Vanessa M	$ 5,849.58
Brock, William	$ 6,523.42
Choi, Alex M	$ 8,660.41
Clark, Benjamin P	$ 6,088.97
Davis, Brandon	$ 7,141.09
Depriest, Isaac	$ 6,352.43
Dickson, Earnest edward	$ 7,095.00
Draper, David	$ 7,819.83
Eckman, Jennifer Kristin	$ 17,717.37
Hernandez, Joe	$ 6,138.55
Kaminski, Thomas	$ 5,567.20
Klein, Craig A	$ 5,889.94
Long, Jessica	$ 9,376.61
McCuaig, Tyler	$ 4,513.63
Moody, Sharon	$ 6,434.16
Norby, Judy	$ 5,656.56
Ortiz-Pabon, Nelson	$ 6,418.84
Porreca, Michael C	$ 1,682.46
Rafala, Michael	$ 8,532.65
Romanick, Maria C	$ 9,851.39
Schriock, Brittany R	$ 5,927.34
Takashige, Alec N	$ 8,059.03
Urban, Randy N	$ 4,707.32
Warbis, Conner Joseph	$ 2,097.97

Home Department Description: Assessors	
Name	**Gross Pay**
Druse, Damon	$ 12,505.72
Kamrowski, Ryan L	$ 13,919.68
Lovelace, Daniel D	$ 9,875.89
Maragos, Sheila M	$ 10,375.42
Nelson, Chelsy	$ 5,581.84
Schlecht, Dustin J	$ 10,633.64

Home Department Description: Cemetery	
Name	**Gross Pay**
Roteliuk, Rondel R	$ 10,122.57
Sanford, Allison Beth	$ 6,891.87
Seifert, James R	$ 6,397.14
Zietz, Cole J	$ 6,153.27

Home Department Description: City Attorney	
Name	**Gross Pay**
Dickerson, Corbin	$ 12,003.50
Henjum, Nathaniel	$ 6,636.43
Horst, Nancy	$ 8,045.77
Schmitz, Nick	$ 11,145.83
Stalheim, Stefanie	$ 16,949.49

Home Department Description: City Manager	
Name	**Gross Pay**
Joyce, Thomas C	$ 35,050.84
Kleen, Jennifer LeAnn	$ 9,850.88
Kvigne, T	$ 7,170.63
McWilliams, Mikayla	$ 9,147.96
Obenchain, Bryan	$ 7,532.61
Schraeder, Ann M	$ 7,108.52
Stewart, Harold Leroy	$ 23,216.61

Home Department Description: City Shop	
Name	**Gross Pay**
Anderson, Robbie	$ 6,316.26
Doyle, April S	$ 5,442.50
Headrick, Jesse	$ 5,521.96
Hermanson, Brook A	$ 6,449.35
Horinka, Brian L	$ 13,161.13
Marsh, Timothy D	$ 7,593.59
Ortmann, Donald G	$ 9,071.53
Rivera, Frank R	$ 6,410.47
Sampson, Jody S	$ 10,072.01
Smith, Zachary Thomas	$ 4,493.85
Whetstine, Koby W	$ 7,067.46

Home Department Description: Dispatch	
Name	**Gross Pay**
Alves, Jeanne E	$ 8,703.39
Bjertness, Lacie J	$ 9,373.21
Brown, Justice	$ 6,264.89
Christie, Sean A	$ 14,817.12
Evans, Amy	$ 6,180.68
Haugan, Margaret H	$ 11,145.83
Lausch, Jacqueline	$ 8,665.16
Lonis, Ashleigh	$ 7,090.15
Mindt, Haley Marie	$ 1,795.29
Monk, Harry	$ 5,259.60

Name	Gross Pay
Moreno, Christina Rachel	
Newman, Samantha	$ 7,390.80
Perius, Juana	$ 9,851.39
Roehm, Brandi	$ 6,777.39
Schmidt, Lindsey Marie	
Schoen, Molly	
Sorensen, Elizabeth A	$ 11,837.47
Van Hill, Shanlya M	$ 9,873.97
Warren, Gabrielle	$ 668.75

Home Department Description: Engineering	
Name	**Gross Pay**
Erickson, Aleesha L	$ 10,048.52
Foley, Taylor	$ 6,636.43
Hernandez, Gabriel	$ 6,129.60
Hoffart, Jesse	$ 10,097.57
Huettl, Emily	$ 13,342.88
King, Matthew R	$ 10,097.57
Meyer, Lance E	$ 18,246.42
Okeson, Coy Lewis	$ 369.44
Ramos, Nicole	$ 7,888.30
Romann, Alicia A	$ 7,507.61
Steckler, Thomas E	$ 11,145.83
Swartz-Dahl, Sami	$ 7,145.64
Vorgitch, Julia	$ 6,650.18

Home Department Description: Finance	
Name	**Gross Pay**
Burns, Callie S	$ 9,147.96
Grabow, Randi L	$ 7,508.10
Lakefield, David	$ 18,784.06
Molina, Crystal R	$ 7,105.86
Nerem, Laurisa	$ 2,005.44
Olson, Jaelee	$ 3,171.43
Schmidt, Susan	$ 3,525.76
Shatara, Jenna	$ 868.68
Shefstad, Brittany J	$ 8,085.44
Shelkey, Melody L	$ 10,899.00
Stein, Jeanne	$ 10,097.57
Van Grinsven, Kristin	$ 9,376.61
Variste, Jeanny	$ 6,725.07
Zeece, Holly	$ 8,085.44
Zelinski, Jenna M	$ 12,027.89

Home Department Description: Fire - Administration	
Name	**Gross Pay**
Babinchak, Jason A	$ 12,610.61
Berg, Lorie A	$ 8,603.23
Brown, Robby	$ 9,555.87
Hammer, Stuart	$ 9,400.47
Kronschnabel, Kelli	$ 18,759.06
Seifert, Travis J	$ 10,244.24
Summers, Dana W	$ 8,986.17
Weber, Brent A	$ 12,610.61

Home Department Description: Fire Control	
Name	**Gross Pay**
Aberle, Christopher	$ 12,961.23
Allen, Scott	$ 8,408.21
Anderson, Joseph	$ 7,082.84
Angelo, Jason	$ 7,981.08
Baker, Griffin Joseph	$ 5,960.64
Beck, Kyle W	$ 12,409.56
Bell, Ryan A	$ 6,586.55
Berntson, Austin	$ 7,148.27
Blackwood, Robert	$ 8,631.00
Boechler, Matthew A	$ 6,607.42
Burgess, Justin T	$ 11,376.76
Burns, Austin T	$ 12,898.43
Christen, Tyler P	$ 7,047.62
Coleman, Alexander	$ 7,426.79
Croxall, Jeremy M	$ 9,071.43
Degele, Travis W	$ 13,011.94
Dockter, James	$ 8,276.31
Eull, Mitchell	$ 7,958.30
Fernandez, Jacob S	$ 6,540.36
Filkins, Jacob E	$ 9,296.00
Fylling, Jacob	$ 7,855.79
Garberg, Tully D	$ 8,951.34
Ghent, Tyler	$ 6,108.20
Gilliss, Shane	$ 12,572.71
Givens, Andrew	$ 6,203.68
Hanselman, Andrew J	$ 11,439.78
Hanson, Jonathan	$ 8,084.86
Hanson, Myles	$ 7,819.60
Hardy, Glen A	$ 14,521.41
Hayden, Jameson	$ 6,802.95
Kristiansen, Hans	$ 15,218.64
Laks, Damon	$ 7,272.53

Name	Gross Pay
Laskowski, Paul J	$ 12,591.01
Lentz, Jacob W	$ 10,263.48
Mathieson, Mark	$ 8,169.12
Maxwell, Mason W	$ 13,878.41
Meadows, Casey D	$ 12,399.45
Meadows, Jaydee	$ 8,052.36
Meyer, Trent	$ 5,986.68
Nerem, Jesse	$ 7,673.55
Newman, Phillip	$ 7,224.76
Olson, Joshua	$ 8,052.36
Orr, Jeremiah	$ 10,027.21
Peterson, Aaron P	$ 11,963.83
Raymond, Daniel	$ 10,615.58
Rice, Alec D	$ 6,417.83
Rohrbach, Robert A	$ 9,314.66
Ross, Michael T	$ 7,321.13
Rostberg, Casey	$ 8,434.76
Safranski, Dustin M	$ 9,466.29
Schill, Kyle	$ 7,696.33
Schriock, Kerry W	$ 13,986.59
Shoemaker, Charles	$ 8,017.34
Sickles, Chad	$ 9,282.28
Staples, Kayden	$ 6,108.20
Tancabel, Andrew	$ 12,113.83
Taylor, Matthew	$ 6,116.88
Tougas, Brady W	$ 7,082.84
Urban, Augustus	$ 9,113.85
Walhood, Bradley	$ 9,897.01
Walter, Devin M	$ 11,507.40
West, Jason	$ 10,262.88
Zabka, Aaron	$ 7,855.79

Home Department Description: Human Resources	
Name	**Gross Pay**
Jundt, Lisa R	$ 15,363.18
Porterfield, Monica L	$ 9,172.96
Scott, Courtney K	$ 7,350.02
Thurston, Brittany	$ 9,401.61

Home Department Description: IT	
Name	**Gross Pay**
Albertson, Alec	$ 9,239.57
Herslip, Jacob	$ 6,265.80
Knudsvig, Miles	$ 7,913.46
McKibben, Jason S	$ 13,298.97

Name	Gross Pay
Podolski, Tyler	$ 6,064.19
Ulrickson, Paul M	$ 12,975.84

Home Department Description: Inspections	
Name	**Gross Pay**
Bischof, Duran	$ 8,770.14
Degroot, Gage	$ 11,091.29
Dodge, Cindy J	$ 1,327.70
Falkinburg, Delores D	$ 7,324.21
Hancock, Thomas	$ 2,871.00
Kilichowski, Owen J	$ 8,970.04
Kimball, Michelle L	$ 7,888.91
Murphy, Michael J	$ 10,350.42
Sickler, Laurie A	$ 7,324.21
Tillema, Luke	$ 13,580.19
Walker, Richard E	$ 10,350.42

Home Department Description: Landfill	
Name	**Gross Pay**
Akin, Dwayne S	$ 5,586.48
Anderson, Melissa Ann	$ 4,557.66
Boucher, Robbie R	$ 6,398.43
Bullard-Wolf, Christina	$ 7,096.59
Bullard-Wolf, Travis D	$ 6,887.23
Curelo, Steven	$ 6,316.27
Foster, Krystle A	$ 4,812.46
Hammer, Lorne R	$ 7,508.85
Helgeson, David	$ 8,037.19
Reimche, Tyler J	$ 8,212.15
Shefstad, Allen	$ 8,926.78
Zuck, Darren S	$ 7,512.27

Home Department Description: Library	
Name	**Gross Pay**
Aberle, Craig S	$ 5,282.14
Anderson, Brandon	$ 921.71
Bercier, Georgianna	$ 1,874.56
Brown, Leah M	$ 1,887.98
Carswell, Pamela E	$ 7,484.59
Fagerland, Benjamin	$ 1,277.74
Hensley, Holly	$ 4,717.77
Huseth, Valerie	$ 5,346.25
Julson, Marcia G	$ 6,689.39
Kranz, Martina Louise	$ 1,339.53
Lien, Kathryn	$ 4,564.54

Name	Gross Pay
Miller, Emily	$ 49.64
Monley, Randi D	$ 6,794.71
Moya, Zhaina	$ 10,673.98
Ostlund, Emily	$ 6,334.78
Pecoraro, Betty	$ 2,680.14
Pikka, Joshua	$ 8,696.68
Possen, Lacey A	$ 6,021.92
Schneibel, Veronica	$ 6,352.80
Timothy, Scott D	$ 8,424.96
Wheeler, Mary P	$ 8,097.65
Williams, David J	$ 1,999.04
Williams, Jillian	$ 1,944.17
Wolf, Julie M	$ 5,320.69
Ziegler, Kassandra M	$ 5,203.41

Home Department Description: Municipal Court	
Name	**Gross Pay**
Beall, Ashley	$ 6,927.24
Dodge, Cindy J	$ 1,583.65
Nishek, Laurie	$ 7,695.82
Tallman, Nicole	$ 6,421.72
Terry, Faron	$ 600.00
Tinkle, Staci	$ 3,190.94

Home Department Description: National Disaster Recover	
Name	**Gross Pay**
Barrette, Anthony	$ 6,802.95
Plank, Christopher J	$ 8,707.00

Home Department Description: Planning	
Name	**Gross Pay**
Billingsley, Brian	$ 16,538.16
Diedrichsen, Douglas Craig	$ 12,303.04
Falconer, Daniel	$ 7,010.12
Hornberger, Hannah L.	$ 5,631.13
Rosenthal, Jonathan	$ 15,252.87
Zietz, Marjorie	$ 8,045.78

Home Department Description: Police - Administration	
Name	**Gross Pay**
Bachmeier, Kendra	$ 4,375.55
Chapman, David J	$ 12,610.61
Church, Jenna J	$ 4,814.43
Foley, Jared S	$ 12,261.60

Name	Gross Pay
Gessner, Cheryl K	$ 8,781.85
Guthrie, Trisha K	$ 6,462.81
Haug, Shane M	$ 12,925.84
Klug, John M	$ 16,538.16
Kolnes, Kimberly	$ 4,844.07
McLeod, Matthew T	$ 12,610.61
Olson, Ashley	$ 6,516.47
Roberts, Christine L	$ 7,348.80
Sandusky, Caisee M	$ 11,071.02
Schmidt, Denise	$ 1,445.60
Shaw, Jarred	$ 9,621.83
Stanfield, Carrie A	$ 8,794.60
Sumlin, Robbie M	$ 10,980.78
Sundbakken, Jason J	$ 14,624.40
Watne, Mitchell R	$ 7,465.78
Williams, Brian	$ 12,260.55

Home Department Description: Police - Investigations	
Name	**Gross Pay**
Asham, Carmen L	$ 11,757.10
Bonney, Erin L	$ 5,977.45
Casarez, Andres	$ 11,293.03
Denovio, William	$ 8,670.31
Dyke, Darren M	$ 12,925.84
Eisenzimmer, Cameon	$ 6,791.64
Guerton, Kristin	$ 9,692.82
Hanks, Elijah	$ 10,356.93
Heringer, Rebecca	$ 7,005.67
Johnson, Charles S	$ 12,293.02
Johnson, Greg W	$ 11,574.27
Lentz, Stephanie M	$ 10,665.12
Miller, Gannon E	$ 10,345.73
Plessas, Dale J	$ 14,267.76
Roach, Andrew	$ 12,964.68

Home Department Description: Police - Patrol	
Name	**Gross Pay**
Adelman, Shane	$ 10,064.16
Andrade, Memorie	$ 10,211.98
Asham, Carmen L	$ 11,757.10
Bach, Kolbe M	$ 9,409.48
Bambenek, Jason L	$ 10,959.67
Bartlett, Alec	
Batteiger, Daniel W	$ 9,408.79
Becker, Krysta	$ 10,893.66

Name	Gross Pay
Berentson, Taylor	$ 7,467.77
Black, Winston	$ 3,049.38
Boswell, Jordan	$ 7,188.32
Boyungs JR, Craig	$ 7,217.72
Burghardt, Thomas	$ 7,778.88
Burns, Paul C	$ 11,605.38
Burtch, Tyler R	$ 7,848.32
Carter, Ronald	$ 10,959.02
Casarez, Andres	$ 11,293.03
Connole, Michael W	$ 9,942.58
Denovio, William	$ 8,670.31
Evans, Amy	$ 6,180.68
Gladback, Belinda	$ 9,763.32
Gonzales, Daniel	$ 6,463.99
Hall, Cullen	$ 6,641.20
Harrington, Alexander D	$ 8,131.78
Hathaway, Eric	$ 7,108.11
Haug, Shane M	$ 12,925.84
Hess, Andrew M	$ 7,454.86
Hugg, Anthony	$ 9,309.09
Jensen, Taylor A	$ 13,767.24
Kiss, Sarah	$ 6,963.19
Knutson, Zachary W	$ 7,906.89
Labodda, Seth	$ 8,549.37
Lakoduk, Ross Allen Macklin	$ 10,579.24
Lovro, Mary Sanford	$ 3,426.59
McLeod, Matthew T	$ 12,610.61
Mehlhoff, Andrew K	
Miller, Cody	$ 8,689.90
Miller, Gannon E	$ 10,345.73
Myers, Zackery Colin	$ 10,354.39
Noyes, Joshua D	$ 12,421.80
Olson, Jacob	$ 11,756.68
Pfeiffer, Peggy	$ 7,112.76
Pollman, Dana	$ 11,004.16
Presley, Jessica L	$ 8,204.05
Reis, Shawn	$ 10,021.83
Roach, Andrew	$ 12,964.68
Roberts, Bobby R	$ 7,368.88
Ruelle, Tyler J	$ 12,260.21
Schoenrock, Stephen J	$ 11,552.58
Shaide, Kristian	$ 10,460.38
Shaw, Jarred	$ 9,621.83
Somerville, Amanda M	$ 8,694.40
Squyres, Heidi	$ 4,272.20

Name	Gross Pay
Stanfield, Carrie A	$ 8,794.60
Stebleton, Tatum	$ 6,665.18
Strandemo, Cole A	$ 13,647.31
Suarez, Jonathan	$ 7,315.45
Sullivan, Christian	$ 8,291.40
Sumlin, Robbie M	$ 10,980.78
Sundheim, Justin C	$ 14,624.40
Washington, Anthony L	$ 10,836.94
Watne, Mitchell R	$ 7,465.78
Wegner, Shawn P	$ 13,161.13
Wheeler, Daniel B	$ 11,980.55
Wilkes, Jordan R	$ 7,837.76
Williams, Brian	$ 12,260.55

Home Department Description: Property Maintenance	
Name	**Gross Pay**
Coughlin, Brent	$ 3,619.20
Eichstadt, Jacob	$ 6,950.52
Espe, Scott A	$ 5,370.12
Frazier, Eric	$ 7,292.79
Heizelman, Grant L	$ 9,582.30
Knatterud, Dena M	$ 5,601.50
Lee, Rebecca	$ 4,457.30
Randash, Shawn A	
Rice, Alec D	$ 6,417.83
Sickler, Kevin	$ 13,161.13
Smith, Samuel Allen	$ 1,546.83
West, Samantha M	$ 3,458.60

Home Department Description: Public Works - Administra	
Name	**Gross Pay**
Cofell, Benjamin H	$ 11,710.17
Cuypers, Anthony J	$ 6,014.65
Hoyt, Kari L	$ 8,287.09
Jensen, Debra	$ 5,183.66
Meyer, Veronica M	$ 12,925.84
Schettler, Tristan	$ 7,888.30
Sorenson, Jason S	$ 17,421.78

Home Department Description: Sanitation	
Name	**Gross Pay**
Arriola, Joseph E	$ 7,612.61
Hamel, Scott	$ 4,186.77
Hammer, Reid	$ 7,006.97
Ingold, Douglas A	$ 7,037.16

Name	Gross Pay
Kraft, Joshua B	$ 3,534.28
Lakoduk, Daltyn J	$ 7,407.07
Marten, Harold L	$ 6,645.09
Oange, Zephaniah N	$ 7,063.59
Reynolds, Nicholas R	$ 9,151.87
Shurtleff, Michael J	$ 5,885.71
Simonson, Christopher A	$ 7,334.08

Home Department Description: Sewer Pumping	
Name	**Gross Pay**
Allen, Bryce J	$ 5,363.09
Brevik, Dax	$ 7,159.85
Cimino, Robert Paul	$ 6,479.50
Keller, Eric J	$ 10,127.25
Kuglin, Troy D	$ 7,769.83
LaValley, Christopher	$ 5,176.13
Marmon, Shannon L	$ 8,574.27
Olstad, Karlain L	$ 5,313.97
Sloboden, Timothy J	$ 8,932.06

Home Department Description: Storm-Sewer	
Name	**Gross Pay**
Espe, Mark W	$ 9,820.39
Heizelman, Dean A	$ 6,301.59
Herslip, Christopher C	$ 6,539.73
Hogencamp, Matthew	$ 5,038.52
Iglesias, Adrian	$ 7,856.27
Johnson, Colby	$ 5,013.36
Kueffler, Alexander	$ 5,038.52

Home Department Description: Street Department	
Name	**Gross Pay**
Braaten, Kevin A	$ 12,925.84
Choquette, Marc F	$ 8,907.69
Ciccarelli, Robert S	$ 6,458.32
Edwards, Nicholas S	$ 6,166.00
Foster, Jacob	$ 9,386.99
Fredericksen, Brandon L	$ 7,890.54
Grant, Zachary L	$ 11,100.99
Gruse, Richard	$ 4,582.76
Harvey, Dale A	$ 8,924.23
Heizelman, Dean A	$ 6,301.59
Herslip, Christopher C	$ 6,539.73
Herzog, Rodney	$ 5,733.24
Huntzinger, Brian D	$ 8,064.95

Name	Gross Pay
Lower, Robert	$ 6,820.64
MacKay, Brooke	$ 5,295.86
Monk, Harry	$ 5,259.60
Monley, Lucus	$ 7,308.93
Neuhalfen, Scott J	$ 6,189.72
Oberdick, Wilfred	$ 6,781.00
Oswalt, Matthew	$ 6,260.04
Patterson Jr., Rex	$ 4,955.91
Reynolds, Nicholas R	$ 9,151.87
Sanchez, David L	$ 6,358.38
Scofield, Garrett D	$ 9,558.06
Skinner, Lehmann	$ 7,453.36
Torres, Diego Enrique	$ 5,000.06
Vind, Roger T	$ 9,265.32
Wood, Justin G	$ 7,823.41

Home Department Description: Traffic	
Name	**Gross Pay**
Behrens, Jeffrey W	$ 9,105.15
Bieger, Michael	$ 5,198.70
Degenstein, Joseph	$ 6,835.82
Derr, Nathan P	$ 6,635.58
Joersz, Stephen	$ 13,643.19
Rodman, David F	$ 10,122.04
Sanchez, David L	$ 6,358.38
Steen, Jeffery	$ 3,410.00

Home Department Description: Transit/Bus	
Name	**Gross Pay**
Billings, Angelique M	$ 2,229.73
Billings, Douglas E	$ 5,466.45
Cooper, Dean	$ 2,583.10
Cutaiar, Joseph	$ 8,861.03
Hochsprung, Kory	$ 6,489.52
Newbury, Tina M	$ 6,366.76
Robinson, Nicole	$ 4,972.93
Schalesky, Marty	$ 5,205.74
Shekleton, Michael	$ 6,343.09
Sigurdson, Debbie	$ 7,122.00
Tinkle, Staci	$ 3,190.94

Home Department Description: Utility Billing	
Name	**Gross Pay**
Duchscherer, Haili	$ 6,414.26
Dutenhafer, Miranda S	$ 8,000.40

Name	Gross Pay
Grilley, Jamie N	$ 4,972.00

Home Department Description: Water Distribution	
Name	**Gross Pay**
Bell, Ryan A	$ 6,586.55
Bergrude, Carson	$ 5,113.68
Brandt, Kelly G	$ 9,205.50
Burckhard, Terry	$ 4,909.70
Burnley, Cory	$ 4,874.08
Christianson, Kurt A	$ 8,041.61
Finken, Chad G	$ 8,893.06
Gable, Joseph shane	$ 485.28
Hudson, Kasey L	$ 8,075.83
Kelly, Kevin J	$ 8,948.45
Knoop, Scot M	$ 7,763.45
Lockyer, Cody M	$ 6,725.45
Opperude, Darin B	$ 5,629.41
Randash, Brian K	$ 9,148.62
Reisenauer, Rick	$ 6,474.74
Reynolds, John E	$ 11,424.53
Rieke, Dustin B	$ 8,756.69
Robinson, Derek	$ 8,111.10
Schnase, Cyndi J	$ 6,793.09
Sloboden, Jacob	$ 5,659.48
Westergaard, Steve B	$ 9,633.61
Wiggins, Kaitlynn	$ 4,580.71

Home Department Description: Water Treatment Plant	
Name	**Gross Pay**
Andrysiak, Richard J	$ 7,175.24
Dinsmoore, Marissa R	$ 5,344.36
Fjeld, Debra A	$ 1,595.01
Haider, Mark A	$ 9,107.00
Hall, Steven M	$ 2,391.66
Herd, Peter J	$ 5,606.94
Kittelson, Collin	$ 6,619.94
Kopp, Timothy J	$ 7,772.98
Lopez, Ryan	$ 6,070.74
O'Keefe, Kevin	$ 7,208.77
Paddock, Mark A	$ 12,636.63
Parton, Janet L	$ 7,963.94
Pederson, Robert A	$ 8,188.03
Plesuk, Sara Dawn	$ 5,029.90
Racine, Riley	$ 1,535.65
Reimche, Keith R	$ 8,453.11

Name	Gross Pay
Rensland, Brandon T	$ 8,369.15
Seifert, Justin R	$ 9,895.88
Sims, Aaron	$ 1,597.50
Solberg, Stuart	$ 732.88
Walker, James Alonso	$ 5,865.41

Grand Totals

Total $ 3,917,251.86

Monthly Bills Paid

Check Date	Check Run	Check Number	Vendor Name	Payee Name	Comment	Check Amount	Void Amount
02/29/2024	FSA0224	100005289	WEX HEALTH, INC		February 2024 Discovery Benefi	$130.06	$0.00
	FSA0224	100005290	WEX HEALTH, INC		February 2024 Discovery Benefi	$4,526.06	$0.00
	FSA0224	100005291	WEX HEALTH, INC		February 2024 Discovery Benefi	$99.98	$0.00
	FSA0224	100005292	WEX HEALTH, INC		February 2024 Discovery Benefi	$492.92	$0.00
	FSA0224	100005293	WEX HEALTH, INC		February 2024 Discovery Benefi	$25.00	$0.00
	FSA0224	100005294	WEX HEALTH, INC		February 2024 Discovery Benefi	$207.69	$0.00
	FSA0224	100005295	WEX HEALTH, INC		February 2024 Discovery Benefi	$737.20	$0.00
	FSA0224	100005296	WEX HEALTH, INC		February 2024 Discovery Benefi	$444.44	$0.00
	FSA0224	100005297	WEX HEALTH, INC		February 2024 Discovery Benefi	$16.79	$0.00
	FSA0224	100005298	WEX HEALTH, INC		February 2024 Discovery Benefi	$109.62	$0.00
	FSA0224	100005299	WEX HEALTH, INC		February 2024 Discovery Benefi	$434.04	$0.00
	FSA0224	100005300	WEX HEALTH, INC		February 2024 Discovery Benefi	$65.63	$0.00
	FSA0224	100005301	WEX HEALTH, INC		February 2024 Discovery Benefi	$503.36	$0.00
	FSA0224	100005302	WEX HEALTH, INC		February 2024 Discovery Benefi	$78.70	$0.00
	FSA0224	100005303	WEX HEALTH, INC		February 2024 Discovery Benefi	$566.55	$0.00
	FSA0224	100005304	WEX HEALTH, INC		February 2024 Discovery Benefi	$8.81	$0.00
	FSA0224	100005305	WEX HEALTH, INC		February 2024 Discovery Benefi	$31.85	$0.00
	FSA0224	100005306	WEX HEALTH, INC		February 2024 Discovery Benefi	$127.85	$0.00
	FSA0224	100005307	WEX HEALTH, INC		February 2024 Discovery Benefi	$669.67	$0.00
	FSA0224	100005308	WEX HEALTH, INC		February 2024 Discovery Benefi	$538.19	$0.00
	FSA0224	100005309	WEX HEALTH, INC		February 2024 Discovery Benefi	$48.94	$0.00
	FSA0224	100005310	WEX HEALTH, INC		February 2024 Discovery Benefi	$392.37	$0.00
	FSA0224	100005311	WEX HEALTH, INC		February 2024 Discovery Benefi	$822.46	$0.00
	FSA0224	100005312	WEX HEALTH, INC		February 2024 Discovery Benefi	$9.58	$0.00
	FSA0224	100005313	WEX HEALTH, INC		February 2024 Discovery Benefi	$83.00	$0.00
	FSA0224	100005314	WEX HEALTH, INC		February 2024 Discovery Benefi	$133.74	$0.00
03/01/2024	JV030124	299834	1 CALL SEPTIC SERVICES, INC		Pump Septic Tanks Scale & Tran	$405.00	$0.00
	JV030124	299835	ACKERMAN ESTVOLD		2024 EDISON SRTS EASEMENT ACQU	$2,951.04	$0.00
	JV030124	299836	ACME TOOLS		001; CABIN FILTER	$936.91	$0.00
	JV030124	299837	ADVANCED BUSINESS METHODS		2023-2028 COPIER AGREEMENT	$1,247.45	$0.00
	JV030124	299838	AIRSIDE SOLUTIONS		ADB sign power supplies	$729.80	$0.00
	JV030124	299839	ALL AMERICAN TROPHIES		9x12 Plaque - Cameon Eisenzimm	$36.00	$0.00
	JV030124	299840	AMANO MCGANN, INC.		FTDI patch Cable	$250.93	$0.00
	JV030124	299841	AMERICAN PUBLIC WORKS ASSN.		2024 APWA Memberships	$3,381.00	$0.00
	JV030124	299842	APH/AUTO VALUE		TUBE	$10.99	$0.00
	JV030124	299844	ASSINIBOINE RIVER BASIN INITIATIVE		ARBI INITIATIVE 2024 CONFERENC	$250.00	$0.00
	JV030124	299845	ATSI		Yearly calibration of PCMT 800	$749.61	$0.00
	JV030124	299846	AXON ENTERPRISE, INC.		Axon Interview Room component	$166,739.54	$0.00
	JV030124	299847	BALCO UNIFORM COMPANY, INC.		Return on Order 75480- Wrong S	$632.00	$0.00
	JV030124	299848	BOOK SYSTEMS, INC.		Atrium Software	$1,720.00	$0.00
	JV030124	299849	BROWN, DEREK		concrete curb and gutter	$1,595.00	$0.00
	JV030124	299850	BUTLER MACHINERY CO.		REPLACE LEAKING HOSES	$1,878.07	$0.00
	JV030124	299851	C & C TREE AND SNOW LLC.		NUISANCE ABATEMENT	$500.00	$0.00
	JV030124	299852	CDM SMITH		CDM SMITH CONTRACT - NDR	$71,602.25	$0.00
	JV030124	299853	CENTRAL TRENCHING, INC.		COMMERCIAL HYDRAULIC PUMP CLOC	$163.60	$0.00
	JV030124	299926	CITY OF MINOT		Nickoa Shelkey Restitution MI-	$170.00	$0.00
	JV030124	299854	CIVICPLUS		Municode Yearly Subscription	$6,257.20	$0.00
	JV030124	299855	CPS, LTD		4241.1 - CELL 7 DESIGN & STORM	$9,658.75	$0.00
	JV030124	299856	DACOTAH PAPER CO.		2024 Paper Supplies	$9,131.01	$0.00
	JV030124	299857	DAKOTA FLUID POWER, INC.		TWIN PIPE CLAMP	$316.91	$0.00
	JV030124	299858	DECOMM VENTURES, LP		MOT TASK ORDER #2 - AIR SERVIC	$3,275.00	$0.00
	JV030124	299859	DON BESSETTE MOTORS		DOOR CLIPS	$9.50	$0.00
	JV030124	299860	DR. ANTHONY TATMAN		Critical Hire	$75.00	$0.00

JV030124	299861	EAPC		BROADWAY CIRCLE - EAPC	$3,497.13	$0.00
JV030124	299862	EBSCO		Discounted amount on inv 17251	$2,957.23	$0.00
JV030124	299863	EMPLOYEE ONE TIME PAY	BRIAN HORINKA	FTA TRIENNIAL TRAINING- PER DI	$347.21	$0.00
JV030124	299864	EMPLOYEE ONE TIME PAY	Chris Plank	CDBG- HUD Code Conference	$335.23	$0.00
JV030124	299865	EMPLOYEE ONE TIME PAY	Dakota Urban	Lost Badge Returned for partia	$20.00	$0.00
JV030124	299866	EMPLOYEE ONE TIME PAY	Gage Baldt	Lost badge returned	$25.00	$0.00
JV030124	299867	EMPLOYEE ONE TIME PAY	Kyle Schill	Line of Duty Death training pu	$118.00	$0.00
JV030124	299868	EMPLOYEE ONE TIME PAY	Taylor Foley	Conference	$165.20	$0.00
EM030124	100005198	EMPOWER TRUST COMPANY, LLC		Empower Retirement 03/01/2024	$40,213.35	$0.00
JV030124	299869	ENERBASE		Fuel 9.334	$47,758.72	$0.00
JV030124	299870	ETC INSTITUTE		2023 Community Survey	$4,000.00	$0.00
JV030124	299871	FACTORY MOTOR PARTS		001; AIR FILTER 6891/88891/P53	$394.00	$0.00
JV030124	299873	FIRE EQUIPMENT CO.		ANNUAL FIRE EXTINGUISHER INSPE	$1,032.50	$0.00
JV030124	299874	FIRST INTERNATIONAL BANK & TRUST		Fire Union Due's	$759.00	$0.00
JV030124	299875	FLIGHT LIGHT INC.		frangible coupling risers fran	$973.60	$0.00
JV030124	299876	GALLS, LLC		shirts for ACO / PCO	$623.11	$0.00
JV030124	299877	GENERAL ONE TIME PAY	BCBS	Sharla Cordova Restitution MI-	$25.00	$0.00
JV030124	299878	GENERAL ONE TIME PAY	Cashwise	Toney Winston Restitution MI-2	$48.96	$0.00
JV030124	299879	GENERAL ONE TIME PAY	City of Minot	Riel Allery Restitution MI-202	$50.00	$0.00
JV030124	299880	GENERAL ONE TIME PAY	City of Minot	Ashley Borstad Restitution MI-	$75.00	$0.00
JV030124	299881	GENERAL ONE TIME PAY	Cody Ceynar	Cheyanne Swain Restitution MI-	$5.00	$0.00
JV030124	299882	GENERAL ONE TIME PAY	Jane Ellis	Cheyanne Swain Restitution MI-	$5.00	$0.00
JV030124	299883	GENERAL ONE TIME PAY	Joeleon Holdings	Friling Hadley Restitution MI-	$15.00	$0.00
JV030124	299884	GENERAL ONE TIME PAY	Katelynn Bowen	Bryan Steier Restitution MI-20	$25.00	$0.00
JV030124	299885	GENERAL ONE TIME PAY	Lewis & Clark Elementary School	Payton White Owl Restitution M	$25.00	$0.00
JV030124	299886	GENERAL ONE TIME PAY	Loaf n Jug	Lyle Kicker Restitution MI-202	$1.99	$0.00
JV030124	299887	GENERAL ONE TIME PAY	Motor Vehicle Division	Certi copies of MT abstract Em	$13.39	$0.00
JV030124	299888	GENERAL ONE TIME PAY	North Dakota Child Support	Philip Lenoir Restitution MI-2	$50.00	$0.00
JV030124	299889	GENERAL ONE TIME PAY	North Dakota Child Support	Ryan J. Prater Restitution MI-	$100.00	$0.00
JV030124	299890	GENERAL ONE TIME PAY	Penni Cecile King	Michael Drohan Restitution MI-	$2,247.30	$0.00
JV030124	299891	GENERAL ONE TIME PAY	Rodney Neuhalfen	Justin Hoiland Restitution MI-	$50.00	$0.00
JV030124	299892	GENERAL ONE TIME PAY	Safari Fuels	Preston McGrillis Restitution	$4.29	$0.00
JV030124	299893	GENERAL ONE TIME PAY	Schawyn Reinisch	Marissa Ruby Restitution MI-20	$320.35	$0.00
JV030124	299894	GENERAL ONE TIME PAY	TeamCare	Debra Kotasek Restitution MI-2	$598.44	$0.00
JV030124	299895	GENERAL TRADING		011; SAFETY ORANGE PAINT	$172.34	$0.00
JV030124	299896	GERDAU RECYCLING		STEEL; STEEL AS NEEDED	$453.42	$0.00
JV030124	299897	GRANITE SPRINGS CO.		Drinking water	$88.00	$0.00
JV030124	299898	GREAT PLAINS TECHNICAL SERVICES		Align JHBS coupler	$1,160.20	$0.00
JV030124	299899	GROSCHE ELECTRIC INC		Installed wiring for liquid ch	$3,095.36	$0.00
JV030124	299900	HACH		Assy pack Chemkey Nitrite	$67.89	$0.00
JV030124	299901	HAWKINS, INC.		fluoride	$8,943.70	$0.00
JV030124	299902	HIGH POINT NETWORKS, LLC		Wireless Access Points - 2	$1,430.00	$0.00

JV030124	299903	HOMESTEADERS		Lunch for snow academy	$295.63	$0.00
JV030124	299904	RESTAURANT HOUSTON		3673A - 16TH STREET SW FLOOD C	$104,970.39	$0.00
JV030124	299905	ENGINEERING, INC. HP, INC.		4 Computers	$6,124.00	$0.00
JV030124	299906	HYLAND SOFTWARE,		4423 - CITYWIDE ASSET	$15,528.87	$0.00
JV030124	299907	INC. IFM EFECTOR, INC.		MANAGEMN 002; INCLINATION/TIPPER	$188.18	$0.00
JV030124	299908	INTERNATIONAL CITY		SENSOR City manager pension	$631.40	$0.00
JV030124	299909	MANAGEMENT ASSOCIATION RET INTERSTATE BATTERY		010; BATTERIES-FLASHLIGHT AA	$8.34	$0.00
JV030124	299910	SYSTEM JLG ARCHITECTS		JLG ARCHITECTS - NDR	$245.00	$0.00
JV030124	299911	KALIX		Document Shredding - City Hall	$108.04	$0.00
JV030124	299912	LANGUAGE LINE		Language interpretation servic	$35.48	$0.00
JV030124	299920	SERVICES LAVERNE MIKKELSON		LAGOON CASH FARM LEASE W/ LAVE	$5,000.00	$0.00
JV030124	299913	M-B COMPANIES, INC		Purchasing Unit 327/328 broom	$4,698.66	$0.00
JV030124	299914	MAD DOG		132.45 Tons Salt	$13,362.88	$0.00
JV030124	299915	BROKERAGE INC MAIN ELECTRIC		Megger Testing for Pumphouses.	$5,114.17	$0.00
JV030124	299916	CONSTRUCTION MARCO, INC.		Marco Copier Maintenance INV 1	$192.50	$0.00
JV030124	299917	MASIMO AMERICAS,		Pulse Oximeters for Units #238	$1,060.13	$0.00
JV030124	299927	INC. MELANIE MOORE		Building grounds worker entry	$100.00	$0.00
JV030124	299918	MENARDS		017; GRAY PRIMER	$59.88	$0.00
JV030124	299919	MIDWEST TAPE		Children's DVDs	$26.23	$0.00
JV030124	299921	MILLER LAW OFFICE,		Tracy Ehlke Court App Att Fee	$1,575.00	$0.00
JV030124	299922	P.C. MINOT AREA SAFETY		Minot Area Safety Association	$200.00	$0.00
JV030124	299923	ASSOCIATION MINOT AUTO		SEAL; SEAL AXLE CARQUEST SEAL	$488.35	$0.00
JV030124	299924	MINOT EMPLOYEE		Minot Employee Donations	$857.92	$0.00
JV030124	299925	DONATIONS MINOT PARK DISTRICT		State aid paid to park	$75,415.88	$0.00
JV030124	299928	NAPA AUTO PARTS		FILTER-AIR; AIR FILTER	$6,318.44	$0.00
JV030124	299929	ND CLERKS		2024 ND Clerk's Association Fe	$100.00	$0.00
JV030124	299930	ASSOCIATION ND DEPT OF WATER		3210.07 - NAWS 7-1B MINOT	$107,780.04	$0.00
JV030124	299931	RESOURCES NDDEQ		WATE Fluoride Testing	$18.54	$0.00
JV030124	299932	NEW VISION SECURITY,		FIRE ALARM MOITORNING	$2,020.00	$0.00
JV030124	299933	LLC NEWMAN TRAFFIC		Post 10' x 2" - Telespar - Sig	$1,806.31	$0.00
JV030124	299934	SIGNS NORTHWEST TIRE		TIRE; REPAIR TIRE	$3,411.21	$0.00
JV030124	299935	AND RETREAD O'REILLY AUTO PARTS		CLEANER; BRAKE CLEAN	$32.28	$0.00
JV030124	299936	OVERHEAD DOOR CO.		Repair Over head door	$1,495.30	$0.00
JV030124	299872	OF MINOT PARKLAND USA		008; WASHER FLUID	$133.24	$0.00
JV030124	299937	CORPORATION PBBS EQUIPMENT		GASKET; TADPOLE GASKET 2"	$126.18	$0.00
JV030124	299843	CORP PEC SOLUTIONS LLC		Genetic system issue (other po	$387.09	$0.00
JV030124	299962	PHIL SCHULTZ		JANUARY & FEBRUARY	$468.00	$0.00
JV030124	299938	PRAIRIE SUPPLY		BOOKKEEPING --; SHOP SUPPLIES	$256.35	$0.00
JV030124	299939	PREFERRED		Liquid TSP Pump set up	$2,102.50	$0.00
JV030124	299940	CONTROLS CORP PRINGLE &		Justin Zayas Crt App Att Fee M	$990.00	$0.00
JV030124	299941	HERIGSTAD, P.C. PRIORITY DISPATCH		Additional ProQA License for N	$6,075.00	$0.00
JV030124	299942	PROCOLLECT		PROCOLLECT	$1,185.29	$0.00
JV030124	299943	PROVIDENT LIFE &		FEBRUARY 2024 PREMIUM	$363.08	$0.00
JV030124	299944	ACC INS CO RDO EQUIPMENT		Excavator Rental	$9,888.00	$0.00
JV030124	299945	REFUND ONE TIME	BABICH, ANDREW	UB 96212 1121 27TH	$7.65	$0.00
		PAY				

	JV030124	299946	REFUND ONE TIME PAY	BLOCKER, CHARLES	UB 17594 1015 5TH	$12.21	$0.00
	JV030124	299947	REFUND ONE TIME PAY	CREATIVE PROPERTY MANAGEMENT	UB 82018 1308 28TH	$54.65	$0.00
	JV030124	299948	REFUND ONE TIME PAY	DIBRA INV & HOLDINGS LLC	UB 21790 1715 BROADWAY	$37.80	$0.00
	JV030124	299949	REFUND ONE TIME PAY	KNIGHT, SHELLY	UB 20292 904 8TH	$70.00	$0.00
	JV030124	299950	REFUND ONE TIME PAY	LABOY, CHARLES	UB 14562 1120 ROBERT	$798.71	$0.00
	JV030124	299951	REFUND ONE TIME PAY	MARTIN, LAURA	UB 4940 500 12TH	$34.20	$0.00
	JV030124	299952	REFUND ONE TIME PAY	MATTHEWS, DESIREE	UB 20352 413 10TH	$16.66	$0.00
	JV030124	299953	REFUND ONE TIME PAY	MEADOWLARK HOMES	UB 100788 3511 11TH	$31.43	$0.00
	JV030124	299954	REFUND ONE TIME PAY	RIELY, JIM	UB 25994 1501 52ND	$1,034.96	$0.00
	JV030124	299955	REFUND ONE TIME PAY	SELK, DONNA	UB 10626 1302 6TH	$39.90	$0.00
	JV030124	299956	REFUND ONE TIME PAY	STEPHENS PROPERTY MANAGEMENT	UB 94964 1500 21ST	$1,000.00	$0.00
	JV030124	299957	REFUND ONE TIME PAY	WEBER, ALLISON	UB 2646 2205 ACADEMY	$8.10	$0.00
	JV030124	299958	RIVERSIDE TECHNOLOGIES, INC		Computers	$4,374.00	$0.00
	JV030124	299959	ROLAC CONTRACTING		FY-21-22 CHILDREN'S LIBRARY RE	$16,173.90	$0.00
	JV030124	299960	SANITATION PRODUCTS		--; SPIDER	$7,634.82	$0.00
	JV030124	299961	SCHOCKS SAFE AND LOCK SERVICE		Repair electric door locks at	$250.00	$0.00
	JV030124	299963	SOLTIS BUSINESS FORMS CO.		Finance Window Envelopes (#10)	$782.05	$0.00
	JV030124	299964	SUNDRE SAND & GRAVEL, INC.		1503.30 Tons of Washed Sand	$23,676.98	$0.00
	JV030124	299965	SWANSTON EQUIPMENT COMPANIES		BELT; ELEVATOR BELT	$3,330.12	$0.00
	JV030124	299966	TRINITY HEALTH		Trinity Invoice for Coty W. T	$1,686.24	$0.00
	JV030124	299967	U.S. POST OFFICE		UB BULK MAIL CHECK - RETURN TO	$5,000.00	$0.00
	JV030124	299968	UNITED MAILING SERVICE		POSTAGE/SHIPPING	$278.95	$0.00
	JV030124	299969	UNUM LIFE INSURANCE		FEBRUARY UNUM LIFE INSURANCE P	$9,370.50	$0.00
	JV030124	299970	VISIT MINOT		Motor vehicle tax	$4,022.99	$0.00
	JV030124	299971	WALLWORK TRUCK CENTER		003; BRAKE DRUM	$2,379.80	$0.00
	JV030124	299972	WARD COUNTY AUDITOR		2022 WARD COUNTY - BOARDING CI	$30,355.00	$0.00
	JV030124	299973	WESTLIE FORD		BOOT; INNER TIE ROD END BOOT	$538.07	$0.00
	JV030124	299974	WESTLIE TRUCK CENTER		--; PARK BRAKE VALVE	$1,145.25	$0.00
	JV030124	299975	WHITE CAP, LP		36 Pails of Aquaphalt	$1,944.00	$0.00
03/06/2024	DC030124	100005316	ND PUBLIC EMPLOYEES RETIREMENT SYSTEM		Def Comp 03.01.2024	$13,052.15	$0.00
03/07/2024	PM030724	100005317	MINOT PARK DISTRICT		Park Mass 03.07.2024	$1,412.85	$0.00
03/08/2024	JV030824	299976	EMPLOYEE ONE TIME PAY	Kolbe Bach	Basic K-9 Handler Training per	$3,690.00	$0.00
	JV030824	299977	WORKFORCE SAFETY & INSURANCE		2024 WSI Annual Premium	$100,642.36	$0.00
03/15/2024	JV031524	299978	1 CALL SEPTIC SERVICES, INC		Recycling Transport x4 Trips	$10,156.40	$0.00
	JV031524	299979	ABSOLUTE COMFORT, INC.		Parking shack garage floor hea	$518.72	$0.00
	JV031524	299980	ACKERMAN ESTVOLD		4546 - MINOT INTERMODAL FACILI	$102,704.68	$0.00
	JV031524	299981	ACME TOOLS		008; UDT2 OIL 7000-40202	$8,052.58	$0.00
	JV031524	299982	ADVANCED BUSINESS METHODS		Credit- C119912-01 Canon/IR C2	$4,078.45	$0.00
	JV031524	299983	AMERICAN TRUCK & TRAILER, LLC		HINGE; BULLET HINGE	$14.08	$0.00

JV031524	299984	AMERICAN WELDING & GAS, INC.		Carbon Dioxide	$4,456.63	$0.00
JV031524	299985	APEX ENGINEERING GROUP		4577 - BEL AIR/WASHINGTON SAF	$1,617.40	$0.00
JV031524	299986	AQUA-PURE, INC.		Phosphate	$10,972.00	$0.00
JV031524	299987	ARAMARK		ARAMARK - FLOOR MAT CLEANING	$525.52	$0.00
JV031524	299988	BORDER STATES INDUSTRIES, INC.		Runway guard light bulbs x24	$597.78	$0.00
JV031524	299989	BRAVERA BANK		2021 JOHN DEERE 850L CRAWLER D	$58,975.72	$0.00
JV031524	299990	BUTLER MACHINERY CO.		--; EDGE	$1,332.11	$0.00
JV031524	299991	CHRISTIANSON HEATING & AIR		Furnace repair	$540.75	$0.00
JV031524	300075	CITY OF MINOT		Samuel Allen Restitution MI-20	$200.00	$0.00
JV031524	299992	CLAREY'S SAFETY EQUIPMENT, INC.		Oxygen Pack and Trunk Bag for	$1,573.99	$0.00
JV031524	299993	CPS, LTD		4819 - 2023 MINOT LANDFILL GRO	$64,867.50	$0.00
JV031524	299994	CURALINC, LLC		EAP Second Quarter Fee	$2,236.02	$0.00
JV031524	299995	CURT'S STARTER & ALT. SERVICE		ALTERNATOR; ALTERNATOR	$95.00	$0.00
JV031524	299996	DACOTAH PAPER CO.		Floor Mats	$1,174.31	$0.00
JV031524	299997	DAKOTA FIRE EXTINGUISHER		First Aid Kit Service - Engine	$184.19	$0.00
JV031524	299998	DAKOTA FLUID POWER, INC.		GASKET; PTO GASKET	$293.59	$0.00
JV031524	299999	DAKOTA SUPPLY GROUP		Timer blade & delay	$136.68	$0.00
JV031524	300000	DAKOTA TRUCK & FARM		Single axle utility trailer	$3,454.91	$0.00
JV031524	300001	DECOMM VENTURES, LP		MOT TASK ORDER #1 - MISC CONSU	$1,750.00	$0.00
JV031524	300058	DEERE CREDIT, INC.		2023 JD 850L CRAWLER DOZER	$86,462.81	$0.00
JV031524	300002	DOMESTIC VIOLENCE CRISIS CENTER		Crisis Center Fees for Februar	$13,646.99	$0.00
JV031524	300003	DR. ANTHONY TATMAN		Critical Hire	$100.00	$0.00
JV031524	300004	EBSCO		Magazine	$47.65	$0.00
JV031524	300005	ECOLAB PEST ELIMINATION DIVISION		PEST CONTROL AND AIR QUALITY P	$1,102.36	$0.00
JV031524	300006	ELDORADO NATIONAL - CALIFORNIA		TANK; DEF TANK	$3,108.33	$0.00
JV031524	300007	ELECTRIC PUMP		Replacement parts for Larson L	$40,367.28	$0.00
JV031524	300008	EMERGENCY TECHNICAL DECON		PPE Repairs	$1,007.25	$0.00
JV031524	300009	EMPLOYEE ONE TIME PAY	Belinda Gladback	FTO School	$265.50	$0.00
JV031524	300010	EMPLOYEE ONE TIME PAY	Cody Lockyer	testing for UO	$59.00	$0.00
JV031524	300011	EMPLOYEE ONE TIME PAY	Cody Lockyer	Testing for Utility Operator	$51.25	$0.00
JV031524	300012	EMPLOYEE ONE TIME PAY	Duran Bischof	ICC Building Conference	$512.50	$0.00
JV031524	300013	EMPLOYEE ONE TIME PAY	Jesse Hoffart	2024 NDDOT Transportation Conf	$47.20	$0.00
JV031524	300014	EMPLOYEE ONE TIME PAY	Krystle Foster	TAKING DEPOSIT TO CITY HALL FR	$47.91	$0.00
JV031524	300015	EMPLOYEE ONE TIME PAY	Melissa Anderson	TAKING DEPOSIT TO CITY HALL FR	$36.85	$0.00
JV031524	300016	EMPLOYEE ONE TIME PAY	Randi Monley	Mileage	$39.46	$0.00
JV031524	300017	EMPLOYEE ONE TIME PAY	Rick Walker	ICC Building Conference	$512.50	$0.00
JV031524	300018	EMPLOYEE ONE TIME PAY	Stephen Joersz	National ATSSA Conference	$278.05	$0.00
JV031524	300019	EMPLOYEE ONE TIME PAY	Stephen Joersz	NDDOT Transportation Conferenc	$47.20	$0.00
JV031524	300020	EMPLOYEE ONE TIME PAY	Taylor Foley	NDDOT Transportation Conferenc	$47.20	$0.00
JV031524	300021	EMPLOYEE ONE TIME PAY	Taylor Jensen	LPO Week 1	$295.00	$0.00
JV031524	300022	ENERBASE		Fuel-7.292	$52,794.37	$0.00

JV031524	300023	ENTERPRISE		EXCESS MAG 2023	$8,674.53	$0.00
JV031524	300024	NATIONAL/ALAMO ENTERPRISE RENT-A-CAR (2144)		EXCESS MAG 2023	$8,843.44	$0.00
JV031524	300025	FACTORY MOTOR PARTS		004; WIPER WW*2601*PF FITS TAU	$332.28	$0.00
JV031524	300027	FASTENAL COMPANY		WASHER; NORDLOCK WASHER	$39.80	$0.00
JV031524	300028	FEDEX		Shipping of ATSI test for year	$27.61	$0.00
JV031524	300029	FIRST DISTRICT		FIRST DISTRICT HEALTH UNIT SER	$26,500.00	$0.00
JV031524	300030	HEALTH UNIT FIRST INTERNATIONAL BANK & TRUST		Fire Union Due's	$759.00	$0.00
JV031524	300031	FIRST WESTERN		PAYMENT TO ADD MENS REFUGE	$989.00	$0.00
JV031524	300032	INSURANCE FLEXIBLE PIPE TOOLS & EQUIPMENT		pressure relief valve for unit	$680.60	$0.00
JV031524	300033	FORCE AMERICA		SPREADER CONTROL ASSEMBLY 5100	$1,039.03	$0.00
JV031524	300034	FUELMASTER SYN-TECH SYSTEMS, INC.		Repair fuel tank	$805.50	$0.00
JV031524	300035	G & P COMMERCIAL SALES		Misc. Custodial supplies	$349.46	$0.00
JV031524	300036	GALE		Large Print Books	$700.21	$0.00
JV031524	300037	GALLS, LLC		pants for patrol	$7,063.90	$0.00
JV031524	300038	GEFROH ELECTRIC		Power Outlet for Cord Reel - F	$1,256.30	$0.00
JV031524	300039	GENERAL ONE TIME PAY	City of Minot	Caleb Jackson Restitution MI-2	$150.00	$0.00
JV031524	300040	GENERAL ONE TIME PAY	Market Place	Kevin Sartwell Restitution MI-	$20.00	$0.00
JV031524	300041	GENERAL ONE TIME PAY	Marketplace Foods	Daniel Boothe Restitution MI-2	$10.59	$0.00
JV031524	300042	GENERAL ONE TIME PAY	Marketplace Foods	Daniel Boothe Restitution MI-2	$4.19	$0.00
JV031524	300043	GENERAL ONE TIME PAY	Marketplace Liquors	Shelah Palmer Restitution MI-2	$10.00	$0.00
JV031524	300044	GENERAL ONE TIME PAY	Rondel Roteliuk	ERC meeting, Auditorium, Publi	$54.94	$0.00
JV031524	300045	GENERAL ONE TIME PAY	Rondel Roteliuk	Menards, Public Works, Overhea	$40.87	$0.00
JV031524	300046	GENERAL ONE TIME PAY	Sierra Inn	Kevin Conti Restitution MI-201	$20.00	$0.00
JV031524	300047	GENERAL ONE TIME PAY	US Postal Service	Logan Cassell Restitution MI-2	$50.00	$0.00
JV031524	300048	GENERAL TRADING		009; 3/4 IPT SWIVEL MALE	$154.06	$0.00
JV031524	300049	GOETTLE LAW, PLLC		March 2024 Retainer	$3,500.00	$0.00
JV031524	300050	GRAYMONT WESTERN US INC.		Lime	$85,876.46	$0.00
JV031524	300051	GREAT PLAINS TECHNICAL SERVICES		Baldor 50HP repair	$3,360.60	$0.00
JV031524	300052	H.A. THOMPSON & SONS, INC.		Customized Maintenance Program	$3,985.00	$0.00
JV031524	300053	HAWKINS, INC.		1 batch of airfield deice liqu	$31,462.35	$0.00
JV031524	300054	HITS, INC.		HITS training invoice (6 offic	$2,100.00	$0.00
JV031524	300055	HOIST AND CRANE SERVICES, INC.		Repaired hoist	$875.00	$0.00
JV031524	300056	HOUSTON ENGINEERING, INC.		4421.1 - 2024 WATER SYSTEM MOD	$1,325.75	$0.00
JV031524	300057	INTERNATIONAL CITY MANAGEMENT ASSOCIATION RET		City manager pension	$624.56	$0.00
JV031524	300059	LEARNING OPPORTUNITIES, INC.		Children's Books	$2,001.56	$0.00
JV031524	300060	LINDE GAS & EQUIPMENT INC		FEED CYLINDER	$309.93	$0.00
JV031524	300061	M&T FIRE AND SAFETY, INC.		Fire Hose	$4,755.00	$0.00
JV031524	300063	MACS, INC.		Chisels and nut drivers	$38.38	$0.00
JV031524	300064	MAD DOG		68.88 Tons Salt	$13,720.03	$0.00
JV031524	300065	BROKERAGE INC MAIN ELECTRIC CONSTRUCTION		Airfield vault regulators foun	$10,909.56	$0.00
JV031524	300066	MEIER & COMPANY		EXCESS MAG 2023	$6,663.04	$0.00
JV031524	300076	MELANIE MOORE		Water/ Sewer HEO promotional t	$45.00	$0.00
JV031524	300067	METROHM USA, INC.		Magnetic Stirrer MSB	$2,846.44	$0.00

JV031524	300068	MIDSTATES WIRELESS, INC.		Repairs to Radio on Unit #302	$405.00	$0.00
JV031524	300069	MIDWEST TAPE		Children's DVDs	$2,515.68	$0.00
JV031524	300070	MILLER LAW OFFICE, P.C.		Donald Painte Crt App Att Fee	$390.00	$0.00
JV031524	300062	MINOT AREA CHAMBER EDC		MACEDC SERVICE AGREEMENT 2024	$46,637.50	$0.00
JV031524	300071	MINOT AREA COUNCIL OF THE ARTS, INC		MINOT AREA COUNCIL OF THE ARTS	$3,333.33	$0.00
JV031524	300072	MINOT AUTO		BIT; 13/16" DRILL BIT	$1,473.60	$0.00
JV031524	300073	MINOT EMPLOYEE DONATIONS		Minot Employee Donations	$830.67	$0.00
JV031524	300074	MINOT OPTIMIST CLUB		Membership Dues	$500.00	$0.00
JV031524	300077	MOWBRAY & SONS		HVAC REPAIRS	$723.09	$0.00
JV031524	300078	NAPA AUTO PARTS		SWITCH; TOGGLE SWITCH	$3,427.62	$0.00
JV031524	300079	ND ONE CALL, INC.		February OneCall tickets for T	$172.45	$0.00
JV031524	300080	NDDEQ		State Lab Tests	$685.86	$0.00
JV031524	300081	NORTHERN PLAINS EQUIPMENT CO., INC.		FLOW; FLOW METER	$915.00	$0.00
JV031524	300082	NORTHERN TESTING		Controlled Substance Testing	$570.00	$0.00
JV031524	300083	NORTHWEST TIRE AND RETREAD		TIRE; REPAIR TIRE	$12,138.49	$0.00
JV031524	300084	OLSON'S TOWING		Feb 2024 Towing	$888.00	$0.00
JV031524	300085	ONE CALL CONCEPTS, INC.		December Onecall tickets for T	$57.95	$0.00
JV031524	300086	OVERHEAD DOOR CO. OF MINOT		VINYL STRIP CURTAIN FOR W. RYT	$8,247.00	$0.00
JV031524	300087	OVERLAND WEST INC		EXCESS MAG 2023	$1,704.12	$0.00
JV031524	300026	PARKLAND USA CORPORATION		008; MOBIL SHC629 TORQUE HUB O	$258.94	$0.00
JV031524	300088	PERFORMANCE K9 KENNELS, INC		K9 School	$6,500.00	$0.00
JV031524	300089	PITNEY BOWES RESERVE ACCOUNT		Postage for Meter	$3,000.00	$0.00
JV031524	300121	POSTMASTER		VOID AFTER UPDATE 03/26/2024	$0.00	$1,600.00
JV031524	300090	PRAIRIE SUPPLY		--; SHOP SUPPLIES	$405.30	$0.00
JV031524	300091	PREFERRED CONTROLS CORP		Well 8 repairs	$5,922.80	$0.00
JV031524	300092	PRIORITY DISPATCH		License Renewal 2024	$6,190.00	$0.00
JV031524	300093	PROCOLLECT		FEB UB PROCOLLECT	$922.33	$0.00
JV031524	300094	PROTECH INTEGRATIONS, LLC		Public Works Security Camera S	$255.38	$0.00
JV031524	300095	RAILROAD MANAGEMENT COMPANY III LLC		LICENSE FEES	$379.14	$0.00
JV031524	300096	RDO EQUIPMENT CO		WINDOW; WINDOW SEAL FOR JOHN D	$42.49	$0.00
JV031524	300097	REDVECTOR.COM, LLC		EDUCATION AND TRAINING	$2,426.41	$0.00
JV031524	300098	REFUND ONE TIME PAY	BENNETT, GARRETT	UB 7794 826 1ST	$6.10	$0.00
JV031524	300099	REFUND ONE TIME PAY	CROSBY, CALEB	UB 20578 1312 2ND	$20.02	$0.00
JV031524	300100	REFUND ONE TIME PAY	FELTNER, NICHOLAS	UB 81620 1318 35TH	$28.37	$0.00
JV031524	300101	REFUND ONE TIME PAY	MARTER, JACQUELINE	UB 79154 3608 10TH	$7.17	$0.00
JV031524	300102	REFUND ONE TIME PAY	TREAT, VIVIANNE	UB 85330 3412 7TH	$10.64	$0.00
JV031524	300103	RHI SUPPLY		HVAC FILTERS	$1,015.17	$0.00
JV031524	300104	ROLLKALL		monthly Subscription	$18.00	$0.00
JV031524	300105	SANITATION PRODUCTS		BUMPER; ELGIN PELICAN BUMPER P	$426.07	$0.00
JV031524	300106	SCHOCKS SAFE AND LOCK SERVICE		Repair door lock at Station #1	$138.00	$0.00
JV031524	300107	SHORT ELLIOTT HENDRICKSON, INC		SEH TERMINAL ROADWAY STUDY	$77,811.44	$0.00
JV031524	300108	SOURIS BASIN PLANNING COUNCIL		SBPC SERVICE AGREEMENT 2024	$5,000.00	$0.00
JV031524	300109	SOURIS RIVER JOINT WATER RESOURCE		Contract Withholding: 300456	$57,850.26	$0.00
JV031524	300110	SRF CONSULTING GROUP		4753 - 16TH ST INTER REHAB TAS	$29,755.39	$0.00

	JV031524	300111	STEIN'S, INC.	--; PANEL FILTER	$1,609.00	$0.00
	JV031524	300112	STRYKER SALES, LLC	Yearly Service Contract for AE	$2,074.80	$0.00
	JV031524	300113	SWANSTON EQUIPMENT COMPANIES	008; LEASED BOBCAT ANTIFREEZE	$1,887.25	$0.00
	JV031524	300114	TEAM ELECTRONICS, INC.	007; VHF RADIO ANTENNA	$179.75	$0.00
	JV031524	300115	THIRD WATCH COMMUNICATIONS	Repairs for New Explorer - Uni	$1,049.49	$0.00
	JV031524	300116	THOMSON REUTERS-WEST PAYMENT CENTER	March 2024 Services	$387.00	$0.00
	JV031524	300117	TIMMONS GROUP	4705 - CITYWORKS AND GIS SUPPO	$7,090.00	$0.00
	JV031524	300118	UNITED MAILING SERVICE	POSTAGE/SHIPPING	$469.07	$0.00
	JV031524	300119	UNITED RENTALS	Purchasing brand new Skyjack s	$17,637.98	$0.00
	JV031524	300120	USA BLUE BOOK	Stainless steel sponges	$35.30	$0.00
	JV031524	300122	VISIT MINOT	LODGING TAXES COLLECTED	$22,701.51	$0.00
	JV031524	300123	WALLWORK TRUCK CENTER	PULLEY; IDLER PULLEY	$6,752.72	$0.00
	JV031524	300124	WARD COUNTY RECORDER	Ward County Recorder	$127.00	$0.00
	JV031524	300125	WESTLIE FORD	P14 catalytic converter repair	$790.87	$0.00
	JV031524	300126	WESTLIE TRUCK CENTER	ATF	$623.18	$0.00
	JV031524	300127	WILO USA, LLC	Seal puller	$350.56	$0.00
03/19/2024	JV031924	300128	ALL SEASON ARENA	LODGING TAXES COLLECTED-2023	$52,105.31	$0.00
	JV031924	300129	FIRST WESTERN INSURANCE	PAYMENT FOR BROADWAY CIRCLE	$2,283.00	$0.00
	JV031924	300130	MATTSON CONSTRUCTION	BROADWAY CIRCLE - MATTSON CONS	$394,757.56	$0.00
	JV031924	300131	SOURIS RIVER JOINT WATER RESOURCE	3529 - MREFPP PHASE 1-3,5 IND	$795,255.78	$0.00
	JV031924	300132	U.S. POST OFFICE	UB BULK MAIL PAYMENT FOR POSTA	$5,000.00	$0.00
	JV031924	300133	UNUM LIFE INSURANCE	FEBRUARY PREMIUM PAYMENT FOR L	$57,879.79	$0.00
03/20/2024	BW032024	117	DAKOTA COLLEGE AT BOTTINEAU	CTE Bank Wire #14 - FINAL	$236,340.90	$0.00
	BW032024	118	DAKOTA COLLEGE AT BOTTINEAU	Wire Fee	$5.00	$0.00
	BW032024	120	MINOT HOUSING AUTHORITY	Wire Fee	$5.00	$0.00
	BW032024	121	MINOT HOUSING AUTHORITY	Minot Housing Authority #35 -	$84,060.00	$0.00
				Total	$3,724,219.29	$1,600.00

Posting date	Transaction date	Supplier	Amount
2/28/2024	2/26/2024	Officemax/Depot 6513	34.99
2/28/2024	2/26/2024	The Home Depot #3703	167.19
2/28/2024	2/26/2024	Menards Minot Nd	83.25
2/28/2024	2/26/2024	Menards Minot Nd	21.87
2/28/2024	2/26/2024	Menards Minot Nd	21.87
2/28/2024	2/26/2024	Carquest Auto	822.84
2/28/2024	2/26/2024	Bismarck Hotel And Confer	109.00
2/28/2024	2/26/2024	Bismarck Hotel And Confer	10.90
2/28/2024	2/26/2024	Rhi Supply Minot	92.70
2/28/2024	2/26/2024	Thermo King/ Isuzu Of Far	800.00
2/28/2024	2/27/2024	Delta Air	657.20
2/28/2024	2/27/2024	Delta Air	827.20
2/28/2024	2/27/2024	Amzn Mktp Us	1,017.58
2/28/2024	2/27/2024	Power Process Equip 3611	2,800.00
2/28/2024	2/27/2024	In *dakota Fire Extinguis	368.26
2/28/2024	2/27/2024	Mp-*minot Afb Club	15.78
2/28/2024	2/27/2024	Amzn Mktp Us	12.99
2/28/2024	2/27/2024	Amzn Mktp Us	19.32
2/28/2024	2/27/2024	Macs Minot, Nd	20.97
2/28/2024	2/27/2024	Wizards Of Coast, Inc	54.99
2/28/2024	2/27/2024	Core & Main - Nd002	61.00
2/28/2024	2/27/2024	Border States Industries	363.76
2/28/2024	2/27/2024	Grainger	173.00
2/28/2024	2/27/2024	Galls	62.22
2/28/2024	2/27/2024	Howard Supply Company	38.01
2/28/2024	2/27/2024	Amzn Mktp Us	20.63
2/28/2024	2/27/2024	Amzn Mktp Us	19.95
2/28/2024	2/27/2024	Cherry Lake Publishing	37.98
2/28/2024	2/28/2024	Barnes&noble Papersource	38.68
2/28/2024	2/28/2024	Amazon Ret* 111-984289	12.21
2/28/2024	2/28/2024	Amzn Mktp Us	8.99
2/29/2024	2/26/2024	The Computer Store	30.00
2/29/2024	2/26/2024	The Computer Store	360.00
2/29/2024	2/27/2024	Nec Aaae	1,190.00
2/29/2024	2/27/2024	Menards Minot Nd	118.74
2/29/2024	2/27/2024	M & T Fire & Safety	153.11
2/29/2024	2/27/2024	Menards Minot Nd	12.99
2/29/2024	2/27/2024	Arco Grimsleys Fuels	50.00
2/29/2024	2/27/2024	Menards Minot Nd	199.92
2/29/2024	2/27/2024	Red Wing Shoes #825	200.00
2/29/2024	2/27/2024	Military Names Llc	46.25
2/29/2024	2/27/2024	Menards Minot Nd	163.20
2/29/2024	2/27/2024	Menards Minot Nd	418.09
2/29/2024	2/27/2024	Menards Minot Nd	20.75
2/29/2024	2/28/2024	Thomson West	493.00
2/29/2024	2/28/2024	Dakota Fluid Power, Inc.	(19.69)

2/29/2024	2/28/2024	Adobe Inc.	21.49
2/29/2024	2/28/2024	National Registry Emt	25.00
2/29/2024	2/28/2024	Amzn Mktp Us	9.30
2/29/2024	2/28/2024	Delta Air	30.00
2/29/2024	2/28/2024	Icsc-Ny	1,050.00
2/29/2024	2/28/2024	In *dakota Fire Extinguis	80.00
2/29/2024	2/28/2024	Amazon.Com*rz4oq43n2	519.98
2/29/2024	2/28/2024	Dakota Fluid Power, Inc.	1,593.52
2/29/2024	2/28/2024	Barnes&noble Papersource	18.26
2/29/2024	2/28/2024	Dakota Fluid Power, Inc.	24.15
2/29/2024	2/28/2024	Adobe Inc.	21.49
2/29/2024	2/28/2024	Copquest Inc	26.94
2/29/2024	2/28/2024	Amzn Mktp Us	146.97
2/29/2024	2/28/2024	Firepenny	370.41
2/29/2024	2/28/2024	The Ups Store 1423	151.39
2/29/2024	2/28/2024	Core & Main - Nd002	98.39
2/29/2024	2/28/2024	Galls	91.00
2/29/2024	2/28/2024	Amzn Mktp Us	250.02
2/29/2024	2/28/2024	Best Buy 00010637	19.99
3/1/2024	2/28/2024	Napa Parts 0027632	14.97
3/1/2024	2/28/2024	Tst* Uncle Maddios - Mino	25.13
3/1/2024	2/28/2024	Menards Minot Nd	165.96
3/1/2024	2/28/2024	Menards Minot Nd	31.94
3/1/2024	2/28/2024	Ryan Chevrolet	728.97
3/1/2024	2/28/2024	Menards Minot Nd	443.60
3/1/2024	2/28/2024	Kum&go 0816r Minot	19.06
3/1/2024	2/28/2024	Menards Minot Nd	20.99
3/1/2024	2/28/2024	Menards Minot Nd	7.13
3/1/2024	2/28/2024	Napa Parts 0027632	10.63
3/1/2024	2/29/2024	Imla	199.00
3/1/2024	2/29/2024	Imla	100.00
3/1/2024	2/29/2024	Amzn Mktp Us	369.95
3/1/2024	2/29/2024	Cenex-Harleys Arrowhead	260.00
3/1/2024	2/29/2024	Tuff Trucks	269.99
3/1/2024	2/29/2024	National Registry Emt	25.00
3/1/2024	2/29/2024	Skillpath / National	149.00
3/1/2024	2/29/2024	Officemax/Depot 6513	106.47
3/1/2024	2/29/2024	Amzn Mktp Us	36.68
3/1/2024	2/29/2024	Amzn Mktp Us	48.99
3/1/2024	2/29/2024	Batteries Plus #0639	41.47
3/1/2024	2/29/2024	American Heart Shopcpr	35.99
3/1/2024	2/29/2024	Mp-*minot Afb Club	15.78
3/1/2024	2/29/2024	The Ups Store 1423	15.68
3/1/2024	2/29/2024	Minot Area Chamber	100.00
3/1/2024	2/29/2024	Grainger	67.98
3/1/2024	2/29/2024	Column Public Notice	60.84
3/1/2024	2/29/2024	Column Public Notice	513.24

3/1/2024	2/29/2024	Acme Tools Minot	123.20
3/1/2024	2/29/2024	Expedia 72771473919254	294.68
3/1/2024	2/29/2024	Amzn Mktp Us	44.85
3/1/2024	2/29/2024	Petco 2605	86.51
3/1/2024	2/29/2024	Ray Allen Manufacturing	44.98
3/1/2024	2/29/2024	Hach Company	752.74
3/1/2024	2/29/2024	General Trading Company	96.44
3/1/2024	2/29/2024	Harbor Freight Tools3246	20.97
3/1/2024	2/29/2024	Northwest Tire #4 Minot T	26.54
3/1/2024	2/29/2024	National Registry Emt	25.00
3/1/2024	2/29/2024	Acme Tools Minot	1.70
3/1/2024	2/29/2024	Ray Allen Manufacturing	106.95
3/1/2024	2/29/2024	Sp K9 Ops	125.99
3/1/2024	2/29/2024	Amzn Mktp Us	157.58
3/1/2024	2/29/2024	Amazon.Com*rz7n12gt2	400.26
3/1/2024	2/29/2024	In *cool Fish Services In	241.00
3/1/2024	2/29/2024	Amzn Mktp Us	139.99
3/1/2024	2/29/2024	Amzn Mktp Us	142.71
3/4/2024	2/29/2024	Marketplace Foods	120.00
3/4/2024	2/29/2024	Minot Daily News	234.96
3/4/2024	2/29/2024	Menards Minot Nd	(99.99)
3/4/2024	2/29/2024	Delta Air	30.00
3/4/2024	2/29/2024	Menards Minot Nd	27.47
3/4/2024	2/29/2024	Menards Minot Nd	8.98
3/4/2024	2/29/2024	Officemax/Depot 6513	119.31
3/4/2024	2/29/2024	International Association	950.00
3/4/2024	2/29/2024	Officemax/Depot 6513	28.68
3/4/2024	2/29/2024	Dlt Solutions- Llc	19,228.50
3/4/2024	3/1/2024	Enerbase	37.80
3/4/2024	3/1/2024	Zoro Tools Inc	461.99
3/4/2024	3/1/2024	Amzn Mktp Us	207.89
3/4/2024	3/1/2024	Amzn Mktp Us	38.20
3/4/2024	3/1/2024	Amzn Mktp Us	19.96
3/4/2024	3/1/2024	Amzn Mktp Us	55.99
3/4/2024	3/1/2024	Autopay/Dish Ntwk	297.10
3/4/2024	3/1/2024	Usps Po 3762880701	12.54
3/4/2024	3/1/2024	Amzn Mktp Us	246.33
3/4/2024	3/1/2024	Courtyard By Marriott	481.50
3/4/2024	3/1/2024	Amazon.Com*rz0663mu2	233.98
3/4/2024	3/1/2024	Menards Minot Nd	39.95
3/4/2024	3/1/2024	Border States Industries	34.20
3/4/2024	3/1/2024	Minot Restaurant Supply	395.00
3/4/2024	3/1/2024	Government Finance Offic	35.00
3/4/2024	3/1/2024	Fedex271621805165	365.04
3/4/2024	3/1/2024	Mp-*minot Afb Club	15.78
3/4/2024	3/1/2024	Minot Area Chamber	50.00
3/4/2024	3/1/2024	Minot Area Chamber	100.00

3/4/2024	3/1/2024	Menards Minot Nd	311.02
3/4/2024	3/1/2024	Menards Minot Nd	35.23
3/4/2024	3/1/2024	Dakota Fluid Power, Inc.	107.82
3/4/2024	3/1/2024	Amzn Mktp Us	237.49
3/4/2024	3/1/2024	Amzn Mktp Us	45.09
3/4/2024	3/1/2024	Sq *ole Olsons Towing &	125.00
3/4/2024	3/1/2024	Cenex-Farmers Union Oil	25.22
3/4/2024	3/1/2024	Courtyard By Marriott	481.50
3/4/2024	3/1/2024	Safe Software Inc	450.00
3/4/2024	3/1/2024		4.50
3/4/2024	3/1/2024	Winsupply Minot Nd	326.02
3/4/2024	3/1/2024	The Home Depot 3703	300.00
3/4/2024	3/1/2024	The Home Depot #3703	(146.87)
3/4/2024	3/1/2024	Rhi Supply Minot	58.14
3/4/2024	3/1/2024	Rhi Supply Minot	256.79
3/4/2024	3/1/2024	Ck Holiday # 06431	165.00
3/4/2024	3/1/2024	Hilti Inc	4,342.36
3/4/2024	3/1/2024	Amzn Mktp Us	10.48
3/4/2024	3/1/2024	Amzn Mktp Us	8.86
3/4/2024	3/1/2024	Baker-Taylor	892.09
3/4/2024	3/1/2024	Amzn Mktp Us	13.78
3/4/2024	3/1/2024	Amzn Mktp Us	34.97
3/4/2024	3/1/2024	Amazon.Com*rz2mm95i2	6.46
3/4/2024	3/1/2024	Baker-Taylor	394.86
3/4/2024	3/1/2024	Baker-Taylor	600.03
3/4/2024	3/1/2024	Network Fleet, Inc.	476.13
3/4/2024	3/2/2024	Amazon.Com*rn6u61180	38.64
3/4/2024	3/2/2024	Amzn Mktp Us	556.46
3/4/2024	3/2/2024	Oreilly 5967	304.06
3/4/2024	3/2/2024	Amzn Mktp Us	161.23
3/4/2024	3/2/2024	Dmi* Dell K-12/Govt	451.83
3/4/2024	3/2/2024	Amazon.Com*rz04b8nj1	16.14
3/4/2024	3/3/2024	Orleans Hotel & Casino	751.38
3/4/2024	3/3/2024	Curb Lv Taxi A Cab	39.20
3/4/2024	3/3/2024	Delta Air	30.00
3/4/2024	3/3/2024	Amzn Mktp Us	22.99
3/5/2024	2/20/2024	Zoro Tools Inc	(461.99)
3/5/2024	3/3/2024	Menards Minot Nd	31.35
3/5/2024	3/3/2024	Menards Minot Nd	12.99
3/5/2024	3/3/2024	Rps Bismarck Airport	68.00
3/5/2024	3/4/2024	In *subsurface Solutions,	7,077.88
3/5/2024	3/4/2024	Amzn Mktp Us	16.99
3/5/2024	3/4/2024	Amzn Mktp Us	809.50
3/5/2024	3/4/2024	Arrowhead Ace	6.99
3/5/2024	3/4/2024	Delta Air	30.00
3/5/2024	3/4/2024	Home Of Economy-#4	36.00
3/5/2024	3/4/2024	Column Public Notice	285.48

3/5/2024	3/4/2024	Column Public Notice	54.60
3/5/2024	3/4/2024	Macs Minot, Nd	4.80
3/5/2024	3/4/2024	National Registry Emt	25.00
3/5/2024	3/4/2024	Pride Solutions Llc	439.63
3/5/2024	3/4/2024	Hach Company	1,194.10
3/5/2024	3/4/2024	Delta Air	30.00
3/5/2024	3/4/2024	Main Electric Constructn	3,019.35
3/5/2024	3/4/2024	Amzn Mktp Us	64.43
3/5/2024	3/4/2024	Delta Air	30.00
3/5/2024	3/4/2024	Orleans Hotel & Casino	815.23
3/5/2024	3/4/2024	Schocks Safe And Lock Se	66.50
3/5/2024	3/4/2024	Amazon.Com*rz9a34wk2	425.31
3/5/2024	3/5/2024	Amzn Mktp Us	60.98
3/6/2024	3/4/2024	Galt House	795.44
3/6/2024	3/4/2024	Galt House	795.44
3/6/2024	3/4/2024	Galt House	795.44
3/6/2024	3/4/2024	Galt House	795.44
3/6/2024	3/4/2024	Galt House	795.44
3/6/2024	3/4/2024	Menards Minot Nd	152.84
3/6/2024	3/4/2024	McMaster-Carr	984.10
3/6/2024	3/4/2024	North Prairie Rural Wate	54.68
3/6/2024	3/4/2024	Menards Minot Nd	128.61
3/6/2024	3/4/2024	Cenex-Tri Energy Coopera	38.49
3/6/2024	3/5/2024	Smartsign	857.09
3/6/2024	3/5/2024	Cape Cod Brass - Moto	1,502.35
3/6/2024	3/5/2024	Adobe Inc.	21.49
3/6/2024	3/5/2024	Delta Air	466.20
3/6/2024	3/5/2024	Government Finance Offic	1,107.00
3/6/2024	3/5/2024	Delta Air	466.20
3/6/2024	3/5/2024	Amzn Mktp Us	(89.90)
3/6/2024	3/5/2024	Tmg Business Services	156.00
3/6/2024	3/5/2024	Srt Communications, Inc	974.96
3/6/2024	3/5/2024	Srt Communications, Inc	9,432.40
3/6/2024	3/5/2024	Srt Communications, Inc	671.62
3/6/2024	3/5/2024	Minot Area Chamber	50.00
3/6/2024	3/5/2024	Column Public Notice	262.86
3/6/2024	3/5/2024	Column Public Notice	79.56
3/6/2024	3/5/2024	National Registry Emt	25.00
3/6/2024	3/5/2024	Government Finance Offic	1,107.00
3/6/2024	3/5/2024	Tfs*fishersci Ecom Hus	66.38
3/6/2024	3/5/2024	Scheels Minot	99.99
3/6/2024	3/5/2024	Med-Tech Resource Llc	306.44
3/6/2024	3/5/2024	Allianz Travel Ins	31.47
3/6/2024	3/5/2024	Delta Air	466.20
3/6/2024	3/5/2024	Government Finance Offic	1,107.00
3/6/2024	3/5/2024	Amazon.Com*rn6e25fs2	9.58
3/6/2024	3/5/2024	Amzn Mktp Us	439.95

3/7/2024	3/5/2024	Hilton Advpurch8002367113	1,578.67
3/7/2024	3/5/2024	Hilton Advpurch8002367113	1,376.59
3/7/2024	3/5/2024	Menards Minot Nd	42.57
3/7/2024	3/5/2024	Butler Machinery Company	174.65
3/7/2024	3/5/2024	Officemax/Depot 6513	12.09
3/7/2024	3/5/2024	Officemax/Depot 6513	46.14
3/7/2024	3/5/2024	Menards Minot Nd	44.78
3/7/2024	3/5/2024	Carquest Auto	203.61
3/7/2024	3/5/2024	Butler Machinery Company	115.29
3/7/2024	3/5/2024	Menards Minot Nd	29.86
3/7/2024	3/5/2024	Carquest Auto	1,055.04
3/7/2024	3/5/2024	Menards Minot Nd	13.99
3/7/2024	3/5/2024	The Home Depot 3703	245.62
3/7/2024	3/6/2024	Overhead Door Company Of	46.58
3/7/2024	3/6/2024	Amzn Mktp Us	(12.98)
3/7/2024	3/6/2024	In *bag Llc	300.00
3/7/2024	3/6/2024	Kfyr	430.00
3/7/2024	3/6/2024	Forum Communications	148.00
3/7/2024	3/6/2024	Amazon Ret* Property M	279.99
3/7/2024	3/6/2024	Tlo Transunion	372.90
3/7/2024	3/6/2024	In *dakota Fire Extinguis	49.72
3/7/2024	3/6/2024	Tfs*fishersci Ecom Hus	37.95
3/7/2024	3/6/2024	Amzn Mktp Us	99.72
3/7/2024	3/6/2024	Kully Supply	247.90
3/8/2024	3/6/2024	Radisson Hotel Bismarc	99.80
3/8/2024	3/6/2024	Menards Minot Nd	103.91
3/8/2024	3/6/2024	Napa Parts 0027632	39.48
3/8/2024	3/6/2024	Radisson Hotel Bismarc	99.80
3/8/2024	3/6/2024	Radisson Hotel Bismarc	99.80
3/8/2024	3/6/2024	Menards Minot Nd	31.88
3/8/2024	3/6/2024	North Prairie Rural Wate	114.62
3/8/2024	3/6/2024	Hyatt Hotels	1,429.14
3/8/2024	3/6/2024	Menards Minot Nd	40.60
3/8/2024	3/6/2024	Ward County Recorder	20.00
3/8/2024	3/6/2024	Fedex271826791828	46.75
3/8/2024	3/6/2024	Hyatt Hotels	590.56
3/8/2024	3/6/2024	Canad Inns Gf Lodging	436.00
3/8/2024	3/7/2024	Intl Code Council Inc	250.00
3/8/2024	3/7/2024	National Registry Emt	25.00
3/8/2024	3/7/2024	Magic City Car Wash	650.00
3/8/2024	3/7/2024	Clute Office Equipment	679.27
3/8/2024	3/7/2024	Batteries Plus #0639	25.92
3/8/2024	3/7/2024	Llrmi	175.00
3/8/2024	3/7/2024	Tfs*fishersci Ecom Hus	171.11
3/8/2024	3/7/2024	Tfs*fishersci Ecom Hus	78.54
3/8/2024	3/7/2024	Core & Main - Nd002	3,900.00
3/8/2024	3/7/2024	Winsupply Minot Nd	723.09

3/8/2024	3/7/2024	Acme Tools Minot	449.00
3/8/2024	3/7/2024	General Trading Company	97.20
3/8/2024	3/7/2024	Schocks Safe And Lock Se	75.00
3/8/2024	3/7/2024	Municipay*service Fee	1.50
3/8/2024	3/7/2024	Intl Code Council Inc	100.00
3/8/2024	3/7/2024	Swanston Equip Minot	150.21
3/8/2024	3/7/2024	Macs Minot, Nd	95.98
3/8/2024	3/7/2024	Amzn Mktp Us	179.99
3/8/2024	3/8/2024	Icsc-Ny	125.00
3/11/2024	3/7/2024	American Association O	500.00
3/11/2024	3/7/2024	Bound Tree Medical Llc	217.98
3/11/2024	3/7/2024	Menards Minot Nd	123.58
3/11/2024	3/7/2024	Menards Minot Nd	50.90
3/11/2024	3/7/2024	Menards Minot Nd	40.48
3/11/2024	3/7/2024	Officemax/Depot 6513	92.49
3/11/2024	3/8/2024	Enerbase	33.15
3/11/2024	3/8/2024	Bismarck Hotel And Confer	99.00
3/11/2024	3/8/2024	Officemax/Depot 6513	200.88
3/11/2024	3/8/2024	Delta Air	819.20
3/11/2024	3/8/2024	Usps Po 3762880701	5.08
3/11/2024	3/8/2024	Airports Council Intl	1,900.00
3/11/2024	3/8/2024	Airports Council Intl	1,550.00
3/11/2024	3/8/2024	Amzn Mktp Us	12.99
3/11/2024	3/8/2024	Amazon.Com*r65b503q0	159.98
3/11/2024	3/8/2024	West Oaks Animal Hospital	244.38
3/11/2024	3/8/2024	Kohls #1497	40.03
3/11/2024	3/8/2024	Spi*direct Service	152.99
3/11/2024	3/8/2024	Enerbase	695.34
3/11/2024	3/8/2024	Schocks Safe And Lock Se	10.50
3/11/2024	3/8/2024	B&h Photo 800-606-6969	457.32
3/11/2024	3/8/2024	Amzn Mktp Us	739.00
3/11/2024	3/8/2024	Amzn Mktp Us	78.23
3/11/2024	3/8/2024	Verizonwrlss	29.35
3/11/2024	3/8/2024	Verizonwrlss	125.01
3/11/2024	3/8/2024	Officemax/Depot 6513	58.68
3/11/2024	3/8/2024	North Country Sports	19.98
3/11/2024	3/8/2024	Rdoce Min 020107	140.28
3/11/2024	3/8/2024	Hach Company	95.37
3/11/2024	3/8/2024	Menards Minot Nd	(64.80)
3/11/2024	3/8/2024	Menards Minot Nd	135.83
3/11/2024	3/8/2024	Airgas Llc - North N156	6,396.66
3/11/2024	3/8/2024	Laz Parking L41122-Flash	48.00
3/11/2024	3/8/2024	Intl Code Council Inc	100.00
3/11/2024	3/8/2024	Information System	890.00
3/11/2024	3/9/2024	Amazon.Com*rn1k363t1	19.96
3/11/2024	3/9/2024	Menards Minot Nd	33.47
3/11/2024	3/9/2024	Sp Firestationfurnit	(1,670.96)

3/11/2024	3/9/2024	Exam Edge Llc	126.86
3/11/2024	3/9/2024	National Registry Emt	25.00
3/11/2024	3/9/2024	Verizonwrlss	71.85
3/11/2024	3/9/2024	Homegoods #0861	113.99
3/11/2024	3/9/2024	Usabluebook	681.63
3/11/2024	3/9/2024	Runnings Of Bismarck	120.98
3/11/2024	3/9/2024	Red Wing Shoe #736	184.99
3/11/2024	3/9/2024	Amzn Mktp Us	174.69
3/11/2024	3/9/2024	Amazon.Com*rn4n822n2	23.75
3/11/2024	3/9/2024	Amzn Mktp Us	218.59
3/11/2024	3/9/2024	Amzn Mktp Us	6.99
3/11/2024	3/10/2024	Delta Air	30.00
3/11/2024	3/10/2024	Lyft *ride Sun 5pm	21.59
3/11/2024	3/10/2024	Hulu 877-8244858 Ca	86.98
3/11/2024	3/10/2024	Titanhq	435.38
3/11/2024	3/10/2024	Amazon.Com*rn6ul77j2	10.79
3/11/2024	3/10/2024	Amzn Mktp Us	13.24
3/12/2024	3/10/2024	Fire Safety Usa Inc	702.85
3/12/2024	3/10/2024	Officemax/Depot 6513	66.59
3/12/2024	3/10/2024	The Home Depot #3703	143.48
3/12/2024	3/10/2024	Kwik Trip #1020	37.75
3/12/2024	3/10/2024	Cenex-Valley United Coop	40.77
3/12/2024	3/11/2024	Macs Minot, Nd	50.75
3/12/2024	3/11/2024	470 Auto Value - Minot	(18.33)
3/12/2024	3/11/2024	Target 00000851	33.96
3/12/2024	3/11/2024	Winsupply Minot Nd	33.47
3/12/2024	3/11/2024	Sp Sweepscrub.Com	103.28
3/12/2024	3/11/2024	Airxchange Inc.	3,062.92
3/12/2024	3/11/2024	Amzn Mktp Us	52.05
3/12/2024	3/11/2024	Ndrin-Nd Land Records	30.00
3/12/2024	3/11/2024	Rdoce Min 020107	92.27
3/12/2024	3/11/2024	Packtrack	140.00
3/12/2024	3/11/2024	Fastenal Company 01ndmin	8.45
3/12/2024	3/11/2024	Batteries Plus #0639	22.25
3/12/2024	3/11/2024	Petco 0625	191.85
3/12/2024	3/11/2024	Column Public Notice	68.64
3/12/2024	3/12/2024	Amzn Mktp Us	25.99
3/12/2024	3/12/2024	Amazon.Com*rn72255w1	18.51
3/13/2024	3/11/2024	Red Wing Shoes #825	200.00
3/13/2024	3/11/2024	Demco Inc	202.53
3/13/2024	3/11/2024	Menards Minot Nd	157.73
3/13/2024	3/11/2024	Officemax/Depot 6513	14.79
3/13/2024	3/11/2024	Dmv Arrowhead Shopping C	22.00
3/13/2024	3/11/2024	Rhi Supply Minot	473.55
3/13/2024	3/11/2024	Carquest Auto	109.56
3/13/2024	3/11/2024	Officemax/Depot 6513	194.27
3/13/2024	3/11/2024	Menards Minot Nd	676.88

3/13/2024	3/12/2024	Border States Industries	140.40
3/13/2024	3/12/2024	Border States Industries	140.40
3/13/2024	3/12/2024	Batteries Plus #0639	24.07
3/13/2024	3/12/2024	Batteries Plus #0639	8.64
3/13/2024	3/12/2024	Periscope Intermediate Co	2,415.00
3/13/2024	3/12/2024	Summit Fire Protection	352.00
3/13/2024	3/12/2024	Sp Voomi Supply	246.38
3/13/2024	3/12/2024	Verizonwrlss	212.50
3/13/2024	3/12/2024	Border States Industries	91.20
3/13/2024	3/12/2024	North Dakota Leagueofcit	50.00
3/13/2024	3/12/2024	Adobe Inc.	29.99
3/13/2024	3/12/2024	Municipay*service Fee	1.50
3/13/2024	3/12/2024	Amzn Mktp Us	21.99
3/13/2024	3/12/2024	General Trading Company	43.59
3/13/2024	3/12/2024	Gerdau Ameristeel Minot	199.80
3/13/2024	3/12/2024	Amazon.Com*r611s0n62	31.07
3/13/2024	3/12/2024	Dive Right In Scuba Inc	321.98
3/13/2024	3/12/2024	Usps Po 3762880701	261.90
3/13/2024	3/12/2024	Usps Po 3762880701	715.86
3/13/2024	3/12/2024	Red Wing Shoe #736	(184.99)
3/13/2024	3/12/2024	Amzn Mktp Us	15.71
3/14/2024	3/11/2024	The Computer Store	180.00
3/14/2024	3/12/2024	Menards Minot Nd	42.93
3/14/2024	3/12/2024	Rhi Supply Minot	14.09
3/14/2024	3/12/2024	Carquest Auto	26.26
3/14/2024	3/12/2024	Red Wing Shoes #825	200.00
3/14/2024	3/12/2024	Menards Minot Nd	9.72
3/14/2024	3/12/2024	Napa Parts 0027632	32.97
3/14/2024	3/12/2024	The Home Depot #3703	21.98
3/14/2024	3/12/2024	Main Electric Constructn	794.00
3/14/2024	3/12/2024	Menards Minot Nd	53.77
3/14/2024	3/12/2024	Kwik Trip #1020	37.36
3/14/2024	3/12/2024	Fedex272029150034	11.45
3/14/2024	3/13/2024	North Country Sports	421.65
3/14/2024	3/13/2024	Graybar Electric	114.84
3/14/2024	3/13/2024	Stevens 546	52.42
3/14/2024	3/13/2024	Vzwrlss*apocc Visb	40.01
3/14/2024	3/13/2024	Amazon.Com*r60zu2gf2	25.21
3/14/2024	3/13/2024	Northeastdocument	50.00
3/14/2024	3/13/2024	Northeastdocument	95.00
3/14/2024	3/13/2024	Northeastdocument	70.00
3/14/2024	3/13/2024	Northeastdocument	70.00
3/14/2024	3/13/2024	Airports Council Intl	(1,900.00)
3/14/2024	3/13/2024	Arrowhead Ace	26.99
3/14/2024	3/13/2024	B&h Photo 800-606-6969	2,385.41
3/14/2024	3/13/2024	Amzn Mktp Us	8.65
3/14/2024	3/13/2024	Amzn Mktp Us	41.15

3/14/2024	3/13/2024	Column Public Notice	257.40
3/14/2024	3/13/2024	Hach Company	84.89
3/14/2024	3/13/2024	Pollardwater.Com #3325	1,299.95
3/14/2024	3/13/2024	Winsupply Minot Nd	111.96
3/14/2024	3/13/2024	Minot Restaurant Supply	(25.00)
3/14/2024	3/13/2024	Minot Restaurant Supply	152.00
3/14/2024	3/13/2024	Amzn Mktp Us	55.92
3/14/2024	3/13/2024	Vzwrlss*apocc Visb	3,463.72
3/14/2024	3/13/2024	Overhead Door Company Of	190.44
3/14/2024	3/13/2024	The Ups Store 1423	42.96
3/14/2024	3/13/2024	Amazon.Com	(1.48)
3/14/2024	3/13/2024	Baker-Taylor	602.24
3/14/2024	3/13/2024	Baker-Taylor	435.88
3/14/2024	3/13/2024	Baker-Taylor	1,524.04
3/14/2024	3/13/2024	Baker-Taylor	1,441.39
3/14/2024	3/13/2024	Amazon.Com	(1.21)
3/14/2024	3/13/2024	Loaf N Jug #0664	47.92
3/14/2024	3/14/2024	Amazon Ret* 111-377166	119.39
3/15/2024	3/13/2024	Rhi Supply Minot	47.85
3/15/2024	3/13/2024	Prairie Supply Inc	125.00
3/15/2024	3/13/2024	Sp Voomi Supply	(246.38)
3/15/2024	3/13/2024	Candlewood Suites	318.24
3/15/2024	3/13/2024	Fedex272079471664	49.27
3/15/2024	3/13/2024	Marketplace Foods S	20.99
3/15/2024	3/13/2024	Menards Minot Nd	72.96
3/15/2024	3/13/2024	Napa Parts 0027632	159.92
3/15/2024	3/13/2024	Officemax/Depot 6513	30.38
3/15/2024	3/13/2024	Walmart.Com 8009666546	92.32
3/15/2024	3/13/2024	Northern Plains Equipmen	15,925.14
3/15/2024	3/13/2024	Menards Minot Nd	9.06
3/15/2024	3/13/2024	Cenex-Express Mart	25.71
3/15/2024	3/13/2024	Menards Minot Nd	28.26
3/15/2024	3/13/2024	Candlewood Suites	318.24
3/15/2024	3/13/2024	Candlewood Suites	318.24
3/15/2024	3/14/2024	Www.Apwa.Net	150.00
3/15/2024	3/14/2024	Home Of Economy-#4	59.99
3/15/2024	3/14/2024	Holiday Stations 0454	40.00
3/15/2024	3/14/2024	Amzn Mktp Us	15.11
3/15/2024	3/14/2024	Amzn Mktp Us	12.13
3/15/2024	3/14/2024	Amzn Mktp Us	96.39
3/15/2024	3/14/2024	Amzn Mktp Us	34.02
3/15/2024	3/14/2024	Amzn Mktp Us	29.53
3/15/2024	3/14/2024	Minot Restaurant Supply	112.65
3/15/2024	3/14/2024	Amzn Mktp Us	54.88
3/15/2024	3/14/2024	Westlie Truck Center - Mi	269.63
3/15/2024	3/14/2024	Batteries Plus #0639	(56.75)
3/15/2024	3/15/2024	Zoom.Us 888-799-9666	15.99

3/18/2024	3/14/2024	American Association O	1,190.00
3/18/2024	3/14/2024	Butler Machinery Company	322.22
3/18/2024	3/14/2024	Candlewood Suites	357.00
3/18/2024	3/14/2024	Rothenbuhler Engineeri	272.05
3/18/2024	3/14/2024	Menards Minot Nd	40.69
3/18/2024	3/14/2024	Napa Parts 0027632	15.02
3/18/2024	3/14/2024	West Oaks Animal Hospital	85.00
3/18/2024	3/14/2024	Fbi Leeda Inc	350.00
3/18/2024	3/14/2024	Menards Minot Nd	74.14
3/18/2024	3/14/2024	Menards Minot Nd	85.99
3/18/2024	3/14/2024	Hyatt Regency Crystal Ci	990.54
3/18/2024	3/14/2024	Fedex272124025958	14.65
3/18/2024	3/14/2024	Softchoice Corporation	291.51
3/18/2024	3/14/2024	Collaborative Summer Libr	535.86
3/18/2024	3/15/2024	Gemar Photography	200.00
3/18/2024	3/15/2024	Cummins Inc - E9	176.80
3/18/2024	3/15/2024	Tractor-Supply-Co #0130	10.98
3/18/2024	3/15/2024	Macs Minot, Nd	10.99
3/18/2024	3/15/2024	National Registry Emt	25.00
3/18/2024	3/15/2024	Amzn Mktp Us	34.44
3/18/2024	3/15/2024	Menards Minot Nd	27.18
3/18/2024	3/15/2024	Paintless Dent Repair Spe	450.00
3/18/2024	3/15/2024	Sp Fireball Tool	1,750.00
3/18/2024	3/15/2024	Schocks Safe And Lock Se	12.09
3/18/2024	3/15/2024	Asfpm	180.00
3/18/2024	3/15/2024	Canad Inns Gf Lodging	385.20
3/18/2024	3/15/2024	Barnes&noble Papersource	(3.97)
3/18/2024	3/15/2024	Menards Minot Nd	39.98
3/18/2024	3/15/2024	Vals Cyclery	468.00
3/18/2024	3/15/2024	Carquest Auto	14.56
3/18/2024	3/15/2024	Rhi Supply Minot	110.51
3/18/2024	3/15/2024	Fedex272208562390	13.61
3/18/2024	3/15/2024	Fedex272213411800	14.47
3/18/2024	3/15/2024	Kwik Trip #1020	36.08
3/18/2024	3/15/2024	Vzwrlss*apocc Visb	440.15
3/18/2024	3/15/2024	Red Wing Shoes #825	166.49
3/18/2024	3/15/2024	Amzn Mktp Us	305.09
3/18/2024	3/15/2024	Baker-Taylor	176.83
3/18/2024	3/15/2024	Baker-Taylor	(66.45)
3/18/2024	3/15/2024	Magnet Forensics Usa	6,495.00
3/18/2024	3/16/2024	Hampton Inn Louisville	945.96
3/18/2024	3/16/2024	Lyft *ride Sat 3am	33.30
3/18/2024	3/16/2024	Delta Air	30.00
3/18/2024	3/16/2024	Amzn Mktp Us	69.94
3/18/2024	3/16/2024	Firepenny	288.09
3/18/2024	3/16/2024	Fedex272213552229	12.85
3/18/2024	3/17/2024	Best Buy 00010637	174.55

3/18/2024	3/17/2024	Vzwrlss*apocc Visb	380.01
3/18/2024	3/17/2024	National Registry Emt	25.00
3/18/2024	3/17/2024	Petsmart #2754	51.74
3/19/2024	3/12/2024	Border States Industries	(140.40)
3/19/2024	3/17/2024	Barnes & Noble #2291	26.82
3/19/2024	3/17/2024	Menards Minot Nd	24.71
3/19/2024	3/17/2024	Country Inn & Suites A	744.10
3/19/2024	3/18/2024	Cdl School Online	50.00
3/19/2024	3/18/2024	Cdl School Online	50.00
3/19/2024	3/18/2024	Cdl School Online	50.00
3/19/2024	3/18/2024	Amzn Mktp Us	17.84
3/19/2024	3/18/2024	Arrowhead Ace	29.58
3/19/2024	3/18/2024	Amzn Mktp Us	101.08
3/19/2024	3/18/2024	Minot Area Chamber	25.00
3/19/2024	3/18/2024	Minot Area Chamber	25.00
3/19/2024	3/18/2024	Magic City Garage Door	44.00
3/19/2024	3/18/2024	Acme Tools Minot	29.99
3/19/2024	3/18/2024	Petco 2605	86.51
3/19/2024	3/18/2024	Cdl School Online	69.00
3/19/2024	3/18/2024	Harbor Freight Tools3246	14.99
3/19/2024	3/18/2024	Speedway - 07016 Albertvi	36.78
3/19/2024	3/18/2024	Misu-Business Office	100.00
3/19/2024	3/18/2024	Priority Dispatch Corp	258.00
3/19/2024	3/18/2024	Eb Ndlets 2024 Confer	25.00
3/19/2024	3/18/2024	Vistaprint Corporate Solu	56.24
3/19/2024	3/18/2024	Amzn Mktp Us	19.90
3/19/2024	3/18/2024	Amazon.Com*rh4f09ny2	18.38
3/20/2024	3/18/2024	Societyforhumanresource	335.00
3/20/2024	3/18/2024	Menards Minot Nd	13.20
3/20/2024	3/18/2024	Menards Minot Nd	199.98
3/20/2024	3/18/2024	Menards Minot Nd	44.22
3/20/2024	3/18/2024	Butler Machinery Company	1,345.84
3/20/2024	3/18/2024	The Home Depot #3703	47.98
3/20/2024	3/18/2024	The Home Depot 3703	(85.08)
3/20/2024	3/18/2024	The Home Depot #3703	(54.85)
3/20/2024	3/18/2024	Menards Minot Nd	8.99
3/20/2024	3/18/2024	The Home Depot 3703	275.63
3/20/2024	3/18/2024	Softchoice Corporation	291.51
3/20/2024	3/19/2024	Linde Gas & Equipment Inc	47.56
3/20/2024	3/19/2024	Macs Minot, Nd	4.14
3/20/2024	3/19/2024	Amzn Mktp Us	7.99
3/20/2024	3/19/2024	Amzn Mktp Us	353.09
3/20/2024	3/19/2024	Nenno Products Llc	547.58
3/20/2024	3/19/2024	Maintenance Plus, Inc	3,720.00
3/20/2024	3/19/2024	Home Of Economy-#4	78.57
3/20/2024	3/19/2024	Core & Main - Nd002	75.92
3/20/2024	3/19/2024	Lowes Printing	238.15

3/20/2024	3/19/2024	In *kevins Plumbing And H	138.94
3/20/2024	3/19/2024	Usabluebook	909.00
3/20/2024	3/19/2024	At&t Payment	442.65
3/20/2024	3/19/2024	At&t Payment	305.82
3/20/2024	3/19/2024	Macs Minot, Nd	24.97
3/20/2024	3/19/2024	Sherwin Williams 703380	125.00
3/20/2024	3/19/2024	Spartan Firearms	57.00
3/20/2024	3/19/2024	Amzn Mktp Us	75.00
3/20/2024	3/19/2024	Amazon.Com*r65sv5hw1	9.58
3/20/2024	3/20/2024	Acme Tools Minot	399.98
3/21/2024	3/18/2024	Fhb Industries Inc	693.00
3/21/2024	3/19/2024	Best Western Plus Whit	86.70
3/21/2024	3/19/2024	Officemax/Depot 6513	429.00
3/21/2024	3/19/2024	Officemax/Depot 6513	188.99
3/21/2024	3/19/2024	Menards Minot Nd	55.77
3/21/2024	3/19/2024	Menards Minot Nd	49.55
3/21/2024	3/20/2024	Best Western Alexandri	95.94
3/21/2024	3/20/2024	Amazon.Com*rh2xw9gc2	19.47
3/21/2024	3/20/2024	Project Energy Savers Llc	192.00
3/21/2024	3/20/2024	B&h Photo 800-606-6969	970.00
3/21/2024	3/20/2024	Gerdau Ameristeel Minot	68.81
3/21/2024	3/20/2024	Vzwrlss*my Vz Vb P	345.30
3/21/2024	3/20/2024	Stop Stick Ltd	186.00
3/21/2024	3/20/2024	Py *swanson & Warcup, Ltd	1,012.00
3/21/2024	3/20/2024	Py *swanson & Warcup, Ltd	116.00
3/21/2024	3/20/2024	Padi Americas	230.00
3/21/2024	3/20/2024	Dfc Company Ccp	273.91
3/21/2024	3/20/2024	Amzn Mktp Us	58.09
3/21/2024	3/20/2024	Amzn Mktp Us	173.79
3/21/2024	3/20/2024	Amazon.Com	(0.01)
3/21/2024	3/20/2024	Shsnd-Admin Services	81.00
3/21/2024	3/20/2024	Cherry Lake Publishing	54.97
3/21/2024	3/20/2024	Holiday Stations 0383	40.00
3/21/2024	3/21/2024	Lego	1,423.35
3/21/2024	3/21/2024	Amzn Mktp Us	29.99
3/22/2024	3/20/2024	Carquest Auto	(0.78)
3/22/2024	3/20/2024	Menards Minot Nd	23.94
3/22/2024	3/20/2024	Officemax/Depot 6513	25.98
3/22/2024	3/20/2024	The Webstaurant Store Inc	577.56
3/22/2024	3/20/2024	Menards Minot Nd	14.58
3/22/2024	3/20/2024	Menards Minot Nd	32.98
3/22/2024	3/20/2024	Menards Minot Nd	101.37
3/22/2024	3/20/2024	Menards Minot Nd	38.84
3/22/2024	3/20/2024	Cenex-Tri Energy Coopera	41.50
3/22/2024	3/20/2024	Marathon Petro264531	63.35
3/22/2024	3/20/2024	Menards Minot Nd	45.91
3/22/2024	3/20/2024	Kwik Trip #1020	37.92

3/22/2024	3/21/2024	All American Trophies & S	72.00
3/22/2024	3/21/2024	Minot Area Chamber	25.00
3/22/2024	3/21/2024	Amazon.Com*ra9gt44r0	12.49
3/22/2024	3/21/2024	Amzn Mktp Us	54.95
3/22/2024	3/21/2024	Kfyr	2,032.00
3/22/2024	3/21/2024	Newman Signs	1,250.00
3/22/2024	3/21/2024	Intl Code Council Inc	402.00
3/22/2024	3/21/2024	Intl Code Council Inc	402.00
3/22/2024	3/21/2024	Best Buy 00010637	64.98
3/22/2024	3/21/2024	Amazon.Com*r62yh0uc1	158.00
3/22/2024	3/21/2024	North Country Sports	450.00
3/22/2024	3/21/2024	Paypal	60.00
3/22/2024	3/21/2024	Paypal	60.00
3/22/2024	3/21/2024	Column Public Notice	70.20
3/22/2024	3/21/2024	Paypal	60.00
3/22/2024	3/21/2024	Column Public Notice	498.42
3/22/2024	3/21/2024	Gerdau Ameristeel Minot	9.00
3/22/2024	3/21/2024	Column Public Notice	340.08
3/22/2024	3/21/2024	Sheepdog Guardian Cslt	50.00
3/22/2024	3/21/2024	Core & Main - Nd002	2,987.60
3/22/2024	3/21/2024	Amzn Mktp Us	41.49
3/22/2024	3/21/2024	Www.Hitsk9.Net	794.38
3/22/2024	3/21/2024	Travel Guard Group Inc	102.34
3/22/2024	3/21/2024	Atssa	217.50
3/22/2024	3/21/2024	Ferguson Entprs 3094	11.82
3/22/2024	3/21/2024	All American Trophies & S	10.00
3/22/2024	3/21/2024	Delta Air	597.20
3/22/2024	3/21/2024	Levata: Id Products	211.99
3/22/2024	3/21/2024	Amzn Mktp Us	10.85
3/22/2024	3/21/2024	Amzn Mktp Us	99.00
3/22/2024	3/21/2024	Amzn Mktp Us	53.90
3/22/2024	3/21/2024	Data Axle-Citydirectories	355.00
3/22/2024	3/21/2024	Amzn Mktp Us	67.85
3/22/2024	3/21/2024	Amazon.Com*r674y2r01	59.99
3/22/2024	3/22/2024	Amazon.Com*rh1dz7c61	54.99
3/25/2024	3/20/2024	The Computer Store	249.99
3/25/2024	3/21/2024	Napa Parts 0027632	4.95
3/25/2024	3/21/2024	Minot Daily News	574.00
3/25/2024	3/21/2024	Oeveo	55.45
3/25/2024	3/21/2024	American Association O	660.00
3/25/2024	3/21/2024	The Computer Store	309.99
3/25/2024	3/21/2024	United	787.20
3/25/2024	3/21/2024	United	787.20
3/25/2024	3/22/2024	Amazon.Com*rh30j2dx2	63.98
3/25/2024	3/22/2024	Radisson Blu Fargo	278.00
3/25/2024	3/22/2024	Marathon Petro264531	30.91
3/25/2024	3/22/2024	Adobe *adobe	21.49

3/25/2024	3/22/2024	Demco Inc	169.34
3/25/2024	3/22/2024	Menards Minot Nd	44.48
3/25/2024	3/22/2024	Menards Minot Nd	48.40
3/25/2024	3/22/2024	Tyler User Conference	1,199.00
3/25/2024	3/22/2024	Grainger	81.38
3/25/2024	3/22/2024	Bound Tree Medical Llc	1,737.00
3/25/2024	3/22/2024	Canad Inns Gf Lodging	385.20
3/25/2024	3/22/2024	Ndsu-Ext Pest Pro	100.00
3/25/2024	3/22/2024	Eb Ndasro Summer Safe	25.00
3/25/2024	3/22/2024	Menards Minot Nd	20.50
3/25/2024	3/22/2024	Menards Minot Nd	41.34
3/25/2024	3/22/2024	Radisson Blu Fargo	292.00
3/25/2024	3/22/2024	Shell Oil10089583016	52.35
3/25/2024	3/22/2024	Cradlepoint	686.84
3/25/2024	3/22/2024	In *automotive Video Inno	1,495.00
3/25/2024	3/22/2024	Radisson Blu Fargo	278.00
3/25/2024	3/22/2024	Nd Dept Of Environment	50.00
3/25/2024	3/22/2024	Nd Environmental Quali	1.25
3/25/2024	3/22/2024	Amzn Mktp Us	22.94
3/25/2024	3/22/2024	Amzn Mktp Us	76.93
3/25/2024	3/22/2024	Baker-Taylor	590.72
3/25/2024	3/22/2024	Baker-Taylor	366.03
3/25/2024	3/22/2024	Cenex-Farmers Union Oil	45.68
3/25/2024	3/23/2024	Uline	4,537.47
3/25/2024	3/23/2024	Amzn Mktp Us	43.69
3/25/2024	3/23/2024	Concourse Hotel	453.93
3/25/2024	3/23/2024	Napa Parts 0027632	183.28
3/25/2024	3/23/2024	Kwik Trip #1020	42.93
3/25/2024	3/23/2024	Kwik Trip #1020	8.58
3/25/2024	3/23/2024	Fedex272504598897	32.73
3/25/2024	3/23/2024	Staples Inc	1,840.59
3/25/2024	3/23/2024	Amzn Mktp Us	774.37
3/25/2024	3/24/2024	Sheepdog Guardian Cslt	50.00
3/25/2024	3/24/2024	Smk	468.00
3/25/2024	3/24/2024	Fedex	11.10
3/25/2024	3/24/2024	Galls	86.90
3/25/2024	3/24/2024	Amzn Mktp Us	27.83
3/25/2024	3/24/2024	Amzn Mktp Us	163.23
3/26/2024	3/24/2024	Country Inn & Suites A	744.10
3/26/2024	3/25/2024	Hach Company	113.00
3/26/2024	3/25/2024	Att	367.81
3/26/2024	3/25/2024	La Police Gear Inc	92.15
3/26/2024	3/25/2024	La Police Gear Inc	234.83
3/26/2024	3/25/2024	Tractor-Supply-Co #0130	62.97
3/26/2024	3/25/2024	Att	767.54
3/26/2024	3/25/2024	Spi*directv Service	164.98
3/26/2024	3/25/2024	Efile/Formstax	7.95

3/26/2024	3/25/2024	Minot Area Chamber	50.00
3/26/2024	3/25/2024	Att	50.97
3/26/2024	3/25/2024	Minot Area Chamber	50.00
3/26/2024	3/25/2024	Grainger	146.00
3/26/2024	3/25/2024	Att	193.82
3/26/2024	3/25/2024	Core & Main - Nd002	60.25
3/26/2024	3/25/2024	Att	1,081.83
3/26/2024	3/25/2024	Amzn Mktp Us	55.96
3/26/2024	3/25/2024	Factory Motor Parts (93)	227.88
3/26/2024	3/25/2024	Marketplace Foods	75.98
3/26/2024	3/25/2024	Att	183.76
3/26/2024	3/25/2024	Nenno Products Llc	126.13
3/26/2024	3/25/2024	Amzn Mktp Us	29.99
3/26/2024	3/25/2024	Amzn Mktp Us	7.98
3/26/2024	3/25/2024	Amzn Mktp Us	155.42
3/26/2024	3/25/2024	Amzn Mktp Us	9.95
3/26/2024	3/25/2024	Amzn Mktp Us	14.00
3/26/2024	3/25/2024	Amazon.Com*ra4iv3dv0	10.98
3/26/2024	3/25/2024	Amzn Mktp Us	29.98
3/26/2024	3/25/2024	Amzn Mktp Us	6.99
3/26/2024	3/25/2024	Amzn Mktp Us	15.99
			$ 251,202.93

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	$ 252,459.67

Electronic Payments:

AFLAC	-
BCBS	527,017.65
BCBS Rebate	-
Federal Tax Withholding	-
Deferred Comp	12,977.15
NDPERS	173,376.97
Empower	36,486.75
Verendrye	63,799.84
Montana Dakota Utilities	37,713.99
Xcel Energy	182,370.64
Discovery Benefits	11,500.01
ADP Payroll taxes wire 3/15/24	144,273.19
ADP Payroll Wage garnishment 3/15/24 and 03/28/24	13,699.34
ADP Payroll Taxes wire Alderman	-
ADP Payroll Taxes wire Pension	-
State Treasurer	-
Stop payment Check # 299753	30.00
Stop payment Check # 299905	30.00
CFP-ASA interest	-
ADP FEES ADP PAYROLL FEES CCD 925029963318	20,705.28
Total	###########

TO: Mayor Tom Ross
Members of the City Council

FROM: Mikayla McWilliams

DATE: April 1, 2024

SUBJECT: **ALCOHOLIC BEVERAGE LICENSE**

I. RECOMMENDED ACTION

It is recommended City Council approve the Retail Beer license for Brake Time (810 N Broadway).

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background
In order to renew an alcoholic beverage license, an application must be submitted for review by the Police Department and inspections are done by the Building Official and Fire Marshal. Complete renewal applications approved by the Police Chief.
Brake Time will be purchasing the Loaf 'N' Jug. The new owners have completed the application and will be contacting the City of Minot with a closing date. The City of Minot will issue the license based off the closing date.

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

VII.

The City Council could deny a license 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.

VIII. TIME CONSTRAINTS

The new owners are looking at an upcoming closing date on the business and would like to continue with business as usual.

IX. LIST OF ATTACHMENTS

TO: Mayor Tom Ross
Members of the City Council

FROM: Mikayla McWilliams

DATE: April 1, 2024

SUBJECT: **ALCOHOLIC BEVERAGE LICENSE**

I. RECOMMENDED ACTION

It is recommended City Council approve the Supper Club license for the period of April 1, 2024 through December 31, 2024 for Minot Hot Tots.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

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

The City of Minot has approved a Retail Beer and Wine license for the Minot Hot Tots for 2024. The Minot Hot Tots approached the City of Minot wanting a Supper Club license in order to sell ready-to-go drinks.

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 the Supper Club license and the Minot Hot Tots would still have the Retail Beer and Wine license.

VII. TIME CONSTRAINTS

The Hot Tot season begins the end of May 2024.

VIII. LIST OF ATTACHMENTS

TO: Mayor Tom Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: April 1, 2024

SUBJECT: **GAMING SITE AUTHORIZATION**

I. RECOMMENDED ACTION

It is recommended City Council approve the following organizations to conduct games of chance at the following locations:

Companions for Children (April 20, 2024)

- Grand Hotel (1505 N Broadway)

Minot Junior Golf Association (April 1, 2024 through June 30, 2024)

- Trappers Lounge (2401 Elk Drive) Ownership change

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. Each organization submits documentation annually in order to conduct games of chance at locations throughout the city of Minot. These organizations have 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.

VII. LIST OF ATTACHMENTS

A. None

City of Minot

TO: Mayor Tom Ross
Members of the City Council

FROM: Stephen Joersz, PE, PTOE, Traffic Engineer

DATE: April 1, 2024

SUBJECT: **MI-5 STREETLIGHT REPLACEMENT PROCUREMENT AWARD OF BID (4839)**

I. RECOMMENDED ACTION

1. Recommend council approve the bid from Main Electric Construction Inc. in the amount of $76,307.00 for an MI-5A Streetlight Replacements.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background
Due to product quality issues, the streetlights as part of flood control project MI-5 and moving forward have switched to a different manufacturer. This procurement is to replace the excess MI-1 streetlight material that were designated to be used for MI-5. The procurement is for 5 short and 8 tall decorative streetlights poles and luminaires. The Traffic Division has already utilized a portion of the excess MI-1 streetlight material.

B. Proposed Project
On March 26, 2024, bids were opened for MI-5 streetlight procurement. A tabulation of the bids is as follows:

Bidder	Base Bid
Main Electric Construction Inc	$ 76,307.00
Gefroh Electric Inc.	$ 86,416.42

C. Consultant Selection
N/A

IV. IMPACT:

A. Strategic Impact:
The Traffic Division strives to keep roadway streetlighting well maintained. The conversion of MI-5 streetlight manufacturer will enable staff to keep streetlighting quality at a high standard.

B. Service/Delivery Impact:
N/A

C. Fiscal Impact:

Project Costs

Low Bid for Streetlight Procurement $ 76,307.00

Project Funding

Funding in the amount of $130,000 was budgeted in 2024 for the MI-5A streetlight replacement procurement.
Traffic Division (10037000) – Signals and Lighting (44505)

V. CITY COUNCIL ASPIRATIONS

This item achieves the aspirations of safe and welcoming and excellent and connected.

VI. ALTERNATIVES

A. The City Council could choose not to award the MI-5 streetlight replacement procurement bid. Staff will then need to determine how to replenish already utilized MI-1 excess material. Product quality issues may still arise with the streetlight equipment.

VII. TIME CONSTRAINTS

Awarding the contract in a timely manner.

VIII. LIST OF ATTACHMENTS

A. N/A

City of Minot

TO: Mayor Tom Ross
Members of the City Council

FROM: Stephen Joersz, P.E., P.T.O.E., Traffic Engineer

DATE: April 1, 2024

SUBJECT: **2023 PAVEMENT MARKINGS – FINAL PAYMENT (4718)**

I. RECOMMENDED ACTION

1. Approve the final payment of $ 234,796.18 to be paid to West River Striping Company.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background
This is the annual maintenance project to stripe pavement markings throughout the City's streets. This project maintains all pavement markings on all of the City of Minot roads.

B. Proposed Project
Work for this project will take place during the summer month with substantial completion on September 15, 2023.

C. Consultant Selection
N/A

IV. IMPACT:

A. Strategic Impact:
N/A

B. Service/Delivery Impact:
N/A

C. Fiscal Impact:
This project will be paid for with Traffic Department budgeted funds.

Project Costs	
Engineer's Estimate	$ 226,398.99
Contractor's Low Bid	$ 225,728.75
Final Construction Contract with Change Orders	$ 234,796.18

V. CITY COUNCIL ASPIRATIONS

This item achieves the aspirations of Safe and Welcoming.

VI. ALTERNATIVES

N/A

VII. TIME CONSTRAINTS

A. None except timely payment to contractor for services provided.

VIII. LIST OF ATTACHMENTS

A. Final Pay App and Change Orders

Contractor's Application for Payment

Owner:	City of Minot	**Owner's Project No.:**	4718
Engineer:	Traffic Engineer	**Engineer's Project No.:**	4718
Contractor:	West River Striping, Inc.	**Contractor's Project No.:**	
Project:	2023 Pavement Markings		
Contract:	2023 Pavement Markings		
Application No.:	1	**Application Date:**	2/23/2024
Application Period:	**From** 5/15/2023	**to**	9/29/2023

1. Original Contract Price	$	225,728.75
2. Net change by Change Orders	$	9,067.43
3. Current Contract Price (Line 1 + Line 2)	$	234,796.18
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	$	234,796.18
5. Retainage		
a. 0% X $ 234,796.18 Work Completed	$	-
b. X $ - Stored Materials	$	-
c. Total Retainage (Line 5.a + Line 5.b)	$	-
6. Amount eligible to date (Line 4 - Line 5.c)	$	234,796.18
7. Less previous payments (Line 6 from prior application)		
8. Amount due this application	$	234,796.18
9. Balance to finish, including retainage (Line 3 - Line 4)	$	-

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: West River Striping Company

Signature: [signature] **Date:** 03-27-2024

Recommended by Engineer	**Approved by Owner**
By: [signature]	**By:** [signature]
Title: Traffic Engineer	**Title:** City Engineer
Date: 03/27/24	**Date:** 3/27/2024

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Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Minot
Engineer:	Traffic Engineer
Contractor:	West River Striping, Inc.
Project:	2023 Pavement Markings
Contract:	2023 Pavement Markings

Owner's Project No.:	4718
Engineer's Project No.:	4718
Contractor's Project No.:	

Application No.: 1 **Application Period:** From 05/15/23 to 09/29/23 **Application Date:** 02/23/24

A	B	C	D	E	F	G	H	I	J	K	L
		Contract Information				Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
	Original Contract										
1	MOBILIZATION	1	LS	15,000.00	15,000.00	1.00	15,000.00		15,000.00	100%	-
2	4IN EPOXY PVMT MK LINE - YELLOW	107,186	LF	0.67	71,814.62	107,186.00	71,814.62		71,814.62	100%	-
3	4IN EPOXY PVMT MK LINE - WHITE	21,620	LF	0.67	14,485.40	21,620.00	14,485.40		14,485.40	100%	-
4	6IN EPOXY PVMT MK LINE - WHITE	1,553	LF	4.25	6,600.25	1,553.00	6,600.25		6,600.25	100%	-
5	8IN EPOXY PVMT MK LINE - WHITE	6,722	LF	1.35	9,074.70	6,722.00	9,074.70		9,074.70	100%	-
6	24IN EPOXY PVMT MK LINE - WHITE	1,793	LF	13.41	24,044.13	1,793.00	24,044.13		24,044.13	100%	-
7	EPOXY PVMT MK MESSAGE ARROWS - WHITE	2,105	SF	15.92	33,511.60	2,105.00	33,511.60		33,511.60	100%	-
8	DOWNTOWN DIAGONAL PARKING 4IN EPOXY PVMT MK LINE - BLUE	229	LF	12.77	2,924.33	229.00	2,924.33		2,924.33	100%	-
9	DOWNTOWN PARKING EPOXY HANDICAP STALL MARKING - BLUE	6	EA	650.00	3,900.00	6.00	3,900.00		3,900.00	100%	-
10	NON-GROOVED CONTRAST EPOXY PVMT MESSAGE ARROWS - WHITE	-	SF	25.64	-	-	-		-		-
11	OBLITERATION - LONG LINE	16,300	LF	0.99	16,137.00	16,300.00	16,137.00		16,137.00	100%	-
12	OBLITERATION - ARROWS	-	LF	6.87	-	-	-		-		-
				Original Contract Totals	$ 197,492.03		$ 197,492.03	$ -	$ 197,492.03	100%	$ -

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Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Minot	**Owner's Project No.:**	4718
Engineer:	Traffic Engineer	**Engineer's Project No.:**	4718
Contractor:	West River Striping, Inc.	**Contractor's Project No.:**	
Project:	2023 Pavement Markings		
Contract:	2023 Pavement Markings		

Application No.: 1 **Application Period:** From 05/15/23 to 09/29/23 **Application Date:** 02/23/24

A	B	C	D	E	F	G	H	I	J	K	L
		Contract Information				Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
Change Orders											
13	6IN THERMOPLASTIC PVMT MK LINE - GROOVED WHITE	1,410.00	LF	8.25	11,632.50	1,410.00	11,632.50		11,632.50	100%	-
14	24IN THERMOPLASTIC PVMT MK LINE - GROOVED WHITE	605.50	LF	39.87	24,141.29	605.50	24,141.29		24,141.29	100%	-
15	THERMOPLASTIC PVMT MK MESSAGE - GROOVED WHITE	54.00	SF	28.34	1,530.36	54.00	1,530.36		1,530.36	100%	-
				Change Order Totals	$ 37,304.15		$ 37,304.15	$ -	$ 37,304.15	100%	$ -
Original Contract and Change Orders											
				Project Totals	$ 234,796.18		$ 234,796.18	$ -	$ 234,796.18	100%	$ -

EJCDC C-620 Contractor's Application for Payment
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EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Change Order No. 1

Date of Issuance:	3/24/2024	Effective Date:	3/24/2024
Owner:	City of Minot	Owner's Contract No.:	4718
Contractor:	Traffic Engineer	Contractor's Project No.:	
Engineer:	West River Striping, Inc.	Engineer's Project No.:	4718
Project:	2023 Pavement Markings	Contract Name:	2023 Pavement Markings

The contract is modified as follows upon execution of this Change Order:
Add bid item for 6In Thermo Pvmt Mk Line, 24In Thermo Pvmt Mk Line and Thermo Pvmt Mk Message
Review quantities for 4In Epoxy Pvmt Mk Line - Yellow and 4In Epoxy Pvmt Mk Line - White

Attachments: Exhibit A

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price $ 225,728.75	Original Contract Times: Substantial Completion: September 15, 2023 Ready for Final Payment: September 29, 2023 days or dates
Increase from previously approved Change Orders No. 0 to No. 0 : $ 0.00	Increase from previously approved Change Orders No. 0 to No. 0 : Substantial Completion: September 15, 2023 Ready for Final Payment: September 29, 2023 Dates
Contract Price prior to this Change Order: $ 225,728.75	Contract Times prior to this Change Order: Substantial Completion: September 15, 2023 Ready for Final Payment: September 29, 2023 days or dates
Increase of this Change Order: $ 30,881.18	Increase of this Change Order: Substantial Completion: September 15, 2023 Ready for Final Payment: September 29, 2023 days or dates
Contract Price incorporating this Change Order: $ 256,609.93	Contract Times with all approved Change Orders: Substantial Completion: September 15, 2023 Ready for Final Payment: September 29, 2023 days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: Traffic Engineer	Title: City Engineer	Title: Controller
Date: 03-27-24	Date: 3/27/2024	Date: 03-27-2024

EXHIBIT A
CHANGE ORDER 1

DESCRIPTION OF CHANGES *Item No. & Description*		*Unit*	*Plan Quantity*	*Unit Price*	*Change in Quantity*	*New Plan Quantity*	*Decrease in Contract Price*	*Increase in Contract Price*
2.	4IN Epoxy Pvmt Mk Line - Yellow	LF	102,799	$0.67	951	103,750		$637.00
3.	4IN Epoxy Pvmt Mk Line - White	LF	33,094	$0.67	7,207	40,300		$4,828.36
13.	6IN Thermoplastic Pvmt Mk Line - Grooved White	LF	-	$8.25	1,042	1,042		$8,596.50
14.	24IN Thermoplastic Pvmt Mk Line - Grooved White	LF	-	$39.87	392	392		$15,629.04
15.	Thermoplastic Pvmt Mk Message - Grooved White	SF	-	$28.34	42	42		$1,190.28
						TOTAL	***$ -***	***$30,881.18***
						NET CHANGE IN CONTRACT PRICE		***$ 30,881.18***

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Change Order No. 2 - Final

Date of Issuance:	3/25/2024	Effective Date:	3/25/2024
Owner:	City of Minot	Owner's Contract No.:	4718
Contractor:	Traffic Engineer	Contractor's Project No.:	
Engineer:	West River Striping, Inc.	Engineer's Project No.:	4718
Project:	2023 Pavement Markings	Contract Name:	2023 Pavement Markings

The contract is modified as follows upon execution of this Change Order:
Description: Balancing Contract Quantity to equal Final Quantity Installed

Attachments: Exhibit A

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price $ 225,728.75	Original Contract Times: Substantial Completion: September 15, 2023 Ready for Final Payment: September 29, 2023 days or dates
Increase from previously approved Change Orders No. 1 to No. 1 : $ 30,881.18	Increase from previously approved Change Orders No. 0 to No. 0 : Substantial Completion: September 15, 2023 Ready for Final Payment: September 29, 2023 Dates
Contract Price prior to this Change Order: $ 256,609.93	Contract Times prior to this Change Order: Substantial Completion: September 15, 2023 Ready for Final Payment: September 29, 2023 days or dates
Decrease of this Change Order: $ (21,813.74)	Decrease of this Change Order: Substantial Completion: September 15, 2023 Ready for Final Payment: September 29, 2023 days or dates
Contract Price incorporating this Change Order: $ 234,796.18	Contract Times with all approved Change Orders: Substantial Completion: September 15, 2023 Ready for Final Payment: September 29, 2023 days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (if required)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Title: Traffic Engineer	Title: City Engineer	Title: Controller
Date: 03-27-24	Date: 3/27/2024	Date: 03-27-2024

EXHIBIT A
FINAL BALANCING CHANGE ORDER

DESCRIPTION OF CHANGES Item No. & Description	Unit	Plan Quantity	Unit Price	Installed Quantity	Difference	Decrease in Contract Price	Increase in Contract Price
1 MOBILIZATION	LS	1	15,000.00	1	0		
2 4IN EPOXY PVMT MK LINE - YELLOW	LF	103,750	0.67	107,186	3,436		$2,302.12
3 4IN EPOXY PVMT MK LINE - WHITE	LF	40,300	0.67	21,620	-18,680	-$12,515.60	
4 6IN EPOXY PVMT MK LINE - WHITE	LF	2,233	4.25	1,553	-680	-$2,890.00	
5 8IN EPOXY PVMT MK LINE - WHITE	LF	4,935	1.35	6,722	1,787		$2,412.01
6 24IN EPOXY PVMT MK LINE - WHITE	LF	2,936	13.41	1,793	-1,143	-$15,320.93	
7 EPOXY PVMT MK MESSAGE ARROWS - WHITE	SF	1,560	15.92	2,105	545		$8,676.40
8 DOWNTOWN DIAGONAL PARKING4IN EPOXY PVMT MK LINE - BL	LF	216	12.77	229	13		$166.01
9 DOWNTOWN PARKINGEPOXY HANDICAP STALL MARKING - BLUE	EA	6	650.00	5	0		
10 NON-GROOVED CONTRAST EPOXY PVMT MESSAGE ARROWS - W	SF	544	25.64	-	-544	-$13,948.16	
11 OBLITERATION - LONG LINE	LF	15,135	0.99	16,300	1,165		$1,153.35
12 OBLITERATION - ARROWS	LF	544	6.87	-	-544	-$3,737.28	
13 6IN THERMOPLASTIC PVMT MK LINE - GROOVED WHITE	LF	1,042	8.25	1,410	368		$3,036.00
14 24IN THERMOPLASTIC PVMT MK LINE - GROOVED WHITE	LF	392	39.87	605.5	214		$8,512.26
15 THERMOPLASTIC PVMT MK MESSAGE - GROOVED WHITE	SF	42	28.34	54	12		$340.08
					TOTAL	***-$48,411.97***	***$26,598.22***
					NET CHANGE IN CONTRACT PRICE		***$ (21,813.74)***

TO: Mayor Thomas Ross
Members of the City Council

FROM: Jason Sorensen, Utilities Director

DATE: April 1, 2024

SUBJECT: **RENEWAL OF BUS ADVERTISING CONTRACT WITH JL BEERS**

I. RECOMMENDED ACTION

1. Recommend council renew an advertising agreement with ZZ Food Group, LLC, DBA JL Beers to advertise on the sides of one transit bus and,
2. Authorize the mayor to sign the agreement.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director	857-4140
Brian Horinka, Transit Superintendent	857-4140

III. DESCRIPTION

A. Background
There has been an advertising contract in place with ZZ Food Group, LLC, DBA JL Beers since April 2016. The contract will be renewed for a 1-year period beginning April 1, 2024 through March 31, 2025.

IV. IMPACT:

A. Strategic Impact:
N/A

B. Service/Delivery Impact:
N/A

C. Fiscal Impact:
The net income to the city from this advertising source will be $7,800.00 per year.

V. CITY COUNCIL ASPIRATIONS

This project will be able to meet all of the council's aspirations.

VI. ALTERNATIVES

N/A

VII. TIME CONSTRAINTS

Council's approval of this renewal will insure a continuous advertising revenue stream for the next 12 months from this income source.

VIII. LIST OF ATTACHMENTS

A. Agreement for Advertising with JL Beers

ZZ Food group AGREEMENT FOR TRANSIT ADVERTISING

THIS AGREEMENT is made, executed, and entered into effective the 1st day of April 2024 by and between **THE CITY OF MINOT, NORTH DAKOTA,** a municipal corporation, hereinafter referred to as "City" and ZZ Food Group, LLC, DBA JL Beers hereinafter referred to as "Contractor".

Section 1 - Recitals

City and Contractor agree that this Agreement herein is made in accordance with the following recitals:

Subsection A. City is the owner of certain transit vehicles which operate as part of the Minot area transit system and desires to allow Contractor, to utilize said transit vehicles for the purpose of exterior display of advertising materials in accordance with the terms and conditions set forth herein.

Subsection B. City and Contractor agree that the performance of this Agreement is necessarily contingent upon continued federal, state and local funding of City's operation of transit vehicles as a part of the Minot area transit system.

Subsection C. City and Contractor agree that it is mutually advantageous for them to set forth their respective obligations and agreements in their entirety in writing in this Agreement.

Section 2 - Term

The contract shall be for an initial term of **one (1) year commencing on April 1, 2024 and continuing for a period of twelve (12) months,** at which time may be renewed, year by year upon agreement of both parties.

Section 3 - Advertising Fee

City and Contractor agree that the fee for Contractor advertising on the City's transit vehicles shall be determined in accordance with the following.

Subsection A - Fee The Contractor agrees to pay to the City $650/month/Bus for the thirty six-month term of the contract, for advertising utilized on both sides of one transit bus in the City of Minot, based on the fee structure outlined in Appendix #2 and based upon the fleet inventory, as the same may change from time to time. The current fleet inventory as of the effective date of this agreement is attached as Appendix #3.

Payments shall be made monthly. The City shall provide an invoice by the 15th of each month with payment due no later than the last day of that month. All payments shall be

made to City at the following address: **Public Works Department, City of Minot, PO Box 5006, Minot, ND 58702** and shall specify by reference that said payment is applicable to the Transit Department. The obligation of Contractor to make payments shall be absolute and unconditional in all events notwithstanding any dispute between City and Contractor or between Contractor and any other person or entity. Contractor shall make all payments required hereunder when due and shall not withhold any payment pending final resolution of such dispute nor shall Contractor assert any right of set off or counterclaim against its obligation to make such payments.

Contractor shall be responsible for any damages to the buses due to wrap installation or removal as per Section 15 of this agreement.

Subsection B - Suspension of Work. In the event of a temporary service interruption for more than two (2) weeks by fifty percent (50%) or more of City's buses by reason of a labor dispute, fire, act of God, or other public emergency, the payments shall be reduced proportionately for the period of service interruption.

Section 4 - Conditions

City and Contractor agree that Contractor shall be allowed to utilize the City's transit vehicles under this Agreement for the purpose of exterior display of advertising materials to the following conditions:

Subsection A - Advertisement Subject to Approval. The size, form, wording, illustration, and style of all advertisements to be placed on City's transit vehicles pursuant to this Agreement shall at all times be subject to the advance approval of the City, and the City reserves the right to reject any advertisement. Any advertisement of an objectionable character which is placed in or on a transit vehicle shall be immediately removed by Contractor at the request of the City at the expense of Contractor. City and Contractor hereby agree to certain restrictions as to advertising and a list of preapproved advertisers which are set forth in Appendix #1 which is attached to and incorporated by reference in this Agreement as if set forth in full. It is agreed between City and Contractor that this Appendix may from time to time be amended by the City at City's sole and exclusive discretion.

Subsection B - Advertising Space. City shall make available to Contractor exterior space for the purpose of displaying advertising wraps. Should there remain advertising space which is unsold; the City may utilize this space for public spirited messages which expense shall be borne by the City or the party displaying the message. If the City does not use the unused space for public spirited messages, Contractor may use the space for public spirited messages which expense shall be borne by Contractor or the party displaying the message. This contract shall not apply to advertising within the interior of the bus and the City retains all rights with respect to such interior advertising or advertising on any other exterior portions of the bus. The City also retains all rights with respect to exterior advertising on buses not utilized by the Contractor as per this contract.

The Contractor at the sole and exclusive expense of the Contractor shall install any vinyl wrap advertising on the bus. No part of said wrap can cover the side or front destination signs, or any windows or mirrors utilized by the driver including, specifically, rear windows on paratransit vehicles and windows on the front door and the first window on the passenger loading side next to the front door on fixed-route buses. Any vinyl wraps placed over side windows of the bus must allow passengers to be able to clearly see out the windows. The City has the right to request the vinyl wrap be removed or adjusted to provide access to areas of the bus for safety and maintenance purposes. Any bus wrap or advertisement that covers or obscures view of City identified information or transit information must include such information on the wrap. Bus wraps shall not be placed over any mechanical apparatus or access in such a way that it would limit the function of that item or access to it. For mechanical access panels, doors, fluid caps, et cetera, any advertising application must be cut out in such a way that the access panels are easily accessible.

All advertisements shall be maintained by the Contractor to retain a pleasant, neat and clean appearance. The City may request the Contractor to repair or replace advertisements that the City deems to be unkempt, peeling, faded or the like. Any repairs or replacements will be scheduled within two (2) weeks of receipt of a written request from the City, such repairs or replacements shall be at the sole and exclusive expense of the Contractor. Contractor will endeavor to promptly remove dated advertisements, such as ads for events that have expired or already occurred. Repairs will be made by Contractor or their agent at the City of Minot Public Works Bus Department.

Subsection C - Access to Vehicles. For the purposes of ad placement, the Contractor shall be provided access to transit vehicles at the City's garage facility during reasonable hours, based on fleet availability to meet route service. The Contractor is required to give the City garage personnel at least three (3) days advance notice of the date, bus unit number, and number of hours needed for ad placement.

Subsection D - of Bus Wrap Material. Upon termination of the agreement, or upon expiration of the term of this agreement, any bus wrap material shall immediately be removed by Contractor at the contractors cost within ten (10) working days of the termination or expiration of this agreement.

Subsection E – Condition of Advertising Wrap. If it is determined by the Minot Transit Superintendent that the bus wrap has deteriorated to a condition that requires the wrap to be repaired or replaced the advertising client (ZZ Food Group, LLC) may either:

1) Replace the wrap at the advertising client's expense and sign a 3-year (36 month) contract extension.
2) Be allowed to terminate the current contract without fee or penalty.

Section 5 - Default

If either party hereto shall default in the performance of any of the terms and conditions of this Agreement, then the other party may terminate this Agreement by giving the defaulting party a written notice of intention to terminate thirty (30) days in advance of the actual date of termination. Upon termination of this Agreement, as provided for herein, only upon request of the City the defaulting party shall immediately remove all advertising placards and wraps placed on City's transit vehicles pursuant to this Agreement from such vehicles, and, on the failure of the defaulting party promptly to remove such placards and wraps, the party terminating this Agreement may remove them at the expense of the defaulting party.

Section 6 - Termination

All advertising contracts between the Contractor and City will expire thirty-six months from the time the advertisement is first available on the transit bus unless renewed prior to this time. Contracts may also be terminated pursuant to Section 5, or if the following arise:

Subsection A - Insufficient Federal, State, or Local Funding. City shall have the right to terminate this Agreement in the event the City Council of the City of Minot determines at any time insufficient federal, state, or local funding exists for the City to operate its transit vehicles as part of the Minot area transit system.

Subsection B - Legal Impossibilities/Regulatory Prohibition. City shall have the right to terminate this Agreement in the event the City Council of the City of Minot determines at any time not to operate transit vehicles as part of the Minot area transit system due to legal impossibilities or regulatory prohibitions imposed by state or federal agencies or commission.

Subsection C - Best Interest of City. City shall have the right to terminate this Agreement in the event the City Council of the City of Minot determines at any time that it is not in the best interest of the City to operate its transit vehicles as part of the Minot area transit system.

Section 7 - Compliance with Laws and Regulation

Contractor accepts this Agreement subject to all federal, state and municipal laws and regulations with respect to the advertising matter to be displayed. In the event such advertising becomes illegal or a request is received to terminate the advertising from any federal, state or local agency or commission, City reserves the right to terminate same.

Section 8 - Indemnification

Contractor agrees to indemnify and save harmless the City from and against all liability, damages, penalties, judgments, or claims of whatever nature arising from injury to person or property sustained by anyone arising out of Contractor's utilization of City's transit vehicles for

displaying advertising materials, including claims for infringement of trademarks, trade names, copyrights, invasion of rights of privacy, defamation, illegal competition or unfair trade practices.

Section 9 - Assignment

Contractor shall not by operation of law or otherwise assign any of its obligations, duties, or responsibilities under this Agreement to any other person, party or entity without City's prior written consent in each instance.

Section 10 - Successors and Assigns

City and Contractor agree that this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties there in any statues, regulations, ordinances, City Code provisions, or City Charter provisions applicable thereto.

Section 11 - Written Notices of Other Correspondence

Any written notice or other correspondence to be provided by or between the City and Contractor in accordance with this Agreement shall be either hand delivered or mailed by registered or certified mail to the following addresses:

City: City of Minot – Public Works
Brian Horinka, Transit Superintendent
PO Box 5006
515 2nd Ave. SW
Minot, ND 58702

Contractor: ZZ Food Group, LLC DBA JL Beers
2001 22nd Ave. SW
Minot, ND 58701

Section 12 - Waiver of Default

Any waiver by City or Contractor of a default under the provisions of this Agreement shall not operate or be construed as a waiver of a subsequent default. No waiver shall be valid unless reduced to writing and signed by each of the parties.

Section 13 - **Invalidity of Provisions**

If any term or provision of this Agreement or any application hereof to any person or circumstance shall to any extent be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected hereby and each term and provision of the Agreement shall be valid and be enforced to the fullest extent permitted by law.

Section 14 - Entire Agreement

This Agreement herein contains the entire and only agreement between the City and Contractor and no oral statements or representations or prior written matter not contained in this Agreement shall have any force or effect. This Agreement shall not be modified in any way except in writing executed by both City and Contractor.

Section 15 - Damages

Contractor shall be responsible for any damage to buses from installation or removal of wraps, such as but not limited to paint removed or damaged, windows and rubber gaskets cut or damaged or any current striping or lettering on the existing buses.

In the event of an accident or incident that causes damage to the Contractor's advertising material it shall be the sole responsibility of the Contractor to repair or replace the advertising materials at their cost. At no time shall the City be responsible to incur any costs for any damages to the Contractors advertising material.

Section 16 - Governing Law

This Agreement shall be governed by the provisions hereof and by the laws of the State of North Dakota, as the same from time to time exists.

IN WITNESS WHEREOF, the undersigned hereto have set their hands as of the day and year first above written.

CITY OF MINOT:

By_____

Tom Ross, Mayor

Attest_____
Mikayla McWilliams, City Clerk

CONTRACTOR:
ZZ Food Group, LLC dba JL Beers

By_____
Jesse Zwak

APPENDIX #1

The following types of advertising will specifically not be permitted:

1. Political, religious, moral, or social issues.
2. Hygiene products of a very personal nature.
3. Sexual overtone messages (x-rated movies, massage parlors, etc.)
4. Direct or overt anti-transit advertisements.
5. Advertising found to be in violation of federal, state, or local laws

APPENDIX #2

FEES PAID TO THE CITY

The first payment of $650.00 for the first month of the contract period should be made by the last day of that month and all subsequent monthly fees should be paid to the City by the last day of the each month for the twelve-month term of the contract.

APPENDIX #3

FLEET INVENTORY

The following listed buses are available for use under this contract as of the effective date of this agreement. This list may be amended from time to time by the City of Minot.

MINOT

List of Available Inventory

Vehicle Description	License Plate #	Year/Make/Model
ElDorado		2013 EZ Rider II
ElDorado		2015 EZ Rider II
ElDorado		2018 EZ Rider II
ElDorado		2021 EZ Rider II

City of Minot

TO: Mayor Tom Ross
Members of the City Council

FROM: Jason Sorenson, Utilities Director

DATE: April 1, 2024

SUBJECT: **NAWS FINANCE CONTRACT**

I. RECOMMENDED ACTION

1. Recommend council approve the NAWS Finance Contract and,
2. Authorize the mayor to sign the contract.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director 701-857-4140

III. DESCRIPTION

A. Background

In 1999, the City of Minot entered into an agreement with the ND State Water Commission to establish interim financing for construction of the NAWS project. Since that agreement the City has paid 35% of all project related expenses with the remaining 65% of the funding coming from federal or state funds.

Over the course of the past 20+ years many construction projects for the NAWS system have been completed. During that time two projects arose that the NDSWC didn't have planned for construction. One was for rehab of some of our existing wells to ensure Minot had adequate supply to provide interim water for NAWS customers. The other project was the construction of the Sundre pump station and reservoir and the rerouting of the Sundre raw water line. These projects were an urgent need for the City so the City funded 100% of the project costs with the understanding the City would be reimbursed at a later date. The total reimbursement is about $10.7 million.

B. Proposed Project

This financing contract is very similar to the one signed in 1999 but acknowledges the credit owed to the City. The City will continue to provide the 35% local share of remaining projects to complete the NAWS system.

As the City is billed for NAWS expenses these costs will be subtracted from the credit. Once the credit is exhausted the local share will again come from NAWS sales tax dollars.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

This agreement continues an existing finance agreement to fund the remaining NAWS projects.

B. Service/Delivery Impact:
The agreement will maintain a local cost share to ensure the remaining NAWS projects can be built to get lake water flowing to Minot.

C. Fiscal Impact:

Project Costs
The City of Minot will remain the 35% local cost share of the remaining NAWS projects.

Project Funding
Funding will come from NAWS sales tax dollars

V. CITY COUNCIL ASPIRATIONS

This item achieves the council aspiration of resilient and prepared.

VI. ALTERNATIVES

Council could elect to decline this funding agreement, however an alternate funding source would need to be identified. This would delay future and existing phases of construction. The credit owed to the City would remain unresolved without a new agreement in place

VII. TIME CONSTRAINTS

N/A

VIII. LIST OF ATTACHMENTS

A. NAWS Financing Contract

NORTHWEST AREA WATER SUPPLY PROJECT FINANCING CONTRACT

1. PARTIES

This contract is by and between the North Dakota State Water Commission (the "Commission"), a state agency created and existing pursuant to North Dakota Century Code chapter 61-02, and the City of Minot (the "City").

2. Substitution. This contract substitutes and replaces the January 1999 Northwest Area Water Supply Interim Financing Contract entered into by the North Dakota State Water Commission and the City of Minot.

3. INTRODUCTION

3.1 Statutory Authority

North Dakota Century Code (N.D.C.C.) Chapter 61-24.6 authorizes the Commission to develop a project to deliver water throughout northwest North Dakota for multiple purposes, including domestic, rural water districts, and municipal uses. This water project is known as the Northwest Area Water Supply Project ("the Project"). The Commission, pursuant to N.D.C.C. Chapters 61-02 and 61-24.6 may enter into water service contracts to finance the delivery and distribution of water, and for the collection of rates, charges, and revenues from such delivery of water.

DRAFT

3.2 Background

The Commission started construction of the Northwest Area Water Supply project in 2002. Eight communities and two rural water districts in northwestern North Dakota have signed water service contracts with the Commission to recieve water from the Project. The Commission may enter into formal contracts with other communities and rural water associations in the future.

3.3 Need for Financing

The Project is eligible for reimbursement of sixty-five percent (65%) of the capital costs with federal funds or state funds. This financing agreement is needed to provide for the remaining and thirty-five percent (35%) of the capital costs from local funds.

The purpose of this agreement is to commit the City to provide the 35% of the capital costs.

4. DEFINITIONS

4.1 Capital Costs

"Capital Costs" means all costs incurred by the Commission or reasonably expected to be incurred by the Commission in construction of the Project, which are properly chargeable,

in accordance with generally accepted accounting practices, to the construction of and the furnishing of equipment for the Project, including the costs of surveys, engineering studies, exploratory work, designs, preparation of construction plans and specifications, acquisitions, acquisition of lands, easements and rights-of-way, relocation work, costs of issuance and financing in connection with any bonds issued to finance the Project, and essential legal, administrative and financial work in connection therewith.

4.2 Local Share of Capital Costs

"Local Share of Capital Costs" means the thirty-five (35%) of capital costs which are not eligible for payment from non-reimbursable federal grants and from non-reimbursable state grants.

5. FINANCING

5.1 City to Underwrite Commission's Costs.

The City agrees to underwrite the Local Share of Capital Costs incurred or will be incurred by the Commission for construction of the Project with respect to the Project facilities constructed, under contract, and remaining projects outlined in the April 2015 Final Supplemental Environmental Impact Statement (SEIS) and August 2015 Record of Decision.

DRAFT

Remaining project components covered by this agreement not already under contract as of February 2024 are listed below:

1. Raw water initialization and startup
2. Intake Pipeline and Screen Structure at the Snake Creek Pumping Plant
3. Phase III Improvements to the Minot Water Treatment Plant
4. Souris Reservoir and Pump Station
5. Inline Booster Pump Stations along North Dakota Highway 5

City will use sales tax revenue for the Local Share upto $142 million. When Local Share needed for the Project exceeds $142 million, Commission will consult with the City and the Northwest Area Water Supply Authority to determine appropriate revenue source for the Local Share to potentially include consideration of user fees.

5.2 Credit to City.

The City shall be credited 65% of the expenses relating to the Sundre aquifer raw water supply pipeline and reservoir, as well as an additional well in the Sundre aquifer completed between 2016 to 2020 to bolster raw water capacity and meet the requirements identified in the SEIS. The credit for the City is estimated at $10.7 million.

5.3 Biota Water Treatment Plant Costs.

The City is not responsible for any costs incurred related to the construction of the NAWS Biota Water Treatment Plant or other federal responsibilities identified in the SEIS.

5.4 Time of Performance

The City will make payments to the Commission in fulfillment of its obligation under this agreement in installments (which may be irregular in timing and amounts), within thirty (30) days of being called upon by the Commission to make such payments, upon a construction cost reimbursement basis. The city agrees to levy and collect all necessary taxes and use all its authority and resources available to meet its obligations under this contract and will make in full all payments to be made pursuant to this contract on or before such payments are due.

6. TERM OF CONTRACT

This contract shall remain in effect until all payments required herein have been completed.

7. TERMINATION

DRAFT

7.1 Termination by Mutual Consent

This contract may be terminated by mutual consent of both parties executed in writing.

7.2 Termination for Cause By Commission

The Commission may terminate this Contract effective upon delivery of written notice to the City, or any later date stated in the notice. The Contract may be terminated if City fails to make payments within the time specified or any extension agreed to in writing by the Commission. The rights and remedies of the Commission provided in this subsection are not exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

7.3 Termination by Commission

The Commission may abandon the Project and terminate this contract effective upon written notice to the City. In the event that the Commission abandons the Project and terminates this Contract, the Commission shall assist to the fullest exten possible in the orderly transition of all pending matters related to this Project.

7.4 Termination for Cause by City

The Contract may be terminated if Commission fails to complete its duties and obligations under this Contract. The Contract may be terminated by City upon ninety (90) days' written

notice to the Commission, if Commission substantially fails to complete its duties and obligations under this Contract. The rights and remedies of the City provided in this subsection are not exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8. BURDEN OF LOSS.

8.1 Third-Party Claims.

Each party agrees to assume its own liability for any and all claims of any nature from third parties, including all costs, expenses, and attorney's fees which may in any manner result from or arise out of this agreement. Hence the right of equitable contribution which each may have against the other is limited to accomplishing the result contemplated by the prior sentence.

9. GENERAL PROVISIONS

9.1 Access to and Inspection of Books and Records.

To the extent, if any, not already provided under the North Dakota open records law, each party shall have the right, during normal business hours, to inspect and make copies of the other party' s books and official records relating to matters covered by this contract.

DRAFT

9.2 Remedies Not Exclusive.

The use by either party of any remedy specified herein for the enforcement of this contract is not exclusive and shall not deprive the party using such remedy of, or limit the application of, any other remedy provided by law.

9.3 Waiver of Rights.

Any waiver at any time by either party of its rights with respect to a default or any other matter arising in connection with this contract, must be in writing, and shall not be deemed to be a waiver with respect to any other default or matter.

9.4 Notices.

All notices that are required either expressly or by implication to be given by any party to the other under this contract shall be in writing. All such notice shall be deemed to have been given and delivered, if delivered personally or if delivered by registered or certified mail, and are complete on the date postmarked when addressed to the parties at their addresses as shown on the signature page of this contract.

10. MERGER CLAUSE

This contract constitutes the entire agreement between the Parties. There are no understandings, agreements, or representations, oral or written, not specified within this contract. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this contract.

11. SEVERABILITY

If any term of this Contract is declared to be illegal or unenforceable by a court having competent jurisdiction, the validity of the remaining terms is unaffected and, if possible, the rights and obligations of the Parties are to be construed and enforced as if this contract did not contain that term.

12. EFFECTIVENESS OF CONTRACT

This contract is not effective until fully executed by both Parties. If no start date is specified in the Term of Contract, the most recent date of the signatures of the Parties shall be deemed the Effective Date.

DRAFT

13. **APPLICABLE LAW AND VENUE**

This contract is governed by and construed in accordance with the laws of the State of North Dakota. Any action to enforce this contract must be adjudicated exclusively in the state District Court of Burleigh County, North Dakota. Each Party consents to the exclusive jurisdiction of such court and waives any claim of lack of jurisdiction or forum non conveniens.

14. **ALTERNATIVE DISPUTE RESOLUTION – JURY TRIAL**

By entering this Contract, the Commission does not agree to binding arbitration, mediation, or any other form of mandatory Alternative Dispute Resolution. The Parties may enforce the rights and remedies in judicial proceedings. The Commission does not waive any right to a jury trial.

IN WITNESS WHEREOF, the parties execute this contract on the date specified below.

NORTH DAKOTA STATE WATER COMMISSION
1200 Memorial Highway
Bismarck, ND 58504

By: _____

Title: Secretary, North Dakota State Water Commission

Date: _____

Approved and entered into resolution of the State Water Commission this _____day of _____, 202__.

_____
Secretary

DRAFT

Dated at Minot, North Dakota, this _____ day of _____, 202___.

CITY OF MINOT

By: _____
Tom Ross, Mayor

DRAFT

TO: Mayor Tom Ross
Members of the City Council

FROM: Jason Sorenson, Assistant Director of Public Works

DATE: April 1, 2024

SUBJECT: **2024 WATERMAIN REPLACEMENT - AWARD OF BID (4798)**

I. RECOMMENDED ACTION

A. Recommend council award the bid for the 2024 Watermain Replacement Project to Post Construction, Inc. for the lowest bid of $2,473,528.00 which includes Units 1 and 2.
B. Recommend council authorize the mayor to sign contract documents on behalf of the City.
C. Recommend council approve a budget amendment to allocate the funds.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director 857-4140

III. DESCRIPTION

A. Background
Each year, the Water and Sewer Department budgets funds for watermain replacement in areas where old watermains are in poor condition. This year, $2 million was allocated for this project. The area was chosen based on being an area that required significant maintenance repairing watermain breaks.

On Tuesday, March 26, 2024, bids were opened for the 2024 Watermain Replacement Project. Below is a copy of the bid tabulation:

2024 Watermain Replacement Project Bid Tabulation City Project #4798	
Engineers Estimate: $2,458,275.00	
Bidder	Total Bid
Post Construction, Inc.	$2,473,528.00
Dig It Up Backhoe Service, Inc.	$2,736,109.50
Kemper Construction Co.	$2,741,168.00

The lowest responsible bid was received from Post Construction, Inc. in the amount of $2,473,528.00.

B. Proposed Project
Work for this project this year will concentrate in an area of town where there are frequent watermain breaks east of Oak Park.

C. Consultant Selection
N/A

IV. IMPACT:

A. Strategic Impact:
Replacing the old cast iron watermain reduces the amount of water breaks and reduces overall maintenance costs on the water distribution system.

B. Service/Delivery Impact:
N/A

C. Fiscal Impact:

Project Costs

Engineer's Estimate:	$2,458,275.00
Contractor's Bid:	$2,473,528.00

Project Funding

Funds for this project were budgeted in the 2024 Watermain Maintenance budget in the amount of $2,000,000 (Account 14061000-44501).

A budget amendment was issued October 16, 2023 to move $900,000 from the 2024 Watermain Maintenance budget to the 2023 Watermain Maintenance budget to allow design to start on the University Avenue Watermain Replacement and Westfield Watermain Replacement projects to be constructed in late 2024 and 2025. The $900,000 was previously approved for a DWR grant and will be reimbursed in the 2024 budget. Once the University and Westfield projects are bid a request will be sent to DWR for 60% cost share with the remaining 40% being funded using an DWSRF loan

A budget amendment in the amount of $1,500,000 is necessary to allocate the funding for this project. Of the $1,500,000, $600,000 will come from water/sewer cash reserves to cover the project overage plus some contingency.

V. CITY COUNCIL ASPIRATIONS
This item achieves the aspirations of Resilient and Prepared.

VI. ALTERNATIVES
The council could choose to reduce the project scope to keep the project within the budgeted amount. If that is the case, the plans will be put on the shelf and included in a future project. While the work can be done later, it will most likely be done at a higher cost

VII. TIME CONSTRAINTS
N/A

VIII. LIST OF ATTACHMENTS
1. Budget Amendment

ORDINANCE NO:

AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE WATER DISTRIBUTION WATERMAIN REPLACEMENT REVENUES AND EXPENDITURES FOR THE 2024 WATERMAIN REPLACEMENT AWARD OF BID AND APPROVE THE USE OF CASH RESERVES.

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

§1: Amend the 2024 annual budget to increase the water distribution watermain replacement award of bid:

14000000-33400		$900,000
14061000-44501		1,500,000

§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 Tom Ross
Members of the City Council

FROM: Jason Sorenson, Utilities Director

DATE: April 1, 2024

SUBJECT: **APPROVAL OF FLOOD SPECIFIC EMERGENCY ACTION PLAN (3135.1)**

I. RECOMMENDED ACTION

1. Recommend council approve the updated Emergency Action Plan

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director 857-4140

III. DESCRIPTION

A. Background

As a requirement of our System Wide Improvement Framework (SWIF) for flood fighting and preparedness the city is required to prepare a flood specific emergency action plan (EAP) and update this plan yearly. This plan is posted on our city webpage.

B. Proposed Project

The EAP is a living document that describes the process, procedures and materials needed in the event of a flood in the City of Minot to protect lives and prevent property damage in the event of a flood. The updates done in this plan cover changes to the levy up to 2023. Completion of MREFPP Phases MI 1-3, SWIF Repairs (Projects A-F), and MWTP Flood Protection have all been incorporated into the plan. All tables and figures, contact info for personnel has been updated and websites and links have been verified.

Some of the specific requirements of this plan address the following:

- Authority and Emergency declarations
- Shared resources and assistance needed from state and federal agencies
- Organization structure
- External resources and contacts
- Flood elevations, mapping and history
- Public and private utilities
- Critical facilities and sheltering
- Prioritized actions for varying flood event size
- Evacuation
- Internal and external communication

C. Consultant Selection

Houston Engineering

IV. IMPACT:

A. Strategic Impact:

This plan is a requirement of our SWIF agreement with the USACE to remain eligible for PL 84-99 funding in the event of a flood.

B. Service/Delivery Impact:
This plan makes relevant flood fighting information readily available in a single document for a flood fighting effort.

C. Fiscal Impact:
There are no immediate fiscal impacts. Serious impacts could be felt later if the city falls out of the PL 84-99 program and must undergo flood fighting without the help of USACE

Project Costs
N/A

Project Funding
N/A

V. CITY COUNCIL ASPIRATIONS

This item accomplishes the council aspiration of resilient and prepared

VI. ALTERNATIVES

N/A

VII. TIME CONSTRAINTS

N/A

VIII. LIST OF ATTACHMENTS

A. The EAP can be viewed on the City of Minot webpage at https://www.minotnd.gov/692/Flooding-Flood-Control

City of Minot

TO: Mayor Tom Ross
Members of the City Council

FROM: Jason Sorenson, Utilities Director

DATE: April 1, 2024

SUBJECT: **TRUCK MOUNTED JETTER/HYDRO-EXCAVATOR – AWARD OF BID (4838)**

I. RECOMMENDED ACTION

1. Recommend council award the bid to Jet-Line Sales and Service in the amount of $557,267.00 for the truck mounted jetter/hydro-excavator for the Water/Sewer Department.
2. Recommend council approve the budget amendment to allocate the funds for this purchase.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director 701-857-4140

III. DESCRIPTION

A. Background

The Water/Sewer Department purchased a new jetter in 2015 and a jetter/vac combo unit in 2014. In subsequent budgets, funds were set aside for the eventual replacement of each piece of equipment. With the addition of a hydro-excavator in 2024, the department now has three pieces that perform specialized tasks. Staff investigated trading in the jetter/vac combo unit for a new hydro-excavator/jetter. This unit can perform the tasks of the jetter and jetter/vac while also being able to do hydro-excavation.

B. Proposed Project

On March 12, 2024, bids were opened for a new truck mounted hydro-excavator/jetter. The tabulation of bids is as follows:

Bidder	Make/Model	Base Bid	Trade-In	Purchase Price
Jet-Line Sales and Serrvice	GapVax MC 1510	$657,267.00	$100,000.00	$ 557,267.00
RDO Equipment Co.	Aquatech B-10	$609,907.00	$ 65,000.00	$ 544,907.00

The Aquatech unit proposed from RDO is the least expensive, however the machine does not come supplied with a front mounted hose reel and doesn't have the ability to be manufactured with one. A front mount hose reel provides additional safety to the operator and was specifically called for in the bid specifications. For this reason, the recommendation of award is for the GapVax unit from Jet-Line which more closely meets the specifications for the bid.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

The Department prides itself on being able to quickly respond to emergency calls. This piece of equipment provides some redundancy so the right tool for the job is always available when the call arises.

B. Service/Delivery Impact:
Water/Sewer staff respond to calls for water breaks and other emergencies all hours of the day. Having the proper equipment to make repairs in a quick and efficient manner ensures residents service interruptions are kept to a minimum.

C. Fiscal Impact:

Project Costs

Purchase Price	$557,267.00

Project Funding
The funding that has been set aside since 2014 totals $505,000. There is savings from Water and Sewer Department 2024 capital purchases that totals $59,646 to cover the shortfall. The attached budget amendment allocates the necessary funds to make this purchase

V. CITY COUNCIL ASPIRATIONS
This item meets the council aspiration of resilient and prepared

VI. ALTERNATIVES
Council could choose to reject this purchase. In that case the purchase will be requested in a future budget. Equipment costs have been rising year after year so this purchase will cost more in a future budget.

VII. TIME CONSTRAINTS
Equipment, depending on complexity, has been taking a year to a year and a half for delivery. The sooner the equipment is ordered, the quicker the equipment will be delivered.

VIII. LIST OF ATTACHMENTS
A. Budget Amendment

ORDINANCE NO:

AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE SEWER CAPITAL EQUIPMENT EXPENSE AND DECREASE THE WATER DISTRIBUTION CAPITAL EQUIPMENT EXPENSE FOR THE PURCHASE OF A NEW TRUCK MOUNTED HYDRO-EXCAVATOR/JETTER.

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

§1: Amend the 2024 annual budget to increase the sewer capital equipment expense and decrease the water distribution capital equipment expense for the purchase of a new truck mounted hydro-excavator/jetter:

14062000-57500	2018590002	$29,061
14061000-57500		($29,061)

§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 Tom Ross
Members of the City Council

FROM: Jason Sorenson, Utilities Director

DATE: April 1, 2024

SUBJECT: **2024 TRANSIT TRANSFER CENTER AWARD OF BID & BUDGET AMENDMENT (CITY PROJECT NO. 4741)**

I. RECOMMENDED ACTION

A. Recommend council award the bid for the 2024 Transit Transfer Center Construction Project to Rolac Contracting Inc. for the lowest bid of $627,100.00.
B. Recommend council authorize the mayor to sign contract documents on behalf of the City.
C. Recommend approval of the proposed ordinance to increase the transit capital equipment account for unexpected increases in construction costs for this project and approve the use of Sales Tax Improvement Funds for the increase local match requirement.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director 857-4140

III. DESCRIPTION

A. Background
On Tuesday, March 5, 2024, bids were opened for the construction of the Transit Transfer Center. Below is a copy of the bid tabulation:

2024 Transit Transfer Center City Project #4741	
Base Bid and all Alternates Engineers Estimate: $573,982.51	
Bidder	Total Bid
Rolac Contracting Inc.	$627,100.00
Craft Builders	$647,100.00
Roers Construction	$650,600.00

The lowest responsible bid was received from Rolac Contracting Inc. in the amount of $627,100.00.

B. Proposed Project
This project will construct the new transit transfer center in the Renaissance Parking Structure located at 205 1st Street SW.

C. Consultant Selection
N/A

IV. IMPACT:

A. Strategic Impact:
The relocation of the transit transfer station has long sought to be in downtown Minot. The reallocation of parking is a needed step to accommodate the transit bus operations. This location is ideally situated as it provides a central location to all transit routes and allows safe and efficient access for buses and pedestrian access to the transfer center for each of our current six routes and the two additional routes that will be added for expansion in 2024.

B. Service/Delivery Impact:
N/A

C. Fiscal Impact:
Funds for this project were budgeted in the 2023 Transit Capital Funds budget in the amount of $500,000 (Account 42066000-57300). The bids came in for the project higher than initially estimated due to an increase in construction costs since the original estimate was completed and the addition of more stringent Buy America/Build America requirements. Additional grant funding has been requested and approved by the NDDOT. A Section 5339 grant will reimburse $560,000.00 for this project with a total of $140,000.00 in local matching funds required. The additional $40,000.00 not already budgeted for will come out of Sales Tax Improvements.

Project Costs

Engineer's Estimate:	$573,982.51
Contractor's Bid:	$627,100.00

Amend the 2024 annual budget to increase the transit capital equipment revenues and expenditures for the Transit Transfer Center award of bid:

42000000-33200	2023660001	$160,000
42000000-39101	2023660001	40,000
42066000-57300	2023660001	200,000
25266000-49101		40,000
10011000-49125		40,000

V. CITY COUNCIL ASPIRATIONS
This item achieves the aspirations of Safe and Welcoming as well as Resilient and Prepared.

VI. ALTERNATIVES
N/A

VII. TIME CONSTRAINTS

Approval by council will allow this project to move forward with an estimated completion date of September 1, 2024.

VIII. LIST OF ATTACHMENTS

Transit Transfer Center Budget Amendment Ordinance

ORDINANCE NO:

AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE TRANSIT CAPITAL EQUIPMENT REVENUES AND EXPENDITURES FOR THE TRANSIT TRANFER CENTER AWARD OF BID AND APPROVE THE TRANSFER OF SALES TAX IMPROVEMENTS CASH RESERVES.

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

§1: Amend the 2024 annual budget to increase the transit capital equipment revenues and expenditures for the Transit Transfer Center award of bid:

42000000-33200	2023660001	$160,000
42000000-39101	2023660001	40,000
42066000-57300	2023660001	200,000
25266000-49101		40,000
10011000-49125		40,000

§2: Approve the transfer of Sales Tax Improvements cash reserves:

25266000-49101		$40,000
10000000-39114		(40,000)
10011000-49125		40,000
42000000-39101	2023660001	(40,000)

§3: 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

City of Minot

TO: Mayor Tom Ross
Members of the City Council

FROM: Jason Sorenson, Utilities Director

DATE: April 1, 2024

SUBJECT: **REQUEST LETTER FOR PLANNING ASSISTANCE FOR STATES AND TRIBES**

I. RECOMMENDED ACTION

A. Recommend council authorize sending a request for US Army Corps of Engineers Planning Assistance to States and Tribes (PAS) to investigate seasonal water quality issues with the dead loops in Minot.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director

III. DESCRIPTION

A. Background

The dead loops in Minot are a result of the federal flood control project constructed in Minot during the late 70s and early 80s. Due to channelization of the Souris River through Minot, some long meanders in the river were cut off which resulted in isolated sections of river channel that remain connected to the main river through control structures. During spring run off the up and downstream control structures are opened to flush and refill the dead loops with fresh water. However, after spring runoff, the flow in the river frequently drops to a negligible level, thus eliminating the ability to flush. During these times, the dead loops become isolated and stagnant resulting in algae and duckweed blooms. The areas become mosquito breeding grounds and frequently get reported by residents due to odor concerns.

B. Proposed Project

PAS is authorized under Section 22 of the Water Resources Development Act (WRDA) and it allows the Corps to provide state and local entities with technical assistance. The request, if accepted, would engage resources within USACE to study ways to mitigate some of the issues associated with the dead loops while ensuring any potential projects would be compatible with design and construction of the Mouse River Enhanced Flood Protection Project.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

As the overall flood control project is constructed, some of the dead loops will be reincorporated into the river system. However, not all of the dead loops offer the same restoration possibilities. This study will help identify ways to mitigate concerns with the dead loops.

B. Service/Delivery Impact:
The hope is that there are opportunities that exist to improve the quality of the dead loops thus improving the quality of life for those living near them

C. Fiscal Impact:
PAS projects through the Corps have a 50/50 cost share.

Project Costs
N/A

Project Funding
Funding for this was not included in the 2024 budget. If council supports moving forward, there will be a subsequent budget amendment to allocate funding. It is anticipated the initial phase wouldn't exceed $50,000 and funding support will be requested from the Souris River Joint Board. This would cap the City of Minot participation to less than $12,500.

V. CITY COUNCIL ASPIRATIONS
This item would achieve all of the council aspirations.

VI. ALTERNATIVES
The council could elect to deny this request. In that case, no further investigation will be done

VII. TIME CONSTRAINTS
N/A

VIII. LIST OF ATTACHMENTS
A. *Request Letter*

City of Minot

April 1, 2024

Mr. Karl Jansen
Army Corps of Engineers Deputy District Engineer
332 Minnesota Street, Suite E1500
St. Paul, MN 55101

Dear Mr. Jansen:

Please consider this request by the City of Minot for United Stated Army Corps of Engineers (USACE) Planning Assistance to States and Tribes (PAS) for evaluation and study of water quality concerns within the oxbow cut offs (dead loops) in Minot, ND.

The dead loops in Minot are a result of the federal flood control project constructed in Minot during the late 70s and early 80s. Due to channelization of the Souris River through Minot, some long meanders in the river were cut off which resulted in isolated sections of river channel that remain connected to the main river through control structures. During spring run off the up and downstream control structures are opened to flush and refill the dead loops with fresh water. However, after spring runoff, the flow in the river frequently drops to a negligible level, thus eliminating the ability to flush. During these times, the dead loops become isolated and stagnant resulting in algae and duckweed blooms. The areas become mosquito breeding grounds and frequently get reported by residents due to odor concerns.

The City of Minot is requesting assistance to find potential solutions to the listed concerns. It is imperative any solutions will be compatible with the long-term design and construction of the Mouse River Enhanced Flood Protection Plan.

The City of Minot understands that any study costs would be shared 50/50 pursuant to the terms of a Cost Share Agreement. Please consider providing assistance for a comprehensive plan under Section 22 of the Water Resources Development Act.

Sincerely,

Jason Sorenson
Utilities Director

2025 BUDGET SCHEDULE

APRIL

MONDAY 1

5:30 PM:
City Council approves budget schedule

MONDAY 1

Pay Plan and Classification Study Begins (Human Resources)

MONDAY 15

5:30 PM:
Presentation of the Capital Improvement Plan (CIP)

FRIDAY 26

Community contribution application for funding available on City website

MAY

MONDAY 6

5:30 PM:
Approval of the Capital Improvement Plan (CIP)

MONDAY 6

Department tours with Council members

TUESDAY 7

Department tours with Council members

WEDNESDAY 8

Department tours with Council members

2025 BUDGET SCHEDULE

MAY

THURSDAY 9
Department tours with Council members

FRIDAY 10
Department tours with Council members

MONDAY 20
5:30 PM:
Council agenda item to outline budget priorities

FRIDAY 31
Pay Plan and Classification Study complete (Human Resources)

JUNE

MONDAY 3
Budget requests due to Finance and City Manager

MONDAY 3
Community contribution applications due

MONDAY 3
5:30 PM:
Community contribution applicant presentations to Council

MONDAY 10
Budget request meetings start with Department Heads, City Manager and Finance

2025 BUDGET SCHEDULE

JUNE

WEDNESDAY 12
Annual Plan presentation to Civil Service Commission (Human Resources)

FRIDAY 14
Budget request meetings end with Department Heads, City Manager and Finance

WEDNESDAY 19
Annual Pay Plan public meeting (Human Resources)

FRIDAY 21
Department budgets complete

MONDAY 24
City Manager and Finance start work on budget and presentation

JULY

MONDAY 1
5:30 PM:
City Council reorganization

MONDAY 8
City Manager and Finance complete work on budget and presentation

TUESDAY 9
Have budget ready to copy and bind

2025 BUDGET SCHEDULE

JULY

TUESDAY 9
City Council facilitator meetings

WEDNESDAY 10
City Council facilitator meetings

MONDAY 15
5:30 PM:
Proposed annual budget and annual pay plan to Council

MONDAY 29
5:30 PM:
Special Council Meeting Q&A and approve preliminary budget

AUGUST

MONDAY 19
5:30 PM:
President of the Council message due

SEPTEMBER

MONDAY 16
5:30 PM:
First reading and public hearing on Budget Ordinance

OCTOBER

MONDAY 7
5:30 PM:
Final adoption of Budget Ordinance

TO: City Council
FROM: Stefanie Stalheim, City Attorney
Lisa Jundt, Human Resources Director
DATE: March 22, 2023
SUBJECT: City Manager Contract Amendment

I. RECOMMENDED ACTION

Approve First Amendment to the City Manager's Employment Contract.

II. DEPARTMENT CONTACT PERSONS

Stefanie Stalheim, City Attorney	857-4755
Lisa Jundt, Human Resources Director	857-4753

III. DESCRIPTION

A. Background

Following execution of the City Manager's latest contract, the City Council amended the City of Minot's employee benefits to shift from a vacation and sick leave plan to paid-time off (PTO), and added a short-term disability policy. Additionally, at the March 18th City Council Meeting, the Council approved amendments to the City Manager ordinance on first reading to accurately reflect present practices and to codify the Assistant City Manager's general duties and responsibilities.

B. Proposed Project

The attached First Amendment to the City Manager's Employment Contract updates paragraphs 5 and 10 to include the City's short-term disability policy and to reflect the anticipated updates to Chapter 2 (Administration), Article III (City Officers), Division 2 (City Manager) that are before the Council tonight on 2nd reading.

C. Consultant Selection
N/A

IV. IMPACT:

A. Strategic Impact:
The First Amendment will clarify City Manager Benefits and update the contract to align with ordinance updates.

B. Service/Delivery Impact:
See Strategic Impact.

C. Fiscal Impact:
None, as the City Manager's benefit plan shifted to the PTO/short-term benefit system in 2024 alongside the rest of the City Employees.

V. CITY COUNCIL ASPIRATIONS

Dynamic and Prosperous, Resilient and Prepared, Safe and Welcoming, Excellent and Connected

VI. ALTERNATIVES

The Council may amend the First Amendment or decline to approve the contract amendment.

VII. TIME CONSTRAINTS

City Manager Ordinance updates are being considered by the Council on second reading at the April 1 meeting, so approval alongside the ordinance is recommended to maintain consistency between the City's ordinances and the employment contract.

VIII. LIST OF ATTACHMENTS

A. First Amendment to Employment Contract.pdf
B. First Amendment to Employment Contract_redlines.pdf
C. Harold Stewart Employment Contract_2023_2028.pdf

FIRST AMENDMENT TO THE EMPLOYMENT AGREEMENT
by and between the City of Minot and Harold Stewart II
effective December 29, 2023 through December 28, 2028

WHEREAS, the City of Minot (City) and Harold Stewart II (Stewart) entered into an Employment Agreement effective December 29, 2023 through December 28, 2028 (Agreement) wherein in the City agreed to employ and Stewart agreed to serve, as the City's City Manager; and

WHEREAS, the Agreement describes various employment benefits the City agreed to provide in exchange for Stewart's services, including insurance and paid time off; and

WHEREAS, following the execution of the Agreement, the Minot City Council amended the City of Minot's employee benefits to shift from a vacation and sick leave plan to paid-time off (PTO), and added a short-term disability policy; and

WHEREAS, following execution of the Agreement, the Minot City Council approved first reading, modifications to Chapter 2 (Administration), Article III (City Officers), Division 2 (City Manager) of its Code of Ordinances to reflect policy and practice changes and to codify the Assistant City Manager's general duties and responsibilities; and

WHEREAS, City and Stewart desire to amend the Agreement to contemplate the shift to a PTO leave system; addition of the short-term disability policy; and if approved by the Minot City Council on second reading, the proposed updates to Chapter 2 (Administration), Article III (City Officers), Division 2 (City Manager) of its Code of Ordinances; and

NOW THEREFORE, City and Stewart agree to amend paragraph 5 of the Agreement as follows:

5. **Health, Long-Term Disability, Short-Term Disability, and Life Insurance.**
    a. **Health Insurance**. The City will enroll and maintain Stewart and/or his family in its health insurance plan to the same extent as it does its civil service employees.
    b. **Long-Term Disability Benefits.** The City will provide Stewart the same long-term disability benefits as it provides to its civil service employees.
    c. **Short-Term Disability Benefits.** The City will provide Stewart the same short-term disability benefits as it provides to its civil service employees.
    d. **Life Insurance.** The City will provide Stewart the same life insurance benefits as it provides to its civil service employees.

NOW THEREFORE, City and Stewart agree to amend paragraph 10 of the Agreement, if the proposed updates to Chapter 2 (Administration), Article III (City Officers), Division 2 (City Manager) of the Minot Code of Ordinances are approved on second reading:

10. ~~**Permission**~~ **Notification Required** ~~**To Leave**~~ **Before Leaving the City.** Stewart shall not leave Minot, North Dakota for more than forty-eight (48) hours without ~~permission therefor from~~ notifying the Mayor, or in the absence of the Mayor, the President of the

City Council, or in the absence of the Mayor and President of the City Council, the Vice-President of the City Council. Proof of ~~permission~~ notification must be ~~granted~~ provided in writing with a copy provided to the City's Human Resources Director and ~~City Auditor/Finance Director~~ Assistant City Manager. In the absence from the City of the City Manager the ~~City Auditor/Finance Director~~ Assistant City Manager shall perform all duties of the City Manager unless another individual is appointed by the City Council, and Stewart agrees to fully apprise the ~~City Auditor/Finance Director~~ Assistant City Manager or other successor of all pending matters of concern prior to leaving the City. Minot City Ordinance Sec. 2-51, 2-53.

IN WITNESS WHEREOF, the Parties hereto have executed this Employment Agreement effective as of the Effective Date.

EMPLOYEE

By: _____
Harold Stewart, City Manager

Date: _____

CITY OF MINOT

By: _____
Thomas Ross, Mayor

Date: _____

Attest: _____
Mikayla McWilliams, City Clerk

Date: _____

City of Minot

FIRST AMENDMENT TO THE EMPLOYMENT AGREEMENT
by and between the City of Minot and Harold Stewart II
effective December 29, 2023 through December 28, 2028

WHEREAS, the City of Minot (City) and Harold Stewart II (Stewart) entered into an Employment Agreement effective December 29, 2023 through December 28, 2028 (Agreement) wherein in the City agreed to employ and Stewart agreed to serve, as the City's City Manager; and

WHEREAS, the Agreement describes various employment benefits the City agreed to provide in exchange for Stewart's services, including insurance and paid time off; and

WHEREAS, following the execution of the Agreement, the Minot City Council amended the City of Minot's employee benefits to shift from a vacation and sick leave plan to paid-time off (PTO), and added a short-term disability policy; and

WHEREAS, following execution of the Agreement, the Minot City Council also considered various updates on first reading to Chapter 2 (Administration), Article III (City Officers), Division 2 (City Manager) of its Code of Ordinances to reflect policy and practice changes and to codify the Assistant City Manager's general duties and responsibilities; and

WHEREAS, City and Stewart desire to amend the Agreement to contemplate the move to a PTO leave system; addition of the short-term disability policy; and if approved by the Minot City Council on second reading, the proposed updates to Chapter 2 (Administration), Article III (City Officers), Division 2 (City Manager) of its Code of Ordinances; and

NOW THEREFORE, City and Stewart agree to amend paragraph 5 of the Agreement as follows:

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    b. **Long-Term Disability Benefits.** The City will provide Stewart the same long-term disability benefits as it provides to its civil service employees.
    c. **Short-Term Disability Benefits.** The City will provide Stewart the same short-term disability benefits as it provides to its civil service employees.
    d. **Life Insurance.** The City will provide Stewart the same life insurance benefits as it provides to its civil service employees.

NOW THEREFORE, City and Stewart agree to amend paragraph 10 of the Agreement, if the proposed updates to Chapter 2 (Administration), Article III (City Officers), Division 2 (City Manager) of the Minot Code of Ordinances are approved on second reading:

10. **Notification Required Before Leaving the City.** Stewart shall not leave Minot, North Dakota for more than forty-eight (48) hours without notifying the Mayor, or in the absence of the Mayor, the President of the City Council, or in the absence of the Mayor

and President of the City Council, the Vice-President of the City Council. Proof of notification must be provided in writing with a copy provided to the City's Human Resources Director and City Auditor/Finance Director. In the absence from the City of the City Manager the Assistant City Manager shall perform all duties of the City Manager unless another individual is appointed by the City Council, and Stewart agrees to fully apprise the Assistant City Manager or other successor of all pending matters of concern prior to leaving the City. Minot City Ordinance Sec. 2-51, 2-53.

IN WITNESS WHEREOF, the Parties hereto have executed this Employment Agreement effective as of the Effective Date.

EMPLOYEE

By: _____
Harold Stewart, City Manager

Date: _____

CITY OF MINOT

By: _____
Thomas Ross, Mayor

Date: _____

Attest: _____
Mikayla McWilliams, City Clerk

Date: _____

City of Minot

EMPLOYMENT AGREEMENT

The Agreement is made between the City of Minot, a municipal corporation and political subdivision of the State of North Dakota, hereinafter called "the City" and Harold Stewart II, hereinafter referred to as Stewart, both of whom agree as follows:

1. **Position.** The City hereby employs Stewart as its City Manager. Stewart agrees to serve as City Manager in accordance with the City's City Manager job description, which is attached and incorporated into this Agreement by reference as Exhibit 1.

2. **Term.** This Agreement shall remain in full force and effect, for a term of five (5) years, from December 29, 2023 until December 28, 2028, unless terminated earlier by the City or Stewart provided in Paragraph 15 of this Agreement. This Agreement shall automatically renew on its anniversary date for a one-year term unless notice is given at least six (6) months before the expiration date. In the event the Agreement is not renewed, all compensation, benefits, and requirements of the Agreement shall remain in effect until the expiration of the term.

3. **Duties and Authority.**
    a. Stewart is the chief administrative officer of the City and shall faithfully perform the duties as prescribed in the job description, as set forth in Section 2-47 of the City's Code of Ordinances (which may hereafter be amended), and as may be lawfully assigned by the City. Stewart shall comply with all lawful City Council directives, state and federal law, City policies, rules and ordinances as they exist or may hereafter be amended.
    b. Specifically, it shall be the duty of Stewart to appoint or remove, on behalf of the City, all other City employees consistent with the policies of the City Council and the City's Code of Ordinances.
    c. It shall also be the duty of Stewart to direct, reassign, and evaluate all City employees consistent with City policies, City ordinances, state laws, and federal laws.
    d. It shall also be the duty of Stewart to organize, reorganize, and arrange the staff of the City and to develop and establish internal regulations, rules, and procedures which Stewart deems necessary for the efficient and effective operation of the City, consistent with lawful directives from the City Council, City policies, City ordinances, state law, and federal law.
    e. It shall also be the duty of Stewart to accept all resignations of employees of the City consistent with City policies, City ordinances, state law, and federal law, except when that employee's resignation must be accepted by the City Council.
    f. Stewart shall perform the duties of the office of City Manager with reasonable care, diligence, skill, and expertise.
    g. All duties assigned to Stewart by the City Council shall be appropriate to and consistent with the professional role and responsibility of the City Manager position.
    h. Stewart cannot be reassigned from the position of City Manager to another position without Stewart's express written consent.
    i. Stewart shall attend, and shall be permitted to attend, all meeting of the governing body, both public and closed, with the exception of those closed meetings devoted to the

subject of this Agreement, or to any amendment thereto, or to a subject that is a matter personally involving Stewart.

j. The City Council shall, individually and collectively, refer in a timely manner all substantive criticisms, complaints and suggestions called to their attention to Stewart for study and/or appropriate action.

4. **Compensation.**
   a. **Salary and Salary Step Increases.** City agrees to pay Stewart an annual base salary of $182,000 payable in installments at the same time that other management employees of the City are paid. The City shall increase Stewart's base salary by step increment, consistent with step increment increases provided to civil service employees of the City. The base salary step increment for Stewart shall be approved by the City Council as a part of his annual evaluations and the annual budget approval.
   b. **Supervisory Employee.** Stewart acknowledges that he is the chief administrative officer of the City, and that this position is a supervisory position for purposes of the federal Fair Labor Standards Act. Consequently, Stewart shall not be entitled to overtime pay without regard to how many hours he may work within a given period of time.
   c. **Paycheck Withholdings.** Stewart recognizes that under compulsion of law the City is obligated to withhold certain sums from his gross pay which may not be specifically mentioned herein, such as, for example, Medicare taxes. Stewart agrees that such withholdings made under compulsion of law shall not be considered a diminution of their gross pay, and shall be treated as though personally paid to him, for purposes of measuring the City's performance under this contract.
   d. **Social Security.** The City agrees to pay on Stewart's behalf, the same rate of Social Security paid by Stewart as set annually by federal regulation.

5. **Health, Disability, and Life Insurance.**
   a. **Health Insurance**. The City will enroll and maintain Stewart and/or his family in its health insurance plan to the same extent as it does its civil service employees.
   b. **Long-Term Disability Benefits.** The City will provide Stewart the same long-term disability benefits as it provides to its civil service employees.
   c. **Life Insurance.** The City will provide Stewart the same life insurance benefits as it provides to its civil service employees.

6. **Annual, Sick, and Military Leave; Personal Day; Holidays.**
   a. **Annual Leave.** The City Manager shall receive the same leave/paid time off benefits as all City Employees, to be calculated at the same rate as an employee with 15 years of service.

7. **Automobile.**
   a. **Mileage.** The City will pay Stewart $450.00 per month to compensate him for using his personal vehicle for in-town travel (within 30 miles of the Minot, North Dakota corporate limits) for City business. Stewart shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such personal vehicle and shall further be responsible for all expenses attendant to said personal vehicle. The City will provide transportation or a City vehicle for necessary out-of-town travel.

8. **Expenses.**
    a. **Incidental Expenses.** The City will annually appropriate in the annual budget an amount for Stewart's incidental expenses that may include professional memberships and conference attendance.
        i. **Service Club Membership.** The City shall furnish dues for Stewart's membership in one local service club.
        ii. **Customary and Reasonable Expenses as Established by the City Council by Resolution.** The City recognizes that certain expenses of a non-personal but job related nature are incurred by Stewart and agrees to reimburse said general expenses subject to annual budget constraints, Federal, State, and City ethics policies, Federal, State, and City purchasing policies, and the other terms and conditions of this subparagraph. Such expenses may include Stewart's business meals within town where City business is being discussed or conducted; social events of various organizations when representing the City; travel, lodging, and meals out of town while on City business; and usual and customary subscriptions to professional magazines and journals. The City Auditor/Finance Director is authorized to disburse such moneys upon receipt of duly executed expense or petty cash vouchers, receipts, statements, or personal affidavits. Should there be any concern regarding whether an expense is customary and reasonable, the City Auditor/Finance Director shall report to the City Council on whether such an expense is customary and reasonable and the City Council shall make the final determination. Until such time as the City Council weighs in on whether the expense is customary and reasonable, and thus an approved expense, Stewart shall remain personally responsible for covering any such expense should it be incurred in advance of the City Council's determination.
        iii. **Communication Devices.** Recognizing the importance of constant communication and maximum productivity, the City shall provide Stewart for business and personal use, a laptop computer, software, a mobile phone/personal digital assistant and other communication devices as approved by the City Council for Stewart to perform their duties and to maintain communication with City's staff and officials as well as other individuals who are doing business with the City. Upon termination of Stewart's employment, the equipment described herein shall immediately be returned to the City, and any mobile phone numbers, email addresses, or other contact information associated with any communication device shall remain the property of the City. Stewart acknowledges and understands that these devices are property of the City, and that all information contained on the devices is subject to disclosure to the public in accordance with North Dakota's Open Records statute. Should a request for public information be received relating to information stored on these communication devices, Stewart hereby agrees that the City's IT Department may immediately access the devices either in person or remotely, to procure the requested information. City shall have the right at all times to access and archive the contents of Stewart's devices provided by the City. With the exception of deleting solicitations, advertisements, and other correspondence generally

understood to be "junk mail", Stewart shall preserve all records on the City communication devices as required by law, be they of a personal or business nature, and not delete the same except in accordance with the law. Stewart understands that the intentional destruction of public records is a crime, and intentionally destroying public records may subject Stewart to immediate termination with cause. Routine management of data, including the removal of files or emails no longer required by law to be preserved, or necessary to job performance may be managed by Stewart. Upon receipt of any directive of the City to preserve data, Stewart will comply and deleted nothing from these devices.

9. **Primary Residence.** Stewart agrees to establish residence within Minot, North Dakota within two (2) months of employment, and hereafter to maintain their residence within Minot, North Dakota for the term of this Agreement.

10. **Permission Required to Leave the City.** Stewart shall not leave Minot, North Dakota for more than forty-eight (48) hours without permission therefor from the mayor, or in the absence of the Mayor, the President of the City Council, or in the absence of the Mayor and President of the City Council, the Vice-President of the City Council. Proof of permission must be granted in writing with a copy provided to the City's Human Resources Director and City Auditor/Finance Director. In the absence from the City of the City Manager the City Auditor/Finance Director shall perform all duties of the City Manager, and Stewart agrees to fully apprise the City Auditor/Finance Director of all pending matters of concern prior to leaving the City. Minot City Ordinance Sec. 2-51, 2-53.

11. **Outside Activities.** The employment provided for by this Agreement shall be Stewart's primary employment. Stewart may hold another job while working for the City, but secondary employment must not interfere with job performance and must be done outside of normal working hours. The City Council shall be made aware of secondary employment by Stewart to confirm that a conflict of interest does not exist.

12. **Ethical Commitments.** Stewart will at all times uphold the tenets of the ICMA Code of Ethics, a copy of which is attached hereto and incorporated herein. Specifically, Stewart shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding elected office, nor seek or accept any personal enrichment or profit derived from confidential information or misuse of public time. The City shall support Stewart in keeping these commitments by refraining from any order, direction, or request that would require Stewart to violate the ICMA Code of Ethics. Specifically, neither the City Council nor any individual member thereof shall request Stewart to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fundraising activity for individuals seeking or holding elected office, nor to handle any matter of personnel on a basis other than fairness, impartiality, and merit.

13. **Annual Performance Review.**

a. **Form.** The City shall annually review the performance of Stewart. Evaluations of Stewart for 2024, 2026, and 2027 shall be completed by the City Council. Evaluations of Stewart for 2025 and 2027 shall be 360 evaluations. On years where 360 evaluations are required, evaluations must be completed by the City Council, and all direct reports and Community Stakeholders must also be given the opportunity to submit anevaluation of Stewart. Community Stakeholders are to be determined by the City Council on the years the 360 evaluations are held – but at minimum must afford Minot State University, the Minot Air Force Base, area economic development organizations, and regional healthcare systems the opportunity to complete evaluations of Stewart. Annual and 360 evaluations shall be conducted using the form attached to this Contract as Exhibit 3. The evaluations shall be conducted according to the following schedule:

   i. 2024 annual evaluation shall be distributed to the City Council on or before January 2, 2024and completed by City Council and submitted to the HR Director by 4:30pm on January 22, 2024.
   ii. 2025 360 evaluation shall be distributed to the City Council and all direct reports to the City Manager on or before January 2, 2025, and completed by City Council and submitted to the HR Director by 4:30pm on January 22, 2025.
   iii. 2026 annual evaluation shall be distributed to the City Council on or before January 2, 2026, and completed by City Council and submitted to the HR Director by 4:30pm on January 22, 2026.
   iv. 2027 360 annual evaluation shall be distributed to the City Council on or before January 4, 2027, and completed by City Council and submitted to the HR Director by 4:30pm on January 22, 2027.
   v. 2028 evaluation shall be distributed to the City Council and all direct reports to the City Manager on or before January 3, 2028, and completed by City Council and submitted to the HR Director by 4:30pm on January 24, 2028.

14. **Retirement.** The City agrees to pay an amount equivalent to 8.26% of Stewart's annual salary toward a retirement plan or program of Stewart's choice. Alternatively, Stewart shall be allowed to participate in NDPERS and, should Stewart elect to participate in NDPERS, the City agrees to pay the full employer contribution rate, as determined by the State of North Dakota.

15. **Termination.** Termination shall occur when:
    a. **Stewart Termination.** Stewart may terminate this Agreement upon written notice being given at least sixty (60) days prior to the intended date of termination. Minot City Ordinance Sec. 2-49.
    b. **City Termination.** The City may terminate this Agreement at any time, with or without cause, at a properly posted and duly authorized public meeting. Termination shall be considered effective the date the City Council votes to terminate Stewart's employment.
    c. **Mutual Agreement to Terminate.** The parties can mutually agree to terminate this Agreement. Termination shall be considered effective the date the parties mutually agree.
    d. **City, Citizen, or Legislative Action.** If the City, citizens, or legislature acts successfully amend, by legislative action or initiated measure, any provisions of the City's Code of Ordinances or the North Dakota Century Code which requires the City to cease operating

under a city manager plan, such action, shall constitute termination. Termination shall be considered effective the date the ordinance or statutory amendment becomes effective.

16. **Severance.**
    a. If this Agreement is terminated pursuant to Paragraph 15(a) or (c), Stewart shall be compensated for accrued, unused annual leave (up to 300 hours); and incurred and reimbursable expenses under Paragraph 8(b)(ii). The City will observe all financial obligations under this Agreement through the date of termination.
    b. If this Agreement is terminated pursuant to Paragraph 15(b), with cause, Stewart shall be compensated for accrued, unused annual leave (up to 300 hours); and incurred and reimbursable expenses under Paragraph 8(b)(ii). The City will observe all financial obligations under this Agreement through the date of termination.
        i. For purposes of this Agreement, cause shall include conviction of a crime; documented poor performance, as determined by a majority of the City Council; violation of City policy, as determined by a majority of the City Council; commission of an act for his or her own personal financial gain at the expense of the City, as determined by a majority of the City Council; or violation of any federal, state, or City procurement, labor, or human rights laws and policies, as determined by a majority of the City Council.
    c. If this Agreement is terminated pursuant to Paragraph 15(b), without cause, or pursuant to 15(d), Stewart shall be compensated 6 months' salary at the then current rate of pay, which shall be paid in lump sum or in continuation of salary at the existing biweekly basis at Stewart's option; accrued, unused annual leave (up to 300 hours); and incurred and reimbursable expenses under Paragraph 8(b)(ii). The City will observe all financial obligations under this Agreement through the date of termination.
    d. **Post-Severance Benefits.** Following termination, City shall continue to provide the following benefits:
        i. Access to health insurance pursuant to the Consolidated Omnibus Budget Reconciliation Act ("COBRA");
    e. **Acceptance of Severance.** Stewart's acceptance of the Severance Pay and benefits as provided in this Agreement shall release the City from any and all claims or causes of action that Stewart may have against the City arising out of this Agreement, including any breach of contract claim. Prior to the City's release of any funds relating to Severance Pay, Stewart shall execute a Separation of Employment and General Release Agreement in the form of the document attached as Exhibit 2.

17. **Notices.** Notice pursuant to this Agreement shall be given by personal service or by depositing in the custody of the United States Postal Service, postage prepaid, return receipt requested, and addressed as follows:

    a. **If to City:**
    City of Minot
    c/o Mayor
    PO Box 5006
    Minot, ND 58702

b. **If to Stewart:**
Harold Stewart
1822 8th St SW
Minot, ND 58701

Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice with the United States Postal Service.

18. **Integration.** This Agreement sets forth and establishes the entire understanding between Stewart and the City relating to Stewart's employment with the City. Any prior discussions or representations by or between the City and Stewart are merged into and rendered null and void by this Agreement. The City and Stewart may by mutual written agreement amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.

19. **Indemnification and Defense.** To the extent permitted under state and local law, Stewart shall have the same rights and privileges to defense and indemnification as other City employees.

20. **Severability.** The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both the City and Stewart subsequent to the expungement or judicial modification of the invalid provision.

21. **Counterparts**. This Agreement may be executed in one or more facsimile, electronic or original counterparts, each of which shall be deemed an original and both of which together shall constitute the same instrument.

22. **Jurisdiction.** This Agreement shall be governed by the laws of the State of North Dakota, and the Ward County District Court shall have exclusive jurisdiction of any disputes arising under this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Employment Agreement effective as of the Effective Date.

EMPLOYEE

By: _____
Harold Stewart, City Manager

Date: 6-19-23

CITY OF MINOT

By: _____
Thomas Ross, Mayor

Date: 6.19.23

Attest: Mikayla McWilliams
Mikayla McWilliams, City Clerk

Date: 10-19-2023

Exhibit 1
City Manager Job Description

I. NATURE OF WORK

This is a highly responsible executive-level position involving planning, directing and coordinating the work of city departments, services and functional units on behalf of the City Council. Work is performed under the policy direction and oversight of the City Council, and the employee is accountable to the City Council. In addition to the essential functions of work, specified below, the employee must be able to perform other related duties, as assigned.

II. ESSENTIAL FUNCTIONS OF WORK

A. Policy Development & Oversight

1) Work closely with the City Council to articulate and accomplish strategic goals and objectives.

2) Inform and advise the City Council on relevant administrative, financial, legal and organizational parameters that affect the accomplishment of municipal goals and objectives.

3) Provide administrative and technical support to the City Council, through the following: supervising the preparation of agendas and reports for the City Council (and the public); analyzing policy issues; formulating plans to improve the effectiveness and efficiency of city operations and services; and offering recommendations to improve City Council functioning and effectiveness.

4) Faithfully execute City Council policies and maintain overall responsibility for accomplishment of goals and objectives (set by the City Council).

B. Oversee Management of Fiscal, Capital, & Human Resources

1) Assist the City Council in developing budget goals.

2) Within parameters set by the Council, direct the preparation of the annual operational budget, along with multi-year physical capital and human capital budgets.

3) Oversee budgetary execution and control, and recommend or approve any necessary budgetary adjustments.
4) In coordination with the finance director, provide periodic reports on the city's financial status and financial forecasts. Identify any anticipated problem areas, and suggest potential remedial actions.

5) In coordination with leadership team members and the human resources director, provide periodic reports on: current and projected staffing needs; employee satisfaction, engagement, and retention; and staff training and development programs.

C. Oversight of Operational Performance

1) Maintain ultimate administrative responsibility for the effective and efficient operation of the city government.

2) Assure compliance with applicable city, state, and federal rules, regulations, laws and ordinances.

3) Monitor the overall effectiveness and efficiency of city programs, activities and staff, using sound, data-based measurement and quality assurance practices. Work to improve their efficiency and effectiveness.

4) Provide overall direction, coordination, and leadership of department head and functional work teams, dividing up responsibilities and prioritizing resources.

5) Appoint department heads and other (designated) high-level personnel, with the advice and consent of the City Council. Provide appropriate leadership, supervision and support to this leadership team.

D. Intergovernmental & Public Relations

1) Represent the city before local, county, regional, state and federal governmental entities and elected officials.

2) Foster the development of collaborative relationships with other governmental entities and key community institutions and organizations, both public and private (e.g., Minot State University, Minot Air Force Base, area economic development organizations,

regional healthcare systems, etc.).

3) Assure a high level of customer service to the residents of Minot, with timely and responsive attention to requests, complaints, questions, disputes and concerns.

III. REQUIREMENTS OF WORK

A. The fundamental ability to bring about the provision of governmental services in an effective and efficient manner, with accountability and transparency of process.

B. Strong commitment to the underlying core values of the city, and its statements of mission and goals.

C. Extensive knowledge of the principles, theories and practices of modern executive and administrative planning and management.

D. Thorough knowledge of federal, state and local laws, regulations and policies applicable to structure, functions, programs and practices in providing public services through city government.

E. Thorough knowledge of modern principles, practices, methods and techniques in evaluating program, staff, financial and facility needs of a medium-sized city.

F. The ability to understand, conceptualize, and analyze complex situations, giving adequate weight to competing interests, priorities, and values. Excellent problem-solving skills are required.

G. A high level of interpersonal awareness and skill, resulting in the following: the abilityto interact effectively with members of the City Council, city staff, representatives of other governmental organizations, and the general public; lead effective teams; successfully manage conflict; and foster healthy and functional organizational dynamics and culture.

H. Ability to plan, organize, coordinate, prioritize, assign and evaluate the work of department heads and relevant support staff.

I. Commitment to collegial and collaborative leadership and management approaches.

J. Ability to communicate complex ideas effectively, both orally and in writing.

K. Ability to understand socio-economic and cultural aspects of an increasingly diverse urban

population, with the goal of effectively satisfying community needs and aspirations.

IV. MINIMUM TRAINING AND EXPERIENCE

Possession of a master's degree in public administration, management, business administration, or related field, and broad and diversified managerial experience in planning and directing major programs of public or private organizations; or any equivalent combination of training and experience.

V. PHYSICAL & OTHER REQUIREMENTS

The employee must be capable of "light work", with adequate communicative, sensory and mobility ability to function in primarily a typical office work environment (with occasional work in off-site settings and adverse environmental conditions). Non-physical demands include: the ability to effectively interact with a broad range of people; cope with time pressures, multiple simultaneous tasks and demands, and irregular work schedules; occasionally travel outside the city; respond to emergency situations; and work closely with others as part of a team. The employee must have, or be able to obtain, a North Dakota drivers license.

Exhibit 2
Separation of Employment Agreement and General Release Agreement

This Separation of Employment and General Release Agreement ("Agreement") is made by and between the City of Minot ("the City") and Harold Stewart IIO

WHEREAS, the City employed Stewart as its City Manager;

WHEREAS, [INSERT SPECIFICS]

NOW THEREFORE, in consideration of the mutual covenants herein contained and the mutual benefits to be derived therefrom, the sufficiency of which consideration is hereby acknowledged by the undersigned, the City and Stewart agree and state:

1. **Termination of Employment.** Stewart's employment shall terminate on _____, which shall be considered Stewart's final date of employment.

2. **No Admission of Liability.** This Agreement is not an admission by Stewart or the City of any wrongful conduct whatsoever. Both parties deny and disclaim any liability to or wrongful conduct against the other or any third party.

3. **Payment and Benefits.** Stewart shall receive his regular paycheck for the pay period ending _____, 20___, on or before _____, 20__. Stewart shall receive on or before _____, 20___ an additional payment to compensate for his accrued annual leave, subject to customary payroll deductions. As consideration for this Agreement and the release of all obligations due and owing Stewart the City shall:
    a. Pay Stewart an amount equal to _____ (__) months of his current salary;

4. **Surrender and Vacation of the City's Property.** Upon execution of this Agreement, Stewart shall vacate City Property and deliver all of the City's property in their possession to the City Finance Director, who shall inventory the same. Stewart agrees and understands that all of the City property must be returned intact, with all documents, emails, text messages, and other information and records intact, and not to destroy any records or information that may be located in or on City property.

5. **Non-Disclosure of Confidential or Closed Information Obtained by Stewart.** Stewart agrees that during the term of his employment as City Manager he received certain confidential records and information as defined by N.D.C.C. § 44-04-17.1(3) and certain closed records and information as defined by N.D.C.C. §§ 44-04-17.1(1) and (2). Stewart agrees that he will keep this information strictly confidential. In the event that City determines a breach of this confidentiality occurred, City reserves the right to have the matter addressed by a court of competent jurisdiction. Should City be required to do so, City reserves the right to request recovery of all attendant attorneys' fees, costs, sanctions, and other damages arising from or related to any breach of confidentiality by Stewart, which Stewart expressly agrees to pay.

6. **Stewart's Release and Waiver of Claims.** In consideration of the payments described herein and the other promises, agreements, and covenants made herein, the receipt and sufficiency of which

are acknowledged, Stewart hereby releases and forever discharges City and its respective partners, agents, attorneys, employees, representatives, directors, officers, managers, members, participants, affiliated entities, sureties, self-insurance pool, predecessors, successors, and assigns from and against Stewart's claims and any and all claims, damages, injuries or other causes of action that Stewart has asserted or reasonably could have asserted or that arise from, or in any way relate to the Employment Agreement, Stewart's employment as City Manager for City, and/or the Termination, and the facts and circumstances surrounding the Employment Agreement, Stewart's employment as City Manager for City, and/or the Termination. Stewart's Release specifically includes, but is not limited to, all claims, damages, costs, and any legal or equitable relief of any kind, including but not limited to attorneys' fees and costs, arising under any and all federal, state, and local statutory and common laws (whether such claims sound in breach of contract, tort, employment law, constitutional law, and/or equity), claims based upon wrongful termination, due process, breach of contract, defamation, or retaliation, and/or any claims that are known or unknown, whether conceivable or inconceivable, or which in the future may arise related to the Employment Agreement Stewart's employment as City Manager for City, and/or the Termination, including without limitation, any and all claims sounding in breach of contract, tort, including but not limited to damages for lost employment, out of pocket costs, lost earnings, lost earning capacity, profit sharing, retirement plans, benefits, or any claims made or which could have been made. Stewart specifically releases and forever discharges City, its elected and/or appointed officials, and its individual employees or representatives from any injuries he sustained or may in the future sustain or that he has claimed were caused or worsened as a result of City's conduct relating to the Employment Agreement, Stewart's employment as City Manager for City, and/or the Termination, or the facts and circumstances surrounding the Employment Agreement, Stewart's employment as City Manager for City and/or the Termination, or which in the future may arise or worsen. Stewart further agrees that he expressly waives any and all rights under N.D.C.C. § 9-13-02, which reads as follows:

> "Extension to known claims. A general release does not extend to claims which the creditor does not know or suspect to exist in the creditor's favor at the time of executing the release, which if known by the creditor, must have materially affected the creditor's settlement with the debtor."

Stewart's Release shall not include claims arising out of a breach of this Agreement, and a claim of breach of this Agreement is not subject to the terms of, or otherwise released in, this Agreement.

7. **References.** If it is necessary for the City to provide a reference to a prospective employer, Stewart agrees that he will direct the prospective employer to contact the Human Resources Director.

8. **Representations and Warranties.** The undersigned parties hereby represent and warrant the following to the other:

    a. Stewart represents and warrants that they are legally and mentally competent to sign this Agreement; they are the sole owner of any claims against the City; they have the requisite capacity and authority to make this Agreement, and no portion of any existing or potential claims has been sold, assigned or pledged to any third party; and they presently possess the exclusive right to receive all of the consideration paid in exchange for this Agreement.

    b. Stewart expressly reserves the right to file a claim for unemployment benefits.

c. Stewart further agrees to indemnify and hold the City harmless from any and all loss, costs, damages or expenses, including reasonable attorney fees incurred by the City, arising out of any claim concerning the separation of employment that may hereafter be made by Stewart or any other party.

d. This Agreement sets forth the entire agreement between the entire agreement between the parties and supersedes any and all prior agreements or understandings between the parties pertaining to the subject matter herein. No waiver of a breach of any provision of this Agreement shall be construed to be waiver of any breach of any other provision of this Agreement or of any succeeding breach of the same provision. No delay in acting with regard to any breach of any provision of this Agreement shall be construed to be a waiver of such breach. If any provision in this Agreement is found to be unenforceable, all other provisions will remain fully enforceable.

e. No promise or inducement has been made or offered, except as herein expressly set forth, and this Agreement is executed without reliance upon any statement or representation by any of the released parties or their representatives.

f. The language of all parts of this Agreement shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against either party.

g. This Agreement and any amendments hereto may be executed in multiple counterparts by the parties. Each counterpart shall be deemed an original, but all counterparts together shall constitute one and the same instrument.

9. **Jurisdiction.** This Agreement shall be governed by the laws of the State of North Dakota, and the Ward County District Court shall have exclusive jurisdiction of any disputes arising under this Agreement.

10. **Binding Effect.** This Agreement shall be binding upon and shall accrue to the benefit of the parties hereto, their respective personal representatives, successors in interest and assigns.

11. **Review and Revocation.** The parties acknowledge that Stewart may revoke their acceptance and execution of this Agreement at any time within seven (7) days of the date of their execution of it. Any revocation shall be in writing and shall be effective upon timely receipt by the City's Attorney. If the revocation is submitted by mail, the revocation must be postmarked before the expiration of the seven (7) day revocation period, and must be sent by overnight mail or other method so that it is received at the above address no later than the next business day immediately following the expiration of the seven (7) day period. Further, Stewart represents that, before accepting and executing this Agreement, they were given a review period of twenty-one (21) days in which to consider it. Stewart further represents that they (a) took advantage of as much of this period as required to carefully read and consider this Agreement before signing it; (b) carefully read the full Agreement and the Release included herein; (c) fully understands it; and (d) is entering into it voluntarily. Stewart represents that Employer encouraged them to discuss this Agreement with an attorney of choice before signing it. This Agreement shall not become effective or enforceable until the seven-day revocation period has expired without Stewart having revoked acceptance of it.

IN WITNESS WHEREOF, the Parties hereto have executed this Employment Agreement effective as of the Effective Date.

EMPLOYEE

By: _____
Harold Stewart, City Manager

Date:_____

CITY OF MINOT

By: _____
_____, Mayor

Date:_____

Attest: _____
_____, City Clerk

Date:_____

Exhibit 3
Evaluation Form

Completed by (optional):_____

Date: _____

Instructions

Using the following rating scale, please circle the number, in each question below, that best reflects your rating of the City Manager's performance during the past year.

Rating Scale	
1	**Unacceptable**
2	**Needs improvement**
3	**Meets standard**
4	**Exceeds standard**
5	**Outstanding**
6	**Have not experienced or observed**

Valuing Behaviors	
1.) Seeks input from all team members **Comments:**	1 2 3 4 5 6
2.) Measures results instead of individual styles **Comments:**	1 2 3 4 5 6
3.) Maintains a balance between "people" issues and "business" issues	1 2 3 4 5 6

Comments:	
4.) Shows genuine concern for team members **Comments:**	1 2 3 4 5 6
5.) Keeps the focus on fixing problems rather than finding someone to blame **Comments:**	1 2 3 4 5 6
6.) Treats people fairly, without showing favoritism **Comments:**	1 2 3 4 5 6
7.) Cares about me **Comments:**	1 2 3 4 5 6
8.) Protects confidentiality **Comments:**	1 2 3 4 5 6
9.) Recognizes and rewards my individual contributions in a manner meaningful to me **Comments:**	1 2 3 4 5 6
Interdependent Behaviors	
10.) Supports a team environment by recognizing and rewarding collaboration, cooperation and activities contributing to others' success **Comments:**	1 2 3 4 5 6
11.) Recognizes and rewards team-supportive actions and behaviors **Comments:**	1 2 3 4 5 6

12.) Doesn't criticize those who are not present **Comments:**	1 2 3 4 5 6
13.) Considers the impact of actions and decisions on other departments before implementing **Comments:**	1 2 3 4 5 6
14.) Recognizes and supports the work of other departments **Comments:**	1 2 3 4 5 6
Communication Behaviors	
15.) Encourages others to express different ideas and perspectives **Comments:**	1 2 3 4 5 6
16.) Is open to other perspectives and is willing to change his or her position when presented with compelling information **Comments:**	1 2 3 4 5 6
17.) Is open to negative and/or constructive feedback **Comments:**	1 2 3 4 5 6
18.) Keeps me informed on the status of my work and updates in the organization **Comments:**	1 2 3 4 5 6
19.) Effectively deals with conflict **Comments:**	1 2 3 4 5 6

20.) Lets me know how I am doing. Gives open and constructive feedback. **Comments:**	1 2 3 4 5 6
21.) Involves me in decision-making when appropriate **Comments:**	1 2 3 4 5 6
22.) Sets a clear direction for our City, Team, Department etc. **Comments:**	1 2 3 4 5 6
Valuing Diversity Behaviors	
23.) Ensures that City activities are inclusive **Comments:**	1 2 3 4 5 6
24.) Seeks input/feedback from diverse individuals and groups, including internal and external customers **Comments:**	1 2 3 4 5 6
25.) Treats everyone with respect and fairness **Comments:**	1 2 3 4 5 6
Leadership Behaviors	
26.) Encourages and embraces change by challenging the status quo **Comments:**	1 2 3 4 5 6
27.) Provides cross-functional development opportunities for team members **Comments:**	1 2 3 4 5 6

28.) Encourages and supports my involvement in training and development activities and events **Comments:**	1 2 3 4 5 6
29.) Encourages and supports my involvement in community activities and events **Comments:**	1 2 3 4 5 6
30.) Encourages and supports my involvement in company activities and events **Comments:**	1 2 3 4 5 6
31.) Uses actions and behaviors that are consistent with his or her words **Comments:**	1 2 3 4 5 6
32.) Is trustworthy **Comments:**	1 2 3 4 5 6
33.) Is a role model for continuous improvement **Comments:**	1 2 3 4 5 6
34.) Uses a coaching management style, rather than an authoritarian boss management style **Comments:**	1 2 3 4 5 6
35.) Supports me and helps me achieve results **Comments:**	1 2 3 4 5 6
36.) Supports a customer service approach for both internal and external customers **Comments:**	1 2 3 4 5 6

37.) Deals with issues that need to be addressed **Comments:**	1 2 3 4 5 6
38.) Provides a clear sense of purpose and direction, roles and responsibilities, for me individually and for our group/team members **Comments:**	1 2 3 4 5 6

General Feedback

Optional: Type or print your answers; add additional pages if needed. Please be as specific as possible by including examples.

1. List and briefly describe examples of the behavior, activities, feedback or coaching Mr. Stewart has provided that makes your job, work environment or more enjoyable and meaningful to you.

2. What activities, behavior, feedback or coaching would you like your manager to stop doing? Please explain.

3. Please provide comments that you feel will be meaningful for your manager to sustain or improve his or her effectiveness.

TO: Mayor Tom Ross
Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: April 1, 2024

SUBJECT: **North Dakota Aeronautics Commission State Grant Request**

I. RECOMMENDED ACTION

1. Direct staff to submit grant requests to NDAC; and
2. If grant(s) are awarded, authorize the Mayor to sign agreement(s).

II. DEPARTMENT CONTACT PERSONS

A. Jennifer Eckman, Airport Director 857-4724
B. Maria Romanick, Airport Operations Manager 857-4724

III. DESCRIPTION

A. Background

The North Dakota Aeronautics Commission accepts grant requests for projects annually. The grant requests for 2024 are due to the NDAC by 5pm CST, April 10, 2024. Typically, the state will consider grant requests in the amount of 50 percent of the project costs. Routine pavement maintenance projects are eligible at 90 percent of the project costs. The NDAC prioritizes the requests from across the state and will provide notice of grant award by June 6, 2024.

B. Proposed Projects

The following projects are proposed to be submitted for state grant funding:

Project	Total Cost Estimate	Anticipated Local Share[3]	Federal (%)	State (%)	Local (%)	Budgeted Year	Budgeted Amount
Crack Sealing & Repair (Airside)	$30,000	$3,000	-	90%	10%	2024	$30,000
Crack Sealing & Repair (Landside) FY2023-2024[1]	$85,999	$43,000	-	50%	50%	2023-2024	$86,000
Acquire Airport Ops Vehicle[1]	$43,652	$21,826	-	50%	50%	2023	$75,000
Electrical Vault Rehab[2]	$525,000	$26,250	90%	5%	5%	2024[4]- 2025	$26,250
Exit Lane Improvements[1]	$140,872	$70,436	-	50%	50%	2023[4]	$140,872
Front Mount Mower	$63,508	$31,754	-	50%	50%	2023	$60,000
Fuel Farm Repairs[1]	$76,010	$38,005	-	50%	50%	2024[4]	$76,010
Hangar Demo /Relocation NEPA	$100,000	$50,000	-	50%	50%	2026[4]	$1,800,000
Fuel Farm Oil Water Separator	$50,000	$25,000	-	50%	50%	2024	$75,000

Runway Pvmt Rehab (BIL 64)1	$373,972	$18,521	90%	5%	5%	2022	$58,600
Taxiway C-C3 Rehab[2]	$6,800,000	$340,000	90%	5%	5%	2024	$2,500,000
Terminal Fire Alarm Repair	$127,103	$63,552	-	50%	50%	2024[4]	$127,103
Wildlife Hazard Removal Ph 3[2]	$3,425,000	$171,250	90%	5%	5%	2024	$3,339,000
Total	**$11,841,116**	**$902,594**					

[1]Project already completed, seeking state reimbursement
[2]Project is a federal FAA project, state will match local share of 5 percent.
[3]Some projects on this list the City Council has given prior permission to seek grants and outside funding.
[4]Unanticipated expenditure, not originally budgeted, and budget amendments were approved by City Council or will be requested once project is bid.

C. Consultant Selection
Not required.

IV. IMPACT:

A. Strategic Impact:
The state grant program allows airports to be reimbursed for critical improvements to the airport, which are not typically eligible for FAA funding. Additionally, the state grant program matches the local share for FAA eligible projects. Both enable the airport to make critical safety and operational improvements.

B. Service/Delivery Impact:
The state grant projects recommended this year are needed to continue safe operations at the Minot International Airport.

C. Fiscal Impact:
The anticipated costs of each project are highlighted in the description of the state grant program. Projects that have already occurred and the airport is seeking reimbursement are noted in the table.

V. CITY COUNCIL ASPIRATIONS

The City Council aspirations that are achieved by adopting the proposed recommendation and completing these projects include providing a safe and welcoming environment at the Airport.

VI. ALTERNATIVES

The City Council could recommend that individual projects be postponed or denied, resulting in a delay in projects or uncaptured opportunity to receive state funding for needed repairs.

VII. TIME CONSTRAINTS

The final funding requests are required to be submitted to the FAA and the North Dakota Aeronautics Commission by early April 10, 2024.

VIII. LIST OF ATTACHMENTS

A. Draft State grant requests

Project Information

Please complete this page for each project.

Project Title	Total Estimated Cost	Estimated Completion Date
Exit Lane Improvements	$140,872.00	October 31, 2024

Type of Funding Request: [x] First-Time Request [ ] Repeat Request [ ] Supplemental Request

NDAC Priority Rating: 33

Project Description

The project includes removal of an unsecured access and replacement with an Exit Lane Breach Control system. The technology will enhance security by providing a single direction exit corridor, motion detection, and video sensors to secure directional traffic flow.

Describe Need or Justification for the Project

The existing system was not automated. Alarms and other security measures could be bypassed. New technology was required to reduce risk of un-inspected intrusions and unauthorized access into the secure area of the terminal.

For National Plan of Integrated Airport Systems (NPIAS) Airports: Is this project listed on the airport's approved Airport Layout Plan and Capital Improvement Program? [x] Yes [ ] No If unknown, contact North Dakota Aeronautics Commission

Name of Contact Person for Project		Title
Maria Romanick		Operations and Maintenance Manager
Telephone Number	**Fax Number**	**Email Address**
(701) 420-4503		maria.romanick@minotnd.org

Project Cost Estimate Summary

Is this a Federal Aviation Administration project?	If yes, Airport Improvement Program (AIP) Number	Year
[ ] Yes [x] No		

Provide a summary of the estimated cost of the project, including the source of all funding.

Source of Funding		Estimated Dollar Funding	Estimated Percent of Total Funding
Federal Share		$	%
State Share		$ 70,436.00	50 %
Sponsor Share	Airport	$ 70,436.00	50 %
	Other:	$	%
Project Totals		$ 140,872.00	100%

Supporting Documentation

If possible, please provide the following documentation as attachments to the grant submittal:

1. A detailed cost estimate or accepted bid.
2. Pictures and/or a drawing of the affected area (with the proposed work area and dimensions noted).
3. If the project is land related, provide a map with the specific land areas being affected highlighted.
4. If the project is for a fuel facility or a community hangar, provide a business plan.

dormakaba Americas, Airport Solutions AS, 6161 E. 75th Street, Indianapolis, IN 46250

William (Bill) Seibert
T: +1 704 774 7368

bill.seibert@dormakaba.com

Minot International Airport
Jennifer Eckman
305 Airport Road
Suite 216
Minot, ND 58703

Classification: Public

Indianapolis, IN, 12 June 2023

Minot Exit Lane Addition

Dear Jennifer,

On behalf of dormakaba USA Inc., we express our appreciation for the opportunity to supply the following proposal for the exit lane breach control technology for Minot International Airport. It is our intention to provide you with a smooth and expeditious process and a quality product delivered on time and complete. We expect to install and commission our system to your expectations, without concern; leaving you free to manage the total project and have no worries that the dormakaba scope of work is under control.

The following outlines:

A. Project Description
B. Scope of Work
C. Project Specific Terms and Conditions
D. Exceptions
E. Product Description
F. Product Drawing
G. Pricing
H. Relevant Experience
I. Dormakaba General Terms and Conditions of Sale

Please contact me directly with any questions and/or concerns. Thank you once again for your interest in the dormakaba products and services, we look forward to working with you.

Best Regards,

Bill Seibert
dormakaba USA Inc
Business Development Manager
Airport Solutions AS

A. Project Description

1. Dormakaba will furnish and install one (1) PIL-M02 16 Single Exit Lane Breach Control (ELBC) corridors for delivery and installation at Minot International Airport.
2. The system proposed is a configuration consisting of (3) full height automatic doors, two (2) half-height swing gate per lane, with camera sensor technology for intruder and object detection. The similar configuration has been tested and accepted for use without a guard under an amended Airport Security Program (ASP).
3. Product quoted is the manufacturers standard product, terms, and conditions.

B. Scope of Work

1. Dormakaba shall be responsible for:
   a. Generating shop drawings upon receipt of a purchase order or contract.
   b. Coordinating shipping by specific method, air or sea freight.
   c. Provide factory authorized installers and/or an installation supervisor.
   d. Unpacking all crates delivered to the install area to begin installation.
   e. Provide support to security and fire integrators for I/O integration
   f. Assembling all unit components in preparation for operational testing.
   g. Testing to ensure the units are operable to the specific location
   h. Provide operations training to owner designated personnel (4 hours).
   i. Provide PM training to owner designated personnel (4 hours).

2. The buyer, contractor or owner shall be responsible for:
   a. Approving factory supplied shop drawings when applicable.
   b. All power, data cabling, and cable connectors to point of installed units.
   c. All cabling from the airport command center to ELBC unit(s) and I/O points.
   d. All integration to the airports existing surveillance and fire detection systems.
   e. Enduring the floor conditions are smooth, level and free from expansion joints.
   f. Verifying the slab contains no tension, data or electrical cables or plumbing.
   g. Receipt, off-loading and storing of the shipment upon receipt at the job site.
   h. Transporting any crates or crate contents to the installation area.
   i. Removal of all crates and scrap metals from installation area.
   j. Any work required to prepare and finish out opening
   k. Sponsoring unescorted badge applications for technicians with clearance.
   l. Ensuring there is an approved alternate means of egress in the event of an emergency

Project Specific Terms and Conditions

1. Validity of Quote:	90 days from date of quotation
2. Delivery:	ExWorks to jobsite via LTL transportation. All Freight quoted are estimates. Actual charges may vary from the provided freight quote due to things like fuel surcharges, a change in rates, or unknown site-specific delivery requirements.
3. Lead Time:	5 working days after order, technical clarification and drawing approval.
4. Sales Tax:	Unless otherwise noted, state and local sales tax are excluded. Please add applicable sales tax or provide a resale certificate issued from the state of destination.
5. Payment Terms:	Net 30 days from receipt of a valid invoice
6. Warranty:	Warranty is 24 months from installation of product. dormakaba's sole obligation shall be to repair or replace any parts found to be defective during the said guaranteed period.
7. Limitation of Liability:	The total liability of dormakaba for all claims of any kind, whether in contract, liability or otherwise, arising out of, connected with, or resulting from dormakaba's performance of breach of this Agreement or services furnished hereunder shall in no event exceed the total purchase price expressed in this Agreement. dormakaba shall not under any circumstances be held liable for loss or profits or revenues, loss of use of product or any other product software, system, or facility, loss of data or information, lack or loss of productivity, interest charges, or cost of capital, cost of substitute product, software, systems, or services, cost of purchases or replacement power, downtime costs. Incidental, special, consequential damages are excluded from coverage under this warranty.

dormakaba Americas
6161 E. 75th Street
Indianapolis, IN 46250
704.774.7368
www.dormakaba.com

Exceptions:

dormakaba USA Inc. is acting as an equipment supplier to the selected contractor. awarded the contract for the entire scope. dormakaba's Scope of Work excludes any requirements for permits, licenses, bonds, or other fees.

We are submitting this bid subject to our being able to work out a mutually satisfactory definitive agreement as to the parties' obligations under the Specifications. Our submission of the bid is based upon the assumption that is we are the successful bidder, then such a mutually satisfactory, definitive agreement between the parties will be entered into. Subject to the terms and conditions contained in the bid documents and in accordance with our company policy, we would like to include the following:

Except for any (a) damages that the Owner is entitled to recover against Contractor under the [Owner Contract] in proportion to the Subcontractor's share of the responsibility for the delay due to Subcontractor's work, and (b) losses covered by insurance required by this [Subcontract]. Contractor and the Subcontractor mutually waive all claims against each other for consequential damages, including damages for loss of business, loss of financing related to the project, loss of profits not related to this project, loss of bonding capacity, loss of reputation, or insolvency. Notwithstanding anything contained herein and with the exception of gross negligence or willful, wanton, or intentional misconduct, Subcontractor's obligation to indemnify the indemnified parties shall be limited to the amount of (the subcontract value) or ($2,000,000.00) whichever is greater, which amount the parties agree is an amount with a reasonable commercial relationship to this [Subcontract], provided, however, that the parties agree that this limitation of liability is applicable to uninsured claims only.

dormakaba Americas
6161 E. 75th Street
Indianapolis, IN 46250
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Exit Lane Breach Control Description

PIL-M02 16 Exit Lane Breach Technology
Includes:

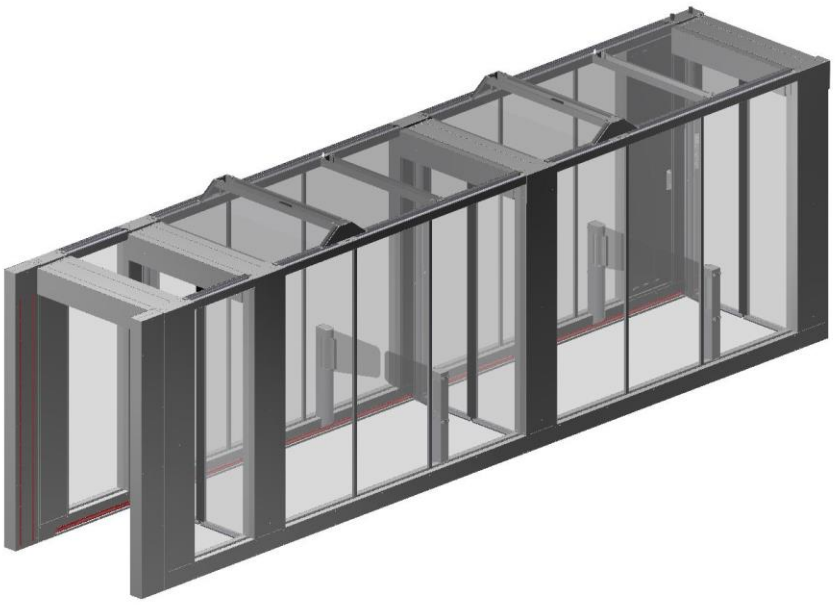
Passage Width 1120mm (44-1/8”)
Three Full-Height Doors
Two Half-height swing gate
Extension at landside for **thrown objects**
3-D Stereo sensor system
Configurable zones

- To assist in limiting false alarms
- To assist in determining threat level

Electrical cabinet within lane

- **No wiring on top of ceiling**

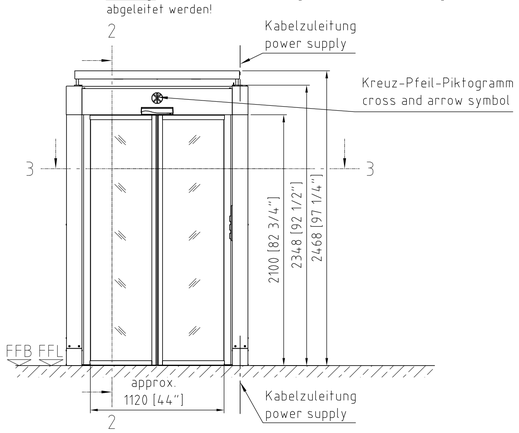
26 Inputs / Outputs for airports to choose
CAN Bus network
Voice module
Safety sensors
Activation sensors
CCTV Camera each lane
Emergency Release Button
Separate drive units to help prevent collusion
Airport Staff Training

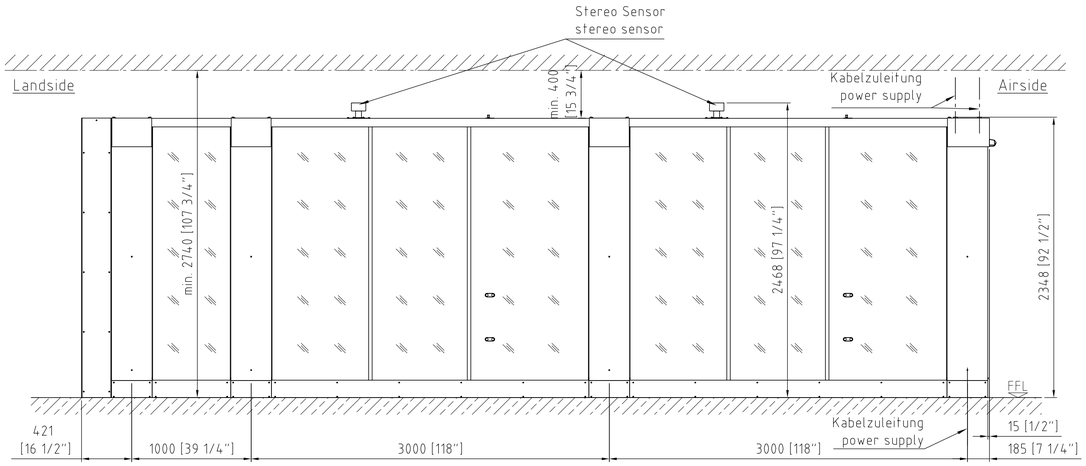


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Attention: The top of the unit cannot bear loads!

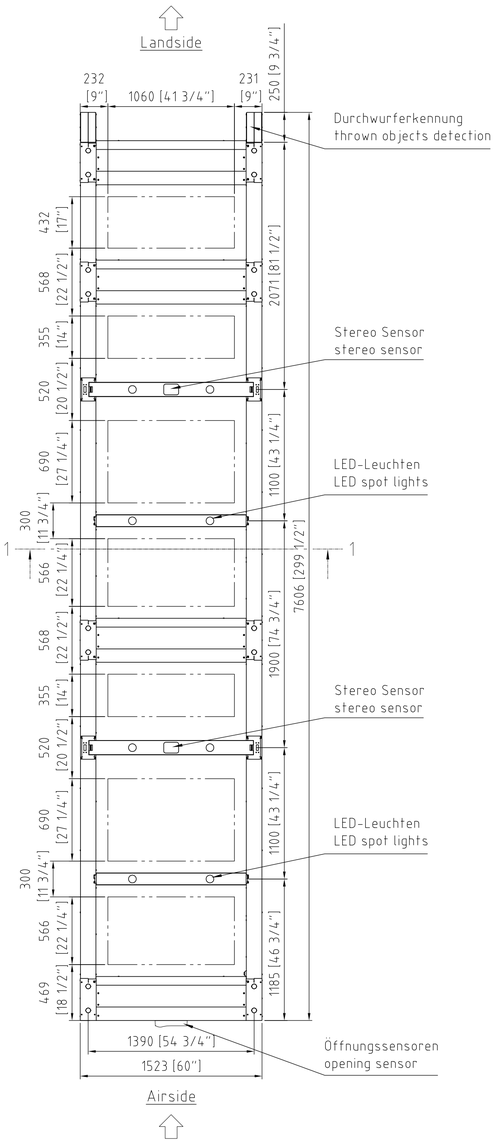
Achtung: Es dürfen keine bauseitigen Lasten über die Anlage abgeleitet werden!





Orthos PIL on top not walkable

Orthos PIL oben nicht begehbar



1 Orthos PIL-M02 Einzelanlage Var. 3c

- Gesamthöhe: 2468 mm [97 1/4"]
- Gesamtbreite: 1523 mm [60"]
- Antriebe in der Anlage integriert
- Integrierte USV
- Signalanlage (Kreuz-Pfeil-Piktogramm Ø90mm) auf der Luftseite
- Einsperren von Personen wird durch Befreientaster verhindert
- Türöffnung über Sensor auf der Luftseite
- Infrarot Lichtgitter über die komplette Länge der Anlage auf zur Personendetektion und -schutz, als Öffnungssensor sowie zur Erkennung von hinterlassenen Gegenständen (min. > 50x50x50 mm, > ca. [1.97"] x [1.97"] x [1.97"]) Achtung: bei spiegelnden Böden können Fehlschaltungen auftreten
- Multifunktionsprofil am Boden mit integriertem Lichtgitter und Glasaufnahme
- Multifunktionsprofil oben mit integriertem Kabelkanal und Glasaufnahme
- Oberfläche: Edelstahl geschliffen K 320 / AISI 304
- Montage auf tragfähigem Fertigfußboden

Mannshohe, zweiflügelige Drehflügeltür
- Portalhöhe: 2348 mm [92 1/2"]
- Durchgangshöhe: 2100 mm [82 3/4"]
- Durchgangsbreite ca: 1120 mm [44"]
- Verglasung: VSG 6 mm (ANSI Z97.1-2004)
- Nassverglasung Fa. dormakaba

Zweiflügelige, schnelllaufende, halbhohe Schwenktüranlage
- Gesamthöhe: 900 mm [35 1/2"]
- Flügelhöhe ca.: 900 mm [35 1/2"]
- Durchgangsbreite ca.: 1120 mm [44"]
- Polycarbonat Flügel (klar) mit Einbahnstraßensymbolen

Netzausfallverhalten
- Drehflügeltür Luftseite geschlossen und verriegelt, letzte Bewegung schließen und verriegeln mittels integrierter USV
- alle weiteren Drehflügeltüren: geschlossen und nicht verriegelt, letzte Bewegung schließen mittels integrierter USV, danach Türflügel frei drehbar
- Schwenktüren letzte Bewegung schließen mittels integrierter USV, danach Türflügel frei drehbar

Ausstattungsmerkmale
- Verglasung Seitenwände: VSG 10 mm [0.39"] (ANSI Z97.1-2004), Trockenverglasung vor Ort
- Glasstöße mit Blechstreifen (Edelstahl) abgedeckt und vor Ort versiegelt
- Bürsten an Unterkanten der Türflügel (Bürstenprofil eloxiert C0)
- Gegenrichtungssensor auf Stereobasis -Schließen und Alarmierung bei Begehung in Gegenrichtung
- Sprachmodul (Sprache: Englisch)
- Durchwurferkennung von Gegenständen min. Ø100mm, v_max. 10m/s Achtung: bei spiegelnden Böden können Fehlschaltungen auftreten!
- Beleuchtung: 8 LED-Leuchten (je 4W) Ø75 mm je Durchgang
- Bedienung über OPL 05 (Reinigen, Service, Blockieren, Freischalten, Gruppendauerfreigabe Auslass, Dauerfreigabe Auslass) mit Schlüsseltaster für baus. Euro-Halbzylinder eingebaut im Portalpfosten Luftseite
- Schlüsseltaster Reinigen vorgerichtet für baus. Euro -Halbzylinder eingebaut im Portalpfosten Luftseite
- Schlüsseltaster Service vorgerichtet für baus. Euro -Halbzylinder eingebaut im Portalpfosten Luftseite

Funktionsablauf
- siehe Dokumentennummer: 32214DE Betriebsanleitung

- Kennzeichnung der Verglasung bauseits

1 Orthos PIL-M02 single unit var. 3c

- total height: 2468 mm [97 1/4"]
- total width: 1523 mm [60"]
- integrated drive units
- Integrated UPS
- light display on the airside (cross and arrow symbol)
- Set free button to avoid entrapment of pedestrians
- opening sensor on airside portal
- Infrared light grids throughout the length of the corridor in the bottom profile system. Combined functionalities for presence detection, pedestrian safety, door opening and left object detection (min. 50x50x50 mm, approx. [1.97"] x [1.97"] x [1.97"]). Attention: Reflecting floors may cause false detections of the light grid!
- multifunctional bottom profile with integrated light grids and glass fixing
- multifunctional top profile with integrated cable conduit and glass fixing
- finish: grinded stainless steel K 320 / AISI 304
- installation on load-bearing finished floor level

Full height, two leaf swin g door
- portal height: 2348 mm [92 1/2"]
- passage height: 2100 mm [82 3/4"]
- passage width approx.: 1120 mm [44"]
- glazing: laminated safety glass 6 mm [1/4"] (ANSI Z97.1-2004)
- wet-glazed by dormakaba

Half height, fast moving two-winged swing door
- total height: 900 mm [35 1/2"]
- height of barrier elements approx.: 900 mm [35 1/2"]
- passage width approx.: 1120 mm [44"]
- polycarbonate door leaves (clear) with one-way symbols on airside and landside

Behavior during power failure
- full height swing door airside: closed and locked, last movement is closing and locking through integrated UPS
- all other full height swing doors: closed and unlocked, last movement is closing through UPS, then doorwings freely rotateable
- half height swing doors: last movement is closing through UPS, then doorwings freely rotateable

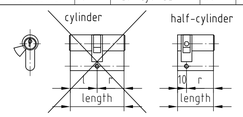
Features
- sidewall glazing: laminated glass 10 mm [0.39"](ANSI Z97.1-2004), dry glazing on site
- glass joints covered with sheet metal stripes of stainless steel and wet sealed on site
- brushes at the bottom of the door leaves (brush profiles anodized C0)
- stereo sensor for detection of movements in opposite direction -closing during alarm/breach alarm
- voice module (language: English)
- thrown objects detection min. Ø100mm [4"], v_max. 10m/s Attention: Reflecting floors may cause false detections of the sensor!
- lighting: 8 LED spot lights (4W each) Ø75 mm per lane
- OPL 05 (cleaning, maintenance, block, release, interlock Mode, continuous release exit) with key switch for customer's Euro half cylinder installed in full height swing door post at the airside
- key switch for cleaning function for customer's Euro half cylinder installed in full height swing door post at the airside
- key switch for maintenance function for customer's Euro half cylinder installed in full height swing door post at the airside

Functional sequence
- see Document number: 32214EN Operation manual

- warning labeling on glazing by ohters

Cylinders by builder

door section	number of cylinders	Type	length	l	r
key switch (OPL)	1	Half-cylinder	40	10	30
key switch (cleaning)	1	Half-cylinder	40	10	30
key switch (maintenence)	1	Half-cylinder	40	10	30
electrical cabinet	1	half-cylinder	40	10	30



floorfinish in accordance to DIN 18202 ±2 mm required

Sprinkler installation Zone

Index	Änderung	Datum gez	Name gez	Datum gepr	Name gepr
A	Überarbeitung Zeichnung und Texte	15.02.2018	JJH	21.02.2018	BM
-	Dokument erstellt	07.12.2017	JJH	07.12.2017	BM

dormakaba
Kaba Gallenschütz GmbH
Nikolaus-Otto-Str. 1 Tel.: 07223/286-0
D - 77815 Bühl Fax.: 07223/286-111

Kunde

Projekt

Standort

Auftrags-Nr.

Maßstab 1:25

Titel: PIL-M02__16 single unit var. 3c PW1120

Dokument-Nr. 2040362404A

Blatt 1/4

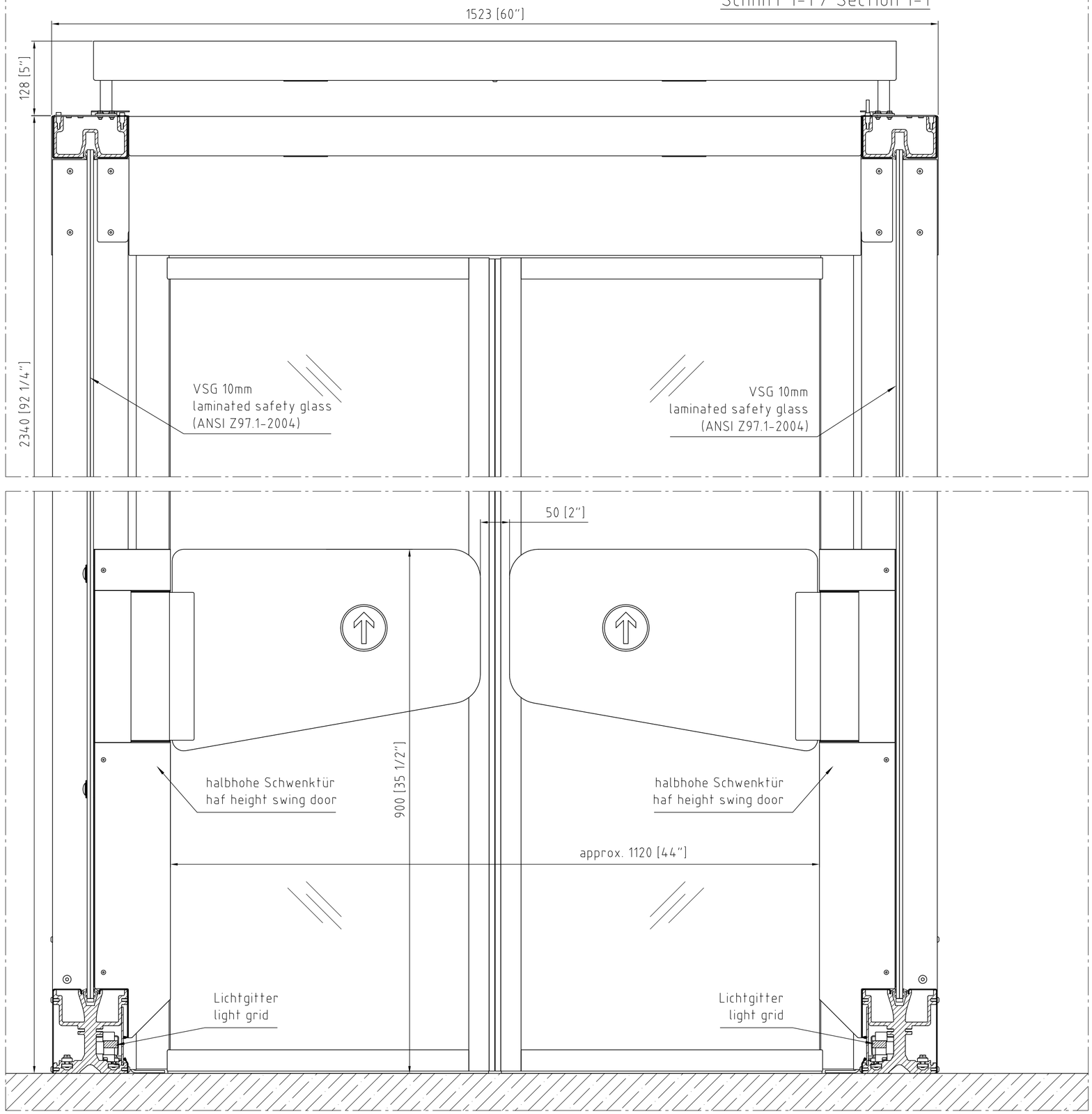
3D Modell-Nr.

Ersatz für

Ersetzt durch

Schutzvermerk nach DIN ISO 16016 beachtet! Zulässige Abweichung für Maße ohne Toleranzangabe: DIN ISO 2768-mK

Schnitt 1-1 / Section 1-1



floorfinish in accordance
to DIN 18202 ±2 mm required

Index	Änderung	Datum gez	Name gez	Datum gepr	Name gepr
A	Überarbeitung Zeichnung und Texte	15.02.2018	JJH	21.02.2018	BM
-	Dokument erstellt	07.12.2017	JJH	07.12.2017	BM

dormakaba
Kaba Gallenschütz GmbH
Nikolaus-Otto-Str. 1 Tel.: 07223/286-0
D - 77815 Bühl Fax.: 07223/286-111

Kunde

Projekt

Standort

Auftrags-Nr.

Maßstab 1 : 5

Titel: PIL-M02__16 single unit var. 3c PW1120

Dokument-Nr. 2040362404A

Blatt 2/4

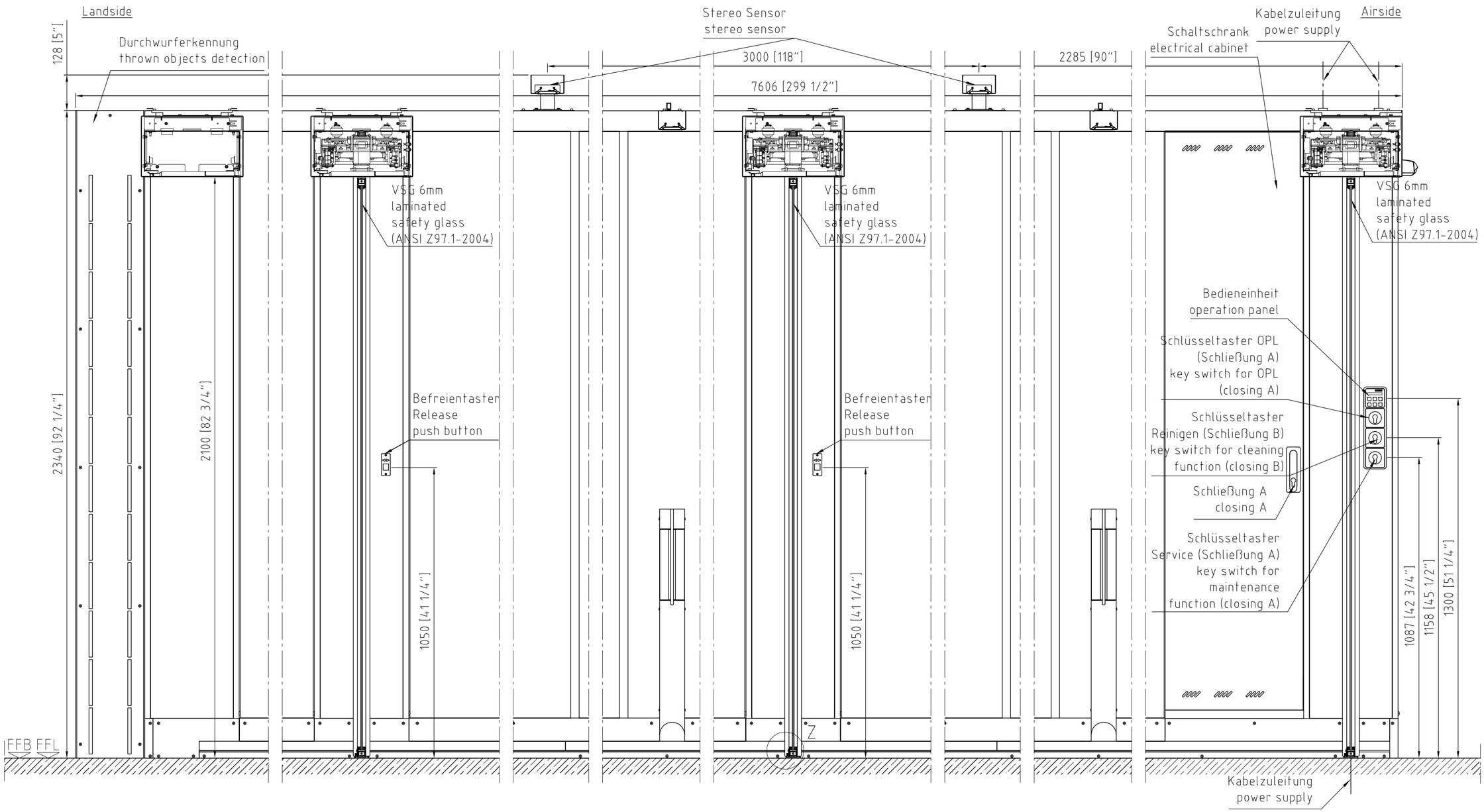
3D Modell-Nr.

Ersatz für

Ersetzt durch

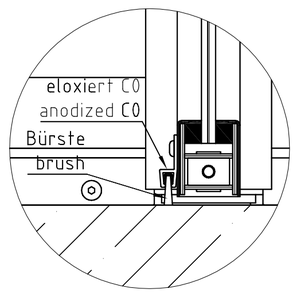
Schutzvermerk nach DIN ISO 16016 beachten! Zulässige Abweichung für Maße ohne Toleranzangabe:DIN ISO 2768-mK

Schnitt 2-2 / Section 2-2



floorfinish in accordance
to DIN 18202 ±2 mm required

Z 1:2



Index	Änderung	Datum gez	Name gez	Datum gepr	Name gepr
A	Überarbeitung Zeichnung und Texte	15.02.2018	JJH	21.02.2018	BM
-	Dokument erstellt	07.12.2017	JJH	07.12.2017	BM

dormakaba

Kaba Gallenschütz GmbH
Nikolaus-Otto-Str. 1 Tel.: 07223/286-0
D - 77815 Bühl Fax.: 07223/286-111

Kunde

Projekt

Standort

Auftrags-Nr.

Maßstab 1:10

Titel: PIL-M02_16 single unit var. 3c
PW1120

Dokument-Nr. 2040362404A

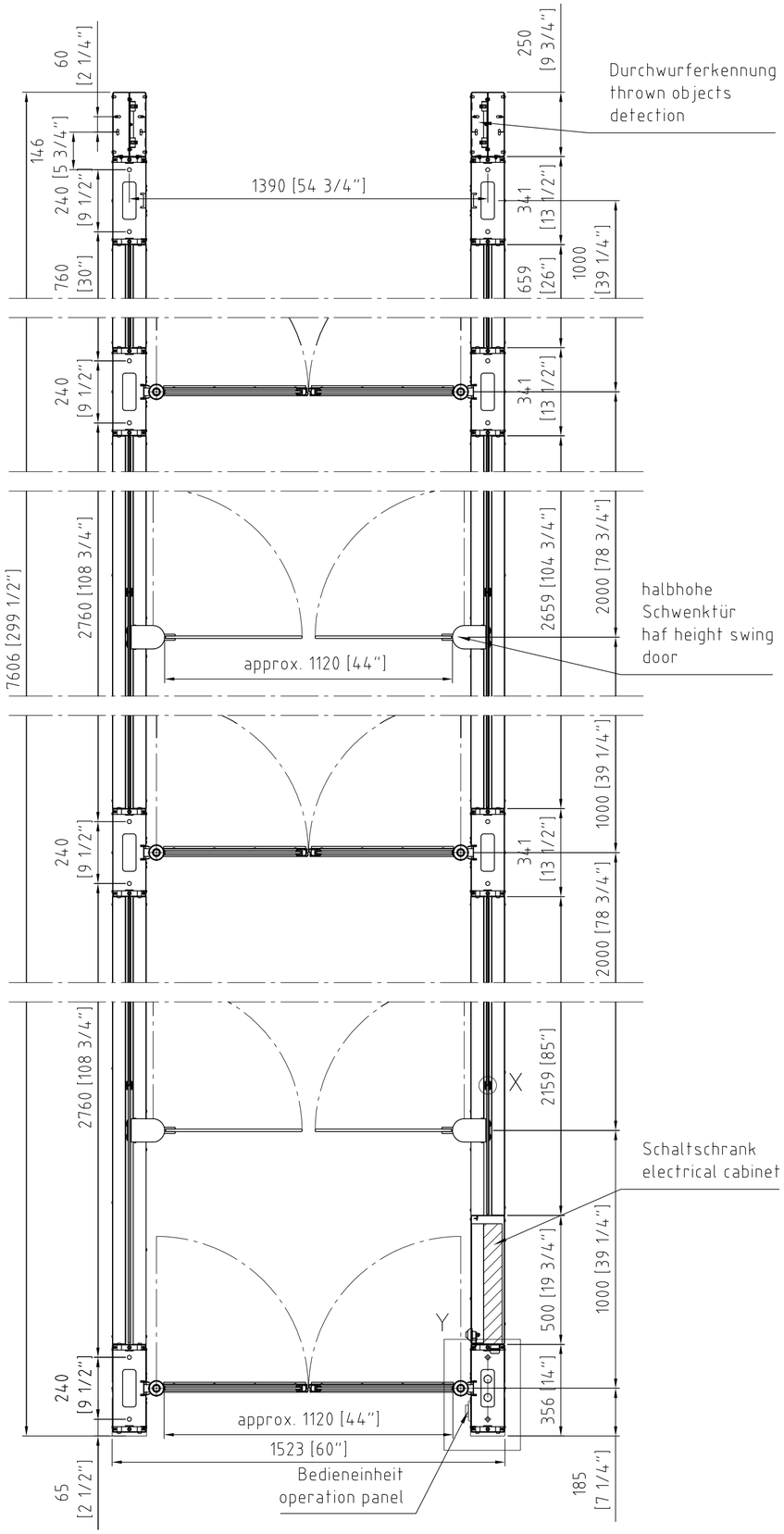
Blatt 3/4

3D Modell-Nr.

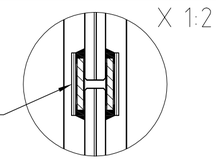
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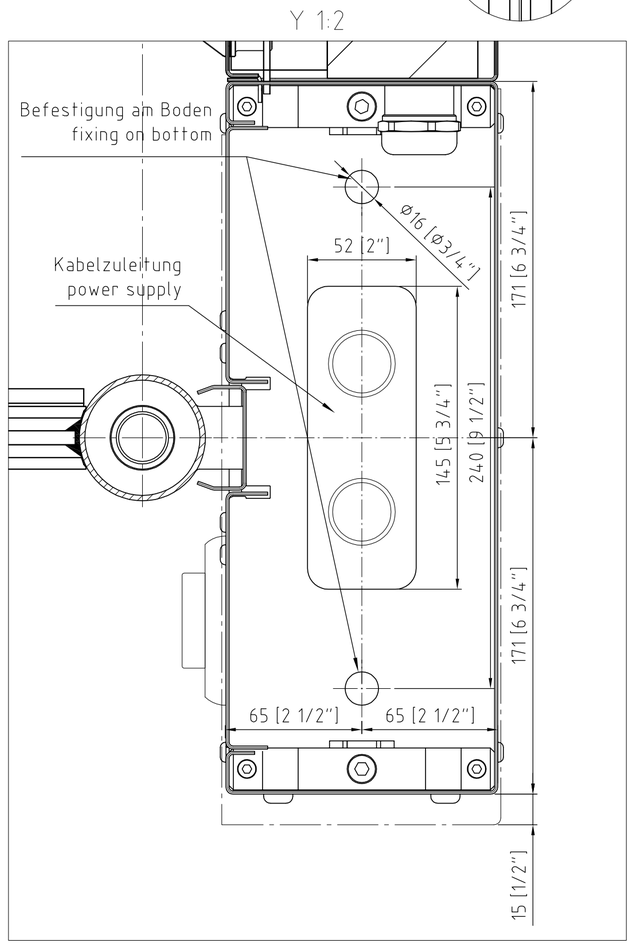
Ersetzt durch

Schutzvermerk nach DIN ISO 16016 beachten! Zulässige Abweichung für Maße ohne Toleranzangabe: DIN ISO 2768-mK



Schnitt 3-3 / Section 3-3





Index	Änderung	Datum gez	Name gez	Datum gepr	Name gepr
A	Überarbeitung Zeichnung und Texte	15.02.2018	JJH	21.02.2018	BM
-	Dokument erstellt	07.12.2017	JJH	07.12.2017	BM

dormakaba
Kaba Gallenschütz GmbH
Nikolaus-Otto-Str. 1 Tel.: 07223/286-0
D - 77815 Bühl Fax.: 07223/286-111

Kunde

Projekt

Standort

Auftrags-Nr.

Maßstab 1:15

Titel: PIL-M02__16 single unit var. 3c PW1120

Dokument-Nr. 2040362404A

Blatt 4/4

3D Modell-Nr

Ersatz für

Ersetzt durch

Schutzvermerk nach DIN ISO 16016 beachten! Zulässige Abweichung für Maße ohne Toleranzangabe:DIN ISO 2768-mK

Airport Solutions Quote

Account #	
Customer	Minot International Airport
Job Name	Exit Lane
PO or Quote #	AS061223M
Ship Date	TBD
Ordered By	Jennifer Eckman
Today's Date	12-Jun-23

Ship To

Minot International Airport

305 Airport Road

Minot, ND 58703

dormakaba USA Inc.

6161 E. 75th Street

Indianapolis, IN 46250

Bill Seibert

704-774-7368

Email: bill.seibert@dormakaba.com

Architect:

LTL Freight | **Air Freight**

Part Number	Description	Quantity	Price	Total
PIL-M02 16 3c Single 1120	Exit Lane Breach Control	1	$76,750.00	$76,750.00
FRT	LTL Freight	1	$4,500.00	$4,500.00
INST	Installation, Commissioning	1	$17,500.00	$17,500.00
ADD ALT: 2nd Lane				
	PIL-M02 16 3c Single 1120	1	$71,000.00	
	Sea Freight	1	$12,000.00	
	Installation	1	$17,500.00	

Sub-Total	$98,750.00
Taxes	TBD
Total Amount	$98,750.00

Special Instructions

** Throughput is approx. 2,500 PAX / HR / Lane **

*** Single lane is in warehouse in TX - shipping time 5 Days ***

Supply chain disruptions:

Global trade is experiencing delays at all factories and brands at this time. All brands are subject to short notice price increases and long lead times. This is beyond our control and therefore dormakaba and its manufacturing partners are not responsible for any delays or back charges due to project delays caused by the global shipping crisis, and raw materials shortage. Regardless of any Force Majeure or liquidated damages provisions, lead times at this time are estimated and not guaranteed. Should you have questions or concerns, please contact your local sales representative.

Exit Lane Costs	
Item	**Cost**
Dormakaba Exit Lane Cost	$98,750.00
Escorting during Installation	$971.68
Security Door Monitoring	$25,240.77
Electrical Work	$2,000.00
Archkey (Genetec)	$9,300.00
Contract Time	$742.20
Badging and Security Training	$67.00
Tech Work for Installation	$3,100.00
Supplies (conduit, drywall, framing materials, etc)	$700.00
Total	**$140,871.65**

Project Information

Please complete this page for each project.

Project Title	Total Estimated Cost	Estimated Completion Date
Acquire Front Mount Mower	$63,508.00	October 31, 2024

Type of Funding Request: [x] First-Time Request [ ] Repeat Request [ ] Supplemental Request

NDAC Priority Rating: 32

Project Description

This project includes acquisition of a front mount mower.

Describe Need or Justification for the Project

The front mount mower is required for continued maintenance and operations of the airport facility. Existing equipment is beyond its useful life and no longer serviceable. Operating and maintaining existing equipment is becoming costly and exceeding operating budgets for mowing equipment. The equipment is required to meet FAA certification requirements and minimize/mitigate wildlife hazards at the airport.

For National Plan of Integrated Airport Systems (NPIAS) Airports: Is this project listed on the airport's approved Airport Layout Plan and Capital Improvement Program? [x] Yes [ ] No If unknown, contact North Dakota Aeronautics Commission

Name of Contact Person for Project		Title
Maria Romanick		Operations and Maintenance Manager
Telephone Number	**Fax Number**	**Email Address**
(701) 420-4503		maria.romanick@minotnd.org

Project Cost Estimate Summary

Is this a Federal Aviation Administration project?	If yes, Airport Improvement Program (AIP) Number	Year
[ ] Yes [x] No		

Provide a summary of the estimated cost of the project, including the source of all funding.

Source of Funding		Estimated Dollar Funding	Estimated Percent of Total Funding
Federal Share		$	%
State Share		$ 31,754.00	50 %
Sponsor Share	Airport	$ 31,754.00	50 %
	Other:	$	%
Project Totals		$ 63,508.00	100%

Supporting Documentation

If possible, please provide the following documentation as attachments to the grant submittal:

1. A detailed cost estimate or accepted bid.
2. Pictures and/or a drawing of the affected area (with the proposed work area and dimensions noted).
3. If the project is land related, provide a map with the specific land areas being affected highlighted.
4. If the project is for a fuel facility or a community hangar, provide a business plan.

NOTICE TO BIDDERS: ONE (1) FRONT MOUNT MOWER WITH ACCESSORIES

The City Clerk of the City of Minot will receive sealed bids at her office at City Hall until 2:00 P.M. on Thursday, June 29, 2023, for furnishing the City of Minot the following:

"Bid for One (1) Front Mount Mower with Accessories"
"Project # 2023500005"

Bids will be opened in the Council Chambers at 10 3rd Ave. SW (2nd floor) on Thursday, June 29, 2023 at 2:00 P.M. Bidders are invited to be present for the opening of bids.

Specifications and general instructions to bidders are available in the Airport Administration Office at 305 Airport Rd Ste 216, on the City of Minot webpage www.minotnd.gov under City Clerk department, or by calling 701-857- 4708.

All envelopes must be sealed and marked plainly:

"Bid for One (1) Front Mount Mower with Accessories"
"Project #2023500005"

The City Council of the City of Minot reserves the right to reject any or all bids and to award the contract as it deems to be in the best interest of the City of Minot. Every bid must be accompanied by a bidder's bond, a certified check, or a cashier's check, made payable to the City of Minot, in the amount of 5% of the total bid. **The bidder's bond, certified check, or cashier's check must be attached to the outside of the envelope in a separate envelope.** Checks of the unsuccessful bidders will be returned and the check or bond of the successful bidder will be held as a guaranty that the terms of the bid will be complied with.

The City of Minot is exempt from state and federal excise and sales taxes and no amount for such taxes are to be included in the bid price.

Delivery of materials, supplies or services contained in the bid shall be made to the Snow Removal Equipment (SRE) building located at 650 Airport Road, Minot, ND 58703 at the Minot International Airport, and the price shall be free on board (FOB), Minot, North Dakota. The delivery date shall be specified on the bid.

Mikayla McWilliams
City Clerk

CITY OF MINOT
AIRPORT DEPARTMENT FRONT MOUNT MOWER
AND ACCESSORIES
PROJECT #2023500005
June 2023

The unit to be furnished under these specifications shall be the manufacturer's newest and latest model hard cab enclosed commercial lawn mower with air conditioning and heating capability. The owner reserves the right to reject any or all bid items as it deems to be in the best interest of the City of Minot. The unit bid shall meet or exceed the following minimum specifications:

FRONT MOUNT MOWER

The unit provided shall meet the following minimum specifications. Any deviations from the specifications shall be noted on quote:

Engine

At least 37 HP - 36.8 HP
At least 3000 rpm
Diesel Engine 100.2 cu. in.
Three Cylinder Liquid-Cooled
Dual Element Air Cleaner
Air Restriction Indicator

The Toro Groundsmaster 3310 (Model 31903) Meets, or Exceeds, all specifications for "Front Mount Mower with Accessories", unless noted.

Unit Dimensions

Final overall width of unit cannot be wider than 65 inches (excluding mower deck attachment)
Ground clearance of 6.5 inches or greater.

Electrical System

12V Electric Start
12V Auxiliary Power Outlet
95 AMP Automotive Alternator - 55 amp

Instrumentation

Hourmeter
Fuel Gauge
Operator Presence System
Low Oil Pressure Warning Light
Hydraulic Oil Temp. Light and Alarm PTO
Shutdown

Transmission/Powertrain

Two Pedal Hydrostatic Foot Control
Hydrostatic Transmission
Two-Speed Transaxle - No
Four Wheel Drive (Full Time or On Demand)
Differential Front Wheel Lock - No

Operator Station

Air Conditioning and Heater
Fabric Air Ride Suspension Seat with Adjustable Armrests, Lumbar, and Seat Back
Dual Forward LED Work Lights
Two Speed Front Windshield Wiper, with Washer Tank
Rearview Mirror (inside)
Sun Visor - No
Interior Light
Two Front and Rear Roof Mounted Warning Lights and Turn Signals
Double Spool Auxiliary Hydraulic Valve with Forward-mounted Couplers

Brakes

Individual Turn Assist Brake Pedals - No
Internal Wet Disc Brakes - No
Master Stop Brake

Mower Decks

7-gauge steel sides minimum
top shall be 10-gauge steel with reinforcing around spindle drives
Full floating decks with caster wheels
Deck spindle bearings will be greaseable
Cutting height 1" to 6" with ¼" increments - 1/2" Increments
Cutting width 72" minimum with side or rear discharge with a mulching capability

Fuel

Diesel fuel type with 16-gallon capacity minimum with fuel gauge - 12 gallon

Travel Speed

0-15 mph minimum

Miscellaneous

cab enclosure w/door, LED flashing rotating beacon, and VHF air band transceiver with 118.000-136.992MHz channel capability plus headset and microphone to the VHF air band transceiver. VHF air band transceiver and beacon must be turned off when ignition switch is in off position. Must include one spare rim and a tire for main drive wheel

Documentation

One (1) complete set of hardcopy and digital operator, service and repair manuals to include parts list and electrical and hydraulic schematics.

Warranty

Two-year full warranty (all parts and labor) with minimal downtime and local service

Snow Blower - attachment

The unit to be furnished under these specifications shall be the manufacturer's latest model snow blower.

Blower attachment minimum width of 50 inches but cannot be wider than 65 inches and height can't disrupt operators view – 53"

Two-stage blower design to handle wet, heavy snow

Hydraulic lift with electric chute deflector

All snowblower attachment controls should be able to be controlled in-cab

Two Stage snowblower with drift cutter and skid shoes

Ground clearance of snowblower attachment has to be higher than average height of street curbs (4 – 5 inches) when attachment is raised up all the way

Total Cost Specifications

It is understood that:

1. Equipment purchased under this agreement will be operated by City of Minot personnel for the purposes for which the machine was designed.

2. The City of Minot will be responsible for repair costs resulting from damage due to natural and operator causes.

3. The City of Minot will assume at its expense, all costs to repair or replace all items and parts normally consumed in day-to-day operations such as: tires, tubes, tire repairs, lubricating oil, grease, filters, fluids, cutting edges, belts, batteries, lights, glass, ground engaging tools and any cleaning.

4. City of Minot will maintain the equipment in accordance with Manufacturer's recommendations.

5. The successful bidder will be fully responsible for the total cost of all repairs (other than in items #2 & 3 above) to the equipment furnished.

CITY OF MINOT BID PROPOSAL
ONE (1) FRONT MOUNT MOWER AND ACCESSORIES
June 26, 2023

Honorable Mayor and Council City of Minot
PO Box 5006
Minot, North Dakota 58702-5006

We, the undersigned, hereby agree to furnish the City of Minot the following front mount mower, subject to the specifications as provided by the City of Minot.

The City of Minot is a municipal government and is tax exempt. Bids shall not include sales tax or other applicable taxes. The tax-exempt number is E-3451

Quote for Minot International Airport Mower with attachment $ 63,508 **Total**
In submitting this bid, it is understood that the contract will be awarded on the basis of lowest and best bid, for the total cost to provide one front mount mower with attachment. The right to reject any and all bids is reserved by the owner, and it is agreed that this bid may be withdrawn 60 days after actual date of opening. Payment will be made 30 days after acceptance of the unit.
The bidder hereby certifies: a) that this bid is genuine and is made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation: b) that he has not directly or indirectly induced or solicited other bidder to put in false or sham bid; c) that he has not solicited or induced any person, firm or corporation to refrain from bidding; and d) that he has not sought by collusion or otherwise to obtain for himself any advantage over any other bidder or over the owner.

Submitted By:

Signature	Andrew Warcken (Print Name)
MTI Distributing (Company Name)	4030 Azelia Ave N, Suite 100, Brooklyn Center, MN 55429 (Address)
763-592-5628 (Phone)	6-26-23 (Date)

Project Information

Please complete this page for each project.

Project Title	Total Estimated Cost	Estimated Completion Date
Fuel Farm Repairs	$76,010.00	October 31, 2024

Type of Funding Request: [x] First-Time Request [ ] Repeat Request [ ] Supplemental Request

NDAC Priority Rating: 21

Project Description

The project includes replacement of the fuel pumps at the Jet-A system. The pumps failed, requiring immediate repair for continued Jet-A fuel service at the airport.

The cost for the materials and labor for install was $76,010.

Describe Need or Justification for the Project

Jet-A fuel is required at the Minot International Airport to serve commercial service aircraft, as well as general aviation flights. The repair of the airport-owned system will enable the fuel system to be in operation for the foreseeable future. The repairs were necessary to maintain continued flight operations at the airport.

For National Plan of Integrated Airport Systems (NPIAS) Airports: Is this project listed on the airport's approved Airport Layout Plan and Capital Improvement Program? [ ] Yes [x] No If unknown, contact North Dakota Aeronautics Commission

Name of Contact Person for Project		Title
Maria Romanick		Operations and Maintenance Manager
Telephone Number	**Fax Number**	**Email Address**
(701) 420-4503		maria.romanick@minotnd.org

Project Cost Estimate Summary

Is this a Federal Aviation Administration project?	If yes, Airport Improvement Program (AIP) Number	Year
[ ] Yes [x] No		

Provide a summary of the estimated cost of the project, including the source of all funding.

Source of Funding		Estimated Dollar Funding	Estimated Percent of Total Funding
Federal Share		$	%
State Share		$ 38,005.00	50 %
Sponsor Share	Airport	$ 38,005.00	50 %
	Other:	$	%
Project Totals		$ 76,010.00	100%

Supporting Documentation

If possible, please provide the following documentation as attachments to the grant submittal:

1. A detailed cost estimate or accepted bid.
2. Pictures and/or a drawing of the affected area (with the proposed work area and dimensions noted).
3. If the project is land related, provide a map with the specific land areas being affected highlighted.
4. If the project is for a fuel facility or a community hangar, provide a business plan.

January 30, 2024

Alex Choi
Minot International Airport
305 Airport Rd.
Minot, ND 58703
alex.choi@minotnd.gov

RE: Redundant Jet-A Pump Addition including piping and electrical

Proposed Work:

Supply two GNX3A 280 gpm Jet-A pump assemblies already quoted on QTE07424. Also supply two new stainless steel containment pump boxes. Tie into existing welded piping to add new 3" stainless steel weld tees, 3" stainless steel pipe, 3" stainless steel weld elbows, 3" stainless steel flanges, and 3" stainless steel ball valves. Piping will be all welded and incorporated into the discharge line on existing Jet-A outbound filter assembly. Supplied electrical will include additional wire materials for additional pump motor, explosion proof double throw switch for motor selection. A common motor feed to avoid boring for an additional pipe. Will also supply explosion proof flexes added to both motors to reduce any vibrations issues.

Proposed work will be done with the least amount of down time as possible. New piping lines will be measured on site and be welded off site in a controlled environment and tested for leaks.

Pricing:

Two Blackmer GNX3A 280 gpm Jet-A Pump Assemblies. (Quoted out on QTE07424)	**Price - $31,839.00**
Piping & Materials, Electrical, Labor, Expenses, and Installation. *See note below	**Price - $44,171.00**
Price Total for both portions.	**Total: $76,010.00**

Note: Above Piping, materials & installation pricing is not to exceed bid price and maybe reduced depending on work being completed in less time than estimated.

Exclusions:

1. Winter or below freezing work conditions are not included.

1301 40th Street NW
PO Box 2706
Fargo, ND 58108
Ph: (701) 282-9260
Fax: (701) 281-9770

635 31st Street SE
PO Box 1487
Minot, ND 58702
Ph: (701) 852-3145
Fax: (701) 852-6058

4981 Lightning Drive
PO Box 15248
Duluth, MN 55815
Ph: (218) 729-0757
Fax: (218) 729-0273

9952 US HWY 10
Elk River MN 55330
Ph: (763) 230-7630
Fax: (866) 823-1130

2. Concrete removal or placement not included.
3. Our price does not include excavation, hauling or disposal. Erosion control is not included.
4. Our price does not include any boring for electrical work.
5. Any environmental analysis of soil and/or water.

Payment Terms: Invoices will be due 10 days after receipt

Shipping: All materials are quoted FOB Job Location.

O'DAY EQUIPMENT, LLC

Rich Olson

Project Information

Please complete this page for each project.

Project Title	Total Estimated Cost	Estimated Completion Date
Hangar Demolition/Relocation - Environmental Review	$100,000.00	December 31, 2024

Type of Funding Request: ☐ First-Time Request ☒ Repeat Request ☐ Supplemental Request

NDAC Priority Rating: 42

Project Description

An airport-owned hangar requires demolition or relocation due to its age, condition, and proposed future development. The project will complete an Environmental Assessment (EA) or required NEPA review to evaluate the impacts of the potential removal. The EA will take approximately one year to complete, and follow FAA guidance for review.

Describe Need or Justification for the Project

The FAA has indicated the removal will require review under the National Environmental Policy Act (NEPA) by completing and Environmental Assessment. The study and removal is not eligible for FAA funding. The area is identified for redevelopment to meet future growth needs for the airport.

For National Plan of Integrated Airport Systems (NPIAS) Airports: Is this project listed on the airport's approved Airport Layout Plan and Capital Improvement Program? ☐ Yes ☒ No If unknown, contact North Dakota Aeronautics Commission

Name of Contact Person for Project		Title
Maria Romanick		Operations and Maintenance Manager
Telephone Number	**Fax Number**	**Email Address**
(701) 420-4503		maria.romanick@minotnd.org

Project Cost Estimate Summary

Is this a Federal Aviation Administration project?	If yes, Airport Improvement Program (AIP) Number	Year
☐ Yes ☒ No		

Provide a summary of the estimated cost of the project, including the source of all funding.

Source of Funding		Estimated Dollar Funding	Estimated Percent of Total Funding
Federal Share		$	%
State Share		$ 50,000.00	50.0 %
Sponsor Share	Airport	$ 50,000.00	50.0 %
	Other:	$	%
Project Totals		$ 100,000.00	100%

Supporting Documentation

If possible, please provide the following documentation as attachments to the grant submittal:

1. A detailed cost estimate or accepted bid.
2. Pictures and/or a drawing of the affected area (with the proposed work area and dimensions noted).
3. If the project is land related, provide a map with the specific land areas being affected highlighted.
4. If the project is for a fuel facility or a community hangar, provide a business plan.

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AGENDA

MOT Quonset Hangar Discussion
Jan 11, 2023
10:00
Teams

Copies to: Attendees

I. Introductions

II. Existing Quonset Hangar
   A. Airport owned (vacant) t-shaped Quonset hangar (one of two similar Quonset hangars at MOT)
   B. Feature 3, page 20 of attached MOT Architectural report

III. Purpose and Need Discussion
   A. There is demand for box hangar space in this area (close to AvFlight, restrooms, and the highway, compared to existing lots on south west side of airport)
   B. Local concern for appearance of hangar, particularly on highly visible route along highway

IV. Potential project
   A. City has identified someone they could transfer ownership to – the hangar would be relocated and repurposed.
   B. Demolition and disposal could be considered

V. Next Steps Discussion





Figure 17. Feature 3, T-shaped Quonset hangar (ca. mid- to late 1950s). View to the northwest.

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Project Information

Please complete this page for each project.

Project Title	Total Estimated Cost	Estimated Completion Date
Oil/Water Separator for Fuel Farm	$50,000.00	October 31, 2024

Type of Funding Request: [x] First-Time Request [ ] Repeat Request [ ] Supplemental Request

NDAC Priority Rating: 22

Project Description

The existing airport-owned fuel system requires modifications and improvements to meet current permitting and code compliance. Specifically, the system needs replacement of an enhanced oil/water separator to meet Environmental Protection Agency (EPA) containment requirements.

Describe Need or Justification for the Project

The project is required to meet state and EPA requirements and continued viability of the fuel system.

For National Plan of Integrated Airport Systems (NPIAS) Airports: Is this project listed on the airport's approved Airport Layout Plan and Capital Improvement Program? [ ] Yes [x] No If unknown, contact North Dakota Aeronautics Commission

Name of Contact Person for Project		Title
Maria Romanick		Operations and Maintenance Manager
Telephone Number	**Fax Number**	**Email Address**
(701) 420-4503		maria.romanick@minotnd.org

Project Cost Estimate Summary

Is this a Federal Aviation Administration project?	If yes, Airport Improvement Program (AIP) Number	Year
[ ] Yes [x] No		

Provide a summary of the estimated cost of the project, including the source of all funding.

Source of Funding		Estimated Dollar Funding	Estimated Percent of Total Funding
Federal Share		$	%
State Share		$ 25,000.00	50.0 %
Sponsor Share	Airport	$ 25,000.00	50.0 %
	Other:	$	%
Project Totals		$ 50,000.00	100%

Supporting Documentation

If possible, please provide the following documentation as attachments to the grant submittal:

1. A detailed cost estimate or accepted bid.
2. Pictures and/or a drawing of the affected area (with the proposed work area and dimensions noted).
3. If the project is land related, provide a map with the specific land areas being affected highlighted.
4. If the project is for a fuel facility or a community hangar, provide a business plan.

Project Information

Please complete this page for each project.

Project Title	Total Estimated Cost	Estimated Completion Date
Taxiway C/C3 Rehabilitation	$6,800,000.00	October 31, 2024

Type of Funding Request: [x] First-Time Request [ ] Repeat Request [ ] Supplemental Request

NDAC Priority Rating: 55

Project Description

This project includes the design and construction of a rehabilitation of Taxiway C south of Runway 8/26, as well as Taxiway C3 west of Taxiway C. This pavement is deteriorating and is in need of rehabilitation. The 2021 Pavement Condition Index (PCI) report for these sections range from 48 – 57, with the PCI projected to deteriorate to 31-52 by 2025, warranting reconstruction. Pavement distresses noted in the last PCI inspection include alligator cracking, depressions, longitudinal and transverse cracking, raveling and weathering. The construction of the southern half of C South was completed in 2002, and the northern half of C south was last constructed in 1998 (4" overlay). Last construction date for Taxiway C3 is 2022.

Describe Need or Justification for the Project

Reconstruction is necessary to provide adequate and safe access to and from Runway 13/31, the primary runway for the Minot International Airport. The existing Taxiway C and C3 pavements are 75' wide. The critical aircraft for this taxiway is a TDG 3. As such, with a full reconstruction, these pavements would only be eligible for a 50' width (TDG 3), and the project would result in a decrease in impervious area.

For National Plan of Integrated Airport Systems (NPIAS) Airports: Is this project listed on the airport's approved Airport Layout Plan and Capital Improvement Program? [x] Yes [ ] No If unknown, contact North Dakota Aeronautics Commission

Name of Contact Person for Project		Title
Maria Romanick		Operations and Maintenance Manager
Telephone Number	**Fax Number**	**Email Address**
(701) 420-4503		maria.romanick@minotnd.org

Project Cost Estimate Summary

Is this a Federal Aviation Administration project?	If yes, Airport Improvement Program (AIP) Number	Year
[x] Yes [ ] No		

Provide a summary of the estimated cost of the project, including the source of all funding.

Source of Funding		Estimated Dollar Funding	Estimated Percent of Total Funding
Federal Share		$ 6,120,000.00	90 %
State Share		$ 340,000.00	5.0 %
Sponsor Share	Airport	$ 340,000.00	5.0 %
	Other:	$	%
Project Totals		$ 6,800,000.00	100%

Supporting Documentation

If possible, please provide the following documentation as attachments to the grant submittal:

1. A detailed cost estimate or accepted bid.
2. Pictures and/or a drawing of the affected area (with the proposed work area and dimensions noted).
3. If the project is land related, provide a map with the specific land areas being affected highlighted.
4. If the project is for a fuel facility or a community hangar, provide a business plan.

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MEMORANDUM

TO: Mark Holzer (FAA)

FROM: Kyle Nelson, PE (MN)

DATE: December 16, 2023

RE: Taxiway C Project Update & FFY24 Project Alternatives
SEH No. MINOT 175535 14.00

The purpose of this memorandum is to provide a project update on the ongoing Taxiway C preliminary design project and present project alternatives for MOT's FFY2024 AIP discretionary grant.

Taxiway C – Preliminary Design Project Update
The Taxiway C preliminary design effort began in early November with geotechnical borings to document existing site conditions and to determine if a rehabilitation project is feasible. The existing sections studied include (3) distinct segments, with existing conditions and rehabilitation feasibility summarized below, as well as in **Figure 1** and **Figure 2** attached to this memorandum.

Segment 1 – Taxiway C (between C4 & C6)

- **Existing Section:** 6.5"-7.5" of bituminous pavement, with underlying aggregate and granular base material.
- **Rehabilitation Discussion:** A rehabilitation for this section is feasible, however it is recommended that the section is strengthened via a 3" mill and 4.5" bituminous overlay. MOT's fleet mix includes aircraft over 100,000 lbs, which triggers the requirement (for new full section construction) of a 5" stabilized base and 4" surface course. Adding 1.5" of bituminous to this pavement section, per the above method, will increase the overall section to approach 8"-9" and is expected to add ~10 years to the useful life of the pavement, along with regular preventative maintenance. The pavement thickness at the intersections with C4 and C6 would remain at 6.5"-7.5" due to the need to match existing grades. See **Figure 1**.

Segment 2 – Taxiway C (between Rwy 8/26 and Txy C4)

- **Existing Section:** 18"-20"+ of bituminous pavement, with underlying base material and sandy lean clay.
- **Rehabilitation Discussion:** A rehabilitation for this section is feasible via a 4.5" mill and overlay. This section has experienced multiple overlays over its service life, with the most recent occurring in 1998. The section has sufficient thickness to support this rehabilitation and extend its useful life for ~10 years. See **Figure 1**.

Segment 3 – Taxiway C3 (between GA Ramp and Taxiway C)

- **Existing Section:** 12" to 18+" of bituminous pavement, with underlying base material and subgrade.
- **Rehabilitation Discussion:** A rehabilitation for this section is feasible via a 4.5" mill and overlay. The section has sufficient thickness to support this rehabilitation and extend its useful life for ~10 years. See **Figure 2**.

The proposed typical 4.5" mill and overlay depth on segments 1, 2, and 3 accounts for complete removal of the previous two lifts of bituminous pavement, without leaving a thin layer between existing and proposed pavement layers.

FFY 2024 Proposed Project Alternatives: Taxiway C-C3
With the above information summarized, below are project alternatives to assist in construction method solution selection for MOT's FFY 2024 AIP Discretionary Grant. While a rehabilitation is feasible for these pavements, a full reconstruction would still yield the greatest useful life of 20+ years. It should also be noted that any rehabilitation would maintain the existing geometry and any reconstruction would reduce the width from the existing 75' on Taxiway C to 50' (Taxiway Design Group III width) that MOT would be eligible for.

Alternative 1: Rehabilitation of Taxiway C (South of 8/26)

- **CIP Cost:** $4.8M
- **Description:** Complete 4.5" overlay rehabilitation on Taxiway C between Runway 8/26 and Taxiway C6 per the above methods for Segments 1 & 2.
- **Considerations:**
  - Lowest cost alternative.
  - Strengthens existing Taxiway C pavement between C4 and C6.
  - 10 years added to useful life.
  - Pavement thickness at Taxiway C intersection with C4 and C6 would remain the same as existing.

Alternative 2: Rehabilitation of Taxiway C (South of 8/26) and Taxiway C3

- **CIP Cost:** $6.8M
- **Description:** Complete 4.5" overlay rehabilitation per the above methods for Segments 1 through 3.
- **Considerations:**
  - In addition to Alternative 1, adds in the rehabilitation of Taxiway C3.
  - Would not provide an opportunity to correct direct access issue for Taxiway C3 to Runway 13/31 - Per previous discussions with the ADO, this is acceptable for a rehabilitation project, but not a full reconstruction.

Alternative 3: Reconstruct Taxiway C (South of 8/26)

- **CIP Cost:** $11M
- **Description:** Complete full section reconstruction of Taxiway C between Runway 8/26 and Taxiway C6. Would include new bituminous pavement, aggregate base, granular borrow, and geotextile fabric.
- **Considerations:**
  - 20-year minimum useful life.
  - Would result in reduced width of 50' on fully reconstructed sections.

Alternative 4: Reconstruct Taxiway C (South of 8/26) & Rehabilitation of Taxiway C3

- **CIP Cost:** $13M
- **Description:** Complete full section reconstruction of Taxiway C between Runway 8/26 and Taxiway C6. Complete 4.5" mill and overlay rehabilitation for Taxiway C3.
- **Considerations:**
  - In addition to Alternative 3, adds in rehabilitation of Taxiway C3.

Alternative 5: Reconstruct Segment 1 (C4-C6), Rehabilitation of Segment 2 (Rwy 8/26 – Txy C)

- **CIP Cost:** $6.5M
- **Description:** Complete full section reconstruction of Taxiway C between Taxiway C4 and C6 to TDG 3 (50' width) standards). Complete 4.5" mill and overlay on Segment 2.
- **Considerations:**
    - Taxiway C width would change from 50' wide (TDG 3) to 75' wide (existing width) at Taxiway C4. Taxiway edge lights would not line up due to differing pavement widths.

Alternative 6: Reconstruct Segment 1, Rehabilitate Segments 2 & 3

- **CIP Cost:** $8.5M
- **Description:** Full section reconstruction between Taxiway C4 and C6 (Segment 1). Rehabilitate Taxiway C (Segment 2) and Taxiway C3 (Segment 3)
- **Considerations:**
    - Adds rehabilitation of Taxiway C3 to Alternative 5.

Edge Lighting Discussion

Costs for all alternatives include LED taxiway edge lighting replacement. The existing edge lighting has exceeded its useful life according to the FAA's AIP Handbook. The minimum useful life is 10 years per Table J-4, and the existing light fixtures were installed in 2013. To align with funding availability, it's recommended that lighting replacement occurs at the start of the 10-year rehabilitation cycle. The edge lighting replacement will include all system components such as new conduit, base cans, wire, and lights.

Electrical Vault Rehabilitation Project

Also included in MOT's FFY 2024 AIP grant request, this project will replace several pieces of equipment inside the existing electrical vault, including the control panel, relay-based interface panel, ATCT lighting panel, ATG radio control, and most of the regulators. The existing equipment was installed in 1993 when the vault was constructed and needs replacement, with much of the equipment approaching 30 years of life. Per Table J-4 in the AIP Handbook, the minimum useful life for airfield electrical/lighting equipment is 10 years. The estimated CIP project cost for the electrical vault rehabilitation work is ~$525,000.

KDN
Attachments: **Figure 1**, **Figure 2, Figure 3**
c: Lindsay Reidt (SEH), Kaci Nowicki (SEH), Jennifer Eckman (MOT), Maria Romanick (MOT), Dave Anderson (FAA), Kyle Wanner (NDAC)

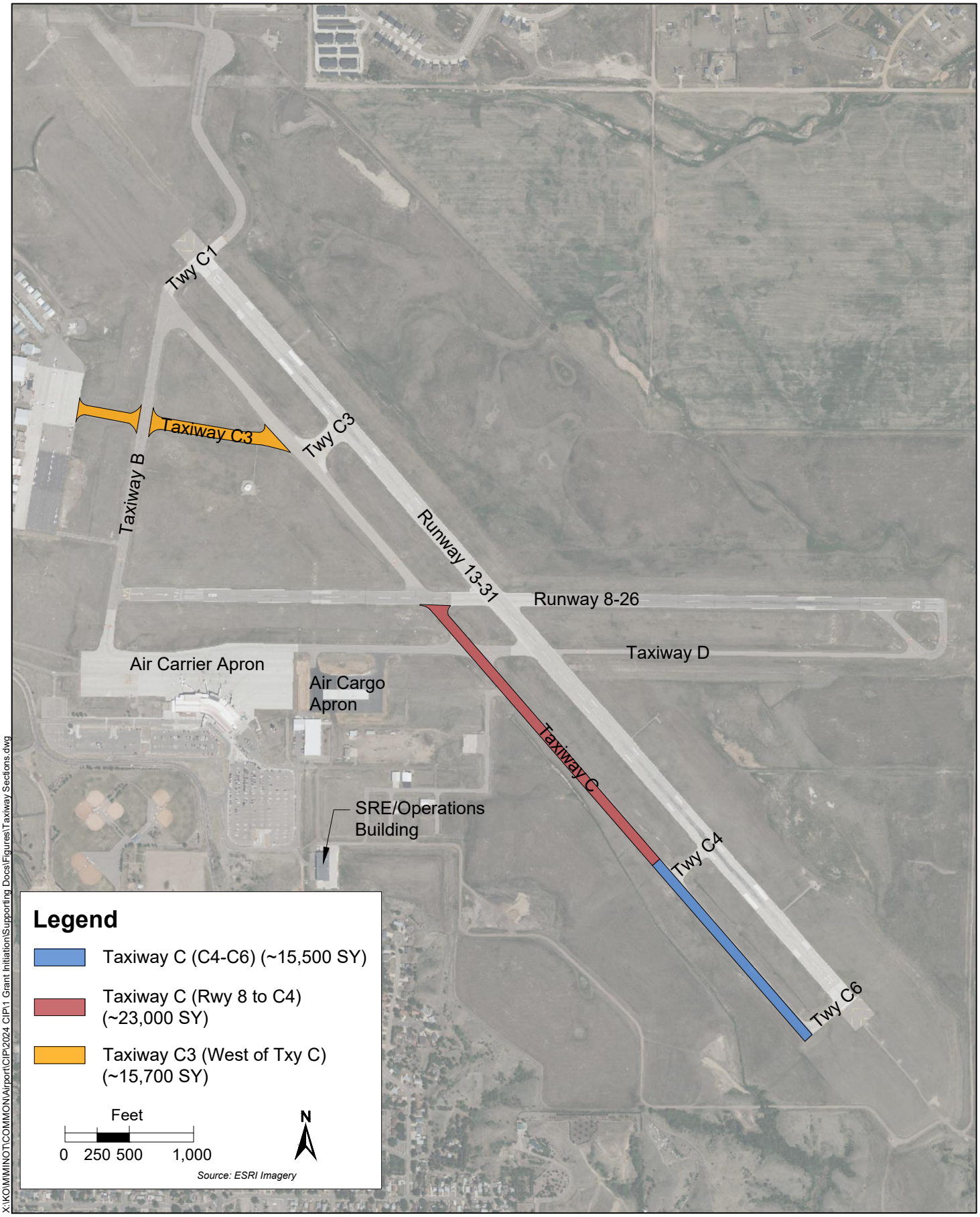
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2024 Taxiway C Reconstruction - AIG/BIL

Figure 1

Minot International Airport (MOT)
Minot, North Dakota

Reconstruction Alternatives: Taxiway Sections
10/2023; MINOT



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Project Information

Please complete this page for each project.

Project Title	Total Estimated Cost	Estimated Completion Date
Terminal Fire Alarm Updates	$127,103.00	October 31, 2024

Type of Funding Request: [x] First-Time Request [ ] Repeat Request [ ] Supplemental Request

NDAC Priority Rating: 31

Project Description

The proposed project will replace the fire alarm panel to ensure the safety of terminal occupants.

Describe Need or Justification for the Project

The existing fire alarm in the terminal building does not have a functioning annunciator. Without an annunciator, the fire alarm only uses a strobe light as a visual cue to alert terminal occupants of an active fire. Because there is no hearing component to the fire alarm, the airport currently needs to dedicate a staff member as a “Fire Watch” to alert terminal occupants in the event of a fire.
The existing situation endangers the safety of the passengers and staff of the Minot International Airport, especially the visually impaired, and places a strain on the airport staff. The manufacturer of the fire alarm system has notified the airport that replacing the annunciator is not possible, and a full panel replacement is needed to fix the annunciator.

For National Plan of Integrated Airport Systems (NPIAS) Airports: Is this project listed on the airport's approved Airport Layout Plan and Capital Improvement Program? [x] Yes [ ] No If unknown, contact North Dakota Aeronautics Commission

Name of Contact Person for Project		Title
Maria Romanick		Operations and Maintenance Manager
Telephone Number	**Fax Number**	**Email Address**
(701) 420-4503		maria.romanick@minotnd.org

Project Cost Estimate Summary

Is this a Federal Aviation Administration project?	If yes, Airport Improvement Program (AIP) Number	Year
[ ] Yes [x] No		

Provide a summary of the estimated cost of the project, including the source of all funding.

Source of Funding		Estimated Dollar Funding	Estimated Percent of Total Funding
Federal Share		$	%
State Share		$ 63,551.50	50 %
Sponsor Share	Airport	$ 63,551.50	50 %
	Other:	$	%
Project Totals		$ 127,103.00	100%

Supporting Documentation

If possible, please provide the following documentation as attachments to the grant submittal:

1. A detailed cost estimate or accepted bid.
2. Pictures and/or a drawing of the affected area (with the proposed work area and dimensions noted).
3. If the project is land related, provide a map with the specific land areas being affected highlighted.
4. If the project is for a fuel facility or a community hangar, provide a business plan.

Simtech Inc.
a NewVision Co.

Quotation

Project Name: **Minot International Aiport Fire alarm system upgrade**

Date: **9/13/2023**

From

To **Mike Ruhland**

Account Name **Simtech inc/Newvision Security**
Contact Name **Scott Jorgenson**
3320 Hamilton St. Unit #5
Bismarck, Nd 58503
701-222-8888
Scott Cell 701-595-6555

DESCRIPTION:

Replacement of obsolete Harrington brand fire alarm system with the latest state of the art Autocall brand addressable Voice Alarm fire system. This quote includes all new panels/devices less the existing door holders which can easily be reused. This is a TURNKEY installation. Customer to be responsible for any fire watch if required by the local fire department [AHJ]. Elevator company and/or the owner will need to provide us access to the top of the shaft and into the pit to replace those smoke and heat detectors.

TOTAL=$127,103.00 including tax.

TERMS:

****50% payment will be invoiced upon product ordering with remaining 50% to be invoiced upon final completion/acceptance by AHJ.**

Scott Jorgenson
Business Dev Sales Rep
Simtech Inc. a NewVision Security Co.
3320 Hamilton St.
Bismarck, ND 58503
701-222-8888

Accepted by:
Signature:
PO Number:
Date:

Project Information

Please complete this page for each project.

Project Title	Total Estimated Cost	Estimated Completion Date
Wildlife Hazard Removal - Phase 3	$3,425,000	October 31, 2024

Type of Funding Request: [x] First-Time Request [ ] Repeat Request [ ] Supplemental Request

NDAC Priority Rating: 41

Project Description

This project is the third and final phase for the Wildlife Hazard Removal project and MOT, which will remove hazardous wildlife attractants (wetlands) and improve drainage at the airport through grading, storm sewer improvements, and drain tile installation. Improvements will be made to Pond A to control peak flow rates to ensure post-construction rate do not exceed pre-construction rates. All grading activities and proposed improvements will occur on airport property. An Environmental Assessment was completed for this project and the FONSI was approved on 8/23/2021.

Describe Need or Justification for the Project

The project is needed due to the recommended action of the Environmental Assessment to reduce wildlife attractants and increase safety of airport operations.

For National Plan of Integrated Airport Systems (NPIAS) Airports: Is this project listed on the airport's approved Airport Layout Plan and Capital Improvement Program? [x] Yes [ ] No If unknown, contact North Dakota Aeronautics Commission

Name of Contact Person for Project		Title
Maria Romanick		Operations and Maintenance Manager
Telephone Number	**Fax Number**	**Email Address**
(701) 420-4503		maria.romanick@minotnd.org

Project Cost Estimate Summary

Is this a Federal Aviation Administration project?	If yes, Airport Improvement Program (AIP) Number	Year
[x] Yes [ ] No	TBD	2024

Provide a summary of the estimated cost of the project, including the source of all funding.

Source of Funding		Estimated Dollar Funding	Estimated Percent of Total Funding
Federal Share		$ 3,082,500	90 %
State Share		$ 171,250	5 %
Sponsor Share	Airport	$ 171,250	5 %
	Other:	$	%
Project Totals		$	100%

Supporting Documentation

If possible, please provide the following documentation as attachments to the grant submittal:

1. A detailed cost estimate or accepted bid.
2. Pictures and/or a drawing of the affected area (with the proposed work area and dimensions noted).
3. If the project is land related, provide a map with the specific land areas being affected highlighted.
4. If the project is for a fuel facility or a community hangar, provide a business plan.

Localizer Critical Area

Runway 13
PAPI

Runway 13
REILs

Runway 13/31

Runway 8/26

Terminal

ATCT

Runway 26
PAPI

ASOS Critical Area

Glide Slope, RVR, & ASOS

Glide Slope Critical Area

MALSR Lights

Power & Control
Station

Legend

- Phase 1 (FFY 2023 Supplemental Grant)
- Phase 2 (FFY 2023 Supplemental Grant)
- Phase 2B (FFY 2023 Supplemental Grant)
- Phase 3 (FFY 2024 Discretionary Grant)
- ILS Critical Area
- Underground FAA Cable*

Feet
0 250 500 1,000

*Underground FAA Cable locations are approximate based on information provided from RTR Airport General Plan and Construction Safety Plan, Drawing MOT-D-RTR-C001, 2/12/2014.

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TABULATION OF BIDS

Wildlife Hazard Removal and Drainage Improvement **Minot Internaitonal Airport** **SEH No.: MINOT 168145** **Bid Date: 2:00 p.m., Thursday, November 16, 2023**				Engineer's Estimate $3,760,436.00		Wagner Construction, Inc. 3151 S. Hwy 53, Suite 1 International Falls, MN 56649 $3,297,723.15		Strata Corporation PO Box 13500 Grand Forks, ND 58208 $3,726,859.80		Bluestone Construction Inc. 6898 163rd Ave. SE Sawyer, ND 58781 $4,755,786.90	
Item No.	**Item**	**Unit**	**Est. Quantity**	**Unit Price**	**Total Price**	**Unit Price**	**Total Price**	**Unit Price**	**Total Price**	**Unit Price**	**Total Price**
Base Bid											
C-105-5.1	Mobilization	LS	1	$332,000.00	$332,000.00	$171,000.00	$171,000.00	$300,000.00	$300,000.00	$452,000.00	$452,000.00
C-105-5.2	Traffic Provisions / Airport Security & Devices / Phasing	LS	1	100,000.00	100,000.00	121,000.00	121,000.00	250,000.00	250,000.00	84,000.00	84,000.00
C-105-5.3	Maintenance and Restoration of Haul Roads	LS	1	30,000.00	30,000.00	17,000.00	17,000.00	100,000.00	100,000.00	48,000.00	48,000.00
C-105.5.4	Field Office	LS	1	15,000.00	15,000.00	22,500.00	22,500.00	25,000.00	25,000.00	26,000.00	26,000.00
C-105.5.5	Construction Layout and Staking	LS	1	15,000.00	15,000.00	75,000.00	75,000.00	80,000.00	80,000.00	98,000.00	98,000.00
Base Bid Total Bid Price				**492,000.00**		**406,500.00**		**755,000.00**		**708,000.00**	
Phase 1											
C-102-5.2	Filter Log, Type Wood Fiber Bioroll	LF	979	15.00	14,685.00	3.70	3,622.30	4.00	3,916.00	5.00	4,895.00
P-101-5.1	Removal of Pipe and other Buried Structures	EA	2	5,000.00	10,000.00	3,400.00	6,800.00	8,000.00	16,000.00	12,000.00	24,000.00
P-101-5.2	Removal of Riprap	SY	99	100.00	9,900.00	6.25	618.75	48.00	4,752.00	40.00	3,960.00
P-151-5.1	Clearing and Grubbing	ACRE	0.6	5,000.00	3,000.00	16,500.00	9,900.00	32,000.00	19,200.00	5,000.00	3,000.00
P152-4.1	Unclassified Excavation	CY	43,706	10.00	437,060.00	3.80	166,082.80	4.00	174,824.00	9.00	393,354.00
P152-4.2	Muck Excavation	CY	5612	10.00	56,120.00	19.50	109,434.00	20.00	112,240.00	22.00	123,464.00
P152-4.3	Borrow Excavation	CY	6317	10.00	63,170.00	10.00	63,170.00	6.50	41,060.50	16.00	101,072.00
P152-4.4	Unclassified Excavation, Waste	CY	37,389	15.00	560,835.00	6.50	243,028.50	5.20	194,422.80	9.50	355,195.50
P-208-5.1	Aggregate Base Course	SY	350	120.00	42,000.00	29.50	10,325.00	22.00	7,700.00	25.00	8,750.00
F-162-5.1	Chain Link Fence	LF	300	200.00	60,000.00	67.00	20,100.00	70.00	21,000.00	75.00	22,500.00
D-701-5.2	18 inch Reinforced Concrete Pipe, Class III	LF	42	135.00	5,670.00	187.00	7,854.00	180.00	7,560.00	242.00	10,164.00
D-701-5.5	36 inch Reinforced Concrete Pipe, Class III	LF	90	205.00	18,450.00	323.00	29,070.00	300.00	27,000.00	385.00	34,650.00
D-701-5.6	48 inch Reinforced Concrete Pipe, Class III	LF	230	255.00	58,650.00	391.00	89,930.00	450.00	103,500.00	715.00	164,450.00
D-701-5.7	18 inch Reinforced Concrete Pipe Flared End Section,	EA	1	1,000.00	1,000.00	1,750.00	1,750.00	1,500.00	1,500.00	3,850.00	3,850.00
D-701-5.10	36 inch Reinforced Concrete Pipe Flared End Section,	EA	2	3,000.00	6,000.00	3,650.00	7,300.00	3,200.00	6,400.00	5,060.00	10,120.00
D-701-5.11	48 inch Reinforced Concrete Pipe Flared End Section,	EA	2	4,000.00	8,000.00	4,400.00	8,800.00	4,300.00	8,600.00	7,590.00	15,180.00
D-705-5.1	6 inch Drain Tile Pipe (includes pipe, porous backfill, and	LF	2572	8.00	20,576.00	12.50	32,150.00	40.00	102,880.00	36.00	92,592.00
D-752-5.1	Retention Basin 7'x7' Drop Inlet Structure and concrete	EA	1	30,000.00	30,000.00	64,000.00	64,000.00	85,000.00	85,000.00	104,500.00	104,500.00
D-752-5.2	Retention Basin Impact Wall Structure	EA	1	150,000.00	150,000.00	60,000.00	60,000.00	100,000.00	100,000.00	132,000.00	132,000.00
T-901-5.1	Turf Establishment (including seed, fertilizer, mulch and	ACRE	14.3	2,500.00	35,750.00	4,400.00	62,920.00	5,500.00	78,650.00	4,788.00	68,468.40
T-905-5.1	Topsoil (Obtained on Site or Removed from Stockpile)	CY	7675	5.00	38,375.00	7.30	56,027.50	8.00	61,400.00	12.00	92,100.00
2275.1	Riprap Grade I	CY	110	150.00	16,500.00	188.00	20,680.00	160.00	17,600.00	120.00	13,200.00
2275.2	Riprap Grade II	CY	295	200.00	59,000.00	160.00	47,200.00	160.00	47,200.00	130.00	38,350.00
2940	Turf Reinforcement Mat	SY	8096	15.00	121,440.00	5.00	40,480.00	5.00	40,480.00	9.90	80,150.40
Phase 1 Total Bid Price				**1,826,181.00**		**1,161,242.85**		**1,282,885.30**		**1,899,965.30**	
Phase 2											
C-102-5.1	Type A Inlet Protection	EA	9	120.00	1,080.00	145.00	1,305.00	150.00	1,350.00	350.00	3,150.00
C-102-5.2	Filter Log, Type Wood Fiber Bioroll	LF	653	15.00	9,795.00	3.50	2,285.50	4.00	2,612.00	5.00	3,265.00

TABULATION OF BIDS

Wildlife Hazard Removal and Drainage Improvement **Minot Internaitonal Airport** **SEH No.: MINOT 168145** **Bid Date: 2:00 p.m., Thursday, November 16, 2023**				Engineer's Estimate $3,760,436.00		Wagner Construction, Inc. 3151 S. Hwy 53, Suite 1 International Falls, MN 56649 $3,297,723.15		Strata Corporation PO Box 13500 Grand Forks, ND 58208 $3,726,859.80		Bluestone Construction Inc. 6898 163rd Ave. SE Sawyer, ND 58781 $4,755,786.90	
Item No.	**Item**	**Unit**	**Est. Quantity**	**Unit Price**	**Total Price**	**Unit Price**	**Total Price**	**Unit Price**	**Total Price**	**Unit Price**	**Total Price**
P-101-5.1	Removal of Pipe and other Buried Structures	EA	2	5,000.00	10,000.00	2,200.00	4,400.00	1,500.00	3,000.00	9,200.00	18,400.00
P152-4.1	Unclassified Excavation	CY	3407	10.00	34,070.00	3.80	12,946.60	4.00	13,628.00	13.00	44,291.00
P152-4.2	Muck Excavation	CY	10,611	10.00	106,110.00	19.50	206,914.50	20.00	212,220.00	22.00	233,442.00
P152-4.3	Borrow Excavation	CY	39,477	10.00	394,770.00	13.90	548,730.30	6.50	256,600.50	11.00	434,247.00
P152-4.4	Off-Site Borrow Import	CY	5000	15.00	75,000.00	11.00	55,000.00	25.00	125,000.00	26.00	130,000.00
D-701-5.1	12 inch Reinforced Concrete Pipe, Class III	LF	301	120.00	36,120.00	110.00	33,110.00	140.00	42,140.00	198.00	59,598.00
D-701-5.3	24 inch Reinforced Concrete Pipe, Class III	LF	605	160.00	96,800.00	159.00	96,195.00	200.00	121,000.00	242.00	146,410.00
D-701-5.4	30 inch Reinforced Concrete Pipe, Class III	LF	1388	180.00	249,840.00	177.00	245,676.00	240.00	333,120.00	313.00	434,444.00
D-701-5.5	36 inch Reinforced Concrete Pipe, Class III	LF	846	205.00	173,430.00	223.00	188,658.00	300.00	253,800.00	330.00	279,180.00
D-701-5.8	24 inch Reinforced Concrete Pipe Flared End Section,	EA	2	2,000.00	4,000.00	2,225.00	4,450.00	1,800.00	3,600.00	4,290.00	8,580.00
D-701-5.10	36 inch Reinforced Concrete Pipe Flared End Section,	EA	1	3,000.00	3,000.00	3,675.00	3,675.00	3,200.00	3,200.00	5,060.00	5,060.00
D-751-5.1	48” Concrete Manhole (Including Concrete Collar)	EA	3	10,000.00	30,000.00	9,650.00	28,950.00	8,000.00	24,000.00	7,920.00	23,760.00
D-751-5.2	60” Concrete Manhole (Including Concrete Collar)	EA	6	15,000.00	90,000.00	14,500.00	87,000.00	12,800.00	76,800.00	9,350.00	56,100.00
T-901-5.1	Turf Establishment (including seed, fertilizer, mulch and	ACRE	23.8	2,500.00	59,500.00	4,700.00	111,860.00	4,600.00	109,480.00	4,647.00	110,598.60
T-905-5.1	Topsoil (Obtained on Site or Removed from Stockpile)	CY	12,788	5.00	63,940.00	7.30	93,352.40	8.00	102,304.00	12.00	153,456.00
2275.1	Riprap Grade I	CY	32	150.00	4,800.00	171.00	5,472.00	160.00	5,120.00	120.00	3,840.00
Phase 2 Total Bid Price				**1,442,255.00**		**1,729,980.30**		**1,688,974.50**		**2,147,821.60**	
Phase 3 - Alternate 1											
C-105-5.1	Mobilization	LS	1	256,000.00	256,000.00	170,000.00	170,000.00	80,000.00	80,000.00	377,000.00	377,000.00
C-105-5.2	Traffic Provisions / Airport Security & Devices / Phasing	LS	1	75,000.00	75,000.00	127,000.00	127,000.00	120,000.00	120,000.00	94,000.00	94,000.00
C-105-5.3	Maintenance and Restoration of Haul Roads	LS	1	10,000.00	10,000.00	1,600.00	1,600.00	80,000.00	80,000.00	32,000.00	32,000.00
C-105.5.4	Field Office	LS	1	15,000.00	15,000.00	10,000.00	10,000.00	10,000.00	10,000.00	26,000.00	26,000.00
C-105.5.5	Construction Layout and Staking	LS	1	15,000.00	15,000.00	54,000.00	54,000.00	60,000.00	60,000.00	70,000.00	70,000.00
C-102-5.1	Type A Inlet Protection	EA	5	120.00	600.00	135.00	675.00	150.00	750.00	350.00	1,750.00
C-102-5.2	Filter Log, Type Wood Fiber Bioroll	LF	1306	15.00	19,590.00	3.50	4,571.00	4.00	5,224.00	5.00	6,530.00
P-101-5.1	Removal of Pipe and other Buried Structures	EA	1	5,000.00	5,000.00	1,400.00	1,400.00	1,500.00	1,500.00	5,500.00	5,500.00
P-101-5.2	Removal of Riprap	SY	118	100.00	11,800.00	16.00	1,888.00	48.00	5,664.00	40.00	4,720.00
P152-4.1	Unclassified Excavation	CY	45,883	10.00	458,830.00	3.60	165,178.80	4.00	183,532.00	9.00	412,947.00
P152-4.2	Muck Excavation	CY	21,197	10.00	211,970.00	19.50	413,341.50	20.00	423,940.00	22.00	466,334.00
P152-4.3	Borrow Excavation	CY	45,762	10.00	457,620.00	9.50	434,739.00	6.50	297,453.00	9.00	411,858.00
P152-4.4	Unclassified Excavation, Waste	CY	121	15.00	1,815.00	22.50	2,722.50	6.00	726.00	50.00	6,050.00
D-701-5.3	24 inch Reinforced Concrete Pipe, Class III	LF	24	160.00	3,840.00	350.00	8,400.00	200.00	4,800.00	242.00	5,808.00
D-701-5.4	30 inch Reinforced Concrete Pipe, Class III	LF	1443	180.00	259,740.00	176.00	253,968.00	240.00	346,320.00	330.00	476,190.00
D-701-5.5	36 inch Reinforced Concrete Pipe, Class III	LF	2126	205.00	435,830.00	223.00	474,098.00	300.00	637,800.00	368.00	782,368.00
D-701-5.8	24 inch Reinforced Concrete Pipe Flared End Section,	EA	1	2,000.00	2,000.00	2,225.00	2,225.00	1,800.00	1,800.00	4,510.00	4,510.00
D-701-5.09	30 inch Reinforced Concrete Pipe Flared End Section,	EA	1	2,500.00	2,500.00	2,800.00	2,800.00	3,000.00	3,000.00	3,080.00	3,080.00

TABULATION OF BIDS

Wildlife Hazard Removal and Drainage Improvement **Minot Internaitonal Airport** **SEH No.: MINOT 168145** **Bid Date: 2:00 p.m., Thursday, November 16, 2023**				Engineer's Estimate $3,760,436.00		Wagner Construction, Inc. 3151 S. Hwy 53, Suite 1 International Falls, MN 56649 $3,297,723.15		Strata Corporation PO Box 13500 Grand Forks, ND 58208 $3,726,859.80		Bluestone Construction Inc. 6898 163rd Ave. SE Sawyer, ND 58781 $4,755,786.90	
Item No.	**Item**	**Unit**	**Est. Quantity**	**Unit Price**	**Total Price**	**Unit Price**	**Total Price**	**Unit Price**	**Total Price**	**Unit Price**	**Total Price**
D-701-5.10	36 inch Reinforced Concrete Pipe Flared End Section,	EA	1	3,000.00	3,000.00	3,600.00	3,600.00	3,200.00	3,200.00	5,610.00	5,610.00
D-705-5.1	6 inch Drain Tile Pipe (includes pipe, porous backfill, and	LF	8277	8.00	66,216.00	12.50	103,462.50	40.00	331,080.00	36.00	297,972.00
D-751-5.2	60” Concrete Manhole (Including Concrete Collar)	EA	5	15,000.00	75,000.00	14,750.00	73,750.00	12,800.00	64,000.00	10,450.00	52,250.00
T-901-5.1	Turf Establishment (including seed, fertilizer, mulch and	ACRE	50	2,500.00	125,000.00	3,750.00	187,500.00	3,725.00	186,250.00	4,100.00	205,000.00
T-905-5.1	Topsoil (Obtained on Site or Removed from Stockpile)	CY	26,894	5.00	134,470.00	10.00	268,940.00	8.00	215,152.00	12.00	322,728.00
2275	Riprap Grade I	CY	132	150.00	19,800.00	188.00	24,816.00	160.00	21,120.00	120.00	15,840.00
2275	Riprap Grade II	CY	81	200.00	16,200.00	188.00	15,228.00	160.00	12,960.00	130.00	10,530.00
2940	Turf Reinforcement Mat	SY	10,916	15.00	163,740.00	4.50	49,122.00	4.75	51,851.00	10.50	114,618.00
Phase 3 - Alternate 1 Bid Price				**2,845,561.00**		**2,855,025.30**		**3,148,122.00**		**4,211,193.00**	
Total Base Bid Price				**3,760,436.00**		**3,297,723.15**		**3,726,859.80**		**4,755,786.90**	
TOTAL BID PRICE (BASE BID + ALTERNATE)				**$6,605,997.00**		**$6,152,748.45**		**$6,874,981.80**		**$8,966,979.90**	

Project Information

Please complete this page for each project.

Project Title	Total Estimated Cost	Estimated Completion Date
Acquire GMC Sierra 2500	$43,652.00	October 31, 2024

Type of Funding Request: [x] First-Time Request [ ] Repeat Request [ ] Supplemental Request

NDAC Priority Rating: 22

Project Description

This project includes acquisition of a GMC Sierra 2500 for airport operations.

Describe Need or Justification for the Project

The pickup truck is required for continued maintenance and operations of the airport facility. Existing equipment is beyond its useful life and no longer serviceable. Operating and maintaining existing equipment is becoming costly and exceeding operating budgets for mowing equipment. The vehicle is also used to test runway friction by mounting the recently acquired Continuous Friction Measuring Equipment (CFME) to it. This allows real time runway condition reporting, enhancing airport safety.

For National Plan of Integrated Airport Systems (NPIAS) Airports: Is this project listed on the airport's approved Airport Layout Plan and Capital Improvement Program? [x] Yes [ ] No If unknown, contact North Dakota Aeronautics Commission

Name of Contact Person for Project		Title
Maria Romanick		Operations and Maintenance Manager
Telephone Number	**Fax Number**	**Email Address**
(701) 420-4503		maria.romanick@minotnd.org

Project Cost Estimate Summary

Is this a Federal Aviation Administration project?	If yes, Airport Improvement Program (AIP) Number	Year
[ ] Yes [x] No		

Provide a summary of the estimated cost of the project, including the source of all funding.

Source of Funding		Estimated Dollar Funding	Estimated Percent of Total Funding
Federal Share		$	%
State Share		$ 21,826.00	50.0 %
Sponsor Share	Airport	$ 21,826.00	50.0 %
	Other:	$	%
Project Totals		$ 43,652.00	100%

Supporting Documentation

If possible, please provide the following documentation as attachments to the grant submittal:

1. A detailed cost estimate or accepted bid.
2. Pictures and/or a drawing of the affected area (with the proposed work area and dimensions noted).
3. If the project is land related, provide a map with the specific land areas being affected highlighted.
4. If the project is for a fuel facility or a community hangar, provide a business plan.

Selected quote

Fleet Department
2228 College Way, PO Box 338
Fergus Falls, MN 56538-0338
Phone: 218-998-8865
Toll Free: 800-477-3013 Ext. 8865
mlarson@nelsonfleet.com

VEHICLE QUOTE NUMBER TK20943 '23

Sold To: Minot, City of
Attn: Jason Sorenson
Address: 0
Minot, ND

Date: 1/16/2023
Phone: 701-857-4768
FAX:
Salesperson: Melissa Larson
Key Code:

Stock No:	Year	Make	Model	New/Used	Vehicle ID Number
TK20943 '2	2023	GMC Sierra 2500H	4WD Crew Cab 8' Box	New	
		Color:	White/Cloth		

Price of Vehicle:		$42,895.00
Includes All Standard Equipment, Plus;		$756.80
Engine Block Heater	$88.00	
Fleet Convenience Package	$668.80	

SUBJECT TO PRIOR SALE

Quote Does Not Include Tax or Registration

Subtotal:	$43,651.80
Trade - In:	
Total Cash Price:	**$43,651.80**

Your Purchase Order # **0** **Project #** **0**
Priority

Thanks for your business!

Ship To / Lessee / End User: Minot, City of
Attn: Jason Sorenson
Public Works
Address:
Minot, ND

FAX:
Phone: 701-857-4768
email: jason.sorenson@minotnd.org

Signed:_____

Printed Name:_____and Date:_____

Vehicle: [Fleet] 2023 Ford Super Duty F-250 SRW (X2B) XL 4WD SuperCab 8' Box (✓ Complete)

Price Summary

PRICE SUMMARY

		MSRP
	Base Price	$49,305.00
	Total Options	$790.00
	Vehicle Subtotal	$50,095.00
	Destination Charge	$1,795.00
	Grand Total	**$51,890.00**

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 18177, Data updated Dec 12, 2022 6:39:00 PM PST

CHROMEDATA
An Autodata Solutions Brand

Vehicle: [Fleet] 2023 Ford Super Duty F-250 SRW (X2B) XL 4WD SuperCab 8' Box (✓ Complete)

Selected Model and Options

MODEL

CODE	MODEL	MSRP
X2B	2023 Ford Super Duty F-250 SRW XL 4WD SuperCab 8' Box	$49,305.00

COLORS

CODE	DESCRIPTION
Z1	Oxford White

OPTIONS

CODE	DESCRIPTION	MSRP
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas (STD)	$0.00
44F	Transmission: TorqShift-G 10-Speed Automatic -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road (STD)	$0.00
600A	Order Code 600A	$0.00
X37	3.73 Axle Ratio (STD)	$0.00
64A	Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments (STD)	$0.00
TBM	Tires: LT245/75Rx17E BSW A/T -inc: Spare may not be the same as road tire	$165.00
Z1	Oxford White	$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar	$100.00
41H	Engine Block Heater -inc: grille cover	$100.00
67D	190 Amp Alternator	$0.00
153	Front License Plate Bracket -inc: Standard in states requiring 2 license plates	$0.00
61N	Tray Style Floor Mat	$250.00
43C	120V/400W Outlet -inc: 1 in-dash mounted outlet	$175.00
	Options Total	**$790.00**

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Vehicle: [Fleet] 2023 Ford Super Duty F-250 SRW (X2B) XL 4WD SuperCab 8' Box (✔ Complete)

Standard Equipment

Mechanical	
	Engine: 6.8L 2V DEVCT NA PFI V8 Gas (STD)
	Transmission: TorqShift-G 10-Speed Automatic -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road (STD)
	3.73 Axle Ratio (STD)
	50-State Emissions System
	Transmission w/Oil Cooler
	Electronic Transfer Case
	Part-Time Four-Wheel Drive
	78-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
	160 Amp Alternator
	Class V Towing Equipment -inc: Hitch, Brake Controller and Trailer Sway Control
	Trailer Wiring Harness
	3460# Maximum Payload
	GVWR: 10,000 lb Payload Package
	HD Shock Absorbers
	Front Anti-Roll Bar
	Firm Suspension
	Hydraulic Power-Assist Steering
	34 Gal. Fuel Tank
	Single Stainless Steel Exhaust
	Auto Locking Hubs
	Front Suspension w/Coil Springs
	Solid Axle Rear Suspension w/Leaf Springs
	4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
Exterior	
	Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments (STD)
	Tires: LT245/75Rx17E BSW A/S -inc: Spare may not be the same as road tire (STD)
	Regular Box Style
	Steel Spare Wheel
	Spare Tire Stored Underbody w/Crankdown
	Clearcoat Paint

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Vehicle: [Fleet] 2023 Ford Super Duty F-250 SRW (X2B) XL 4WD SuperCab 8' Box (✔ Complete)

Exterior	
	Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
	Black Rear Step Bumper
	Black Side Windows Trim and Black Front Windshield Trim
	Black Door Handles
	Black Power Heated Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator
	Manual Extendable Trailer Style Mirrors
	Fixed Rear Window
	Light Tinted Glass
	Variable Intermittent Wipers
	Aluminum Panels
	Black Grille
	Tailgate Rear Cargo Access
	Reverse Opening Rear Doors
	Tailgate/Rear Door Lock Included w/Power Door Locks
	Boxside Steps
	Autolamp Auto On/Off Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
	Cargo Lamp w/High Mount Stop Light
	Perimeter/Approach Lights
Entertainment	
	Radio w/Seek-Scan, Clock and Speed Compensated Volume Control
	Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers
	Fixed Antenna
	SYNC 4 -inc: 8" LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual
	2 LCD Monitors In The Front
Interior	
	4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
	4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
	60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
	Manual Tilt/Telescoping Steering Column
	Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer

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Vehicle: [Fleet] 2023 Ford Super Duty F-250 SRW (X2B) XL 4WD SuperCab 8' Box (✓ Complete)

Interior	
	Power Rear Windows
	FordPass Connect 5G Mobile Hotspot Internet Access
	Rear Cupholder
	Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
	Cruise Control w/Steering Wheel Controls
	Manual Air Conditioning
	HVAC -inc: Underseat Ducts
	Illuminated Locking Glove Box
	Interior Trim -inc: Chrome Interior Accents
	Full Cloth Headliner
	Urethane Gear Shifter Material
	HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar
	Day-Night Rearview Mirror
	Passenger Visor Vanity Mirror
	Full Overhead Console w/Storage and 2 12V DC Power Outlets
	Front Map Lights
	Fade-To-Off Interior Lighting
	Full Vinyl/Rubber Floor Covering
	Pickup Cargo Box Lights
	Smart Device Remote Engine Start
	Instrument Panel Covered Bin and Dashboard Storage
	Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
	Delayed Accessory Power
	Power Door Locks
	Systems Monitor
	Trip Computer
	Outside Temp Gauge
	Digital/Analog Appearance
	Seats w/Vinyl Back Material
	Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
	Securilock Anti-Theft Ignition (pats) Immobilizer
	2 12V DC Power Outlets

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 18177, Data updated Dec 12, 2022 6:39:00 PM PST

Vehicle: [Fleet] 2023 Ford Super Duty F-250 SRW (X2B) XL 4WD SuperCab 8' Box (✓ Complete)

Interior	
	Air Filtration
Safety-Mechanical	
	AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
	ABS And Driveline Traction Control
Safety-Exterior	
	Side Impact Beams
Safety-Interior	
	Dual Stage Driver And Passenger Seat-Mounted Side Airbags
	Tire Specific Low Tire Pressure Warning
	Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
	Safety Canopy System Curtain 1st And 2nd Row Airbags
	Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point and Height Adjusters
	Back-Up Camera
WARRANTY	
	Basic Years: 3 Basic Miles/km: 36,000 Drivetrain Years: 5 Drivetrain Miles/km: 60,000 Corrosion Years: 5 Corrosion Miles/km: Unlimited Roadside Assistance Years: 5 Roadside Assistance Miles/km: 60,000

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 18177, Data updated Dec 12, 2022 6:39:00 PM PST

Project Information

Please complete this page for each project.

Project Title	Total Estimated Cost	Estimated Completion Date
Electrical Vault Rehabilitation	$525,000.00	October 31, 2024

Type of Funding Request: [x] First-Time Request [ ] Repeat Request [ ] Supplemental Request

NDAC Priority Rating: 52

Project Description

This project will replace several pieces of equipment inside the existing electrical vault, including the control panel, relay-based interface panel, ATCT lighting panel, ATG radio control, and most of the regulators. The vault building itself will not be part of the project scope, as its in suitable condition.

Describe Need or Justification for the Project

Per Table J-4 in the AIP Handbook, the minimum useful life for airfield electrical/lighting equipment is 10 years. The existing equipment was installed in 1993 when the vault was constructed and is in need of replacement, with much of the equipment approaching 30 years of life. The airport staff have experienced and documented consistent maintenance challenges with the equipment and replacement parts are becoming increasingly challenging to obtain. The current infrastructure in its current condition poses a risk that airfield lighting will become inoperable without notice with the potential of a delayed maintenance period.

For National Plan of Integrated Airport Systems (NPIAS) Airports: Is this project listed on the airport's approved Airport Layout Plan and Capital Improvement Program? [x] Yes [ ] No If unknown, contact North Dakota Aeronautics Commission

Name of Contact Person for Project		Title
Maria Romanick		Operations and Maintenance Manager
Telephone Number	**Fax Number**	**Email Address**
(701) 420-4503		maria.romanick@minotnd.org

Project Cost Estimate Summary

Is this a Federal Aviation Administration project?	If yes, Airport Improvement Program (AIP) Number	Year
[x] Yes [ ] No	TBD	2024

Provide a summary of the estimated cost of the project, including the source of all funding.

Source of Funding		Estimated Dollar Funding	Estimated Percent of Total Funding
Federal Share		$ 472,500.00	90 %
State Share		$ 26,250.00	5 %
Sponsor Share	Airport	$ 26,250.00	5 %
	Other:	$	%
Project Totals		$ 525,000.00	100%

Supporting Documentation

If possible, please provide the following documentation as attachments to the grant submittal:

1. A detailed cost estimate or accepted bid.
2. Pictures and/or a drawing of the affected area (with the proposed work area and dimensions noted).
3. If the project is land related, provide a map with the specific land areas being affected highlighted.
4. If the project is for a fuel facility or a community hangar, provide a business plan.

2024 Grant Initiation - AIP (Entitlements)

Figure 2

Minot International Airport (MOT)
Minot, North Dakota

Electrical Vault Rehabilitation
10/2023; MINOT



X:\KO\MINOT\COMMON\Airport\CIP\2024 CIP\1 Grant Initiation\Supporting Docs\Figures\Electrical Vault Rehab.dwg

Minot International Airport (MOT)
2024 Electrical Vault Rehabilitation
Engineer's Estimate
SEH No. MINOT 177332
March 20, 2024
ALS

Base Bid

Line No.	Item No.	Item Description	Unit	Estimated Quantity	Estimated Unit Price	Estimated Total Amount
1	C-105-5.1	Mobilization	LS	***	LUMP SUM	$ 30,000.00
2	C-105-5.2	Traffic Provisions / Airport Security & Devices	LS	***	LUMP SUM	$ 5,000.00
3	L-125-5.1	Airfield Electrical Vault Removals	LS	***	LUMP SUM	$ 30,000.00
4	L-125-5.2	Vault Electrical Systems (S-1 Cutout Cabinet and Mod	LS	***	LUMP SUM	$ 35,000.00
5	L-125-5.3	ATCT PCL Switch Replacement	LS	***	LUMP SUM	$ 15,000.00
6	L-125-5.4	Vault Electrical Systems Testing	LS	***	LUMP SUM	$ 10,000.00
7	L-125-5.5	7.5 KW Regulator	EA	1	$ 20,000.00	$ 25,000.00
8	L-125-5.6	10 KW Regulator	EA	1	$ 25,000.00	$ 30,000.00
9	L-125-5.7	15 KW Regulator	EA	1	$ 40,000.00	$ 45,000.00
10	L-125-5.8	20 KW Regulator	EA	1	$ 50,000.00	$ 55,000.00

Bid Alternate 1 - Txy C and Runway 8/26 Regulators

Line No.	Item No.	Item Description	Unit	Estimated Quantity	Estimated Unit Price	Estimated Total Amount
11	L-125-5.9	10 KW Regulator	EA	1	$ 25,000.00	$ 25,000.00
12	L-125-5.10	20 KW Regulator	EA	1	$ 55,000.00	$ 55,000.00

Bid Alternate 2 - Vault Fixture Replacements

Line No.	Item No.	Item Description	Unit	Estimated Quantity	Estimated Unit Price	Estimated Total Amount
13	L-125-5.11	Vault Fixture In-Kind Replacement	LS	1	$ 10,000.00	$ 10,000.00
					Estimated Base Bid Total	**$280,000.00**
					Estimated Bid Alternate 1 T	**$80,000.00**
					Estimated Bid Alternate 2 T	**$10,000.00**
					Estimated Construction Cos	**$360,000.00**
					Prelim and Final Engineerir	**$60,000.00**
					Construction Admin	**$80,000.00**
					Contingency	**$25,000.00**
					Total Project	**$525,000.00**

Project Information

Please complete this page for each project.

Project Title	Total Estimated Cost	Estimated Completion Date
Crack Sealing and Repair (Airside)		October 31, 2024

Type of Funding Request: ☐ First-Time Request ☒ Repeat Request ☐ Supplemental Request

NDAC Priority Rating: 56

Project Description

Routine pavement maintenance will take place according to FAA standards based on prioritized areas of need as identified from airfield inspections.

The procurement of the crack sealing and other related materials will be completed as part of a larger city purchase.

Describe Need or Justification for the Project

Maintenance is required to ensure facilities are functioning as required and to comply with Part 139 requirements. Routine pavement maintenance is crucial for extending the life of the runway.

Routine crack sealing and patchwork is crucial for extending the life of pavement. Crack sealing helps keep water, sand, debris, and other material out of existing cracks in the pavement. The airport intends to complete crack sealing on the apron, taxiway, and runway pavements to preserve the existing airport infrastructure. Surfaces receiving crack sealing and patchwork are rotated each year to ensure comprehensive preventative maintenance of all airfield pavement. See attached document for proposed locations and anticipated costs. Attached diagram outlines this year's areas for projected work.

For National Plan of Integrated Airport Systems (NPIAS) Airports: Is this project listed on the airport's approved Airport Layout Plan and Capital Improvement Program? ☐ Yes ☒ No If unknown, contact North Dakota Aeronautics Commission

Name of Contact Person for Project		Title
Maria Romanick		Operations and Maintenance Manager
Telephone Number	**Fax Number**	**Email Address**
(701) 420-4503		maria.romanick@minotnd.org

Project Cost Estimate Summary

Is this a Federal Aviation Administration project?	If yes, Airport Improvement Program (AIP) Number	Year
☒ Yes ☐ No		

Provide a summary of the estimated cost of the project, including the source of all funding.

Source of Funding		Estimated Dollar Funding	Estimated Percent of Total Funding
Federal Share		$	%
State Share		$ 27,000.00	90 %
Sponsor Share	Airport	$ 3,000.00	10 %
	Other:	$	%
Project Totals		$ 30,000.00	100%

Supporting Documentation

If possible, please provide the following documentation as attachments to the grant submittal:

1. A detailed cost estimate or accepted bid.
2. Pictures and/or a drawing of the affected area (with the proposed work area and dimensions noted).
3. If the project is land related, provide a map with the specific land areas being affected highlighted.
4. If the project is for a fuel facility or a community hangar, provide a business plan.

Contractor's Application for Payment

Owner:	City of Minot	**Owner's Project No.:**	4710
Engineer:	City Engineer	**Engineer's Project No.:**	4710
Contractor:	Asphalt Presevation Company, Inc.	**Contractor's Project No.:**	
Project:	2023 Street Seal		
Contract:	2023 Street Seal		
Application No.:	2	**Application Date:**	7/14/2023
Application Period:	**From** 5/27/2023	**to**	6/30/2023

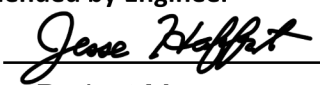
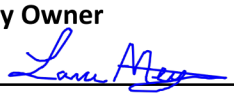
1. Original Contract Price		$ 3,696,620.55
2. Net change by Change Orders		$ (203,693.24)
3. Current Contract Price (Line 1 + Line 2)		$ 3,492,927.31
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)		$ 773,198.62
5. Retainage		
a. 10% X $ 773,198.62 Work Completed		$ 77,319.86
b. X $ - Stored Materials		$ -
c. Total Retainage (Line 5.a + Line 5.b)		$ 77,319.86
6. Amount eligible to date (Line 4 - Line 5.c)		$ 695,878.76
7. Less previous payments (Line 6 from prior application)		$ 367,907.42
8. Amount due this application		$ 327,971.34
9. Balance to finish, including retainage (Line 3 - Line 4)		$ 2,719,728.69

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Asphalt Preservation Company, Inc.

Signature:  **Date:** 07/14/2023

Recommended by Engineer		**Approved by Owner**	
By:		**By:**	
Title:	Project Manager	**Title:**	City Engineer
Date:	7/14/2023	**Date:**	7/17/2023

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Progress Estimate - Unit Price Work | **Contractor's Application for Payment**

Owner: City of Minot | **Owner's Project No.:** 4710
Engineer: City Engineer | **Engineer's Project No.:** 4710
Contractor: Asphalt Presevation Company, Inc. | **Contractor's Project No.:**
Project: 2023 Street Seal
Contract: 2023 Street Seal

Application No.: 2 **Application Period:** **From** 05/27/23 **to** 06/30/23 **Application Date:** 07/14/23

A	B	C	D	E	F	G	H	I	J	K	L
		Contract Information				Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
1	CONTRACT BOND	1	LS	20,000.00	20,000.00	0.50	10,000.00		10,000.00	50%	10,000.00
2	MOBILIZATION	1	LS	165,000.00	165,000.00	0.50	82,500.00		82,500.00	50%	82,500.00
3	TRAFFIC CONTROL-TYPE 1	1	LS	19,500.00	19,500.00	0.75	14,625.00		14,625.00	75%	4,875.00
4	TRAFFIC CONTROL-TYPE 2	1	LS	201,800.00	201,800.00	-	-		-	0%	201,800.00
5	TRAFFIC CONTROL-TYPE 2 (Burdick Expy Only)	0	LS	32,000.00	-	-	-		-		-
6	STORM DRAIN INLET PROTECTION	5	EA	200.00	1,000.00	-	-		-	0%	1,000.00
7	REMOVE CURB AND GUTTER	341	LF	38.00	12,958.00	237.00	9,006.00		9,006.00	70%	3,952.00
8	OBLITERATE PAVEMENT MARKINGS	21,654	SF	1.50	32,481.00	-	-		-	0%	32,481.00
9	ADJUST CASTING	5	EA	1,000.00	5,000.00	-	-		-	0%	5,000.00
10	REPLACE CASTING	5	EA	1,800.00	9,000.00	-	-		-	0%	9,000.00
11	ADJUST VALVE BOX	20	EA	375.00	7,500.00	6.00	2,250.00		2,250.00	30%	5,250.00
12	REPLACE VALVE BOX TOP SECTION	10	EA	2,100.00	21,000.00	7.00	14,700.00		14,700.00	70%	6,300.00
13	COMMON EXCAVATION	110	CY	106.00	11,660.00	49.50	5,247.00		5,247.00	45%	6,413.00
14	TOPSOIL-IMPORTED	7	CY	105.00	735.00	-	-		-	0%	735.00
15	AGGREGATE BASE, CLASS 5	200	TON	80.00	16,000.00	197.67	15,813.60		15,813.60	99%	186.40
16	BITUMINOUS LEVELING	300	TON	320.00	96,000.00	91.01	29,123.20		29,123.20	30%	66,876.80
17	HMA FULL DEPTH PATCH	85,790	SF	7.25	621,977.50	57,932.00	420,007.00		420,007.00	68%	201,970.50
18	CRACK SEAL - ROUTED	378,000	LF	0.72	272,160.00	148,231.00	106,726.32		106,726.32	39%	165,433.68
19	CRACK SEAL - NON ROUTED	215,000	LF	0.70	150,500.00	43,047.00	30,132.90		30,132.90	20%	120,367.10
20	BITUMINOUS SEAL OIL, CRS-2P	209,665	GAL	2.42	507,389.30	-	-		-	0%	507,389.30
21	COVER COAT AGGREGATE , CLASS 41M	499,201	SY	1.00	499,201.00	-	-		-	0%	499,201.00
22	BLOTTER SAND, CLASS 44	5	TON	1.00	5.00	-	-		-	0%	5.00
23	FOG SEAL, CSS-1H (DILUTED 50/50)	52,460	GAL	1.32	69,247.20	-	-		-	0%	69,247.20
24	CURB AND GUTTER	341	LF	105.00	35,805.00	267.00	28,035.00		28,035.00	78%	7,770.00

EJCDC C-620 Contractor's Application for Payment
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Progress Estimate - Unit Price Work | **Contractor's Application for Payment**

Owner: City of Minot | **Owner's Project No.:** 4710
Engineer: City Engineer | **Engineer's Project No.:** 4710
Contractor: Asphalt Presevation Company, Inc. | **Contractor's Project No.:**
Project: 2023 Street Seal
Contract: 2023 Street Seal

Application No.: 2 **Application Period:** From 05/27/23 to 06/30/23 **Application Date:** 07/14/23

A	B	C	D	E	F	G	H	I	J	K	L
		Contract Information				Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
25	EPOXY PVMT MK 4 IN LINE-GROOVED (WHITE)	10,573	LF	1.41	14,907.93	-	-		-	0%	14,907.93
26	EPOXY PVMT MK 4 IN LINE-GROOVED (YELLOW)	59,884	LF	1.41	84,436.44	-	-		-	0%	84,436.44
27	EPOXY PVMT MK 8 IN LINE-GROOVED (WHITE)	6,665	LF	2.85	18,995.25	-	-		-	0%	18,995.25
28	EPOXY PVMT MK MESSAGE -GROOVED	3,144	SF	27.50	86,460.00	-	-		-	0%	86,460.00
29	SHORT TERM 4 IN LINE-TYPE NR (WHITE)	9,022	LF	0.41	3,699.02	-	-		-	0%	3,699.02
30	SHORT TERM 4 IN LINE-TYPE NR (YELLOW)	119,026	LF	0.41	48,800.66	-	-		-	0%	48,800.66
31	SHORT TERM 8 IN LINE-TYPE NR (WHITE)	12,098	LF	0.77	9,315.46	-	-		-	0%	9,315.46
32	SHORT TERM MESSAGE-TYPE NR	1,698	SF	7.20	12,225.60	-	-		-	0%	12,225.60
33	SEEDING (HYDRO-MULCH)	66	SY	21.00	1,386.00	-	-		-	0%	1,386.00
34	CRACK SEALING (NON ROUTED AND ROUTED) FOR ASPHALT PEDESTRIAN PATHS	12,600	LF	0.70	8,820.00	5,794.00	4,055.80		4,055.80	46%	4,764.20
35	THERMOPLASTIC PVMT MK 6 IN LINE-GROOVED (WHITE)	3,365	LF	8.65	29,107.25	-	-		-	0%	29,107.25
36	THERMOPLASTIC PVMT MK 24 IN LINE-GROOVED (WHITE)	2,136	LF	40.00	85,440.00	-	-		-	0%	85,440.00
37	THERMOPLASTIC PVMT MK MESSAGE-GROOVED (WHITE)	0	SF	30.00	-	-	-		-		-
38	1.5" HMA MILL & FILL - SUPERPAVE FAA 43	15,000	SF	11.00	165,000.00	-	-		-	0%	165,000.00
39	SALVAGE AND REINSTALL SIGN	2	EA	550.00	1,100.00	-	-		-	0%	1,100.00
40	REMOVE SIDEWALK	117	SY	37.00	4,329.00	-	-		-	0%	4,329.00
41	CONCRETE SIDEWALK	110	SY	160.00	17,600.00	-	-		-	0%	17,600.00
42	PIGMENTED IMPRINTED CONCRETE	7	SY	275.00	1,925.00	-	-		-	0%	1,925.00
43	DETECTABLE WARNING PANEL	40	SF	110.00	4,400.00	-	-		-	0%	4,400.00
44	6" CURB	80	LF	160.00	12,800.00	-	-		-	0%	12,800.00
45	THERMOPLASTIC PVMT MK MESSAGE-GROOVED BIKE SYMBOL	2,436	SF	20.50	49,938.00	-	-		-	0%	49,938.00
46	THERMOPLASTIC PVMT MK MESSAGE-GROOVED DOUBLE BIKE LANE EXTENSION	250	SF	41.50	10,375.00	-	-		-	0%	10,375.00
47	EPOXY PVMT MK 6 IN LINE-GROOVED (WHITE)	15,051	LF	1.90	28,596.90	-	-		-	0%	28,596.90
48	SHORT TERM 6 IN LINE-TYPE NR (WHITE)	28,290	LF	0.52	14,710.80	-	-		-	0%	14,710.80
				Totals	**$ 3,490,287.31**		**$ 772,221.82**	**$ -**	**$ 772,221.82**	**22%**	**$ 2,718,065.49**

EJCDC C-620 Contractor's Application for Payment
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Progress Estimate - Unit Price Work | **Contractor's Application for Payment**

Owner: City of Minot | **Owner's Project No.:** 4710
Engineer: City Engineer | **Engineer's Project No.:** 4710
Contractor: Asphalt Presevation Company, Inc. | **Contractor's Project No.:**
Project: 2023 Street Seal
Contract: 2023 Street Seal

Application No.: 2 **Application Period:** **From** 05/27/23 **to** 06/30/23 **Application Date:** 07/14/23

A	B	C	D	E	F	G	H	I	J	K	L
		Contract Information				Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
Change Orders											
49	REMOVE DRIVEWAY PAVEMENT	10.00	SY	44.00	440.00	3.70	162.80		162.80	37%	277.20
50	DRIVEWAY PAVEMENT	10.00	SY	220.00	2,200.00	3.70	814.00		814.00	37%	1,386.00
				Change Order Totals	**$ 2,640.00**		**$ 976.80**	**$ -**	**$ 976.80**	**37%**	**$ 1,663.20**
Original Contract and Change Orders											
				Project Totals	**$ 3,492,927.31**		**$ 773,198.62**	**$ -**	**$ 773,198.62**	**22%**	**$ 2,719,728.69**

EJCDC C-620 Contractor's Application for Payment
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Project Information

Please complete this page for each project.

Project Title	Total Estimated Cost	Estimated Completion Date
Crack Sealing and Repair (Landside)		October 31, 2024

Type of Funding Request: ☐ First-Time Request ☒ Repeat Request ☐ Supplemental Request

NDAC Priority Rating: 56

Project Description

Routine pavement maintenance of access roads and parking lots for both the terminal area, emergency routes, and the GA area takes place annually. The airport budgets a specific amount per year and does as much work as the budget allows.

The procurement of the crack sealing and other related materials will be completed as part of a larger city purchase.

Describe Need or Justification for the Project

Maintenance is required to ensure facilities are functioning as required and to comply with Part 139 requirements (emergency routes). Routine pavement maintenance is crucial for extending the life of the access roads and public parking.

Routine crack sealing and patchwork is crucial for extending the life of pavement. Crack sealing helps keep water, sand, debris, and other material out of existing cracks in the pavement. The airport intends to complete crack sealing on the access roads, emergency routes, and parking pavements to preserve the existing airport infrastructure. Surfaces receiving crack sealing and patchwork are rotated each year to ensure comprehensive preventative maintenance of all landside pavements. See attached document for proposed locations and anticipated costs. Attached diagram outlines this year's areas for projected work.

For National Plan of Integrated Airport Systems (NPIAS) Airports: Is this project listed on the airport's approved Airport Layout Plan and Capital Improvement Program? ☐ Yes ☒ No If unknown, contact North Dakota Aeronautics Commission

Name of Contact Person for Project		Title
Maria Romanick		Operations and Maintenance Manager
Telephone Number	**Fax Number**	**Email Address**
(701) 420-4503		maria.romanick@minotnd.org

Project Cost Estimate Summary

Is this a Federal Aviation Administration project?	If yes, Airport Improvement Program (AIP) Number	Year
☒ Yes ☐ No		

Provide a summary of the estimated cost of the project, including the source of all funding.

Source of Funding		Estimated Dollar Funding	Estimated Percent of Total Funding
Federal Share		$	%
State Share		$ 42,999.00	50.0 %
Sponsor Share	Airport	$ 43,000.00	50.0 %
	Other:	$	%
Project Totals		$ 85,999.00	100%

Supporting Documentation

If possible, please provide the following documentation as attachments to the grant submittal:

1. A detailed cost estimate or accepted bid.
2. Pictures and/or a drawing of the affected area (with the proposed work area and dimensions noted).
3. If the project is land related, provide a map with the specific land areas being affected highlighted.
4. If the project is for a fuel facility or a community hangar, provide a business plan.

Contractor's Application for Payment

Owner:	City of Minot	**Owner's Project No.:**	4710
Engineer:	City Engineer	**Engineer's Project No.:**	4710
Contractor:	Asphalt Presevation Company, Inc.	**Contractor's Project No.:**	
Project:	2023 Street Seal		
Contract:	2023 Street Seal		
Application No.:	2	**Application Date:**	7/14/2023
Application Period:	**From** 5/27/2023	**to**	6/30/2023

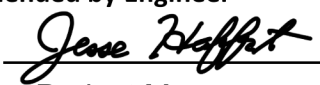
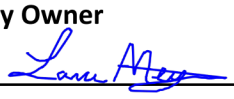
1. Original Contract Price		$ 3,696,620.55
2. Net change by Change Orders		$ (203,693.24)
3. Current Contract Price (Line 1 + Line 2)		$ 3,492,927.31
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)		$ 773,198.62
5. Retainage		
a. 10% X $ 773,198.62 Work Completed		$ 77,319.86
b. X $ - Stored Materials		$ -
c. Total Retainage (Line 5.a + Line 5.b)		$ 77,319.86
6. Amount eligible to date (Line 4 - Line 5.c)		$ 695,878.76
7. Less previous payments (Line 6 from prior application)		$ 367,907.42
8. Amount due this application		$ 327,971.34
9. Balance to finish, including retainage (Line 3 - Line 4)		$ 2,719,728.69

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Asphalt Preservation Company, Inc.

Signature:  **Date:** 07/14/2023

Recommended by Engineer		**Approved by Owner**	
By:		**By:**	
Title:	Project Manager	**Title:**	City Engineer
Date:	7/14/2023	**Date:**	7/17/2023

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Progress Estimate - Unit Price Work | **Contractor's Application for Payment**

Owner: City of Minot | **Owner's Project No.:** 4710
Engineer: City Engineer | **Engineer's Project No.:** 4710
Contractor: Asphalt Presevation Company, Inc. | **Contractor's Project No.:**
Project: 2023 Street Seal
Contract: 2023 Street Seal

Application No.: 2 **Application Period:** **From** 05/27/23 **to** 06/30/23 **Application Date:** 07/14/23

A	B	C	D	E	F	G	H	I	J	K	L
		Contract Information				Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
1	CONTRACT BOND	1	LS	20,000.00	20,000.00	0.50	10,000.00		10,000.00	50%	10,000.00
2	MOBILIZATION	1	LS	165,000.00	165,000.00	0.50	82,500.00		82,500.00	50%	82,500.00
3	TRAFFIC CONTROL-TYPE 1	1	LS	19,500.00	19,500.00	0.75	14,625.00		14,625.00	75%	4,875.00
4	TRAFFIC CONTROL-TYPE 2	1	LS	201,800.00	201,800.00	-	-		-	0%	201,800.00
5	TRAFFIC CONTROL-TYPE 2 (Burdick Expy Only)	0	LS	32,000.00	-	-	-		-		-
6	STORM DRAIN INLET PROTECTION	5	EA	200.00	1,000.00	-	-		-	0%	1,000.00
7	REMOVE CURB AND GUTTER	341	LF	38.00	12,958.00	237.00	9,006.00		9,006.00	70%	3,952.00
8	OBLITERATE PAVEMENT MARKINGS	21,654	SF	1.50	32,481.00	-	-		-	0%	32,481.00
9	ADJUST CASTING	5	EA	1,000.00	5,000.00	-	-		-	0%	5,000.00
10	REPLACE CASTING	5	EA	1,800.00	9,000.00	-	-		-	0%	9,000.00
11	ADJUST VALVE BOX	20	EA	375.00	7,500.00	6.00	2,250.00		2,250.00	30%	5,250.00
12	REPLACE VALVE BOX TOP SECTION	10	EA	2,100.00	21,000.00	7.00	14,700.00		14,700.00	70%	6,300.00
13	COMMON EXCAVATION	110	CY	106.00	11,660.00	49.50	5,247.00		5,247.00	45%	6,413.00
14	TOPSOIL-IMPORTED	7	CY	105.00	735.00	-	-		-	0%	735.00
15	AGGREGATE BASE, CLASS 5	200	TON	80.00	16,000.00	197.67	15,813.60		15,813.60	99%	186.40
16	BITUMINOUS LEVELING	300	TON	320.00	96,000.00	91.01	29,123.20		29,123.20	30%	66,876.80
17	HMA FULL DEPTH PATCH	85,790	SF	7.25	621,977.50	57,932.00	420,007.00		420,007.00	68%	201,970.50
18	CRACK SEAL - ROUTED	378,000	LF	0.72	272,160.00	148,231.00	106,726.32		106,726.32	39%	165,433.68
19	CRACK SEAL - NON ROUTED	215,000	LF	0.70	150,500.00	43,047.00	30,132.90		30,132.90	20%	120,367.10
20	BITUMINOUS SEAL OIL, CRS-2P	209,665	GAL	2.42	507,389.30	-	-		-	0%	507,389.30
21	COVER COAT AGGREGATE , CLASS 41M	499,201	SY	1.00	499,201.00	-	-		-	0%	499,201.00
22	BLOTTER SAND, CLASS 44	5	TON	1.00	5.00	-	-		-	0%	5.00
23	FOG SEAL, CSS-1H (DILUTED 50/50)	52,460	GAL	1.32	69,247.20	-	-		-	0%	69,247.20
24	CURB AND GUTTER	341	LF	105.00	35,805.00	267.00	28,035.00		28,035.00	78%	7,770.00

EJCDC C-620 Contractor's Application for Payment
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Progress Estimate - Unit Price Work | **Contractor's Application for Payment**

Owner: City of Minot | **Owner's Project No.:** 4710
Engineer: City Engineer | **Engineer's Project No.:** 4710
Contractor: Asphalt Presevation Company, Inc. | **Contractor's Project No.:**
Project: 2023 Street Seal
Contract: 2023 Street Seal

Application No.: 2 **Application Period:** From 05/27/23 to 06/30/23 **Application Date:** 07/14/23

A	B	C	D	E	F	G	H	I	J	K	L
		Contract Information				Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
25	EPOXY PVMT MK 4 IN LINE-GROOVED (WHITE)	10,573	LF	1.41	14,907.93	-	-		-	0%	14,907.93
26	EPOXY PVMT MK 4 IN LINE-GROOVED (YELLOW)	59,884	LF	1.41	84,436.44	-	-		-	0%	84,436.44
27	EPOXY PVMT MK 8 IN LINE-GROOVED (WHITE)	6,665	LF	2.85	18,995.25	-	-		-	0%	18,995.25
28	EPOXY PVMT MK MESSAGE -GROOVED	3,144	SF	27.50	86,460.00	-	-		-	0%	86,460.00
29	SHORT TERM 4 IN LINE-TYPE NR (WHITE)	9,022	LF	0.41	3,699.02	-	-		-	0%	3,699.02
30	SHORT TERM 4 IN LINE-TYPE NR (YELLOW)	119,026	LF	0.41	48,800.66	-	-		-	0%	48,800.66
31	SHORT TERM 8 IN LINE-TYPE NR (WHITE)	12,098	LF	0.77	9,315.46	-	-		-	0%	9,315.46
32	SHORT TERM MESSAGE-TYPE NR	1,698	SF	7.20	12,225.60	-	-		-	0%	12,225.60
33	SEEDING (HYDRO-MULCH)	66	SY	21.00	1,386.00	-	-		-	0%	1,386.00
34	CRACK SEALING (NON ROUTED AND ROUTED) FOR ASPHALT PEDESTRIAN PATHS	12,600	LF	0.70	8,820.00	5,794.00	4,055.80		4,055.80	46%	4,764.20
35	THERMOPLASTIC PVMT MK 6 IN LINE-GROOVED (WHITE)	3,365	LF	8.65	29,107.25	-	-		-	0%	29,107.25
36	THERMOPLASTIC PVMT MK 24 IN LINE-GROOVED (WHITE)	2,136	LF	40.00	85,440.00	-	-		-	0%	85,440.00
37	THERMOPLASTIC PVMT MK MESSAGE-GROOVED (WHITE)	0	SF	30.00	-	-	-		-		-
38	1.5" HMA MILL & FILL - SUPERPAVE FAA 43	15,000	SF	11.00	165,000.00	-	-		-	0%	165,000.00
39	SALVAGE AND REINSTALL SIGN	2	EA	550.00	1,100.00	-	-		-	0%	1,100.00
40	REMOVE SIDEWALK	117	SY	37.00	4,329.00	-	-		-	0%	4,329.00
41	CONCRETE SIDEWALK	110	SY	160.00	17,600.00	-	-		-	0%	17,600.00
42	PIGMENTED IMPRINTED CONCRETE	7	SY	275.00	1,925.00	-	-		-	0%	1,925.00
43	DETECTABLE WARNING PANEL	40	SF	110.00	4,400.00	-	-		-	0%	4,400.00
44	6" CURB	80	LF	160.00	12,800.00	-	-		-	0%	12,800.00
45	THERMOPLASTIC PVMT MK MESSAGE-GROOVED BIKE SYMBOL	2,436	SF	20.50	49,938.00	-	-		-	0%	49,938.00
46	THERMOPLASTIC PVMT MK MESSAGE-GROOVED DOUBLE BIKE LANE EXTENSION	250	SF	41.50	10,375.00	-	-		-	0%	10,375.00
47	EPOXY PVMT MK 6 IN LINE-GROOVED (WHITE)	15,051	LF	1.90	28,596.90	-	-		-	0%	28,596.90
48	SHORT TERM 6 IN LINE-TYPE NR (WHITE)	28,290	LF	0.52	14,710.80	-	-		-	0%	14,710.80
				Totals	**$ 3,490,287.31**		**$ 772,221.82**	**$ -**	**$ 772,221.82**	**22%**	**$ 2,718,065.49**

EJCDC C-620 Contractor's Application for Payment
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Progress Estimate - Unit Price Work | **Contractor's Application for Payment**

Owner: City of Minot | **Owner's Project No.:** 4710
Engineer: City Engineer | **Engineer's Project No.:** 4710
Contractor: Asphalt Presevation Company, Inc. | **Contractor's Project No.:**
Project: 2023 Street Seal
Contract: 2023 Street Seal

Application No.: 2 **Application Period:** **From** 05/27/23 **to** 06/30/23 **Application Date:** 07/14/23

A	B	C	D	E	F	G	H	I	J	K	L
		Contract Information				Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
Change Orders											
49	REMOVE DRIVEWAY PAVEMENT	10.00	SY	44.00	440.00	3.70	162.80		162.80	37%	277.20
50	DRIVEWAY PAVEMENT	10.00	SY	220.00	2,200.00	3.70	814.00		814.00	37%	1,386.00
				Change Order Totals	**$ 2,640.00**		**$ 976.80**	**$ -**	**$ 976.80**	**37%**	**$ 1,663.20**
Original Contract and Change Orders											
				Project Totals	**$ 3,492,927.31**		**$ 773,198.62**	**$ -**	**$ 773,198.62**	**22%**	**$ 2,719,728.69**

EJCDC C-620 Contractor's Application for Payment
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Project Information

Please complete this page for each project.

Project Title	Total Estimated Cost	Estimated Completion Date
Runway Pvmt Rehab Marking (BIL 64)		9/14/2024

Type of Funding Request: ☐ First-Time Request ☒ Repeat Request ☐ Supplemental Request

NDAC Priority Rating: 56

Project Description

Painting and marking took place according to FAA standards based on prioritized areas of need as identified from airfield inspections. The cost of beads and paint was be applied.

The project was funded through FAA BIL 64.

Describe Need or Justification for the Project

Maintenance for painting and marking is required to ensure facilities are functioning as required and to comply with Part 139 requirements. Routine pavement maintenance is crucial for extending the life of the runway.
See attached document for proposed locations and final costs. Attached diagram outlines the areas for the work.

For National Plan of Integrated Airport Systems (NPIAS) Airports: Is this project listed on the airport's approved Airport Layout Plan and Capital Improvement Program? ☐ Yes ☒ No If unknown, contact North Dakota Aeronautics Commission

Name of Contact Person for Project		Title
Maria Romanick		Operations and Maintenance Manager
Telephone Number	**Fax Number**	**Email Address**
(701) 420-4503		maria.romanick@minotnd.org

Project Cost Estimate Summary

Is this a Federal Aviation Administration project?	If yes, Airport Improvement Program (AIP) Number	Year
☒ Yes ☐ No		

Provide a summary of the estimated cost of the project, including the source of all funding.

Source of Funding		Estimated Dollar Funding	Estimated Percent of Total Funding
Federal Share		$ 336,951.00	90.0 %
State Share		$ 18,500.00	5.0 %
Sponsor Share	Airport	$ 18,521.00	5.0 %
	Other:	$	%
Project Totals		$ 373,972.00	100%

Supporting Documentation

If possible, please provide the following documentation as attachments to the grant submittal:

1. A detailed cost estimate or accepted bid.
2. Pictures and/or a drawing of the affected area (with the proposed work area and dimensions noted).
3. If the project is land related, provide a map with the specific land areas being affected highlighted.
4. If the project is for a fuel facility or a community hangar, provide a business plan.

Project	FY22 BIL Funding Runway Pvmt Rehab Pvmt Marking					***Budgeted Funding Sources:***						
							Percentage	**Dollar Amt**	**Grant #**	**CFDA #**	**Charge Code**	**Customer #**
Contractor	SEH Engineering	Proline West Inc				**Federal:**	90.10%	$ 336,951.00	3-38-0037-064-2022		FIFOAP	184
Contract Amount		1,030.37				**State:**	4.95%	18,500.00	NO STATE GRANT AWARD YET			9296
	48,200.00	$ 321,190.00							Adding to 2024 grant application			
						Local:	4.95%	18,521.00				
Account Number	11050000.44382											
Project Number	2022500008						100.00%	373,972.00				
						Estimated Costs:		$ 3,335.96				
Strata will do pavement in 2023, NW Asphalt & Mtce will do crack sealing in 2022, pavement markings is Pro-line West (diff project, BIL funding)						**Engineer Costs**		$ -	$ -			
Project was bid twice, first time included everything and it was too high, so rebid to separate out items						**Engineer Construction Estimate**						
						Engineer Miscellaneous Estimate						
						Engineer Contingency Estimate						
						Engineer Administration (only on SA)						
								$ -	$ -			

Date	Proline **Expenses**	SEH **Expenses**	**Expenses**	**Expenses 45400**	**Total All Costs**	**Comments**	**Check Number**	**Federal Share**	**Invoice Number**	**Report Submitted Date**	**City Receipt**	**Date**
12/31/2022					-	Project Entry to Move in City Share (2022 Budget)						
5/5/22				215.67	215.67	MDN, RFP for contractor	293144					
10/25/22	101,088.79				101,088.79	PR #1, includes retainage $5,054.44	294009					
11/4/22					-	Setup PR #1		86,625.00	11384	11/29/2022	267077	2/24/2023
7/31/23	221,131.58				221,131.58	PR #2 Retainage $11,056.58	297580					
7/18/23		40,970.00			40,970.00	Invoice #449198	297602					
9/14/23					-	Released retainage $16,111.02	298097					
					-	Setup PR #2 only pays up to 90%		216,630.00	15771	9/26/2023	424542	10/2/2023
9/20/23		7,230.00			7,230.00	Invoice #453438	298437					
					-	Final draw request for closeout		30,317.00	17086			
					-							
					-							
					-							
					-							
					-							
					-							
Totals	322,220.37	48,200.00	-	215.67	370,636.04			333,572.00	18,531.78			
	-	-										

TO: Mayor Tom Ross
Members of the City Council

FROM: Emily Huettl, PE, Assistant City Engineer

DATE: April 1, 2024

SUBJECT: **POTENTIAL SALE OF CITY LAND – NORTH MINOT ADDITION (4836)**

I. RECOMMENDED ACTION

1. Approve the sale of the City owned land described as:
    a. NORTH MINOT ADDITION EAST 33' OF NORTH 250' LOT 1 BLOCK 5
    b. NORTH MINOT ADDITION LOT 1 LESS NORTH 250' BLOCK 5
2. Approve the terms of the Purchase Agreement.
3. Approve the Request for Bids.
4. Authorize the Mayor to sign the Purchase Agreement and any other documents to complete the bid/auction and transfer of this parcel of land to the highest bidder.
5. Approve the associated access and utility easements and authorize the mayor to sign.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer	(701) 857-4100
Emily Huettl, Assistant City Engineer	(701) 857-4100
Nick Schmitz, Assistant City Attorney	(701) 857-4755
Jason Sorenson, Utilities Director	(701) 857-4140

III. DESCRIPTION

A. Background

The City of Minot currently owns several parcels south of 5th Ave NW, west of Broadway (see attached figure). The City was approached by an adjacent landowner who is interested in purchasing parcels in the area. City staff reviewed the parcels in the area and determined that the City has no current or future need or use for two of the parcels:

1. NORTH MINOT ADDITION EAST 33' OF NORTH 250' LOT 1 BLOCK 5
2. NORTH MINOT ADDITION LOT 1 LESS NORTH 250' BLOCK 5

Section 2-5.1 of the City's ordinance govern the sale, exchange, or donation of property by the City and provides:

> *"[t]he sale, exchange, or donation of city property, including the terms of such sale, exchange, or conditions on such donation, or the method of sale or exchange if the terms thereof have not been established, must be pre-approved or ratified by the city council if the property is real estate or the property has an estimated market value in excess of five thousand dollars ($5,000.00). This section shall supersede any state law to the contrary pertaining to the same subject matter. Cash or its equivalent shall not be considered property under this section."*

B. Proposed Project
The sale of this land would be through a publicly advertised bidding process. The terms of the sale are outlined in the attached Purchase Agreement.

Prior to issuing the Request for Bids, the City needs to encumber the parcels with utility easements. Currently, there are utilities running across the parcels without the benefit of easements but if the land is to transfer to private ownership, easements are needed to ensure continued access to the public utilities.

Additionally, if the land is purchased by someone who owns adjacent land, the City is requiring the Buyer to replat the land within one year of the date of closing. This will organize and clarify an area of confusing legal descriptions and boundaries.

C. Consultant Selection
N/A

IV. IMPACT:

A. Strategic Impact:
Selling this land will allow underutilized city property to return to the tax rolls.

B. Service/Delivery Impact:
Selling this land will have no negative impact on the City.

C. Fiscal Impact:
Staff suggests a minimum bid price of $1,000 to recoup costs associated with the legal advertisement and other bid administration. Per the Purchase Agreement, the buyer will pay for all title work, abstract creation, and other closing costs so that the City incurs no costs from this sale. Depending on the bids received, the City would generate a small amount of income from this sale and from future property tax collections.

V. CITY COUNCIL ASPIRATIONS

Dynamic and Flourishing – the City is responding to a request from the community, one that appears to potentially be a win-win situation.

VI. ALTERNATIVES

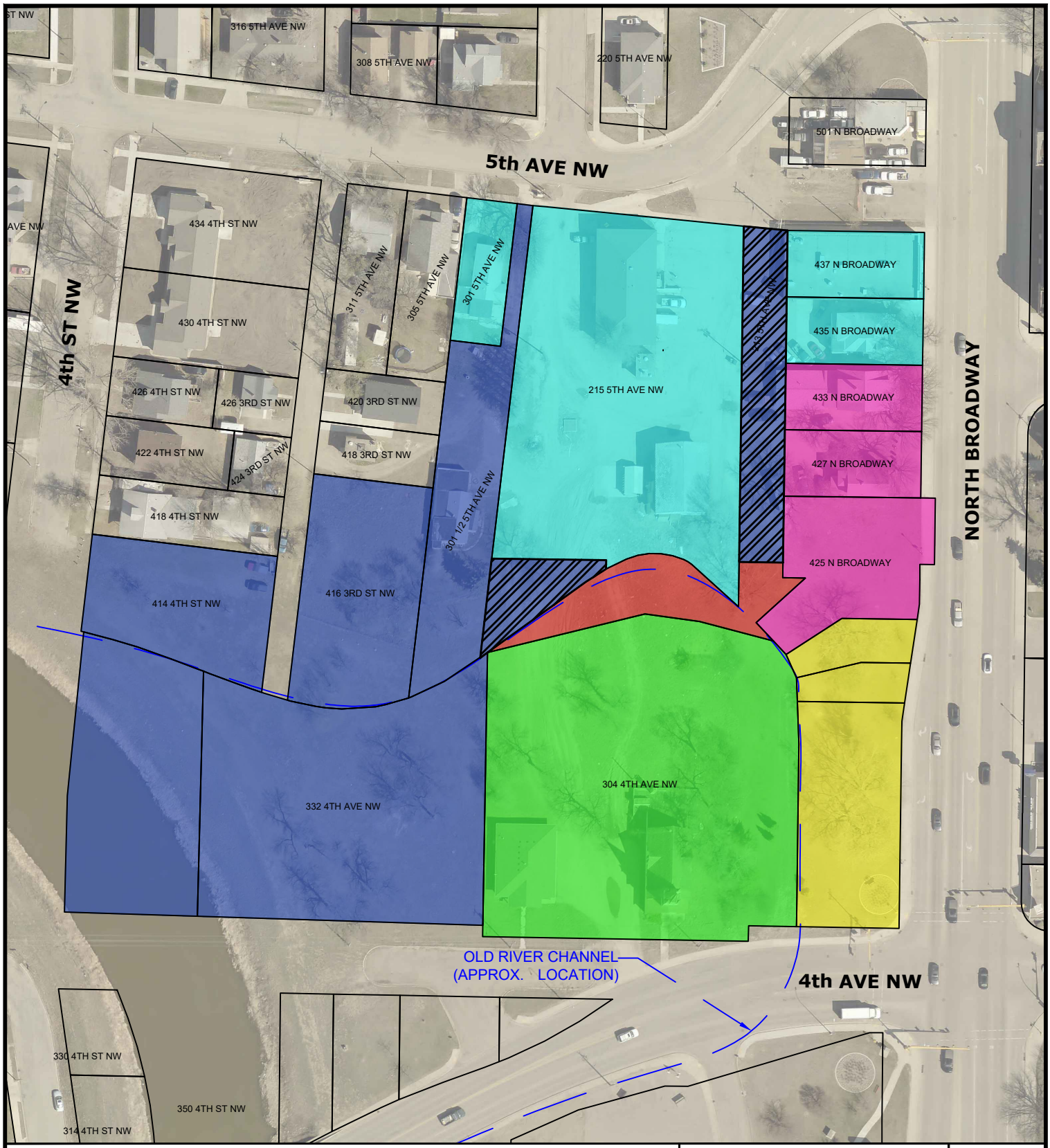
1. Council could choose not to sell the land.

VII. TIME CONSTRAINTS

Approving the sale in a timely manner would take advantage of the current interest in the land.

VIII. LIST OF ATTACHMENTS

1. Property Figure
2. Purchase Agreement
3. Request for Bids
4. Utility Easements



North Minot Addition Parcels Ownership

- 5th Ave Investments, LLC
- City of Minot
- Proposed Sale
- Dakota Apple Partnership
- Mikkelson, Brock W & Taylor L
- North Dakota DOT
- Undefined/Unknown

The included dimensions, descriptions, measurements, boundaries and data contained in this document are included for general information only. No warranties or covenants are made or given by the City of Minot. Any user must confirm the accuracy of the same with official records and/or by survey.

N
W E
S

SCALE: 1" = 100'

City of Minot

BID FORM – North Minot Addition Land Sale

1) This Bid is submitted to the Seller:

   City of Minot, North Dakota
   PO Box 5006
   Minot, ND 58702-5006

2) For the purchase of the following-described real property owned by the Seller:

   NORTH MINOT ADDITION EAST 33' OF NORTH 250' LOT 1 BLOCK 5
   And NORTH MINOT ADDITION LOT 1 LESS NORTH 250' BLOCK 5, hereinafter "Property"

3) The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into a Purchase Agreement with the Seller in accordance with the terms and conditions outlined in the Purchase Agreement and Quit Claim Deed attached hereto.

4) Bidder is aware that the Seller does not have an abstract of title for the property and the necessary title work to complete the sale and transfer of the Property will be at the cost of the Bidder, as indicated in the Purchase Agreement. The available deed information has been provided.

5) Basis of Bid

   a) The Seller has set a minimum bid price of $1,000.

   b) The Bidder submits a written Bid of $_____. [insert dollar amount]

   c) If there are multiple Bidders, at the Bid opening the top five bidders will be given the opportunity to verbally raise their bids in a live auction.

6) The following documents are to be submitted within the Bid envelope and made a condition of this Bid:

   a) Within the Bid envelope, the Bid Form and the Draft Purchase Agreement

   b) In a separate envelope attached to the bid envelope, either 1) the entire bid amount or 2) a five (5) percent bidders bond. Cashier checks, bidder bond, or cash are acceptable.

7) The Bid envelope must be sealed and the face of the envelope shall be clearly marked "North Minot Addition Land Sale" with the name and phone number of Bidder.

BIDDER: _____ [Indicate correct name of bidding entity]

By: _____ [Signature]

_____ [Printed name]

Title: _____

Submittal Date: _____

Address for giving notices: _____

_____

_____

Telephone Number: _____

E-mail address: _____

REAL ESTATE PURCHASE AGREEMENT

THIS REAL ESTATE PURCHASE AGREEMENT (the "Agreement") is entered into on the Enter day day of Choose a month., Choose the year (the "Effective Date"), by and between the **City of Minot, Ward County, North Dakota (the "Seller")**, whose address is 10 3rd Ave SW (PO Box 5006), Minot, ND 58702, and the _____ **(the "Buyer")** whose address is _____. Hereinafter, Buyer and Seller are referred to collectively as the "Parties."

RECITALS

WHEREAS, Seller is the owner of real property (collectively referred to herein as the "Property") described as:

Township 155 North, Range 83 West
NORTH MINOT ADDITION EAST 33' OF NORTH 250' LOT 1 BLOCK 5
And NORTH MINOT ADDITION LOT 1 LESS NORTH 250' BLOCK 5

lying and being in the County of Ward, State of North Dakota, and included in the Warranty Deed on file with the Ward County Recorder's Office as Document No. 2882118, the Warranty Deed Record - 20806a on file with the Ward County Recorder's Office as Document No. 106419, and the Warranty Deed on file with the Ward County Recorder's Office as Document No. 577139, copies of which is attached hereto as Exhibit A, and described further as follows, on the map attached hereto as Exhibit B.

WHEREAS, Seller desires to sell the Property to Buyer, and Buyer desires to purchase the Property from Seller, pursuant to the terms and conditions contained in this agreement;

AGREEMENT

NOW, THEREFORE, in consideration of the promises and mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by both Seller and Buyer, the Parties hereby agree as follows:

1. **Sale of Property.** Subject to the terms and provisions hereof, Seller agrees to sell to Buyer, and Buyer agrees to purchase from Seller, all of Seller's right, title and interest in and to the Property, on the terms and conditions set forth in this Agreement. The Property shall include, to the extent that Seller may legally transfer the same, all of the land described and/or shown in Exhibit B, attached hereto.
2. **Purchase Price.** The purchase price for the Property (the "Purchase Price") shall be _____ **($_____).** The Purchase Price shall be paid to Sellers by Buyer on the Closing Date (as defined below), plus or minus all adjustments or credits as set forth herein.
3. **Time and Place of Closing.** Buyer and Seller agree that the Closing shall take place on the Enter day day of Choose a month., Choose the year ("Closing Date"). Closing will be held at Name and Address of Closing Entity. Buyer and Seller further agree that time is of the essence.
    a. **Closing Costs.** Except as otherwise provided herein, Buyer and Seller shall each pay their own legal fees related to this Agreement and the transaction contemplated herein. Buyer shall pay all other costs associated with Closing, including any costs to investigate the Property, such as the cost of any appraisals, architectural, engineering, credit, and environmental reports. Buyer shall reimburse Seller for any costs associated with recording the quitclaim deed at the Ward County Courthouse and updating the abstract of title, if any.
    b. **Abstract of Title.** The Seller does not have an Abstract of Title to the Property. The Buyer is responsible for the cost of providing an updated abstract for the Property.
    c. **Examination of Title.** The Buyer shall be responsible for conducting any examinations of title to the Property and pay any closing fees charged by the title company and title examination fees. If title to the Property is unmarketable or if there are easements, restrictive covenants, and mineral grants and reservations of record (or that will be of record prior to closing) not acceptable to Buyer as permitted encumbrances or if there are building zoning laws, ordinances or state and/or federal regulations that would hinder Buyer's intended use of the Property, the Buyer shall have 90 days in which to notify Seller about the unacceptable conditions in writing and provide the Seller with a reasonable opportunity to correct the title and make it

marketable and/or address Buyer's concerns as to the acceptability of easements, restrictive covenants, and mineral grants and reservations of record and building and zoning laws, ordinances and state and federal regulations. If the title to said Property cannot be made marketable or the concerns addressed to Buyer's satisfaction within said period of time or such further time as may be granted by the Buyer in writing, this contract shall be wholly void and unenforceable, and Buyer shall be refunded the Purchase Price within thirty (30) days of the Buyer's election to void this contract. Any election by the Buyer to void this contract due to title defects must be delivered to the Seller in writing and contain a clear explanation of the title defect.

d. **Environmental.** Seller is not aware of any hazardous materials having been deposited or stored with the Property. If abatement of hazardous contaminants is warranted, in the discretion of the Buyer, the hazardous materials must be removed at the Buyer's expense. Buyer indemnifies the Seller for any liability arising from previous contamination of the Property.

4. **Closing and Possession.** Buyer shall be entitled to possession of the Property upon Closing. At the Closing, Seller will transfer ownership of the property to the Buyer by giving Buyer a duly executed quitclaim deed (the "Deed") acknowledged by Seller.

   a. **Deed.** The quitclaim deed shall convey marketable title, subject to (A) local, state, and federal building and zoning laws, ordinances, regulations and restrictions relating to use or improvement of the Property; (B) any conditions, covenants, restrictions, limitations, terms, easements, and declarations of record; (C) taxes, general and/or special assessments or assessments for completed special improvements which have not been certified to the County Auditor for collection; (D) any reservations of any mineral rights; (E) utility and drainage easements; (F) covenants required by federal, state, or local authorities as a result of the acquisition of the property; and (G) any facts that a survey or personal inspection of the property will disclose.

   b. **Mineral Reservation.** The quitclaim deed shall transfer only the surface estate of the Property to the Buyer, and the City shall specifically exclude and reserve unto itself any and all interest in and to all of the mineral rights of whatsoever nature or kind in, under, and that may be produced from the Property, including rights to any

oil, gas, gravel, clay, scoria, sulphur, and all other minerals whether similar or dissimilar, and including the rights to any oil royalties, gas royalties, overriding royalty interests, working interests, royalties in casinghead gas and all other royalties whatsoever. The City also reserves the right of ingress and egress to the Property for exploring for, drilling, mining, storing, and transporting any of the minerals reserved unto itself.

c. **Prorations.** For purposes of calculating any prorations, Buyer shall be deemed to be in title to the Property, and therefore entitled to any income or expenses incurred therewith, for the entire day upon which the Closing occurs.

d. **Recorded Documents.** Buyer shall submit to the Ward County Recorder's Office the Deed and any other document to be recorded under the terms of this Agreement immediately upon receipt, or as soon as is practicable. After the documents are recorded, Buyer will ensure Seller receives copies of the recorded documents. Buyer agrees it will cover the cost to record the Deed and any other document to be recorded under the terms of this Agreement.

5. **Risk of Loss.** As the property is vacant land, it is highly unlikely that there will be substantial loss or damage to the Property between the date hereof and the Closing Date. However, if the Property should be destroyed or substantially damaged before the Closing Date by fire, vandalism, flood, hail, wind, earthquake, or other act of *force majeure*, this Purchase Agreement shall become null and void, at the Buyer's option.

6. **Personal Property and Fixtures.** The property is vacant land and there are no improvements or fixtures included.

7. **Physical Condition of the Property.** This property is being sold "as is" except as may be expressly represented herein, in the exhibits attached hereto and in the documents to be executed and delivered by Seller to Buyer at Closing. Seller does not make any claims or promises about the condition or value of any property included in this sale. Buyer makes this offer in full reliance upon his own independent investigation and judgment. There are no verbal agreements, which modify or affect this offer. The acceptance of a quit claim deed by Buyer shall be deemed to be the full performance of every obligation of the part of Seller. Seller shall make the Property available for all inspections and tests upon reasonable notice by Buyer.

a. **Final Walk Through.** Seller grants Buyer and any representative of Buyer reasonable access to conduct a final walk through of the Property for the purpose of determining that the Property is in substantially the same condition as the date this Agreement was signed.

b. **Square Footage and/or Acreage.** Buyer is aware that any reference to the square footage and/or acreage of the Property is approximately, and if square footage and/or acreage is a material matter for the Buyer, it must be verified by the Buyer.

8. **Repair Limitation.** Seller is not obligated to and shall not make any improvements or repairs to the property prior to or after sale and transfer of title.
9. **Condition and Use of Property.** Seller makes no representation as to the condition of the property or that the premises comply with local, county, state, or federal ordinances and statues.
10. **Property Lines.** The Seller does not have a survey for this property and makes no representation that all improvements are within its boundary lines or that no improvements on adjoining properties extend across the boundary lines of this property.
11. **Ownership.** The Seller agrees to transfer and the Buyer agrees to accept ownership of the property free of all claims and right of others.
12. **Taxes.** Seller shall pay real estate taxes on the Property up to the Closing Date and all unpaid taxes for prior years. Buyer shall be deemed to be in title to the Property for the entire Closing Date and shall be responsible for all real estate taxes on the Property on and after the Closing Date. Seller makes no representations concerning the amount of subsequent real estate taxes, which have not been certified for collection.
13. **Special Assessments.** The Seller shall pay the annual installment for any unpaid assessments against the property for work completed up to the Closing Date. Buyer assume on the Closing Date, the balance of any special assessments as of the Closing Date. shall be solely responsible for all annual installment payments on special assessments for work completed on or after the Closing Date. Seller makes no representations concerning the amount of subsequent special assessments, including but not limited to assessments for completed special improvements, which have not been certified for collection.
14. **Possession.** Buyer shall receive possession at Closing.

15. **Replatting,** If the Buyer owns other land adjacent to the Property, the Buyer shall be required to replatt all land within one year of the date of Closing.

TERMINATION AND DEFAULT

16. **Buyer Default.** If the sale contemplated by this Agreement is not consummated because of a default by Buyer in its obligation to purchase the Property in accordance with the terms of this Agreement after the Seller has performed all of its material obligations in accordance with this Agreement, then this Agreement shall terminate and Seller and Buyer shall have no further obligation to each other except those which survive termination of this Agreement.
17. **Seller Default.** If prior to Closing, Seller fails to perform any of its obligations or is otherwise in default hereunder, Buyer shall have the right to waive such failure and proceed to Closing with no reduction in Purchase Price, or terminate this Agreement by delivering a notice of termination to Seller.

MISCELLANEOUS

18. **Complete and Entire Agreement.** This Agreement and any Addenda or Amendments signed by the Parties, is the entire and only agreement between the Parties with respect to the sale and purchase of the Property. All Exhibits attached hereto are considered a part of this Agreement and are incorporated herein by reference. This Agreement supersedes, replaces, and cancels any previous agreements between Buyer and Seller with respect to the sale and purchase of the Property. This Agreement may be amended or modified only by an agreement in writing signed by both Buyer and Seller.
19. **Binding on Successors and Assigns.** This contract is binding upon Buyer and Seller and all their heirs, successors and assigns.
20. **Waiver.** The excuse or waiver of the performance by a party of any obligation of the other party under this Agreement shall only be effective if evidenced by a written statement signed by the party so excusing or waiving. No delay in exercising any right or remedy shall constitute a waiver thereof, and no waiver by Seller or Buyer of the breach of any term of this Agreement shall be construed as a waiver of any preceding or succeeding breach of the same or any other covenant or condition of this Agreement.

21. **Governing Law and Venue.** The Parties agree that this Agreement shall be governed by and construed under the laws of the State of North Dakota, and that any legal action to enforce, interpret, or otherwise shall be filed in a District Court located in Ward County, North Dakota.
    a. **Attorneys' Fees.** In the event of a judicial or administrative proceeding or action by one party against the other party with respect to the interpretation or enforcement of this Agreement, the prevailing party shall be entitled to recover reasonable costs and expenses including, without limitation, reasonable attorneys' fees and expenses, whether at the investigative, pretrial, trial, or appellate level. The prevailing party shall be determined by the Court based upon an assessment of which party's major arguments or position prevailed.
22. **Calculating Time.** If the time for performance of any obligation hereunder expires on typical Business Day, the time for performance shall be extended to the next Business Day. For purposes of this Agreement, a "Business Day" shall be defined as any time from 8:00 a.m. through 4:30 p.m. on a Monday, Tuesday, Wednesday, Thursday, or Friday, excluding Federally recognized holidays or days closed due to events or effects that can neither be anticipated nor controlled such as floods, earthquakes, riots, strikes, or other acts of *force majeure*. Any reference to "day" or "Days" in this Agreement shall be construed as Business Days.
23. **Counterparts and Signatures.** This Agreement may be executed in any number of counterparts and it shall be sufficient that the signature of each party appear on one or more such counterparts. All counterparts shall collectively constitute a single agreement. Signatures transmitted by e-mail or facsimile shall be treated as original signatures for all purposes of this Agreement.
24. **Survival.** The obligations and covenants of this Purchase Agreement shall survive the closing of the sale and any transfer of title to the property to the Buyer.
25. **Notices.** All notices under this contract must be in writing. The notices must be delivered personally or by certified mail, return receipt requested to the other party at the address written in this contract. Service of any notices to a party's attorney shall be deemed as notice to the party.

26. **Modification of Agreement.** No modification of this Agreement, including all amendments and waivers, shall be deemed effective unless in writing and signed by the party against whom enforcement is sought and specifying with particularity the extent and nature of such modification. Any waiver by either Party of any default shall not affect or impair any right arising from any subsequent default. Except as expressly and specifically stated otherwise in this agreement, nothing herein shall limit the remedies and rights of the Parties to this Agreement.
27. **Further Instruments.** Each Party agrees that it will promptly execute any and all further instruments reasonably requested or appropriate to evidence or give effect to the provisions of this Agreement and which are consistent with the provisions of this Agreement.
28. **Assignability.** This agreement shall not be assignable by the Buyer without the Seller's written consent.
29. **Descriptive Headings; Word Meaning.** The descriptive headings of the paragraphs of this Agreement are inserted for convenience only and shall not control or affect the meaning or construction of any provisions of this Agreement.
30. **Severability.** The Parties hereto intend and believe that each provision in this Agreement comports with all applicable local, state and federal laws and judicial decisions. However, if any provision in this Agreement is found by a court of law to be in violation of any applicable local, state or federal law, statute, ordinance, administrative or judicial decision, or public policy, or if in any other respect such a court declares such provision to be illegal, invalid, unlawful, void or unenforceable as written, then it is the intent of all parties hereto that, consistent with and with a view towards preserving the economic and legal arrangements among the parties hereto as expressed in this Agreement, such provision shall be given force and effect to the fullest extent possible, and that the remainder of this Agreement shall be construed as if such illegal, invalid, unlawful, void or unenforceable provision were not contained herein, and that the rights, obligations, and interests of the parties under the remainder of this Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the Parties hereto hereby execute this Agreement on the date first written above, and the Buyer hereby agrees to purchase the Property described in this Agreement from the Seller pursuant to the terms and conditions set forth herein.

_____ (BUYER):

By:_____ Date:_____

Title:_____

CITY OF MINOT (SELLER):

By:_____Date:_____

Title:_____

ATTEST:_____Date:_____

Title:_____

City of Minot Request for Sealed Bids

The City of Minot, North Dakota is requesting sealed bids for the sale of City owned land legally described as: Township 155 North, Range 83 West NORTH MINOT ADDITION EAST 33' OF NORTH 250' LOT 1 BLOCK 5 And NORTH MINOT ADDITION LOT 1 LESS NORTH 250' BLOCK 5

The address of the land is 213 5th Ave NW, Minot ND 58703 and unassigned.

Each bid must include either 1) the entire bid amount or 2) a five (5) percent bidders bond, in a separate envelope attached to the bid envelope. Cashier checks, bidders bond, or cash are acceptable. Any outstanding balance must be paid within five (5) days of highest bid award.

All envelopes must be sealed and the face of the envelope shall be clearly marked "North Minot Addition Land Sale" with the name and phone number of bidder. All bids must be submitted as follows:

Attn: City Clerk
City of Minot
P.O. Box 5006
Minot, ND 58702

Or hand delivered to: 10 3rd Ave SW
City Clerk – Third Floor
Minot, ND 58701

Bids will be opened on April 30, 2024 at 11:00 a.m. in the City Council Chambers at City Hall (10 3rd Ave SW, Minot, North Dakota). Any bids received after the deadline will be returned unopened.

If multiple Bids are received, at the Bid opening the top five bidders will be given the opportunity to verbally raise their bids in a live auction.

The City of Minot reserves, to itself, the right to reject any or all bids for any or no reason.

For a Bid Form and other documents necessary to submit a bid, please contact engineer@minotnd.gov or 857-4100.

Run ad April 5, 12, 19

ACCESS AND UTILITY EASEMENT

THIS INDENTURE, made this ____ day of _____, 2024, by and between City of Minot, North Dakota, party of the First part, and the City of Minot, a municipal corporation, of Minot, North Dakota, party of the Second part, WITNESSETH:

WHEREAS, the first parties are the legal owners of the real estate hereinafter described and desire to grant to the City of Minot, its successors and assigns, a 25 foot access and utility easement over and across the following described property:

The West 25 feet of the East 33 feet of North 250 feet Lot 1, Block 5, North Minot Addition to the City of Minot, North Dakota.

The City of Minot, its successors and assigns, shall fully use and enjoy the aforesaid described premises for the purposes hereinabove specified and to have and to hold said easement rights forever. Any work in said easement by the City, its successors and assigns shall be done followed by a reasonable effort to restore said easement to its original surfacing, except the replacement of removed trees, and natural growth.

IN WITNESS WHEREOF, the said parties of the first part have caused these presents to be executed the day and year first above written,

_____
Thomas Ross, Mayor of the City of Minot

STATE OF NORTH DAKOTA
COUNTY OF WARD

On this ____ day of _____, 20___, before me, a Notary Public in and for said County and State personally appeared _____ known to me as the person described in and who executed the within instrument and who acknowledged to me that he (she) (they) executed the same.

_____
Notary Public
My Commission Expires: _____

(SEAL)

STORM SEWER EASEMENT

THIS INDENTURE, made this ____ day of _____, 2024, by and between City of Minot, North Dakota, party of the First part, and the City of Minot, a municipal corporation, of Minot, North Dakota, party of the Second part, WITNESSETH:

WHEREAS, the first parties are the legal owners of the real estate hereinafter described and desire to grant to the City of Minot, its successors and assigns, a permanent easement for a storm sewer line over and across the following described property:

This easement is for ten (10) feet on each side of the centerline of the storm sewer line as constructed, either existing or hereafter constructed, on Lot 1 Less 250 feet Block 5, North Minot Addition to the City of Minot, North Dakota.

The City of Minot, its successors and assigns, shall fully use and enjoy the aforesaid described premises for the purposes hereinabove specified and to have and to hold said easement rights forever. Any work in said easement by the City, its successors and assigns shall be done followed by a reasonable effort to restore said easement to its original surfacing, except the replacement of removed trees, and natural growth.

IN WITNESS WHEREOF, the said parties of the first part have caused these presents to be executed the day and year first above written,

_____
Thomas Ross, Mayor of the City of Minot

STATE OF NORTH DAKOTA
COUNTY OF WARD

On this ____ day of _____, 20___, before me, a Notary Public in and for said County and State personally appeared _____ known to me as the person described in and who executed the within instrument and who acknowledged to me that he (she) (they) executed the same.

_____
Notary Public
My Commission Expires: _____

(SEAL)

TO: Mayor Thomas Ross
Members of the City Council

FROM: Stephen Joersz, PE, PTOE, Traffic Engineer

DATE: April 1, 2024

SUBJECT: **TRAFFIC CONTROL YIELD TO STOP CONVERSIONS**

I. RECOMMENDED ACTION

1. It is recommended that Council pass an ordinance on modifying the following approaches from Yield control to Stop control at the corresponding intersecting roadway:

APPROACHING STREET	AT ITS INTERSECTION WITH
17th Street NW	5th Avenue NW
17th Street NW	University Avenue
18th Street W	W Central Avenue
18th Street NW	2nd Avenue NW
18th Street NW	5th Avenue NW
19th Street W	W Central Avenue
19th Street NW	5th Avenue NW
19th Street NW	7th Avenue NW
20th Street W	W Central Avenue
21st Street W	W Central Avenue
21st Street NW	5th Avenue NW
21st Street NW	7th Avenue NW
22nd Street W	W Central Avenue
22nd Street NW	2nd Avenue NW
22nd Street NW	5th Avenue NW
22nd Street SW	5th Avenue SW
23rd Street W	W Central Avenue
23rd Street NW	2nd Avenue NW
24th Street W	W Central Avenue
24th Street NW	2nd Avenue NW
25th Street W	W Central Avenue
27th Street W	W Central Avenue
2nd Avenue NW	25th Street NW
5th Avenue NW	21st Street NW
Northwest Avenue	Harrison Drive
Northwest Avenue	19th Street NW
University Avenue	18th Street NW

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

As part of the yearly sign region replacement program, the Engineering Department staff reviewed the yield-controlled intersections within the region on compliance with the City of Minot ordinance 28-21. Additionally, several intersections will be impacted by 2024 watermain replacement projects. Those intersections were included in the recommended yield-to-stop conversion as well.

The City of Minot Ordinance 28-21 references AASHTO's guidelines for intersection sight triangles and is integral part on determining if conditions for an intersection can be uncontrolled, yield controlled or stop controlled. Often in an urban setting, the approach sight distance required for viewing crossing-street traffic is inadequate due to houses within the sight triangle.

Each intersection listed in the council memo was reviewed independently and has a yield vs stop control graphic depicted in Attachment A.

B. Proposed Project

N/a

C. Consultant Selection

N/a

IV. IMPACT:

A. Strategic Impact:

A safer and more visible intersection for general traffic.

B. Service/Delivery Impact:

N/a

C. Fiscal Impact:

For those signs that are a part of the 2024 region sign replacement. The stop signs will come out of the Traffic Department's inventory and the Traffic Department will perform the installation. For those signs that are a part of the 2024 watermain projects, those signs and costs will be included in those projects.

Project Costs

Traffic Department's budgeted funds

V. CITY COUNCIL ASPIRATIONS

Safe and Welcoming

VI. ALTERNATIVES

1. City Council could choose not to pass the ordinance in-part or in-whole. This has the potential to still have view obstructions at intersections. Which would be a safety concern.
2. Council could elect to modify intersections to all-way stop control. Staff does not recommend this alternative as the implementation of traffic control should be based on engineering judgement/study. Studies have shown that the implementation of unwarranted stop signs have the potential to increase vehicle speeds, increase vehicle noise, reduce vehicle stop compliance and provide a false sense of security for pedestrians.

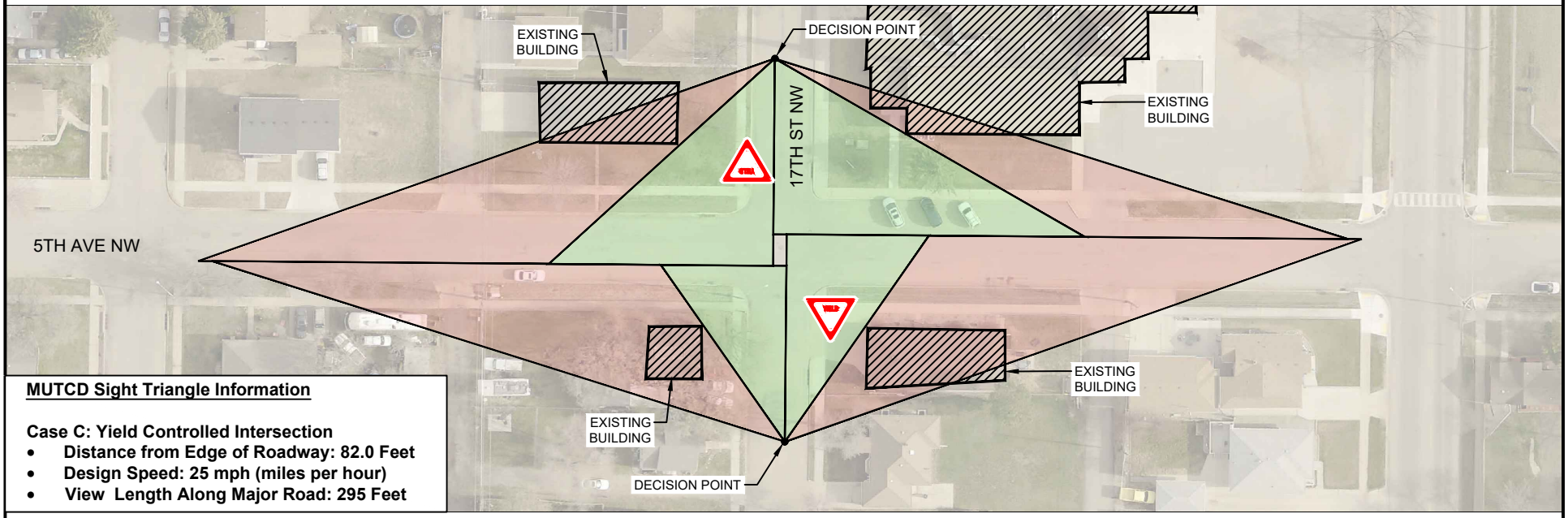
V. TIME CONSTRAINTS

N/a

VI. LIST OF ATTACHMENTS

A. Sight Triangle Graphics
B. Proposed Ordinance

CONDITION: APPROACH YIELD CONTROL

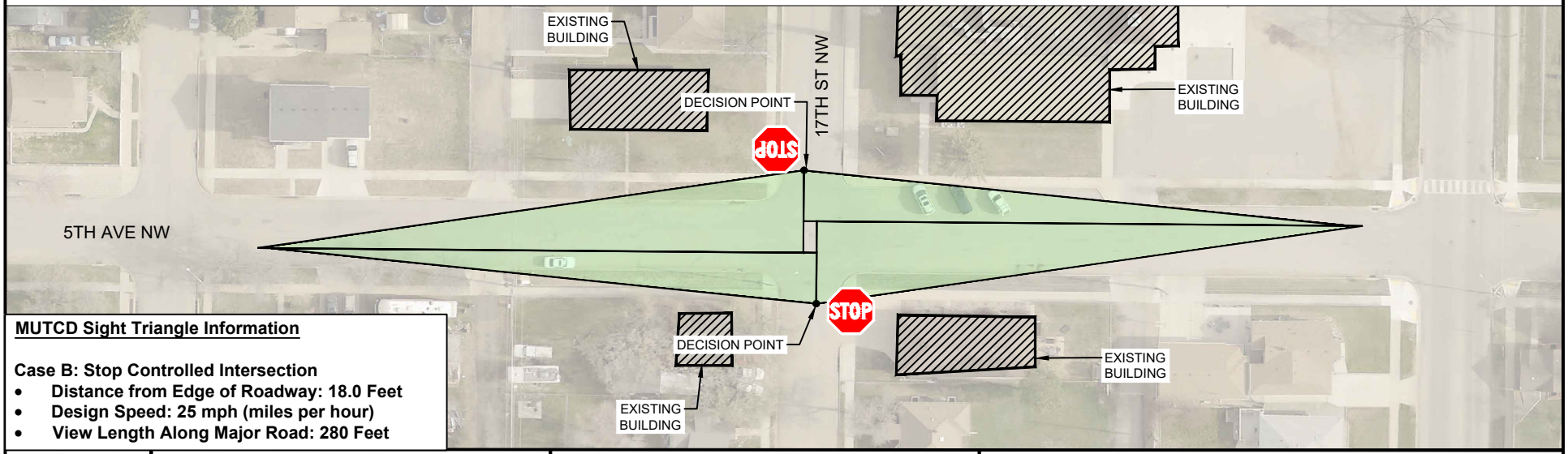


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

- **Distance from Edge of Roadway: 82.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 295 Feet**

CONDITION: DEPARTURE STOP CONTROL



MUTCD Sight Triangle Information

Case B: Stop Controlled Intersection

- **Distance from Edge of Roadway: 18.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 280 Feet**

N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

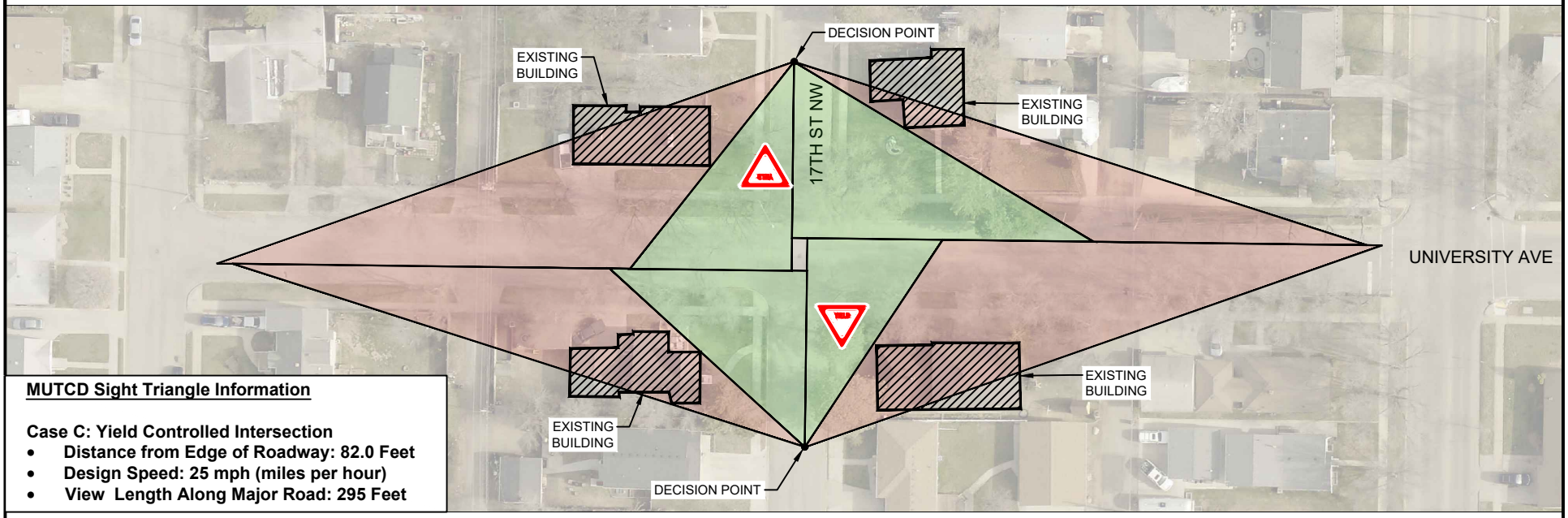
FOR YIELD AND STOP CONDITIONS

17TH ST NW @ 5TH AVE NW

DATE DRAWN: 01/30/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

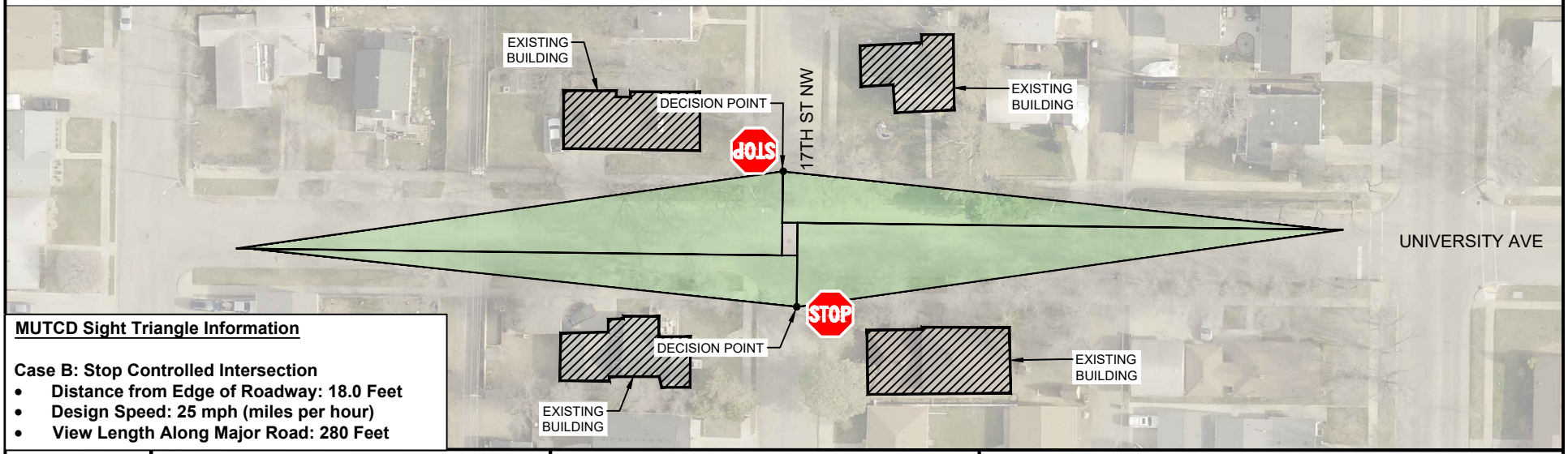


MUTCD Sight Triangle Information

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Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

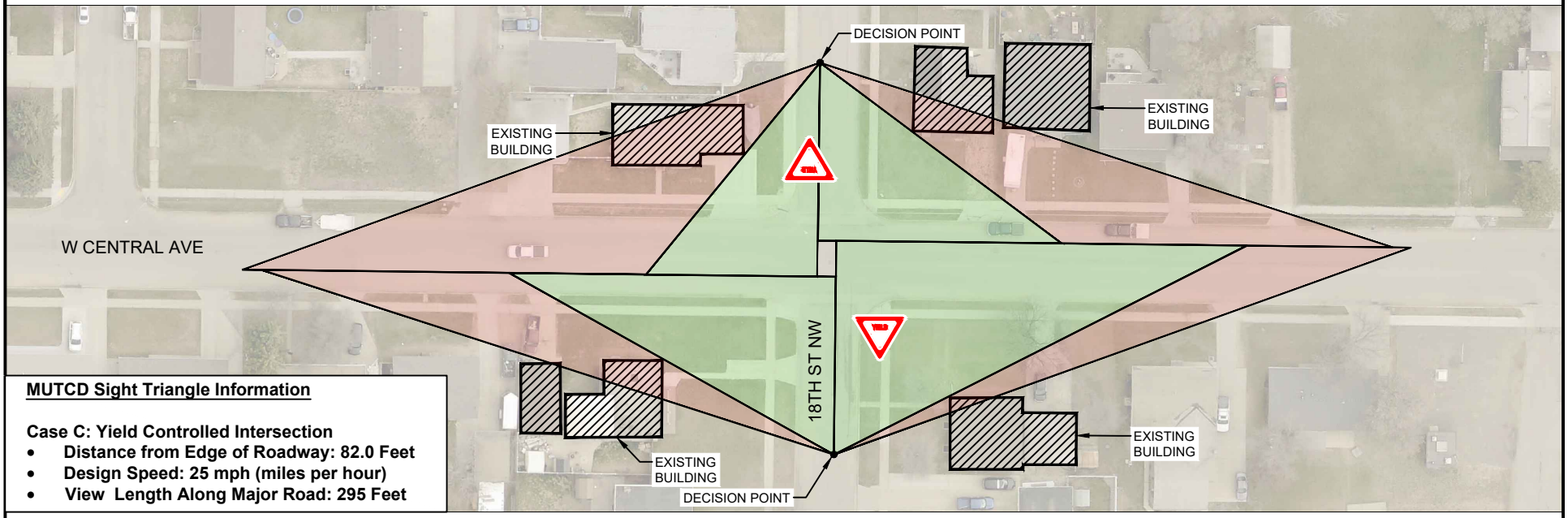
FOR YIELD AND STOP CONDITIONS

17TH ST NW @ UNIVERSITY AVE

DATE DRAWN: 01/30/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

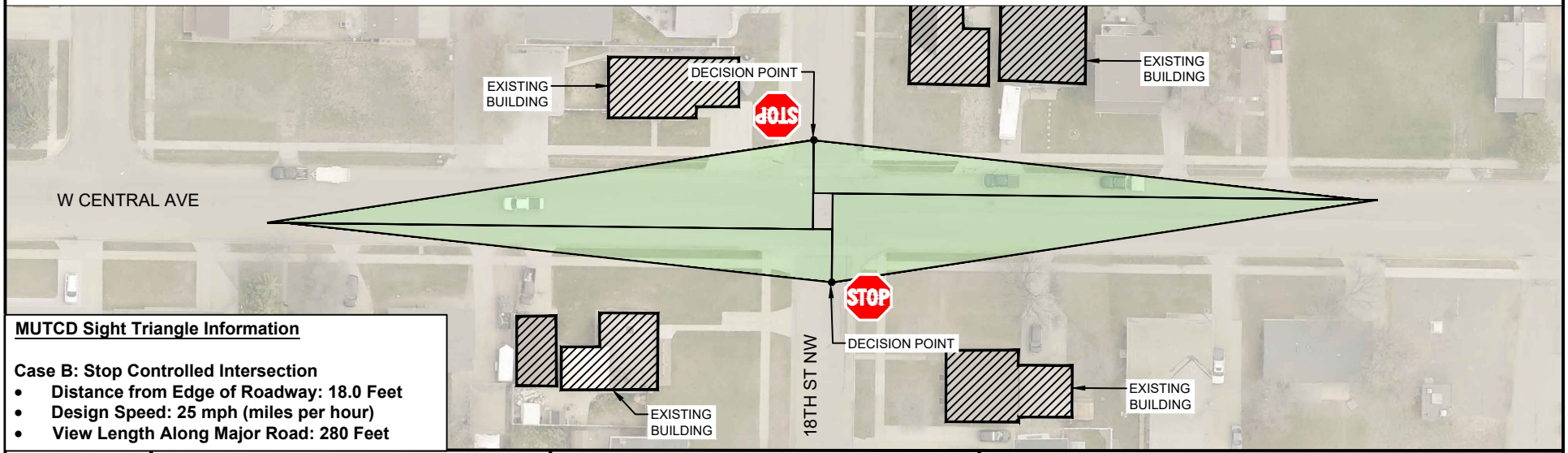


MUTCD Sight Triangle Information

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DEPARTURE SIGHT TRIANGLE

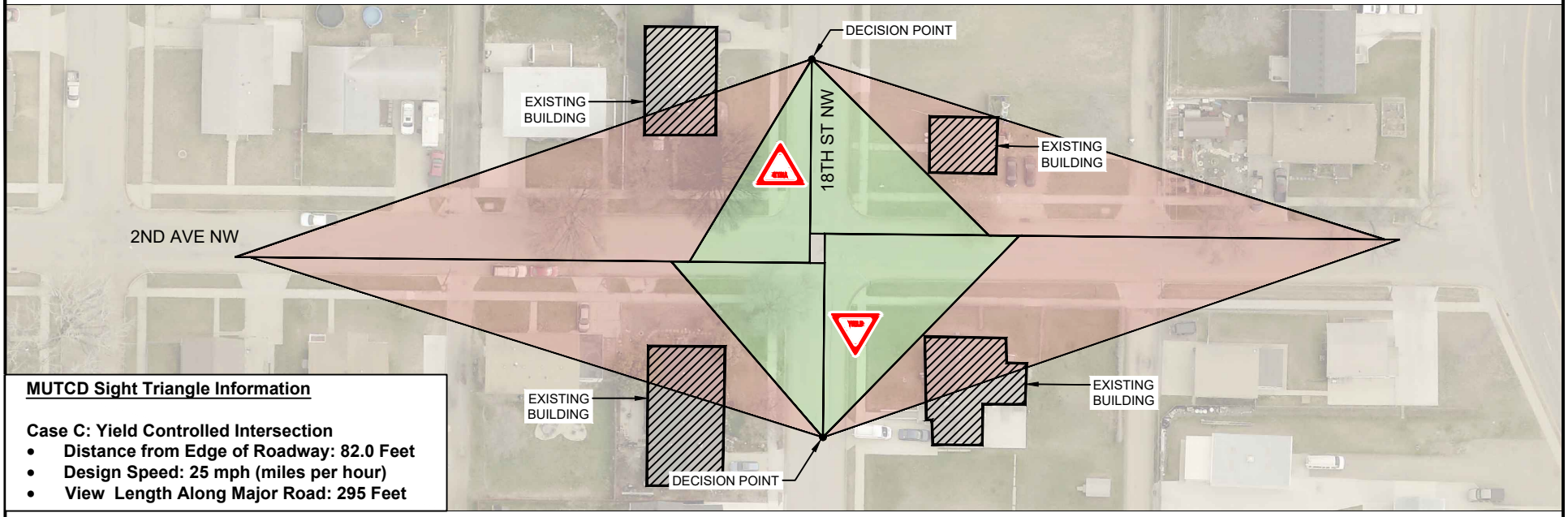
FOR YIELD AND STOP CONDITIONS

18TH ST NW @ W CENTRAL AVE

DATE DRAWN: 01/30/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

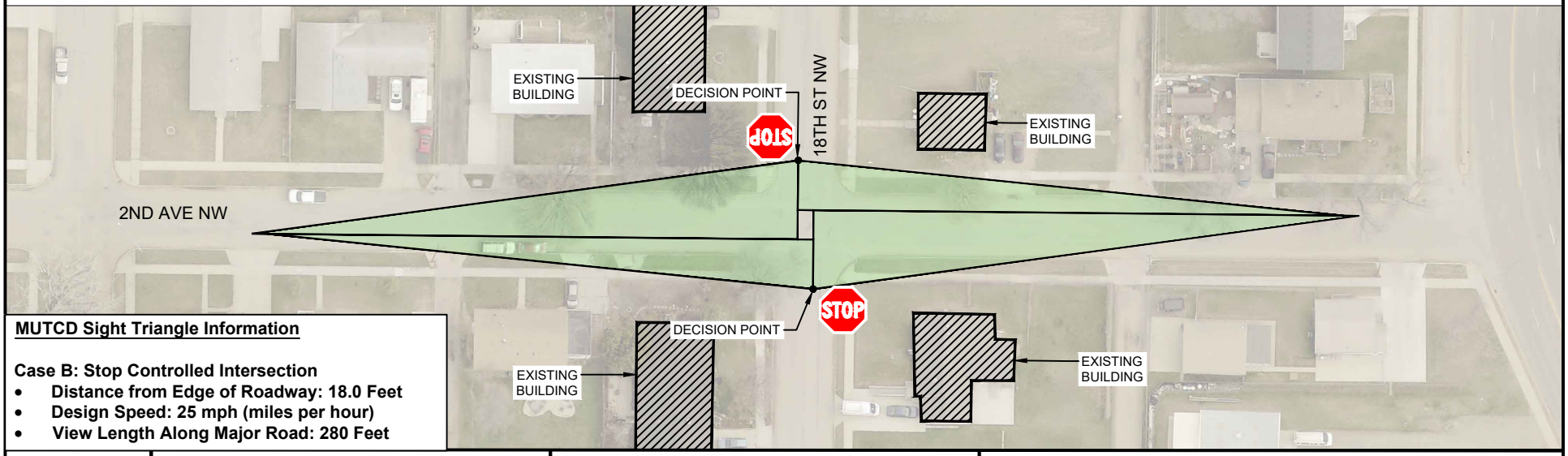


MUTCD Sight Triangle Information

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DEPARTURE SIGHT TRIANGLE

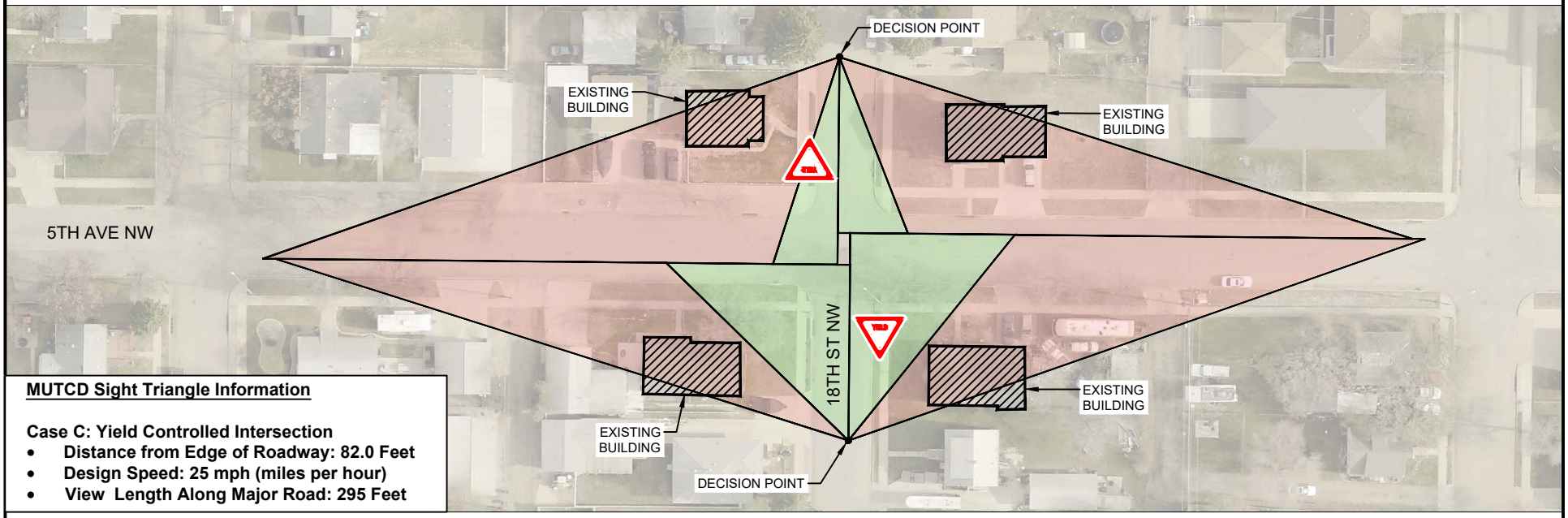
FOR YIELD AND STOP CONDITIONS

18TH ST NW @ 2ND AVE NW

DATE DRAWN: 01/30/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

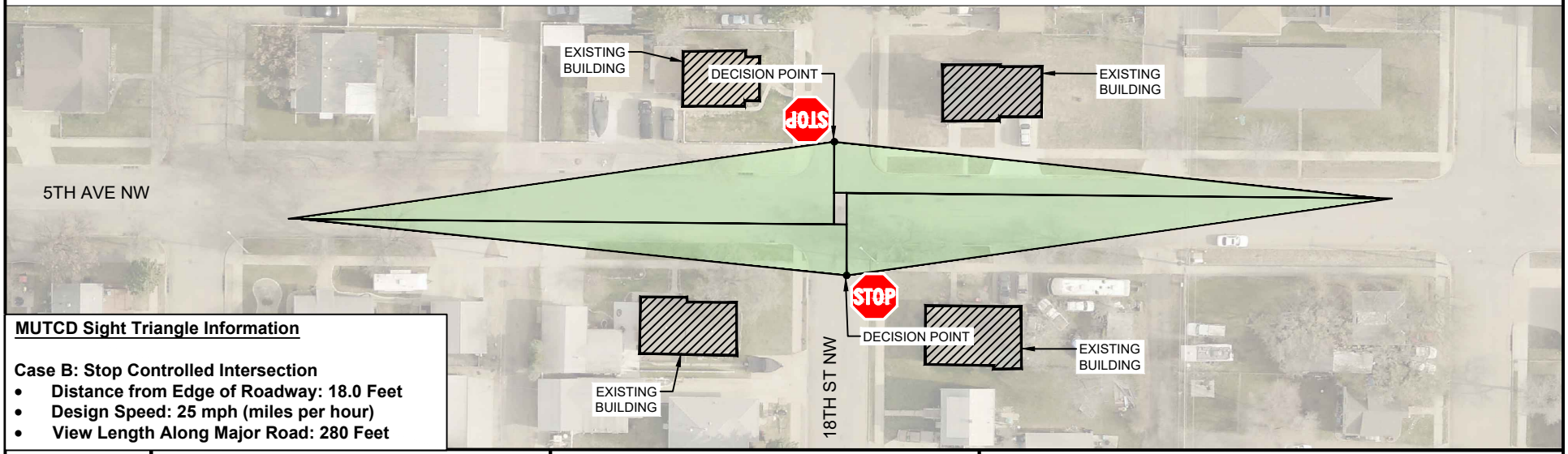


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

- **Distance from Edge of Roadway: 82.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 295 Feet**

CONDITION: DEPARTURE STOP CONTROL



MUTCD Sight Triangle Information

Case B: Stop Controlled Intersection

- **Distance from Edge of Roadway: 18.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 280 Feet**

N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

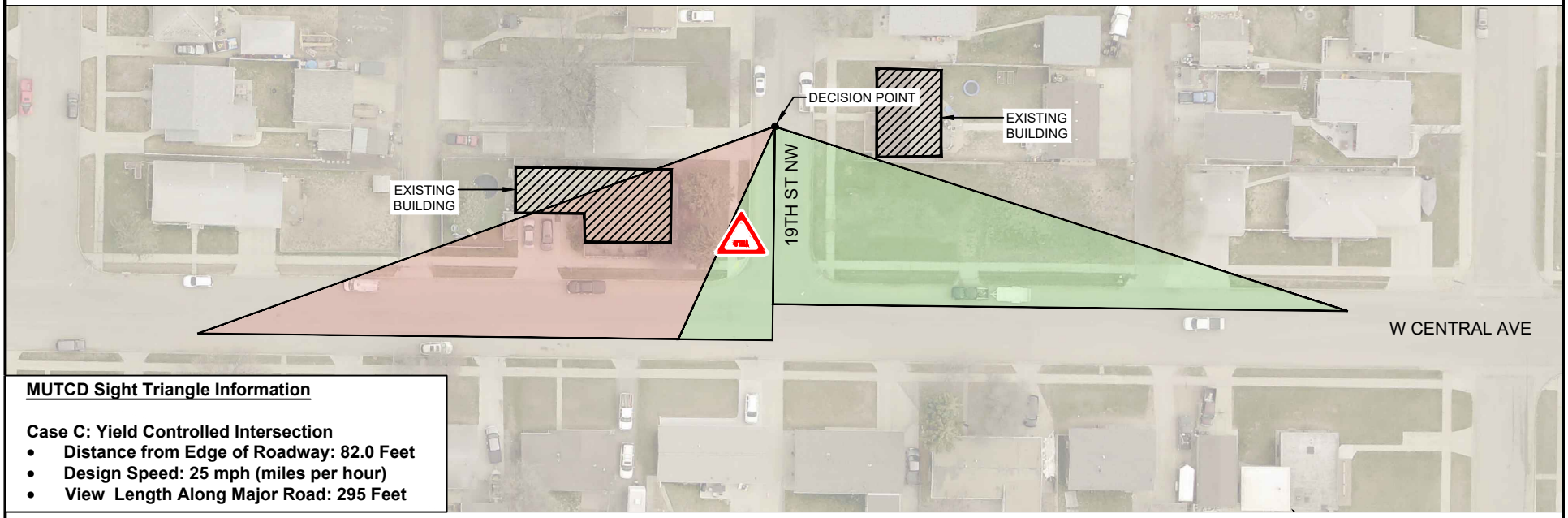
FOR YIELD AND STOP CONDITIONS

18TH ST NW @ 5TH AVE NW

DATE DRAWN: 01/30/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

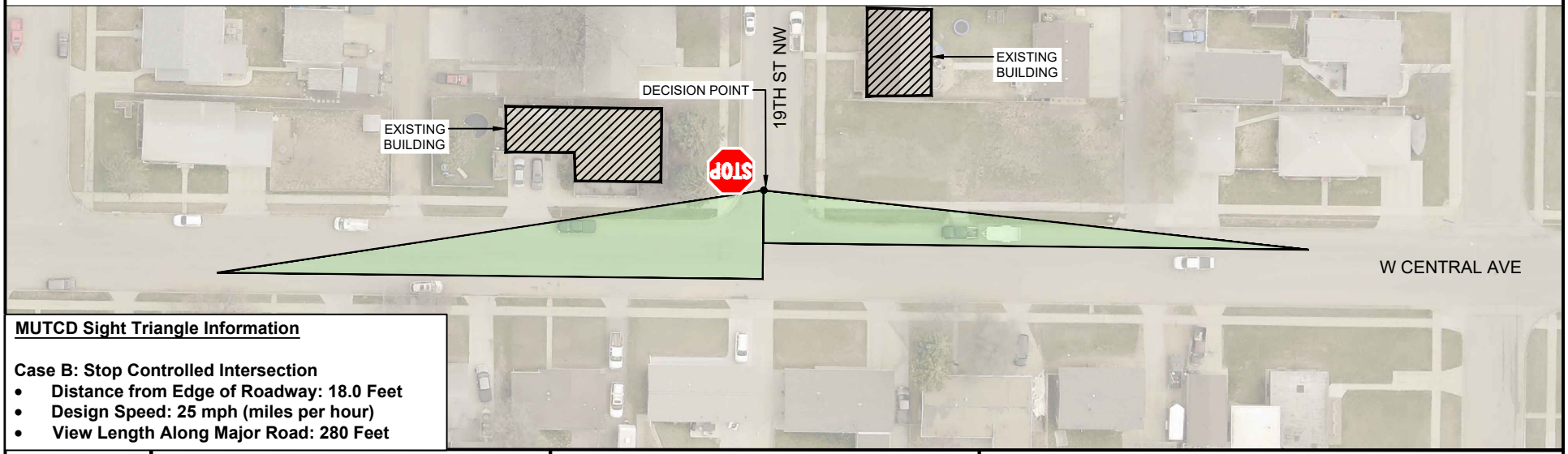


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

- **Distance from Edge of Roadway: 82.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 295 Feet**

CONDITION: DEPARTURE STOP CONTROL



MUTCD Sight Triangle Information

Case B: Stop Controlled Intersection

- **Distance from Edge of Roadway: 18.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 280 Feet**

N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

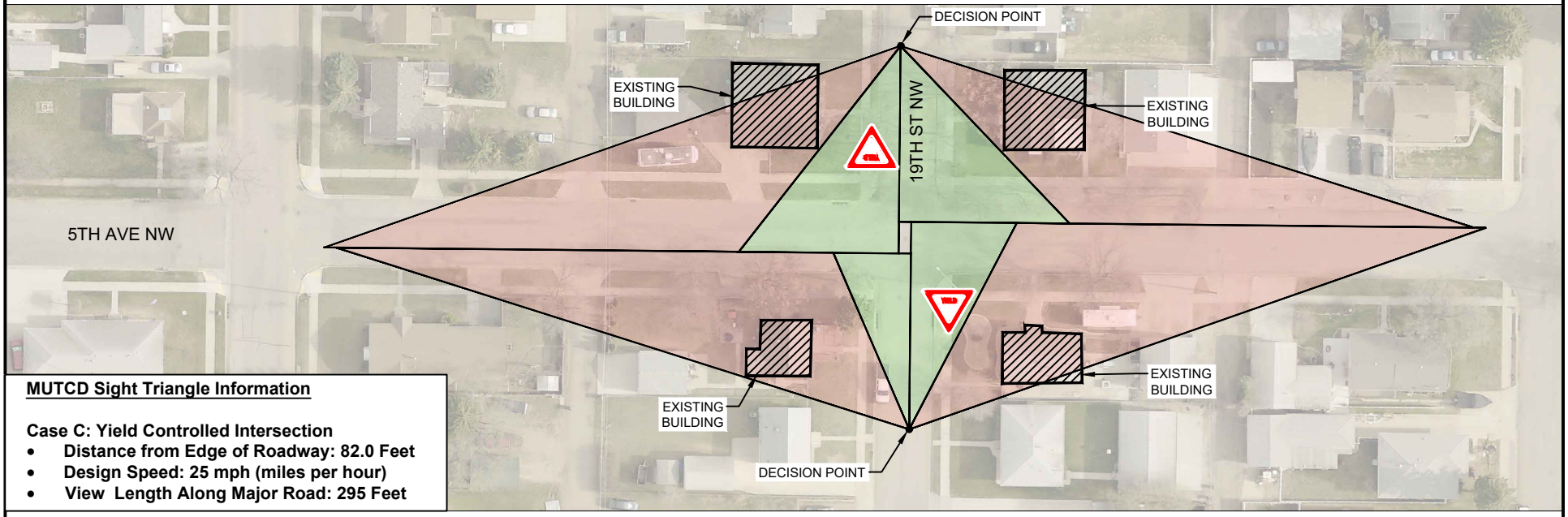
FOR YIELD AND STOP CONDITIONS

19TH ST NW @ W CENTRAL AVE

DATE DRAWN: 01/30/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

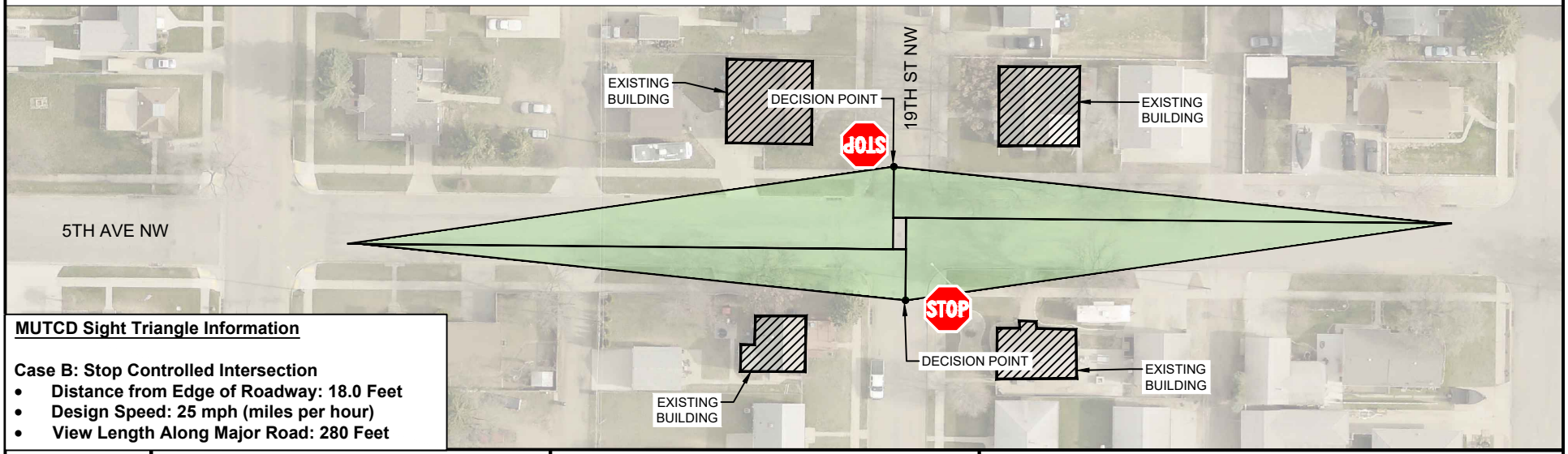


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

- **Distance from Edge of Roadway: 82.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 295 Feet**

CONDITION: DEPARTURE STOP CONTROL



MUTCD Sight Triangle Information

Case B: Stop Controlled Intersection

- **Distance from Edge of Roadway: 18.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 280 Feet**

N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

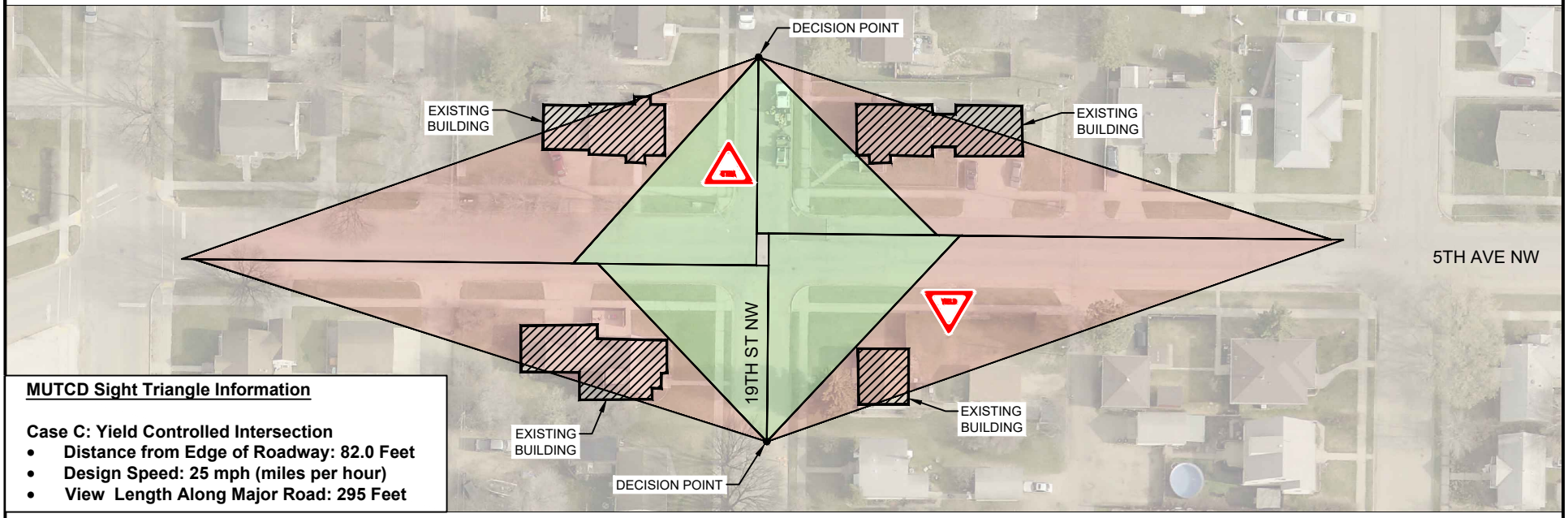
FOR YIELD AND STOP CONDITIONS

19TH ST NW @ 5TH AVE NW

DATE DRAWN: 01/30/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

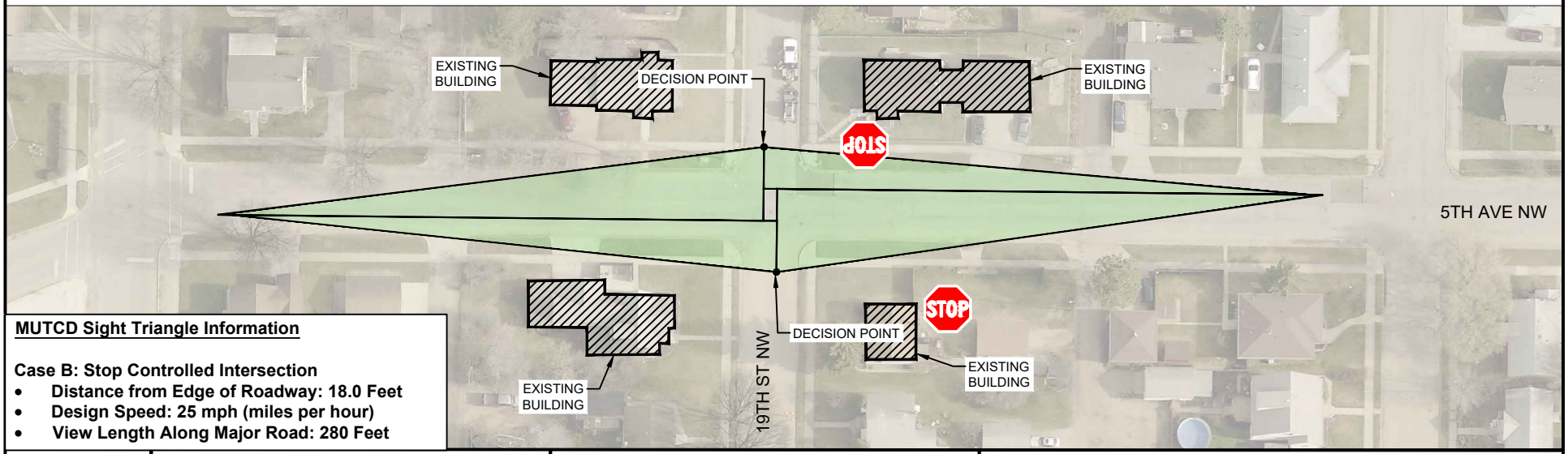


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

- **Distance from Edge of Roadway: 82.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 295 Feet**

CONDITION: DEPARTURE STOP CONTROL



MUTCD Sight Triangle Information

Case B: Stop Controlled Intersection

- **Distance from Edge of Roadway: 18.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 280 Feet**

N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

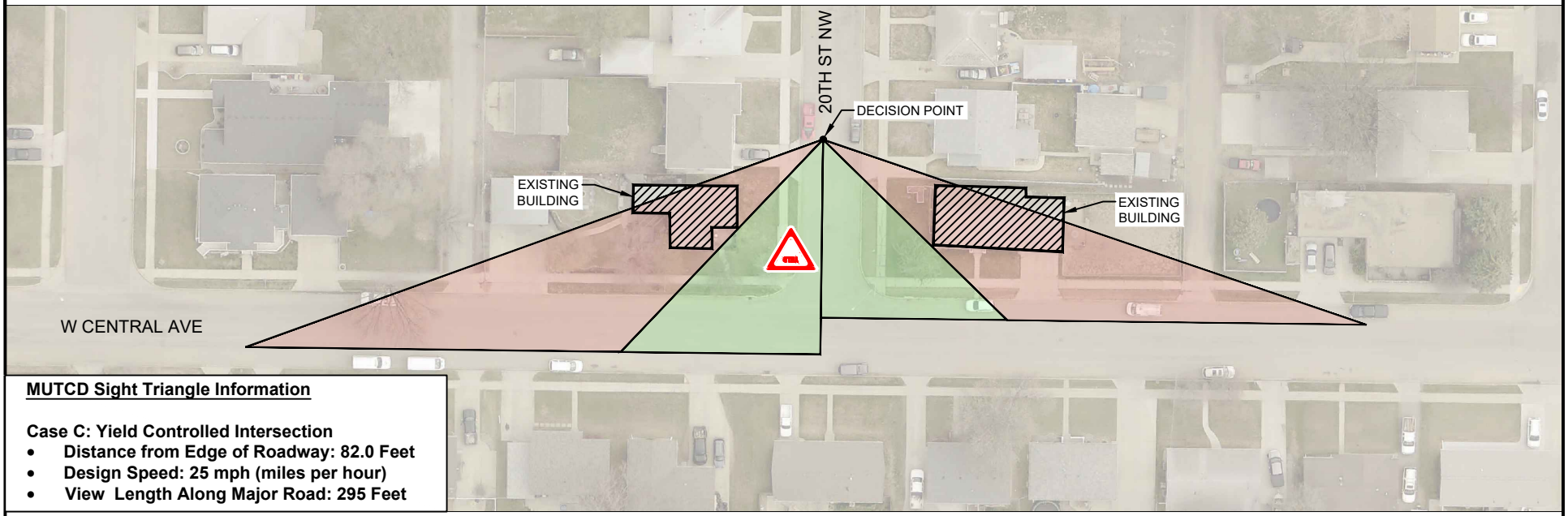
FOR YIELD AND STOP CONDITIONS

19TH ST NW @ 7TH AVE NW

DATE DRAWN: 01/30/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

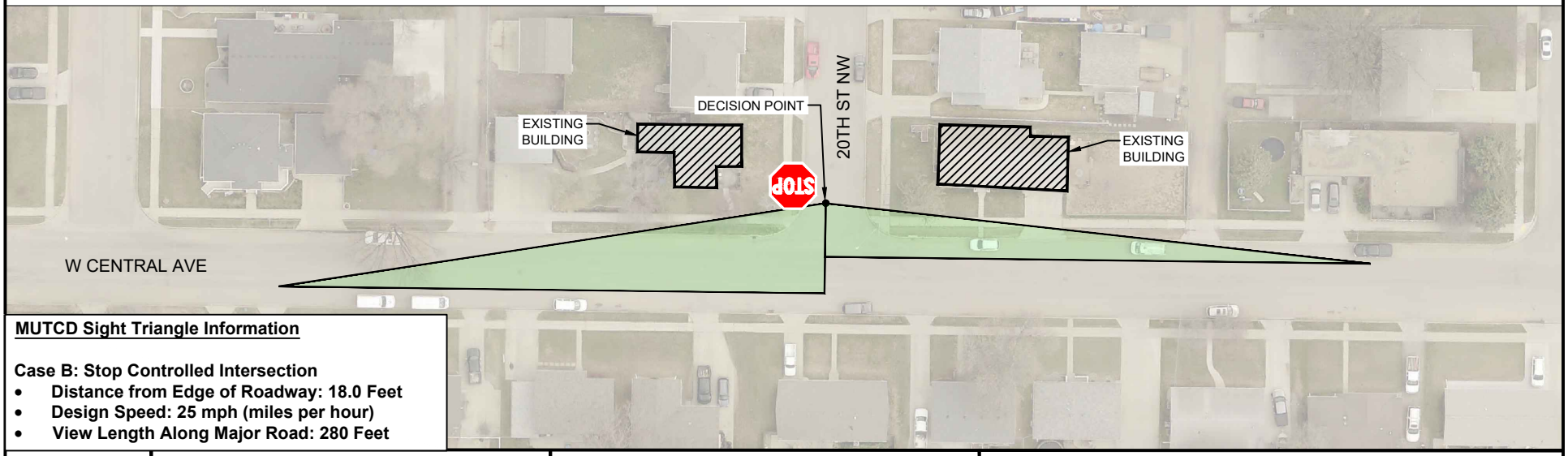


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

- **Distance from Edge of Roadway: 82.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 295 Feet**

CONDITION: DEPARTURE STOP CONTROL



MUTCD Sight Triangle Information

Case B: Stop Controlled Intersection

- **Distance from Edge of Roadway: 18.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 280 Feet**

N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

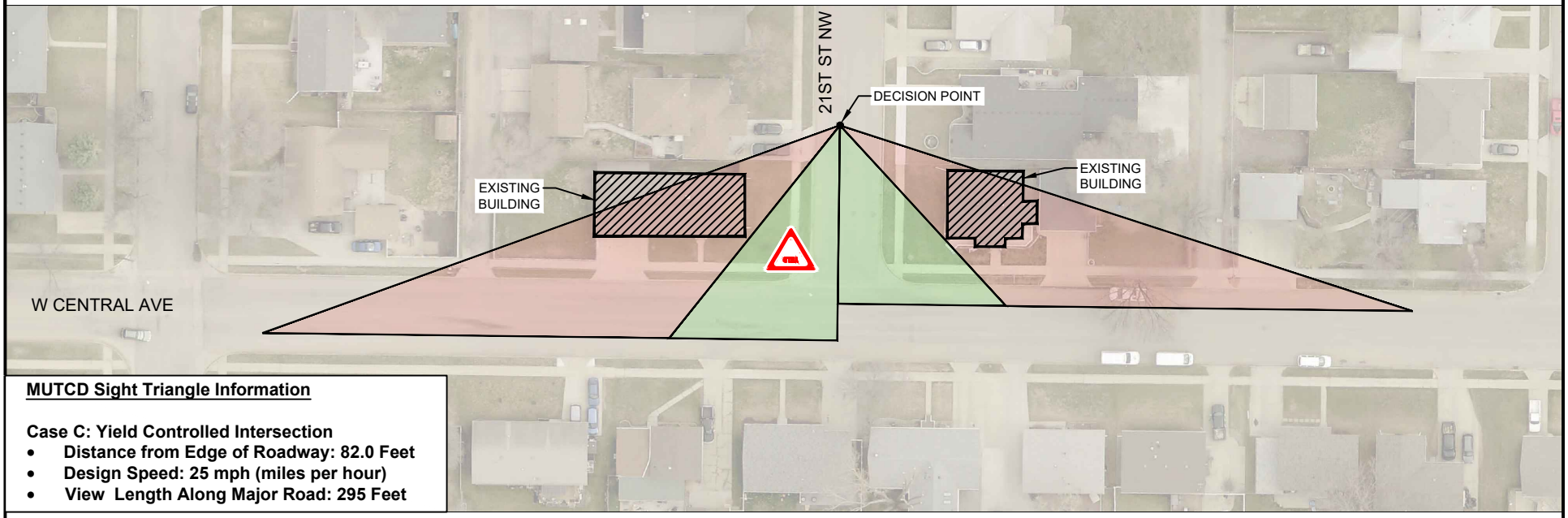
FOR YIELD AND STOP CONDITIONS

20TH ST NW @ W CENTRAL AVE

DATE DRAWN: 01/30/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

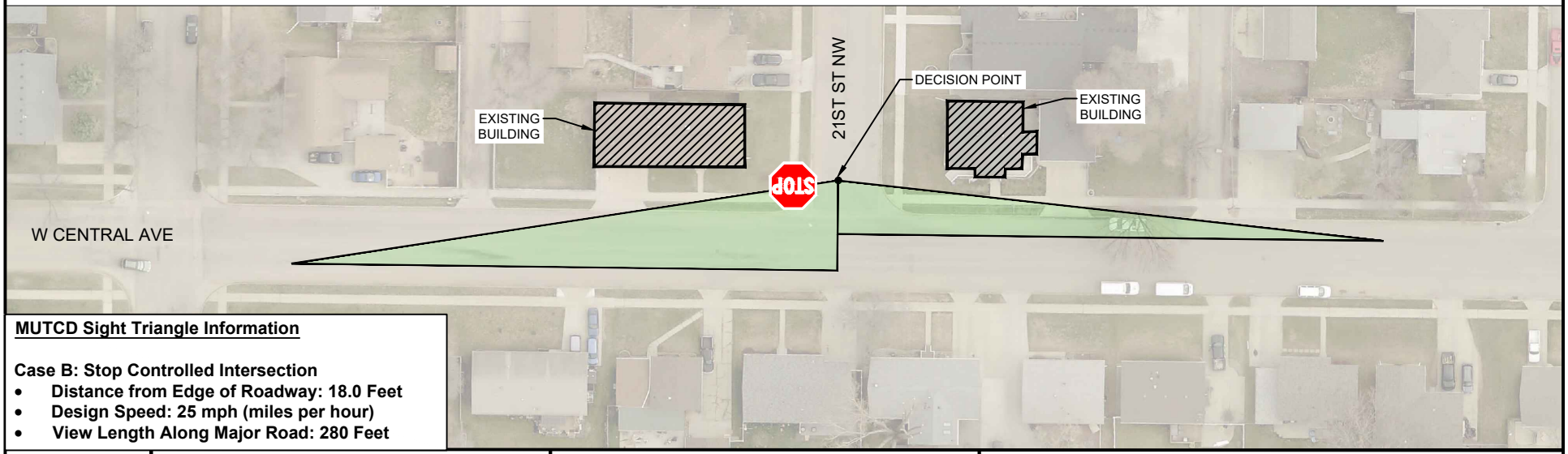


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

- **Distance from Edge of Roadway: 82.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 295 Feet**

CONDITION: DEPARTURE STOP CONTROL



MUTCD Sight Triangle Information

Case B: Stop Controlled Intersection

- **Distance from Edge of Roadway: 18.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 280 Feet**

N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

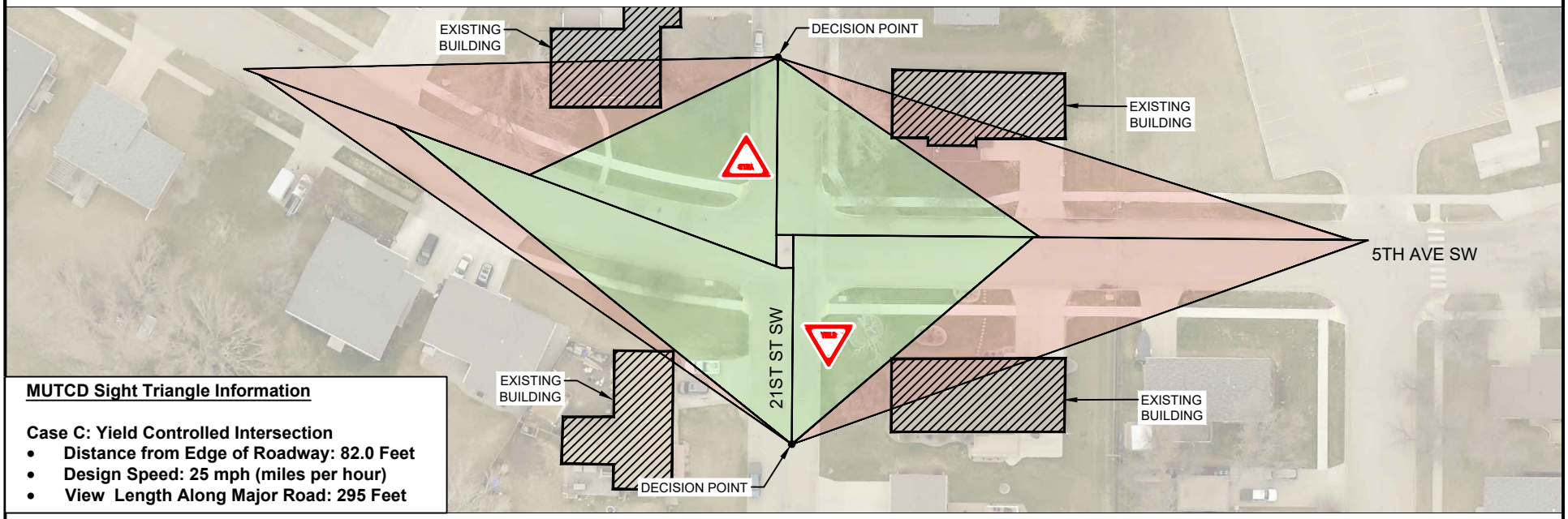
FOR YIELD AND STOP CONDITIONS

21ST ST NW @ W CENTRAL AVE

DATE DRAWN: 01/30/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

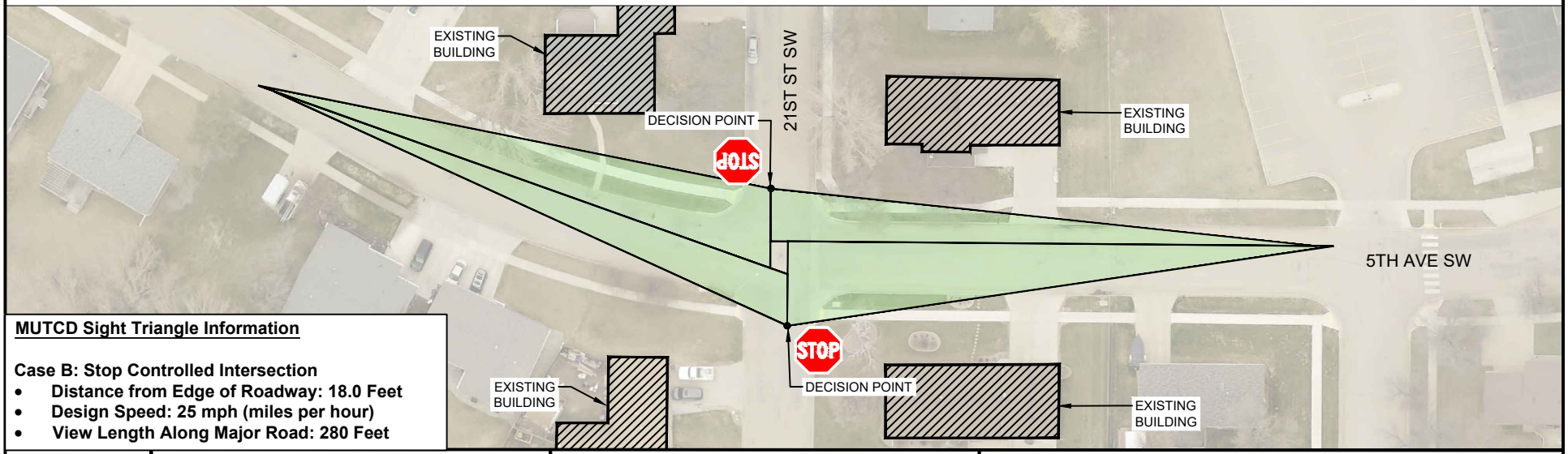


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

- **Distance from Edge of Roadway: 82.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 295 Feet**

CONDITION: DEPARTURE STOP CONTROL



MUTCD Sight Triangle Information

Case B: Stop Controlled Intersection

- **Distance from Edge of Roadway: 18.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 280 Feet**

N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

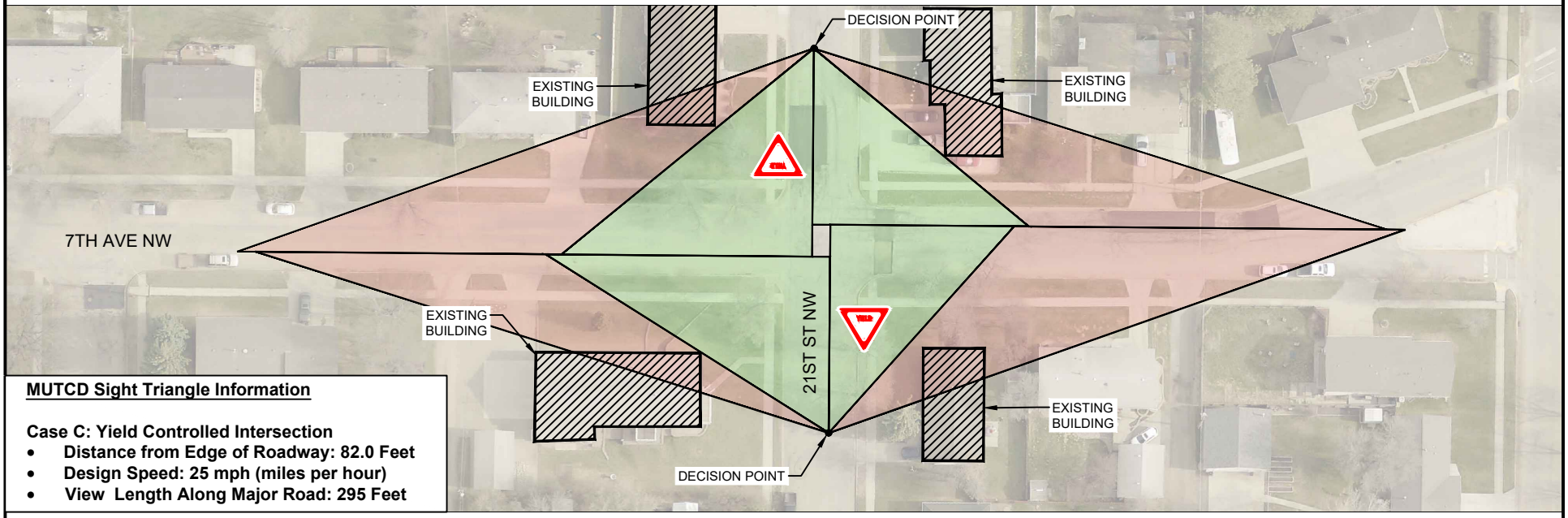
FOR YIELD AND STOP CONDITIONS

21ST ST SW @ 5TH AVE SW

DATE DRAWN: 01/31/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

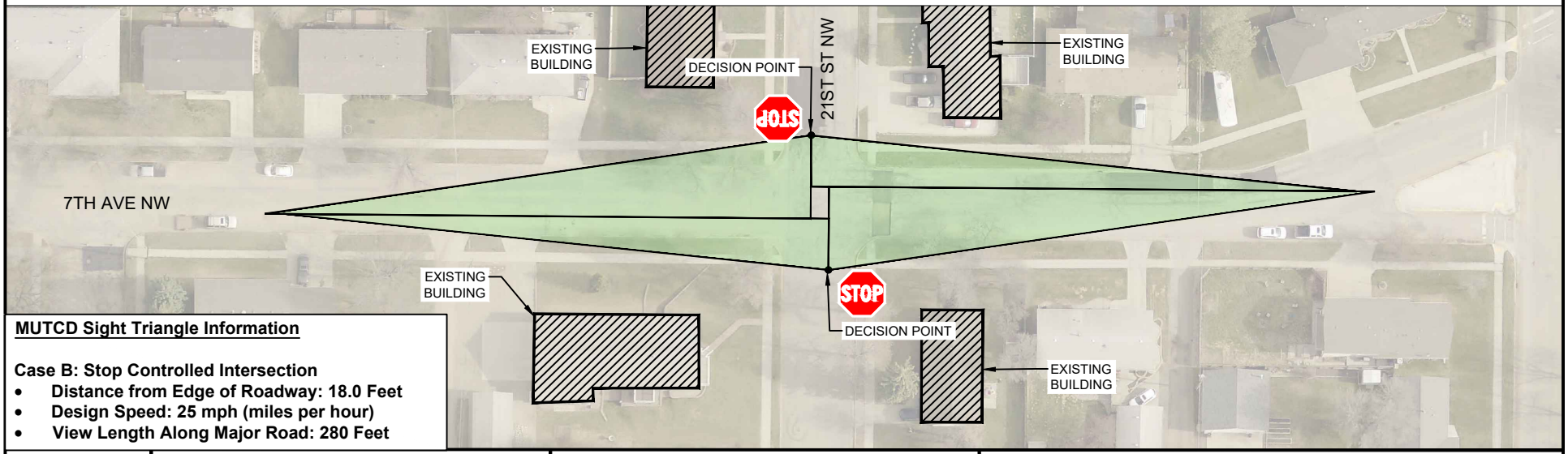


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

- **Distance from Edge of Roadway: 82.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 295 Feet**

CONDITION: DEPARTURE STOP CONTROL



MUTCD Sight Triangle Information

Case B: Stop Controlled Intersection

- **Distance from Edge of Roadway: 18.0 Feet**
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- **View Length Along Major Road: 280 Feet**

N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

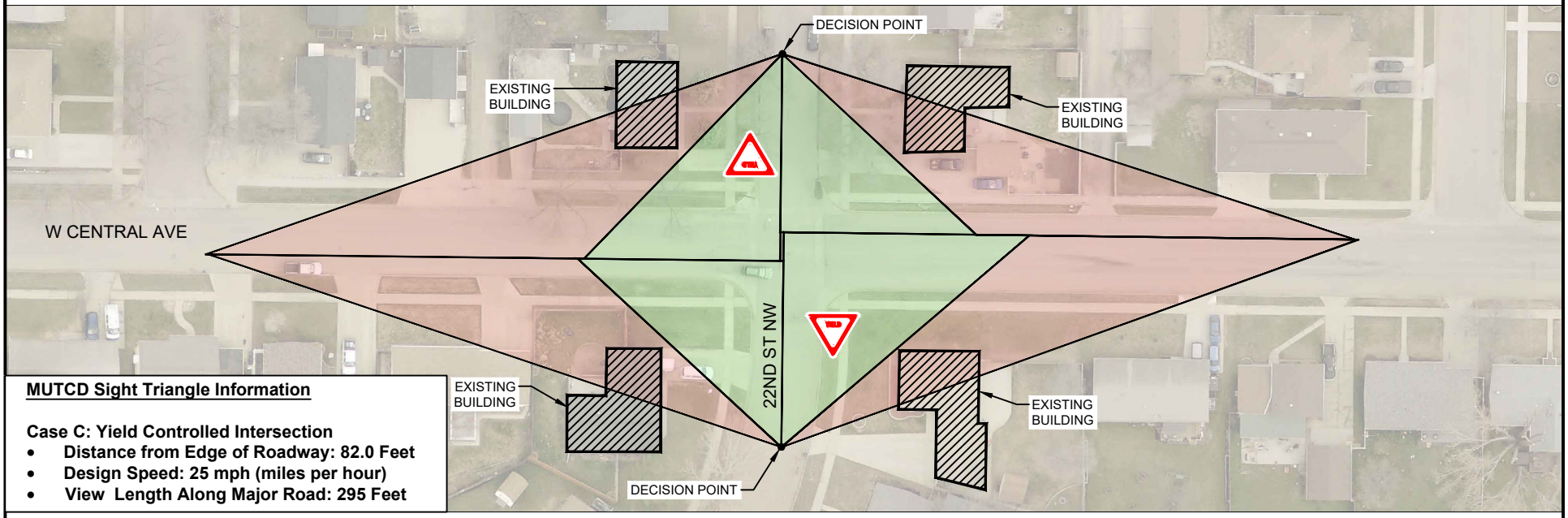
FOR YIELD AND STOP CONDITIONS

21ST ST NW @ 7TH AVE NW

DATE DRAWN: 01/31/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

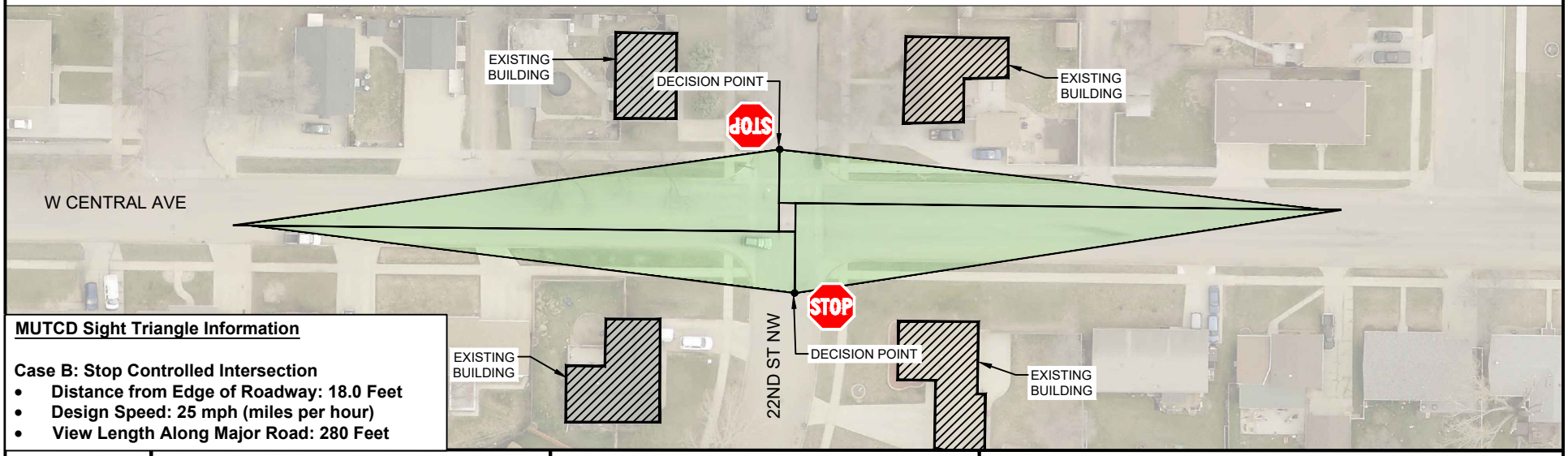


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

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- **Design Speed: 25 mph (miles per hour)**
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CONDITION: DEPARTURE STOP CONTROL



MUTCD Sight Triangle Information

Case B: Stop Controlled Intersection

- **Distance from Edge of Roadway: 18.0 Feet**
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- **View Length Along Major Road: 280 Feet**

N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

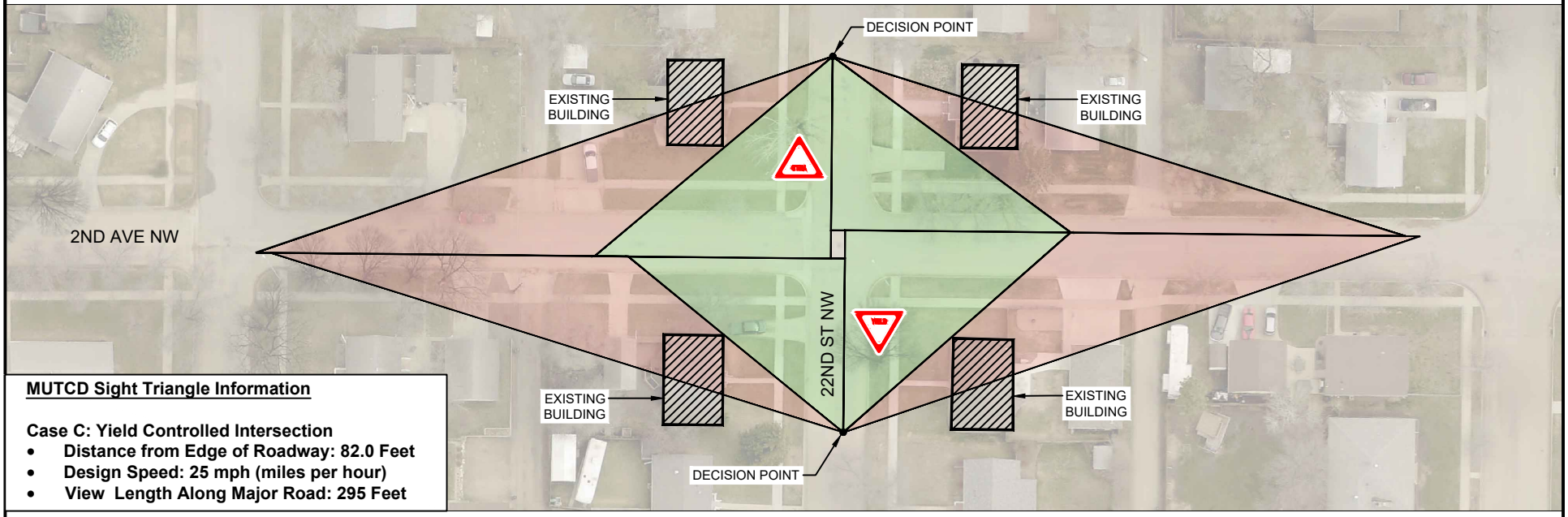
FOR YIELD AND STOP CONDITIONS

22ND ST NW @ W CENTRAL AVE

DATE DRAWN: 01/30/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

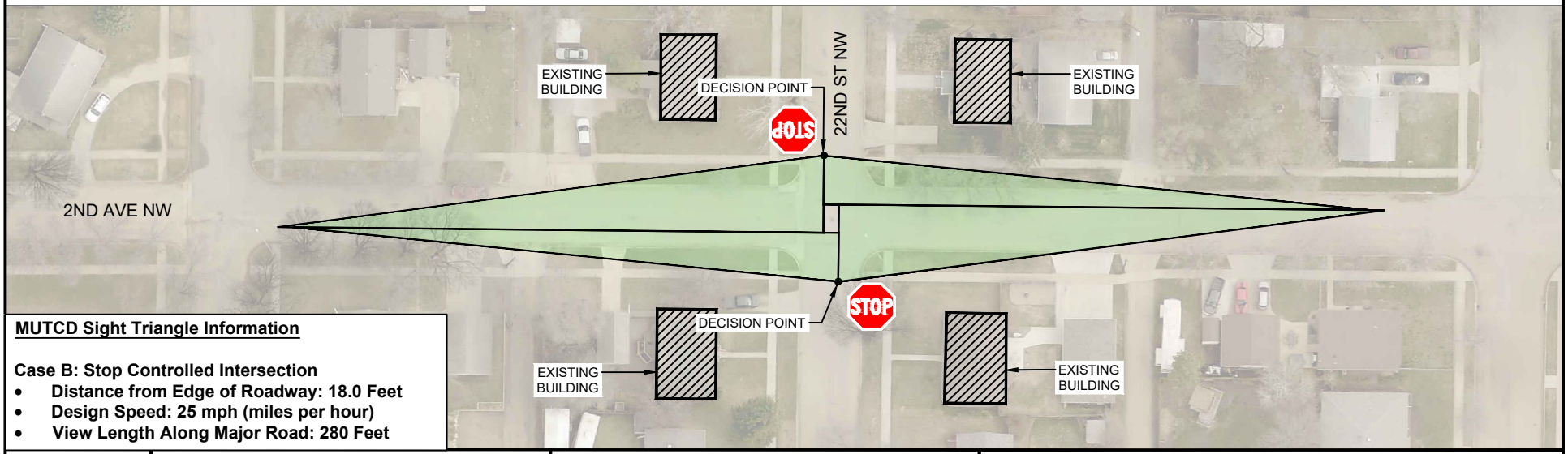


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

- **Distance from Edge of Roadway: 82.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 295 Feet**

CONDITION: DEPARTURE STOP CONTROL



MUTCD Sight Triangle Information

Case B: Stop Controlled Intersection

- **Distance from Edge of Roadway: 18.0 Feet**
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N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

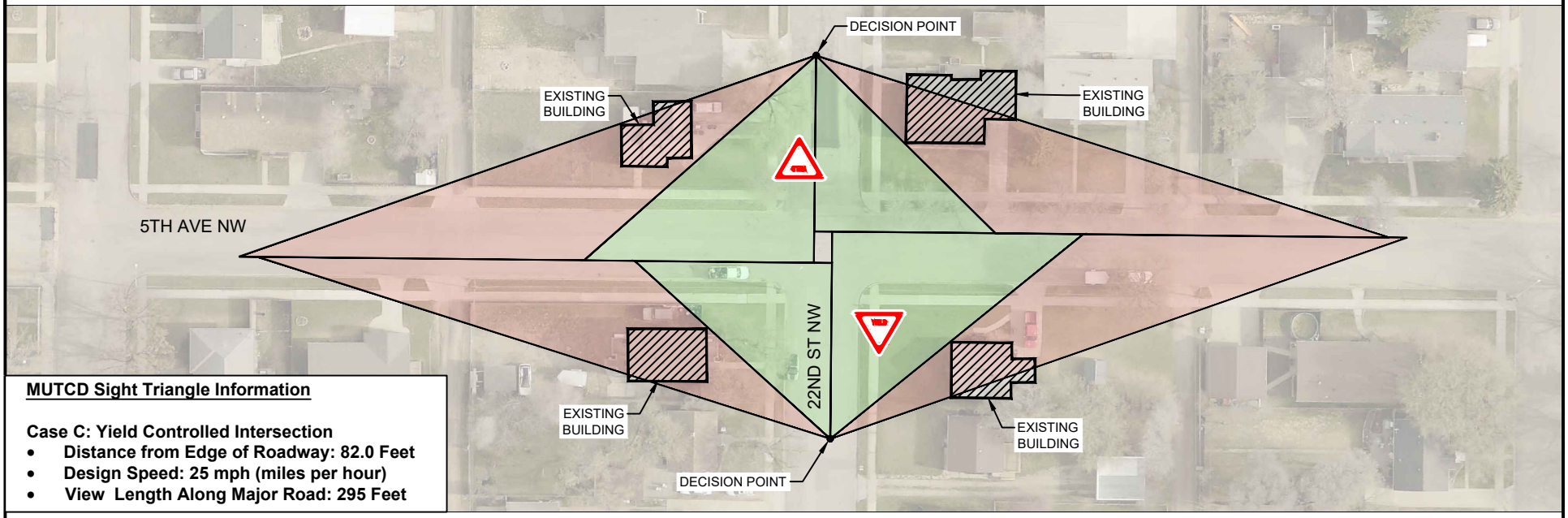
FOR YIELD AND STOP CONDITIONS

22ND ST NW @ 2ND AVE NW

DATE DRAWN: 01/31/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

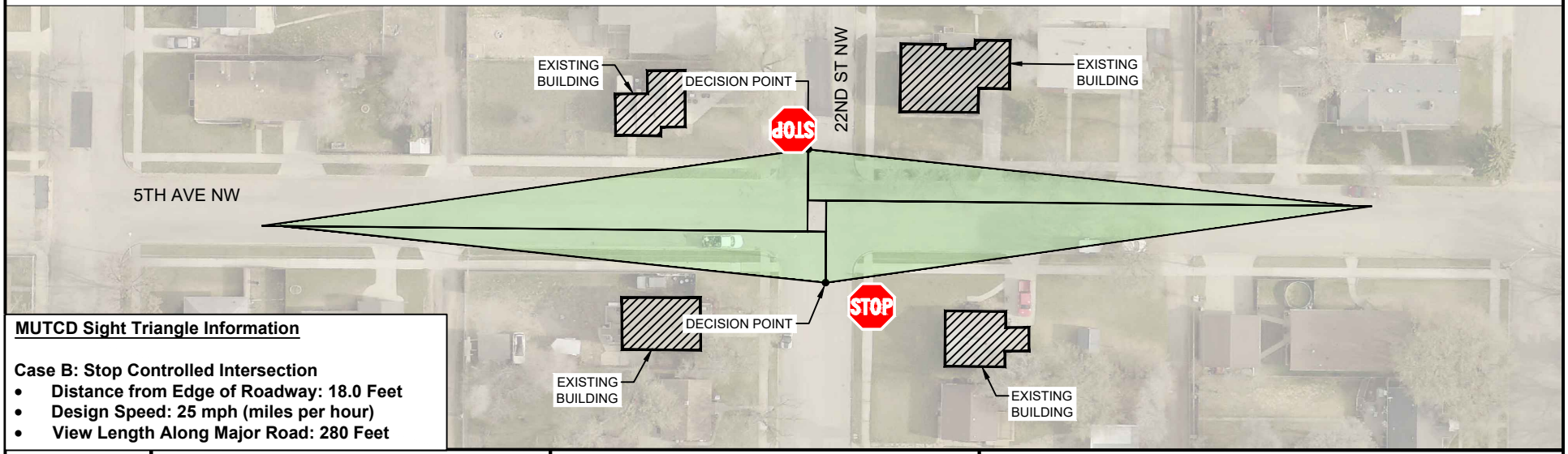


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

- **Distance from Edge of Roadway: 82.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
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MUTCD Sight Triangle Information

Case B: Stop Controlled Intersection

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N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

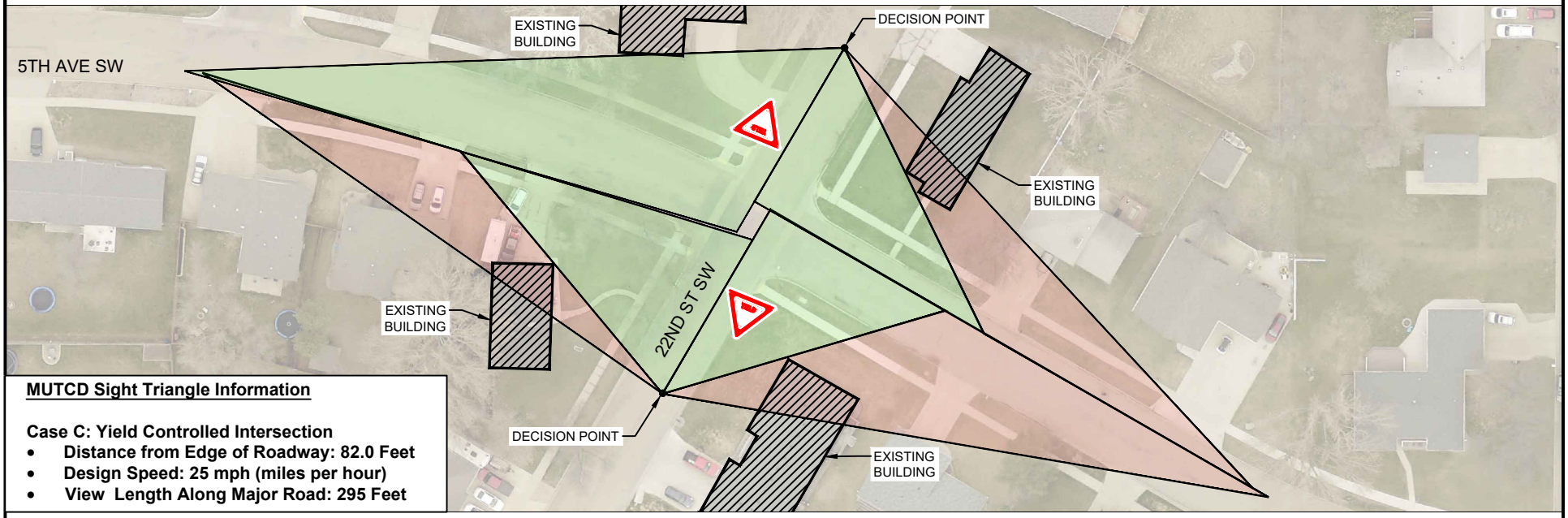
FOR YIELD AND STOP CONDITIONS

22ND ST NW @ 5TH AVE NW

DATE DRAWN: 01/31/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

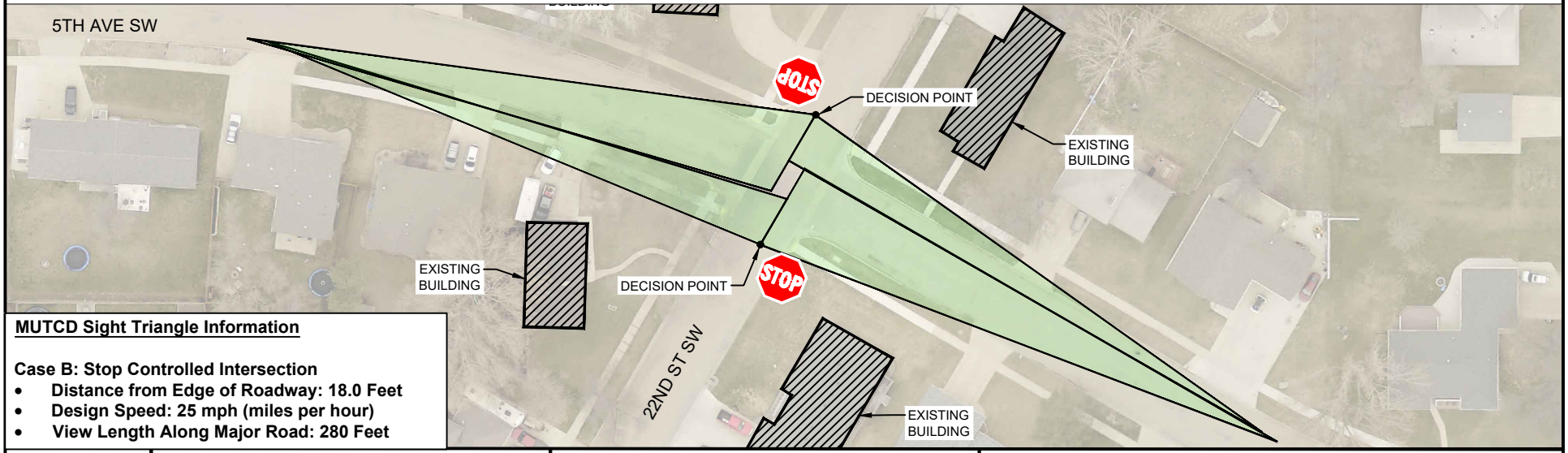


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

- **Distance from Edge of Roadway: 82.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 295 Feet**

CONDITION: DEPARTURE STOP CONTROL



MUTCD Sight Triangle Information

Case B: Stop Controlled Intersection

- **Distance from Edge of Roadway: 18.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 280 Feet**

N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

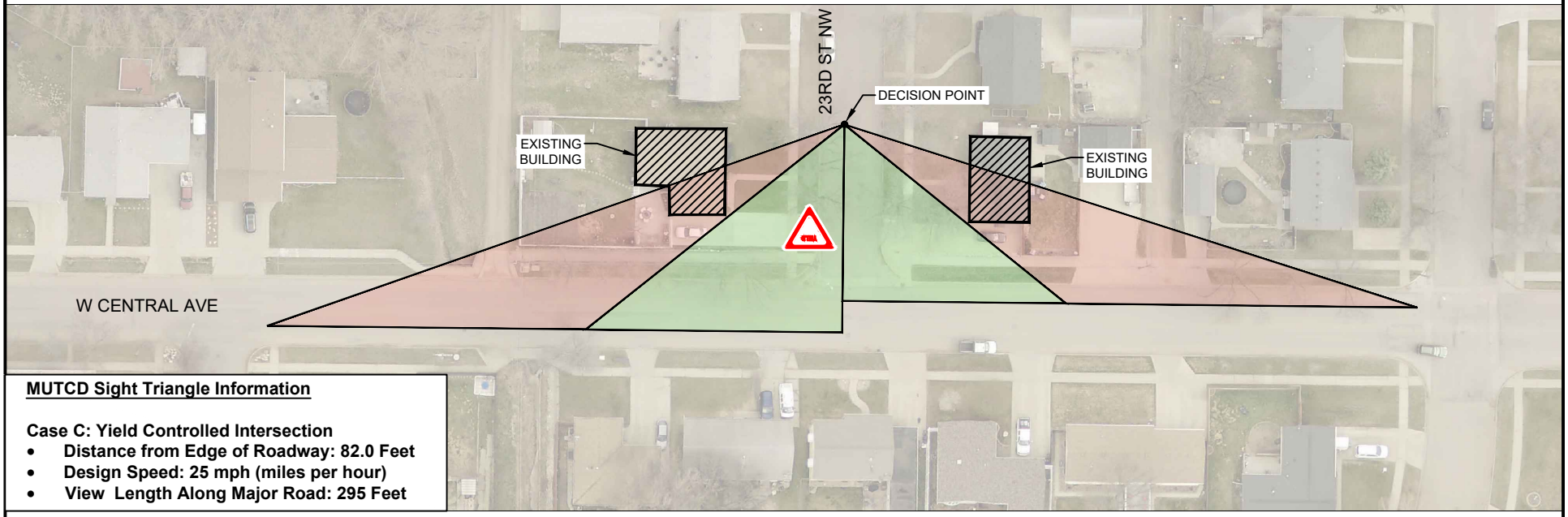
FOR YIELD AND STOP CONDITIONS

22ND ST SW @ 5TH AVE SW

DATE DRAWN: 02/02/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

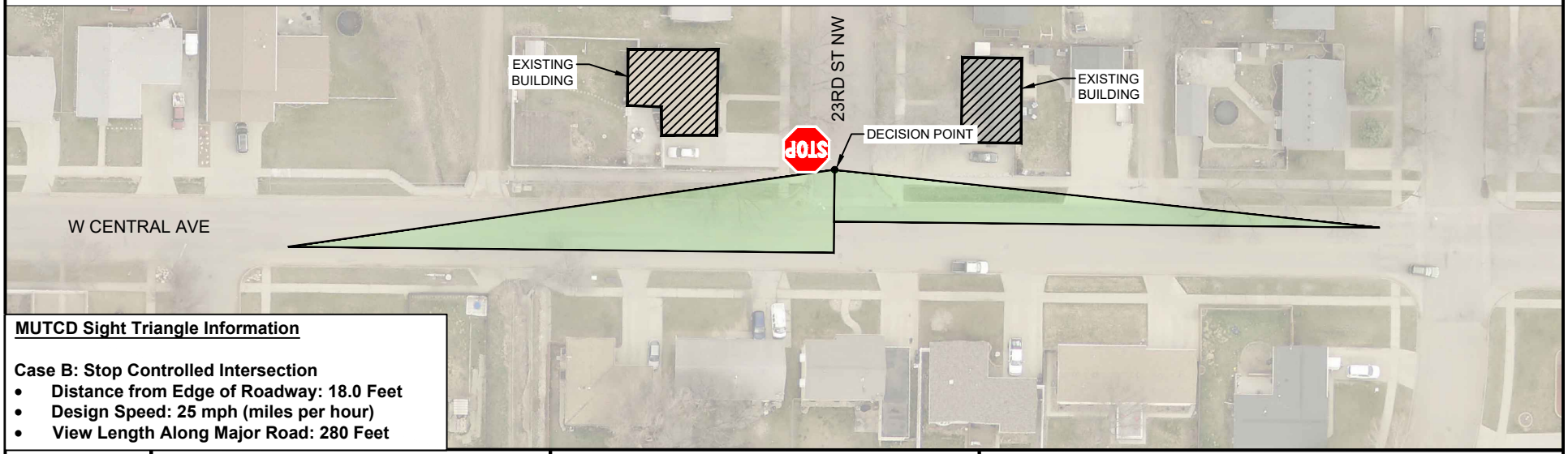


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

- **Distance from Edge of Roadway: 82.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 295 Feet**

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MUTCD Sight Triangle Information

Case B: Stop Controlled Intersection

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- **View Length Along Major Road: 280 Feet**

N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

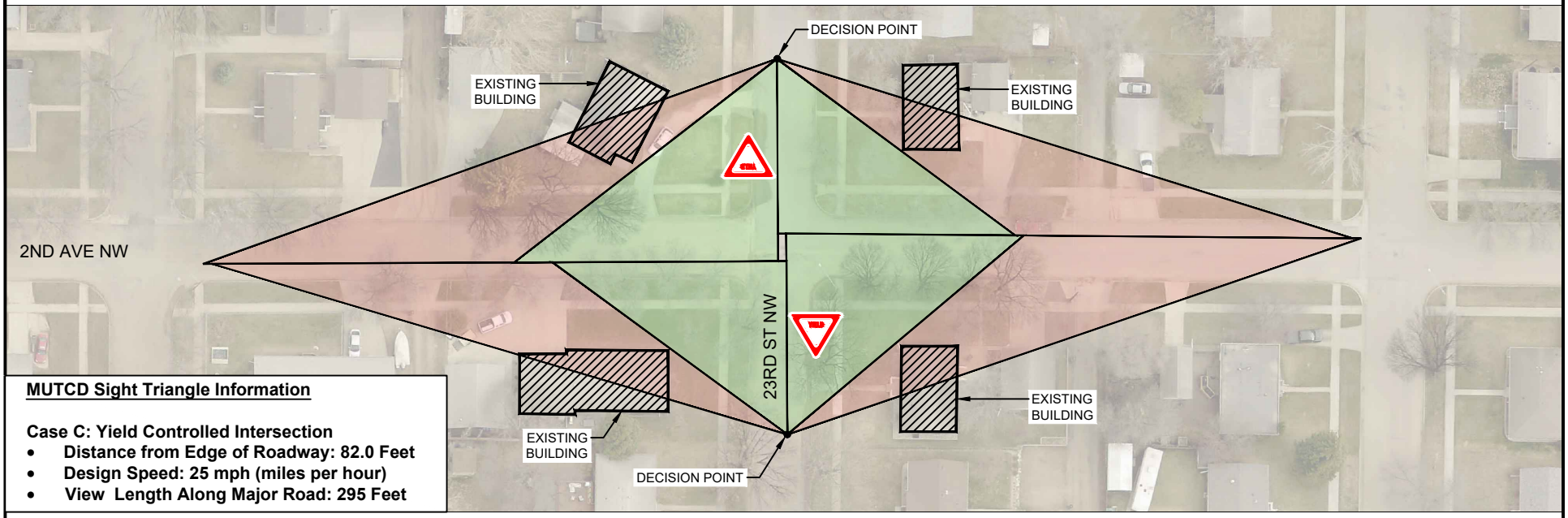
FOR YIELD AND STOP CONDITIONS

23RD ST NW @ W CENTRAL AVE

DATE DRAWN: 01/30/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

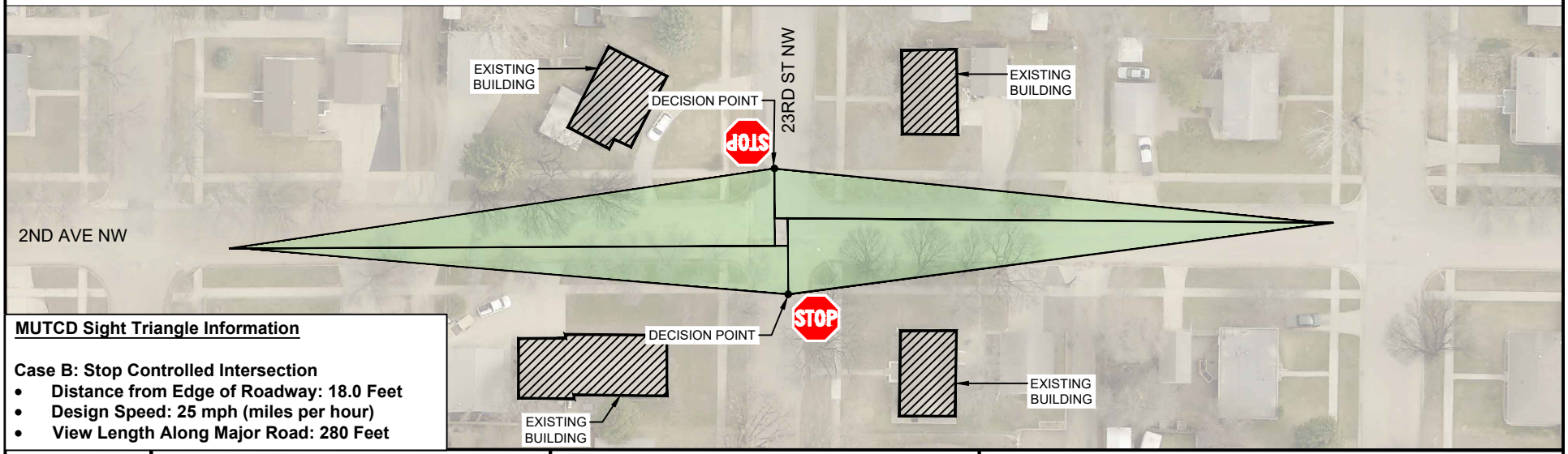


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

- **Distance from Edge of Roadway: 82.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 295 Feet**

CONDITION: DEPARTURE STOP CONTROL



MUTCD Sight Triangle Information

Case B: Stop Controlled Intersection

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- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 280 Feet**

N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

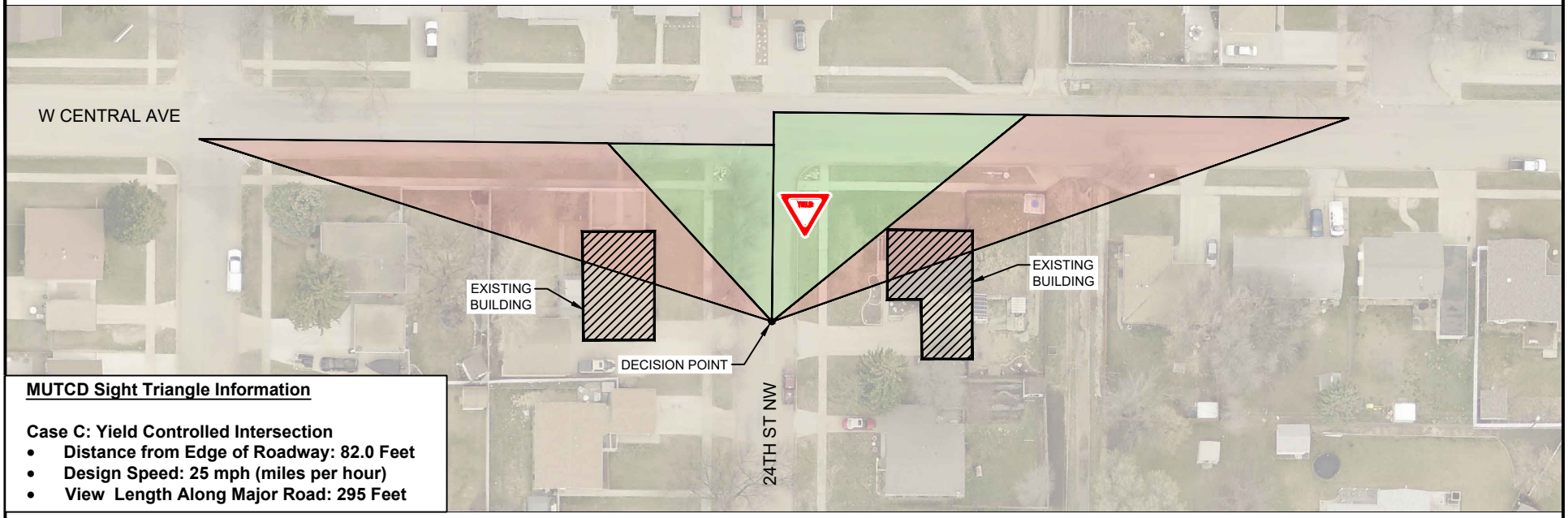
FOR YIELD AND STOP CONDITIONS

23RD ST NW @ 2ND AVE NW

DATE DRAWN: 02/02/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

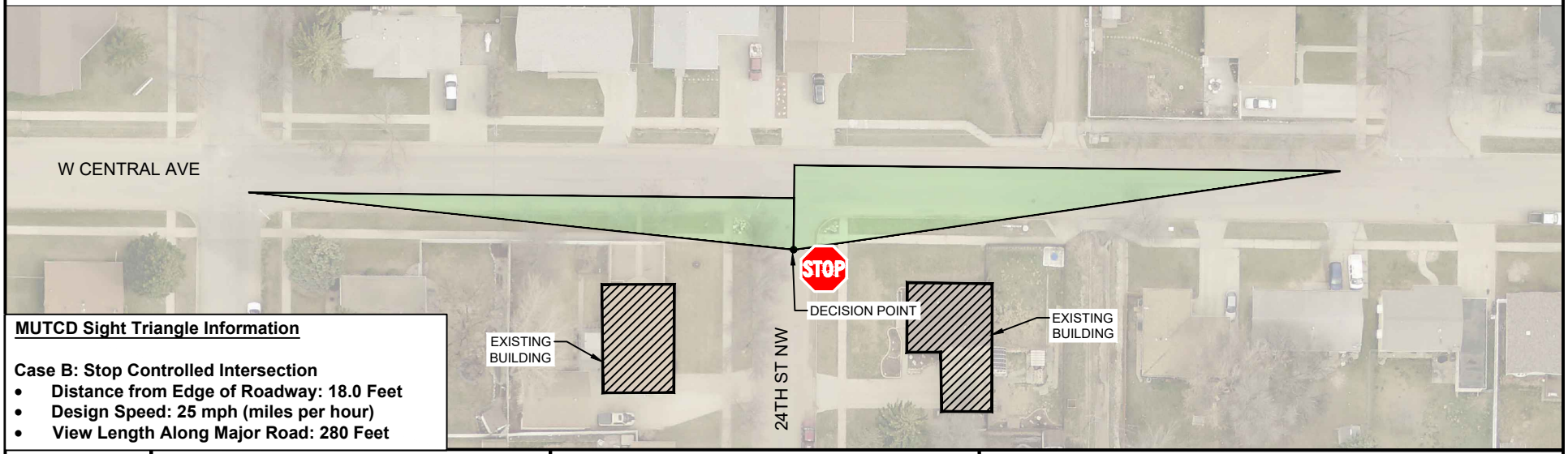


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

- **Distance from Edge of Roadway: 82.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 295 Feet**

CONDITION: DEPARTURE STOP CONTROL



MUTCD Sight Triangle Information

Case B: Stop Controlled Intersection

- **Distance from Edge of Roadway: 18.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 280 Feet**

N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

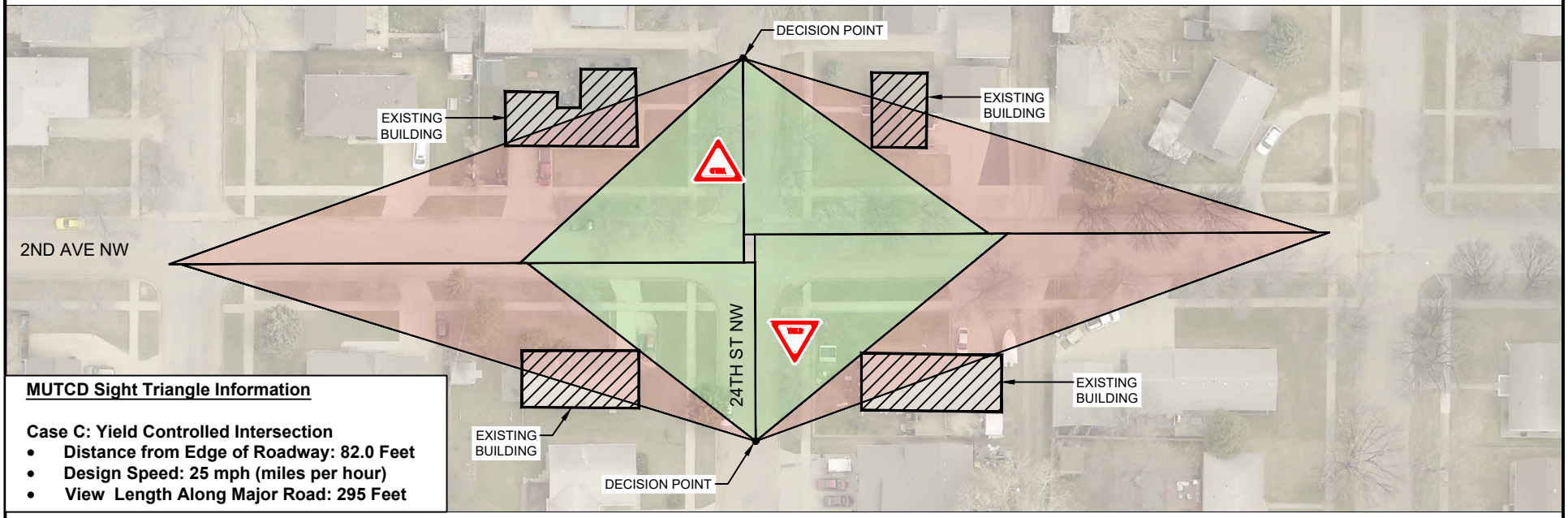
FOR YIELD AND STOP CONDITIONS

24TH ST NW @ W CENTRAL AVE

DATE DRAWN: 01/30/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

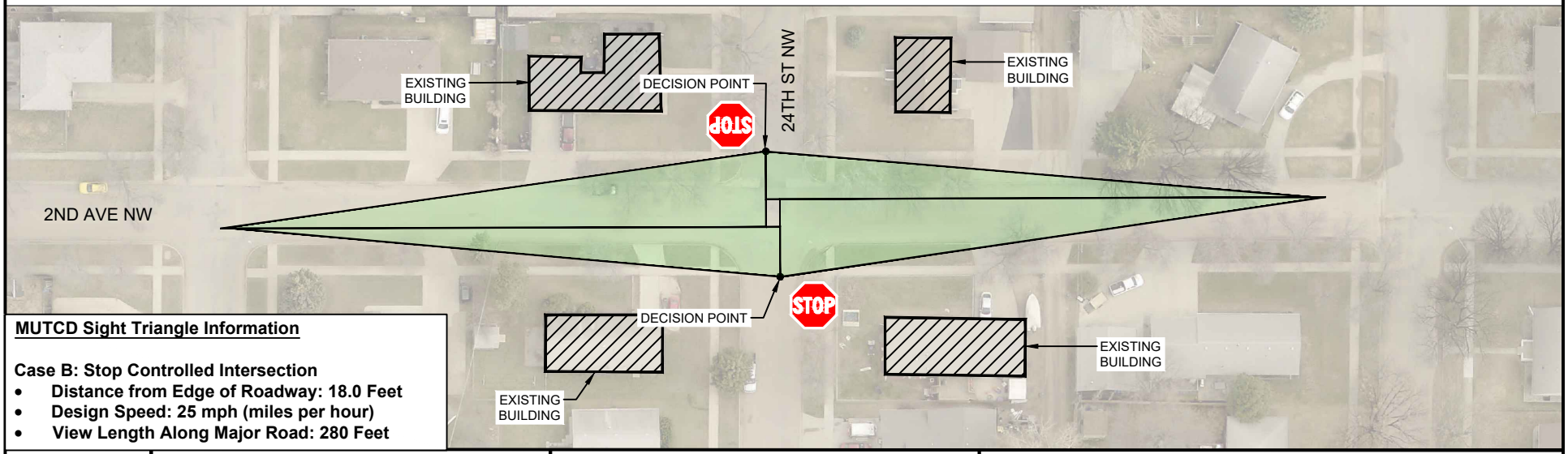


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

- **Distance from Edge of Roadway: 82.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 295 Feet**

CONDITION: DEPARTURE STOP CONTROL



MUTCD Sight Triangle Information

Case B: Stop Controlled Intersection

- **Distance from Edge of Roadway: 18.0 Feet**
- **Design Speed: 25 mph (miles per hour)**
- **View Length Along Major Road: 280 Feet**

N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

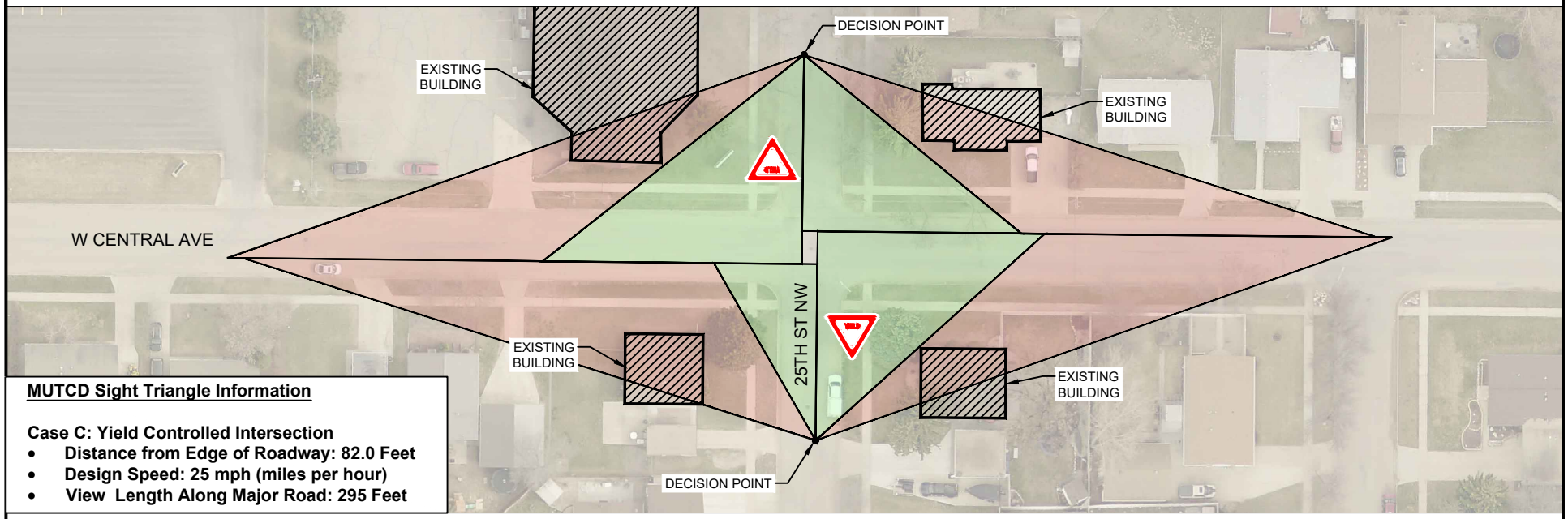
FOR YIELD AND STOP CONDITIONS

24TH ST NW @ 2ND AVE NW

DATE DRAWN: 02/20/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

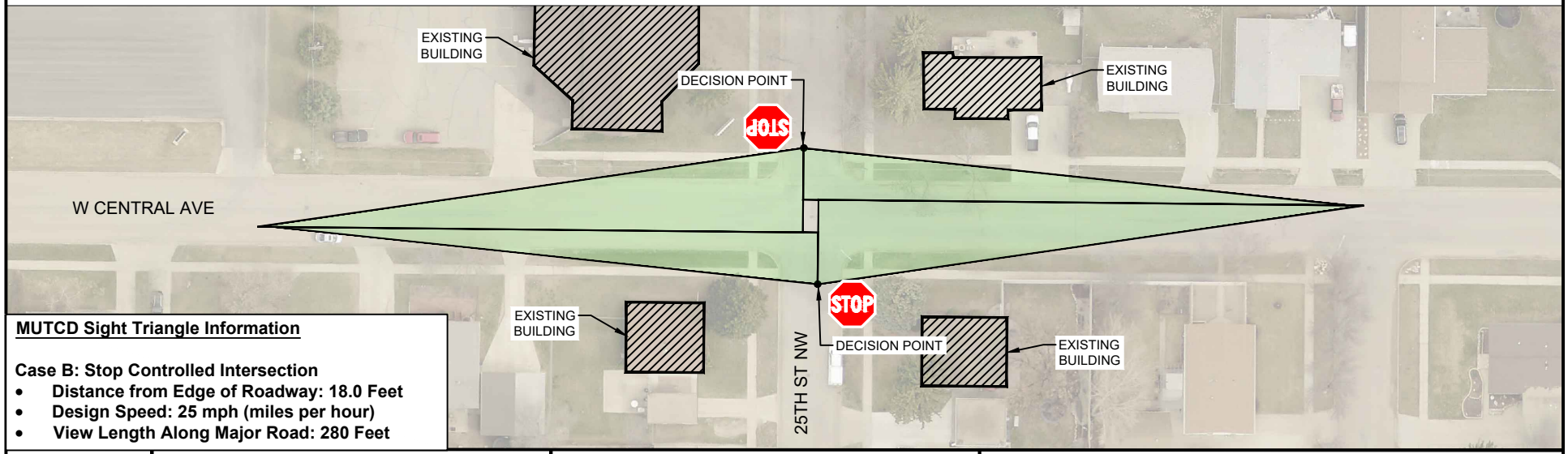


MUTCD Sight Triangle Information

Case C: Yield Controlled Intersection

- **Distance from Edge of Roadway: 82.0 Feet**
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- **View Length Along Major Road: 295 Feet**

CONDITION: DEPARTURE STOP CONTROL



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N W E S

Legend

Sight Triangle Obstructed View

Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

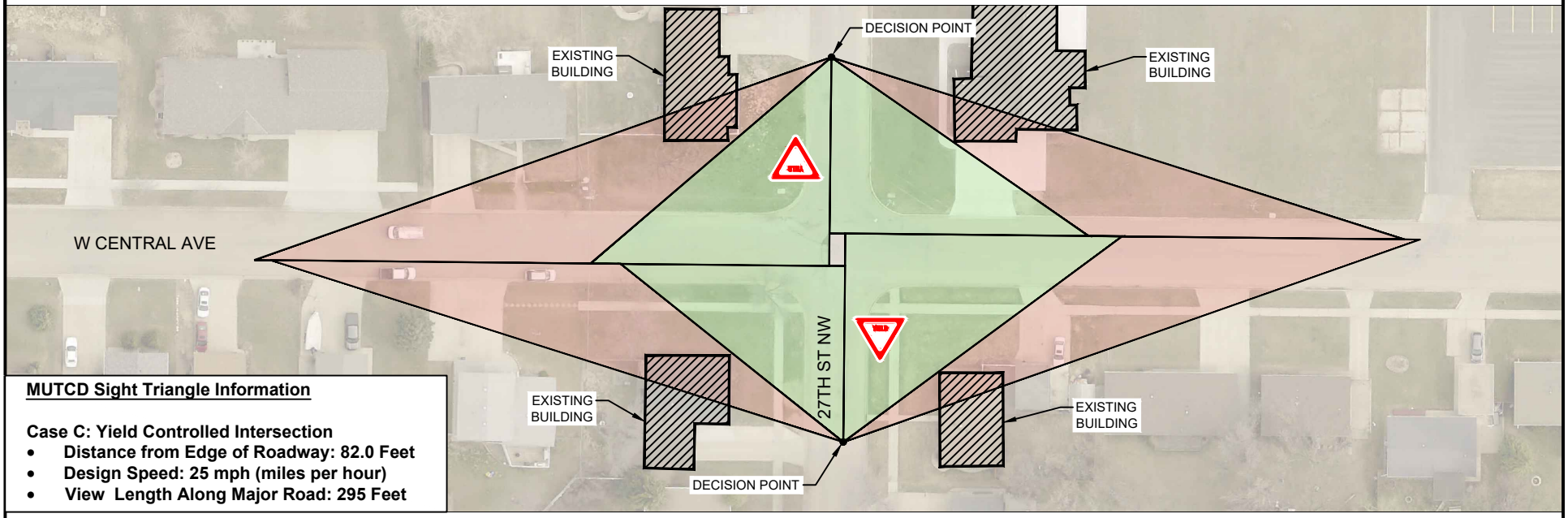
FOR YIELD AND STOP CONDITIONS

25TH ST NW @ W CENTRAL AVE

DATE DRAWN: 01/30/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

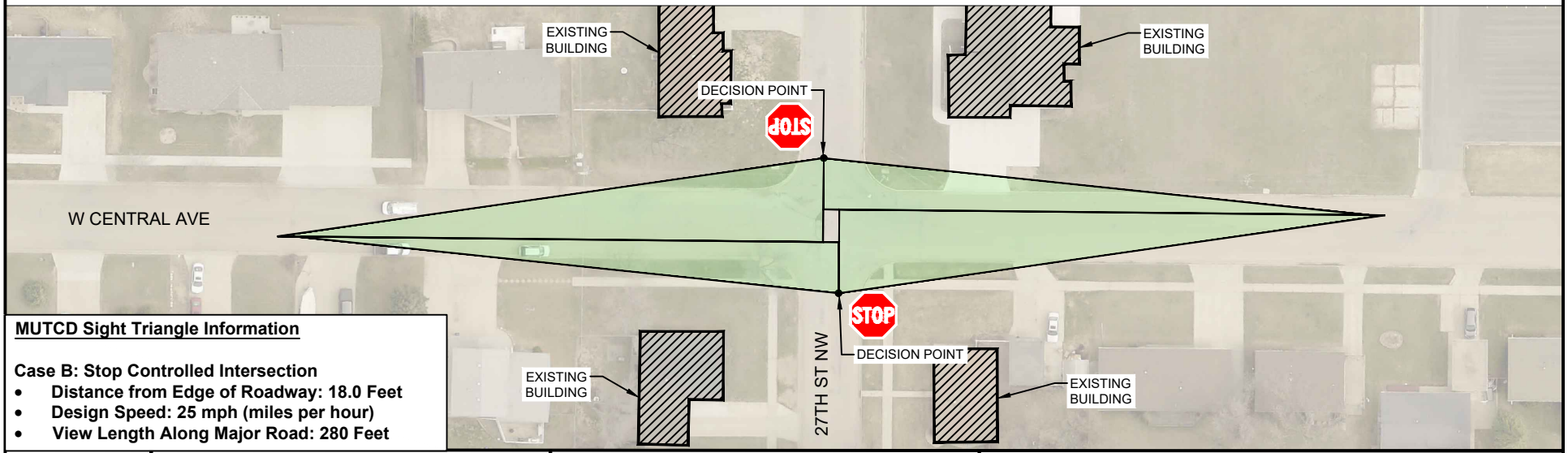


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Legend

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Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

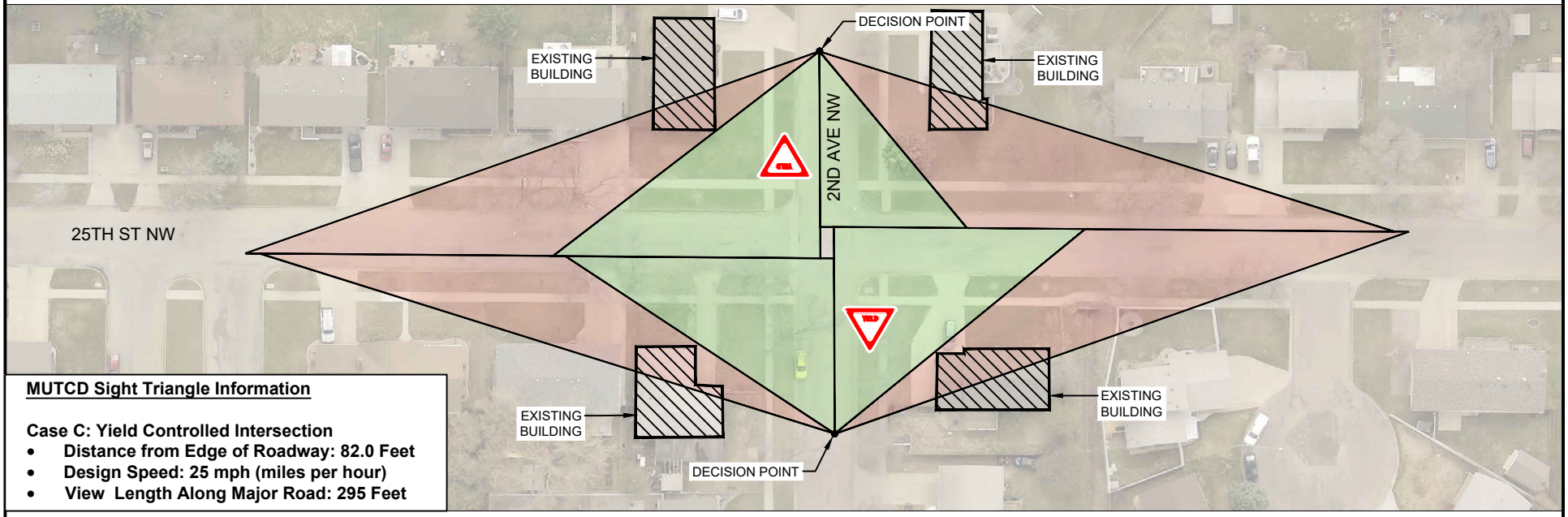
FOR YIELD AND STOP CONDITIONS

27TH ST NW @ W CENTRAL AVE

DATE DRAWN: 01/30/2024

City of Minot

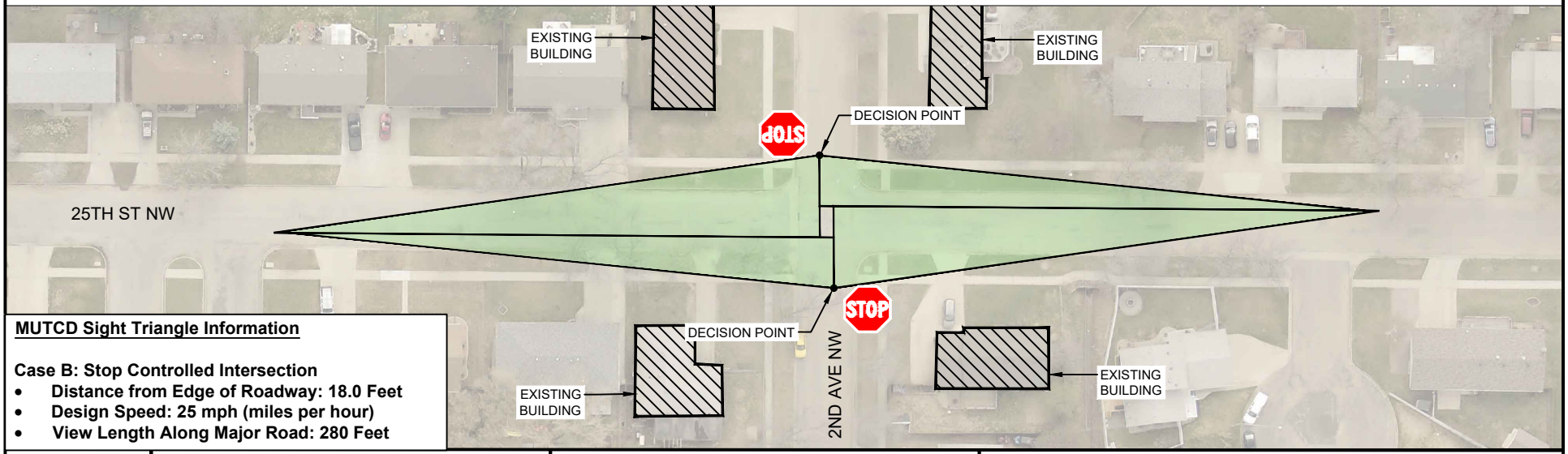
CONDITION: APPROACH YIELD CONTROL



MUTCD Sight Triangle Information

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Legend

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Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

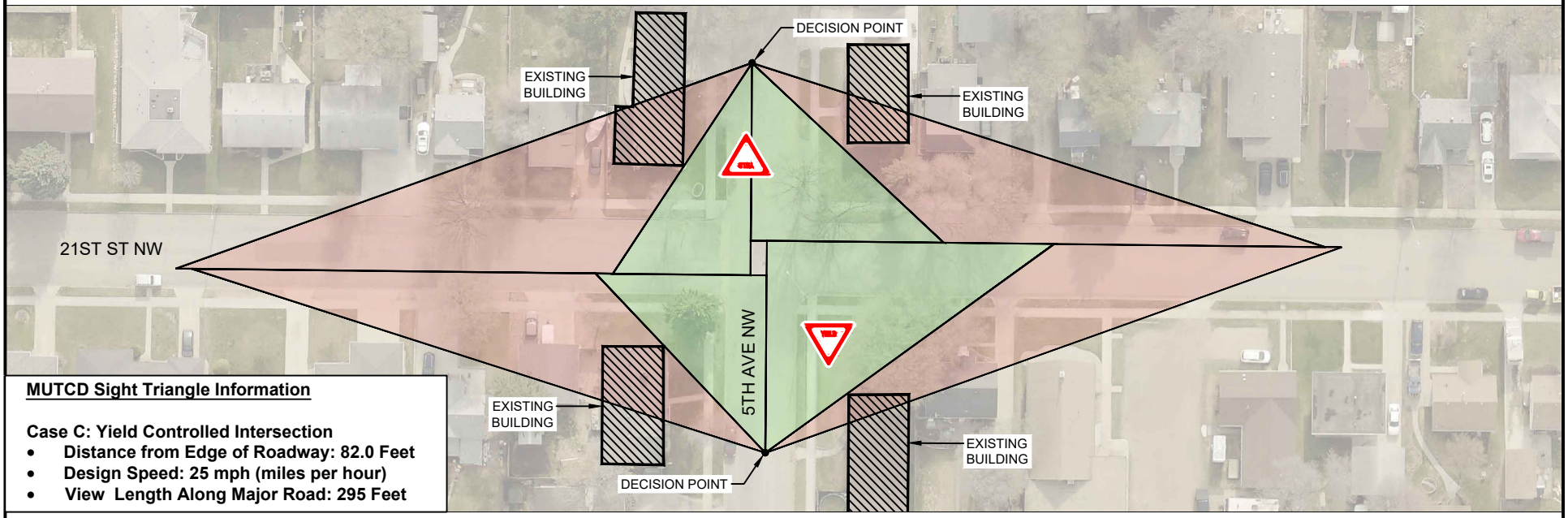
FOR YIELD AND STOP CONDITIONS

2ND AVE NW @ 25TH ST NW

DATE DRAWN: 02/20/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

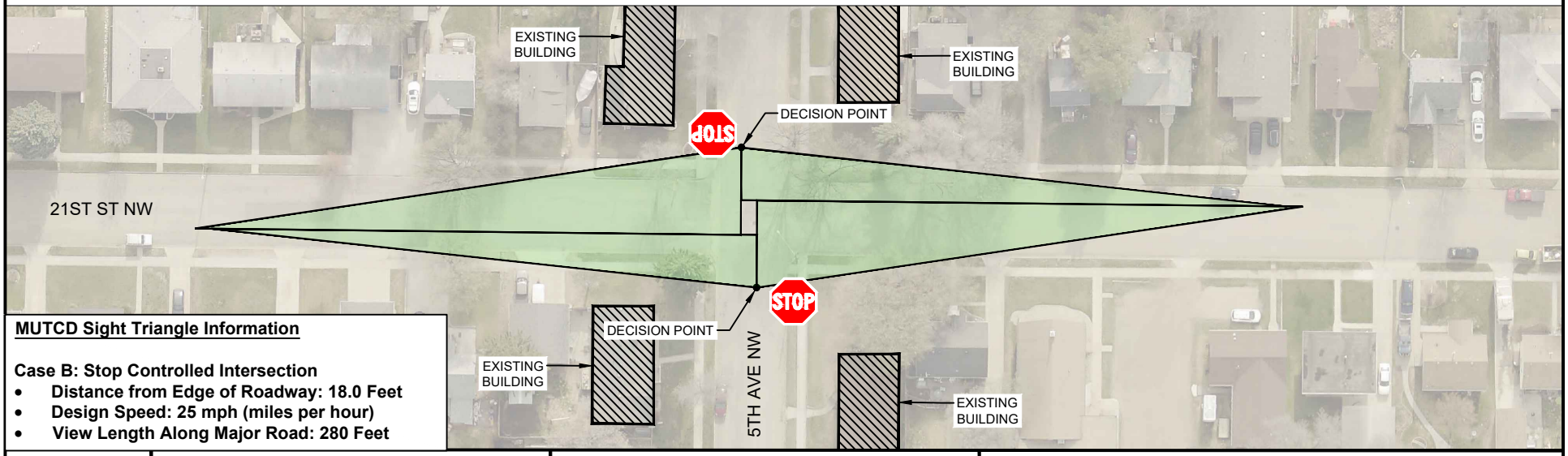


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Legend

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DEPARTURE SIGHT TRIANGLE

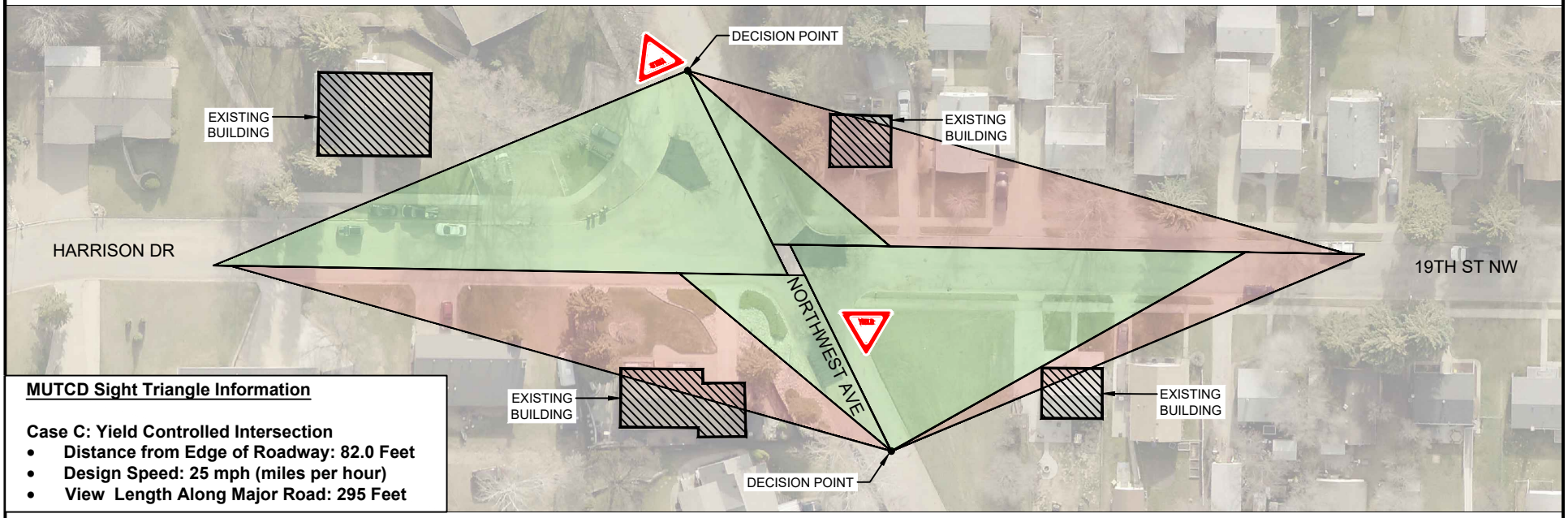
FOR YIELD AND STOP CONDITIONS

5TH AVE NW @ 21ST ST NW

DATE DRAWN: 02/20/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

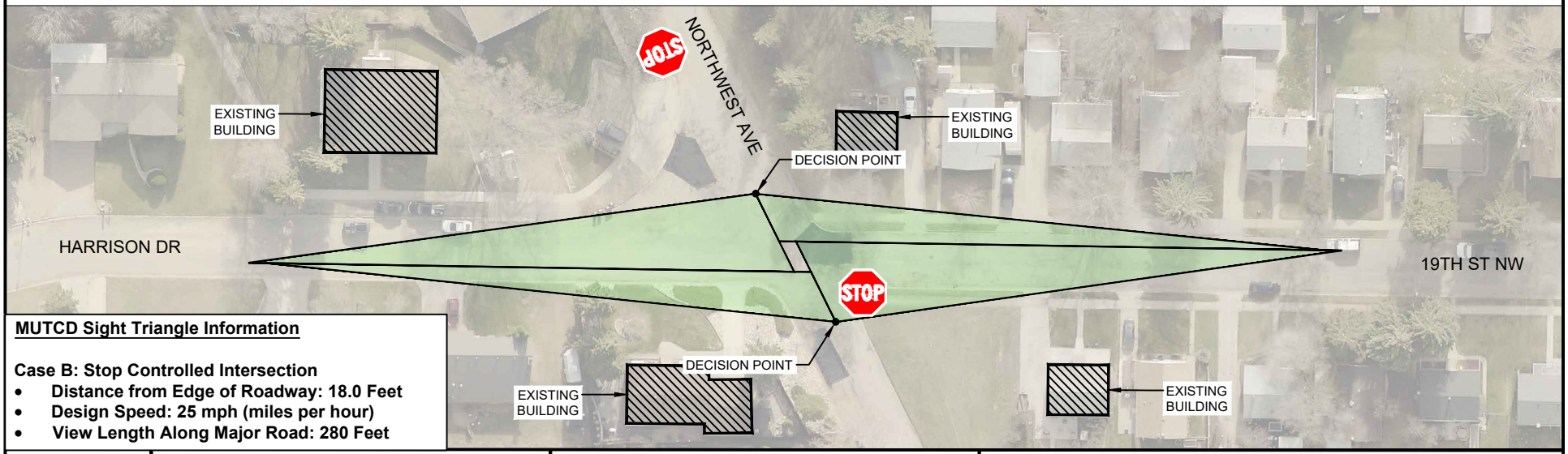


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DEPARTURE SIGHT TRIANGLE

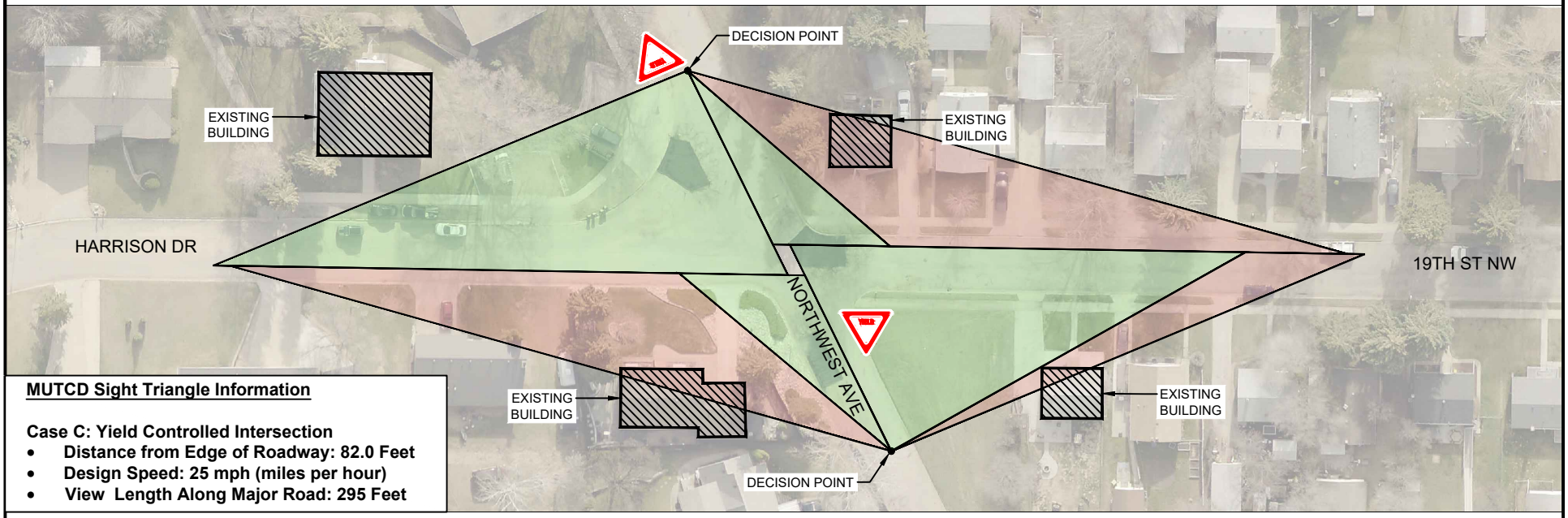
FOR YIELD AND STOP CONDITIONS

NORTHWEST AVE @ HARRISON DR

DATE DRAWN: 02/20/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

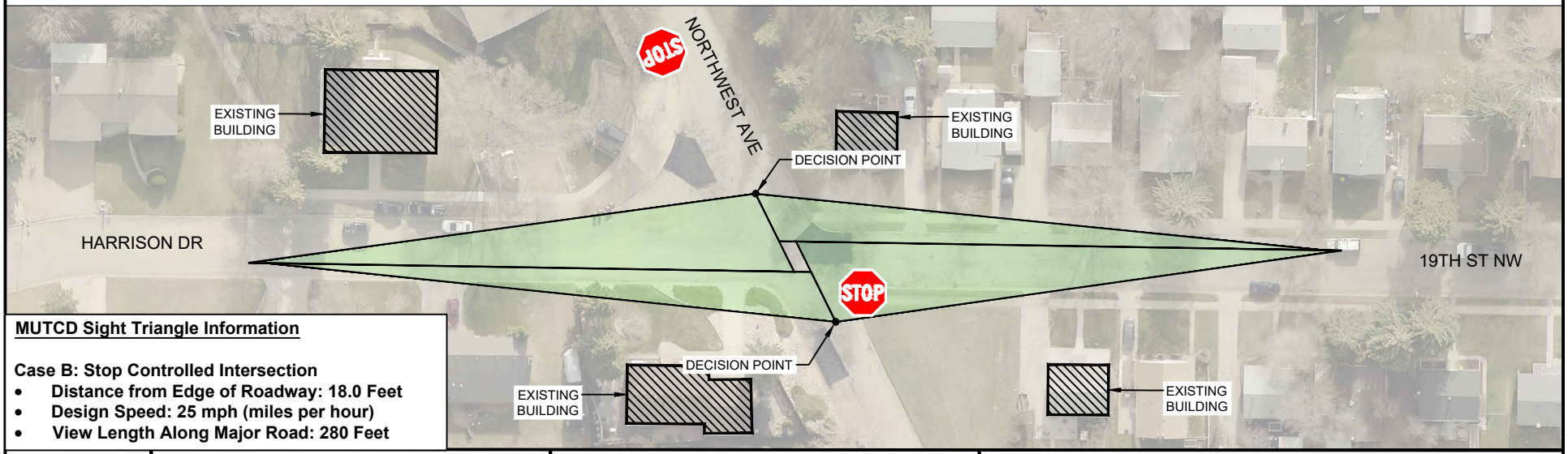


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DEPARTURE SIGHT TRIANGLE

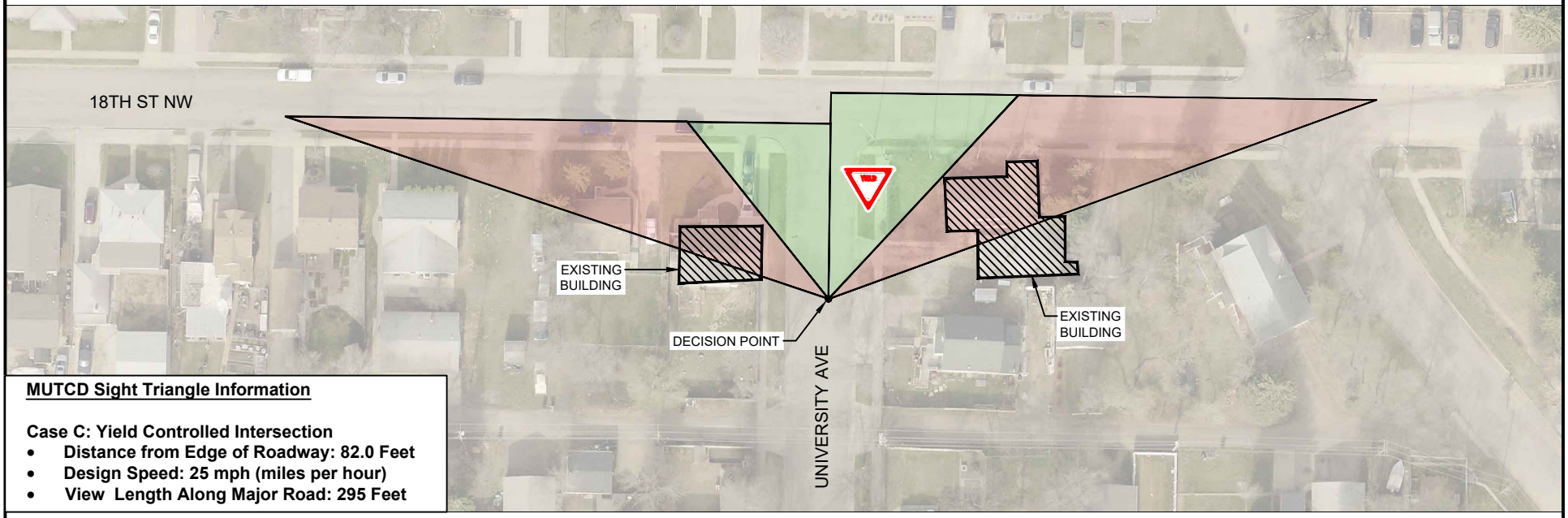
FOR YIELD AND STOP CONDITIONS

NORTHWEST AVE @ 19TH ST NW

DATE DRAWN: 02/20/2024

City of Minot

CONDITION: APPROACH YIELD CONTROL

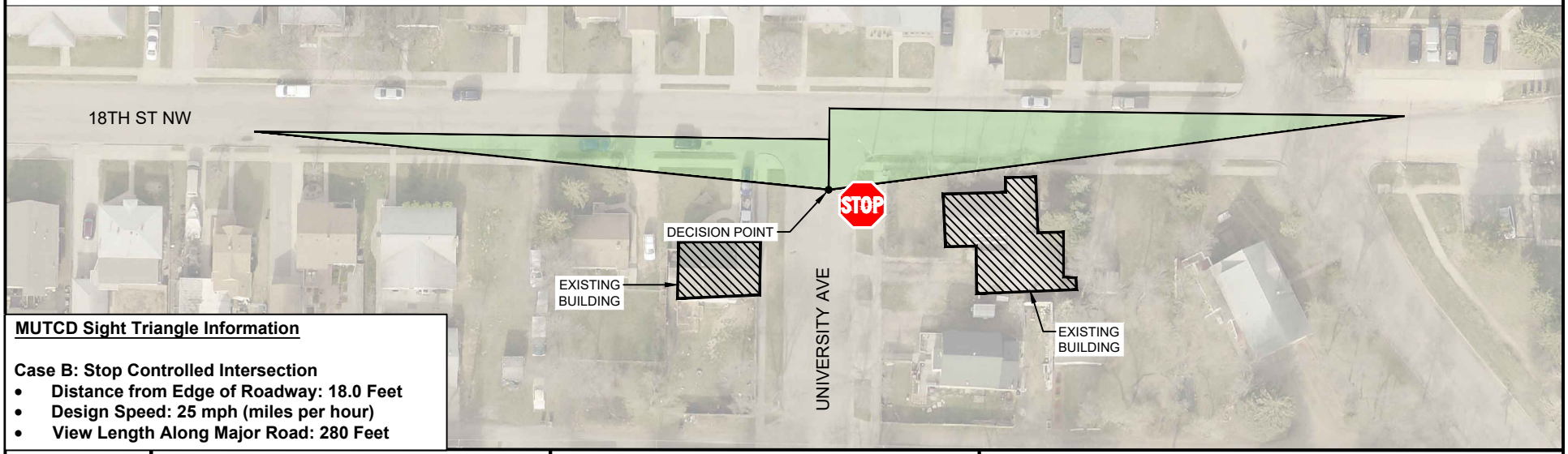


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Sight Triangle Available View

DEPARTURE SIGHT TRIANGLE

FOR YIELD AND STOP CONDITIONS

UNIVERSITY AVE @ 18TH ST NW

DATE DRAWN: 02/20/2024

City of Minot

ORDINANCE NO. _____

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

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

Section 1. The following described intersections are hereby removed to the list of City Council created traffic restrictions provided for in Section 20-2 (a) (2-f) – Yield Signs:

YIELD STREET	AT ITS INTERSECTION WITH
17th Street NW	5th Avenue NW
17th Street NW	University Avenue
18th Street W	W Central Avenue
18th Street NW	2nd Avenue NW
18th Street NW	5th Avenue NW
19th Street W	W Central Avenue
19th Street NW	5th Avenue NW
19th Street NW	7th Avenue NW
20th Street W	W Central Avenue
21st Street W	W Central Avenue
21st Street NW	5th Avenue NW
21st Street NW	7th Avenue NW
22nd Street W	W Central Avenue
22nd Street NW	2nd Avenue NW
22nd Street NW	5th Avenue NW
22nd Street SW	5th Avenue SW
23rd Street W	W Central Avenue
23rd Street NW	2nd Avenue NW
24th Street W	W Central Avenue
24th Street NW	2nd Avenue NW
25th Street W	W Central Avenue
27th Street W	W Central Avenue
2nd Avenue NW	25th Street NW
5th Avenue NW	21st Street NW
Northwest Avenue	Harrison Drive
Northwest Avenue	19th Street NW
University Avenue	18th Street NW

Section 2. The following described intersections are hereby added to the list of City Council created traffic restrictions provided for in Section 20-2 (a) (2-a) – Stop Signs:

STOP STREET	AT ITS INTERSECTION WITH
17th Street NW	5th Avenue NW
17th Street NW	University Avenue
18th Street W	W Central Avenue

18th Street NW	2nd Avenue NW
18th Street NW	5th Avenue NW
19th Street W	W Central Avenue
19th Street NW	5th Avenue NW
19th Street NW	7th Avenue NW
20th Street W	W Central Avenue
21st Street W	W Central Avenue
21st Street NW	5th Avenue NW
21st Street NW	7th Avenue NW
22nd Street W	W Central Avenue
22nd Street NW	2nd Avenue NW
22nd Street NW	5th Avenue NW
22nd Street SW	5th Avenue SW
23rd Street W	W Central Avenue
23rd Street NW	2nd Avenue NW
24th Street W	W Central Avenue
24th Street NW	2nd Avenue NW
25th Street W	W Central Avenue
27th Street W	W Central Avenue
2nd Avenue NW	25th Street NW
5th Avenue NW	21st Street NW
Northwest Avenue	Harrison Drive
Northwest Avenue	19th Street NW
University Avenue	18th Street NW

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

Section 4. Penalty Clause: The penalty for any violation of the provisions of the ordinance shall be in accordance with Section 1-8 of the City of Minot Code of Ordinances.

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

_____
Thomas Ross, Mayor

ATTEST:

_____
Mikayla McWilliams, City Clerk

TO: Mayor
Members of the City Council

FROM: Alderman Scott Burlingame

DATE: 4/1/23

SUBJECT: **MINOT COMMITTEE ON CHILDCARE REPORT AND RECOMMENDATIONS**

I. RECOMMENDED ACTION

A. City Council make recommendations on its priorities and assign City Staff and the Childcare future action.

II. DEPARTMENT CONTACT PERSONS

Alderman Scott Burlingame 701-429-0591

III. DESCRIPTION

A. Background

The Minot Committee on Childcare was convened by the governing body on March 23rd, 2023, with a focused mandate: to address the pressing childcare crisis gripping the city. Tasked with investigating the multifaceted impacts of this crisis, the committee delved into critical areas affecting Childcare in Minot. Through 16 meetings, the committee engaged in a comprehensive exploration, examining challenges from various angles.

B. Proposed Project

Address Childcare Crisis: Improve access, affordability, and quality of childcare services.

Support Economic Development: Strengthen workforce participation and attract talent by ensuring reliable childcare infrastructure.

Enhance Quality of Life: Enable parents to pursue opportunities while ensuring children receive proper care and education.

Streamline Processes: Simplify licensing, provide financial assistance, and offer guidance to childcare providers.

C. Recommendation

The recommendations provided in this report are made without prioritizing and the Committee on Childcare is requesting guidance from the Council.

IV. IMPACT:

A. Fiscal Impact:

Impacts are contingent on how Council decides to move forward. Given the economic impact of this issue Council could consider providing funding from the Magic Fund. There are likely a couple of different ways to include this in the Magic Fund given the recent guideline changes. It could be funded as a Council priority or through an economic development partnership. Any inclusion of funding will alter the balance of funding distribution of the Magic Fund programs.

V. CITY COUNCIL ASPIRATIONS

Assists with the aspirations of Dynamic and Flourishing, and Resilient and Prepared.

VI. ALTERNATIVES

A. Council could take action on some or all of the recommendations
B. Council could table the matter
C. Council could refine which of the findings are of interest and ask the committee to provide more detailed recommendations

VII. TIME CONSTRAINTS

There are no pressing time constraints for a decision of the Council.

VIII. LIST OF ATTACHMENTS

A. Childcare Whitepage

Minot White Page Report on Childcare

Prepared by Alderman Scott Burlingame, Chair of the Committee on Childcare

Introduction

The Minot Committee on Childcare was convened by the governing body on March 23rd, 2023, with a focused mandate: to address the pressing childcare crisis gripping the city. Tasked with investigating the multifaceted impacts of this crisis, the committee delved into critical areas including its effects on key workforce positions, local economic development, and the well-being of military families stationed at the Minot Air Force Base (MAFB). Through 16 meetings, the committee engaged in a comprehensive exploration, examining challenges from various angles, from presentations by Early Childhood Licensing to insights from providers, employers, and parents. Among the obstacles unearthed were pervasive staff shortages, informational gaps hindering potential providers, and daunting economic barriers deterring investment in childcare infrastructure.

Drawing upon their exhaustive review, the committee formulated a series of strategic recommendations to the City Council meticulously categorized into six pivotal areas. From empowering local economic development staff to spearhead support initiatives for prospective childcare providers to advocating for tax incentives and grants aimed at expanding childcare facilities, each recommendation aims to catalyze tangible progress in mitigating the childcare crisis gripping Minot. Moreover, the committee underscores the imperative of leveraging state resources and collaborating with educational institutions to nurture a robust childcare workforce pipeline.

Embedded within these recommendations is a profound commitment to fostering a nurturing environment wherein childcare providers thrive, families flourish, and the broader community prospers. With this report, the Minot Committee on Childcare presents not just a roadmap for action but a call for collective engagement, urging stakeholders to unite in safeguarding the well-being and future prosperity of Minot's youngest residents and their families.

The purpose of this summary is to present the recommendations of the Minot Committee on Childcare. The Minot Committee on Childcare was created by this body on February 6th, 2023 with the expressed purpose of be charged exploring the childcare crisis in Minot and making recommendations to the city council on:

- The current lack of childcare effects on the City's ability to fill key positions.
- The lack of childcares effects on local economic development.
- The lack of childcares effect on military families at the Minot AFB.
- How economic development funds can be leveraged to improve childcare options in Minot.
- Review current city ordinances regarding childcare and make recommendations on any needed changes or additions.
- Monitor and report on childcare related legislation in order to maximize the city's ability to
- respond to statewide incentives for childcare

- Explore efforts in other regional communities to address the childcare shortage, and make recommendations on the feasibility to those solutions in Minot
- Make other recommendations on how the city can improve the availability and affordability of childcare

Methodology

The committee conducted a comprehensive review, holding 16 separate meetings to learn about the childcare crisis from different perspectives. The topics of our meeting included, but are not limited to:

- Presentation from Early Childhood Licensing
- Challenges of Childcare on the MAFB
- Childcare Legislation Update
- City of Minot: Discussion on Various Codes
- Problems of Childcare in Minot Part 1: Providers Perspective
- Problems of Childcare in Minot Part 2: Employers Perspective
- Problems of Childcare in Minot Part 3: Parents Perspective
- Innovative Practices from other Communities (West Fargo, Watford City, Warren, MN and others)
- Leveraging Economic Development Funds for Childcare in Minot
- Exploring career development options in Minot

Challenges Identified

Staff Shortages: The average ND daycare employee wage is $10.50/hour. Providers reported problems with obtaining background checks and CPR certification that led to delays in hiring, ultimately resulting in potential childcare employees not being able to start.

Information: Providers consistently listed a need for needing improvement on the licensing process and communication between the City, the State licensing agencies, and the providers. Entrepreneurs who wished to become providers expressed a lack of understanding of where to go to get information about childcare services, business management, legal requirements, safety standards, and financing options.

Economics of Childcare: Providers and political providers consistently listed the problems with economics of childcare as being a significant barrier to becoming a provider or expanding the size of current operations. The barriers included high initial investment costs, limited availability of suitable properties, and zoning and regulatory restrictions.

Recommendations

The Committee on Childcare voted to present each of these recommendations to the City Council and to allow the Council to begin the process of prioritizing future action. The Committee looks forward to guidance from the Council and stands ready to respond to any questions the Council may have.

Recommendations of the Committee can be divided into 6 categories:

1) **Subject Matter Experts**
   a) We need to have someone local in Minot that can help that person navigate through renovations, etc. needed for their daycare space. Grants are available, but they are not easy to fill out. We need someone local that can help with this. Same with loans, they are great and available, but they are not easy to apply for.
   b) Help facilitate conversations with local businesses about how they can be of support to local childcare providers. For example, helping with payroll, donations, payroll services, loan help, etc.
   c) Propose an additional resource funds (whether part time/full time) to support the education, business acumen and resource guidance to prospective, upcoming, and current Child Care providers.
   d) Designate a city employee in planning, economic development, or community development to provide consistent and accurate guidance to prospective childcare providers.
   e) The city economic development staff should to be responsible for assisting new and expanding childcare within Minot.
   f) City planning staff work with the Childcare Committee to review the city's zoning code to remove barriers to home and commercial daycare facilities.
2) **Information**
   a) Resource Guide with step-by-step guide with links, contacts and helpful information. (A one stop shop if you will since we have learned state resources are passive in promotion.) with links, contacts and grant funding sources/organizations to assist in opening a qualified facility.
   b) ND Development Fund information distribution to current and potential Daycare operators.
   c) The City of Minot would host one "in person" event that would provide relevant information for potential childcare workers or providers regarding licensing requirements. The event would be recorded and placed on the City of Minot's website as a reference for future needs.
   d) Develop a childcare start-up guide to walk prospects through the city's process and including all other partners in the project/process so the path is clear for the prospective childcare providers.
3) **Grants (Economic Development funding)**
   a) $100,000 of MAGIC fund earmarked for annual distribution to childcare facilities who are looking to expand the number of children they are serving.
   b) Provide grants aimed at helping centers increase their infant care spots. These spots are the most expensive and hardest for providers to expand
   c) Create a grant program, using sales tax dollars, to incentivize current or potential childcare providers to build out spaces for infant care. The grant program would begin with $250,000. Details of the grant program would be similar to West Fargo's program. The City Council would determine which current fund the dollars would be re-allocated from.
   d) $50,000 of MAGIC fund earmarked for microgrants (less than $2000 each) to be used towards reimbursement for costs associated with training and licensing of childcare employees.
   e) Re-write of Magic Fund to include childcare facilities.
4) **Tax Break/Incentives (Commercial Facilities)**
   a) Make sure that daycare centers know about and apply for property tax credits.
   b) City Council should pass a resolution encouraging non-home based providers to apply for tax property exemptions available (but not currently being used).
   c) Give tax incentives to businesses whom have space for prospective childcare providers

d) When developing new residential areas offer incentives for encouraging the developer to include childcare space to be part of the project

5) Buildings and Space

a) Ground Leasing consideration: how can MPS buildings be utilized.
b) Space for home daycares to expand. Compile a list or have a realtor perhaps that could keep a list of locations where in-home daycares could expand and move into to grow their business to open more child care spots.
c) Reducing Barriers through zoning, permitting, and parking.
    (i) Waive permit fees and/or provide tax credits.
    (ii) Reduce parking and traffic requirements when feasible
    (iii) Evaluate current zoning and land use policies to provide more flexibility.
d) Partner with schools to offer space for child care providers. With our schools having open space available, being able to look at offering space to prospective providers.
e) With the latest proposal for the MPS Board to close McKinley/Bell Schools, potential to late at usage options for McKinley and what the options are there for affordable building use for startups.

6) Start Up/Staffing Costs (Background Checks & CPR/1st Aid fees)

a) If we want parents to get back into the workforce, we have to provide quality care in centers (and homes) which means we need to have quality staff and pay them well ($18-$20/hr). Centers need assistance with these wages though. Also,
b) Continue connections with MSU and our local high schools to keep bringing young people into this field.
c) Support and propose more extensive childcare bills for the next legislative session including support for the state to subsidize daycare worker wages and offer benefits
d) Explore further options to support workforce needs by tag teaming with Early Developmental programs similar to Caleb Heilman's approach. With incentives through possible scholarship programs with MSU
e) CPR/First aid run through the fire department.
f) Help licensed daycares with background checks.
g) Assist provider with CPR Certification (possibility using the Minot Fire Department). CPR and 1st aid is $75 per staff through Trinity. This doesn't seem like much but it adds up really fast due to turn over. The state also just put into place that all staff have to be CPR and 1st aid certified before they can start working, so waiting for Trinity to offer the training makes it harder to hire new staff and get them started.

In addition, it was recommended the City of Minot explore collaboration with the State of North Dakota to access child care assistance dollars for City of Minot employees.

Childcare Committee Members

Keli Rosselli-Sullivan – MACEDC Workforce Development/Military Liaison
Shelbi Lawson – Childcare Provider
Bekka Oswill – Childcare Provider/Parent
Heather Cymbaluk – Companions for Children Executive Director/Parent
Harold Stewart – City Manager, Economic/Employer Impact/Parent
Doug Diedrichsen – City Employee/ Code/Ordinance
Terry Schumalz – Employer Representative, Hess Corporation HR/ Parent
Lisa Olson – City Council member/Retired School Administrator
Amy Jenkins – Childcare Licensing Specialist with the State of ND/Parent/Business Owner
Scott Burlingame – Chairman/City Council member

Former Members
Kevin Cross – Childcare Provider
John Van Dyke – City Employee

MAGIC Fund Screening Committee

Annual Compliance Report

2023

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Schedule of Revenues, Expenditures and Changes in Fund Balance, Budget to Actual 6

Brady Martz and Associates Reports 7

Report from the Chair:

MAGIC FUND BALANCE AND FUNDS SPENT

The MAGIC Fund Screening committee held two meetings during 2023. In the February meeting, the committee approved the Souris Basin Planning Council request for $805,300 to fund their Business Accelerator Fund (BAF) which provides the local match for the Bank of North Dakota Flex PACE program. Under the guidelines for the fund in place at the time of the request, this request level was the maximum amount of funding that could be provided. As "higher for longer" continues to be a theme in the world of interest rates, we will likely see continued use of the PACE programs to lower interest rates for commercial projects in town. These are great programs for borrowers that ANY business in our trade area can take advantage of, either through direct MAGIC Fund requests or through the BAF with the Souris Basin Planning Council. The BAF funding that has been approved to date has been utilized to help 34 businesses (primarily in Minot) with projects that fit the parameters for the BND Flex PACE program, resulting in just over $24 million in BND investment in our community through their match. This is a great deal for our local small business community, and I think it is a very good use of MAGIC Fund dollars.

In September the committee approved a request from Hot Switch Heating Systems LLC for a forgivable loan in the amount of $215,384.65 to take advantage of a BND PACE loan (BND's share was $400,000). This is a pretty common type of request for the MAGIC fund and will create 3 jobs within the first two years.

There have been several continuing economic "trends of encouragement" in our community that continued to play out in 2023. Sales tax collections YoY were up approximately 3.33% for the year, and sales tax collections into the Special Revenue Fund were up over budget by approximately 20.18%. In addition, other local economic metrics have showed strength over the course of the year as well (hotel occupancy, real estate prices, airport boardings). My biggest worries both in my day job as a banker and as a concerned community member center around the impacts of prolonged inflation and a workforce shortage. It's undoubtedly true that the average citizen of this community (and many communities across the country) is feeling the impacts of inflation. A recent reading of the Gallup Economic Confidence Index showed that nationally confidence has been slowly rising but remains quite pessimistic.[i] This can be concerning to our business community, who faces rising costs of goods and labor (our unemployment numbers would indicate a shortage), and if consumer spending slows down it'll be a very tough environment to thrive in (a problem that would not be unique to Minot). Our committee and the City Finance Department will need to stay on top of things, as prolonged economic stress could lead to issues with compliance with any outstanding Business Incentive Agreements and/or solvency issues for these entities.

PERFORMANCE of JOB DEVELOPMENT AGREEMENTS

Brady Martz and Associates, P.C. was retained to independently verify the performance criteria required of Fund participants. The agreed-upon procedures report focused on the development agreement with Kalix. As a result of the procedures performed, it was determined that Kalix fell short of the minimum hour agreement, which resulted in a required payment of $11,084.22 to the City of Minot. This is the third year in a row that a payment of this approximate amount has been required due to the findings reported by Brady Martz. Brady Martz has also been engaged to perform AUPs on development agreements with LPND1 and United Pulse Trading for 2023. The results of those procedures were not available at the time of this report.

SUPPORTING SERVICE CONTRACTS

The Minot Area Chamber EDC is a non-profit organization engaged by the City of Minot to assist with economic development. Its board of directors consists of volunteers from the local business community, representatives from the City of Minot, Ward County, Minot State University, Minot Air Force Base, and other public agencies with an interest in economic development.

The MAGIC Fund supported Chamber EDC through direct payments again in 2023 as it has for many years. The total amount of this support was $608,770 in direct payments from the MAGIC Fund for economic development. In addition to this support, the MAGIC Fund also has a smaller service agreement with the Souris Basin Planning Council in the amount of $15,000.

DENIED APPLICATIONS

The MAGIC Fund screening committee did not deny any applications in 2023. Note that going forward under the new guidelines the lead agency must believe an application "has merit" to move said application along.[ii] Because of this, there may be applications that are denied before getting to the screening committee. Accordingly, we will only be able to report on applications that are denied at the screening committee level.

FINANCIAL AND MANAGEMENT HEALTH OF THE MAGIC FUND

The "Sales Tax Economic Development" Fund (of which the MAGIC Fund is a subsect) has an end of year unrestricted cash position of $7,937,221, and a total fund balance of $10,644,260. In 2022 these numbers totaled $8,736,242 and $10,941,904 respectively. The slight decreases in both are largely due to increases in the reserve for loan losses, in which façade improvement loans were fully

reserved for during the year. The special revenue fund that houses the MAGIC fund has other activities flowing through it, and as such I cannot comment on those actions, however the MAGIC fund maintains a healthy cash position going into 2024.

I said this in my 2023 report, and I want to emphasize it again in 2024, as the chair of the committee, it is my foremost goal to ensure that all funds appropriated out of the MAGIC Fund are either paid back or forgiven as agreed at the time that these requests are formally approved. These dollars came into the fund courtesy of the taxpayers of our local trade area, and we need to ensure that we are good and trustworthy stewards of these dollars. At the same time, as community leaders I'd like to challenge everyone to work towards utilizing these dollars for the economic benefit of our community. Outside of the funds being utilized by Souris Basin, we only had one request for all of 2023. While there may be several reasons for this that have nothing to do with the MAGIC fund, the community doesn't really benefit from the funds sitting in the bank and not being deployed in ways that promote a healthy local economy. As much as I am not a morning person, I hope that we have a need for more than two meetings for 2024.

Lastly, I wanted to take a moment to discuss the guidelines that I believe have changed recently. Our board will need to get up to speed with these guidelines to ensure that we have a working understanding of the expectations and goals that those guidelines are striving for. It is also a great opportunity for our group to really zero in and target approved contributions toward the types of projects that net the best possible "wins" for our community.

Respectfully submitted on behalf of the MAGIC Fund Screening Committee,

Jordan Nelson, Chairman

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[i] Economic Mood Improves, but Inflation Still Vexing Americans (gallup.com)

[ii] Minot Area Growth By Investment And Cooperation Fund Guidelines as amended Dec. 18, 2023.

"If the lead agency believes that the application has merit, it may negotiate financial terms with the applicant to include performance and measurable benchmark standards."

MAGIC Fund Screening Committee Members as of December 2023

Professional	Employment	Original Appointment	Expiration of Term
Jordan Nelson, Chairman	Peoples State Bank of Velva	October 2021	June 2026
Labor			
Todd Harris	Logical Control Systems, LLC	June 2022	June 2025
Kevin Seehafer	Minot Plumbing & Heating	May 2022	April 2025
Business			
Todd Telin	KMOT/Fox TV	June 2022	June 2025
Trade Area			
Travis Mowbray	Mowbray & Son, Inc	December 2020	December 2023
Finance			
Dan Ternes	Sign D'zyn	September 2022	June 2025
Kelly Perrin	United Community Bank of ND	June 2021	June 2024

City of Minot, North Dakota
Balance Sheet
Sales Tax Economic Development
December 31, 2023
With Comparative Totals for December 31, 2022
(Preliminary & Unaudited)

		Dec 31, 2023	Dec 31, 2022
ASSETS			
Current Assets			
Cash and Investments		$ 7,937,221	$ 8,736,242
Restricted Cash and Investments			
SBPC PACE Revolving Loan Fund for Interest Buydowns	$ 733,153		
Visit Minot Tourism Recovery & Resilience	94,968		
Total Restricted Cash and Investments		828,121	735,489
Intergovernmental Receivable		116,208	155,387
Current Loans Receivable			
Cypress Development		539,850	539,850
Kalix		25,200	12,600
LPND1		626,000	313,000
Stevens Welding		25,714	25,714
United Pulse Trading		53,846	-
Hot Switch Heating Systems, LLC		71,795	-
Allowance for Loans Receivable @ 20%		(2,655,075)	(1,896,404)
Total Current Assets		7,568,880	8,621,878
Noncurrent Assets			
Loans Receivable			
Cypress Development		1,000,000	1,000,000
Kalix		-	12,600
LPND1		939,000	1,252,000
Mouse River Players		63,998	63,998
Bradley 5 Properties, LLC		100,000	-
Stevens Welding		102,857	102,857
United Pulse Trading		215,385	-
Hot Switch Heating Systems, LLC		143,590	-
JK Hurt Rentals, LLC		100,000	-
Auslander, LLC		180,000	-
S-J One Eleven, LLC		145,987	-
Margie's Art Glass Studio		84,563	-
Total Noncurrent Assets		3,075,380	2,431,455
Total Assets		$ 10,644,260	$ 11,053,333
LIABILITIES			
Accounts Payable		$ -	$ 111,429
Total Liabilities		-	111,429
FUND BALANCE			
Committed for MAGIC Fund		$ 6,763,200	$ 8,053,115
Committed for City Economic Development		3,881,060	2,888,789
Total Fund Balance		10,644,260	10,941,904
Total Liabilities and Fund Balance		$ 10,644,260	$ 11,053,333

City of Minot, North Dakota
Schedule of Revenues, Expenditures and Changes in Fund Balance, Budget to Actual
Special Revenue Fund
December 31, 2023
With Comparative Totals for December 31, 2022
(Preliminary & Unaudited)

	Sales Tax Economic Development				
REVENUES	**Original Budgeted Amounts**	**Final Budgeted Amounts**	**Dec 31, 2023 Actual Amounts**	**Variance with Final Budget**	**Dec 31, 2022 Actual Amounts**
Sales tax collections	$ 1,650,000	$ 1,650,000	$ 1,983,048	$ 333,048	$ 1,919,126
Intergovernmental	-	55,350	-	(55,350)	-
Interest income	-	-	382,422	382,422	78,671
Rents and royalties	-	-	1,000	1,000	-
Miscellaneous	-	-	336,494	336,494	720,545
Total revenues	1,650,000	1,705,350	2,702,964	997,614	2,718,342
EXPENDITURES					
Current					
Auditors	-	-	950	(950)	1,500
Consultants	1,426,583	1,194,583	652,791	541,792	554,898
Banking and credit card fees	-	-	60	(60)	50
Department supplies and materials	-	-	-	-	8
Books and subscriptions	-	-	4,500	(4,500)	4,500
Community contributions	-	2,451,501	1,705,186	746,315	1,028,119
Total expenditures	1,426,583	3,646,084	2,363,487	1,282,597	1,589,075
Excess (deficiency) of revenues over (under) expenditures	223,417	(1,940,734)	339,477	2,280,211	1,129,267
OTHER FINANCING SOURCES (USES)					
Transfers out	(223,417)	(590,836)	(637,121)	(46,285)	(228,540)
Total other financing sources (uses)	(223,417)	(590,836)	(637,121)	(46,285)	(228,540)
Net change in fund balance	$ -	$ (2,531,570)	(297,644)	$ 2,233,926	900,727
Fund balance, January 1			10,941,904		10,041,177
Fund balance, December 31			$ 10,644,260		$ 10,941,904

BradyMartz

NDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

City of Minot
515 2nd Ave SW
Minot, ND 58701-3854

Minot Vocational Adjustment Workshop, Inc. dba Kalix
P.O. Box 1030
Minot, ND 58702-1030

We have performed the procedures enumerated below on the accounting records and transactions, in accordance with the Development Agreement between Minot Vocational Adjustment Workshop, Inc. dba Kalix and the City of Minot, dated June 3, 2014, for the period of June 1, 2022 to May 31, 2023. Kalix's management is responsible for the accounting records and transactions.

The City of Minot has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose with respect to the accounting records and transactions. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

- From the payroll summary report and review of employee timecards for all employees who coded time to the recycling department from June 1, 2022 to May 31, 2023, we determined if:

  - The employees' I-9 was properly completed.
  - The employees' W-4 was properly completed.
  - Payroll data existed to support hours worked per employee.

  No exceptions were noted as a result of the procedures performed.

- We performed verification testing to determine if Minot Vocational Adjustment Workshop, Inc. dba Kalix met the minimum hour commitment (30,000) from June 1, 2022 to May 31, 2023 as specified in the Development Agreement by:

  - Reviewing timecard detail and payroll reports generated from Kalix's payroll software for employees who coded time to the recycling department to determine the number of hours worked in the recycling department for the year.
  - Tracing timecard detail to hours reported on actual paystubs for ten percent of employees who coded time to recycling for six pay periods (two selected).
  - Reviewing hour allocations made by management for those employees who work in multiple departments to determine if the allocations were performed properly.

  We calculated total hours worked in the recycling department to be 3,609. This results in a required payment of $11,084.22 ($0.42 per hour under the 30,000 requirement), to be paid by Minot Vocational Adjustment Workshop, Inc. dba Kalix, to the City of Minot.

We were engaged by the City of Minot to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an audit or review, the objective of which would be the expression of an opinion or conclusion. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Kalix and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the use of the City of Minot and Minot Vocational Adjustment Workshop's management and Board of Directors and is not intended to be and should not be used by anyone other than these specified parties.

Brady Martz

BRADY, MARTZ & ASSOCIATES, P.C.
MINOT, NORTH DAKOTA

January 25, 2024