

City of Minot

Regular City Council Meeting
Monday, April 15, 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

3.1. PROCLAMATIONS

Documents:

[ARBOR DAY PROCLAMATION 2024.PDF](#)
[PARKINSONS WEEK 2024 PROCLAMATION.PDF](#)
[MSU POWWOW 2024 PROCLAMATION.PDF](#)

4. CITY MANAGER'S REPORT

Documents:

[4-15-2024 CITY MANAGER REPORT.PDF](#)
[03-MARCH 2024 MONTHLY.PDF](#)

5. CONSIDER THE REPORT OF THE PLANNING COMMISSION

Documents:

[4 \(APR\) RECOMMENDATIONS 2024.PDF](#)

5.1. PUBLIC HEARING: ANNEXATION & ZONING MAP AMENDMENT - CHS INC.

Presented by Doug Diedrichsen

Public hearing request by Scott McClelland representing CHS, Inc., owner for a request of zone change and annexation for Outlots 26 & 27 of the north half of the southwest quarter less highway right-of-way Section 21, Township 155, Range 82 and Outlot 28 and the West half of Outlot 29 lying in the southeast quarter less highway right-of-way Section 21, Township 155, Range 82, County of Ward, North Dakota. The purpose of the request is the construction of a new truck maintenance facility to replace the existing facility.

The subject property address is 4815 Burdick Expressway East and three (3) unaddressed parcels to the west of that address.

It is recommended City Council approve the following in alignment with the Planning Commission recommendation:

- 1. An ordinance on first reading for a zoning map amendment; and**
- 2. An ordinance on first reading to annex the subject property.**

Documents:

[2024-02-03 - ZONING MAP AMENDMENT - CHS.PDF](#)
[2024-02-03 - ANNEXION - CHS.PDF](#)

5.2. PUBLIC HEARING: TEXT AMENDMENT - 2024 SPRING ORDINANCE CLEAN-UP
Presented by Doug Diedrichsen

Public hearing request by Brian Billingsley, Community Development Director for a text amendment to the Land Development Ordinance of the City of Minot.

The proposed code changes pertain to the following sections: Table 9.1-2 to allow additional sign square footage for building with five (5) or more stories in the "CBD" Central Business District and "P" Public District, Section 4.1-6 C clarifying language regarding Sales or Service of Industrial, Agricultural, and Construction Equipment and Semi-Trucks; Section 10.3-13. B. 3. Clarifying language regarding public utilities easements. Chapter 2.3. Adding a definition for Pet Overnight Boarding Facilities (Up to 5) and Pet Overnight Boarding Facilities (6+), use categories will be added to the Use Table in the Minot Land Development Ordinance for both of these new uses; Section 4.1-6. N-O clarifying language concerning Kennels and Veterinary Clinics with Overnight Boarding Facilities and adding language regarding Pet Boarding Facilities.

It is recommended City Council approve an ordinance on first reading for a zoning text amendment in alignment with the Planning Commission recommendation.

Documents:

[2024-02-04 TEXT AMENDMENT - SPRING CLEAN-UP.PDF](#)

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

It is recommended City Council approved the minutes of the April 1, 2024, Regular City Council meeting and the April 9, 2024, Board of Equalization meeting.

Documents:

[04012024 COUNCIL MEETING MINUTES.PDF](#)
[04092024 CC BOARD OF EQUALIZATION MEETING MINUTES.PDF](#)

6.2. ORDINANCES

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

- 1. Ordinance No 5952 - 2024 BA - 2024 Watermain Replacement Award of Bid**
- 2. Ordinance No 5953 - 2024 BA - Hydro-Excavator Jetter**

3. **Ordinance No 5954 - 2024 BA - Transit Transfer Center (2023660001)**
4. **Ordinance No 5955 - Yield Signs to Stop Signs - Multiple Locations**

Documents:

[ORDINANCE NO 5952 - 2024 BA - 2024 WATERMAIN REPLACEMENT AWARD OF BID.PDF](#)
[ORDINANCE NO 5953 - 2024 BA - HYDRO-EXCAVATOR JETTER.PDF](#)
[ORDINANCE NO 5954 - 2024 BA - TRANSIT TRANSFER CENTER \(2023660001\).PDF](#)
[ORDINANCE NO 5955 - YIELD SIGNS TO STOP SIGNS - MULTIPLE LOCATIONS.PDF](#)

6.3. ADMINISTRATIVE APPROVALS

It is recommended City Council ratify the following Administrative Approvals.

Documents:

[ADMIN APPROVALS 04152024.PDF](#)

- 6.4. MINOR SUBDIVISION PLAT: COMMERCIAL WEST 2ND ADDITION
Presented by Doug Diedrichsen, Principal Planner

RECOMMENDED ACTION

It is recommended City Council approve a minor subdivision plat in ATTACHMENT A to create Commercial West 2nd Addition.

Documents:

[CC MEMO COMMERCIAL WEST 2ND ADDITION.PDF](#)
[ATTACHMENT A - COMMERCIAL WEST 2ND ADDITION.PDF](#)

- 6.5. AUTHORIZE ADVERTISEMENT FOR AUCTION/DEMOLITION OF FLOOD BUYOUT PROPERTIES
Presented by Chris Plank

RECOMMENDED ACTION

It is recommended City Council authorize advertisement for auction and/or demolition of the property located at 1623 8th Ave SE, Minot, ND 58701.

Documents:

[CITY COUNCIL MEMO - AUCTION-DEMO MEMO 4-15-24.PDF](#)

6.6. 2024 STRUCTURE DEMOLITION/SITE RESTORATION CONTRACT AWARD – 309 1ST AVE NE

Presented by Chris Plank

RECOMMENDED ACTION

It is recommended City Council approve and authorize the Mayor to sign a contract with Dig It Up Backhoe Services, Inc. for structure demolition /site restoration located at 309 1st Ave NE, Minot ND 58701 in the amount of \$32,400.

Documents:

[CITY COUNCIL MEMO - DEMOLITION AWARD 4-15-24.PDF](#)
[AWARD LETTER 309 1ST AVE NE STRUCTURE DEMOLITION 3755.22.PDF](#)
[DEMOLITION AGREEMENT 309 1ST AVE NE STRUCTURE DEMOLITION 3755.22.PDF](#)

6.7. FY2023 LOCAL EDWARD BYRNE JUSTICE ASSISTANCE GRANT

Presented by Captain Justin Sundheim

RECOMMENDED ACTION

- 1. It is recommended City Council approve the acceptance of the FY 2023 Local Edward Byrne Memorial Justice Assistance Grant (JAG);**
- 2. Authorize the Mayor to sign the Memorandum of Understanding; and**
- 3. Pass an ordinance to amend the 2024 annual budget to increase the Police Department operation supplies and capital revenues and expenditures for the FY2023 Edward Byrne JAG Grant.**

Documents:

[FY23 JAG GRANT COUNCIL MEMO.PDF](#)
[2023 JAG MOU.PDF](#)
[16. 2024 BA - EDWARD BYRNE JAG GRANT.PDF](#)

6.8. CONSULTING ENGINEERING - PRAIRIE ENGINEERING TASK ORDER (4782)

Presented by Stephen Joersz

RECOMMENDED ACTION

- 1. It is recommended City Council approve a task order for Prairie Engineering to provide engineering support services for street lighting and traffic signals as requested by the Engineering Department;**
- 2. Approve a task order for Prairie Engineering to provide**

construction engineering services for Street Lighting District 65; and

3. Authorize the Mayor to sign the task orders.

Documents:

[PRAIRIE ENGINEERING TASK ORDER MEMO 4782.PDF](#)
[24016 TASK ORDER NO1 - 2024 WORK.PDF](#)
[24016 TASK ORDER NO2 - STREET LIGHT DISTRICT 65.PDF](#)

6.9. NDDOT COMMUNITY WAYFINDING AGREEMENT

Presented by Stephen Joersz

RECOMMENDED ACTION

It is recommended City Council approve the Community Wayfinding Agreement with the North Dakota Department of Transportation; and authorize the Mayor to sign the agreement.

Documents:

[4620 WAYFINDING NDDOT AGREEMENT.PDF](#)
[COMMUNITY WAYFINDING SIGNING AGREEMENT_MINOT.PDF](#)

6.10. CORRECTED RATES AND CHARGES RESOLUTION

Presented by Jennifer K, Eckman, Airport Director

RECOMMENDED ACTION

It is recommended City Council approve the corrected rates and charges resolution and authorize the Mayor to sign the corrected resolution.

Documents:

[1. CORRECTED 2024 AIRPORT RATES AND CHARGES RESOLUTION - COUNCIL MEMO.PDF](#)
[1 - AIRPORT RATES AND CHARGES CORRECTED RESOLUTION 2024.PDF](#)
[1. AIRPORT RATES AND CHARGES CORRECTED RESOLUTION 2024 - REDLINE.PDF](#)

6.11. PROPERTY MAINTENANCE SMALL ARTICULATING LOADER – BUCKET EXCHANGE (4768)

Presented by Jason Sorenson

RECOMMENDED ACTION

1. It is recommended City Council approve the exchange of the

small articulating loader winged blade attachment for a bucket attachment; and

- 2. Approve a budget amendment allocating funds for the trade-in value and the purchase of the bucket attachment.**

Documents:

[4748 - MEMO TO COUNCIL - SMALL LOADER - BUCKET EXCHANGE.PDF](#)
[21. 2024 BA - ARTICULATING LOADER TRADE IN.PDF](#)

7. ACTION ITEMS

7.1. USED FIRE ENGINE BUDGET REQUEST

Presented by Kelli Kronschnabel, Fire Chief

RECOMMENDED ACTION

- 1. It is recommended City Council approve the purchase of a used fire engine and waive the City of Minot procurement requirements; and**
- 2. Approve a budget amendment of \$400,000 for the purchase and up fit of a used fire engine on first reading.**

Documents:

[BUDGET MEMO FOR RESERVE ENGINE.PDF](#)
[23. 2024 BA - USED FIRE ENGINE.PDF](#)

7.2. CAPITAL PURCHASE OF 2025 FORD POLICE UTILITY INTERCEPTORS FROM STATE BID

Presented by Captain Justin Sundheim

RECOMMENDED ACTION

- 1. It is recommended City Council authorize the purchase of five (5) 2025 Ford Interceptor Utility vehicles using the North Dakota State Contract for a purchase amount of \$235,644.75; and**
- 2. Approve the proposed ordinance to amend the 2024 annual budget to increase the police capital equipment expenditures for the purchase of patrol vehicles, using fund cash reserves on the first reading.**

Documents:

[PATROL VEHICLES FY2024 PURCHASE.PDF](#)
[22. 2024 BA - POLICE INTERCEPTOR SUVS.PDF](#)
[MINOT PD SSP7-7 K8A GAS 25MY QUOTE.PDF](#)
[NELSON AUTO CONTRACT SUMMARY.PDF](#)

7.3. APPOINTMENT OF PUBLIC WORKS OPERATIONS DIRECTOR

Presented by Tom Joyce, Assistant City Manager

RECOMMENDED ACTION

It is recommended City Council approve the appointment of Bryan Banfill as the Public Works Operations Director.

Documents:

[COUNCIL MEMO APPOINTMENT OF PW OPERATIONS DIRECTOR.PDF](#)

7.4. ADOPT MINOT HOUSING NEEDS AND MARKET ASSESSMENT STUDY

Presented by Brian Billingsley and Tom Leighton

RECOMMENDED ACTION

It is recommended City Council adopt the Minot Housing Needs and Market Assessment Study as a supplement to the City's housing policy and direct staff to use its strategies as a work plan.

Documents:

[CC MEMO - HOUSING STUDY.PDF](#)

[MINOT HOUSING STUDY_FULL REPORT 04-02-2024.PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

10. LIAISON REPORTS

11. ADJOURNMENT

City of Minot *Mayor Tom Ross* **Proclamation**

Mayor Proclaims April 26, 2024, as Arbor Day

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the world; and.

WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, Minot, N.D., has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting practices.

NOW, THEREFORE, DO I, Tom Ross, Mayor of Minot, North Dakota, hereby proclaim April 26, 2024, as “Arbor Day” in Minot and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and I further urge all citizens to plant trees to gladden the hearts and promote the well-being of this and future generations.

Mayor Proclaims April 26, 2024, as Arbor Day

Tom Ross, Mayor, City of Minot

City of Minot City Clerk

City of Minot *Mayor Tom Ross* **Proclamation**

Mayor Proclaims April as Parkinson's Awareness Month

WHEREAS, Parkinson's disease is a chronic, progressive, neurological disease and is the second most common neurodegenerative disease in the United States, affecting approximately one million people with 90,000 new people diagnosed each year in the U.S.; and

WHEREAS, Parkinson's is the 14th leading cause of death in the U.S., according to the Centers for Disease Control and Prevention, with research suggesting the cause of Parkinson's is a combination of genetic and environmental factors, but the exact cause of the disease is still unknown and there is no known cure or drug to slow the disease's progression; and

WHEREAS, it is estimated that the economic burden of Parkinson's disease is at least \$52 billion annually, including direct and indirect costs, including treatment, social security payments and lost income, to patients and family members; and

WHEREAS, volunteers, researchers, caregivers, and medical professionals are working to improve the quality of life of persons living with Parkinson's disease and their families; and

WHEREAS, increased research, education, and community support services such as those provided by the Parkinson's Foundation and other organizations are needed to find more effective treatments and to provide access to quality care to those living with the disease today;

NOW, THEREFORE, DO I, Tom Ross, Mayor of the City of Minot, hereby proclaim April as Parkinson's Awareness Month and encourage all Minot residents to recognize the struggles of those in our community who are battling Parkinson's and to support the families and caregivers of those who are battling Parkinson's through donations of our time and/or financial resources.

Mayor Proclaims April as Parkinson's Awareness Month

Tom Ross, Mayor, City of Minot

City of Minot City Clerk

Proclamation

Mayor Proclaims April 24-27 as Spring Honor Dance and Powwow Celebration Week

WHEREAS, this year's Spring Honor Dance and Powwow Celebration at Minot State University will be the 34th annual event held at the MSU Dome that is free and open to the public; and,

WHEREAS, a powwow is a celebration of life, and represents a time when people of all ages gather to sing, dance, renew old friendships, make new friends, and share the beauty of native people with everyone; and,

WHEREAS, this event is a contest powwow that includes drums and dancers from across the U.S. and Canada, with different dance categories and age groups from toddler to elder; and,

WHEREAS, the MSU Native American Center and the Native American Cultural Awareness Club is hosting this event, with sponsors that include the Turtle Mountain Band of Chippewa tribal council, Manda Hidatsa Arikara tribal council, Four Bears Segment, Four Bears Casino, ND Council on the Arts, Minot State students, MSU diversity Council, and MSU Cultural and Intellectual Engagement Grant;

NOW, THEREFORE, DO I, Tom Ross, Mayor of the City of Minot, hereby proclaim April 24-27, 2024, as Spring Honor Dance and Powwow Celebration Week in Minot, and urge all Minot residents to attend this event to experience and celebrate the rich traditions of North Dakota's native population and to strengthen the relationships between all people by better understanding the history behind the honor dance and powwow so our future generations will appreciate the cultural significance and historical importance of these events.

Mayor Proclaims April 24-27 as Spring Honor Dance/Powwow Celebration Week

Tom Ross, Mayor, City of Minot

City of Minot City Clerk



TO: Mayor Tom Ross
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: April 15, 2024

City Manager:

Staff is in full budget preparation mode and that is the primary focus right now. With the presentations of the Citizen Satisfaction Survey, the Housing Needs Study, the CPSM Police Assessment; and the CPSM Fire Assessment the Council and organization it well poised with valuable data and information to have some very meaningful and important conversations as part of the budget process. With the identified needs, priorities, and cost inflations preparing the FY 2025 budget will include difficult conversations and decisions.

Meetings attended included: Internal Finance Budget Entry Training; Community Economic and Development Leaders Coordination meeting; Meeting with Excel Energy; ND Month of the Military Child Proclamation event; Public Works Director Finalist interviews; meeting with potential Airport QTA vendor; 2024 Flood Exercise (TTX); Alcohol Ordinance Review and Rewrite Committee; Tracks Communication meeting; meeting with the Minot Youth Soccer Association; KX News interview regarding 2023 Community Satisfaction Survey; meeting with local BSA Scout Committee; monthly update meeting with The Retail Coach; communication meeting with consultant on public Strategic Plan Development meetings; communication meetings with the Mayor; meetings with the Fire Department; Interview with KU public administration student; and various other project and internal staff meetings.

Public Works
Public Works Interim Director, Jason Sorenson

Public Works Admin:

PW admin is working on the design of maintenance projects for 2024. This includes water main replacement, sewer lining, and storm sewer projects.

The MOA for NAWS Biota plant operations and maintenance is now signed by all parties. Work has begun on the Biota Plant budget and how federal reimbursement will take place. Discussion continues between City, DWR and DEQ on how Biota and Minot Water Plant will operate together and how compliance will be achieved and where.

Work continues on gathering info for the lead service line inventory. This inventory is due in October of 2024 and will be the basis for lead testing and service line replacement.

The Utilities Director attended the weekly design and construction meeting for the various phases of flood control and NAWS that are under design and construction and provide input for the overall design and operation and long-term maintenance.

Water Treatment Department:

Monthly Water Report For March 2024

| | |
|----------------------------|----------------------------|
| River Water Treated | 0 gallons |
| Well Water Treated | 167,977,000 gallons |
| Recycle Water | 8,593,000 gallons |
| Facility Water | 8,025,000 gallons |
| Total Water Treated | 184,595,000 gallons |
| Pumped to City | 58,175,000 gallons |
| Pumped to NAWS | 112,169,000 gallons |
| Pumped Total | 170,344,000 gallons |

| | |
|------------------|----------------|
| AMMONIUM SULFATE | 5,640 pounds |
| CARBON DIOXIDE | 92,100 pounds |
| CHLORINE | 19,899 pounds |
| COAGULANT | 10,603 gallons |
| FLOURIDE | 8,108 gallons |
| LIME RECEIVED | 719,243 pounds |
| PHOSPHATE | 2,582 pounds |

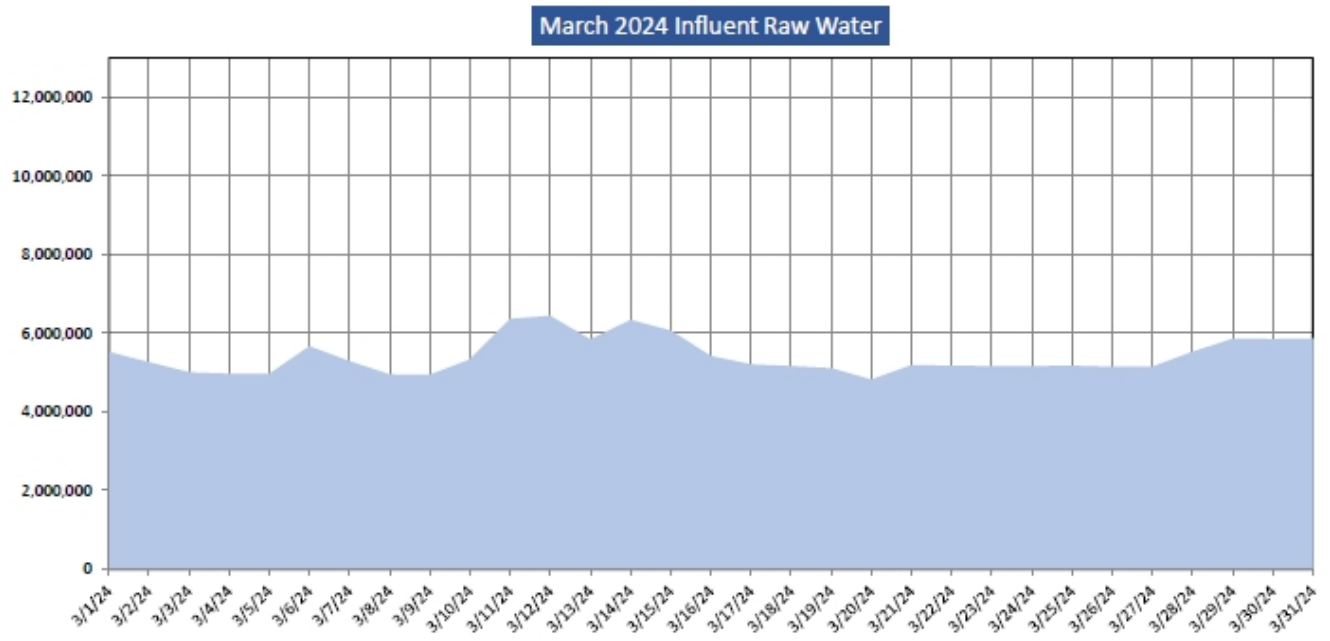
| | |
|--------------|--------------|
| Waste Sludge | 121 loads |
| | 1502.00 tons |

Bacteria Samples Taken 50 total

Finish Water Turbidity 0.070 NTU

WELL FIELD INFORMATION

| WELL # | Hours Run | Gallons per Minute | Gallons Pumped |
|---------|-----------|--------------------|----------------|
| 5 | 0.0 | | 0 |
| 6 | 0.0 | | 0 |
| 8 | 0.0 | | 0 |
| 11 | 739.2 | 282 | 12,507,000 |
| 12A&12B | 467.1 | 200 | 5,605,000 |
| 13 | 0.0 | | 0 |
| 14 | 0.0 | | 0 |
| 15 | 0.0 | | 0 |
| 16 | 739.2 | 300 | 13,306,000 |
| A | 0.0 | | 0 |
| B | 741.1 | 580 | 25,790,000 |
| C | 0.0 | | 0 |
| D | 506.8 | 1610 | 48,957,000 |
| E | 0.0 | | 0 |
| F | 511.0 | 2270 | 69,598,000 |
| | | | 175,763,000 |



Water/Sewer Department:

CITY OF MINOT

2024 Water & Sewer Monthly Report/Task vs. Objectives

| TASK | OBJECTIVE | Jan-24 | Feb-24 | Mar-24 | Apr-24 | May-24 | Jun-24 | Jul-24 | Aug-24 | Sep-24 | Oct-24 | Nov-24 | Dec-24 | TOTALS |
|--------------------------------|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Meetings | | 14 | 21 | 23 | | | | | | | | | | 58 |
| Service Calls | 6,750 | 597 | 694 | 658 | | | | | | | | | | 1,949 |
| Inspections | 150 | | | | | | | | | | | | | 0 |
| After hours Calls (Foremen) | | 30 | 7 | 17 | | | | | | | | | | 54 |
| Lab Tests | 6,500 | 101 | 100 | 125 | | | | | | | | | | 326 |
| Meters | | | | | | | | | | | | | | |
| Install New Meters | 100 | 6 | 9 | 5 | | | | | | | | | | 20 |
| Meter Changes | 100 | 28 | 16 | 36 | | | | | | | | | | 80 |
| Delinquent Water Accounts | | 206 | 99 | 173 | | | | | | | | | | 478 |
| MXU Installations | 100 | 17 | 13 | 8 | | | | | | | | | | 38 |
| Locates: water/sewer/storm | 4,000 | 111 | 74 | 107 | | | | | | | | | | 292 |
| Hydrants | | | | | | | | | | | | | | |
| Hydrant Inspections | 1,150 | 0 | 0 | 0 | | | | | | | | | | 0 |
| Flow Hydrants(for sewer lines) | | 50 | 78 | 87 | | | | | | | | | | 215 |
| Install Hydrants | 15 | 0 | 0 | 0 | | | | | | | | | | 0 |
| Hydrant Repair | 180 | 4 | 2 | 3 | | | | | | | | | | 9 |
| Hydrant Flow Testing | | 0 | 0 | 0 | | | | | | | | | | 0 |
| Hydrant Meter Set | | 0 | 0 | 0 | | | | | | | | | | 0 |
| Hydrants Painted | | 0 | 0 | 0 | | | | | | | | | | 0 |
| Water | | | | | | | | | | | | | | |
| Curb Stop Maintenance | 40 | 5 | 5 | 6 | | | | | | | | | | 16 |
| Curb Box (riser repair) | 100 | 4 | 6 | 8 | | | | | | | | | | 18 |
| GV exercising/inspections | 2,000 | 0 | 10 | 65 | | | | | | | | | | 75 |
| Gate Valve Maintenance | 24 | 0 | 1 | 0 | | | | | | | | | | 1 |
| Gate Valve (riser repair) | 50 | 0 | 1 | 6 | | | | | | | | | | 7 |
| Gate Valves ON/OFF | | 10 | 23 | 19 | | | | | | | | | | 52 |
| Repair Water Main Breaks | 40 | 3 | 2 | 2 | | | | | | | | | | 7 |
| Service Taps | | 0 | 0 | 0 | | | | | | | | | | 0 |
| Service Leaks | | 1 | 0 | 3 | | | | | | | | | | 4 |
| Hydrastopping | 1 | 0 | 0 | 0 | | | | | | | | | | 0 |
| Haul Clay/dirt/gravel/snow | Days | 0 | 0 | 6 | | | | | | | | | | 6 |
| PRV Maintenance | 5 | 0 | 0 | 0 | | | | | | | | | | 0 |
| Install Insta-Valve | 1 | 0 | 0 | 0 | | | | | | | | | | 0 |
| Sewer | | | | | | | | | | | | | | |
| Televising (feet) | 60,500 | 200 | 100 | 150 | | | | | | | | | | 450 |
| Clean Sanitary Sewer (feet) | 140,000 | 4,367 | 4,990 | 4,457 | | | | | | | | | | 13,814 |
| Check/Flush Manholes | 5,000 | 236 | 424 | 557 | | | | | | | | | | 1,217 |
| Inspect Sewer Lift Stations | 2,080 | 612 | 609 | 617 | | | | | | | | | | 1,838 |
| Sewer Calls | | 5 | 2 | 0 | | | | | | | | | | 7 |
| Manhole Repair | 50 | 3 | 1 | 0 | | | | | | | | | | 4 |
| Repair Sewers (feet) | 30 | 0 | 0 | 0 | | | | | | | | | | 0 |
| Mowing/Snow Removal Hours | 6,000 | 8 | 10 | 8 | | | | | | | | | | 26 |

Landfill/Sanitation:

The following are totals for March 2024

Single Stream Recycling – 85.29 Tons

MSW – 5,479.76 Tons

Inert – 413.04 Tons

Lime – 1502.00 Tons

Trees – 355.77 Tons

Trees Given Away for Firewood – 10.95 tons

Total number of landfill tickets generated – 3069

March's gate collections were \$249,633.88 compared to \$246,530.12 in 2023. Tracking - 5268.87 from last year

There was a total of 35 C&D roll-off tanks set out for residential use

Sanitation – Pickup 809.89 tons of MSW in the month of March

Vehicle Maintenance:

Staff completed 182 work orders in March. 75(41%) were preventive maintenance and 107 (59%) were unscheduled maintenance repairs.

The parts and labor cost for March was \$80,161.38.

Our Work Order Turnaround was 53% of work completed within 24 hours and 66% of all work orders were completed in under 72 hours.

Transit:



The transit transfer center project is progressing. NDDOT is currently reviewing the contract with Rolac and once they have approved it we will give the notice to proceed. The goal is to have the transfer center operational by September 1st.

Transit staff is in the process of finalizing the contract with TripSpark Technologies to provide the new fixed route software system.

Staff will also be working on writing specifications for a new Low-Floor Transit Bus to be purchased in 2024.

Cemetery:

MONTHLY REPORT

Date: Mar-24
 To: Jason Sorenson, Utilities Director
 From:
 Re: Monthly Report, Acct. #540

| | | | | | |
|------------------------------|-----------|------------|----------------------|---------------------------|-------------|
| LOT SALES | REG | Flat Stone | 10 | | |
| | REG | Monument | 4 | <u>Columbarium Niches</u> | |
| | Niche | Top 3 | 2 | <u>% SOLD</u> | 72.22% |
| | Niche | Bottom 3 | 0 | | |
| | Infant | | 0 | | |
| | | | | TOTAL | 16 |
| | Sell Back | Reg | 0 | | |
| | Sell Back | Monument | 1 | | |
| | Sell Back | Col | 0 | TOTAL | 15 |
| | | | | | |
| PERFORM INTERMENTS | | | Traditional | Cremation | Columbaria |
| WEEKDAY INTERMENT | | | 8 | 1 | 0 |
| SATURDAY INTERMENT | | | 2 | 1 | 0 |
| Social Service | | | 0 | 0 | |
| Infant | | | 0 | 0 | |
| | | | 10 | 2 | 0 |
| HOLIDAY/SUNDAY INTERMENT | | | 0 | 0 | |
| | | | | | |
| | | | Cremation Percentage | 16.67% | TOTAL 12 |
| SURCHARGES | | | | | |
| 2nd Interment / Lot Reuse | | | | | |
| | | | | | TOTAL 0 |
| DISINTERRED | | | | | TOTAL 0 |
| | | | | | |
| | | | Prior Month Balance | Intake | Removed |
| VAULT STORAGE | | | 11 | 2 | -1 TOTAL 12 |
| | | | | | |
| WORK ORDERS | | | Prior Balance | New | Closed |
| Vase | | | 5 | 2 | 0 OPEN 21 |
| Grounds | | | 1 | 0 | 0 CLOSED 78 |
| Monument | | | 14 | 0 | 0 |
| | | | | | |
| MONUMENT/MARKER INSTALLATION | | | Single | Double | |
| Flat | | | 0 | 0 | |
| Monuments | | | 0 | 0 | |
| Veteran | | | 0 | | |
| Vase/Yoke | | | | | TOTAL 0 0 |

ITEMS OF NOTE:

*Started receiving applications for Seasonal positions

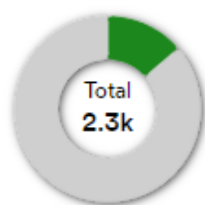
Human Resources
HR Director, Lisa Jundt

Self Service Utilization Analysis from ADP Year to Date

ADP's point-in-time snapshot of the City of Minot's self-service utilization by managers and employees, provides the HR department an overview of where there are opportunities for time and cost savings in some administrative functions for personnel information. This tool will be helpful as the department looks to improve in areas and initiatives in the future, such as staff training and engagement.

Utilization Overview

This graphic compares the percent of changes made by your employees through self service with the percent of changes made by your HR practitioners.



Self Service Changes

● **14%** (320)

Practitioner Changes

● **86%** (2,009)

Estimated Current Savings

Based on the number of self-service changes made by your employees and the industry standard cost for HR practitioners to make those same changes, we estimate that you've already saved this amount during this time period.

| | | | | | |
|----------------------|---|----------------------|---|---|-------------------|
| Self Service Changes | x | Average HR Task Cost | ? | = | Estimated Savings |
| 320 | | \$4.51 | | | \$1,443.20 |

Opportunities to Save More

Every change your employees make through self service helps your HR practitioners save time and your organization save money.

Estimated Savings
\$1,443.20

Estimated Opportunity ?
\$9,060.59

Top Saving Areas

[Tax Withholdings >](#)

[Emergency Contacts >](#)

[Personal Info >](#)

Top Opportunity Areas

[Employment Info >](#)

[Employee Pay Rate >](#)

[Personal Info >](#)

Staff Training - During the month of March staff conducted several training sessions for various teams and departments related to Team Building and understanding your Retirement programs. Mandatory training for Recognizing Sexual Harassment and Hostile Workplace has been scheduled for June 5th in the City Council Chambers. This training will be conducted by the City's EAP provider Supportline.

Salary/Benefit – The department has started the annual process for marking salary and benefits. This process will be completed over the next two months in preparation for Annual Pay Plan presentations to Civil Service, Employees and the Public conducted in the month of June. The survey includes a request for market data on 55 benchmark positions and has been forwarded to 15 comparable municipalities/counties for data, as well as 9 airports/airport authorities.

Recruitment/Current Openings HR Staff continue their efforts to recruit for the following positions: Economic Development Administrator, Public Works Operations Director, Fleet Management Services Superintendent, Light Equipment Operator, Heavy Equipment Operator, Bus Driver, Utility Operator, Project Civil Engineer, Engineering Technician, Intelligence Analyst, 911 Dispatcher, Police Officer, Engineer Intern, GIS Intern, Library Assistant and Metropolitan Planning Organization Director

Assessor's Office
City Assessor, Ryan Kamrowski

The following represents the City of Minot's real estate market based on a monthly and year to date basis. The numbers listed below are based on Normal Arm's Length Transactions as determined by extensive review by the City of Minot Assessor's office.

| | March | | | Year to Date 2024 | | |
|-------------------------|-------|------------|------------|-------------------|------------|--------------|
| | Sales | Median | Average | Sales | Median | Average |
| Residential | 47 | \$ 246,900 | \$ 251,816 | 144 | \$ 238,000 | \$ 248,714 |
| Residential Vacant Land | 2 | \$ 20,000 | \$ 20,000 | 30 | \$ 35,000 | \$ 34,496 |
| Commercial | 5 | \$ 547,500 | \$ 622,900 | 16 | \$ 571,250 | \$ 1,088,532 |
| Commercial Vacant Land | 0 | \$ 0 | \$ 0 | 0 | \$ 0 | \$ 0 |

Community Development Department
Director, Brian Billingsley

INSPECTIONS DIVISION:

March 2024 Permit Information (March 2023):

- Total Permits Issued: 128 (220)
- Single-Family Homes: 2 (1)
- Multi-Family Permits: 0 (0)
- New Residential Permit: \$347,000 (\$174,000)
- Residential Remodels: \$19,708 (\$21,000)
- New Commercial: \$5,864,000 (\$0)
- Commercial Remodels: \$2,600,000 (\$1,159,000)
- Valuations of all Permits: \$8,830,708 (\$1,354,000)

Notable Building Permits:

- North Star Community C.U. – 2150 15th St. NW – \$5,800,000
- H&K Properties – 2080 36th Ave. SW – \$2,600,000

PLANNING DIVISION:

Planning Commission:

The Planning Commission had a meeting on March 5th. All items were approved.

Development Review Team Meetings:

The Minot Development Review Team (DRT) held three (3) DRT meetings during the month of March:

- Walsh and Olson Storage Facility – Nedrose
- Noark Partner Twin Homes – 27th Street NW
- Culver's Drive-Thru Modifications – 3000 S. Broadway

Housing Study Update:

The housing study is on the April 16 city council meeting agenda.

Outdoor Dining Permits:

No permits were issued during the month of March.

Other Projects/Meetings:

- Director participated in one CDBG-DR/NDR meeting.
- Director attended two meetings on alcohol licensing.
- Planning and Inspections staff worked a booth at the Home and Garden Show on March 1-2.
- Director attended a meeting with the consultant hired to do the CDBG Entitlement Plan.
- Director attended two Ward County Commission meetings and one Minot Public School Board meeting to present amendments to the Renaissance Zone Development Plan.
- Director and Assistant City Manager attended the Governor's Main Street Awards ceremony in Bismarck.
- Director and Principal Planner attended a meeting with Souris Basin Joint Board and Minot Park District staff on MI-7.

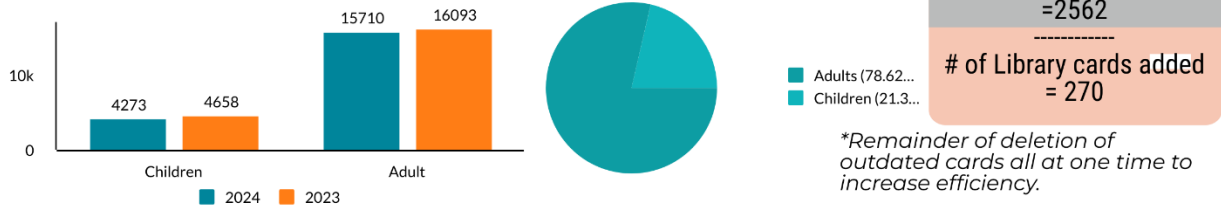
Minot Public Library
Director, Zhaina Moya

March 2024

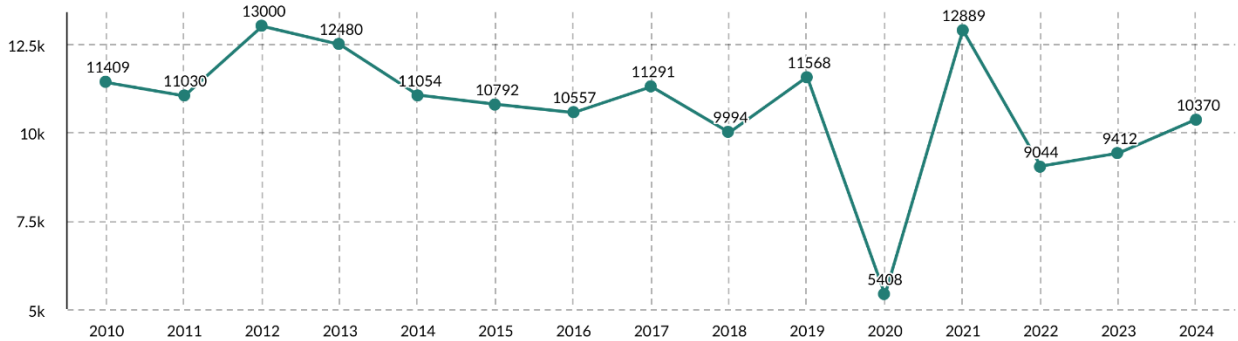
MINOT PUBLIC LIBRARY
CONNECT. ENRICH. INSPIRE

Minot Public Library Activity Report

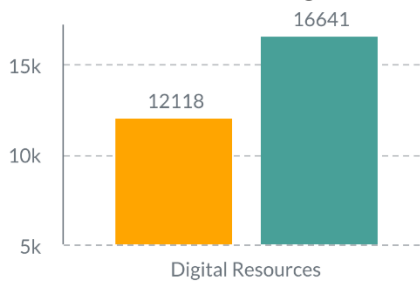
2024 vs 2023 Cardholders Total Library Cards = 20,751



February Traffic 2010-2024

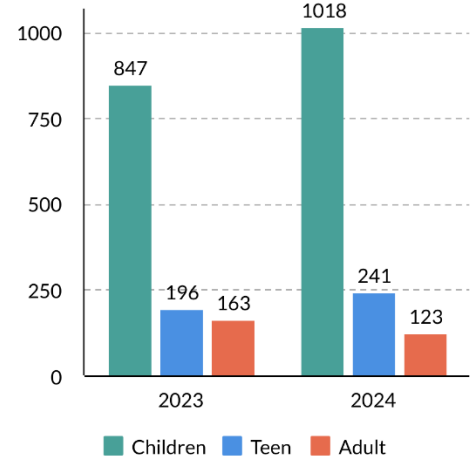


2023 - 2024 Digital Resource Usage



Children's Programs = 1018 (+171)
Teen Programs = 241 (+45)
Adult Programs = 123 (-40)

Library Programs



March 2023 Data Usage = 66.14 Mbps

March 2024 Data Usage = 84.1Mbps

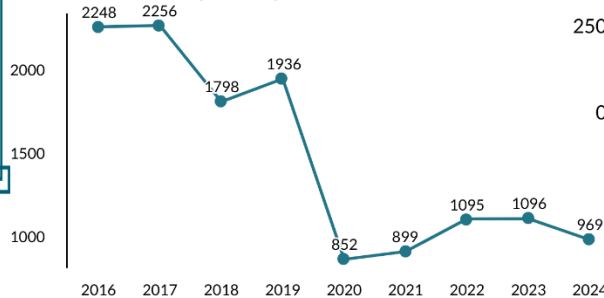


March 2023 Wi-Fi Usage = 3228

March 2024 Wi-Fi Usage = 2704



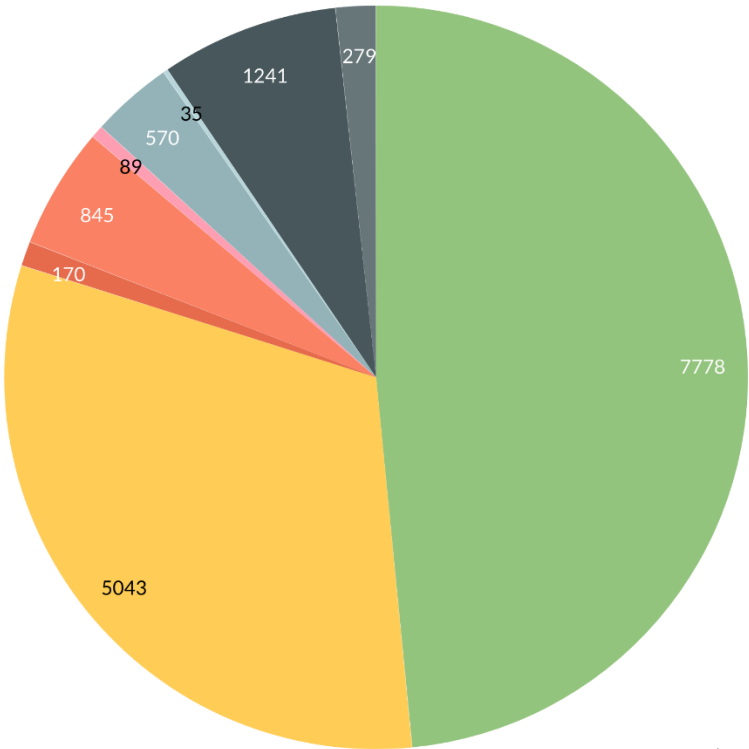
February Computer Use 2016-2024



2024 Monthly Circulation

Total =16,126

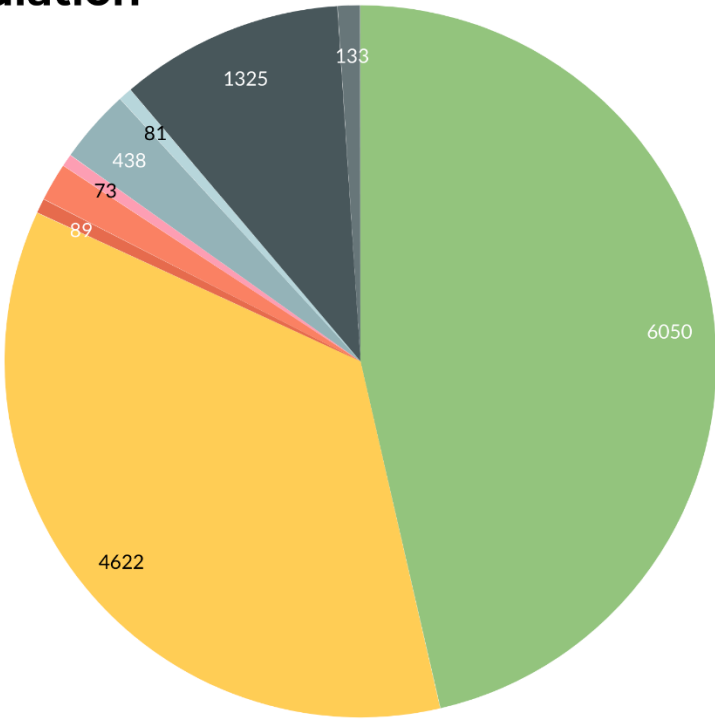
- J Books (48.46%)
- A/YA Books (31.42%)
- J Audio (1.06%)
- A/YA Audio (5.26%)
- AV Kits (0.55%)
- J DVDs (3.55%)
- Magazines (0.22%)
- A/YA DVDs (7.73%)
- MS/Tools/Other (1.74%)



2023 Monthly Circulation

Total =13,037

- J Books (46.41%)
- A/YA Books (35.45%)
- J CDs (0.68%)
- A/YA CDs (1.73%)
- AV Kits (0.56%)
- J DVDs (3.36%)
- Magazines (0.62%)
- A/YA DVDs (10.16%)
- MS/Other (1.02%)



J = Juvenile A/YA = Adult/Young Adult
MS/Other = Makerspace

HUD Resilience
Chris Plank, NDR Program Manager

- Manager attended Title VI policy meeting
- Manager and Compliance Officer (CO) attended 2 CTE calls
- Manager had 1 on 1 with City Manager
- Manager had 1 on 1 with CO
- Manager and CO attended 2 CDBG Update meetings
- Manager and CO attended 2 Acquisition meetings
- Manager attended 2 Department Head Meetings
- Manager spoke to local Non-profit groups
- Manager and CO did tour of Broadway Circle with Community Action
- Manager attended Budget training
- Manager and CO attended pre-bid demolition meeting
- Manager attended meeting with the F5project

Broadway Circle

Construction continues on the LMI Housing Facility (Building C). Second story walls and trusses are being set.

Change order for fire suppression in the Family Homeless Shelter (Building B) will be completed at the end of April. After completion, this will allow sheetrock and flooring to be finished as well as painting.

Work will begin on the installation of the sign on Broadway. This is all contingent on the weather.

First draft of the RFP is being reviewed and will be advertised when finalized.

Minot Housing Authority

Construction has been completed.

Affordability period begins. Must show that 51% of residents are of the Low to Moderate Income range.

Acquisition/Demolition

Bids for the demolition of 301 1st Ave NE, Minot ND 58701 were opened on April 5, 2024. Waiting Council approval of winning bid.

Seeking approval from Council to advertise for the auction and demolition of structures located at 1623 8th Ave SE, Minot, ND 58701. House will be demolished however the garage will be auctioned off.

CTE

The Center for Technical excellence wrapped up construction on March 29, 2024. Punchlist items are being completed.



Work Stations



Dental Lab



Locker Rooms



Simulation Lab

Work continues on the development of the Consolidated Plan along with the CDBG Entitlement Policies and Procedures.

MINOT MUNICIPAL COURT
MONTHLY REPORT COMPARISONS FOR MARCH 2023/2024

TO: HAROLD STEWART, CITY MANAGER
FROM: MINOT MUNICIPAL COURT

| | <u>MARCH 2023</u> | <u>MARCH 2024</u> |
|--|-------------------|-------------------|
| <u>MUNICIPAL COURT CASES</u> | | |
| FILED | 377 | 459 |
| DISPOSED | 340 | 457 |
| <u>PARKING TICKETS</u> | | |
| WRITTEN | 166 | 194 |
| PAID | 142 | 194 |
| <u>REVENUE</u> | | |
| FINES & FORFEITURES CASH | \$ 26,863.82 | \$ 29,367.23 |
| SUSPENDED FOR JAIL OR CS | \$ 75.00 | \$ 0.00 |
| WAIVED | \$ 3,430.00 | \$ 8,765.00 |
| DISTRICT COURT TRANSFERS | \$ 25.00 | \$ 0.00 |
| PARKING TICKETS | \$ 3,080.00 | \$ 3,950.00 |
| COPY FUND | \$ 0.00 | \$ 0.00 |
| FROM POSTED BOND | \$ 20,642.05 | \$ 10,424.26 |
| ACCOUNTS RECEIVABLE BALANCE | \$ 686,599.02 | \$ 710,092.68* |
| BALANCE LAST MONTH: \$713,120.59 (A DECREASE OF \$ 3,027.91) | | |
| <u>COLLECTION AGENCY</u> | | |
| TURNED OVER FOR COLLECTION: | \$ 0.00 | \$ 5,165.00 |
| COLLECTED: | \$ 677.50 | \$ 1,025.00 |
| UNCOLLECTABLE: | \$ 7,657.91 | \$ 1,100.00 |
| <u>ADMIN FEE TO DOM VIOL FUND</u> | | |
| PAID | \$ 1,495.92 | \$ 1,052.53 |

*Reflects total fees receivables less 80% of total restitution,
which is not owed to the City of Minot (80% = \$ 198,475.84)

This document serves two purposes: 1) To provide a summary of the Planning Commission meeting and associated recommendations to City Council; and 2) To act as the Planning Commission minutes of the meeting. The minutes of the Planning Commission meeting are generally adopted at the following Planning Commission with or without changes.

Regular Meeting: Planning Commission.

Location: City Hall, Council Chambers, 10 3rd Avenue SW., City of Minot, N.D.

Meeting Called to Order: Tuesday, April 2, 2024 @ 5:30 pm.

Presiding Official: Chairman Offerdahl.

Members in Attendance: Commissioners Offerdahl, Baumann, Dohms, Iverson, Kibler, Mennem, Pontenila.

Members Absent: Commissioners Gates, Longtin, Johnson

City Staff Present: Brian Billingsley (Community Development Director), Doug Diedrichsen (Principal Planner), Nick Schmitz (Assistant City Attorney), Daniel Falconer (Associate Planner)

Others Present: Ryan Ackerman

The following are the minutes of the Planning Commission meeting. The minutes are in DRAFT form until formally adopted by the Planning Commission:

Meeting Called to Order by Chairman Offerdahl at 5:30 pm

Item #1: Roll Call

Item #2: Pledge of Allegiance

Item #3: Intro & Decorum

Item #4: Approval of Minutes

Motion by Commissioner Baumann to approve the March 5th, 2024 Planning Commission Meeting Minutes. Second by Commissioner Kibler and carried by the following roll call vote: ayes: all, nays: none.

Motion carries.

Item #5: 2024-02-03: Zone Change – CHS

Public hearing request by Scott McClelland representing CHS, Inc., owner for a request of zone change and annexation for a “C2” General Commercial lot. The legal description for the property is Outlots 26 & 27 of the north half of the southwest quarter less highway right-of-way Section 21, Township 155, Range 82 and Outlot 28 and the West half of Outlot 29 lying in the southeast quarter less highway right-of-way Section 21, Township 155 Range 82 to the County of Ward, North Dakota.

The address for the property is 4815 Burdick Expressway East and three (3) unaddressed parcels to the west of that address. Chairman Offerdahl asked for staff report to which Mr. Diedrichsen provided a verbal summary of the written staff report. Mr. Diedrichsen provided an aerial view of the property as well as

the current zoning of the property, C2 General/Commercial. Legal nonconforming. Future Land Use would have to conform to existing underlying zoning. The subject property is designated as "Light Industrial" in our Future Land Use plan. The property is being requested to change to "M1" which would complement the "Light Industrial" that it is given in the Future Land Use map. Mr. Diedrichsen then showed site photos of the current property, which is the existing CHS property facing north and facing south is the Expressway and HWY 52 interchange. Northwest where they are currently parking their semi-trailers. East is the frontage road that is used for access. Mr. Diedrichsen stated staff recommends Planning Commission adopts staff finding facts and recommends approval.

Commissioner Baumann is concerned of the landscaping that will be done as well as asking if there is a burden to the city of Minot for annexation. Mr. Diedrichsen informs that they would have to meet landscaping requirements for M1 Industrial which included Landscapes Boulevard with street trees and that annexation decision would fall under city council and any additional needs would be their decision, however the surrounding properties have already been annexed in and this wouldn't add any greater burden. Mr. Billingsley also informed that to have city water they would need to be annexed in. Commissioner Kibler is questioning if they will be charged for addition road maintenance? Mr. Diedrichsen informs him that the engineers didn't provide a comment, however it will ultimately depend on City Councils decisions.

PUBLIC HEARING:

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

No one appeared to testify.

Chairman Offerdahl closed the public hearing.

FINDINGS OF FACT:

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

- 1) The applicants have submitted a complete application for a zoning map amendment.
- 2) The present zoning is "C2" General Commercial District.
- 3) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as Light Industrial.
- 4) Section 9.1-7 H. 1. is satisfied, as the FLU map denotes this area as Light Industrial and the proposal is to zone the property as "M1" Light Industrial in alignment with the FLU map designation.
- 5) Section 9.1-7 H. 2 is satisfied, as the City and other public agencies will be able to provide services to support the request.
- 6) Section 9.1-7 H. 3 is satisfied, as there exists no evidence that the proposed development will substantially diminish the condition or value of property in the vicinity.
- 7) The zoning map amendment is consistent with the purpose of the Minot Land Development Ordinance and other adopted policies of the City per Section 9.1-7 H. 4.
- 8) The Minot Planning Commission has the authority to hear this case and provide a recommendation to City Council whether it be approved or denied. The public notice requirements were met, the hearing was legally noticed and posted, and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

STAFF RECOMMENDATION:

Staff recommends the Planning Commission adopt the staff findings of fact and recommend approval to City Council for a zoning map amendment from “C2” General Commercial District to “M1” Light Industrial District with the following conditions:

1. Gravel must be removed from the right of way and must be landscaped per zoning ordinance.
2. Parking lots and driveways must be paved.
3. Storm water management plan required.
4. New water connection required and installed by state and city licensed contractor.
5. Annexation is required.
6. Cap existing water service at main.
7. Septic permits are handled by 1st District Health Unit and septic system must comply with their regulations.

FINAL DECISION:

Motion made by Commissioner Kibler based on staff’s finding of fact and recommendation. Second by Commissioner Iverson. The motion was carried by the following vote: ayes: 7, nays: 0. **Motion carries.**

Item #6: 2024-02-04: LDO Text Amendments – Community Development Dept.

Public hearing request by Brian Billingsley, Community Development Director for a text amendment to the Land Development Ordinance of the City of Minot. The proposed code changes pertain to the following sections: Table 9.1-2 to allow additional sign square footage for building with five (5) or more stories in the “CBD” Central Business District and “P” Public District, Section 4.1-6 C clarifying language regarding Sales or Service of Industrial, Agricultural, and Construction Equipment and Semi-Trucks; Section 10.3-13. B. 3. Clarifying language regarding public utilities easements. Chapter 2.3. Adding a definition for Pet Overnight Boarding Facilities (Up to 5) and Pet Overnight Boarding Facilities (6+), use categories will be added to the Use Table in the Minot Land Development Ordinance for both of these new uses; Section 4.1-6. N-O clarifying language concerning Kennels and Veterinary Clinics with Overnight Boarding Facilities and adding language regarding Pet Boarding Facilities;

Chairman Offerdahl asked for staff report to which Mr. Diedrichsen provided a verbal summary of the written staff report. Mr. Diedrichsen discusses the change for altering maximum Mast Sign Plan budgets for buildings taller than 5 stories on properties zoned “Central Business District” and “Public”. The next change is on C2 district specifically where sales and service of industrial, agricultural and construction equipment is performed that they are allowed grass or gravel parking lots. Mr. Diedrichsen also covers the amendment of the Dedication of Right of Way, Easements and Street Widths. The City Engineer may waive this requirement if it may cause a detriment to the public or public improvement in any way. And lastly Mr. Diedrichsen discusses the Pet Boarding Facilities changes. Pet Boarding Facilities (Up to 5) and Pet Boarding Facilities (6+) will be added to the Permitted and Conditional Use table. The City Attorney has added recommendations to Chapter 2.3. The City Attorney also asked we removed the word commercial under Section 4.1-6.N, as well as a proposed addition to Section 4.1-6.O. Commissioner Baumann concerned about dust, mud, dirt and water issues with Proposed Change #2 Section 4.1-7. Mr.

Diedrichsen informs him this will be on the specific use only for the sales or services of industrial, agricultural and commercial equipment. Commissioner Baumann and Commissioner Kibler also questioning the right of way change. Mr. Ryan Ackerman covers the Right of Way questions and outlining that it is mainly in effect with the flood project.

Commissioner Baumann points out a typo on Proposed Change #4 Chapter 2.3 and moves to correct the sentence to say "One being facilities that board up to five (5) pets, sex (6) months or older..."

PUBLIC HEARING:

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

No one appears to testify.

Chairman Offerdahl closed the public hearing.

FINDING OF FACT:

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

1. The applicant has submitted a complete application.
2. Section 9.1-8 I. 1., 3., and 4. are applicable and satisfied as noted in the Staff Analysis section of staff's written report.
3. Section 9.1-8 I. 2. is not applicable.
4. The Minot Planning Commission has the authority to hear this case and recommend that it be approved or denied. The public notice requirements were met, the hearing was legally noticed and posted and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

STAFF RECOMMENDATION:

Staff recommends the Planning Commission adopt staff findings of fact and recommend approval to City Council of the zoning text amendment

FINAL DECISION:

Motion made by Commissioner Baumann based on staff's finding of fact and recommendation. Second by Commissioner Dohms. The motion was carried by the following vote: ayes: 7, nays: 0. **Motion carries.**

Item #7: Other Business

None

Item #8: Adjournment

With no further business, Chairman Offerdahl adjourned the meeting at 6:02 pm.

ORDINANCE NO. XXXX

**AN ORDINANCE REZONING OUTLOTS 26, 27, 28 AND THE WEST HALF OF
OUTLOT 29, SECTION 21, TOWNSHIP 155 NORTH, RANGE 82 WEST, WARD
COUNTY, NORTH DAKOTA.**

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

Section 1. That the property described below is hereby zoned **“M1” Light Industrial District**:

**OUTLOTS 26, 27, 28 AND THE WEST HALF OF OUTLOT 29, SECTION 21,
TOWNSHIP 155 NORTH, RANGE 82 WEST, WARD COUNTY, NORTH DAKOTA.**

Section 2. The **“M1” Light Industrial District** zoning of the above described property and any development thereof shall be in accordance with said zoning district’s provisions as set forth in the Land Development Ordinance of the City of Minot.

Section 3. This ordinance shall be in effect from and after its final passage and approval.

PASSED FIRST READING:

PASSED SECOND READING:

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Thomas Ross, Mayor

ORDINANCE NO. XXXX

AN ORDINANCE TO ANNEX INTO THE CORPORATE LIMITS OF THE CITY OF MINOT; OUTLOTS 26, 27, 28 AND THE WEST HALF OF OUTLOT 29, SECTION 21, TOWNSHIP 155 NORTH, RANGE 82 WEST, WARD COUNTY, NORTH DAKOTA.

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

Section 1. That the property described below is hereby annexed into the corporate boundary of the City of Minot, North Dakota:

OUTLOTS 26, 27, 28 AND THE WEST HALF OF OUTLOT 29, SECTION 21, TOWNSHIP 155 NORTH, RANGE 82 WEST, WARD COUNTY, NORTH DAKOTA.

Section 2. The annexation of the above described property and any development thereof shall be in accordance with said zoning district's provisions as set forth in the Land Development Ordinance of the City of Minot.

Section 3. This ordinance shall be in effect from and after its final passage and approval.

PASSED FIRST READING:

PASSED SECOND READING:

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Thomas Ross, Mayor

ANNEXATION EXHIBIT

TO THE CITY OF MINOT, NORTH DAKOTA
 (BEING OUTLOTS 26, 27, 28 AND THE W1/2 OF OUTLOT 29, SECTION 21,
 TOWNSHIP 155 NORTH, RANGE 82 WEST, WARD COUNTY, NORTH DAKOTA)

STEIN

2

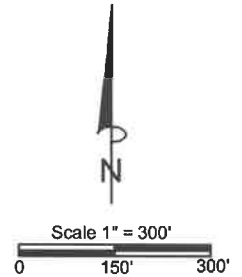
INDUSTRIAL



- AREA TO BE ANNEXED.

3

ADDITION



NODAK

2
KLASSICS

3

2ND

1

ADDITION

OUTLOT 22

OUTLOT 23

OUTLOT 24

OUTLOT 26

OUTLOT 27

OUTLOT 28

WEST 1/2 OUTLOT 29

EAST 1/2 OUTLOT 29

OUTLOT 30

OUTLOT 60

OUTLOT 61

OUTLOT 59

OUTLOT 53

OUTLOT 78

FRONTAGE ROAD

BURDICK EXPRESSWAY EAST



ACKERMAN SURVEYING
 & ASSOCIATES
 (701) 838-0786
 1907 17TH ST SE, MINOT, N.D. 58701



ORDINANCE NO: XXXX

**AN ORDINANCE AMENDING THE LAND DEVELOPMENT ORDINANCE
OF THE CITY OF MINOT.**

WHEREAS, the City Council has the authority to adopt zoning ordinances under the general powers of municipalities under its home rule charter powers;

WHEREAS, the City Council recognizes the Land Development Ordinance of the City of Minot (LDO) is a living document and it is necessary to make amendments periodically to improve clarity, increase simplicity, and ensure the document reflects best practice and the needs of the community; and

WHEREAS, the LDO will be updated on an annual basis at a minimum to reflect necessary changes for the purposes described immediately above; and

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

§ 1 That Table 9.1-2. relating to master sign plan budget calculations is **AMENDED** as follows:

| | Zoning Districts | | | | | | M1, M2, OP |
|---|-----------------------------|-----------------------------|----------------------------|----------|----------|---|------------|
| | AG | RR, R1, R1S, R2 | R3C, RM, RH, MH | C1, GMU | C2, C4 | CBD, P | |
| Multiplier for Calculated Permitted Sign Budget | 0.05 | 1 | 1 | 0.75 | 1.5 | 1.5 | 2 |
| Maximum Permitted Sign Budget | RU: 4 sqft NRU: 200 sqft | RU: 2 sqft NRU: 200 sqft | RU: 2 sqft NRU: 50 sqft | 800 sqft | 800 sqft | <u>4 stories or shorter</u> 500 sqft, <u>5 stories or taller</u> 900 sqft | 800 sqft |

RU - Residential uses: Includes all residential uses plus permitted home based businesses and excludes multi-family and manufactured home park use types.

NRU - Non-residential uses: Includes all non-residential uses plus multi-family and manufactured home park use types.

[illegible]

§ 5 That Chapter 2.3. relating to land use definitions is **AMENDED** as follows:

Pet Boarding Facility: (Use Table Definition): Any building or fenced area where pets that are not owned by the owner of the property are kept for boarding. There are two classifications of boarding facilities. One being facilities that board up to five (5) pets six (6) months or older, and the other are facilities that board six (6) or more pets, six (6) months or older. Boarding can be for the day or overnight but for not more than three (3) consecutive nights.

§ 6 That Section 4.1-6. N. relating to commercial uses is **AMENDED** as follows:

N. Kennels and Veterinary Clinics with Overnight Boarding Facilities

1. AG, C2, and M1 Districts:

- a) The minimum lot size shall be two (2) acres.
- b) No exterior dog runs shall be located nearer than one hundred feet (100') from any property line and five hundred feet (500') to the property line of any residential use or residential zoning district.
- c) Commercial Kennels must be connected to public sewer or an onsite treatment system to manage and dispose of animal waste.
- d) Kennels and runs shall provide protection against weather and be enclosed. Floors of runs shall be made of impervious material to permit proper cleaning and disinfecting.
- e) All animal quarters and runs are to be kept in a clean, dry, and sanitary condition.
- f) Fencing around animal runs and exercise areas shall be of a sufficient height and sufficiently buried to prevent animal escape by leaping or digging.
- g) All kennel facilities shall be screened around such facilities or at property lines to prevent distracting or exciting animals. Such screening shall be a maximum of six feet (6') in height and shall be completely solid and site obscuring so as to aid in noise mitigation.

§ 7 That Section 4.1-6. O. relating to commercial uses is **AMENDED** as follows:

O. Pet Boarding Facilities

1. All Districts where permitted or allowed by Conditional Use Permit:

- a) All boarding facilities that house six (6) or more pets, six (6) months or older are required to apply for a Conditional Use Permit and submit a floor plan, site plan, noise mitigation plan, and waste disposal plan to the Community Development Department for review as part of the permitting process.
- b) No exterior dog runs shall be located nearer than ten feet (10') from any property line and fifty feet (50') to the property line of any residential use or residential zoning district. Article 4: Standards Specific to Uses and Districts Page 4-10

- c) Pet Boarding facilities not operated out of a single-family home must be connected to public sewer or an onsite treatment system to manage and dispose of animal waste.
- d) Animal quarters and runs shall provide protection against weather and be enclosed. Floors of runs shall be made of impervious material to permit proper cleaning and disinfecting.
- e) All animal quarters and runs are to be kept in a clean, dry, and sanitary condition.
- f) Fencing around animal runs and exercise areas shall be of a sufficient height and sufficiently buried to prevent animal escape by leaping or digging.
- g) All yards used for exercise on the property of the boarding facilities shall be screened around such facilities or at property lines to prevent distracting or exciting animals. Such screening shall be six feet (6') in height and shall be completely solid and site obscuring so as to aid in noise mitigation.

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

PASSED FIRST READING: _____

PASSED SECOND READING: _____

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Thomas Ross, Mayor

On April 1, 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

Alderman Podrygula arrived at 5:30 pm just following Roll Call.

PLEDGE OF ALLEGIANCE

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

MAYOR’S REPORT

Mayor Ross attended the ND League of Cities conference, the Alcohol Ordinance Review and Rewrite Committee meeting, a Task Force 21 meeting, a lunch meeting with Representative Armstrong, a Minot Park District meeting, and multiple one-on-one meetings with the City Manager.

CITY MANAGER’S REPORT

Harold Stewart submitted a written report to the council. David Lakefield presented to the City Council a financial report.

CITY ATTORNEY’S REPORT

Stefanie Stalheim submitted a written report to the council.

CONSENT ITEMS

Alderman Pitner moved the City Council approve consent items 6.1-6.19.

6.1 CITY COUNCIL MINUTES - Approve the minutes of the March 18, 2024, Special City Council meeting and the March 18, 2024, Regular City Council meeting.

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

- 1. Ordinance No 5950 - Ordinance CM updates and ACM
- 2. Ordinance No 5951 - 2024 BA - Riverside Park Raw Water Line

(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. 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).

6.4 BILLS, TRANSFERS, AND PAYROLL - 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.

| | | | | | |
|-----------------------------|-------------|-----------|------------------------------|-------------|--------|
| WEX HEALTH, INC | \$11,304.50 | 100005289 | AMERICAN WELDING & GAS, INC. | \$4,456.63 | 299984 |
| 1 CALL SEPTIC SERVICES, INC | \$405.00 | 299834 | APEX ENGINEERING GROUP | \$1,617.40 | 299985 |
| ACKERMAN ESTVOLD | \$2,951.04 | 299835 | AQUA-PURE, INC. | \$10,972.00 | 299986 |
| ACME TOOLS | \$936.91 | 299836 | ARAMARK | \$525.52 | 299987 |

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|--|--------------|-----------|--|-------------|--------|
| ADVANCED BUSINESS METHODS | \$1,247.45 | 299837 | BORDER STATES INDUSTRIES, INC. | \$597.78 | 299988 |
| AIRSIDE SOLUTIONS | \$729.80 | 299838 | BRAVERA BANK | \$58,975.72 | 299989 |
| ALL AMERICAN TROPHIES | \$36.00 | 299839 | BUTLER MACHINERY CO. | \$1,332.11 | 299990 |
| AMANO MCGANN, INC. | \$250.93 | 299840 | CHRISTIANSON HEATING & AIR | \$540.75 | 299991 |
| AMERICAN PUBLIC WORKS ASSN. | \$3,381.00 | 299841 | CITY OF MINOT | \$200.00 | 300075 |
| APH/AUTO VALUE | \$10.99 | 299842 | CLAREY'S SAFETY EQUIPMENT, INC. | \$1,573.99 | 299992 |
| ASSINIBOINE RIVER BASIN INITIATIVE | \$250.00 | 299844 | CPS, LTD | \$64,867.50 | 299993 |
| ATSI | \$749.61 | 299845 | CURALINC, LLC | \$2,236.02 | 299994 |
| AXON ENTERPRISE, INC. | \$166,739.54 | 299846 | CURT'S STARTER & ALT. SERVICE | \$95.00 | 299995 |
| BALCO UNIFORM COMPANY, INC. | \$632.00 | 299847 | DACOTAH PAPER CO. | \$1,174.31 | 299996 |
| BOOK SYSTEMS, INC. | \$1,720.00 | 299848 | DAKOTA FIRE EXTINGUISHER | \$184.19 | 299997 |
| BROWN, DEREK | \$1,595.00 | 299849 | DAKOTA FLUID POWER, INC. | \$293.59 | 299998 |
| BUTLER MACHINERY CO. | \$1,878.07 | 299850 | DAKOTA SUPPLY GROUP | \$136.68 | 299999 |
| C & C TREE AND SNOW LLC. | \$500.00 | 299851 | DAKOTA TRUCK & FARM | \$3,454.91 | 300000 |
| CDM SMITH | \$71,602.25 | 299852 | DECOMM VENTURES, LP | \$1,750.00 | 300001 |
| CENTRAL TRENCHING, INC. | \$163.60 | 299853 | DEERE CREDIT, INC. | \$86,462.81 | 300058 |
| CITY OF MINOT | \$170.00 | 299926 | DOMESTIC VIOLENCE CRISIS CENTER | \$13,646.99 | 300002 |
| CIVICPLUS | \$6,257.20 | 299854 | DR. ANTHONY TATMAN | \$100.00 | 300003 |
| CPS, LTD | \$9,658.75 | 299855 | EBSCO | \$47.65 | 300004 |
| DACOTAH PAPER CO. | \$9,131.01 | 299856 | ECOLAB PEST ELIMINATION DIVISION | \$1,102.36 | 300005 |
| DAKOTA FLUID POWER, INC. | \$316.91 | 299857 | ELDORADO NATIONAL - CALIFORNIA | \$3,108.33 | 300006 |
| DECOMM VENTURES, LP | \$3,275.00 | 299858 | ELECTRIC PUMP | \$40,367.28 | 300007 |
| DON BESSETTE MOTORS | \$9.50 | 299859 | EMERGENCY TECHNICAL DECON | \$1,007.25 | 300008 |
| DR. ANTHONY TATMAN | \$75.00 | 299860 | Belinda Gladback | \$265.50 | 300009 |
| EAPC | \$3,497.13 | 299861 | Cody Lockyer | \$59.00 | 300010 |
| EBSCO | \$2,957.23 | 299862 | Cody Lockyer | \$51.25 | 300011 |
| BRIAN HORINKA | \$347.21 | 299863 | Duran Bischof | \$512.50 | 300012 |
| Chris Plank | \$335.23 | 299864 | Jesse Hoffart | \$47.20 | 300013 |
| Dakota Urban | \$20.00 | 299865 | Krystle Foster | \$47.91 | 300014 |
| Gage Baldt | \$25.00 | 299866 | Melissa Anderson | \$36.85 | 300015 |
| Kyle Schill | \$118.00 | 299867 | Randi Monley | \$39.46 | 300016 |
| Taylor Foley | \$165.20 | 299868 | Rick Walker | \$512.50 | 300017 |
| EMPOWER TRUST COMPANY, LLC | \$40,213.35 | 100005198 | Stephen Joersz | \$278.05 | 300018 |
| ENERBASE | \$47,758.72 | 299869 | Stephen Joersz | \$47.20 | 300019 |
| ETC INSTITUTE | \$4,000.00 | 299870 | Taylor Foley | \$47.20 | 300020 |
| FACTORY MOTOR PARTS | \$394.00 | 299871 | Taylor Jensen | \$295.00 | 300021 |
| FIRE EQUIPMENT CO. | \$1,032.50 | 299873 | ENERBASE | \$52,794.37 | 300022 |
| FIRST INTERNATIONAL BANK & TRUST | \$759.00 | 299874 | ENTERPRISE NATIONAL/ALAMO | \$8,674.53 | 300023 |
| FLIGHT LIGHT INC. | \$973.60 | 299875 | ENTERPRISE RENT-A-CAR (2144) | \$8,843.44 | 300024 |
| GALLS, LLC | \$623.11 | 299876 | FACTORY MOTOR PARTS | \$332.28 | 300025 |
| BCBS | \$25.00 | 299877 | FASTENAL COMPANY | \$39.80 | 300027 |
| Cashwise | \$48.96 | 299878 | FEDEX | \$27.61 | 300028 |
| City of Minot | \$50.00 | 299879 | FIRST DISTRICT HEALTH UNIT | \$26,500.00 | 300029 |
| City of Minot | \$75.00 | 299880 | FIRST INTERNATIONAL BANK & TRUST | \$759.00 | 300030 |
| Cody Ceynar | \$5.00 | 299881 | FIRST WESTERN INSURANCE | \$989.00 | 300031 |
| Jane Ellis | \$5.00 | 299882 | FLEXIBLE PIPE TOOLS & EQUIPMENT | \$680.60 | 300032 |
| Joel Leon Holdings | \$15.00 | 299883 | FORCE AMERICA | \$1,039.03 | 300033 |
| Katelynn Bowen | \$25.00 | 299884 | FUELMaster SYN-TECH SYSTEMS, INC. | \$805.50 | 300034 |
| Lewis & Clark Elementary School | \$25.00 | 299885 | G & P COMMERCIAL SALES | \$349.46 | 300035 |
| Loaf n Jug | \$1.99 | 299886 | GALE | \$700.21 | 300036 |
| Motor Vehicle Division | \$13.39 | 299887 | GALLS, LLC | \$7,063.90 | 300037 |
| North Dakota Child Support | \$50.00 | 299888 | GEFROH ELECTRIC | \$1,256.30 | 300038 |
| North Dakota Child Support | \$100.00 | 299889 | City of Minot | \$150.00 | 300039 |
| Penni Cecile King | \$2,247.30 | 299890 | Market Place | \$20.00 | 300040 |
| Rodney Neuhaufen | \$50.00 | 299891 | Marketplace Foods | \$10.59 | 300041 |
| Safari Fuels | \$4.29 | 299892 | Marketplace Foods | \$4.19 | 300042 |
| Schawyn Reinisch | \$320.35 | 299893 | Marketplace Liquors | \$10.00 | 300043 |
| TeamCare | \$598.44 | 299894 | Rondel Roteliuk | \$54.94 | 300044 |
| GENERAL TRADING | \$172.34 | 299895 | Rondel Roteliuk | \$40.87 | 300045 |
| GERDAU RECYCLING | \$453.42 | 299896 | Sierra Inn | \$20.00 | 300046 |
| GRANITE SPRINGS CO. | \$88.00 | 299897 | US Postal Service | \$50.00 | 300047 |
| GREAT PLAINS TECHNICAL SERVICES | \$1,160.20 | 299898 | GENERAL TRADING | \$154.06 | 300048 |
| GROSCHKE ELECTRIC INC | \$3,095.36 | 299899 | GOETTLE LAW, PLLC | \$3,500.00 | 300049 |
| HACH | \$67.89 | 299900 | GRAYMONT WESTERN US INC. | \$85,876.46 | 300050 |
| HAWKINS, INC. | \$8,943.70 | 299901 | GREAT PLAINS TECHNICAL SERVICES | \$3,360.60 | 300051 |
| HIGH POINT NETWORKS, LLC | \$1,430.00 | 299902 | H.A. THOMPSON & SONS, INC. | \$3,985.00 | 300052 |
| HOMESTEADERS RESTAURANT | \$295.63 | 299903 | HAWKINS, INC. | \$31,462.35 | 300053 |
| HOUSTON ENGINEERING, INC. | \$104,970.39 | 299904 | HITS, INC. | \$2,100.00 | 300054 |
| HP, INC. | \$6,124.00 | 299905 | HOIST AND CRANE SERVICES, INC. | \$875.00 | 300055 |
| HYLAND SOFTWARE, INC. | \$15,528.87 | 299906 | HOUSTON ENGINEERING, INC. | \$1,325.75 | 300056 |
| IFM ECTOR, INC. | \$188.18 | 299907 | INTERNATIONAL CITY MANAGEMENT ASSOCIATION RET. | \$624.56 | 300057 |
| INTERNATIONAL CITY MANAGEMENT ASSOCIATION RET. | \$631.40 | 299908 | LEARNING OPPORTUNITIES, INC. | \$2,001.56 | 300059 |
| INTERSTATE BATTERY SYSTEM | \$8.34 | 299909 | LINDE GAS & EQUIPMENT INC | \$309.93 | 300060 |
| JLG ARCHITECTS | \$245.00 | 299910 | M&T FIRE AND SAFETY, INC. | \$4,755.00 | 300061 |
| KALIX | \$108.04 | 299911 | MACS, INC. | \$38.38 | 300063 |
| LANGUAGE LINE SERVICES | \$35.48 | 299912 | MAD DOG BROKERAGE INC | \$13,720.03 | 300064 |
| LAVERNE MIKKELSON | \$5,000.00 | 299920 | MAIN ELECTRIC CONSTRUCTION | \$10,909.56 | 300065 |

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|---------------------------------------|--------------|-----------|-------------------------------------|----------------|--------|
| M-B COMPANIES, INC | \$4,698.66 | 299913 | MEIER & COMPANY | \$6,663.04 | 300066 |
| MAD DOG BROKERAGE INC | \$13,362.88 | 299914 | MELANIE MOORE | \$45.00 | 300076 |
| MAIN ELECTRIC CONSTRUCTION | \$5,114.17 | 299915 | METROHM USA, INC. | \$2,846.44 | 300067 |
| MARCO, INC. | \$192.50 | 299916 | MIDSTATES WIRELESS, INC. | \$405.00 | 300068 |
| MASIMO AMERICAS, INC. | \$1,060.13 | 299917 | MIDWEST TAPE | \$2,515.68 | 300069 |
| MELANIE MOORE | \$100.00 | 299927 | MILLER LAW OFFICE, P.C. | \$390.00 | 300070 |
| MENARDS | \$59.88 | 299918 | MINOT AREA CHAMBER EDC | \$46,637.50 | 300062 |
| MIDWEST TAPE | \$26.23 | 299919 | MINOT AREA COUNCIL OF THE ARTS, INC | \$3,333.33 | 300071 |
| MILLER LAW OFFICE, P.C. | \$1,575.00 | 299921 | MINOT AUTO | \$1,473.60 | 300072 |
| MINOT AREA SAFETY ASSOCIATION | \$200.00 | 299922 | MINOT EMPLOYEE DONATIONS | \$830.67 | 300073 |
| MINOT AUTO | \$488.35 | 299923 | MINOT OPTIMIST CLUB | \$500.00 | 300074 |
| MINOT EMPLOYEE DONATIONS | \$857.92 | 299924 | MOWBRAY & SONS | \$723.09 | 300077 |
| MINOT PARK DISTRICT | \$75,415.88 | 299925 | NAPA AUTO PARTS | \$3,427.62 | 300078 |
| NAPA AUTO PARTS | \$6,318.44 | 299928 | ND ONE CALL, INC. | \$172.45 | 300079 |
| ND CLERKS ASSOCIATION | \$100.00 | 299929 | NDDEQ | \$685.86 | 300080 |
| ND DEPT OF WATER RESOURCES | \$107,780.04 | 299930 | NORTHERN PLAINS EQUIPMENT CO., INC. | \$915.00 | 300081 |
| NDDEQ | \$18.54 | 299931 | NORTHERN TESTING | \$570.00 | 300082 |
| NEW VISION SECURITY, LLC | \$2,020.00 | 299932 | NORTHWEST TIRE AND RETREAD | \$12,138.49 | 300083 |
| NEWMAN TRAFFIC SIGNS | \$1,806.31 | 299933 | OLSON'S TOWING | \$888.00 | 300084 |
| NORTHWEST TIRE AND RETREAD | \$3,411.21 | 299934 | ONE CALL CONCEPTS, INC. | \$57.95 | 300085 |
| O'REILLY AUTO PARTS | \$32.28 | 299935 | OVERHEAD DOOR CO. OF MINOT | \$8,247.00 | 300086 |
| OVERHEAD DOOR CO. OF MINOT | \$1,495.30 | 299936 | OVERLAND WEST INC | \$1,704.12 | 300087 |
| PARKLAND USA CORPORATION | \$133.24 | 299872 | PARKLAND USA CORPORATION | \$258.94 | 300026 |
| PBBS EQUIPMENT CORP | \$126.18 | 299937 | PERFORMANCE KENNELS, INC | \$6,500.00 | 300088 |
| PEC SOLUTIONS LLC | \$387.09 | 299843 | PITNEY BOWES RESERVE ACCOUNT | \$3,000.00 | 300089 |
| PHIL SCHULTZ | \$468.00 | 299962 | POSTMASTER | (\$1,600.00) | 300121 |
| PRAIRIE SUPPLY | \$256.35 | 299938 | PRAIRIE SUPPLY | \$405.30 | 300090 |
| PREFERRED CONTROLS CORP | \$2,102.50 | 299939 | PREFERRED CONTROLS CORP | \$5,922.80 | 300091 |
| PRINGLE & HERIGSTAD, P.C. | \$990.00 | 299940 | PRIORITY DISPATCH | \$6,190.00 | 300092 |
| PRIORITY DISPATCH | \$6,075.00 | 299941 | PROCOLLECT | \$922.33 | 300093 |
| PROCOLLECT | \$1,185.29 | 299942 | PROTECH INTEGRATIONS, LLC | \$255.38 | 300094 |
| PROVIDENT LIFE & ACC INS CO | \$363.08 | 299943 | RAILROAD MANAGEMENT COMPANY III,LLC | \$379.14 | 300095 |
| RDO EQUIPMENT | \$9,888.00 | 299944 | RDO EQUIPMENT CO | \$42.49 | 300096 |
| BABICH, ANDREW | \$7.65 | 299945 | REDVECTOR.COM, LLC | \$2,426.41 | 300097 |
| BLOCKER, CHARLES | \$12.21 | 299946 | BENNETT, GARRETT | \$6.10 | 300098 |
| CREATIVE PROPERTY | \$54.65 | 299947 | CROSBY, CALEB | \$20.02 | 300099 |
| DIBRA INV & HOLDINGS LLC | \$37.80 | 299948 | FELTNER, NICHOLAS | \$28.37 | 300100 |
| KNIGHT, SHELLEY | \$70.00 | 299949 | MARTER, JACQUELINE | \$7.17 | 300101 |
| LABOY, CHARLES | \$798.71 | 299950 | TREAT, VIVIANNE | \$10.64 | 300102 |
| MARTIN, LAURA | \$34.20 | 299951 | RHI SUPPLY | \$1,015.17 | 300103 |
| MATTHEWS, DESIREE | \$16.66 | 299952 | ROLLKALL TECHNOLOGIES LLC | \$18.00 | 300104 |
| MEADOWLARK HOMES | \$31.43 | 299953 | SANITATION PRODUCTS | \$426.07 | 300105 |
| RIELY, JIM | \$1,034.96 | 299954 | SCHOCKS SAFE AND LOCK SERVICE | \$138.00 | 300106 |
| SELK, DONNA | \$39.90 | 299955 | SHORT ELLIOTT HENDRICKSON, INC | \$77,811.44 | 300107 |
| STEPHENS PROPERTY MANAGEMENT | \$1,000.00 | 299956 | SOURIS BASIN PLANNING COUNCIL | \$5,000.00 | 300108 |
| WEBER, ALLISON | \$8.10 | 299957 | SOURIS RIVER JOINT WATER RESOURCE | \$57,850.26 | 300109 |
| RIVERSIDE TECHNOLOGIES, INC | \$4,374.00 | 299958 | SRF CONSULTING GROUP | \$29,755.39 | 300110 |
| ROLAC CONTRACTING | \$16,173.90 | 299959 | STEIN'S, INC. | \$1,609.00 | 300111 |
| SANITATION PRODUCTS | \$7,634.82 | 299960 | STRYKER SALES, LLC | \$2,074.80 | 300112 |
| SCHOCKS SAFE AND LOCK SERVICE | \$250.00 | 299961 | SWANSTON EQUIPMENT COMPANIES | \$1,887.25 | 300113 |
| SOLTIS BUSINESS FORMS CO. | \$782.05 | 299963 | TEAM ELECTRONICS, INC. | \$179.75 | 300114 |
| SUNDRE SAND & GRAVEL, INC. | \$23,676.98 | 299964 | THIRD WATCH COMMUNICATIONS | \$1,049.49 | 300115 |
| SWANSTON EQUIPMENT COMPANIES | \$3,330.12 | 299965 | THOMSON REUTERS-WEST PAYMENT CENTER | \$387.00 | 300116 |
| TRINITY HEALTH | \$1,686.24 | 299966 | TIMMONS GROUP | \$7,090.00 | 300117 |
| U.S. POST OFFICE | \$5,000.00 | 299967 | UNITED MAILING SERVICE | \$469.07 | 300118 |
| UNITED MAILING SERVICE | \$278.95 | 299968 | UNITED RENTALS | \$17,637.98 | 300119 |
| UNUM LIFE INSURANCE | \$9,370.50 | 299969 | USA BLUE BOOK | \$35.30 | 300120 |
| VISIT MINOT | \$4,022.99 | 299970 | VISIT MINOT | \$22,701.51 | 300122 |
| WALLWORK TRUCK CENTER | \$2,379.80 | 299971 | WALLWORK TRUCK CENTER | \$6,752.72 | 300123 |
| WARD COUNTY AUDITOR | \$30,355.00 | 299972 | WARD COUNTY RECORDER | \$127.00 | 300124 |
| WESTLIE FORD | \$538.07 | 299973 | WESTLIE FORD | \$790.87 | 300125 |
| WESTLIE TRUCK CENTER | \$1,145.25 | 299974 | WESTLIE TRUCK CENTER | \$623.18 | 300126 |
| WHITE CAP, LP | \$1,944.00 | 299975 | WILO USA, LLC | \$350.56 | 300127 |
| ND PUBLIC EMPLOYEES RETIREMENT SYSTEM | \$13,052.15 | 100005316 | ALL SEASON ARENA | \$52,105.31 | 300128 |
| MINOT PARK DISTRICT | \$1,412.85 | 100005317 | FIRST WESTERN INSURANCE | \$2,283.00 | 300129 |
| Kolbe Bach | \$3,690.00 | 299976 | MATTSON CONSTRUCTION | \$394,757.56 | 300130 |
| WORKFORCE SAFETY & INSURANCE | \$100,642.36 | 299977 | SOURIS RIVER JOINT WATER RESOURCE | \$795,255.78 | 300131 |
| 1 CALL SEPTIC SERVICES, INC | \$10,156.40 | 299978 | U.S. POST OFFICE | \$5,000.00 | 300132 |
| ABSOLUTE COMFORT, INC. | \$518.72 | 299979 | UNUM LIFE INSURANCE | \$57,879.79 | 300133 |
| ACKERMAN ESTVOLD | \$102,704.68 | 299980 | DAKOTA COLLEGE AT BOTTINEAU | \$236,340.90 | 117 |
| ACME TOOLS | \$8,052.58 | 299981 | DAKOTA COLLEGE AT BOTTINEAU | \$5.00 | 118 |
| ADVANCED BUSINESS METHODS | \$4,078.45 | 299982 | MINOT HOUSING AUTHORITY | \$5.00 | 120 |
| AMERICAN TRUCK & TRAILER, LLC | \$14.08 | 299983 | MINOT HOUSING AUTHORITY | \$84,060.00 | 121 |
| | | | | \$3,722,619.29 | |

6.5 ALCOHOLIC BEVERAGE LICENSE - BRAKE TIME - Approve the Retail Beer license for Brake Time (810 N Broadway).

6.6 ALCOHOLIC BEVERAGE LICENSE - MINOT HOT TOTS - Approve the Supper Club license for the period of April 1, 2024 through December 31, 2024 for Minot Hot Tots.

6.7 GAMING SITE AUTHORIZATION - 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

6.8 MI-5 STREETLIGHT REPLACEMENT PROCUREMENT AWARD OF BID (4839) - Approve the bid from Main Electric Construction Inc. in the amount of \$76,307.00 for an MI-5A Streetlight Replacements.

6.9 2023 PAVEMENT MARKINGS FINAL PAYMENT (4718) - Approve the final payment of \$234,796.18 to be paid to West River Striping Company.

6.10 RENEWAL OF BUS ADVERTISING CONTRACT WITH JL BEERS - 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.

6.11 NAWS FINANCE CONTRACT - Approve the NAWS Finance Contract and authorize the Mayor to sign the contract.

6.12 2024 WATERMAIN REPLACEMENT - AWARD OF BID - 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; authorize the Mayor to sign contract documents on behalf of the City; and approve a budget amendment to allocate the funds.

6.13 APPROVAL OF FLOOD SPECIFIC EMERGENCY ACTION PLAN (3135.1) - Approve the updated Emergency Action Plan.

6.14 TRUCK MOUNTED JETTER/HYDRO-EXCAVATOR – AWARD OF BID (4838) - 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 approve the budget amendment to allocate the funds for this purchase.

6.15 2024 TRANSIT TRANSFER CENTER AWARD OF BID & BUDGET AMENDMENT (CITY PROJECT NO. 4741) - Award the bid for the 2024 Transit Transfer Center Construction Project to Rolac Contracting Inc. for the lowest bid of \$627,100.00; authorize the Mayor to sign contract documents on behalf of the City; and 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.

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

6.17 APPROVAL OF THE 2025 BUDGET SCHEDULE - Approve the 2025 budget schedule.

6.18 CITY MANAGER CONTRACT AMENDMENT - Approve the First Amendment to the City Manager's Employment Contract.

6.19 NORTH DAKOTA AERONAUTICS COMMISSION STATE GRANT REQUEST - Direct staff to submit grant requests to NDAC; and if grant(s) are awarded, authorize the Mayor to sign agreement(s).

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

Alderwoman Olson moved the City Council:

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.

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

7.2 TRAFFIC CONTROL YIELD TO STOP CONVERSIONS – APPROVED

Alderman Jantzer moved the 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 |

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

7.3 MINOT COMMITTEE ON CHILDCARE REPORT AND RECOMMENDATIONS – APPROVED

The City Council asked Alderman Burlingame as the Chairman of the committee to prioritize the items to include:

- What is the impact of the item?
- Who is responsible for the item?
- What is the cost of the item?
- Is it an actionable item for the City Council?

PERSONAL APPEARANCES

Billi Gunderson spoke to the City Council about ADA accessibility and requirements.

MISCELLANEOUS AND DISCUSSION ITEMS

9.1 CONSIDER THE REPORT OF THE MAGIC FUND SCREENING COMMITTEE

The City Council was presented the annual compliance report for the MAGIC Fund Screening Committee for review.

9.2 2023 CITIZEN SATISFACTION SURVEY RESULTS REPORT AND PRESENTATION

Jason Morado with the ETC Institute and Harold Stewart, City Manager, presented to the City Council the results of the 2023 Citizen Satisfaction survey.

9.3 TIP411 INTRODUCTION

Chief Klug introduced the City Council to TIP411.

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 7:13 pm.

For the full April 1, 2024 Regular City Council meeting video, see: [Minot City Council Meeting 4/1/24 \(youtube.com\)](https://www.youtube.com/watch?v=MinotCityCouncilMeeting4/1/24).

ATTEST: _____
Mikayla McWilliams, City Clerk

APPROVED: _____
Thomas Ross, Mayor

BOARD OF EQUALIZATION

April 9, 2024

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BOARD OF EQUALIZATION

CITY OF MINOT

The City Council of the City of Minot convened as the 2024 Board of Equalization on April 9, 2024, at 5:30 p.m. in the City Council Chambers of the Minot City Hall.

Members Present:

Burlingame, Jantzer, Olson, Pitner, Podrygula, Ross

Members Absent:

Evans

Others Present:

City Clerk, City Assessor Ryan Kamrowski, Assistant City Assessor Druse, Senior Property Appraisers Schlecht, Maragos, and Lovelace.

Mayor Ross presiding.

REVIEW OF ASSESSMENT TOTALS

The Assessor's Annual Report was presented to council. The report presented to the City Council informs that NDCC-57-02-11 requires that assessments reflect actual market value to include new construction, annexations, and properties coming on the tax roll from a prior exemption.

The city's residential assessments were 8.7% below selling price last year and commercial properties were 8.9% below selling price last year. The average commercial valuation was increased about 4.1% and the average residential valuation was increased by roughly 4.3%. The 2024 True and Full Value as of April 1st, 2024, is estimated to be approximately \$5,223,059,000 or about a 4.19% increase from last year.

The median residential assessment increased about 3.76% from \$213,000 to \$221,000 as compared to the 5.45% from \$202,000 to \$213,000 from 2022 to 2023. All other classes of commercial building assessments were trended upwards about 4.2% from a median of \$550,000 to \$573,000. This is compared to a 10.8% increase last year.

There were 802 residential sales that were qualified to be used in the 2023 state board residential sales ratio study. There were 101 commercial properties that were used in the 2023 state board commercial sales ratio study that would have included all types of commercial properties.

PROPERTY OWNER APPEALS

1800 16th St SW; Hoak Media of Dakota, LLC; MI27.953.040.0140

Invoke Tax Partners, representing HOAK MEDIA OF DAKOTA, LLC; has filed an assessment appeal for the property located at 1800 16th St SW. They are requesting that the 2024 assessment be set at \$1,458,752. The City Assessor recommends denial of request based on current market trends and local market data to support the 2024 assessment of \$1,624,000. The information provided by the Assessor's office illustrates that the current assessment is at the median sale price per square foot for comparable properties.

Alderman Jantzer moved the Board of Equalization deny appeal and approve staff recommendation.

BOARD OF EQUALIZATION

April 9, 2024

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

2400 10th St SW; Dakota Square Mall CMBS, LLC; MI35.677.000.0110

DuCharme, McMillen & Associates, Inc, representing DAKOTA SQUARE MALL CMBS, LLC; has filed an assessment appeal for the property located at 2400 10thSt SW (DBA: Dakota Square Mall). They are requesting that the 2024 assessment be set between \$34,000,000 and \$35,000,000. The City Assessor recommends denial of request based on current market trends and local market data to support the 2024 assessment of \$60,804,000. The information provided by the Assessor's office illustrates that the current assessment is well below the median sale price per square foot for retail property. The City Assessor's value considers all three approaches to value; Income, Cost, and Sales Comparison. Whereas the appellants analysis is solely relying on an Income Analysis using nationwide market information and not fully illustrating local market influences.

Alderman Jantzer moved the Board of Equalization deny appeal and approve staff recommendation.

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

3301 S Broadway; Cass Oil Co; MI36.D41.010.0030

Delta Property Tax Advisors LLC, representing CASS OIL CO; has filed an assessment appeal for the property located at 3301 S Broadway. They are requesting that the 2024 assessment be set at \$1,836,029. The City Assessor recommends denial of request based on current market trends and local market data to support the 2024 assessment of \$2,213,000. The information provided by the Assessor's office illustrates that the current assessment is below median sale price per square foot for comparable properties.

Alderman Pitner moved the Board of Equalization deny appeal and approve staff recommendation.

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

2125 6th St NW; Alan and Darlene Egeberg

Alan Egeberg, property owner, appeared before the committee to appeal the assessment on the property located at 2125 6th St NW. Alan mentioned to the home was built in 1977, with no major improvements. He would like to work with the Assessor's Office to do a walk-thru.

Alderman Jantzer moved the Board of Equalization request a no change pending an on-site review.

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

RESOLUTION EQUALIZING 2024 ASSESSMENTS - ADOPTED

Alderman Pitner moved for adoption of the resolution equalizing assessments for 2024 as adjusted by the 2024 Board of Equalization as follows:

BOARD OF EQUALIZATION

April 9, 2024

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WHEREAS, members of the City Council of the City of Minot, North Dakota, met to organize as the City of Minot Board of Equalization on Tuesday, April 9, 2024, at 5:30 p.m. in the City Council Chambers and a quorum being present, and

WHEREAS, the Board of Equalization began the work of equalizing property assessments for the year 2024, until its work was complete, and

WHEREAS, the Board of Equalization heard applications by aggrieved parties on the assessments shown in the assessment roll, the board acted upon such applications, and

WHEREAS, the Board of Equalization made any necessary changes in the assessment roll.

NOW, THEREFORE, BE IT RESOLVED, that the assessments made by the City Assessor of the City of Minot, filed with the City Clerk of the City of Minot, reviewed, corrected and adjusted by the City of Minot Board of Equalization, are hereby authorized in accordance with Chapter 57-11 of the North Dakota Century Code and are hereby certified to the Ward County Auditor as the correct and equalized assessment roll for the City of Minot, North Dakota, for the year 2024.

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

2024 EQUALIZED TAXABLE VALUATIONS

The 2024 equalized taxable valuations for the City of Minot were therefore determined to be as follows following adjustment:

| | |
|--------------------|---------------------|
| Commercial | \$2,037,589,000 |
| Residential | \$3,183,566,000 |
| <u>Agriculture</u> | <u>\$ 1,904,000</u> |
| Total | \$5,223,059,000 |

ADJOURNMENT

There being no further business, Mayor Ross adjourned the 2024 Board of Equalization, sine die, at 6:07 p.m.

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Thomas Ross, Mayor

ORDINANCE NO: 5952

**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: April 1, 2024

PASSED SECOND READING: April 15, 2024

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 5953

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: April 1, 2024

PASSED SECOND READING: April 15, 2024

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 5954

AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE TRANSIT CAPITAL EQUIPMENT REVENUES AND EXPENDITURES FOR THE TRANSIT TRANSFER 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: April 1, 2024

PASSED SECOND READING: April 15, 2024

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO. 5955

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:

| <u>YIELD STREET</u> | <u>AT ITS INTERSECTION WITH</u> |
|----------------------------|--|
| 17 th Street NW | 5 th Avenue NW |
| 17 th Street NW | University Avenue |
| 18 th Street W | W Central Avenue |
| 18 th Street NW | 2 nd Avenue NW |
| 18 th Street NW | 5 th Avenue NW |
| 19 th Street W | W Central Avenue |
| 19 th Street NW | 5 th Avenue NW |
| 19 th Street NW | 7 th Avenue NW |
| 20 th Street W | W Central Avenue |
| 21 st Street W | W Central Avenue |
| 21 st Street NW | 5 th Avenue NW |
| 21 st Street NW | 7 th Avenue NW |
| 22 nd Street W | W Central Avenue |
| 22 nd Street NW | 2 nd Avenue NW |
| 22 nd Street NW | 5 th Avenue NW |
| 22 nd Street SW | 5 th Avenue SW |
| 23 rd Street W | W Central Avenue |
| 23 rd Street NW | 2 nd Avenue NW |
| 24 th Street W | W Central Avenue |
| 24 th Street NW | 2 nd Avenue NW |
| 25 th Street W | W Central Avenue |
| 27 th Street W | W Central Avenue |
| 2 nd Avenue NW | 25 th Street NW |
| 5 th Avenue NW | 21 st Street NW |
| Northwest Avenue | Harrison Drive |
| Northwest Avenue | 19 th Street NW |
| University Avenue | 18 th 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:

| <u>STOP STREET</u> | <u>AT ITS INTERSECTION WITH</u> |
|----------------------------|--|
| 17 th Street NW | 5 th Avenue NW |
| 17 th Street NW | University Avenue |
| 18 th Street W | W Central Avenue |

18th Street NW
18th Street NW
19th Street W
19th Street NW
19th Street NW
20th Street W
21st Street W
21st Street NW
21st Street NW
22nd Street W
22nd Street NW
22nd Street NW
22nd Street SW
23rd Street W
23rd Street NW
24th Street W
24th Street NW
25th Street W
27th Street W
2nd Avenue NW
5th Avenue NW
Northwest Avenue
Northwest Avenue
University Avenue

2nd Avenue NW
5th Avenue NW
W Central Avenue
5th Avenue NW
7th Avenue NW
W Central Avenue
W Central Avenue
5th Avenue NW
7th Avenue NW
W Central Avenue
2nd Avenue NW
5th Avenue NW
5th Avenue SW
W Central Avenue
2nd Avenue NW
W Central Avenue
2nd Avenue NW
W Central Avenue
W Central Avenue
25th Street NW
21st Street NW
Harrison Drive
19th Street NW
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: April 1, 2024

PASSED SECOND READING: April 15, 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 15, 2024

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Magic City Youth Baseball to conduct a calendar raffle for June 2024 at Jack Hoeven Baseball Complex (2630 7th Ave SW).
2. NoDak Heat to conduct a raffle on June 11, 2024 at Magic City Day Care Center South (1420 20th Ave SW).
3. Taube Museum of Art to conduct a raffle on April 30, 2024 at the Taube Museum of Art (2 N Main St).
4. Special Event Permit for VennMitchell, Inc. dba The Landing Bar & Bottleshop (2015 N Broadway).
5. Three Special Event Permits for Sports on Tap, Inc. dba Sports on Tap (220 S Broadway).
6. 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



TO: Mayor Tom Ross
Members of the City Council

FROM: Doug Diedrichsen, Principal Planner

DATE: April 8, 2024

SUBJECT: MINOR SUBDIVISION PLAT TO BE KNOWN AS COMMERCIAL WEST 2ND
ADDITION TO THE CITY OF MINOT, NORTH DAKOTA

I. RECOMMENDED ACTION

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

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

1. Background
The applicant seeks to adjust the shared property boundary between three platted lots to create a single lot. The resulting lot conform to the dimensional standards of the underlying zoning district and, where applicable, overlaying zoning district.
2. Proposed Project
Commercial West 2nd Addition
3. Consultant Selection
N/a

IV. IMPACT:

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

3. Fiscal Impact:
N/a

V. ALTERNATIVES

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

VI. TIME CONSTRAINTS
N/a

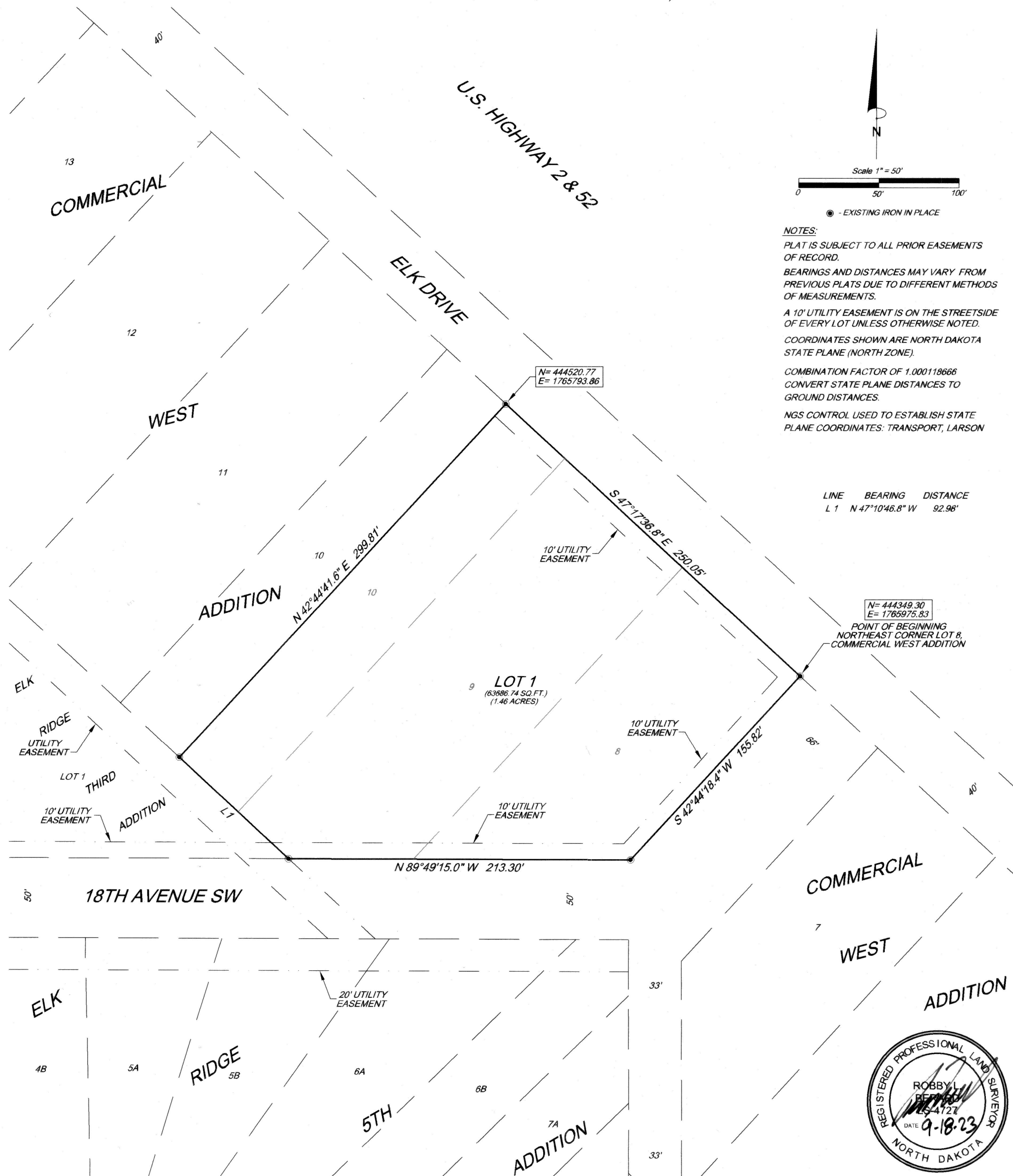
VII. LIST OF ATTACHMENTS

1. Attachment A – Commercial West 2nd Addition

COMMERCIAL WEST 2ND ADDITION

TO THE CITY OF MINOT, NORTH DAKOTA

(BEING A PORTION OF LOTS 8, 9 AND SE1/2 OF LOT 10, COMMERCIAL WEST ADDITION,
TO THE CITY OF MINOT, NORTH DAKOTA)



NOTES:
 PLAT IS SUBJECT TO ALL PRIOR EASEMENTS
 OF RECORD.
 BEARINGS AND DISTANCES MAY VARY FROM
 PREVIOUS PLATS DUE TO DIFFERENT METHODS
 OF MEASUREMENTS.
 A 10' UTILITY EASEMENT IS ON THE STREETSIDE
 OF EVERY LOT UNLESS OTHERWISE NOTED.
 COORDINATES SHOWN ARE NORTH DAKOTA
 STATE PLANE (NORTH ZONE).
 COMBINATION FACTOR OF 1.000118666
 CONVERT STATE PLANE DISTANCES TO
 GROUND DISTANCES.
 NGS CONTROL USED TO ESTABLISH STATE
 PLANE COORDINATES: TRANSPORT, LARSON

| LINE | BEARING | DISTANCE |
|------|-----------------|----------|
| L 1 | N 47°10'46.8" W | 92.98' |

DESCRIPTION

KNOW ALL MEN BY THESE PRESENTS THAT DAKOTA DENTAL PROPERTIES LLC, BEING OWNERS AND PROPRIETORS OF A PORTION OF LOTS 8, 9 AND SE1/2 LOT 10, COMMERCIAL WEST ADDITION TO THE CITY OF MINOT, NORTH DAKOTA, WHICH IS MORE PARTICULARLY DESCRIBED AS FOLLOWS; BEGINNING AT THE NORTHEAST CORNER OF LOT 8, COMMERCIAL WEST ADDITION TO THE CITY OF MINOT, NORTH DAKOTA, A PLAT ON RECORD AT THE WARD COUNTY RECORDERS OFFICE; THENCE S 42°44'18.4" W, A DISTANCE OF 155.82 FEET; THENCE N 89°49'15.0" W, A DISTANCE OF 213.30 FEET; THENCE N 47°10'46.8" W, A DISTANCE OF 92.98 FEET; THENCE N 42°44'41.6" E, A DISTANCE OF 299.81 FEET; THENCE S 47°17'36.8" E, A DISTANCE OF 250.05 FEET TO THE POINT OF BEGINNING. TRACT CONTAINS 1.46 ACRES. HAVE CAUSED THE SAME TO BE SURVEYED AND PLATTED AS SHOWN HEREON TO BE KNOWN AS COMMERCIAL WEST 2ND ADDITION TO THE CITY OF MINOT, NORTH DAKOTA AND HEREBY DONATE AND DEDICATE THE EASEMENTS AS SHOWN HEREON, TO THE PUBLIC FOR PUBLIC USE, IN WITNESS WHEREOF THE OWNERS HAVE HEREUNTO AFFIXED THEIR SIGNATURES.

DOUGLAS T. BENSON (MANAGING MEMBER)
DAKOTA DENTAL PROPERTIES LLC

PATTI A BENGSON (MANAGING MEMBER)
DAKOTA DENTAL PROPERTIES LLC

STATE OF NORTH DAKOTA
COUNTY OF WARD

ON THIS 22nd DAY OF March, 2024, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, APPEARED DOUGLAS T. BENGSON AND PATTI A. BENGSON, WELL KNOWN TO ME TO BE THE PERSONS DESCRIBED IN THE FOREGOING DESCRIPTION AND WHO ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME AS THEIR OWN FREE ACT AND DEED.

~~MY COMMISSION EXPIRES:~~
ROBBY L BERARD
Notary Public
State of North Dakota
My Commission Expires Dec. 28, 2027

NOTARY PUBLIC, COUNTY OF WARD, STATE OF NORTH DAKOTA

SURVEYOR'S CERTIFICATE

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

ROBBY L. BERARD, RLS NO. 4727



STATE OF NORTH DAKOTA
COUNTY OF WARD

ON THIS 18th DAY OF September, 2023, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, APPEARED ROBBY L. BERARD, REGISTERED LAND SURVEYOR, WELL KNOWN TO ME TO BE SUCH AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE FOREGOING SURVEYOR'S CERTIFICATE AS HIS OWN FREE ACT AND DEED.

MY COMMISSION EXPIRES:

NOTARY PUBLIC, WARD COUNTY, STATE OF NORTH DAKOTA

CHAD ATTERTON
Notary Public
State of North Dakota
My Commission Expires Nov. 11, 2024

APPROVED:

DATE: _____

CITY OF MINOT ENGINEER

JOB #179-23

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



TO: Mayor Tom Ross
Members of the City Council

FROM: Chris Plank, NDR Grant Manager

DATE: 4/15/2024

**SUBJECT: AUTHORIZE ADVERTISEMENT FOR AUCTION/DEMOLITION OF
FLOOD BUYOUT PROPERTIES**

I. RECOMMENDED ACTION

Authorize advertisement for auction and/or demolition of the property located at 1623 8th Ave SE, Minot, ND 58701.

II. DEPARTMENT CONTACT PERSONS

Chris Plank, NDR Grant Manager, 701-857-1553

III. DESCRIPTION

A. Background

City of Minot Buyout Building Auction Policy states that our Technical Support Specialist along with CDM Smith specialist will conduct a walk-through of properties to determine if a structure is eligible for auction by meeting these criteria:

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

Structures approved for auction by NDR Program Manager based on the findings of the inspection will then be assigned for environmental inspections for lead based paint and asbestos before going to Council for approval to go to auction. Successful bidders have 90 days to remove structure from the property.

City of Minot Demolition Program Salvage Policy follows many of the same steps as the auction policy, however if the structure does not meet auction requirements, there may still be salvageable materials within the property. If the structure is proven not to contain lead-based paint or asbestos, property may be approved by NDR Program Manager to be sent to Council for approval to advertise for salvage. Successful bidders have 90 days to remove materials from the property.

B. Proposed Project

*Properties listed for auction include:
1623 8th Ave SE – Garage only*

*Property listed for demolition
1623 8th Ave SE – House only*

IV. IMPACT:

A. Strategic Impact:

Purchases of auction properties or salvage rights from flood buyout acquisitions generates Program Income, which is used to undertake necessary further acquisitions to support flood projects.

B. Fiscal Impact:

Added program income for CDBG-NDR acquisition activities

V. CITY COUNCIL ASPIRATIONS

This meets the City Council's aspiration of being resilient and prepared.

VI. ALTERNATIVES

City Council may deny auction or salvage on these properties and proceed straight to demolition.

VII. TIME CONSTRAINTS

Approving this will allow ample time for advertisements as well as actual demolition to occur before the winter season approaches.

VIII. LIST OF ATTACHMENTS

N/A



TO: Mayor
Members of the City Council

FROM: Chris Plank, NDR Grant Administrator

DATE: 4/15/2024

SUBJECT: **2024 STRUCTURE DEMOLITION/SITE RESTORATION CONTRACT AWARD –
309 1st Ave NE**

I. RECOMMENDED ACTION

Staff recommends City Council approve and authorize the Mayor to sign a contract Dig It Up Backhoe Service, Inc. for structure demolition /site restoration located at 309 1st Ave NE, Minot ND 58701 in the amount of \$32,400.00

II. DEPARTMENT CONTACT PERSONS

Chris Plank, NDR Grant Administrator, 701-857-1553

III. DESCRIPTION

Background

The City of Minot periodically issues demolition/site restoration bids when sufficient properties with structures that have been acquired as part of the acquisition program for flood project controls. The intent is to keep on a schedule which supports timing of flood control projects while removing structures from creating hazards. The engineering estimate for this bid, which is pursuant to HUD procurement rules was required to be prepared prior to bid, was \$57,000. Two bids were received, with the lowest responsible bid. The lowest responsible bid received was from Dig It Up Backhoe Services, Inc in the amount of \$32,400. The low bid was \$24,600 below the engineer's estimate calculating to roughly an 43.5% underage. CDM Smith has submitted a letter of recommendation of award verifying this meets the HUD Procurement requirements of being necessary and reasonable. The low bidder is registered with SAM.gov which reflects a report of no active exclusions or debarment.

Contract Selection

Friday, April 5, 2024 at 10:00am, bids were opened for a Structure Demolition/Site Restoration Contract Award. Below is a copy of the tabulation summary:

| Bidder | Total Amount Base Bid |
|---------------------------------|------------------------------|
| Dig It Up Backhoe Services, Inc | \$32,400 |
| Hanson's Excavating, Inc | \$114,000 |

IV. IMPACT:

A. Strategic Impact:

Continues the focus on maximizing the use of State Water Commission funds as efficiently and effectively as possible through a timely bidding process.

B. Service/Delivery Impact:

Assures the City is keeping pace in needed site preparation for flood control projects.

C. Fiscal Impact:

State Water Commission matching funds will be used to cover the full contract amount.

V. CITY COUNCIL ASPIRATIONS

Approval of this action achieves the City Council aspiration of being resilient and prepared.

VI. ALTERNATIVES

A.. Deny the bid and do not do the project

B. Re-bid the project

VII. TIME CONSTRAINTS

Structures need to be demolished to ensure flood control projects can proceed on schedule.

VIII. LIST OF ATTACHMENTS

A. *CDM Smith Recommendation of Award Letter*

B. *Agreement between Dig It Up Backhoe Services, Inc*



Arrowhead Shopping Center
1600 2nd Avenue SW, Suite 27
Minot, ND 58701
tel: 701-837-5813
fax: 701-837-9915
cdmsmith.com

April 9, 2024

City of Minot
Attn: Chris Plank, Disaster Recovery Grant Administrator
10 3rd Avenue SW
P.O. Box 5006
Minot, North Dakota 58702

Subject: 309 1st Ave NE Structure Demolition and Site Restoration – Project No. 3755.22

Dear Mr. Plank:

On April 5, 2024, bids were received for the 309 1st Ave NE Structure Demolition and Site Restoration Project. At the bid opening, two (2) bids were received from the following companies:

- Hanson's Excavating, Inc., Minot, ND
- Dig It Up Backhoe Service, Inc., Minot, ND

The base bids varied from a high of \$114,000.00 to a low of \$32,400.00. The apparent low bid was submitted by Dig It Up Backhoe Service, Inc., and it was determined that their bid contained the required attachments and documentation and was considered acceptable for further review. A detailed review, which included a bid tabulation, was conducted and it confirmed that Dig It Up Backhoe Service, Inc. was the lowest responsive bidder. The bid of \$32,400.00 is \$24,600.00 below the engineer estimate of \$57,000.00. The low bid is 43.5% lower than the engineer estimate.

CDM Smith checked the System for Award Management website, and it was confirmed that Dig It Up Backhoe Service, Inc. is registered with no active exclusions or debarment status. In addition, a background investigation was conducted and there were no findings of concern.

Therefore, Dig It Up Backhoe Service, Inc. is considered the lowest responsive bidder for this project.





309 1st Ave NE Structure Demolition and Site Restoration – Project No. 3755.22

April 9, 2024

Page 2

Based on the above information, CDM Smith recommends that the contract be awarded to Dig It Up Backhoe Service, Inc.

Please call me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Justin Redding".

Justin Redding
CDM Smith Inc.



CDM Smith Disaster Recovery Services Office

SECTION 00 53 00

AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2024, by and between the City of Minot, a municipal corporation in the County of Ward and the State of North Dakota, hereinafter referred to as the CITY; and, Dig It Up Backhoe Service, Inc. hereinafter referred to as the CONTRACTOR, WITNESSETH:

THAT WHEREAS, the City Council of the City of Minot called for bids for:

309 1ST Ave NE STRUCTURE DEMOLITION AND SITE RESTORATION, #3755.22

WHEREAS, the CITY purchased properties that were inundated during the 2011 Souris River Flood, and such properties were purchased with State of North Dakota funds, Department of Housing and Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) funds, and Department of Housing and Urban Development National Disaster Resilience (NDR) funds.

WHEREAS, the CITY intends to demolish and dispose of the structures on this property and restore the site in accordance with HUD regulatory requirements.

WHEREAS, the CITY has conducted a competitive sealed bids process to select a contractor to conduct the demolition and site restoration work.

WHEREAS, on the 15th day of April, 2024, the City Council, being in session, did determine that Dig It Up Backhoe Service, Inc. was the lowest responsible bidder for the work herein specified and the City Council authorized and directed the Mayor and the City Clerk of the City of Minot to enter into a Contract with the CONTRACTOR for the completion of such work.

NOW, THEREFORE, the CONTRACTOR, in consideration of the premises and the agreements of the CITY, hereinafter set forth, does hereby agree to complete the work herein specified in accordance with the Contract Documents duly approved by the City Council and on file in the office of the City Clerk of the City of Minot, a copy of which the CONTRACTOR acknowledges to having received, and to complete such work herein provided in accordance also with its Bid and offer, which is as follows, to wit:





CDM Smith Disaster Recovery Services Office

The CONTRACTOR further agrees to complete said work under the direction and supervision and subject to the approval of the City Program Administrator, or Program Administrator in charge of the project if consulting Program Administrators have been retained for this project.

The CONTRACTOR further agrees that the City Council of the CITY does hereby reserve the right, in case of improper work under this contract, to suspend work thereon at any time, and to re-let said Contract or to order rework of said work or any part thereof improperly done, and that any additional cost occasioned thereby shall be deducted from the amount that would otherwise have been due to the CONTRACTOR under his said Contract herein, and shall be charged against him. The CONTRACTOR further agrees that the work shall be completed no later than June 30, 2024 or any time extensions granted. This Contract shall be subject to liquidated damages of \$250.00 per property per day, per Part 26 of the General Conditions, charged against the contractor for each day past the completion date stated in the Contract or as amended by change order.

It is further understood and agreed by and between the CITY and the CONTRACTOR that the said Contract Documents herein referred to on file in the office of the City Clerk of the City of Minot, shall be considered to be and are hereby made a part of the Contract as fully and completely as though written herein at length and the CONTRACTOR acknowledges that he is fully informed as to the contents of the said Contract Documents herein referred to.

Final acceptance shall be deemed to be the date on which the City Council approves final payment.

It is further understood and agreed that upon the CONTRACTOR performing the work designated in this Contract, within the time therein provided, that the City Council of the CITY will from time to time, at its discretion, as the work progresses, pay to the CONTRACTOR upon the estimates made by the City Program Administrator of the amount already earned under this Contract on the said work, ninety percent (90%) of the amount shown by such estimate to have been earned in current funds from the \$32,400.00 (amount of bid) and upon the full completion, and the approval of the same by the City Program Administrator of the City of Minot, and the City Manager, the CITY will pay the balance due therefore at the prices set forth in the Bid Schedule, hereinbefore recited in the manner hereinbefore set forth.

It is further understood and agreed that all of the work under this Contract shall be paid for only in current funds from the funds above mentioned, and the CITY shall in no case be liable





CDM Smith Disaster Recovery Services Office

on this or any other Contract for the completion of such work for any sum whatsoever to be paid by money raised by general taxation and that the CITY assumes and incurs no general liability under this contract.

The CONTRACTOR further undertakes and agrees that he will protect, indemnify and save harmless the CITY from any and all damages and liability whatsoever, on account of any accident or injury which may occur or be caused directly or indirectly to any one on account of the completion of said work by CONTRACTOR or by any excavations or obstructions which may be placed in the project area by the CONTRACTOR in connection with the work or otherwise. The CONTRACTOR further agrees to pay all taxes applicable to this work hereunder, keep all employees fully covered by Workers' Compensation Insurance, and pay all premiums promptly when due.

IN WITNESS WHEREOF, the CITY has caused this Contract to be executed by the Mayor in its name and countersigned and attested to by its City Clerk, and its corporate seal to be hereunto affixed, and the CONTRACTOR has hereunto caused this Contract to be executed by its officers thereunto duly authorized.

CITY OF MINOT

(Corporate Seal)

ATTEST:

Tom Ross, Mayor

Mikayla McWilliams, City Clerk

ATTEST:

CONTRACTOR





TO: Mayor Tom Ross
Members of the City Council

FROM: Captain Justin Sundheim

DATE: April 15, 2023

SUBJECT: **FY 2023 LOCAL EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT**

I. RECOMMENDED ACTION

1. Recommend authorization to accept the FY 2023 Local Edward Byrne Memorial Justice Assistance Grant (JAG); and
2. Authorize the Mayor to sign the Memorandum of Understanding
3. Recommend the Council pass an ordinance to amend the 2024 annual budget to increase the Police Department operation supplies and capital revenues and expenditures for the FY2023 Edward Byrne JAG Grant.

II. DEPARTMENT CONTACT PERSONS

| | |
|----------------------------|----------|
| John Klug, Chief of Police | 857-9800 |
| Justin Sundheim, Captain | 857-4717 |

III. DESCRIPTION

A. Background

The Minot Police Department and Ward County Sheriff's Department will purchase items for their departments using approximately half of the funds for each agency. Each agency will maintain custody and control of the item purchased with their portion of the grant funds. Ward County will purchase level 2 air purifier respirator. (APRs). Minot PD will purchase a radar display signage.

B. Proposed Project

The Ward County Sheriff's Department will purchase level 2 air purifier respirators valued at approximately \$9,606.50. The Minot Police Department will use the remainder of the funds, approximately \$9,60.50, to purchase radar display signage. The grant period is October 1st, 2022, to September 30th, 2024. Each agency is entitled to fifty percent of the total grant amount; however, any unused portion will be made available to the other agency.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

The proposal for the Ward County Sheriff's Department includes level 2 air purifier respirators (APR). These APR's allow for rapid deployment of deputies in critical incidents

where hazardous materials may be present. They will allow deputies to respond to areas within the community and provide protection, security, and life-saving measures if necessary.

The purpose of this proposal by the Minot Police Department is to enhance traffic safety through means of static display of motorist's speed. These signs provide a deterrent, thus enhancing community safety. Studies have shown that increased speed increases the chance of bodily injury or death in traffic crashes. Signs will be placed in areas of community concern.

B. Service/Delivery Impact:

Providing members of the WCOS with protective equipment will enhance response capabilities while providing safety in potentially dangerous environments.

Radar speed signage will enhance driver awareness of excessive speed, thus ideally deterring the increased risk of crash associated with speed.

C. Fiscal Impact:

Project Costs

| | |
|-------------------|----------|
| FY 2023 JAG Grant | \$19,213 |
| Matching Funds | <u>0</u> |
| Total | \$19,213 |

Project Funding

N/A

V. ALTERNATIVES

The council can refuse acceptance of the grant and direct police department to alternative means to fund listed equipment.

VI. TIME CONSTRAINTS

VII. LIST OF ATTACHMENTS

- A. Memorandum of Understanding
- B. BA-FY23 Edward Byrne JAG

THE STATE OF NORTH DAKOTA
COUNTY OF WARD

KNOW ALL BY THESE PRESENT

**INTERLOCAL AGREEMENT
BETWEEN THE CITY OF MINOT, ND AND COUNTY OF WARD ND**

**2023 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD
APPLICATION NUMBER: TBD**

This Agreement is made and entered into this ____ day of April 2024, by and between the COUNTY of WARD, acting by and through its governing body, the County Commission, hereinafter referred to as COUNTY, and the CITY of MINOT, acting by and through its governing body, the City Council, hereinafter referred to as CITY, both of Ward County, State of North Dakota, witnesseth:

WHEREAS, this Agreement is made under the authority of this Memorandum of Understanding: and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party: and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement: and

WHEREAS, the CITY agrees to provide the COUNTY with a share of the equipment and / or expenditures from the JAG award for the 2023 Program: and

WHEREAS, the CITY and COUNTY believe it to be in their best interests to reallocate the JAG funds.

NOW THEREFORE, the COUNTY and CITY agree as follows:

Section 1.

CITY and COUNTY agree to expend the \$19,213 - 2023 JAG grant to purchase the following equipment for each agency. The Minot Police Department will purchase radar speed signage and the County Sheriff's Department will purchase air purifier respirators. The COUNTY allocation for their project is \$9,606.50 The CITY allocation for their project is \$9,606.50 Any unused portion of grant funds can be used by the other agency if needed to fund their project.

Section 2.

Each party to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 3.

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 4.

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

CITY OF MINOT, ND

COUNTY OF WARD, ND

City Mayor

Date

Commission Chairman

Date

Chief of Police

Date

Ward County Sheriff

Date

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE
POLICE GRANT DEPARTMENT REVENUES AND EXPENDITURES FOR THE FY23
EDWARD BYRNE JAG GRANT.**

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

- §1: An ordinance amending the 2024 annual budget to increase the Police Grant department revenues and expenditures for the Edward Byrne JAG Grant award:

| | | |
|----------------|------------|----------|
| 10000000-33100 | 2024200009 | \$19,213 |
| 10020000-46101 | 2024200009 | 19,213 |

- §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



TO: Mayor Tom Ross
Members of the City Council

FROM: Stephen Joersz, PE, PTOE, Traffic Engineer

DATE: April 15, 2024

SUBJECT: **CONSULTING ENGINEERING - PRAIRIE ENGINEERING TASK ORDER (4782)**

I. RECOMMENDED ACTION

1. Recommend council approve a task order for Prairie Engineering to provide engineering support services for street lighting and traffic signals as requested by the Engineering Department; and,
2. Recommend council approve a task order for Prairie Engineering to provide construction engineering services for Street Lighting District 65; and,
3. Authorize the Mayor to sign the task orders.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

On the January 17, 2023 council meeting, council approved consulting engineering services for the Engineering Department based upon staff workload and needs. With an increased workload in capital improvement projects, the department needs additional resources to call upon when needed to complete our tasks.

B. Proposed Project

The Engineering Department is requesting approval for two task orders, as described below, for Prairie Engineering. Prairie Engineering is a consultant firm that specializes, in among others, street lights, traffic signals and electrical engineering.

Task Order 1 involves Prairie Engineering providing general support services for street lighting and traffic signals as requested by the Traffic Division of the Engineering Department.

Task Order 2 involves Prairie Engineering providing construction engineering services for Street Light District 65 Dakota Homes Addition.

C. Consultant Selection

Prairie Engineering was selected as part of a qualifications based selection of firms for a Master Service Agreement contract in the engineering department. This was previously approved by council.

IV. IMPACT:

A. Strategic Impact:

Being able to provide engineering services without being constrained by staffing needs will help advance projects faster.

B. Service/Delivery Impact:

Having Prairie Engineering's experienced staff on board will allow the Engineering Department to provide excellent street lighting and traffic signal engineering services for the City of Minot.

C. Fiscal Impact:

Funding for Task Order 1, General Street Light and Traffic Signal Engineering Services, was appropriated in the 2024 budget in the Traffic Division – Engineers line item. \$20,000 was budgeted in 2024 for Traffic Division consultant engineering services.

It is anticipated that funding for the Task Order 2, Street Light District 65, will utilize refunding improvement bonds within the capital infrastructure fund. Task Order 2 has a 'not to exceed' amount of \$3,200.

V. CITY COUNCIL ASPIRATIONS

The work of the engineering department can connect to any of the council's aspirations. This item will allow us to continue our delivery of projects.

VI. ALTERNATIVES

Alternate 1: Council could choose not to award the Task Orders for Prairie Engineering. This would leave inexperienced staff observing the Street Light District 65 and potentially backlog miscellaneous street lighting and traffic signal engineering work.

VII. TIME CONSTRAINTS

Staff recommends action in a timely manner.

VIII. LIST OF ATTACHMENTS

- A. Task Order 1 – General Street Lighting and Traffic Signal Engineering Services
- B. Task Order 2 – Street Light District 65 Construction Engineering Services

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the specific Agreement between Owner and Engineer, and the controlling Laws and Regulations.

EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition, is published in four parts: (1) the Main Agreement (general provisions governing all Task Orders); (2) the Exhibits to Main Agreement; (3) the Task Order Form (see below); and (4) the Exhibits to Task Order. The Main Agreement contains a Guidelines for Use section that pertains to all four parts of E-505.

AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES— TASK ORDER EDITION

PART 3 OF 4: TASK ORDER FORM

Prepared by



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TASK ORDER NO. 1

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated **02/05/2024**, Owner and Engineer agree as follows:

1. TASK ORDER DATA

| | | |
|----|---|--|
| a. | Effective Date of Task Order: | 02/05/2024 to 12/31/2024 |
| b. | Owner: | City of Minot |
| c. | Engineer: | Prairie Engineering, P.C. |
| d. | Specific Project (title) | Street Lighting – 2024 |
| e. | Specific Project (description): | Engineering support services for Street Lighting and Traffic Signals as requested by the Traffic Division of the City of Minot Engineering Dept. |
| f. | Related Task Orders Supplemented by this Task Order: Superseded by this Task Order: | NA |

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

3. SERVICES OF ENGINEER ("SCOPE")

- A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are as follows: **Engineering support services as requested by the Traffic Division of the City of Minot Engineering Dept. Services include, but are not limited to:**
- Street Lighting designs, photometric calculations, and associated electrical system designs and calculations.**
 - Traffic Signal designs and associated electrical wiring designs.**

Task Order.

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Page 1 of 2

3. **Procurement assistance.**
4. **Shop Drawing review.**
5. **Construction Phase inspections.**

4. DELIVERABLES SCHEDULE

- A. In submitting required Documents and taking other related actions, Engineer and Owner will mutually agree on schedules of each specific task.

5. ENGINEER'S COMPENSATION

- A. The terms of payment are set forth in Article 4 of the Main Agreement.
- B. Owner shall pay Engineer for services rendered under this Task Order on an hourly basis as per Appendix 1 of the Part 2 Exhibits to Main Agreement.

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:

City of Minot

By: _____

ENGINEER:

Prairie Engineering, P.C.

By: _____



Print Name: Thomas Ross

Print Name: Jason Hunze

Title: Mayor

Title: President

Engineer's License or Firm's PE-4879
Certificate No. (if required): _____

State of: ND

Task Order.

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AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES— TASK ORDER EDITION

PART 3 OF 4: TASK ORDER FORM

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TASK ORDER NO. 2

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated **02/05/2024**, Owner and Engineer agree as follows:

1. TASK ORDER DATA

| | | |
|----|---|---|
| a. | Effective Date of Task Order: | 04/03/2024 to 06/30/2024 |
| b. | Owner: | City of Minot |
| c. | Engineer: | Prairie Engineering, P.C. |
| d. | Specific Project (title) | Street Lighting District 65 Dakota Homes Addition |
| e. | Specific Project (description): | Construction phase services for Street Lighting District 65 Dakota Homes Addition Project as requested by the Traffic Division of the City of Minot Engineering Dept. |
| f. | Related Task Orders Supplemented by this Task Order: Superseded by this Task Order: | NA |

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

3. SERVICES OF ENGINEER ("SCOPE")

- A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are as follows: **Engineering support services as requested by the Traffic Division of the City of Minot Engineering Dept. Services include, but are not limited to:**
- 1. Pre-construction meeting.**
 - 2. Construction Staking.**
 - 3. Three interim site inspection.**

Task Order.

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Page 1 of 2

4. **Final inspection/report.**
5. **As Built drawing production.**

4. DELIVERABLES SCHEDULE

- A. In submitting required Documents and taking other related actions, Engineer and Owner will mutually agree on schedules of each specific task.

5. ENGINEER'S COMPENSATION

- A. The terms of payment are set forth in Article 4 of the Main Agreement.
- B. Owner shall pay Engineer for services rendered under this Task Order on an hourly basis as per Appendix 1 of the Part 2 Exhibits to Main Agreement, **Not to Exceed \$3,200.**

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:

City of Minot

By: _____

ENGINEER:

Prairie Engineering, P.C.

By: _____

Print Name: Thomas Ross

Print Name: Jason Hunze

Title: Mayor

Title: President

Engineer's License or Firm's PE-4879
Certificate No. (if required): _____

State of: ND

Task Order.

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TO: Mayor Tom Ross
Members of the City Council

FROM: Stephen Joersz, PE, PTOE

DATE: April 15, 2024

SUBJECT: NDDOT COMMUNITY WAYFINDING AGREEMENT (4620)

I. RECOMMENDED ACTION

1. Recommend council approve the Community Wayfinding Agreement with the North Dakota Department of Transportation; and,
2. Authorize the Mayor to sign the Agreement.

II. DEPARTMENT CONTACT PERSONS

| | |
|-----------------------------------|--------------|
| Tom Joyce, Assistant City Manager | 701-857-4100 |
| Stephen Joersz, Traffic Engineer | 701-857-4100 |

III. DESCRIPTION

A. Background

During the November 20, 2023 council meeting, council elected to accept the bid and move forward with Phase 1 of the Wayfinding project. Phase 1 has since gone through the process of submittals, preconstruction meetings, field staking and structures will start to be construction in mid-to-late April.

B. Proposed Project

The Community Wayfinding Agreement is a standard agreement generated by the NDDOT to detail funding, the master plan, sign placement, construction and maintenance. For the Wayfinding project, the City of Minot is paying 100-percent of the costs.

C. Consultant Selection

Ackerman-Estvold is under contract to complete the engineering and construction inspection for the Wayfinding project.

IV. IMPACT:

A. Strategic Impact:

This project is consistent with the following items:

1. The City of Minot Economic Development and Planning goals as set forth in IEDC, downtown planning and comprehensive planning documents.
2. The signs will provide a consistent style of signage that will be recognizable at a distance as wayfinding directions and locational signs.
3. The signs will replace older signs with a consistent design that highlights Minot.

B. Service/Delivery Impact:

Tourism directional wayfinding signage drives visitation, and economic impact by pointing people to the areas a municipality wants people to see, explore and experience and connecting existing visitors to discover more. A properly developed and executed Tourism

Wayfinding Plan positively affects the community, both financially and its reputation as being welcoming to visitors and locals alike.

- C. Fiscal Impact:
N/A

V. CITY COUNCIL ASPIRATIONS

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

VI. ALTERNATIVES

Alternative 1: The only other alternative is for the Council to deny approving the Community Wayfinding Agreement. By not approving the agreement, the project is essentially cancelled, costs have already been expended by the Contractor since the award approval on November 20, 2023.

VII. TIME CONSTRAINTS

Staff recommends action in a timely manner.

VIII. LIST OF ATTACHMENTS

- A. Community Wayfinding Agreement

**North Dakota Department of Transportation
COMMUNITY WAYFINDING AGREEMENT**

This agreement is between the state of North Dakota, acting by and through its Director of Transportation, hereinafter referred to as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and the City of Minot, hereafter referred to as the LPA (Local Public Agency), whose address is 1025 31st St, SE Minot ND 58701.

This agreement outlines the LPA responsibilities for Community Wayfinding Signs. The NDDOT is a party to the agreement for signs along a US or ND State Highway. The LPA shall follow the requirements set forth in the attached "Community Wayfinding Signing Guidelines" and this agreement. Because Community Wayfinding Signs work as a system this applies to all signs within the Public Right of Way (ROW).

The LPA hereby agrees to pay 100 percent of all cost associated with installing and maintaining the Community Wayfinding Signs. Furthermore, the LPA agrees to the following conditions for installing Community Wayfinding Signs. The conditions will also apply to the signs placed on the LPA's local road network.

1. Master Plan – The LPA will have the master plan approved before this agreement is executed.
2. Sign Placement - Community Wayfinding Signage will be on Public Right of Way
3. Construction/Installation
 - a. Approval of the Master Plan is required, by NDDOT and FHWA, before any signs in connection with this project are erected. All traffic control devices will be in conformance with the latest edition of the MUTCD.
 - b. Future construction projects on the highway system within the NDDOT ROW may require the Community Wayfinding Signage to be relocated at the LPA's cost. The LPA will remove the Community Wayfinding Signs prior to construction and reinstall after construction as approved by the NDDOT.
4. Post Construction/Maintenance – The LPA will, at its own expense, maintain or cause to be maintained, all portions of the Community Wayfinding Signs. The maintenance will be in a manner satisfactory to NDDOT. Community Wayfinding Signs operate as a system, so all signs will be held to the standards of signs within NDDOT right of way. This section applies to signs that are allowed to get to a point of disrepair, vandalized, knocked down, etc.
 - a. The District Engineer will provide 30-day written notice of the signs not maintained in a satisfactory manner to the LPA.
 - b. If the LPA does not respond with an acceptable course of action, NDDOT reserves the right to remove the signs and bill the LPA.
 - c. The signs shall meet the retro-reflectivity standards according to the MUTCD.
 - d. Any additional signs and/or modifications to the Community Wayfinding Signs will require an amendment to the Community Wayfinding Master Plan and NDDOT approval.

General:

1. All temporary traffic control required for construction must meet the requirements of the (MUTCD).
2. The LPA acknowledges that the NDDOT has no duty to and will not provide for the supervision of activities associated with the Community Wayfinding Signs.



3. The LPA is responsible for securing any necessary permits which may be required as part of the installation or operation of the Community Wayfinding Signs.
4. The Risk Management Appendix, attached, is hereby incorporated into and made a part of this agreement.
5. The NDDOT specifically reserves the right to revoke, or change the terms and conditions of this Agreement with or without cause and upon notice to the LPA. The LPA must adhere to the direction of the district engineer.
6. The LPA, for self, heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LPA will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities set forth in this Assurance.

That in the event of breach of any of the above Non discrimination covenants, NDDOT will have the right to terminate this Agreement and to enter or re-enter and repossess said land and the facilities thereon and hold the same as if said Agreement had never been made or issued.

7. NDDOT reserves the right to terminate this agreement with or without cause, upon written notice.



Executed the last date below signed.

APPROVED:

*LPA of: _____

LPA ATTORNEY (TYPE OR PRINT)

NAME (TYPE OR PRINT)

SIGNATURE

SIGNATURE

DATE

TITLE

DATE

ATTEST:

NORTH DAKOTA
DEPARTMENT OF TRANSPORTATION

LPA AUDITOR

DISTRICT ENGINEER (TYPE OR PRINT)

SIGNATURE

SIGNATURE

DATE

DATE

*Mayor, President or Chair of LPA Commission

CLA 10094 (Div. 38)

L.D. Approved 1-9-23





TO: Mayor
Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: April 15, 2024

**SUBJECT: CORRECTED 2024 MOT AIRPORT RATES, FEES, AND CHARGES
RESOLUTION**

I. RECOMMENDED ACTION

- A. Approve the corrected rates and charges resolution
- B. Authorize the Mayor to sign the corrected resolution

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

The original 2024 MOT Airport Rates, Fees, and Charges resolution was approved by City Council on October 9, 2023 with an effective date of January 1, 2024. This resolution included an increase in landing fees of \$.03. While updating the monthly billing report, it was discovered that the landing fee for non-signatory aircraft included on the 2024 Airport Rates and Charges resolution was incorrect. The fee was listed as \$3.61/1,000 lbs., but should have been \$2.93/1,000 lbs. Both landing fees accurately include a \$.71 ARFF Fee. The original amount is in exceeds the 125% increase noted in the original 2024 MOT Airport Rates, Fees, and Charges resolution.

Despite the error, MOT reports that billing statements sent to non-signatory companies contained the correct rate – and no company has been overbilled. The only corrective action needed is to adjust the landing fee for non-signatory aircraft to the correct rate.

B. Proposed Project

Adjust the landing fees for non-signatory landings in the 2024 MOT Airport Rates, Fees, and Charges resolution from \$3.91/1,000 lbs. to \$2.93/1,000 lbs.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

Correcting the non-signatory landing rate ensures the Airport is properly conducting business and not overcharging our customers.

B. Service/Delivery Impact:

See paragraph IV.A.

C. Fiscal Impact:

Landing fees are revenue and have no budgeted expense. Additionally, MOT reports that billing statements sent to non-signatory companies for the months of January, February, March, and April contained the correct rate, and no company has been overbilled.

V. CITY COUNCIL ASPIRATIONS

Dynamic and Flourishing

VI. ALTERNATIVES

1. City council could reject the correction and leave the landing fees as listed in excess of the 125%. However, this would require another portion of the rates and charges to be amended, and MOT would need to adjust its billing statements.

VII. TIME CONSTRAINTS

These changes went into effect on January 1, 2024.

VIII. LIST OF ATTACHMENTS

- A. Corrected Rates and Charges.
- B. Corrected Rates and Charges – Redlines.



RESOLUTION NO.

A RESOLUTION BY THE CITY OF MINOT, NORTH DAKOTA, ESTABLISHING **2024 RATES, FEES, AND CHARGES** AT THE MINOT INTERNATIONAL AIRPORT (MOT)

WHEREAS, the City of Minot (the "City") owns and operates the Minot International Airport (MOT); and

WHEREAS, pursuant to Minot City Ordinance Sec. 4-25, the City Council may establish uniform rates, fees, and charges at MOT by way of resolution; and

WHEREAS, the City Council desires to establish the corrected 2024 rates, fees, and charges at MOT;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINOT, NORTH DAKOTA THAT the following rates, fees and charges are established at the Minot International Airport **EFFECTIVE JANUARY 1, 2024:**

SECTION 1. TERMINAL AIRLINE RENT AND PER USE FEES

- (a) Signatory Airline Rental Fees:
Cost per square foot (Exclusive & Joint Space): \$18.70 / sq. ft.

NO CHANGE FROM 2023

SECTION 2. RENTAL CAR TERMINAL RENT AND PER USE FEES

Rental Car Designated Parking Space Fees: \$15.00/parking space

CHANGED FROM \$9.00 TO \$15.00/PARKING SPACE

SECTION 3: AIRPORT GROUND RENT FEES

Airport Ground Rent Fees shall apply to all NEW, EXTENDED OPTION, or RENEWED leases, and are based on lot location and use. Land rent values at similarly situated airports are also taken into consideration. All Airport Ground Rent leases must comply with MOT's Minimum Standards and Requirements.

- (a) For all new, renewed, or term extension leases, the following annual GROUND RENTAL fees shall apply:

- | | |
|--|-----------------|
| 1) Southeast General Aviation Lots Improved Area (Electricity and Access) | \$0.22/ sq. ft. |
| 2) Southeast General Aviation Lots Unimproved Area (Bare Land) | \$0.11/ sq. ft. |
| 3) Northwest General Aviation Lots Improved Area (General utilities and Access) | \$0.26/ sq. ft. |
| 4) Northwest General Aviation Lots Unimproved Area (Bare Land) | \$0.13/ sq. ft. |
| 5) West-Side General Aviation Lots Improved Area (All Utilities and Accesses) | \$0.30/ sq. ft. |

(b) Aeronautical Service Providers

- | | |
|---|-----------------|
| 1) Single Service Operators Including Cargo Operators, Multiple Service Operators, and Full-Service Operators | \$0.30/ sq. ft. |
|---|-----------------|

NO CHANGE FROM 2023

SECTION 4: AIRPORT OWNED T-HANGAR RENTAL FEES

- | | |
|-----------------------------|---------------|
| (a) Airport Owned T-Hangars | \$75.00/month |
|-----------------------------|---------------|

T-Hangars are rented on a month-to-month basis.

Unless specified elsewhere in writing, rent must be paid one month in advance, and is due the 10th of each month. Ex: Rent for the month of February must be received by MOT by January 10th.

Tenant may only use the hangar for the purpose of storing aircraft that is owned by Tenant.

NO CHANGE FROM 2023

SECTION 5. LANDING FEES AND ARFF CHARGES

- | | |
|--|--|
| (a) Signatory Airline Landing Fees | |
| | \$2.35 / 1,000 lbs. maximum gross landing weight / landing |
| (b) Non-signatory Airline Landing Fees | |
| | \$ 2.93 / 1,000 lbs. maximum gross landing weight/ landing |

- (c) ARFF Fees for Signatory

\$0.57 / 1,000 lbs. maximum gross landing weight / landing

Airline Landing Fees

CHANGED FROM \$0.54 TO \$0.57 PER LANDING

- (d) ARFF Fees for Non-Signatory

\$0.71 / 1,000 lbs. maximum gross landing weight / landing

Airline Landing Fees

CHANGED FROM \$0.68 TO \$0.71 PER LANDING

SECTION 6. NON-SIGNATORY RATE PREMIUM

All airlines not executing a Signatory Airline Use and Lease Agreement will be charged four-hundred forty-four dollars and forty-two cents (\$444.42) per turn for use of the terminal building in addition to 125% of the signatory landing fees and ARFF fees.

NO CHANGE FROM 2023

SECTION 7. LANDING FEES FOR COMMERCIAL GENERAL AVIATION

- (a) All Aircraft weighing 12,500 lbs. maximum gross landing weight or more

125% increase of the signatory landing Fees and ARFF fees.

- (b) All Commercial Air Freight Operator Aircraft and all Commercial Commuter Aircraft weighing LESS than 12,500 lbs. maximum gross landing weight

\$23.66/ 1,000 lbs. maximum gross landing weight / landing

NO CHANGE FROM 2023

SECTION 8. COMMERCIAL AERONAUTICAL SERVICE PROVIDER LICENSE FEE

Commercial Aeronautical Services Providers, including Single Service Operators, Multiple Service Operators, and Full-Service Operators, conducting business at MOT shall pay a yearly license fee as follows:

- (a) All Single Service Operators, Multiple Service Operators, and Full-Service Operators that have leased MOT property and considered "based" at MOT shall pay a license fee of \$325 per year.
- (b) All companies not "based" at MOT shall pay the airport a license fee of \$1,000 per year per company.

NO CHANGE FROM 2023

SECTION 9. AIRPORT RAMP PARKING FEES

- (a) Airport Ramp Parking Fees shall be as follows:
 - 1) Aircraft weighing 12,500 pounds maximum gross landed weight or more: \$15.00/aircraft/day
 - a. Aircraft weighing less than 12,500 pounds maximum gross landed weight: \$5.00/aircraft/day, up to a maximum of \$60.00/month

NO CHANGE FROM 2023

SECTION 10. AIRPORT PAY PARKING FEES

- (a) Airport Parking Fees shall be as follows:
 - 1) Short-Term Parking

| | |
|---|--------------|
| Zero (0) - under One (1) Hour | \$ 1.00 |
| One (1) - under (4) hours | \$ 5.00 |
| Four (4) - under Six (6) Hours | \$ 8.00 |
| Six (6) - Twenty-Four (24) Hours | \$ 14.00 |
| Daily Rate after first Twenty-Four (24) Hours | \$ 14.00/day |
 - 2) Long-Term Parking

| | |
|-------------------------------|----------------|
| Daily Rate | \$ 12.00/day |
| Airline Crew Pass (per month) | \$ 30.00/month |

CHANGED \$72 WEEKLY RATE TO \$0

SECTION 11. GROUND TRANSPORTATION FEES

All ground transportation services to bring customers to and from MOT shall be as follows:

- (a) Taxis, Shuttles, Ridehails and Vans \$50/month – \$600/year
- (b) Hotel Shuttles and Vans \$100/year
- (c) Peer to Peer (P2P)/Rideshare \$ 600/year

CHANGED TO INCLUDE P2P \$600/YEAR

SECTION 12: SELF FUELING PERMIT

| | |
|---------------------|--------------|
| Self-Fueling Permit | \$50.00/year |
|---------------------|--------------|

CHANGED FROM \$325.00 to \$50.00/PER YEAR

SECTION 13: AIRPORT TENANT EMPLOYEE PARKING

| | |
|----------------------|------------|
| MOT tenant employees | \$200/year |
|----------------------|------------|

*MOT terminal tenant employees must park in MOT employee lot during onsite hours.

NO CHANGE FROM 2023

SECTION 14. CONFERENCE ROOM RENTAL FEES

MOT Conference Rooms may be available for rent on an hourly basis. Room rental rates are as follows:

| | | |
|-----|---|-----------|
| (a) | 1 st Floor MOT Conference Room | \$20/hour |
| (b) | 2 nd Floor MOT Conference Room | \$40/hour |

MOT tenants will receive a 50% discount on Conference Room Rental Fees.

NO CHANGE FROM 2023

SECTION 15. BADGE, KEYS AND SECURITY

(a) MOT Badge Fees are as follows:

1) New Badges

| | |
|------------|---------------|
| AOA Badge | \$40.00/badge |
| SIDA Badge | \$80.00/badge |
| Renewal | \$20.00/year |

2) Lost/Stolen/Replacement Badge Fees

| | |
|-----------------------------|----------------|
| 1 st Replacement | \$50.00/badge |
| 2 nd Replacement | \$100.00/badge |
| 3 RD Replacement | \$150.00/badge |

| | |
|----------------------|---------------|
| 3) Damaged Badge Fee | \$30.00/badge |
|----------------------|---------------|

(b) MOT Key Fees are as follows:

- | | |
|-------------------------------------|---------------------|
| 1) Post Office Key | \$20.00/key |
| 2) Lost/Stolen/Replacement Key Fees | |
| 1 st Replacement | \$50.00/key |
| 2 nd Replacement | \$100.00/key |
| 3 or more Replacements | \$150.00/key |
| 3) "Re-key" of door locks | \$200.00/occurrence |
| 4) Rental Key | \$20.00/year |

(c) MOT charges a fine for security violations. Security Fines are as follows:

- | | |
|----------------------|----------|
| 1) <u>First Fine</u> | \$500.00 |
|----------------------|----------|

The first three security violations/offenses in 60 days will be punishable as a "first fine."

- | | |
|-----------------------|------------|
| 2) <u>Second Fine</u> | \$1,500.00 |
|-----------------------|------------|

Subsequent security violations/offenses within 60 days of a first fine, are punishable as a "second fine."

- | | |
|----------------------|------------|
| 3) <u>Third Fine</u> | \$2,500.00 |
|----------------------|------------|

Subsequent Security violations/offenses within 60 days of a second fine, are punishable as a "third fine."

NO CHANGE FROM 2023

SECTION 16. MISCELLANEOUS CHARGES

- | | |
|--|--|
| (a) Special Operator Permit Fee | \$500.00- \$1,000.00/occurrence |
| (b) Security Video Requests | \$50.00/video Labor Rate after 1 hour |
| (c) Mobile Runway Closure X Rental Fee | \$50.00/day \$1,500.00/month |
| (d) Airline Unclaimed Baggage | \$50.00/occurrence |

CHANGED FROM \$0.00 TO \$50.00 / PER OCCURRENCE

- | | |
|---------------------------------------|------------------------|
| (e) GSE Repair Area (Maintenance Bay) | \$400.00/Per Bay/month |
|---------------------------------------|------------------------|

| | | |
|-----|-------------------------------------|---|
| (f) | Glycol Storage | \$18.70/sq. ft. |
| (g) | MOT Labor Rate | \$85.00/hour |
| (h) | MOT Labor with Equipment Usage | \$120.00/hour |
| (i) | Advertising Upload Fee | \$25.00/occurrence |
| (j) | Airport Administrative Fee | Actual Cost plus 15% |
| (k) | Repair Fees | Actual cost of materials + 15% and MOT labor rates |
| (l) | Sales Tax | Charged when applicable |
| (m) | Finance Charges on Overdue Payments | Based on City of Minot Finance Fee Schedule |

This resolution shall become effective JANUARY 1, 2024

Passed and adopted this _____ day of _____, 2024.

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Tom Ross, Mayor



RESOLUTION NO.

A RESOLUTION BY THE CITY OF MINOT, NORTH DAKOTA, ESTABLISHING **2024 RATES, FEES, AND CHARGES** AT THE MINOT INTERNATIONAL AIRPORT (MOT)

WHEREAS, the City of Minot (the "City") owns and operates the Minot International Airport (MOT); and

WHEREAS, pursuant to Minot City Ordinance Sec. 4-25, the City Council may establish uniform rates, fees, and charges at MOT by way of resolution; and

WHEREAS, the City Council desires to establish the corrected 2024 rates, fees, and charges at MOT;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINOT, NORTH DAKOTA THAT the following rates, fees and charges are established at the Minot International Airport **EFFECTIVE January 1, 2024:**

SECTION 1. TERMINAL AIRLINE RENT AND PER USE FEES

- (a) Signatory Airline Rental Fees:
Cost per square foot (Exclusive & Joint Space): \$18.70 / sq. ft.

NO CHANGE FROM 2023

SECTION 2. RENTAL CAR TERMINAL RENT AND PER USE FEES

Rental Car Designated Parking Space Fees: \$15.00/parking space

CHANGED FROM \$9.00 TO \$15.00/PARKING SPACE

SECTION 3: AIRPORT GROUND RENT FEES

Airport Ground Rent Fees shall apply to all NEW, EXTENDED OPTION, or RENEWED leases, and are based on lot location and use. Land rent values at similarly situated airports are also taken into consideration. All Airport Ground Rent leases must comply with MOT's Minimum Standards and Requirements.

- (a) For all new, renewed, or term extension leases, the following annual GROUND RENTAL fees shall apply:

- | | |
|--|-----------------|
| 1) Southeast General Aviation Lots Improved Area (Electricity and Access) | \$0.22/ sq. ft. |
| 2) Southeast General Aviation Lots Unimproved Area (Bare Land) | \$0.11/ sq. ft. |
| 3) Northwest General Aviation Lots Improved Area (General utilities and Access) | \$0.26/ sq. ft. |
| 4) Northwest General Aviation Lots Unimproved Area (Bare Land) | \$0.13/ sq. ft. |
| 5) West-Side General Aviation Lots Improved Area (All Utilities and Accesses) | \$0.30/ sq. ft. |

(b) Aeronautical Service Providers

- | | |
|---|-----------------|
| 1) Single Service Operators Including Cargo Operators, Multiple Service Operators, and Full-Service Operators | \$0.30/ sq. ft. |
|---|-----------------|

NO CHANGE FROM 2023

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- | | |
|-----------------------------|---------------|
| (a) Airport Owned T-Hangars | \$75.00/month |
|-----------------------------|---------------|

T-Hangars are rented on a month-to-month basis.

Unless specified elsewhere in writing, rent must be paid one month in advance, and is due the 10th of each month. Ex: Rent for the month of February must be received by MOT by January 10th.

Tenant may only use the hangar for the purpose of storing aircraft that is owned by Tenant.

NO CHANGE FROM 2023

SECTION 5. LANDING FEES AND ARFF CHARGES

- (a) Signatory Airline Landing Fees

\$2.35 / 1,000 lbs. maximum gross landing weight / landing

- (b) Non-signatory Airline Landing Fees

~~\$3.61~~ 2.93 / 1,000 lbs. maximum gross landing weight/ landing

- (c) ARFF Fees for Signatory

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NO CHANGE FROM 2023

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125% increase of the signatory landing Fees and ARFF fees.

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- (a) Airport Ramp Parking Fees shall be as follows:
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NO CHANGE FROM 2023

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- (a) Airport Parking Fees shall be as follows:
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| Zero (0) - under One (1) Hour | \$ 1.00 |
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| Daily Rate after first Twenty-Four (24) Hours | \$ 14.00/day |
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| | |
|-------------------------------|----------------|
| Daily Rate | \$ 12.00/day |
| Airline Crew Pass (per month) | \$ 30.00/month |

CHANGED \$72 WEEKLY RATE TO \$0

SECTION 11. GROUND TRANSPORTATION FEES

All ground transportation services to bring customers to and from MOT shall be as follows:

- (a) Taxis, Shuttles, Ridehails and Vans \$50/month – \$600/year
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- (c) Peer to Peer (P2P)/Rideshare \$ 600/year

CHANGED TO INCLUDE P2P \$600/YEAR

SECTION 12: SELF FUELING PERMIT

| | |
|---------------------|--------------|
| Self-Fueling Permit | \$50.00/year |
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CHANGED FROM \$325.00 to \$50.00/PER YEAR

SECTION 13: AIRPORT TENANT EMPLOYEE PARKING

| | |
|----------------------|------------|
| MOT tenant employees | \$200/year |
|----------------------|------------|

*MOT terminal tenant employees must park in MOT employee lot during onsite hours.

NO CHANGE FROM 2023

SECTION 14. CONFERENCE ROOM RENTAL FEES

MOT Conference Rooms may be available for rent on an hourly basis. Room rental rates are as follows:

| | | |
|-----|---|-----------|
| (a) | 1 st Floor MOT Conference Room | \$20/hour |
| (b) | 2 nd Floor MOT Conference Room | \$40/hour |

MOT tenants will receive a 50% discount on Conference Room Rental Fees.

NO CHANGE FROM 2023

SECTION 15. BADGE, KEYS AND SECURITY

(a) MOT Badge Fees are as follows:

1) New Badges

| | |
|------------|---------------|
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| SIDA Badge | \$80.00/badge |
| Renewal | \$20.00/year |

2) Lost/Stolen/Replacement Badge Fees

| | |
|-----------------------------|----------------|
| 1 st Replacement | \$50.00/badge |
| 2 nd Replacement | \$100.00/badge |
| 3 RD Replacement | \$150.00/badge |

| | |
|----------------------|---------------|
| 3) Damaged Badge Fee | \$30.00/badge |
|----------------------|---------------|

(b) MOT Key Fees are as follows:

- | | |
|-------------------------------------|---------------------|
| 1) Post Office Key | \$20.00/key |
| 2) Lost/Stolen/Replacement Key Fees | |
| 1 st Replacement | \$50.00/key |
| 2 nd Replacement | \$100.00/key |
| 3 or more Replacements | \$150.00/key |
| 3) "Re-key" of door locks | \$200.00/occurrence |
| 4) Rental Key | \$20.00/year |

(c) MOT charges a fine for security violations. Security Fines are as follows:

- | | |
|----------------------|----------|
| 1) <u>First Fine</u> | \$500.00 |
|----------------------|----------|

The first three security violations/offenses in 60 days will be punishable as a "first fine."

- | | |
|-----------------------|------------|
| 2) <u>Second Fine</u> | \$1,500.00 |
|-----------------------|------------|

Subsequent security violations/offenses within 60 days of a first fine, are punishable as a "second fine."

- | | |
|----------------------|------------|
| 3) <u>Third Fine</u> | \$2,500.00 |
|----------------------|------------|

Subsequent Security violations/offenses within 60 days of a second fine, are punishable as a "third fine."

NO CHANGE FROM 2023

SECTION 16. MISCELLANEOUS CHARGES

- | | |
|--|--|
| (a) Special Operator Permit Fee | \$500.00- \$1,000.00/occurrence |
| (b) Security Video Requests | \$50.00/video Labor Rate after 1 hour |
| (c) Mobile Runway Closure X Rental Fee | \$50.00/day \$1,500.00/month |
| (d) Airline Unclaimed Baggage | \$50.00/occurrence |

CHANGED FROM \$0.00 TO \$50.00 / PER OCCURRENCE

- | | |
|---------------------------------------|------------------------|
| (e) GSE Repair Area (Maintenance Bay) | \$400.00/Per Bay/month |
|---------------------------------------|------------------------|

| | | |
|-----|-------------------------------------|---|
| (f) | Glycol Storage | \$18.70/sq. ft. |
| (g) | MOT Labor Rate | \$85.00/hour |
| (h) | MOT Labor with Equipment Usage | \$120.00/hour |
| (i) | Advertising Upload Fee | \$25.00/occurrence |
| (j) | Airport Administrative Fee | Actual Cost plus 15% |
| (k) | Repair Fees | Actual cost of materials + 15% and MOT labor rates |
| (l) | Sales Tax | Charged when applicable |
| (m) | Finance Charges on Overdue Payments | Based on City of Minot Finance Fee Schedule |

This resolution shall become effective JANUARY 1, 2024

Passed and adopted this _____ day of _____, 2024.

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Tom Ross, Mayor



TO: Mayor Tom Ross
Members of the City Council

FROM: Jason Sorenson, Utilities Director

DATE: April 15, 2024

SUBJECT: PROPERTY MAINTENANCE SMALL ARTICULATING LOADER – BUCKET EXCHANGE (4768)

I. RECOMMENDED ACTION

1. Recommend council approve the exchange of the small articulating loader winged blade attachment for a bucket attachment; and
2. Recommend council approve a budget amendment allocating funds for the trade-in value and the purchase of the bucket attachment.

II. DEPARTMENT CONTACT PERSONS

| | |
|--|----------|
| Jason Sorenson, Utilities Director | 857-4140 |
| Kevin Sickler, Property Maintenance Superintendent | 857-4140 |

III. DESCRIPTION

A. Background

In August of 2023, Property Maintenance took delivery of a new articulating loader and snow bucket to help with snow removal around the new city hall, parking structures and the old city hall.

B. Proposed Project

The snow bucket that was ordered has hydraulic wings to make snow removal more efficient. The snow bucket wasn't used until recently due to the low snow fall winter. When it was used, it did not perform as expected and staff reached out to the vendor for other attachment options for snow removal. RDO was willing to accept a trade for the winged blade attachment in exchange for a bucket attachment with a \$970 credit to the City of Minot.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

The City strives to keep public buildings well maintained and open for business. The loader will enable staff to get parking lots and sidewalks cleaned in a timely manner.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

Project Costs

Trade-In Value - \$4,500
Bucket Attachment - \$3,530
Net Fiscal Impact - (\$970)

Project Funding

The purchase of the attachment wasn't originally contemplated in the 2024 budget, so a budget amendment is recommended to appropriate the purchase of the new attachment and the trade-in value of the old attachment.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

1. Budget Amendment
2. RDO Purchase Order

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE
PROPERTY MAINTENANCE FURNITURE AND EQUIPMENT REVENUES AND
EXPENDITURES FOR THE TRADE-IN OF THE ARTICULATING LOADER
BUCKET.**

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

- §1: Amend the 2024 annual budget to increase the property maintenance furniture and equipment revenues and expenditures for the trade-in of the articulating loader bucket:

| | | |
|----------------|--|---------|
| 10000000-39210 | | \$4,500 |
| 10044000-46102 | | 3,530 |

- §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: Kelli Kronschnabel, Fire Chief

DATE: April 10, 2024

SUBJECT: USED FIRE ENGINE BUDGET REQUEST

I. RECOMMENDED ACTION

1. It is recommended City Council approve the purchase of a used fire engine and waive the City of Minot procurement requirements; and
2. Approve a budget amendment of \$400,000 for the purchase and up fit of a used fire engine on first reading.

II. DEPARTMENT CONTACT PERSONS

Kelli Kronschnabel, Fire Chief 701-857-4740

III. DESCRIPTION

A. Background

It has been identified that there is a need for an additional reserve engine within the Minot Fire Department. We currently have only one true reserve engine, with five stations open. With the complexities of vehicles these days, parts availabilities, and supply chain delays, there have been multiple times over the last year where we have had two apparatus in need of repairs at the same time and no reserve units available within the MFD if another apparatus were to have had mechanical or electrical issues. This may lead to a time where we don't have an apparatus available.

We had to destroy one of our engines to get one of our new front-line engines, per the parameters of the Volkswagen grant. This kept us from rolling that truck into reserve status. This truck had some issues that needed to be addressed, so the benefits outweighed the negatives at the time.

B. Proposed Project

We are requesting that the City Council approve a budget of \$400,000 to allow us to purchase and upfit a used fire engine. This will allow us to have an additional engine available in the event we have vehicles that are unusable. Used engines are available through a variety of vendors but it is difficult to compare apples to apples. We would like to request that we have the ability to purchase the best apparatus found, that is within budget and meets our department's needs. We will be having our fleet mechanic verify how mechanically sound of the apparatus, review maintenance records and that it meets pump test requirements.

C. Consultant Selection

IV. IMPACT:

A. Strategic Impact:

By obtaining an additional reserve engine, our mechanic can still perform preventative maintenance (PM) on the other apparatus if one is down for major repairs and waiting on parts. Currently, the PM has to wait until the apparatus is fixed, due to not having an additional engine to put online for the apparatus needing PM. This will slowly degrade the quality and life expectancy of our current fleet. This will also help with the need for an additional apparatus for callback personnel to cover the city during large-scale emergencies.

B. Service/Delivery Impact:

This would be a reserve engine for us, but must meet all the requirements and pass an annual pump test.

C. Fiscal Impact:

While researching used apparatus for sale through brokers and other departments directly, the average cost for an apparatus that would complement our fleet is roughly \$350-400K, just for the apparatus, no equipment included. This is roughly a third to half of what a new engine would cost. The recommended budget amendment includes money coming from general fund reserves.

V. CITY COUNCIL ASPIRATIONS

safe and welcoming; resilient and prepared

VI. ALTERNATIVES

Council can deny the request and we will be looking to put the request to order a new engine in 2025 budget.

VII. TIME CONSTRAINTS

We would like to purchase an apparatus as soon as possible, with September being a hard deadline. Our personnel need time to stock and install equipment on the truck, install the radio and Opticom, and then train and familiarize themselves with the apparatus prior to freezing weather.

VIII. LIST OF ATTACHMENTS

1. Budget Amendment

ORDINANCE NO:

AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE FIRE CAPITAL EQUIPMENT EXPENDITURES FOR THE PURCHASE OF A USED FIRE ENGINE AND APPROVE THE TRANSFER AND USE OF GENERAL FUND CASH RESERVES.

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

- §1: Amend the 2024 annual budget to increase the fire capital equipment expenditures for the purchase of a used fire engine:

| | | |
|----------------|--|-----------|
| 42031000-57500 | | \$400,000 |
| 10031000-49125 | | 400,000 |

- §2: Approve the transfer of general fund reserves:

| | | |
|----------------|--|-----------|
| 10031000-49125 | | \$400,000 |
| 42000000-39101 | | (400,000) |

- §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



TO: Mayor
Members of the City Council

FROM: Justin Sundheim, Police Captain

DATE: April 15, 2024

SUBJECT: PURCHASE OF FIVE (5) POLICE INTERCEPTOR UTILITY VEHICLES

I. RECOMMENDED ACTION

- Recommend the purchase of five (5) 2025 Ford Interceptor Utility vehicles using the North Dakota State Contract for a purchase amount of \$235,644.75.
- Recommend approval of the proposed ordinance to amend the 2024 budget on first reading.

II. DEPARTMENT CONTACT PERSONS

John Klug, Police Chief | 701-857-9800
Justin Sundheim, Police Captain | 701-857-4717

III. DESCRIPTION

A. Background

The police department budgeted for five (5) Police Intercept Utility (PIU) vehicles in 2024. The police department is requesting a total of five (5) vehicles from Nelson Auto Center of Fergus Falls MN, who was awarded the ND state contract.

B. Proposed Project

The purchase of the five (5) patrol vehicles will replace vehicles in the fleet used by officers for normal patrol and emergency responses to calls. All 5 vehicles will be assigned to the patrol division, with old vehicles reassigned to other police department needs or city department needs.

C. Consultant Selection

Nelson Auto Center was awarded the ND state contract for law enforcement vehicles to include Ford Sport Utility vehicles, which is the current make/model of our fleet. Nelson Auto Center has been awarded state contract and police department purchases in the past.

IV. IMPACT:

A. Strategic Impact:

The purchase of all 5 (five) Ford utility vehicles allows the department to replace vehicles that are nearing the end of life for emergency operations. It is critical to maintain a fleet of emergency vehicles that will perform consistently without mechanical issues.

B. Service/Delivery Impact:

Purchasing the vehicles will maintain the delivery of law enforcement services to the citizens of Minot. Delaying purchases will result in an unknown purchasing

date, delivery date, and in-service date. Due to accrued mileage and engine hours, Patrol vehicles are on an approximate 4-year rotation.

C. Fiscal Impact:

Project Costs

| | |
|----------------------------------|--------------|
| Cost per vehicle | \$47,128.95 |
| Total cost for five (5) vehicles | \$235,644.75 |

Project Funding

| | |
|---------------------------|-----------|
| Capital equipment budget: | |
| Sales tax improvements | \$212,500 |

Recommended budget amendment (capital equipment reserves) \$23,145

V. CITY COUNCIL ASPIRATIONS

Maintaining fiscal responsibility while ensuring public safety services are not negatively impacted.

VI. ALTERNATIVES

The Council could delay the purchase of vehicles to an unknown date in 2024, resulting in potentially higher costs and an unknown delivery date.

The Council could purchase four (4) patrol vehicles instead of five (5) which would affect the current fleet rotation, increasing wear and usage of multiple patrol vehicles.

The Council could authorize the purchase of (5) patrol vehicles and delay the purchase of the FY24 budgeted (\$39,000) parking control vehicle until FY25.

VII. TIME CONSTRAINTS

Council's approval of the recommendation will allow for the vehicles to be received and invoiced.

VIII. LIST OF ATTACHMENTS

- A. Proposed Ordinance
- B. Nelson Auto Center Quotes
- C. ND State Contract for Police SUV

ORDINANCE NO:

AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE POLICE CAPITAL EQUIPMENT EXPENDITURES FOR THE PURCHASE OF FIVE (5) POLICE INTERCEPTOR SUVS AND APPROVE THE USE OF CAPITAL EQUIPMENT FUND RESERVES.

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

- §1: Amend the 2024 annual budget to increase the police capital equipment expenditures for the purchase of five (5) police interceptor SUVs, using cash reserves:

| | | |
|----------------|--|----------|
| 42021000-57500 | | \$23,145 |
|----------------|--|----------|

- §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



FLEET DEPARTMENT
2228 COLLEGE WAY, PO Box 338
FERGUS FALLS, MN 56538-0338
PHONE: 218-998-8827
TOLL FREE: 800-477-3013 EXT. 8827
jpatelski@nelsonfleet.com

VEHICLE QUOTE NUMBER Minot PD SSP7-7 Gas

Sold To: City Of Minot, ND
Attn: Justin Sundheim, Captain
Address: PO Box 5006
Minot, ND 58702-5006

Date: 4/1/2024
Phone: 701-857-4717
FAX:
Salesperson: Jessica Patelski

Key Code:

| Stock No: | Year | Make | Model | New/Used | Vehicle ID Number |
|-----------------|------|------|--|----------|-------------------|
| Minot PD SSP7-7 | 2025 | Ford | Police Interceptor Gas Color: Black/Black Cloth/Vinyl | New | |

Price of Vehicle: *Per ND Spec: SSP7-7* \$45,460.00

Options & Extras: \$1,558.95

| | |
|---|-----------|
| Add (18D) Global Lock/Unlock Feature | \$0.00 |
| Add (21L) Front Warning Auxiliary LED Lights | \$562.38 |
| Add (63L) Rear Quarter Glass Side Marker LED Lights | \$562.38 |
| Add (66C) Rear Lighting Solution | \$444.96 |
| Add (85R) Rear Console Plate | \$57.68 |
| Add (92R) 2nd Row Only Solar Tint Glass | \$87.55 |
| Remove (68G) Rear door Inoperable | (\$71.00) |
| Remove (41H) Engine Block Heater | (\$85.00) |

OPTION FOR CAMERA IN REAR VIEW MIRROR NO LONGER AVAILABLE

Additional Delivery Expense Required \$110.00

Subtotal: \$47,128.95

Trade - In:

| | | |
|-------------------|----------------|---------------------|
| Total Cash Price: | Total for One | \$47,128.95 |
| | Total for Five | \$235,644.75 |

Terms: Net 30 days

Your Purchase Order #

Project #

Contract # 376

Thanks for your business!

Ship To / Lessee / End User: City Of Minot, ND
Attn: Justin Sundheim, Captain
Police Department
Address: PO Box 5006
Minot, ND 58702-5006

FAX:
Phone: 701-857-4717
email: justin.sundheim@minotnd.org

Signed:

Printed Name:

Date:

INVITATION FOR BID
State of North Dakota
OMB/Central Services Division

Purchasing Agency:
State Procurement Office
14th Floor Capitol Tower – Dept 012
600 East Boulevard Avenue
Bismarck, ND 58505-0310

| | | | |
|--|--|--|-----------------------------|
| Bid Number: 110.7-23-054 | | Bid Title: State Contract 376 - Police Vehicle – 377-Pickups- Current Production Year | |
| Date Issued: June 14, 2023 | | Procurement Officer: Chad Keech | |
| Deadline for Questions: June 21, 2023, 12:00 PM CT | | Telephone: 701-328-2767 | Fax: 701-328-1615 |
| Bid Opening Date and Time: July 07, 2023, 2:00 PM CT | | E-mail: ckeech@nd.gov | |
| Contract period: Approximately 07/14/2023 thru 09/30/2024 | | | |

You are invited to participate in this Invitation for Bid. Please submit your bid to the Purchasing Agency. The bidder shall fully perform the contract in accordance with the all specifications, terms and conditions, and requirements contained in the Invitation for Bid and shall comply with all applicable provisions of the North Dakota Century Code Chapters 54-44.4, 46-02, 44-08 and North Dakota Administrative Code Chapter 4-12, made a part of the Invitation for Bid and contract by reference.

Written acceptance of the bidder's bid response by the State, by issuance of a purchase order or contract, constitutes a binding contract made and entered into by and between the State of North Dakota, acting through the Purchasing Agency named above, and the bidder named below:

| | | | |
|---|-----------------------------------|---|--------------------------------|
| Bidder Company Name: Nelson Auto Center, Inc | | | |
| Street Address: 2228 College Way | | | |
| P.O. Box: 338 | City Fergus Falls | State: MN | Zip Code: 56538-0338 |
| Toll Free Telephone: 800-477-3013 | Telephone: 218-998-8865 | Fax: 218-998-8813 | |
| Federal I.D. or Social Security No.: 46-0419193 | | E-Mail: miarson@neisonfleet.com | |
| Type or Print Name of Person Signing: Melissa Larson | | Title: Fleet Sales Manager | |
| Authorized Signature:  | | | |
| (For State Use Only) Acceptance by the Office of Management and Budget, State Procurement | | | |
| Bid response accepted and contract awarded by: | | | |
| By Chad Keech | | Title State Procurement Officer | |
| Signature  | | Date 7/19/2023 | |

**STATE OF NORTH DAKOTA
State Procurement Office
14th Floor Capitol Tower Dept. 012
600 East Boulevard Avenue
Bismarck, ND 58505-0310**

SOLICITATION AMENDMENT #1

6/26/2023

Solicitation Number: 110.7-23-054

Title: State Contract 376 - Police Vehicle – 377-Pickups- Current Production Year

Deadline for Receipt of Bids: July 07, 2023 @ 2:00 PM CT

Solicitation Issued: June 14, 2023

Section 15 established a Deadline for Submission of Questions and Requests for Clarification. The responses, including any necessary amendments, are as follows:

1. Question: For SSP8-4- Will you accept a 40/blank/40 front seat? This would leave the center section open for installing equipment or an after market console.

Response: We would accept 40 blank 40 front seat.

Amendment: See below

2. Question: For SSP8-4- Will you accept a vinyl rear seat? Front would be cloth.

Response: If the only way to meet the specification is with a vinyl rear seat, than a vinyl rear seat is acceptable.

Amendment: "Cloth 40-20-40 split bench seat with center folding arm rest, power driver seat with lumbar, cloth rear seat, folding" is deleted in its entirety and replaced with "Cloth 40-20-40 split bench seat or 40 blank 40 front seat with center folding arm rest, power driver seat with lumbar, cloth rear seat or vinyl rear seat folding"

Questions regarding this amendment must be submitted in writing to the Procurement Officer.

Chad Keech
Procurement Officer
E-mail: ckeech@nd.gov
Telephone: 701-328-2767
TTY Users call: 7-1-1

AMENDMENT ACKNOWLEDGEMENT

Solicitation Number: 110.7-23-054

Title: State Contract 376 - Police Vehicle – 377-Pickups- Current Production Year

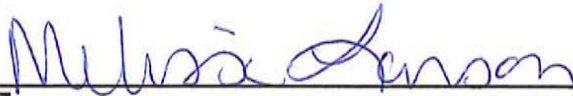
Solicitation Amendment Number: 1

By my signature below, I hereby acknowledge receipt of and compliance with this amendment.

COMPANY NAME

Nelson Auto Center, Inc

SIGNATURE



PRINTED NAME

Melissa Larson

TITLE

Fleet Sales Manager

DATE

7/7/2023

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6600 GVWR REG CAB 4X4 PICKUP
MODEL 1500/F150
CURRENT PRODUCTION YEAR**

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.

Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ford F-150 MODEL: F1E / F1L

Cab

- ☒ Conventional cab
- ☒ 8' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Interior day/night and two exterior mirrors
- ☒ Air conditioning
- ☒ Cruise control
- ☒ Tilt steering wheel
- ☒ Power Windows
- ☒ AM/FM radio and digital media auxiliary jack and/or bluetooth
- ☒ USB and/or 12-Volt power point(s)
- ☒ Cloth split bench seat with folding back

Chassis

- ☒ 6600 lb GVWR minimum
- ☒ Four wheel drive
- ☒ LT Steel belted radial tires, 6 ply all terrain (on/off-road application)
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 8 cylinder, 5.0 liter
- ☒ Automatic transmission with overdrive
- ☒ Transfer case – Electronic shift control
- ☒ Skid plate package
- ☒ Limited slip or electronic locking rear axle
- ☒ Factory rear bumper
- ☒ Class III receiver hitch
- ☒ Trailer tow package-transmission cooler
 - ☒ Seven terminal trailer plug installed
 - ☒ Integrated trailer brake controller
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power train

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
7000 GVWR 4 DR EXT CAB 4X4 PICKUP LB
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.
Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ford F-150 MODEL: X1E / X1L

Cab

- ☒ Extended cab – four doors (not crew cab)
- ☒ 8' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Interior day/night and two exterior power mirrors
- ☒ Power windows
- ☒ Power door locks with remote keyless entry
- ☒ Air conditioning
- ☒ Cruise control
- ☒ Tilt steering wheel
- ☒ AM/FM radio and/or auxiliary input jack and/or bluetooth
- ☒ Power point/cigar lighter type
- ☒ Cloth split bench seat
 - ☒ Driver seat with lumbar
 - ☒ Cloth rear seat

Chassis

- ☒ 7000 lb GVWR minimum
- ☒ Four wheel drive
- ☒ LT Steel belted radial tires, 6 ply all terrain (on/off-road application)
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 8 cylinder, 5.0 liter
- ☒ Automatic transmission with overdrive
- ☒ Transfer case – electronic shift control
- ☒ Skid plate package
- ☒ Limited slip or electronic locking rear axle
- ☒ Factory rear bumper
- ☒ Class III receiver hitch
- ☒ Trailer tow package-transmission cooler
 - ☒ Seven terminal trailer plug installed
 - ☒ Integrated trailer brake controller
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power train

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
FORD F150 4X4 POLICE RESPONDER
CURRENT PRODUCTION YEAR**

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.

Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ford F-150 MODEL: W1P (Police Responder)

2024 Ford F150 4X4 Police Responder

- ☒ Four-Wheel Drive
- ☒ Exterior Color: Agate Black Metallic
- ☒ Interior Color: Black
- ☒ Remote Keyless Entry w/Four Fobs
- ☒ 4 Sets of Keys, All Four Must Start the Vehicle
- ☒ Each Vehicle to be Individually Keyed
- ☒ Front License Plate Bracket
- ☒ Platform Running Boards, Black
- ☒ Engine Block Heater
- ☒ Police Engine Idle Feature
- ☒ Backup Alarm System
- ☒ Fixed Rear Window w/Privacy Glass and Defroster

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
7000 GVWR 4DR CREW CAB 4X4 PICKUP
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.
Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ford F-150 MODEL: W1T

Cab

- ☒ Crew cab - six passenger
- ☒ 6.5' Long (+/- manufacturer variance), wide box
- ☒ Carpeted floor covering, must provide heavy duty non-carpet floor mats
- ☒ Power door locks with keyless remote with three sets of keys
- ☒ Cabin air filter system
- ☒ Interior day/night and two exterior power mirrors
- ☒ Back up camera with rear park assist or reverse sensing system
- ☒ Power windows
- ☒ Deep tinted glass - rear
- ☒ Air conditioning
- ☒ Cruise control
- ☒ Tilt steering wheel with column shift
- ☒ Steering wheel controls to include cruise, audio and phone
- ☒ AM/FM radio with digital media auxiliary jack and Bluetooth
- ☒ Power points, minimum of 2
- ☒ Cloth 40-20-40 split bench seat with center folding arm rest
 - ☒ Power driver seat with lumbar
 - ☒ Cloth rear seat, folding

Chassis

- ☒ 7000 lb GVWR minimum
- ☒ Four-wheel drive
- ☒ 18" Wheels
- ☒ All-terrain steel belted radial tires (not mud tires), maximum traction/ply available (may be dealer provided)
- ☒ Jack
- ☒ Engine, minimum 8-cylinder, 5.0 liter
 - ☒ Block heater
- ☒ Automatic transmission with overdrive
- ☒ Transfer case – electronic shift control
- ☒ Hill decent control
- ☒ Off road package – to include off road suspension
- ☒ Metal skid plates – fuel tank, transfer case and front differential
- ☒ Rear wheelhouse liners
- ☒ Limited slip or electronic locking rear axle
 - ☒ 3.31 minimum ratio

- ✕ Rear bumper
- ✕ Class IV receiver hitch
- ✕ Manual open tail gate
- ✕ Trailer tow package-transmission cooler
 - ✕ Seven terminal trailer plug installed
 - ✕ Integrated trailer brake controller
- ✕ Front OEM, factory/dealer installed tow hooks
- ✕ Spray-in Bedliner
- ✕ Warranty, minimum 5yr/60,000 miles on engine and power train

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6900 GVWR 4DR EXT CAB 4X4 PICKUP SB
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.
Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ford F-150 MODEL: X1E / X1L

Cab

- ☒ Extended cab - Four doors (not crew cab)
- ☒ 6.5' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Power door locks with keyless remote
- ☒ Interior day/night and two exterior power mirrors
- ☒ Power windows
- ☒ Air conditioning
- ☒ Cruise control
- ☒ Tilt steering wheel
- ☒ AM/FM radio with digital media auxiliary jack and/or bluetooth
- ☒ Power points, minimum of 2
 - ☒ To include 400-Watt or 120-Volt onboard outlet
- ☒ Cloth 40-20-40 split bench seat with center folding arm rest
 - ☒ Driver seat with lumbar
 - ☒ Cloth fold-up rear seat

Chassis

- ☒ 6900 lb GVWR minimum
- ☒ Four wheel drive
- ☒ LT Steel belted radial tires, maximum traction available, 6 ply (off-road application)
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 8 cylinder, 5.0 liter
- ☒ Automatic transmission with overdrive
- ☒ Transfer case – electronic shift control
- ☒ Skid plate package
- ☒ Limited slip or electronic locking rear axle
- ☒ Factory rear bumper
- ☒ Class III receiver hitch
- ☒ Trailer tow package-transmission cooler
 - ☒ Seven terminal trailer plug installed
 - ☒ Integrated trailer brake controller
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6900 GVWR 4DR CREW CAB 4X4 PICKUP SB
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.

Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ford F-150 MODEL: W1E / W1L

Cab

- ☒ Crew cab - six passenger
- ☒ 5.5' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Power door locks with keyless remote
- ☒ Interior day/night and two exterior power mirrors
- ☒ Power windows
- ☒ Air conditioning
- ☒ Cruise control
- ☒ Tilt steering wheel
- ☒ AM/FM radio with digital media auxiliary jack and/or bluetooth
- ☒ USB and/or 12-volt power points, minimum of 2
- ☒ Cloth 40-20-40 split bench seat with center folding arm rest
 - ☒ Driver seat with lumbar
 - ☒ Cloth rear seat, folding

Chassis

- ☒ 6900 lb GVWR minimum
- ☒ Four wheel drive
- ☒ LT Steel belted radial tires, maximum traction available, 6 ply (off-road application)
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 8 cylinder, 5.0 liter
- ☒ Automatic transmission with overdrive
- ☒ Transfer case – electronic shift control
- ☒ Skid plate package
- ☒ Limited slip or electronic locking rear axle
 - ☒ 3.55 minimum ratio
- ☒ Factory rear bumper
- ☒ Class III receiver hitch
- ☒ Trailer tow package-transmission cooler
 - ☒ Seven terminal trailer plug installed
 - ☒ Integrated trailer brake controller
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power train

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6800 GVWR 4DR CREW CAB 4X4 PICKUP
MODEL 1500/F150
CURRENT PRODUCTION YEAR**

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.

Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ford F-150 MODEL: W1E / W1L

Cab

- ☒ Crew cab - six passenger
- ☒ 6.5' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Power door locks with keyless remote
- ☒ Interior day/night and two exterior power mirrors
- ☒ Power windows
- ☒ Air conditioning
- ☒ Cruise control
- ☒ Tilt steering wheel
- ☒ AM/FM radio with digital media auxiliary jack and/or bluetooth
- ☒ Power points, minimum of 2
 - ✦ To include 400-Watt or 120-Volt onboard outlet
- ☒ Cloth 40-20-40 split bench seat with center folding arm rest
 - ☒ Driver seat with lumbar
 - ☒ Cloth rear seat, folding

Chassis

- ☒ 6800 lb GVWR minimum
- ☒ Four wheel drive
- ☒ LT Steel belted radial tires, maximum traction available, 6 ply (off-road application)
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 8 cylinder, 5.0 liter
- ☒ Automatic transmission with overdrive
- ☒ Transfer case – electronic shift control
- ☒ Skid plate package
- ☒ Limited slip or electronic locking rear axle
 - ✦ 3.55 minimum ratio
- ☒ Factory rear bumper
- ☒ Class III receiver hitch
- ☒ Trailer tow package-transmission cooler
 - ☒ Seven terminal trailer plug installed
 - ☒ Integrated trailer brake controller
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power train

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6300 GVWR REG CAB 4X4 PICKUP
MODEL 1500/F150
CURRENT PRODUCTION YEAR**

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.

Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ford F-150 MODEL: F1E / F1L

Cab

- ☒ Conventional cab
- ☒ 8' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Interior day/night and two exterior mirrors
- ☒ Air conditioning
- ☒ Tilt steering wheel
- ☒ AM/FM radio
- ☒ USB and/or 12-volt power point
- ☒ Cloth split bench seat with folding back

Chassis

- ☒ 6300 lb GVWR minimum
- ☒ Four wheel drive
- ☒ Steel belted all terrain radial tires
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 6 cylinder
- ☒ Automatic transmission with overdrive
- ☒ Factory rear bumper
- ☒ Class III receiver hitch
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power train

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6500 GVWR 4DR EXT CAB 4X4 PICKUP SB
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.

Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ford F-150 MODEL: X1E / X1L

Cab

- ☒ Extended cab - Four doors
- ☒ 6.5' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Interior day/night and two exterior power mirrors
- ☒ Air conditioning
- ☒ Tilt steering wheel
- ☒ AM/FM radio
- ☒ USB and/or 12-volt power points, minimum of 2
- ☒ Cloth 40-20-40 split bench seat with center folding arm rest
 - ☒ Cloth fold-up rear seat

Chassis

- ☒ 6500 lb GVWR minimum
- ☒ Four wheel drive
- ☒ Steel belted all terrain radial tires
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 6 cylinder
- ☒ Automatic transmission with overdrive
- ☒ Class III receiver hitch
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
7000 GVWR 4 DR EXT CAB 4X4 PICKUP LB
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.

Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ford F-150 MODEL: X1E / X1L

Cab

- ☒ Extended cab – four doors (not crew cab)
- ☒ 8' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Interior day/night and two exterior power mirrors
- ☒ Air conditioning
- ☒ Tilt steering wheel
- ☒ AM/FM radio
- ☒ Power point/cigar lighter type
- ☒ Cloth split bench seat
 - α Cloth rear seat, folding

Chassis

- ☒ 7000 lb GVWR minimum
- ☒ Four wheel drive
- ☒ Steel belted all terrain radial tires
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 6 cylinder
- ☒ Factory rear bumper
- ☒ Class III receiver hitch
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power train

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6600 GVWR REG CAB 4X4 PICKUP
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.
Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: GMC Sierra 1500 MODEL: TK10903

Cab

- ☒ Conventional cab
- ☒ 8' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Interior day/night and two exterior mirrors
- ☒ Air conditioning
- ☒ Cruise control
- ☒ Tilt steering wheel
- ☒ Power Windows
- ☒ AM/FM radio and digital media auxiliary jack and/or bluetooth
- ☒ USB and/or 12-Volt power point(s)
- ☒ Cloth split bench seat with folding back

Chassis

- ☒ 6600 lb GVWR minimum
- ☒ Four wheel drive
- ☒ LT Steel belted radial tires, 6 ply all terrain (on/off-road application)
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 8 cylinder, 5.0 liter
- ☒ Automatic transmission with overdrive
- ☒ Transfer case – Electronic shift control
- ☒ Skid plate package
- ☒ Limited slip or electronic locking rear axle
- ☒ Factory rear bumper
- ☒ Class III receiver hitch
- ☒ Trailer tow package-transmission cooler
 - ☒ Seven terminal trailer plug installed
 - ☒ Integrated trailer brake controller
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power train

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
7000 GVWR 4 DR EXT CAB 4X4 PICKUP LB
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.
Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: GMC MODEL: NO BID

Cab

- ☐ Extended cab – four doors (not crew cab)
- ☐ 8' Long (+/- manufacturer variance), wide box
- ☐ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☐ Interior day/night and two exterior power mirrors
- ☐ Power windows
- ☐ Power door locks with remote keyless entry
- ☐ Air conditioning
- ☐ Cruise control
- ☐ Tilt steering wheel
- ☐ AM/FM radio and/or auxiliary input jack and/or bluetooth
- ☐ Power point/cigar lighter type
- ☐ Cloth split bench seat
 - Driver seat with lumbar
 - Cloth rear seat

Chassis

- ☐ 7000 lb GVWR minimum
- ☐ Four wheel drive
- ☐ LT Steel belted radial tires, 6 ply all terrain (on/off-road application)
- ☐ Full size spare tire and wheel
- ☐ Jack
- ☐ Engine, minimum 8 cylinder, 5.0 liter
- ☐ Automatic transmission with overdrive
- ☐ Transfer case – electronic shift control
- ☐ Skid plate package
- ☐ Limited slip or electronic locking rear axle
- ☐ Factory rear bumper
- ☐ Class III receiver hitch
- ☐ Trailer tow package-transmission cooler
 - Seven terminal trailer plug installed
 - Integrated trailer brake controller
- ☐ Front OEM, factory/dealer installed tow hooks
- ☐ Warranty, minimum 5yr/60,000 miles on engine and power train

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
FORD F150 4X4 POLICE RESPONDER
CURRENT PRODUCTION YEAR**

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer **PRIOR TO** the deadline for questions for clarification or possible amendment.
- **RETURN THIS FORM WITH BID RESPONSE SHEET.**

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.

Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: GMC MODEL: NO BID

2024 Ford F150 4X4 Police Responder

- ☐ Four-Wheel Drive
- ☐ Exterior Color: Agate Black Metallic
- ☐ Interior Color: Black
- ☐ Remote Keyless Entry w/Four Fobs
- ☐ 4 Sets of Keys, All Four Must Start the Vehicle
- ☐ Each Vehicle to be Individually Keyed
- ☐ Front License Plate Bracket
- ☐ Platform Running Boards, Black
- ☐ Engine Block Heater
- ☐ Police Engine Idle Feature
- ☐ Backup Alarm System
- ☐ Fixed Rear Window w/Privacy Glass and Defroster

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
7000 GVWR 4DR CREW CAB 4X4 PICKUP
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.
Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: GMC Sierra 1500 MODEL: TK10743

Cab

- ☒ Crew cab - six passenger
- ☒ 6.5' Long (+/- manufacturer variance), wide box
- ☒ Carpeted floor covering, must provide heavy duty non-carpet floor mats
- ☒ Power door locks with keyless remote with three sets of keys
- ☒ Cabin air filter system
- ☒ Interior day/night and two exterior power mirrors
- ☒ Back up camera with rear park assist or reverse sensing system
- ☒ Power windows
- ☒ Deep tinted glass - rear
- ☒ Air conditioning
- ☒ Cruise control
- ☒ Tilt steering wheel with column shift
- ☒ Steering wheel controls to include cruise, audio and phone
- ☒ AM/FM radio with digital media auxiliary jack and Bluetooth
- ☒ Power points, minimum of 2
- ☒ Cloth 40-20-40 split bench seat with center folding arm rest
 - ☒ Power driver seat with lumbar
 - ☒ Cloth rear seat, folding

Chassis

- ☒ 7000 lb GVWR minimum
- ☒ Four-wheel drive
- ☒ 18" Wheels
- ☒ All-terrain steel belted radial tires (not mud tires), maximum traction/ply available (may be dealer provided)
- ☒ Jack
- ☒ Engine, minimum 8-cylinder, 5.0 liter
 - ☒ Block heater
- ☒ Automatic transmission with overdrive
- ☒ Transfer case – electronic shift control
- ☒ Hill decent control
- ☒ Off road package – to include off road suspension
- ☒ Metal skid plates – fuel tank, transfer case and front differential
- ☒ Rear wheelhouse liners
- ☐ Limited slip or electronic locking rear axle
 - o 3.31 minimum ratio 3.23 Rear Axle Ratio Does not meet

- ✕ Rear bumper
- ✕ Class IV receiver hitch
- ✕ Manual open tail gate
- ✕ Trailer tow package-transmission cooler
 - ✕ Seven terminal trailer plug installed
 - ✕ Integrated trailer brake controller
- ✕ Front OEM, factory/dealer installed tow hooks
- ✕ Spray-in Bedliner
- ✕ Warranty, minimum 5yr/60,000 miles on engine and power train

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6900 GVWR 4DR EXT CAB 4X4 PICKUP SB
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer **PRIOR TO** the deadline for questions for clarification or possible amendment.
- **RETURN THIS FORM WITH BID RESPONSE SHEET.**

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.
Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: GMC Sierra 1500 MODEL: TK10753

Cab

- ☒ Extended cab - Four doors (not crew cab)
- ☒ 6.5' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Power door locks with keyless remote
- ☒ Interior day/night and two exterior power mirrors
- ☒ Power windows
- ☒ Air conditioning
- ☒ Cruise control
- ☒ Tilt steering wheel
- ☒ AM/FM radio with digital media auxiliary jack and/or bluetooth
- ☒ Power points, minimum of 2
 - ✕ To include 400-Watt or 120-Volt onboard outlet
- ☒ Cloth 40-20-40 split bench seat with center folding arm rest
 - ✕ Driver seat with lumbar
 - ✕ Cloth fold-up rear seat

Chassis

- ☒ 6900 lb GVWR minimum
- ☒ Four wheel drive
- ☒ LT Steel belted radial tires, maximum traction available, 6 ply (off-road application)
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 8 cylinder, 5.0 liter
- ☒ Automatic transmission with overdrive
- ☒ Transfer case – electronic shift control
- ☒ Skid plate package
- ☒ Limited slip or electronic locking rear axle
- ☒ Factory rear bumper
- ☒ Class III receiver hitch
- ☒ Trailer tow package-transmission cooler
 - ✕ Seven terminal trailer plug installed
 - ✕ Integrated trailer brake controller
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6900 GVWR 4DR CREW CAB 4X4 PICKUP SB
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

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- Indicate compliance to the minimum specifications by checking the box on the left.
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- **RETURN THIS FORM WITH BID RESPONSE SHEET.**

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.
Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: GMC Sierra 1500 MODEL: TK10543

Cab

- ☒ Crew cab - six passenger
- ☒ 5.5' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Power door locks with keyless remote
- ☒ Interior day/night and two exterior power mirrors
- ☒ Power windows
- ☒ Air conditioning
- ☒ Cruise control
- ☒ Tilt steering wheel
- ☒ AM/FM radio with digital media auxiliary jack and/or bluetooth
- ☒ USB and/or 12-volt power points, minimum of 2
- ☒ Cloth 40-20-40 split bench seat with center folding arm rest
 - ☒ Driver seat with lumbar
 - ☒ Cloth rear seat, folding

Chassis

- ☒ 6900 lb GVWR minimum
- ☒ Four wheel drive
- ☒ LT Steel belted radial tires, maximum traction available, 6 ply (off-road application)
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 8 cylinder, 5.0 liter
- ☒ Automatic transmission with overdrive
- ☒ Transfer case – electronic shift control
- ☒ Skid plate package
- ☒ Limited slip or electronic locking rear axle
 - o 3.55 minimum ratio 3.23 Rear Axle Ratio **Does not meet**
- ☒ Factory rear bumper
- ☒ Class III receiver hitch
- ☒ Trailer tow package-transmission cooler
 - ☒ Seven terminal trailer plug installed
 - ☒ Integrated trailer brake controller
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power train

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6800 GVWR 4DR CREW CAB 4X4 PICKUP
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer **PRIOR TO** the deadline for questions for clarification or possible amendment.
- **RETURN THIS FORM WITH BID RESPONSE SHEET.**

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.
Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: GMC Sierra 1500 MODEL: TK10743

Cab

- ☒ Crew cab - six passenger
- ☒ 6.5' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Power door locks with keyless remote
- ☒ Interior day/night and two exterior power mirrors
- ☒ Power windows
- ☒ Air conditioning
- ☒ Cruise control
- ☒ Tilt steering wheel
- ☒ AM/FM radio with digital media auxiliary jack and/or bluetooth
- ☒ Power points, minimum of 2
 - ✖ To include 400-Watt or 120-Volt onboard outlet
- ☒ Cloth 40-20-40 split bench seat with center folding arm rest
 - ✖ Driver seat with lumbar
 - ✖ Cloth rear seat, folding

Chassis

- ☒ 6800 lb GVWR minimum
- ☒ Four wheel drive
- ☒ LT Steel belted radial tires, maximum traction available, 6 ply (off-road application)
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 8 cylinder, 5.0 liter
- ☒ Automatic transmission with overdrive
- ☒ Transfer case – electronic shift control
- ☒ Skid plate package
- ☒ Limited slip or electronic locking rear axle
 - 3.55 minimum ratio 3.23 Rear Axle Ratio Does not meet
- ☒ Factory rear bumper
- ☒ Class III receiver hitch
- ☒ Trailer tow package-transmission cooler
 - ✖ Seven terminal trailer plug installed
 - ✖ Integrated trailer brake controller
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power train

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6300 GVWR REG CAB 4X4 PICKUP
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.
Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: GMC Sierra 1500 MODEL: TK10903

Cab

- ☒ Conventional cab
- ☒ 8' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Interior day/night and two exterior mirrors
- ☒ Air conditioning
- ☒ Tilt steering wheel
- ☒ AM/FM radio
- ☒ USB and/or 12-volt power point
- ☒ Cloth split bench seat with folding back

Chassis

- ☒ 6300 lb GVWR minimum
- ☒ Four wheel drive
- ☒ Steel belted all terrain radial tires
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 6 cylinder
- ☒ Automatic transmission with overdrive
- ☒ Factory rear bumper
- ☒ Class III receiver hitch
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power train

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6500 GVWR 4DR EXT CAB 4X4 PICKUP SB
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.
Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: GMC Sierra 1500 MODEL: TK10753

Cab

- ☒ Extended cab - Four doors
- ☒ 6.5' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Interior day/night and two exterior power mirrors
- ☒ Air conditioning
- ☒ Tilt steering wheel
- ☒ AM/FM radio
- ☒ USB and/or 12-volt power points, minimum of 2
- ☒ Cloth 40-20-40 split bench seat with center folding arm rest
 - ☒ Cloth fold-up rear seat

Chassis

- ☒ 6500 lb GVWR minimum
- ☒ Four wheel drive
- ☒ Steel belted all terrain radial tires
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 6 cylinder
- ☒ Automatic transmission with overdrive
- ☒ Class III receiver hitch
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
7000 GVWR 4 DR EXT CAB 4X4 PICKUP LB
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.
Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: GMC _____ MODEL: NO BID _____

Cab

- ☐ Extended cab – four doors (not crew cab)
- ☐ 8' Long (+/- manufacturer variance), wide box
- ☐ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☐ Interior day/night and two exterior power mirrors
- ☐ Air conditioning
- ☐ Tilt steering wheel
- ☐ AM/FM radio
- ☐ Power point/cigar lighter type
- ☐ Cloth split bench seat
 - Cloth rear seat, folding

Chassis

- ☐ 7000 lb GVWR minimum
- ☐ Four wheel drive
- ☐ Steel belted all terrain radial tires
- ☐ Full size spare tire and wheel
- ☐ Jack
- ☐ Engine, minimum 6 cylinder
- ☐ Factory rear bumper
- ☐ Class III receiver hitch
- ☐ Front OEM, factory/dealer installed tow hooks
- ☐ Warranty, minimum 5yr/60,000 miles on engine and power train

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6600 GVWR REG CAB 4X4 PICKUP
MODEL 1500/F150
CURRENT PRODUCTION YEAR**

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.
Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ram MODEL: NO BID

Cab

- ☐ Conventional cab
- ☐ 8' Long (+/- manufacturer variance), wide box
- ☐ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☐ Interior day/night and two exterior mirrors
- ☐ Air conditioning
- ☐ Cruise control
- ☐ Tilt steering wheel
- ☐ Power Windows
- ☐ AM/FM radio and digital media auxiliary jack and/or bluetooth
- ☐ USB and/or 12-Volt power point(s)
- ☐ Cloth split bench seat with folding back

Chassis

- ☐ 6600 lb GVWR minimum
- ☐ Four wheel drive
- ☐ LT Steel belted radial tires, 6 ply all terrain (on/off-road application)
- ☐ Full size spare tire and wheel
- ☐ Jack
- ☐ Engine, minimum 8 cylinder, 5.0 liter
- ☐ Automatic transmission with overdrive
- ☐ Transfer case – Electronic shift control
- ☐ Skid plate package
- ☐ Limited slip or electronic locking rear axle
- ☐ Factory rear bumper
- ☐ Class III receiver hitch
- ☐ Trailer tow package-transmission cooler
 - Seven terminal trailer plug installed
 - Integrated trailer brake controller
- ☐ Front OEM, factory/dealer installed tow hooks
- ☐ Warranty, minimum 5yr/60,000 miles on engine and power train

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
7000 GVWR 4 DR EXT CAB 4X4 PICKUP LB
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.

Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ram MODEL: NO BID

Cab

- ☐ Extended cab – four doors (not crew cab)
- ☐ 8' Long (+/- manufacturer variance), wide box
- ☐ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☐ Interior day/night and two exterior power mirrors
- ☐ Power windows
- ☐ Power door locks with remote keyless entry
- ☐ Air conditioning
- ☐ Cruise control
- ☐ Tilt steering wheel
- ☐ AM/FM radio and/or auxiliary input jack and/or bluetooth
- ☐ Power point/cigar lighter type
- ☐ Cloth split bench seat
 - Driver seat with lumbar
 - Cloth rear seat

Chassis

- ☐ 7000 lb GVWR minimum
- ☐ Four wheel drive
- ☐ LT Steel belted radial tires, 6 ply all terrain (on/off-road application)
- ☐ Full size spare tire and wheel
- ☐ Jack
- ☐ Engine, minimum 8 cylinder, 5.0 liter
- ☐ Automatic transmission with overdrive
- ☐ Transfer case – electronic shift control
- ☐ Skid plate package
- ☐ Limited slip or electronic locking rear axle
- ☐ Factory rear bumper
- ☐ Class III receiver hitch
- ☐ Trailer tow package-transmission cooler
 - Seven terminal trailer plug installed
 - Integrated trailer brake controller
- ☐ Front OEM, factory/dealer installed tow hooks
- ☐ Warranty, minimum 5yr/60,000 miles on engine and power train

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
FORD F150 4X4 POLICE RESPONDER
CURRENT PRODUCTION YEAR**

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.

Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ram MODEL: NO BID

2024 Ford F150 4X4 Police Responder

- ☐ Four-Wheel Drive
- ☐ Exterior Color: Agate Black Metallic
- ☐ Interior Color: Black
- ☐ Remote Keyless Entry w/Four Fobs
- ☐ 4 Sets of Keys, All Four Must Start the Vehicle
- ☐ Each Vehicle to be Individually Keyed
- ☐ Front License Plate Bracket
- ☐ Platform Running Boards, Black
- ☐ Engine Block Heater
- ☐ Police Engine Idle Feature
- ☐ Backup Alarm System
- ☐ Fixed Rear Window w/Privacy Glass and Defroster

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
7000 GVWR 4DR CREW CAB 4X4 PICKUP
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.

Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ram MODEL: NO BID

Cab

- ☐ Crew cab - six passenger
- ☐ 6.5' Long (+/- manufacturer variance), wide box
- ☐ Carpeted floor covering, must provide heavy duty non-carpet floor mats
- ☐ Power door locks with keyless remote with three sets of keys
- ☐ Cabin air filter system
- ☐ Interior day/night and two exterior power mirrors
- ☐ Back up camera with rear park assist or reverse sensing system
- ☐ Power windows
- ☐ Deep tinted glass - rear
- ☐ Air conditioning
- ☐ Cruise control
- ☐ Tilt steering wheel with column shift
- ☐ Steering wheel controls to include cruise, audio and phone
- ☐ AM/FM radio with digital media auxiliary jack and Bluetooth
- ☐ Power points, minimum of 2
- ☐ Cloth 40-20-40 split bench seat with center folding arm rest
 - Power driver seat with lumbar
 - Cloth rear seat, folding

Chassis

- ☐ 7000 lb GVWR minimum
- ☐ Four-wheel drive
- ☐ 18" Wheels
- ☐ All-terrain steel belted radial tires (not mud tires), maximum traction/ply available (may be dealer provided)
- ☐ Jack
- ☐ Engine, minimum 8-cylinder, 5.0 liter
 - Block heater
- ☐ Automatic transmission with overdrive
- ☐ Transfer case – electronic shift control
- ☐ Hill decent control
- ☐ Off road package – to include off road suspension
- ☐ Metal skid plates – fuel tank, transfer case and front differential
- ☐ Rear wheelhouse liners.
- ☐ Limited slip or electronic locking rear axle
 - 3.31 minimum ratio

- ☐ Rear bumper
- ☐ Class IV receiver hitch
- ☐ Manual open tail gate
- ☐ Trailer tow package-transmission cooler
 - o Seven terminal trailer plug installed
 - o Integrated trailer brake controller
- ☐ Front OEM, factory/dealer installed tow hooks
- ☐ Spray-in Bedliner
- ☐ Warranty, minimum 5yr/60,000 miles on engine and power train

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6900 GVWR 4DR EXT CAB 4X4 PICKUP SB
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.

Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ram 1500 MODEL: DT6H41

Cab

- ☒ Extended cab - Four doors (not crew cab)
- ☒ 6.5' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Power door locks with keyless remote
- ☒ Interior day/night and two exterior power mirrors
- ☒ Power windows
- ☒ Air conditioning
- ☒ Cruise control
- ☒ Tilt steering wheel
- ☒ AM/FM radio with digital media auxiliary jack and/or bluetooth
- ☒ Power points, minimum of 2
 - ☒ To include 400-Watt or 120-Volt onboard outlet
- ☒ Cloth 40-20-40 split bench seat with center folding arm rest
 - ☒ Driver seat with lumbar
 - ☒ Cloth fold-up rear seat

Chassis

- ☒ 6900 lb GVWR minimum
- ☒ Four wheel drive
- ☒ LT Steel belted radial tires, maximum traction available, 6 ply (off-road application)
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 8 cylinder, 5.0 liter
- ☒ Automatic transmission with overdrive
- ☒ Transfer case – electronic shift control
- ☒ Skid plate package
- ☒ Limited slip or electronic locking rear axle
- ☒ Factory rear bumper
- ☒ Class III receiver hitch
- ☒ Trailer tow package-transmission cooler
 - ☒ Seven terminal trailer plug installed
 - ☒ Integrated trailer brake controller
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6900 GVWR 4DR CREW CAB 4X4 PICKUP SB
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer **PRIOR TO** the deadline for questions for clarification or possible amendment.
- **RETURN THIS FORM WITH BID RESPONSE SHEET.**

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.
Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ram 1500 MODEL: DT6H98

Cab

- ☒ Crew cab - six passenger
- ☒ 5.5' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Power door locks with keyless remote
- ☒ Interior day/night and two exterior power mirrors
- ☒ Power windows
- ☒ Air conditioning
- ☒ Cruise control
- ☒ Tilt steering wheel
- ☒ AM/FM radio with digital media auxiliary jack and/or bluetooth
- ☒ USB and/or 12-volt power points, minimum of 2
- ☒ Cloth 40-20-40 split bench seat with center folding arm rest
 - ☒ Driver seat with lumbar
 - ☒ Cloth rear seat, folding

Chassis

- ☒ 6900 lb GVWR minimum
- ☒ Four wheel drive
- ☒ LT Steel belted radial tires, maximum traction available, 6 ply (off-road application)
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 8 cylinder, 5.0 liter
- ☒ Automatic transmission with overdrive
- ☒ Transfer case – electronic shift control
- ☒ Skid plate package
- ☒ Limited slip or electronic locking rear axle
 - ☒ 3.55 minimum ratio
- ☒ Factory rear bumper
- ☒ Class III receiver hitch
- ☒ Trailer tow package-transmission cooler
 - ☒ Seven terminal trailer plug installed
 - ☒ Integrated trailer brake controller
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power train

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6800 GVWR 4DR CREW CAB 4X4 PICKUP
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.

Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ram 1500 MODEL: DT6H91

Cab

- ☒ Crew cab - six passenger
- ☒ 6.5' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Power door locks with keyless remote
- ☒ Interior day/night and two exterior power mirrors
- ☒ Power windows
- ☒ Air conditioning
- ☒ Cruise control
- ☒ Tilt steering wheel
- ☒ AM/FM radio with digital media auxiliary jack and/or bluetooth
- ☒ Power points, minimum of 2
 - ☒ To include 400-Watt or 120-Volt onboard outlet
- ☒ Cloth 40-20-40 split bench seat with center folding arm rest
 - ☒ Driver seat with lumbar
 - ☒ Cloth rear seat, folding

Chassis

- ☒ 6800 lb GVWR minimum
- ☒ Four wheel drive
- ☒ LT Steel belted radial tires, maximum traction available, 6 ply (off-road application)
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 8 cylinder, 5.0 liter
- ☒ Automatic transmission with overdrive
- ☒ Transfer case – electronic shift control
- ☒ Skid plate package
- ☒ Limited slip or electronic locking rear axle
 - ☒ 3.55 minimum ratio
- ☒ Factory rear bumper
- ☒ Class III receiver hitch
- ☒ Trailer tow package-transmission cooler
 - ☒ Seven terminal trailer plug installed
 - ☒ Integrated trailer brake controller
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power train

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6300 GVWR REG CAB 4X4 PICKUP
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.
Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ram MODEL: NO BID

Cab

- ☐ Conventional cab
- ☐ 8' Long (+/- manufacturer variance), wide box
- ☐ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☐ Interior day/night and two exterior mirrors
- ☐ Air conditioning
- ☐ Tilt steering wheel
- ☐ AM/FM radio
- ☐ USB and/or 12-volt power point
- ☐ Cloth split bench seat with folding back

Chassis

- ☐ 6300 lb GVWR minimum
- ☐ Four wheel drive
- ☐ Steel belted all terrain radial tires
- ☐ Full size spare tire and wheel
- ☐ Jack
- ☐ Engine, minimum 6 cylinder
- ☐ Automatic transmission with overdrive
- ☐ Factory rear bumper
- ☐ Class III receiver hitch
- ☐ Front OEM, factory/dealer installed tow hooks
- ☐ Warranty, minimum 5yr/60,000 miles on engine and power train

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
6500 GVWR 4DR EXT CAB 4X4 PICKUP SB
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.
Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ram 1500 MODEL: DT6H41

Cab

- ☒ Extended cab - Four doors
- ☒ 6.5' Long (+/- manufacturer variance), wide box
- ☒ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☒ Interior day/night and two exterior power mirrors
- ☒ Air conditioning
- ☒ Tilt steering wheel
- ☒ AM/FM radio
- ☒ USB and/or 12-volt power points, minimum of 2
- ☒ Cloth 40-20-40 split bench seat with center folding arm rest
 - ☒ Cloth fold-up rear seat

Chassis

- ☒ 6500 lb GVWR minimum
- ☒ Four wheel drive
- ☒ Steel belted all terrain radial tires
- ☒ Full size spare tire and wheel
- ☒ Jack
- ☒ Engine, minimum 6 cylinder
- ☒ Automatic transmission with overdrive
- ☒ Class III receiver hitch
- ☒ Front OEM, factory/dealer installed tow hooks
- ☒ Warranty, minimum 5yr/60,000 miles on engine and power

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
SPECIFICATION COMPLIANCE FORM
FOR
7000 GVWR 4 DR EXT CAB 4X4 PICKUP LB
MODEL 1500/F150
CURRENT PRODUCTION YEAR

BIDDERS INSTRUCTIONS:

- Indicate Make and Model being bid in the space provided.
- Indicate compliance to the minimum specifications by checking the box on the left.
- If the make and model being bid does not comply with the below specification contact the Procurement Officer PRIOR TO the deadline for questions for clarification or possible amendment.
- RETURN THIS FORM WITH BID RESPONSE SHEET.

Awarded bidder will provide dealer invoice pricing on all additional vehicle options.

Vehicles shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

MAKE: Ram MODEL: NO BID

Cab

- ☐ Extended cab – four doors (not crew cab)
- ☐ 8' Long (+/- manufacturer variance), wide box
- ☐ Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- ☐ Interior day/night and two exterior power mirrors
- ☐ Air conditioning
- ☐ Tilt steering wheel
- ☐ AM/FM radio
- ☐ Power point/cigar lighter type
- ☐ Cloth split bench seat
 - Cloth rear seat, folding

Chassis

- ☐ 7000 lb GVWR minimum
- ☐ Four wheel drive
- ☐ Steel belted all terrain radial tires
- ☐ Full size spare tire and wheel
- ☐ Jack
- ☐ Engine, minimum 6 cylinder
- ☐ Factory rear bumper
- ☐ Class III receiver hitch
- ☐ Front OEM, factory/dealer installed tow hooks
- ☐ Warranty, minimum 5yr/60,000 miles on engine and power train

| BID RESPONSE FORM | | | | | |
|--|-----|---|-------------|--------------------------------|-------------|
| SC 376B - Police Vehicles 377- Pickups Current Production Year | | | | | |
| IFB 110.7-23-054 | | | | | |
| Bidder Name: | | Nelson Auto Center, Inc. | | | |
| ITEM | QTY | UNIT | SPECS | Make/ Model | Unit Price |
| SSP3-2 | | 2024 6600 GVWR REG CAB 4X4 PICKUP MODEL 1500/F150 | | | |
| 1 | 2 | each | Bismarck | GMC Sierra 1500 TK10903 | \$43,034.00 |
| 2 | 4 | each | Grand Forks | GMC Sierra 1500 TK10903 | \$42,990.00 |
| 3 | 1 | each | Fargo | GMC Sierra 1500 TK10903 | \$42,920.00 |
| SSP3-3 | | 2024 7000 GVWR 4 DR EXT CAB 4X4 PICKUP LB MODEL 1500/F150 | | | |
| 4 | 2 | each | Bismarck | Ford F150 X1E/X1L | 46,862.00 |
| 5 | 1 | each | Valley City | Ford F150 X1E/X1L | 46,778.00 |
| 6 | 1 | each | Grand Forks | Ford F150 X1E/X1L | 46,818.00 |
| 7 | 1 | each | Fargo | Ford F150 X1E/X1L | 46,748.00 |
| SSP8-4 | | 2024 7000 GVWR 4DR CREW CAB 4X4 PICKUP MODEL 1500/F150 | | | |
| 8 | 5 | each | Bismarck | GMC Sierra 1500 TK10743 | \$49,123.00 |
| 9 | 1 | each | Fargo | GMC Sierra 1500 TK10743 | \$49,009.00 |
| SSP9-1 | | 2024 6900 GVWR 4DR EXT CAB 4X4 PICKUP SB MODEL 1500/F150 | | | |
| 10 | 30 | each | Bismarck | GMC Sierra 1500 TK10753 | \$43,728.00 |
| 11 | 1 | each | Valley City | GMC Sierra 1500 TK10753 | \$43,644.00 |
| 12 | 4 | each | Devils Lake | GMC Sierra 1500 TK10753 | \$43,719.00 |
| 13 | 6 | each | Minot | GMC Sierra 1500 TK10753 | \$43,801.00 |
| 14 | 2 | each | Grand Forks | GMC Sierra 1500 TK10753 | \$43,684.00 |
| 15 | 7 | each | Fargo | GMC Sierra 1500 TK10753 | \$43,614.00 |
| SSP9-2 | | 2024 6900 GVWR 4DR CREW CAB 4X4 PICKUP SB MODEL | | | |
| 16 | 3 | each | Bismarck | GMC Sierra 1500 TK10543 | \$45,882.00 |
| 17 | 1 | each | Valley City | GMC Sierra 1500 TK10543 | \$45,798.00 |
| 18 | 1 | each | Devils Lake | GMC Sierra 1500 TK10543 | \$45,873.00 |
| 19 | 1 | each | Minot | GMC Sierra 1500 TK10543 | \$45,955.00 |
| 20 | 1 | each | Grand Forks | GMC Sierra 1500 TK10543 | \$45,838.00 |
| 21 | 1 | each | Fargo | GMC Sierra 1500 TK10543 | \$45,768.00 |
| SSP9-3 | | 2024 GVWR 4DR CREW CAB 4X4 PICKUP MODEL 1500/F150 | | | |
| 22 | 2 | each | Bismarck | GMC Sierra 1500 TK10743 | \$46,164.00 |
| 23 | 1 | each | Valley City | GMC Sierra 1500 TK10743 | \$46,080.00 |
| 24 | 2 | each | Minot | GMC Sierra 1500 TK10743 | \$46,155.00 |
| 25 | 1 | each | Devils Lake | GMC Sierra 1500 TK10743 | \$46,237.00 |
| 26 | 1 | each | Grand Forks | GMC Sierra 1500 TK10743 | \$46,120.00 |
| 27 | 1 | each | Fargo | GMC Sierra 1500 TK10743 | \$46,050.00 |
| SSP12-7 | | 2024 6300 GVWR REG CAB 4X4 PICKUP MODEL 1500/F150 | | | |
| 28 | 1 | each | Fargo | Ford F150 F1E/F1L | \$40,779.00 |
| SSP12-8 | | 2024 6500 GVWR 4DR EXT CAB 4X4 PICKUP SB MODEL 1500/F150 | | | |
| 29 | 1 | each | Fargo | Ram 1500 DT6H41 | \$40,957.00 |
| SSP12-9 | | 2024 7000 GVWR 4 DR EXT CAB 4X4 PICKUP LB MODEL 1500/F150 | | | |
| 30 | 1 | each | Fargo | Ford F150 X1E/X1L | \$45,248.00 |
| SSP7-11 | | 2024 Ford F-150 Police Responder | | | |
| 31 | 3 | each | Bismarck | Ford F150 Police Responder W1P | \$48,849.00 |

Delivery time ARO: Approximately 16-26 Weeks

Subject to Manufacturers' Schedules

| SERVICE REPRESENTATIVE RESPONSE FORM | |
|--------------------------------------|--|
| Service Representative Name: | Melissa Larson |
| Toll Free Telephone Number: | 800-477-3013 ext 8865 |
| Telephone Number: | 218-998-8865 |
| Fax Number: | 218-998-8813 |
| Email Address: | mlarson@nelsonfleet.com |

ND STATE CONTRACT INFORMATION

| | |
|------------------------------|----------------------------------|
| Term Contract Name: | Vehicles- 376 Police 377 Pickups |
| Term Contract Number: | 376-377 |

CONTRACT INTRODUCTION

This contract is for the purchase of pickups and police vehicles.

CONTRACTOR INFORMATION

Check the State contract website for the contractor and contract administrator information.

COOPERATIVE PURCHASING

This contract is a cooperative purchasing contract established pursuant to North Dakota Century Code (NDCC) sections 54-44.4-13. This contract is made available to state entities, institutions under the jurisdiction of the State Board of Higher Education, other government entities (including counties, cities, townships, public primary and secondary educational entities, governmental boards and commissions), nonprofit entities established on behalf of public entities, tribal agencies, transportation providers under N.D.C.C chapter 39-04.2, and the International Peace Garden. Participation in this open-ended contract is not mandated; therefore, the estimated volume of this contract is not known.

PRICING

Pricing can be found under the attachments of the state contract listing.

F.O.B. POINT AND FREIGHT

Delivery will be F.O.B. Destination to the location specified. The freight is to be included in the price of the products. Title will pass to Purchasing Agency or entity upon delivery to the specified destination.

DELIVERY REQUIREMENTS

DOCUMENTS THAT MUST BE FURNISHED AT TIME OF DELIVERY TO ND DOT STATE FLEET SERVICES:

- a) Certificate of origin (MCO)
- b) Dealer Invoice (with contract pricing)
- c) Damage Disclosure
- d) Send to State Fleet at:

North Dakota Transportation Bldg.

Attn: Lisa Mathwich, State Fleet Manager

State Fleet Services

608 E. Blvd.
Bismarck, ND 58505-0700

DOCUMENTS THAT MUST BE FURNISHED AT TIME OF DELIVERY TO A COOPERATIVE PURCHASING ENTITY:

- a) Certificate of origin (MCO)
- b) Dealer Invoice (with contract pricing)
- c) Damage Disclosure

The following must accompany the vehicle when it is delivered:

- I. Warranty, warranty book and identification plate (if needed)
- II. Key number

DELIVERY LEAD TIME AND ORDERING

Delivery must be made within 90-120 days after the contractor receives an order from the Purchasing Agency or Cooperative Entity. If after receiving the order, the contractor learns that the delivery requirements cannot be met, the contractor must immediately notify ND State Fleet or the Purchasing Entity or State Agency by telephone or by e-mail or mail of the delay and the approximate date delivery may be expected.



TO: Mayor Thomas Ross
Members of the City Council

FROM: Tom Joyce, Assistant City Manager

DATE: April 15, 2024

SUBJECT: APPOINTMENT OF PUBLIC WORKS OPERATIONS DIRECTOR

I. RECOMMENDED ACTION

Recommend Council approve the appointment of Bryan Banfill as the Public Works Operations Director.

II. DEPARTMENT CONTACT PERSONS

| | |
|--------------------------------------|----------|
| Tom Joyce, Assistant City Manager | 857-4750 |
| Lisa Jundt, Human Resources Director | 857-4753 |

III. DESCRIPTION

A. Background

At a Special Council Meeting on June 2, 2023 the City Council approved a restructuring of the Public Works Department, to include the position of Utilities Director and Public Works Director. Since retitled as Public Works Operations Director, but assuming the same responsibilities as originally designed the position, this position would work directly for the newly created Assistant City Manager position.

The Public Works Operations Director position was extensively advertised by using the City's website, LinkedIn, Zip Recruiter, and Indeed. 18 applications were received, of which 3 received a second interview. The 1st round interview was conducted by City department heads, a Public Works department head from the City of Bismarck, and the Assistant City Manager. Second round interviews of 3 finalists were conducted by the Mayor, the City Manager, and the Assistant City Manager.

As a result of the recruitment process and interview process, the Assistant City Manager selected and offered the position to Bryan Banfill. Mr. Banfill has accepted the position pending Council approval with a start date of May 6, 2024. Current ordinance requires Council ratification of all department head hiring/terminations.

IV. IMPACT:

A. Fiscal Impact:

The position has been offered/accepted within the salary range approved for this position.

B. Service/Delivery Impact:

Mr. Banfill has the knowledge, skills, behaviors, and abilities to succeed in this very important leadership role and be instrumental in leading the department by

focusing on the city's mission, aspirations, and values, and building the appropriate plans, programs, and execution strategies to meet the city's short-term and long-term requirements.

V. CITY COUNCIL ASPIRATIONS

A. This proposal will help meet all the City's aspirations of Dynamic and Flourishing, Resilient and Prepared, Safe and Welcoming, and Excellent and Connected.

VI. ALTERNATIVES

A. Council could choose not to ratify the appointment, and the Assistant City Manager could offer the position to another candidate.

VII. TIME CONSTRAINTS

A. There are no specific time constraints, however, getting the position filled will assist in redistributing internal workloads and finalizing restructuring previously approved by Council.

VIII. LIST OF ATTACHMENTS

A. None.



TO: Mayor Ross and City Council
FROM: Brian Billingsley, AICP, Community & Economic Development Director
DATE: April 9, 2024
SUBJECT: **ADOPT MINOT HOUSING NEEDS AND MARKET ASSESSMENT STUDY**

I. RECOMMENDED ACTION

City Council should adopt the Minot Housing Needs and Market Assessment Study as a supplement to the City's housing policy and direct staff to use its strategies as a work plan.

II. DEPARTMENT CONTACT PERSONS

| | |
|---|----------|
| Brian Billingsley, Comm. & Economic Dev. Director | 857-4147 |
| Doug Diedrichsen, Principal Planner | 857-4108 |

III. DESCRIPTION

A. Background

At the January 17, 2023 City Council meeting, the Council adopted a budget amendment to fund a housing study of the Minot housing market. In May of 2023, a screening committee selected Stantec to conduct the study. The study focuses on current and future housing needs, conditions, and affordability.

B. Proposed Project

On June 5, 2023, the City entered into a contract with Stantec to prepare a housing study and a story map for \$144,824.

IV. IMPACT:

A. Strategic Impact:

The housing study advises staff on changes the City should make to our Land Development Ordinance and land developers on the different types of housing that Minot will need over the next ten years.

B. Service/Delivery Impact:

After its adoption, City staff will distribute the Study to anyone wanting to develop residential property within the City. Staff will also start working on any implementation items, including adjustments to city codes and policies.

C. Fiscal Impact:

There shouldn't be any immediate fiscal impact on the City, but some implementation items may require the services of a consultant.

V. CITY COUNCIL ASPIRATIONS

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

VI. ALTERNATIVES

- A. City Council could offer amendments to the Housing Study.
- B. City Council could decline to pass the Housing Study.
- C. City Council could direct staff or the consultant to bring back additional research and information for its consideration.

VII. TIME CONSTRAINTS

- A. None

VIII. LIST OF ATTACHMENTS

- A. Final Draft of Housing Study and Story Map



Minot Housing Needs & Market Study

City of Minot
North Dakota

 **Stantec**

March 4, 2024



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☆ THE MAGIC CITY ☆

01

INTRODUCTION

INTRODUCTION

Minot. Minot is a uniquely dynamic city in north central North Dakota boasting three powerful economic drivers. It is a regional center for surrounding communities. It is a close neighbor to the vital Minot Air Force Base. And it serves as a gateway city to the North Dakota oil fields.

These drivers have shaped Minot's economy and had tremendous impact on its housing stock. The first two drivers have long contributed to a stable economic foundation. The third makes it subject to the heavy swings of the petroleum economy. The 2011 Mouse River flood was an additional destabilizing event, resulting in the displacement of many families and the demolition of numerous homes. This economic and historical backdrop has left its mark in Minot's housing landscape.

Minot faces housing challenges that are common to communities across North Dakota

and the nation, as well as those that are unique to its economic and natural context. Housing production boomed during the oil boom in the early 2010s—after which time population growth stagnated, and even declined on a county-wide basis. As a result, housing growth has been modest in the intervening years, and only now have the market fundamentals recovered to the point that new housing production can start to be leveraged to address languishing needs.

The housing needs and market study. The Minot Housing Needs and Market analysis was initiated in response to this distinctive context. Its goal is to more clearly understand Minot's housing conditions and market context, and the housing related needs of the Minot community. It identifies strategies that can be employed to address Minot's present and future housing challenges and meet community needs.

The following pages document an analysis of:

- The economic and demographic factors that shape housing demand
- The market context for new housing development
- Minot's existing housing inventory, and
- The "gap" between the housing needs of the community and the housing that is available to meet those needs

This deep analysis provides essential information for City staff and elected officials as they shape housing related policies that meet community needs and advance the City's economic and human progress. It also offers critical intelligence to builders and developers that seek to understand the nature of Minot's local housing market and sources of housing demand.

The final section of this study is focused on strategic action. It offers a menu of housing strategies that are relevant to and viable in Minot’s market context—taking into consideration what was learned about its unique challenges and opportunities, and the needs of the Minot community. The strategies are a kit of ideas that can inform the City’s housing-related action plan in the years to come.

Community engagement. The insights of stakeholders and community members have sharpened this analysis and informed its strategic guidance. Input was gathered through several means.

- Focus groups and structured interviews were conducted over the course of the study, many of which occurred during consultant site visits in November 2023 and January 2024.

- Broader community engagement utilized a Story Map on a dedicated website that conveyed all of the key findings and recommendations of the study to the public.
- A housing survey generated 859 responses from people who provided information on their personal housing situations.

Appreciation. We are grateful for our interaction with Minot’s staff and elected officials, and appreciate the dedication they have demonstrated to the needs of the Minot community.

ONLY THE BEST COME NORTH

CLEARANCE 14' FT. 6 IN.

20

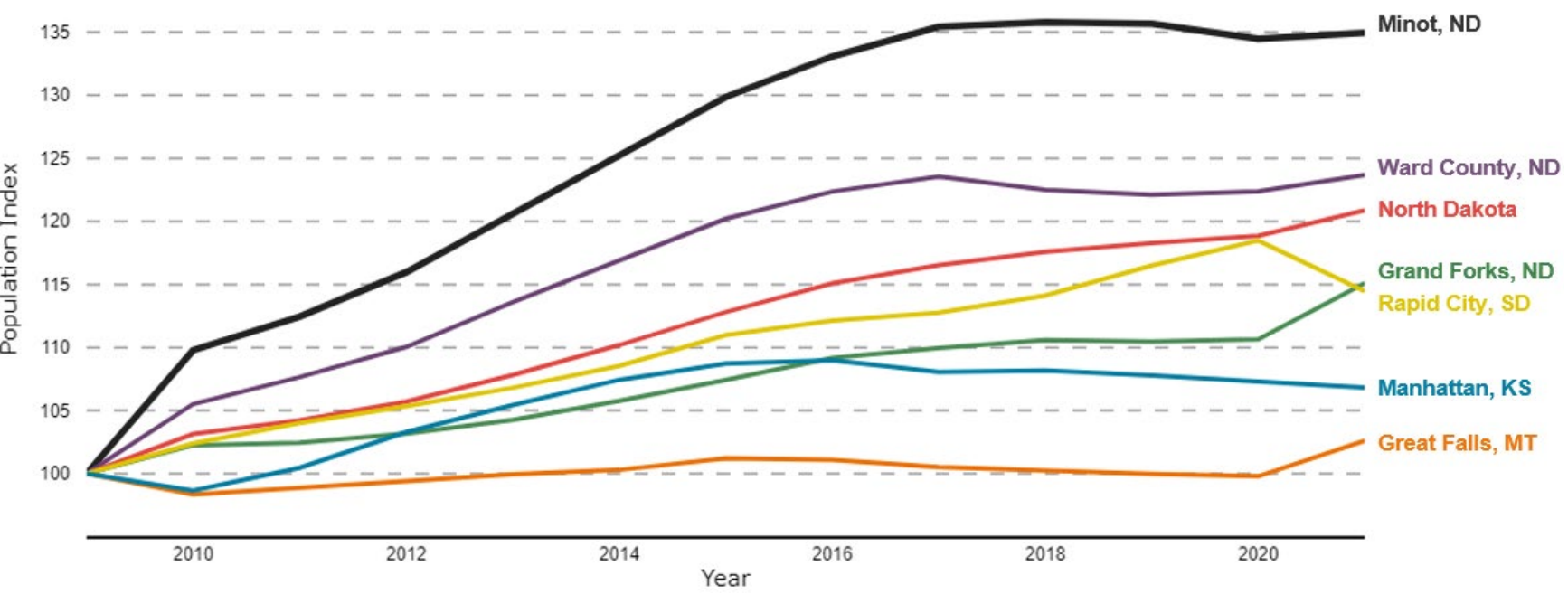
02

DEVELOPMENT
DRIVERS

Minot’s Population Grew by 35% since 2009, Outpacing the Region and Comparable Cities

Upper midwestern comparable locations have all witnessed strong population growth, however, the fracking revolution and consequent exploitation of the Bakken oil field has been a strong determinant of growth in the region, especially from 2010-2015.

Indexed Population Growth, 2009-2021

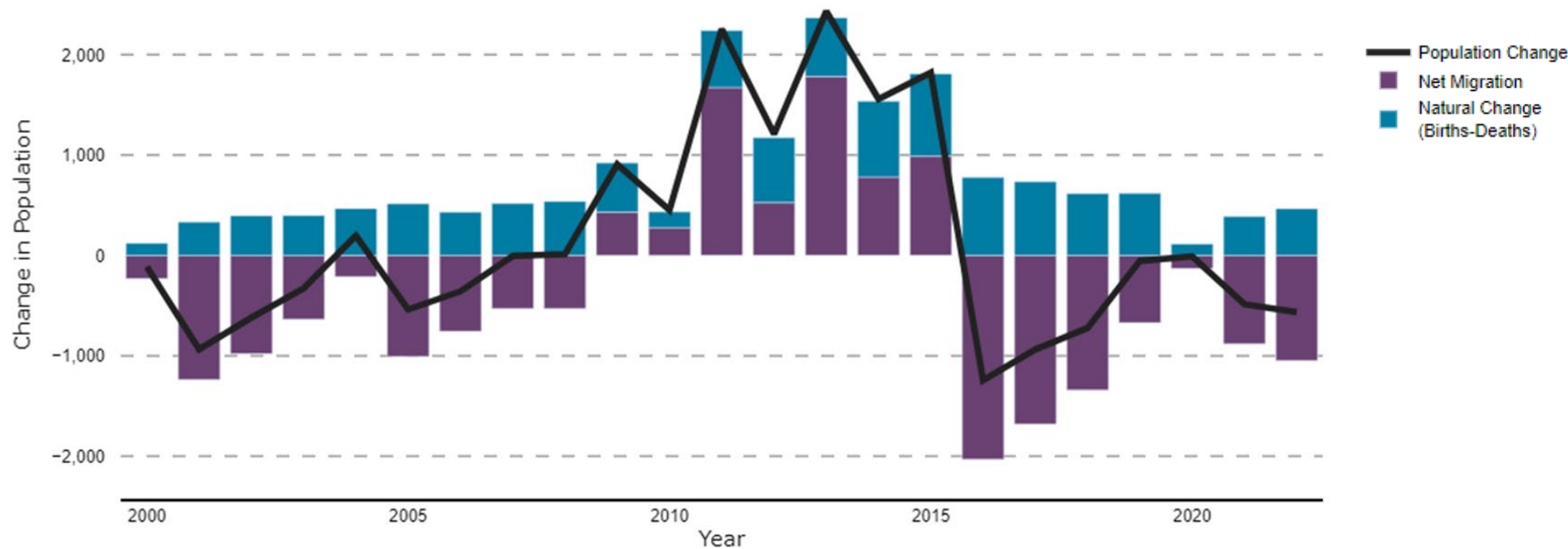


Note on Indexes: Indexed values are to a base of 100, with 2009 being the base year in this graph. Each integer above 100 represents 1% percent growth relative to the 2009 value. For example, 135 represents 35% growth since 2009. Indexes are helpful when assessing the rate of change rather than absolute numbers.

Migration Remains Boom and Bust in Ward County

Migration is the primary determinant of population change. In-migration peaked during the oil boom, only to decline as the development of new wells dried up.

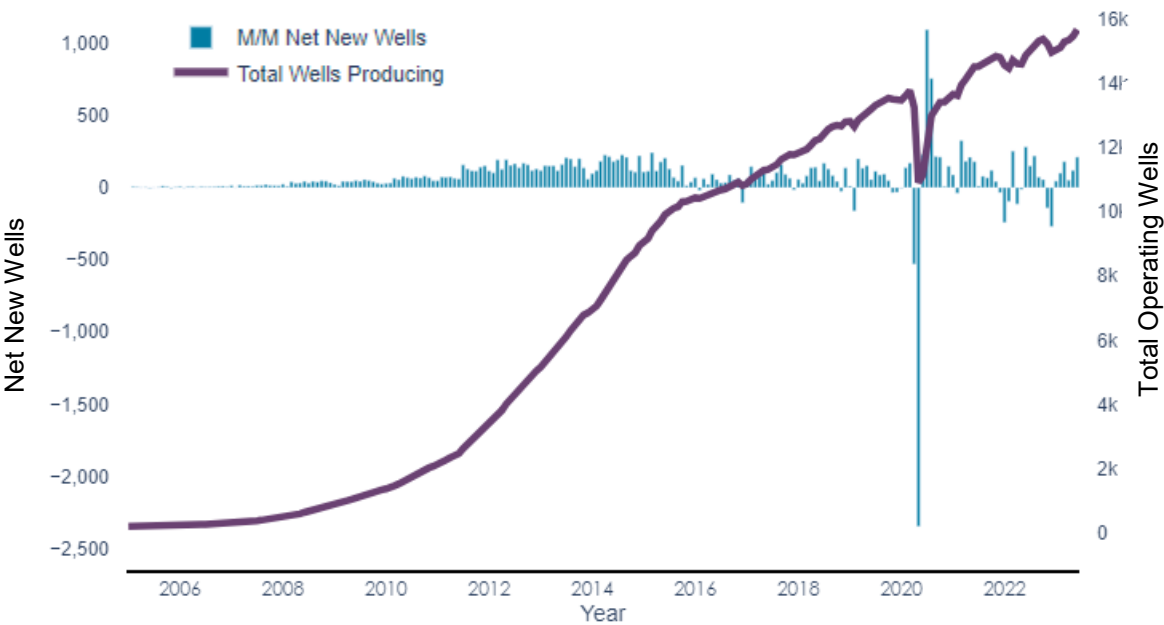
Net Population Change in Ward County, 2000-2023



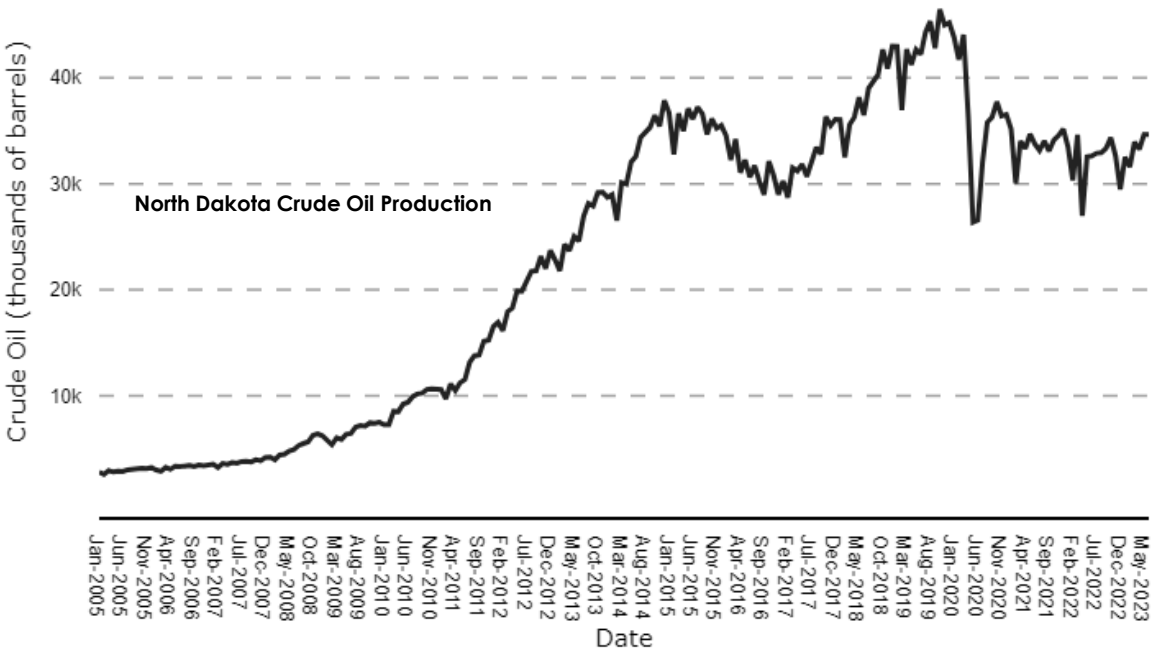
Population Growth is tightly related to the Bakken Oil Boom

New well creation started in 2010, and rapidly accelerated through 2015 before abruptly tapering as oil prices fell. New wells require more labor than maintaining wells, thereby generating growth. Mountrail and Williams Counties are the major seat of production, with Ward serving as a commuter city serving the oil fields. New well creation is still occurring, albeit sporadically.

Bakken Growth Continues, but at Less of a Breakneck Pace



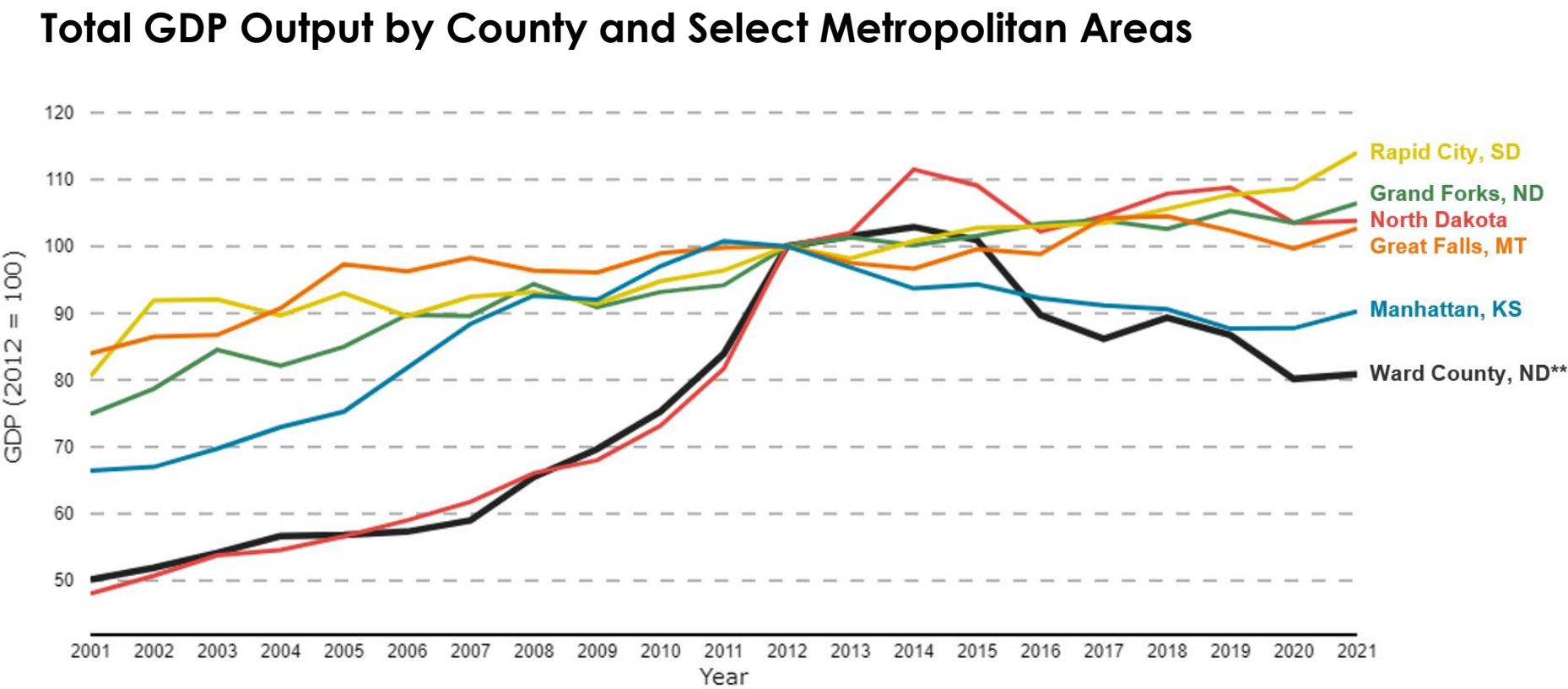
North Dakota Crude Oil Production is Stabilizing



Source(s): OnTheMap 2002-2020

GDP Grew Rapidly in the 2000s, only to plateau and decline as drilling stabilized

Ward County and North Dakota grew rapidly through the 2000s, with Gross Domestic Product (GDP) reversing course as oil prices fell in 2015. The decline has since stabilized.



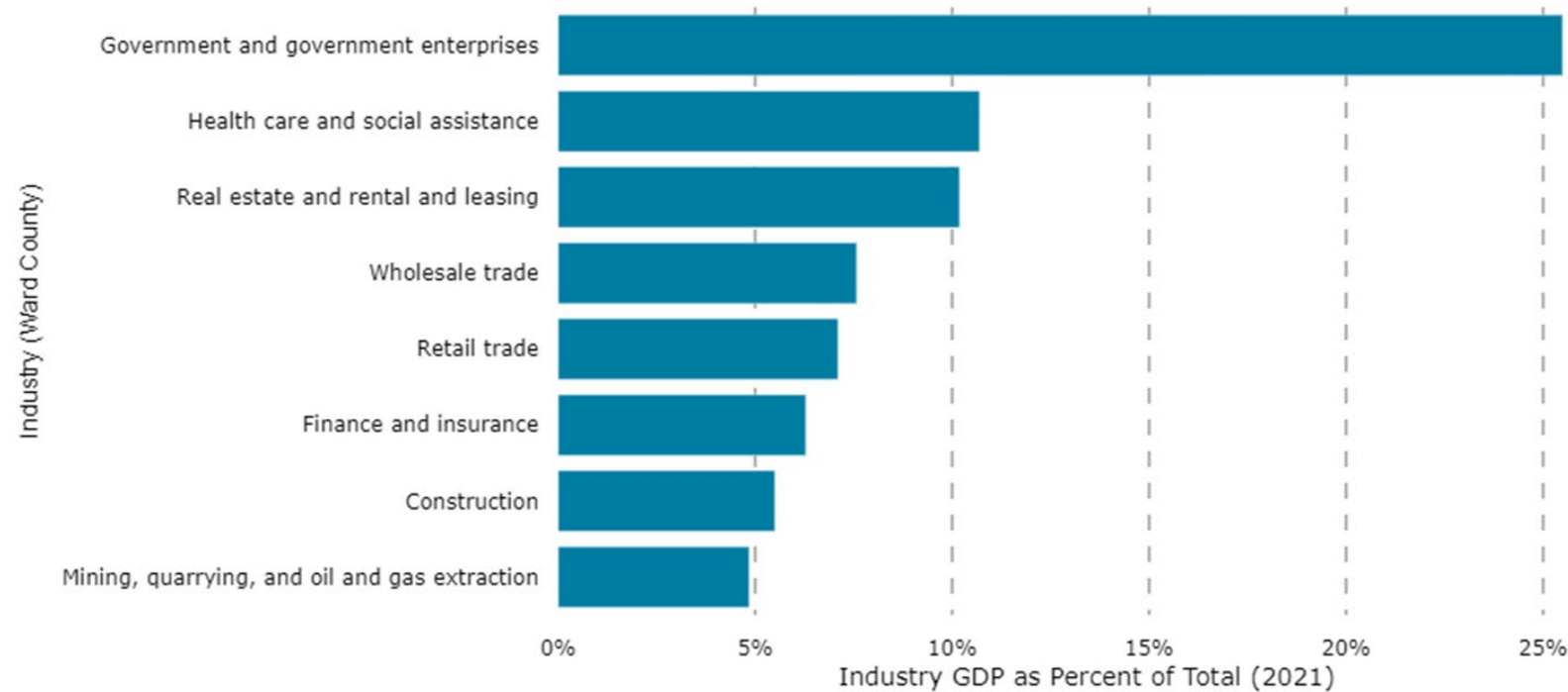
* Indexed values are set to a base of 100, with 2012 being the base year. Each integer above 100 represents 1% percent growth relative to 2012 GDP. For example, 50 would equal 50% below 2012 economic output. Indexed values are based on 2021 dollars.

** Minot is a Micropolitan Statistical Area. GDP data is only given for MSA and County level geographies. Ward County is used here to approximate growth.

Total GDP in Ward County is dominated by the Armed Forces and Other Public Sector activity

Oil production is largely situated outside of Ward County, with Ward County operating as a residential center serving the outskirts. Within Ward, the local economy is dominated by the public sector and traditional ‘regional services’ common to a county seat.

GDP by Industry in Ward County



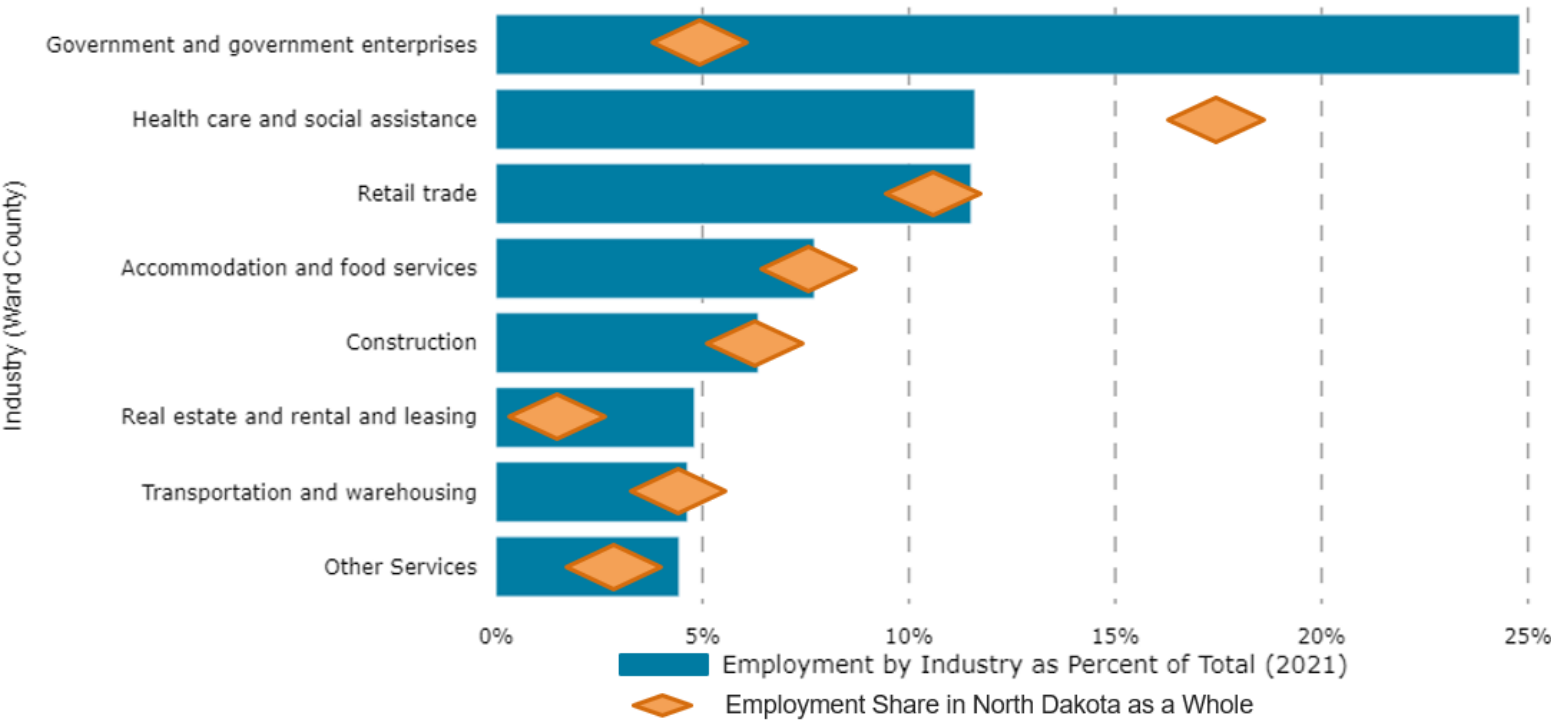
GDP is generally driven by tradeable goods. Tradeable goods often include durable manufactured goods and ‘knowledge’ based services such as corporate management, financial activities, or professional services.

Ward County’s industrial profile, however, largely reflects it’s two major industries: 1) The public sector, including the Air Force Base and regionally oriented public management, and 2) Minot’s general role as a regional trade center for central North Dakota, which is reflected in the higher levels of economic output driven by services (trade, healthcare, and public management) and real estate.

Ward County employment is concentrated in services

Ward County’s employment is also concentrated in sectors associated with being a regional hub and a major Air Force base. Oil extraction employment remains a smaller portion of the total employment base despite its growth.

Employment by Industry: Ward County



Employment often does not closely align with GDP. A region is driven by GDP output and creates the effective demand for services (ie: retail, wholesale, healthcare, education, construction) . The employment structure of a community, however, has different dynamics. Employment is a function of industry productivity and its size. Capital-intensive industries such as mining or manufacturing may have an outsized impact on GDP relative to employment. However, many services and construction are resistant to industrial automation, limiting output per worker. Consequently, to scale up production, industries with lower productivity must add additional labor. Low productivity per worker is one major factor that limits wages, especially in the service industry.

A consequence of this dynamic is that any local labor-market will contain relatively high proportions of lower-wage jobs. Outside of recent moments of labor market contraction, wage growth in these industries remains limited, even as the cost of living increases.

Situating the New Economy

The New Economy refers to transitions in the North American industrial structure post-globalization and the central drivers of regional economic development.

New Economy High Wage sectors are knowledge-based jobs that remain concentrated in urban centers and are historically less prone to geographical relocation. These industries remain the main catalyst for agglomeration – or spatial concentration – of industries. Knowledge production is a tradeable good that often drives urban development. Wages in these sectors drive effective demand for other service-based industries, medical services, and education.

Blue Collar sectors contain industries historically central to a manufacturing-based economy and contain tradeable goods that benefit from economies of scale. Manufacturing – in particular – is less geographically sticky in an era of globalization. These jobs often have lower educational requirements, but due to higher productivity, skill demands, and union density, wages remain higher than service sector work. They, likewise, are major drivers of regional economic development.

New Economy Low Wage sectors grow in proportion to other regional economic drivers. They are non-tradeable sectors and are ‘geographically sticky.’ Due to lower labor productivity, growth in demand is met with increased labor. Wages remain low, although exceptions exist (such as Wholesale Trade). These are generally non-tradeable goods, but often a sizeable sector in a regional economy.

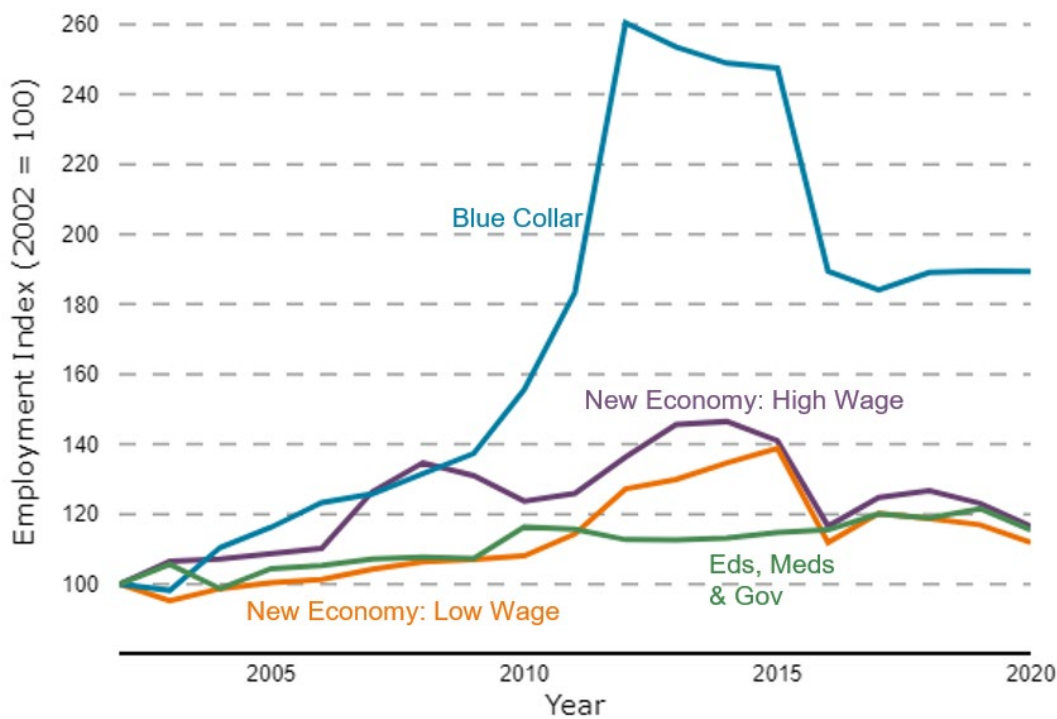
Eds, Meds and Gov contain industries have higher proportions of middle-income wage earners due to educational requirements. These jobs concentrate both in regional hubs driven by New Economy High Wage jobs and in historic regional centers. They are non-tradeable goods and place-bound, but in the case of higher education institutions or sizeable public sector installations (Army Bases or State governance), can drive regional economic development.

| Analytical Category | NAICS Sectors |
|------------------------|--|
| New Economy: High Wage | Finance and Insurance Real Estate and Rental and Leasing Information Management of Corporations Professional and Business Services |
| New Economy: Low Wage | Transportation and Warehouse Wholesale Trade Retail Trade Arts, Entertainment and Recreation Accommodation and Food Services Other Services |
| Blue Collar | Construction Manufacturing Utilities Agriculture, Forestry, Fishing and Hunting Mining, Quarrying, and Oil and Gas Extraction |
| Eds, Meds and Gov | Educational Services Health Care and Social Assistance Public Administration |

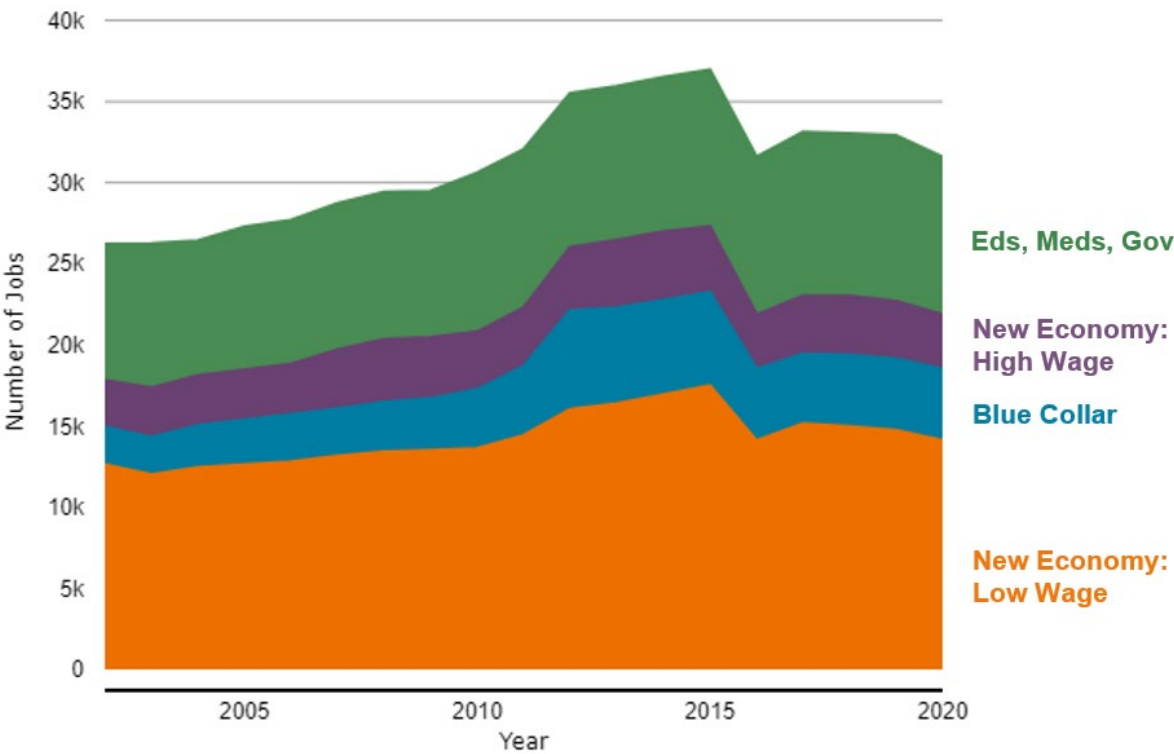
Minot’s industrial composition is reflective of a regional commercial center

The fastest growing segments of the economy are in ‘Blue Collar’ jobs in extraction and construction related industries, however these jobs remain a small part of the overall employment structure. New Economy Low Wage jobs and Eds, Meds and Gov – or jobs central to being a regional commercial center – predominate.

Indexed Growth by Industrial Category



Job Share by Industrial Category

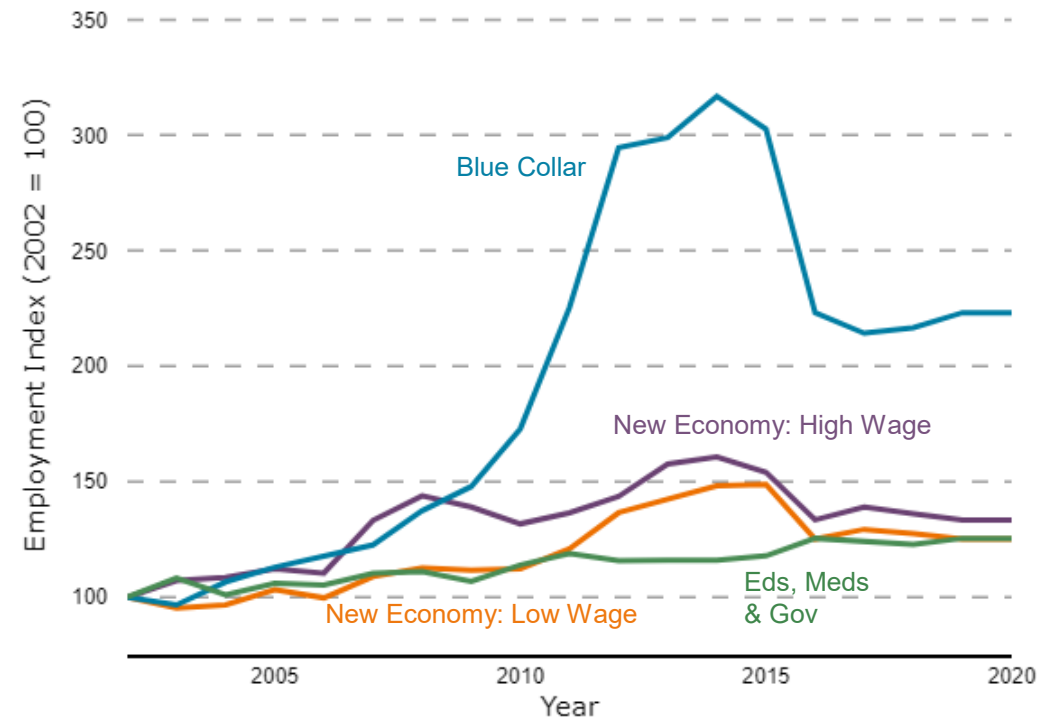


Source(s): OnTheMap 2002-2020

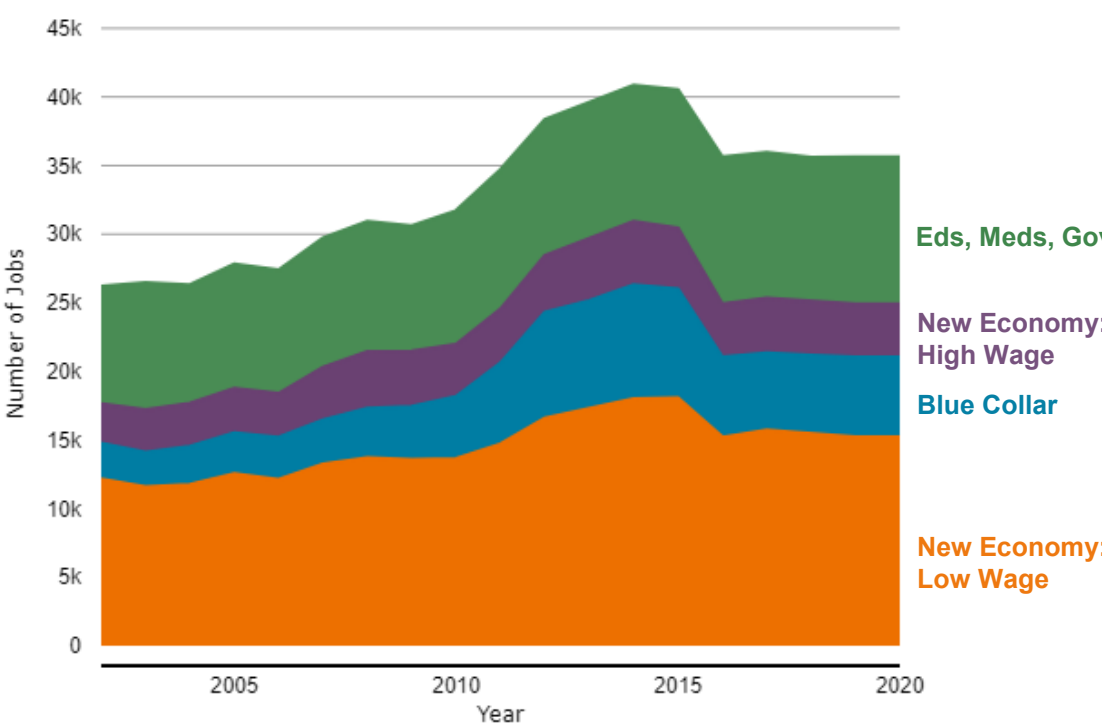
Minot is a relatively self-contained economy, with resident jobs reflecting jobs in the area

While the charts on the preceding page showed the industry mix of the jobs in Minot, these charts reflect the mix of jobs that Minot residents hold. The number of residents working in Blue Collar and New Economy High Wage jobs has grown most rapidly, but remain proportionately smaller than New Economy Low Wage and Eds, Meds & Government jobs.

Indexed Growth by Industrial Category for Minot Residents



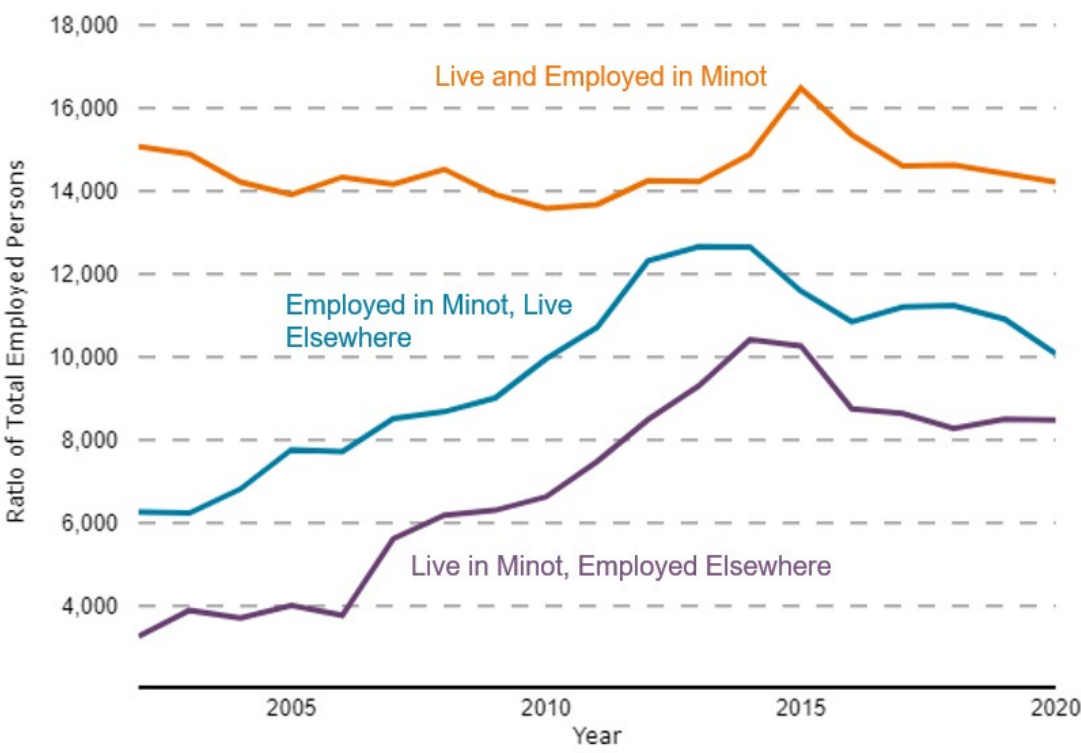
Job Share by Industrial Category for Minot Residents



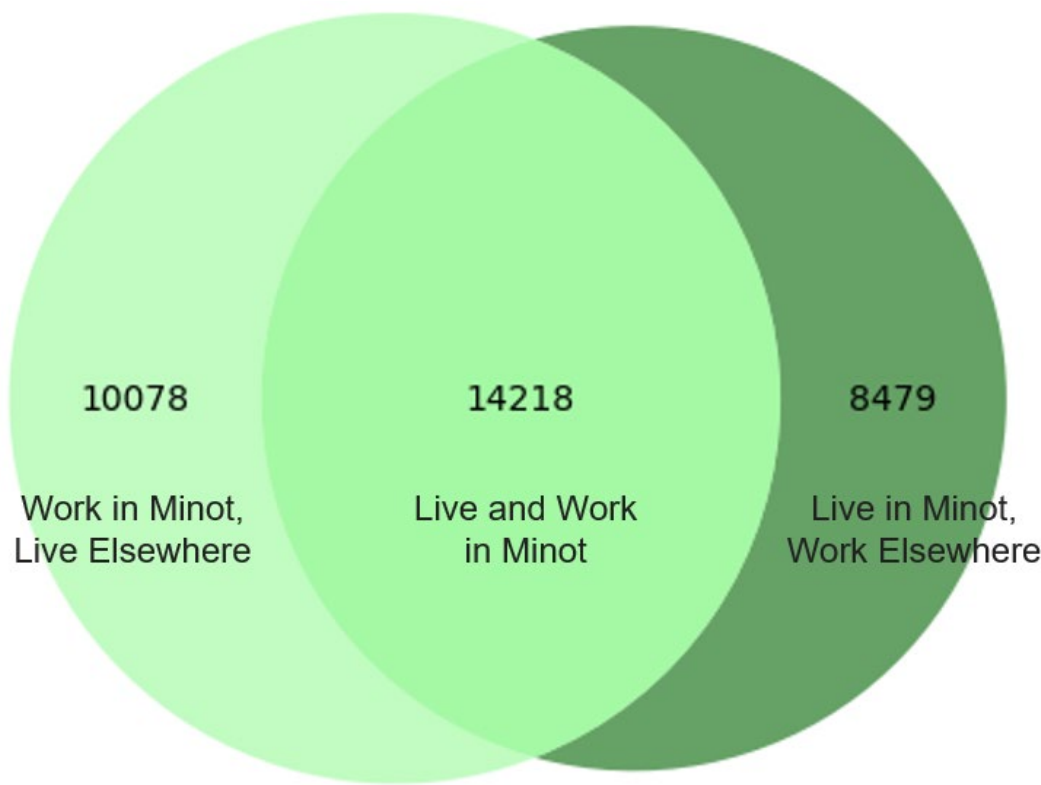
Minot has a high proportion of *out-commuters* to both the base and the oil fields

62.6% of Minot residents live and work in Minot. This ratio has fallen over time as more people commute in to Minot from the broader county, and more people commute out of Minot for work. The former is a consequence of sprawl, the latter of the growth of the oil industry outside of city boundaries.

Inflow and Outflow from Minot Over Time



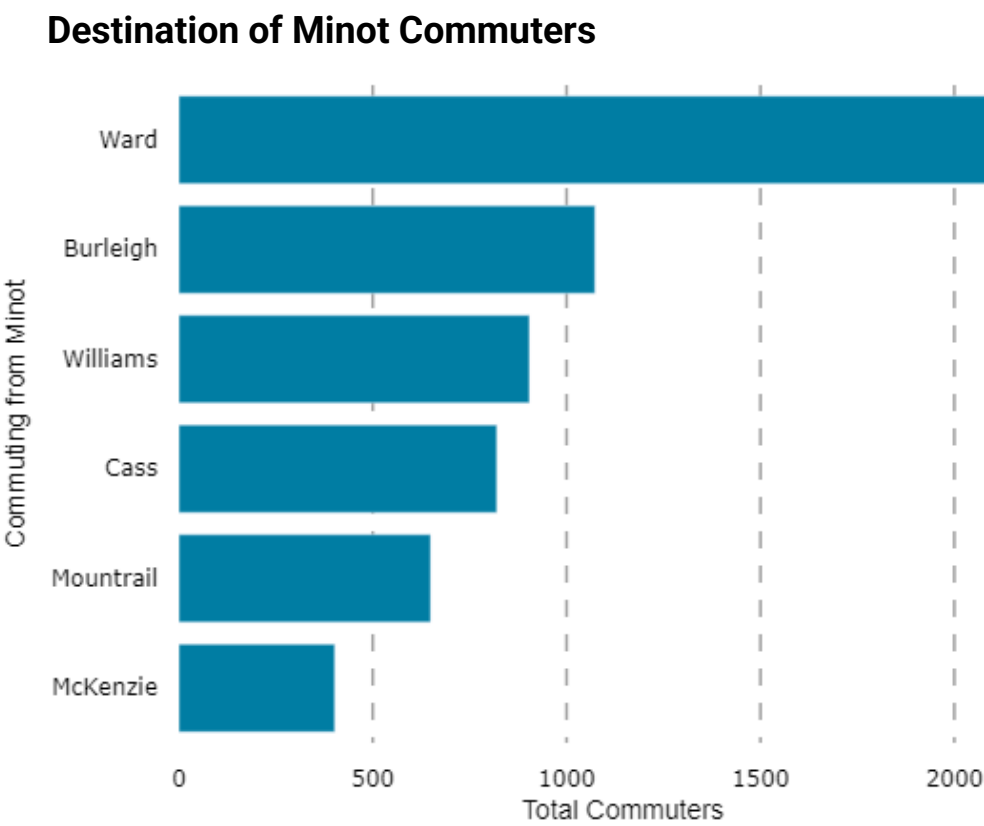
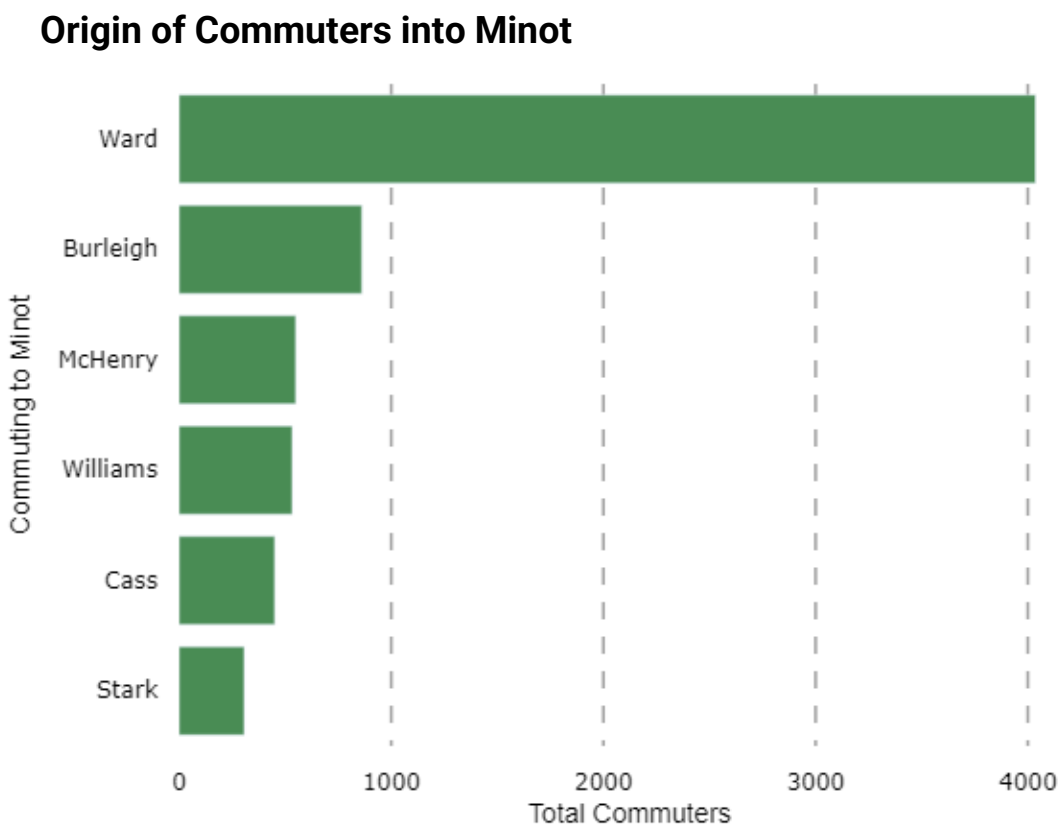
Job Growth/Share by Industrial Category



Source(s): OnTheMap 2002-2020

Other Ward County locations are the primary source and destination of commuters to and from Minot

The majority of commutes from Minot are going to jobs within the broader county, and vice versa, with more commuting into Minot from outside than the inverse. Many commuters are leaving from Minot to work west in the more oil-centric Williams and Mountrail Counties.

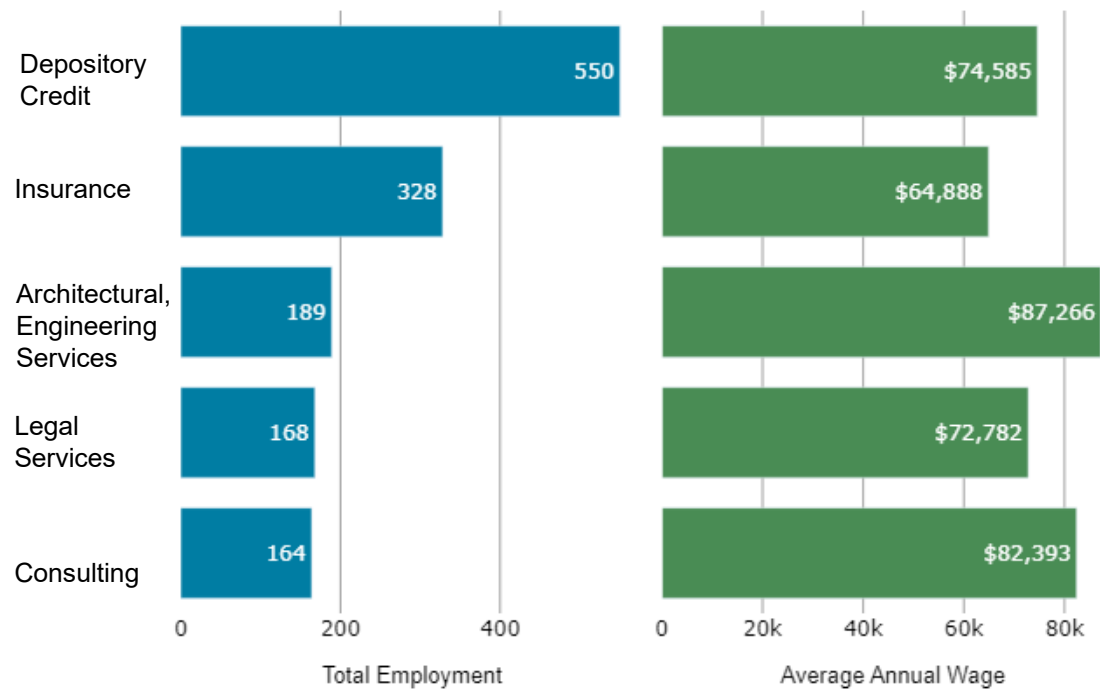


Source(s): OnTheMap 2020

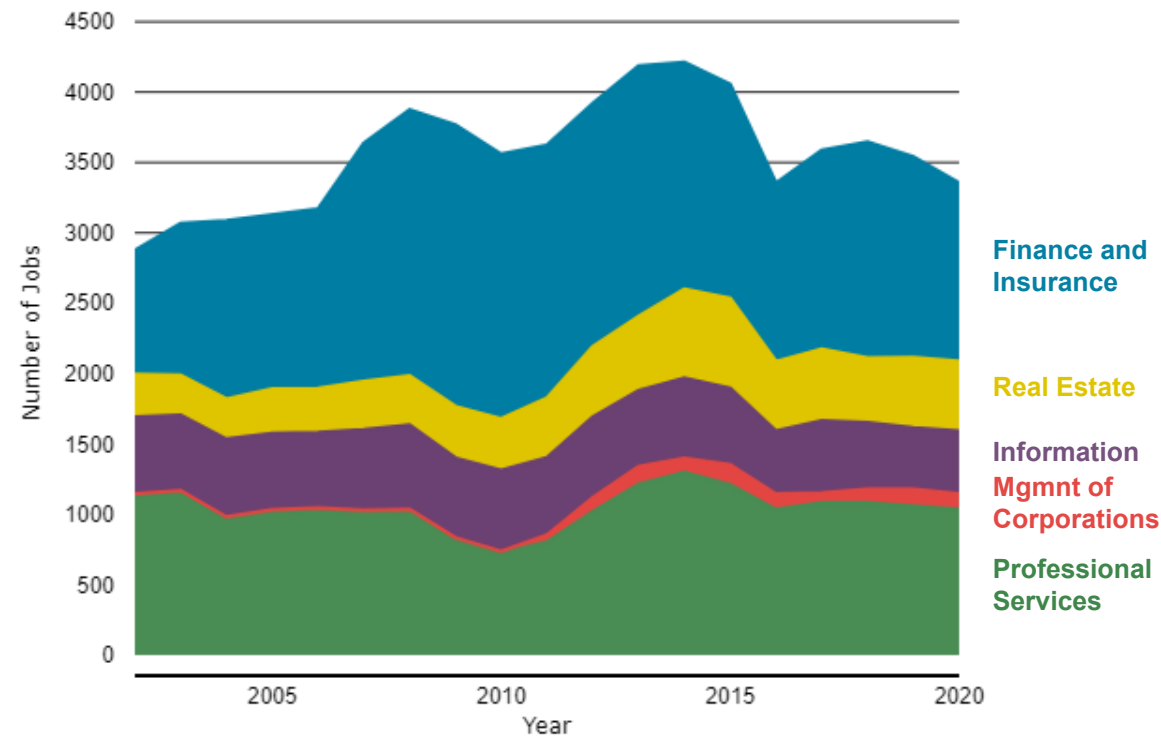
New Economy High Wage Industry: Breakdown

Minot is still a regional banking and insurance center. A growing segment, however, includes professional service firms, many of which serve as consultants for the extraction industry.

New Economy High Wage: By 5-Digit NAICS Code with Wages



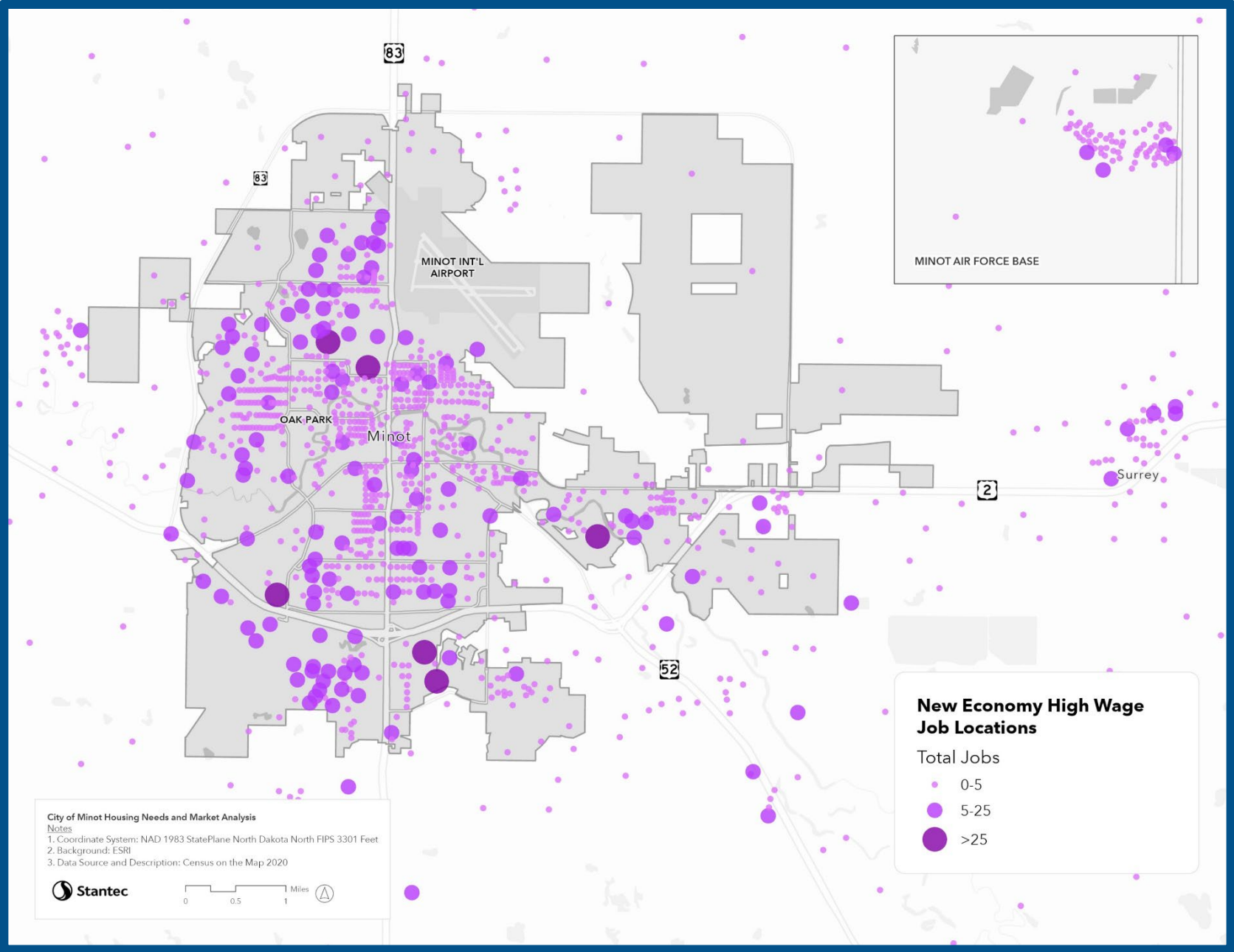
New Economy High Wage Industry Share



Source(s): OnTheMap 2002-2020

New Economy High Wage Jobs

New Economy High Wage jobs typically cluster in commercial districts as many are office-based. Downtown Minot contains some of the more distinct commercial office clusters, but in general the distribution is quite scattered.

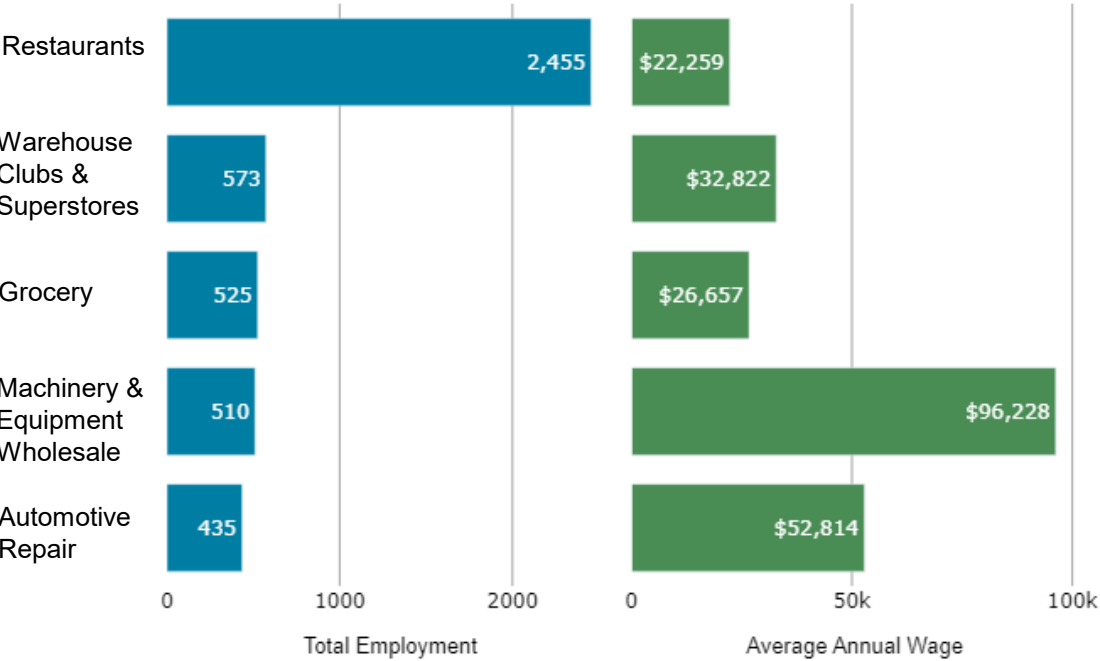


Source(s): On The Map (2020)

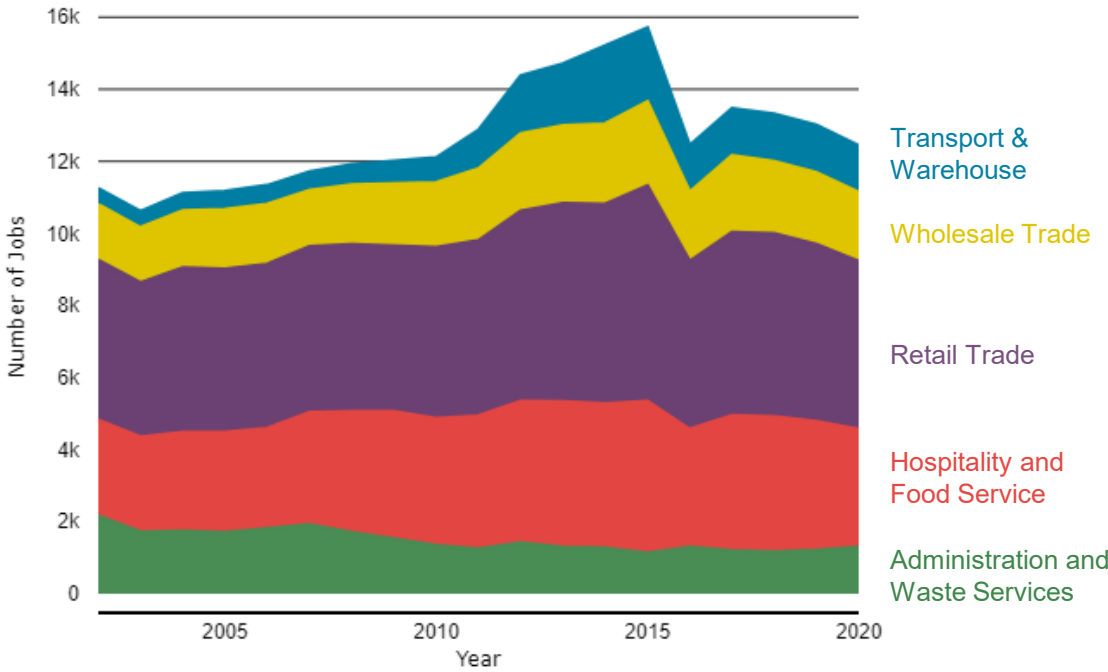
New Economy Low Wage Industry: Breakdown

Minot is a major service center for the region. Low productivity usually generates higher proportions of low-wage jobs, such as in restaurants and grocery stores. Wholesale retail tends to have higher wages.

New Economy Low Wage: By 5-Digit NAICS Code with Wages



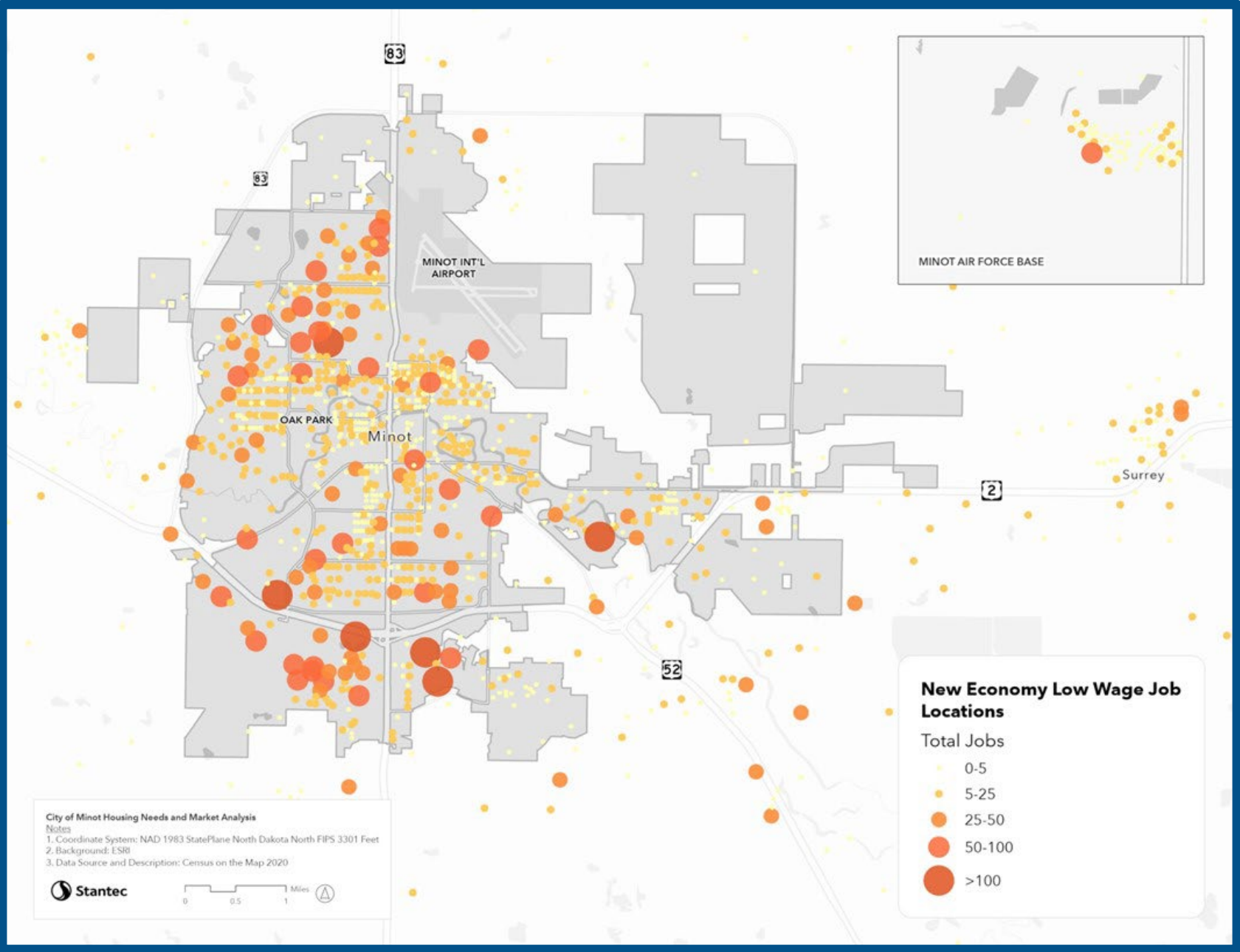
New Economy Low Wage Industry Share



Source(s): OnTheMap 2002-2020

New Economy Low Wage Jobs

New Economy Low Wage jobs, as a whole, tend to be distributed across an urban location. Logistics jobs in trucking, warehousing, and wholesaling tend to be concentrated in or near key transportation arteries and in industrial parks. Retail, restaurants, and hospitality are broadly distributed, but here can be seen concentration in the northwest and southern parts of the city.

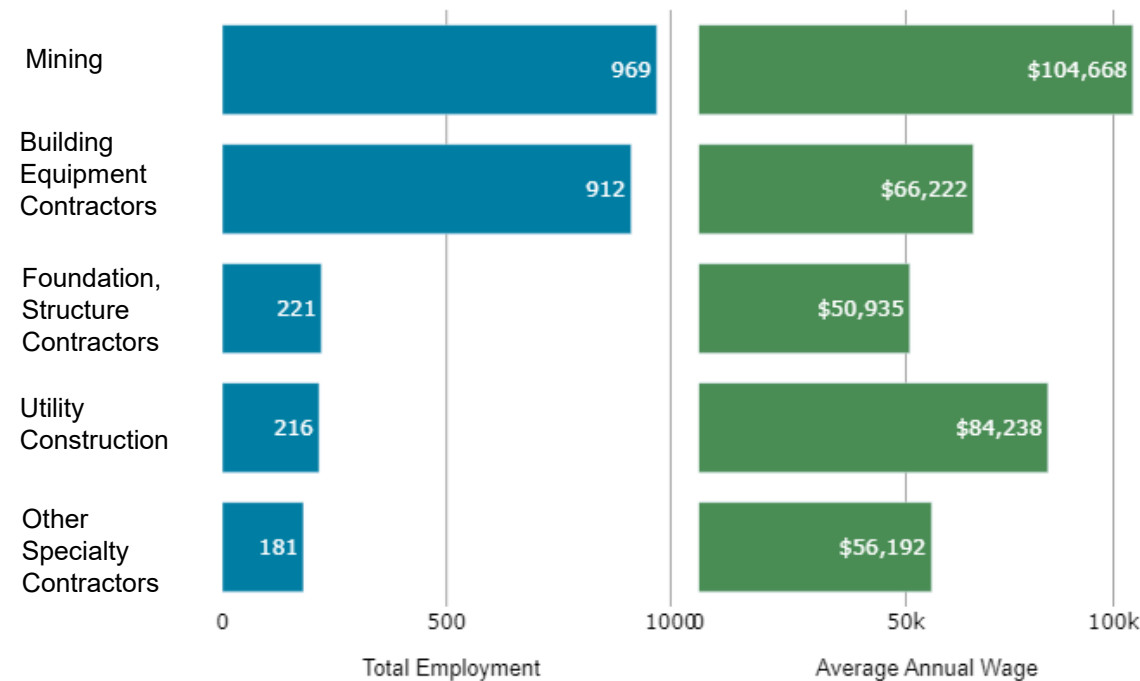


Source(s): On The Map (2020)

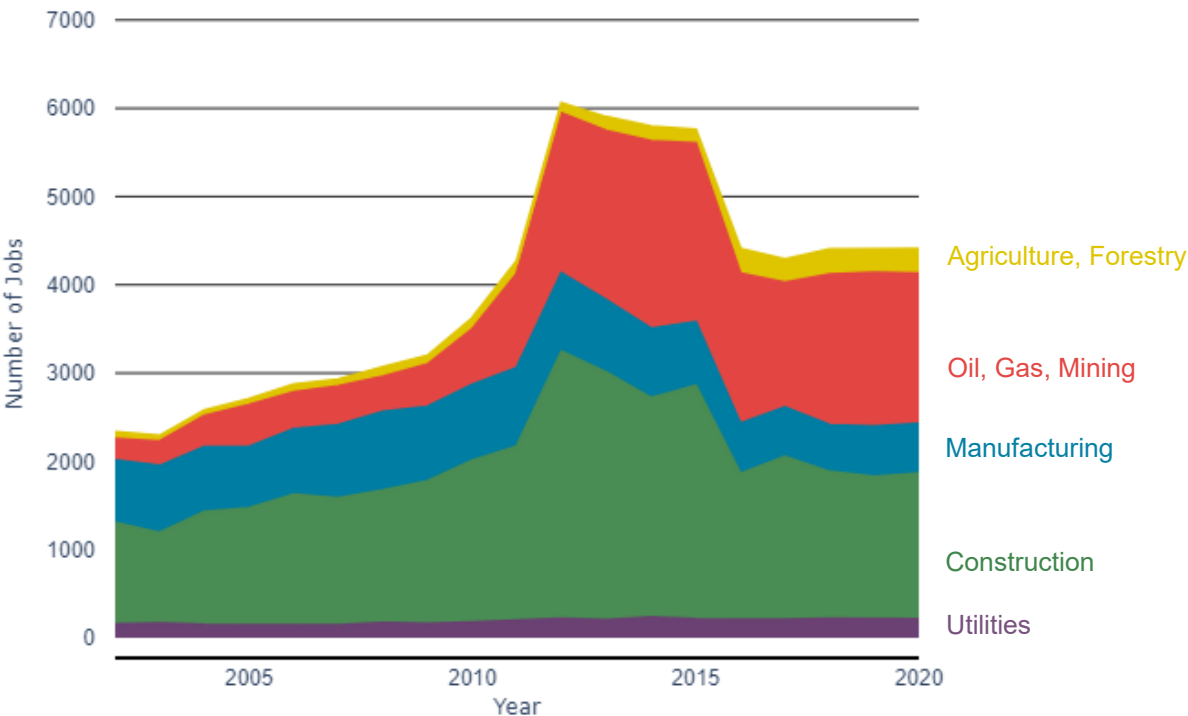
Blue Collar Industries: Breakdown

Oil, Gas and Mining grew precipitously with the boom. Average annual wages are above \$100,000. The oil boom and the flood both helped drive construction and utility jobs, which pay well due to the skilled nature of the work and the higher rates of union density which increase market power.

Blue Collar: By 5-Digit NAICS Code with Wages



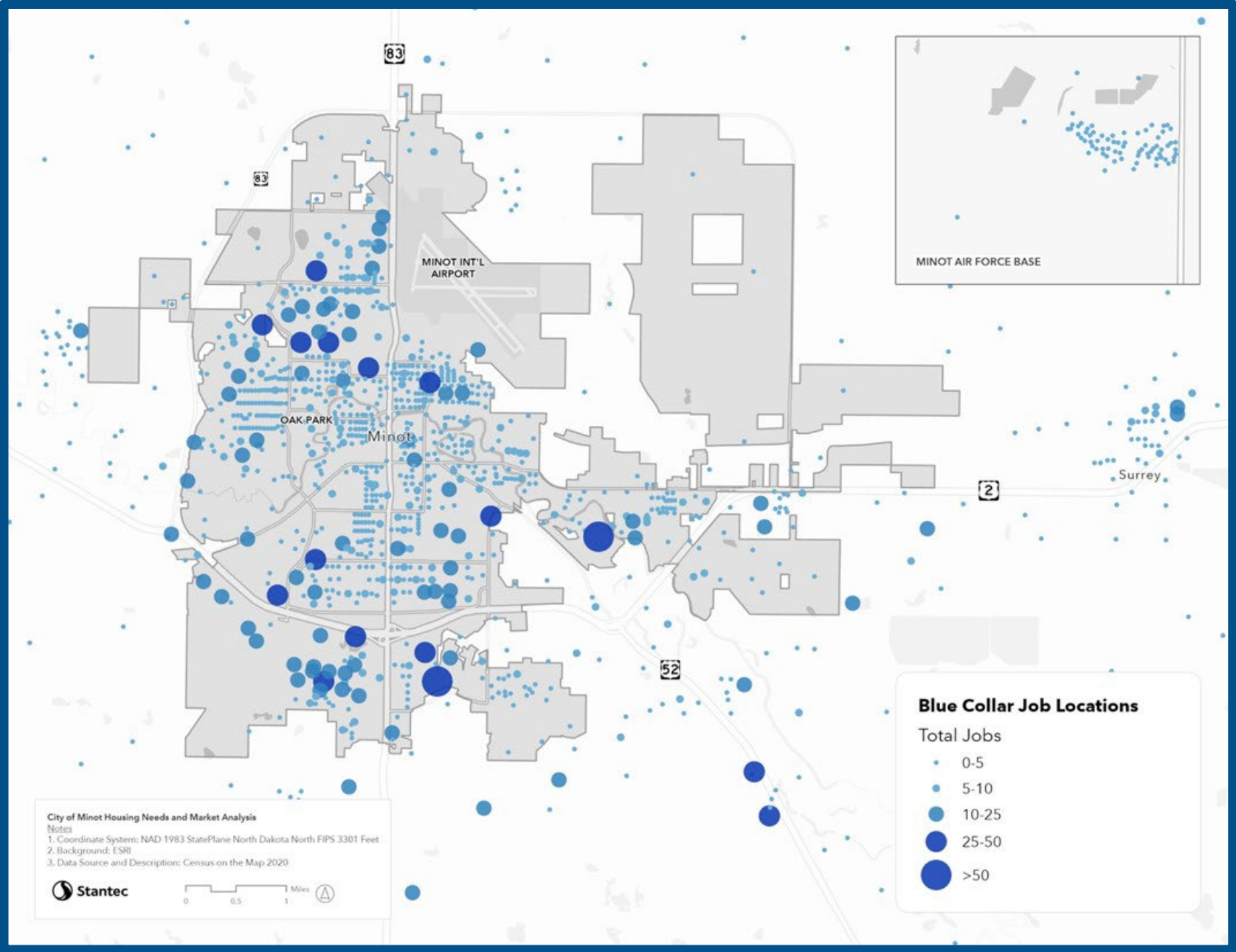
Blue Collar Industry Share



Source(s): OnTheMap 2002-2020

Blue Collar Jobs

Blue collar manufacturing jobs tend to be concentrated in industrial parks, which tend to be in specifically zones areas of the city and more on the general periphery. In Minot, blue collar jobs are less concentrated in the urban core, with broader distribution in industrial parks to the east, south and north. Construction jobs are 'located' by company office. Within Minot, firms working in the mining industry are likely to be in flex office/industrial spaces.

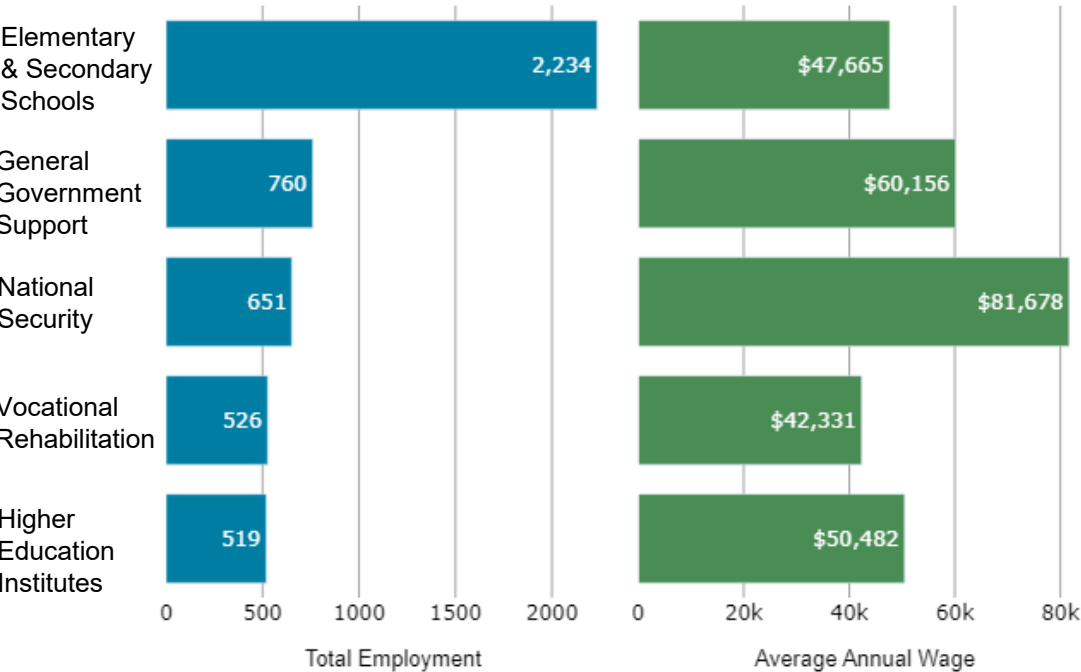


Source(s): On The Map (2020)

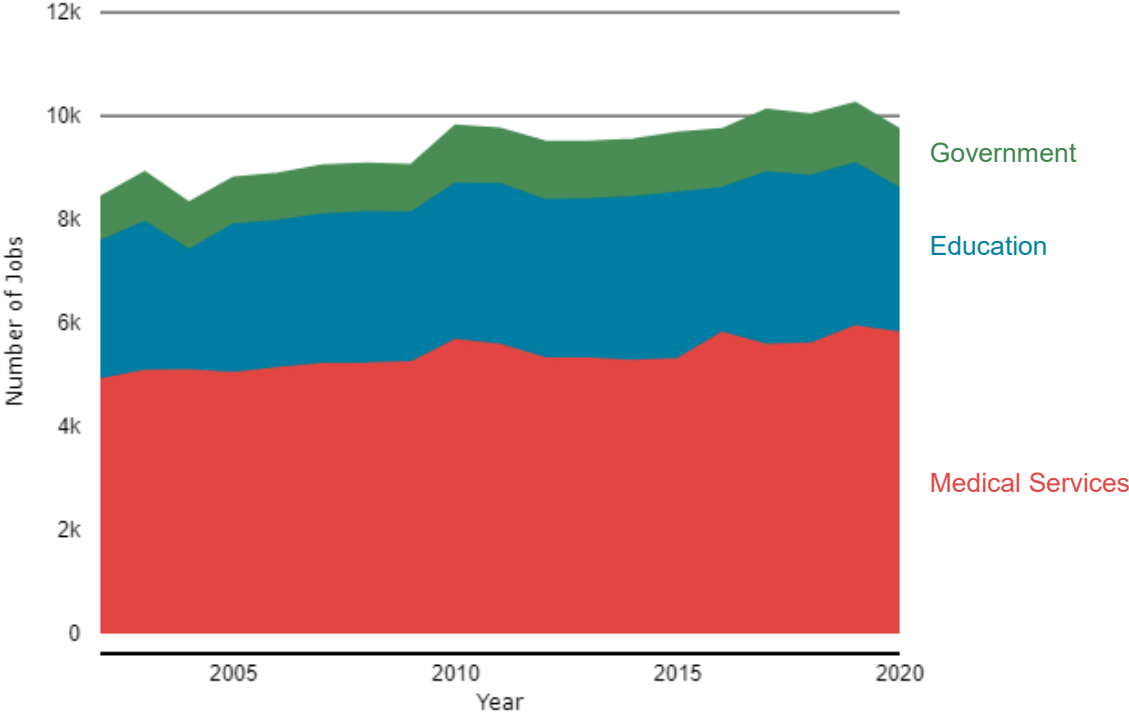
Eds, Meds and Gov: Breakdown

Minot remains the regional center for medical services. Growth has been limited. Education and public service are also important segments. Eds, Meds and Government jobs contain occupations that earn high and low salaries, however the mean trends higher than lower wage services due to higher levels of education/skill required.

Eds, Meds and Government: By 5-Digit NAICS Code with Wages



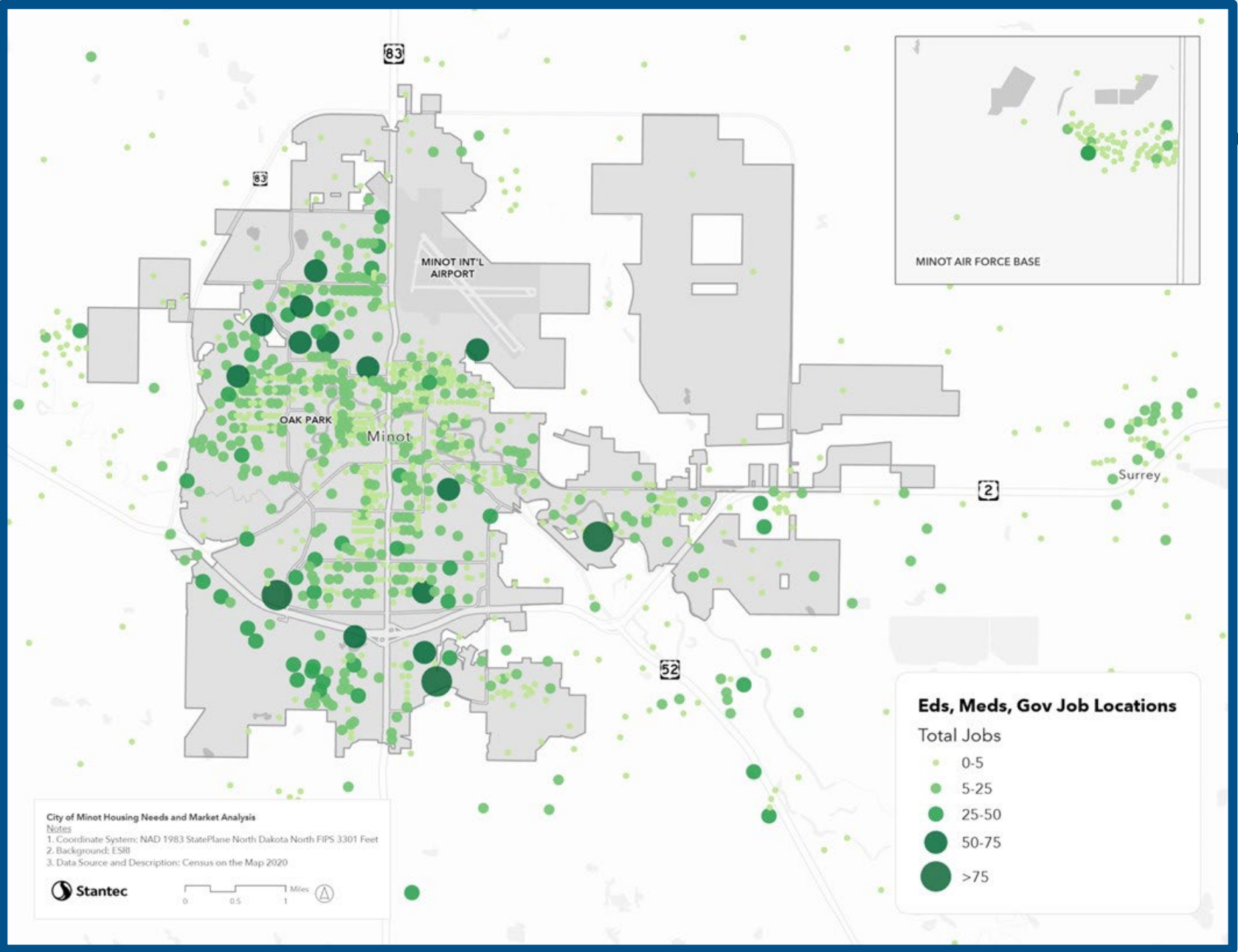
Eds, Meds and Government Industry Share



Source(s): OnTheMap 2002-2020

Eds, Meds and Gov

Education, medical services and government generally will have high proportions in downtown office districts where administrative jobs are often located, in and around hospitals where medical offices cluster, and near locations of higher education.



Source(s): On The Map (2020)

Minot has a healthy and diversified economic foundation that encompasses three major planks.

- 1. A Regional Commercial Center:** Much of Minot's economic activity stems from its role as a regional commercial center, serving as a retail and healthcare destination, and wholesale distribution node for a broad multi-county region.
- 2. Oil Turbulence:** The Bakken shale oil boom drove a short-term burst in employment that has slowed and stabilized. The oil boom has been the main contributor to economic growth, driving demand for housing and services.
- 3. Air Force Base:** The Air Force base is a stable economic anchor to the regional economy. Base personnel are paid by the federal government, but spend much of their income at local businesses, supporting the local economy. Special projects such as the anticipated Sentinel project will result in short-term economic benefits.
- 4. Projection.** Of these foundational elements, the oil industry has the most uncertain future. In the short to medium term, we expect oil-based economic growth to be less aggressive than during its boom phase, as the industry enters a more mature development trajectory.



03

DEMOGRAPHIC TRENDS

Introductory Notes

Demographics are organized through snapshots and trendline data. Snapshots provide a more detailed breakdown of the most recent ACS year at the time the study was conducted, whereas trend data helps understand shifts in the local economy.

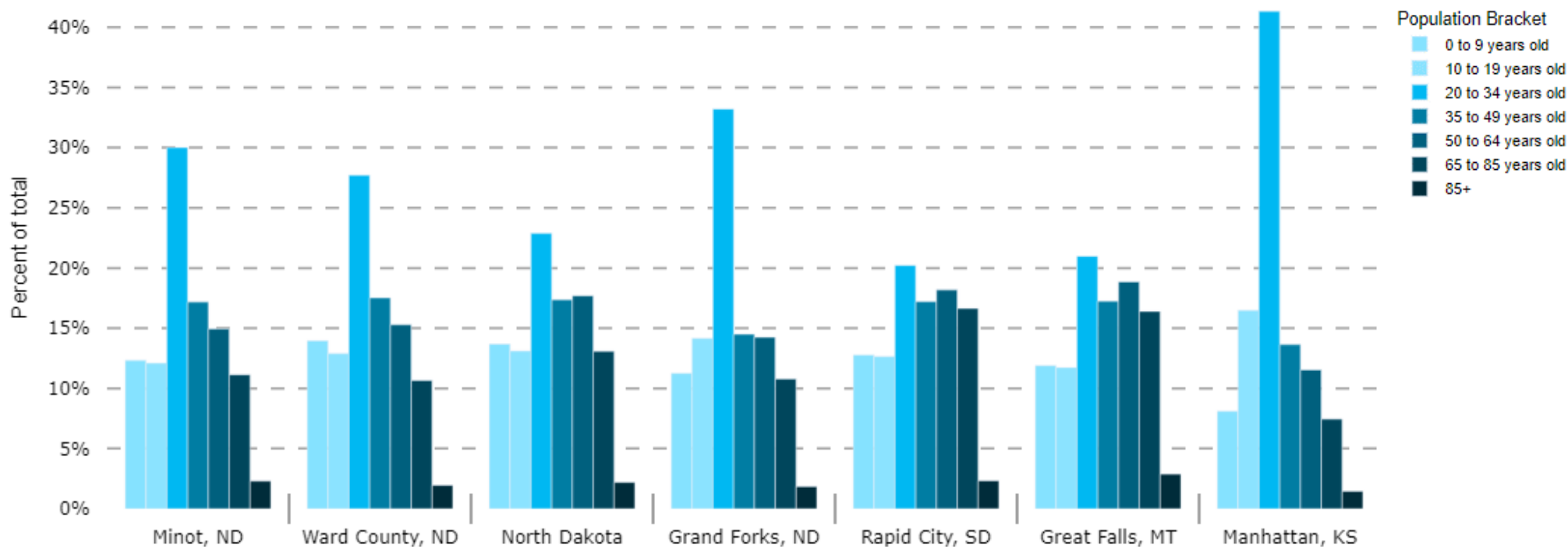
Minot's demographics are juxtaposed against two different geographical segments. The first examine 'nested' geographies, including Ward County and North Dakota. The second examine Minot alongside comparable cities. The cities were selected with city staff based on their similar attributes – primarily being regional commercial centers with proximate military bases and higher education. The cities contain similar populations. They include:

- 1) Grand Forks, ND - Grand Forks, like Minot, is a regional trade center, with an economy further driven by the University of North Dakota and the Grand Forks Air Force Base.
- 2) Rapid City, SD – Rapid City is the county seat of Pennington County, is a regional trading center, and also is home to the Ellsworth Air Force Base and Camp Rapid. Regional tourism plays a larger role in the local economy.
- 3) Great Falls, MT – Great Falls, Montana is a regional trade and commercial center and home to Malmstrom Air Force Base and the Montana National Guard. Regional tourism also plays a larger role than it does in Minot.
- 4) Manhattan, KS – Manhattan, Kansas is a regional and commercial center with a regional economy driven by Kansas State University, and, to a lesser extent, Fort Riley.

Minot's population is rooted in younger, working age households

Minot's population contains higher proportions of working-age people in their 20-50s than the comparison geographies, landing closer in age distribution to cities driven by Universities. Military base demographics skew younger, and the oil boom attracted additional working age households during the Great Recession when unemployment skyrocketed nationwide.

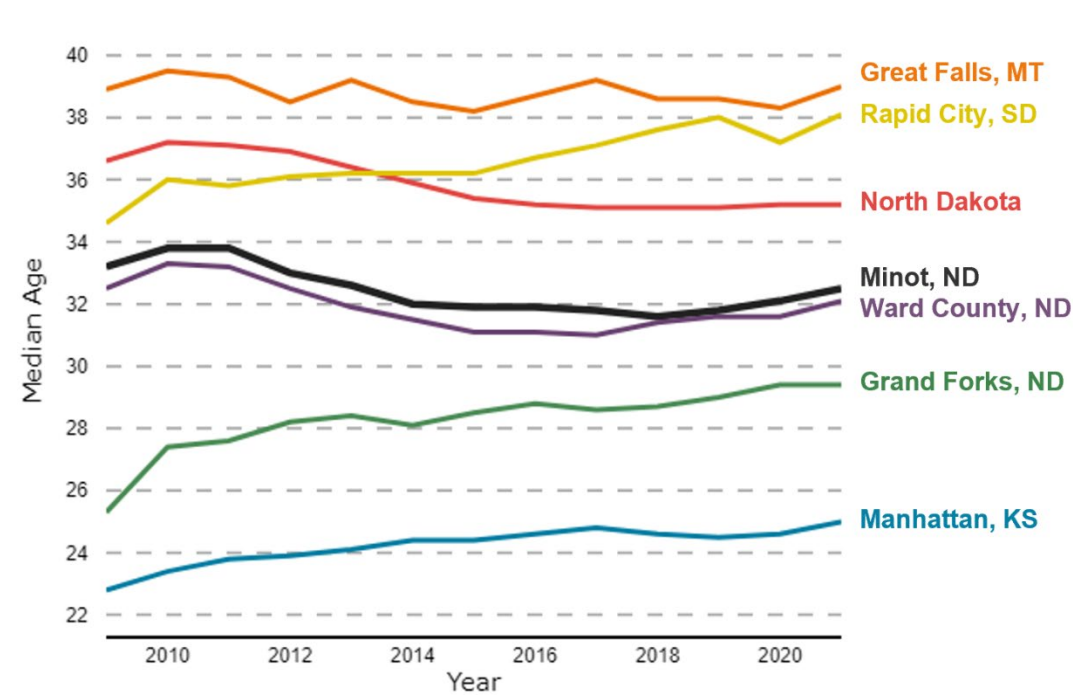
Total GDP Output by County and Select Metropolitan Areas



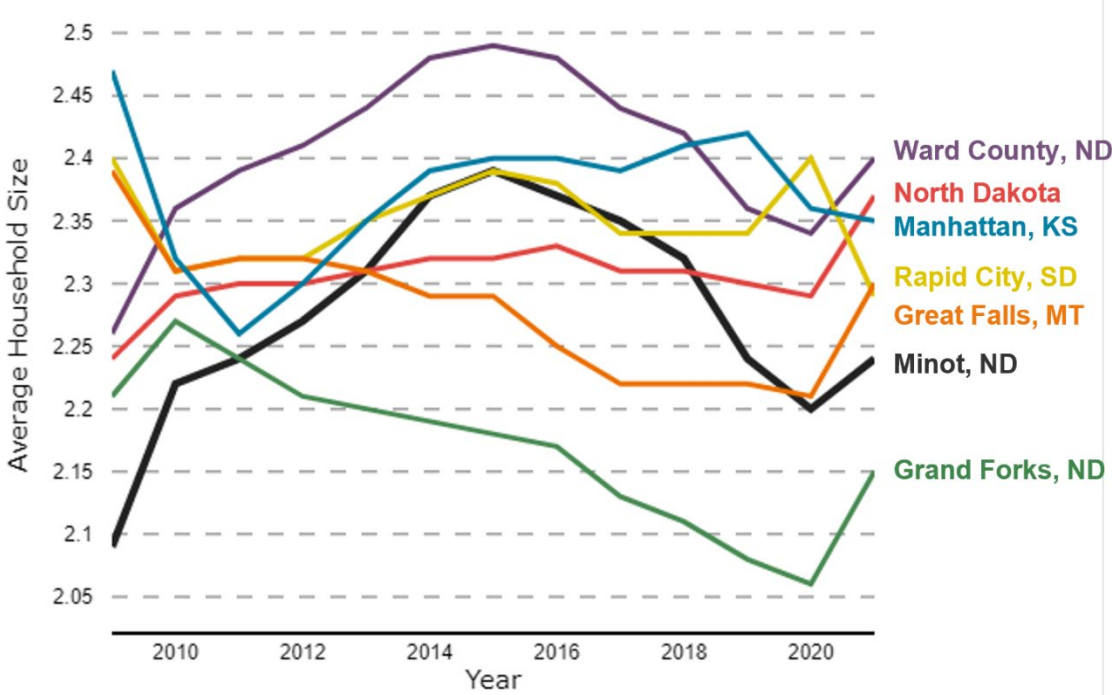
Minot Added Younger Households, and Household Size Grew

Minot, Ward County, and North Dakota added younger, workforce aged persons during the oil boom. Simultaneously, household size grew dramatically before falling to more comparative norms.

Median Age Trendline



Household Size Trendline

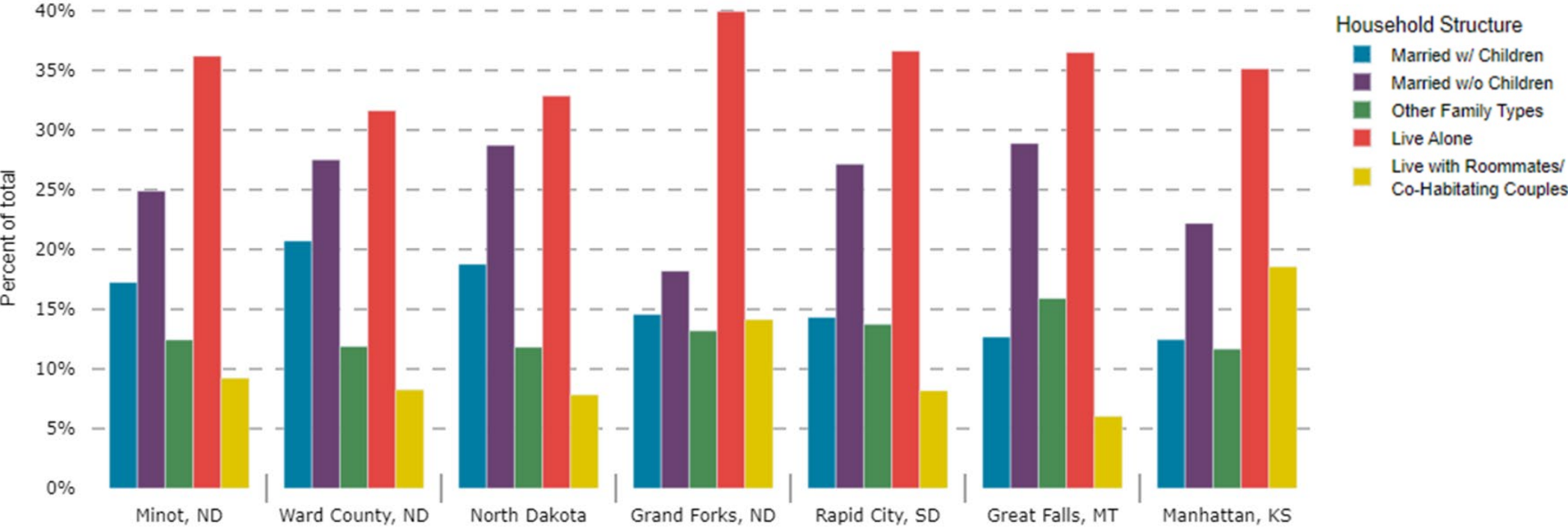


Source(s): ACS, 5 year estimates, 2009-2021

Minot’s population is rooted in younger, working age households

Again, Minot’s population is in the middle between a ‘College’ town that contains more cohabitating younger persons and people living alone, and more trade-oriented regional centers that have higher proportions of ‘empty nesters’. Minot also tends to have higher rates of households with children for an urban center, although more live outside Minot in Ward County.

Household Structure by Household Type

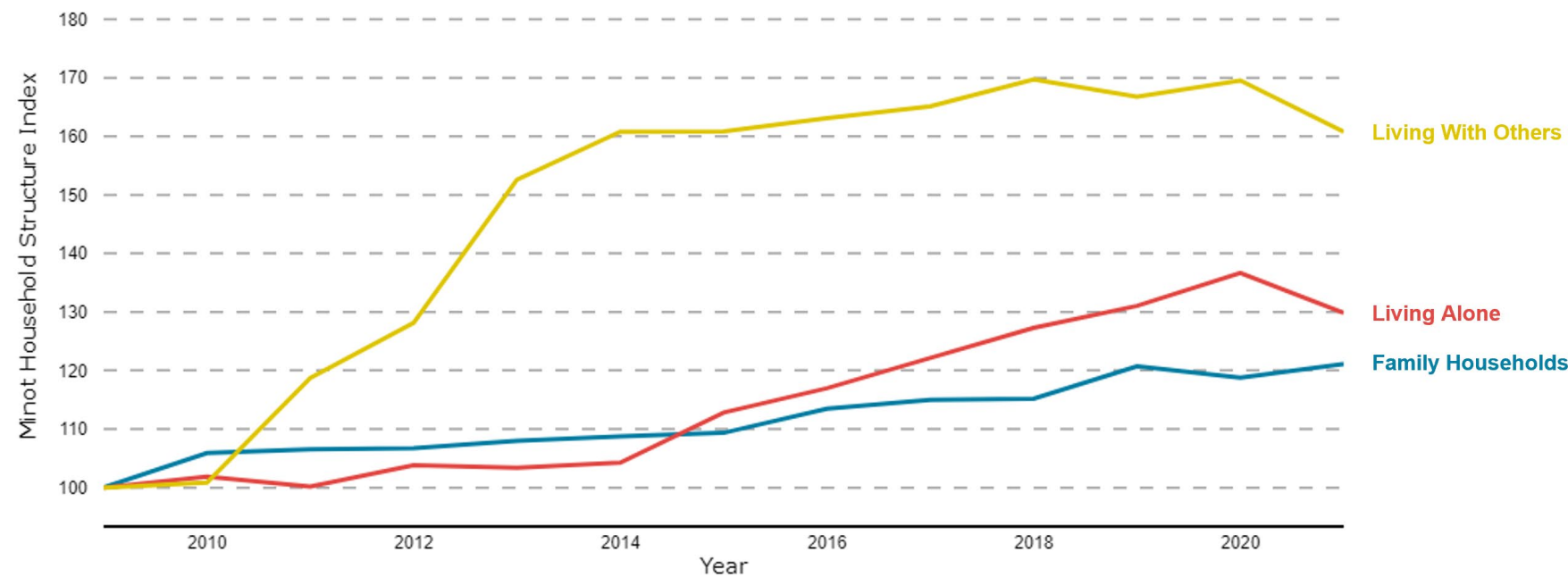


Source(s): ACS, 5-year estimates, 2021

More Cohabiting Households

The flood and the oil boom both may have impacted family structures. In Minot, the fastest growing family structure are people cohabitating (living with others), or living alone. Many younger workers and military personnel may prefer room-sharing to save on housing costs, while the flood may have driven more families to cohabit. The trend stabilized, however by 2014.

Trends in Household Structure

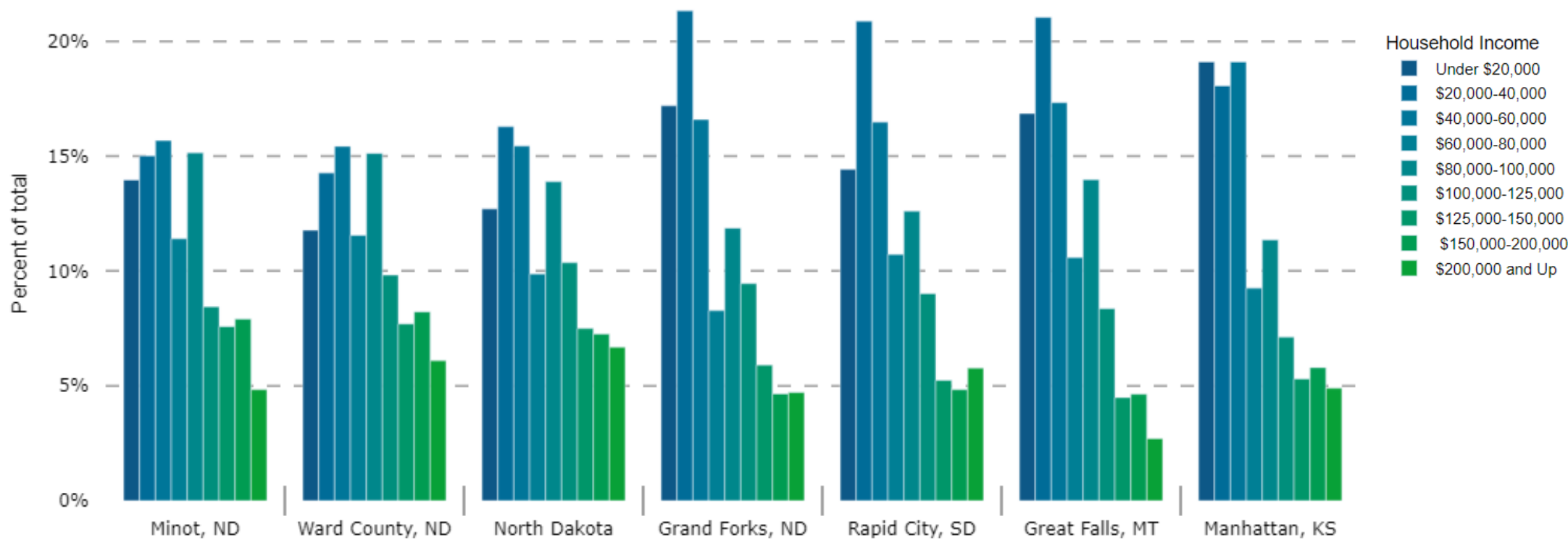


Source(s): ACS, 5-year estimates, 2009-2021

Minot contains higher proportions of middle and upper-middle income households

Household incomes are higher in Minot than the comparison cities. The balanced distribution derives from the higher proportion of blue collar and healthcare occupations that pay middle to upper-middle incomes (a consequence of a lower proportion of lower-income college students, or less dependence on low wage new economy industries than comparison cities).

Household Income by Income Bracket

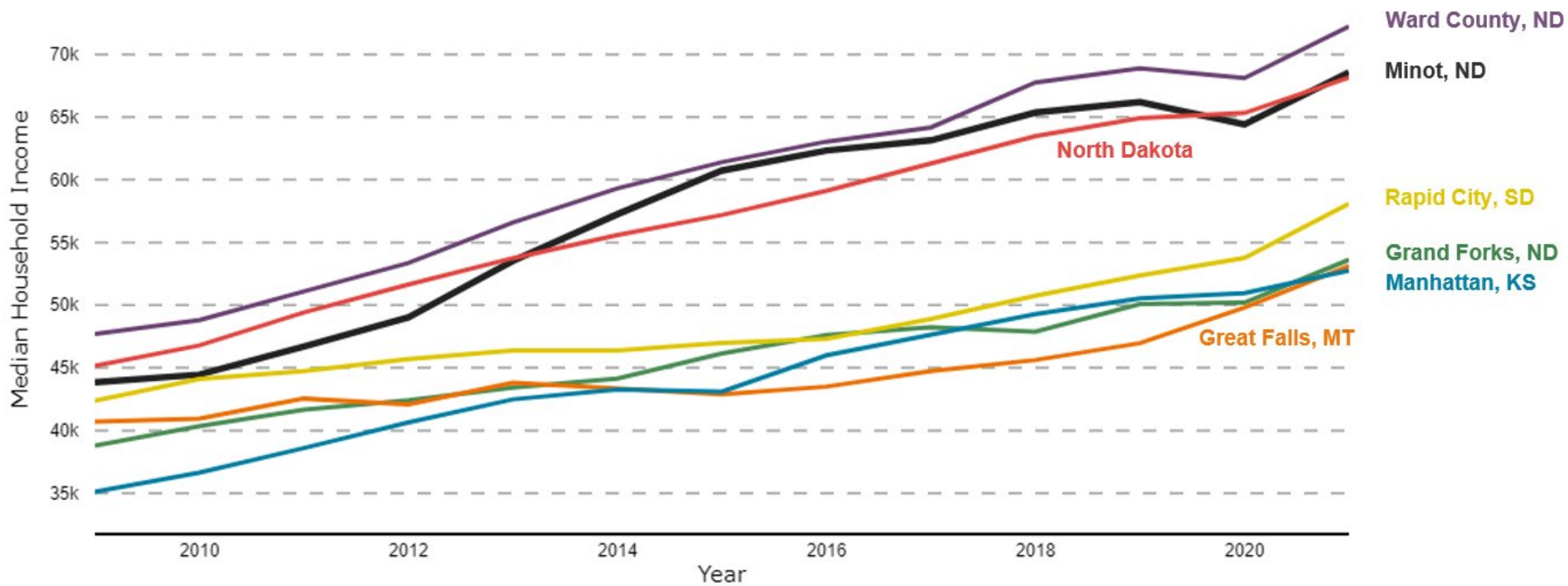


Source(s): ACS, 5-year estimates, 2021

Household income growth is robust and higher than comparison cities

Household incomes are on par with the North Dakota average, with wages heavily influenced by the oil and natural gas sectors. Median household incomes are higher on average than comparable cities.

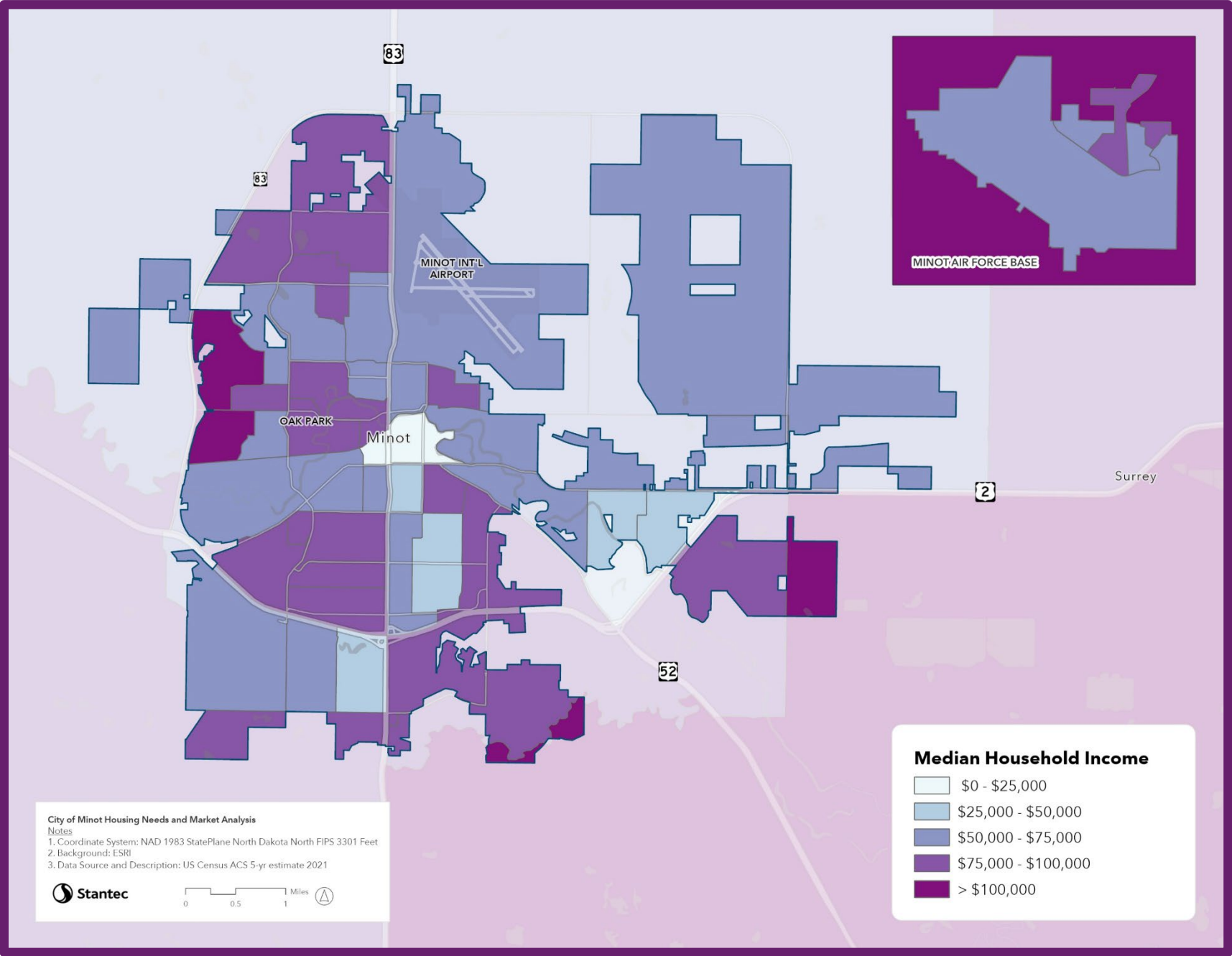
Median Household Income



Source(s): ACS, 5-year estimates, 2009-2021

Median Household Income

Household incomes are highest in single-family neighborhoods adjacent to downtown, and in newly build single-family subdivisions on the periphery. Higher concentrations of lower income households live downtown and extending along Highway 2 east of town.

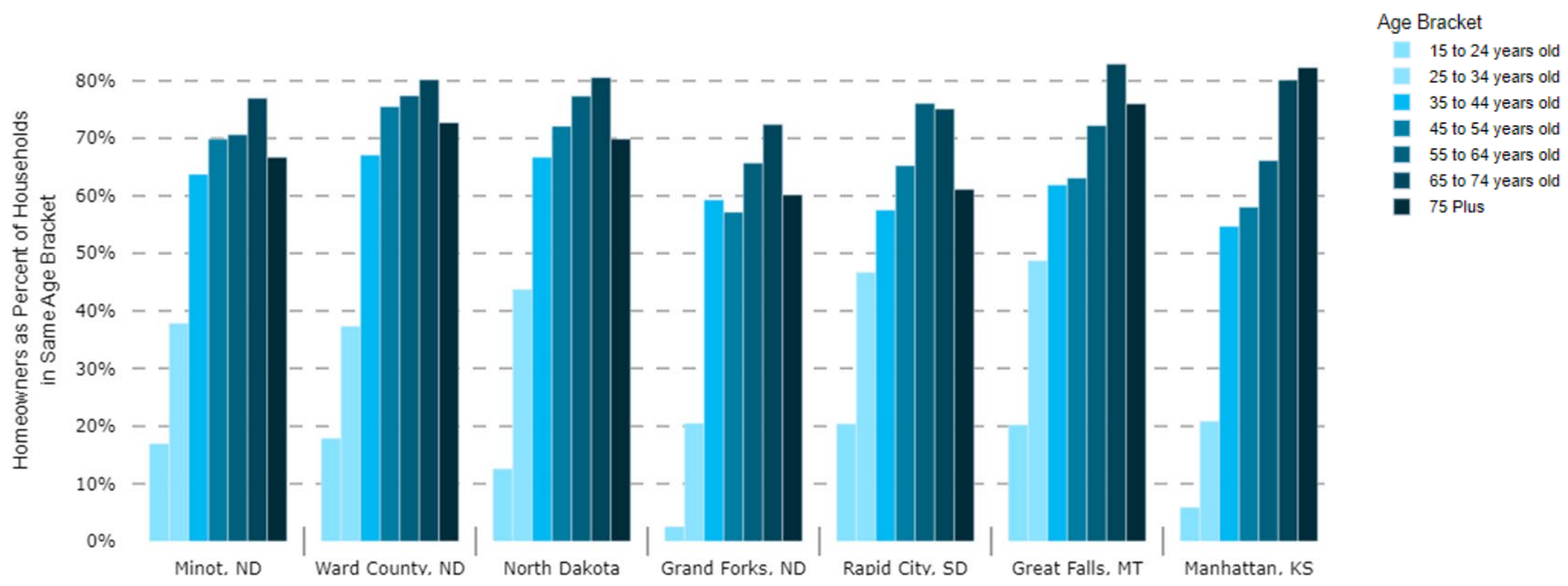


Source(s): ACS, 5-year Survey, 2021

Homeownership Rates are higher for younger households, but less so for older

Homeownership rates tend to be higher for younger households but lower for older households compared to College towns, whereas the inverse is true compared to ‘trading cities’. Homeownership rates have shifted due to the addition of new rental housing to accommodate a growing workforce.

Homeownership by Age Bracket

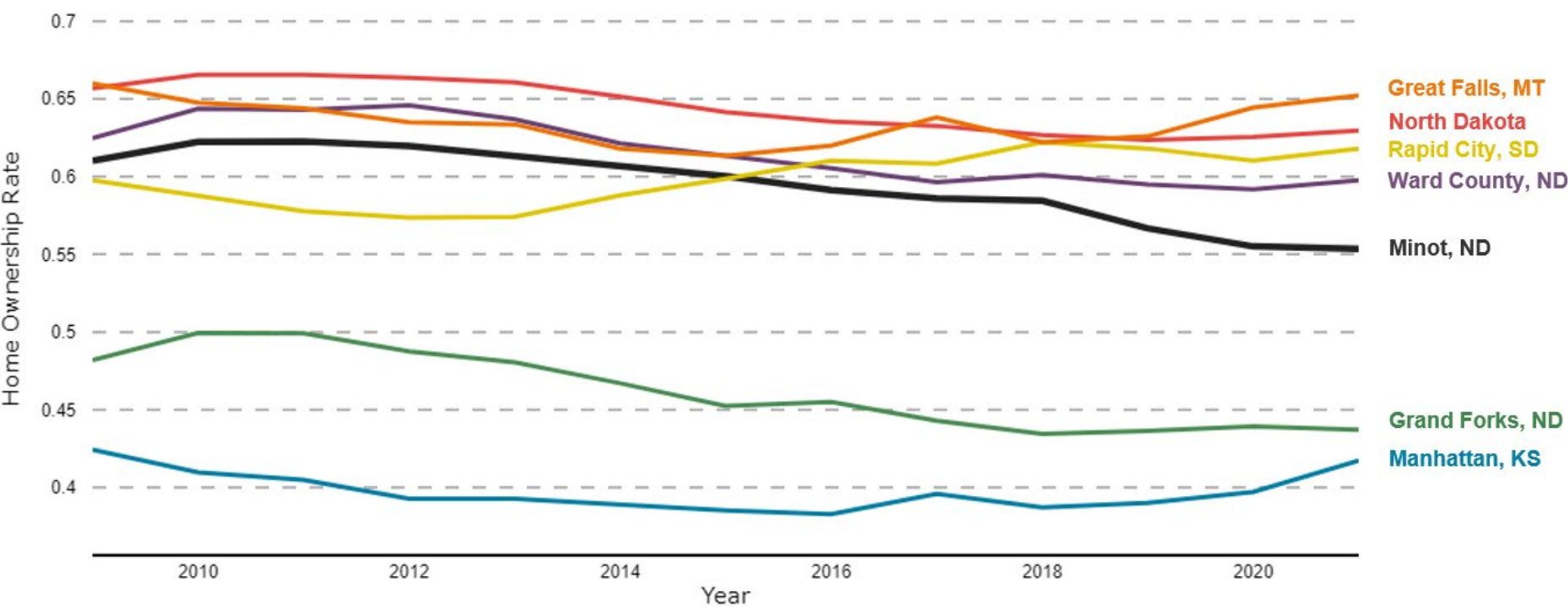


Source(s): ACS, 5-year estimates, 2021

More Households are Renting

Minot’s home ownership rate dropped as a wave of multi-family rentals were built in the early to mid 2010s. The growth in the rental market accommodated flood-impacted households and new migrants to the region. Homeownership rates are higher than college town comparison cities.

Home Ownership Rates

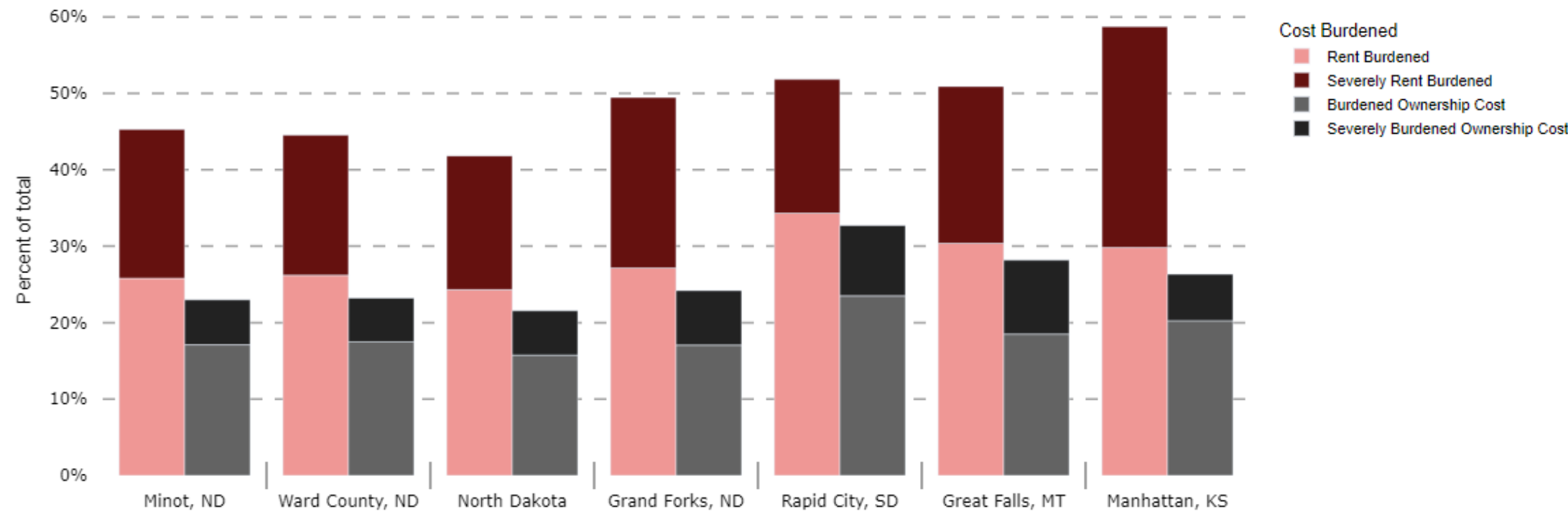


Source(s): ACS, 5-year estimates, 2021

Many are housing cost burdened, but Minot is not unique

Nearly 45% of renter households and 22% of homeowners are housing cost burdened—meaning they pay more than 30% of their income in rent or home ownership costs. That’s a greater proportion than the state of North Dakota as a whole. All of the comparison cities have a higher rate of cost burdened households.

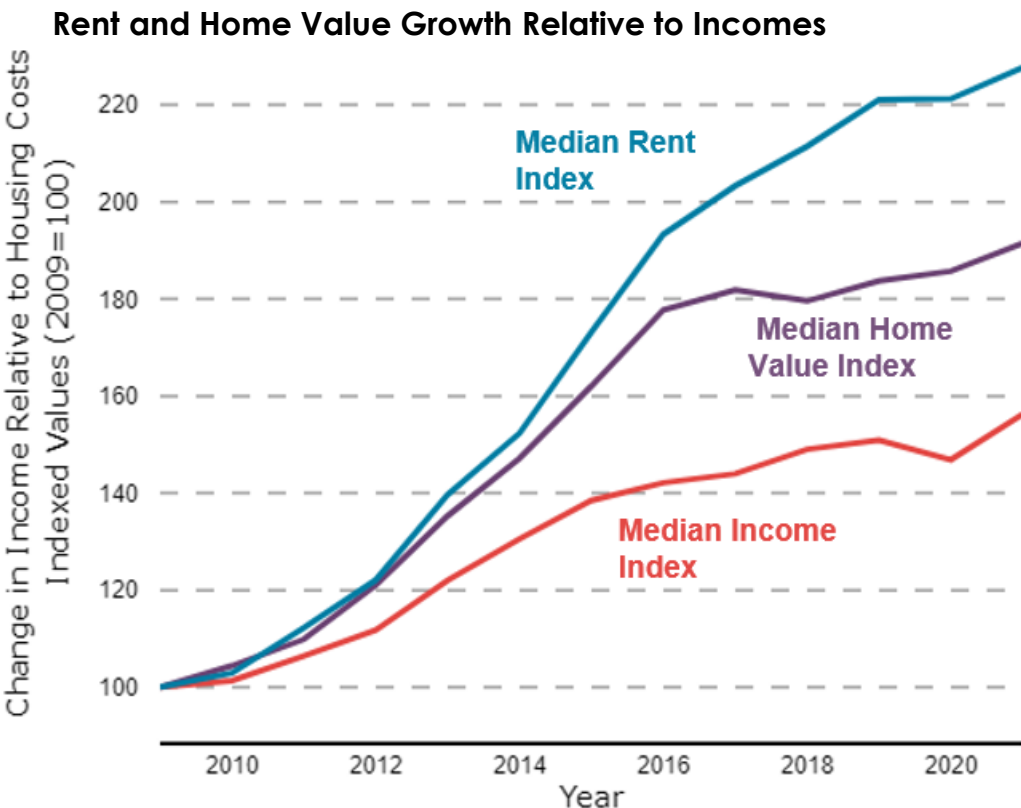
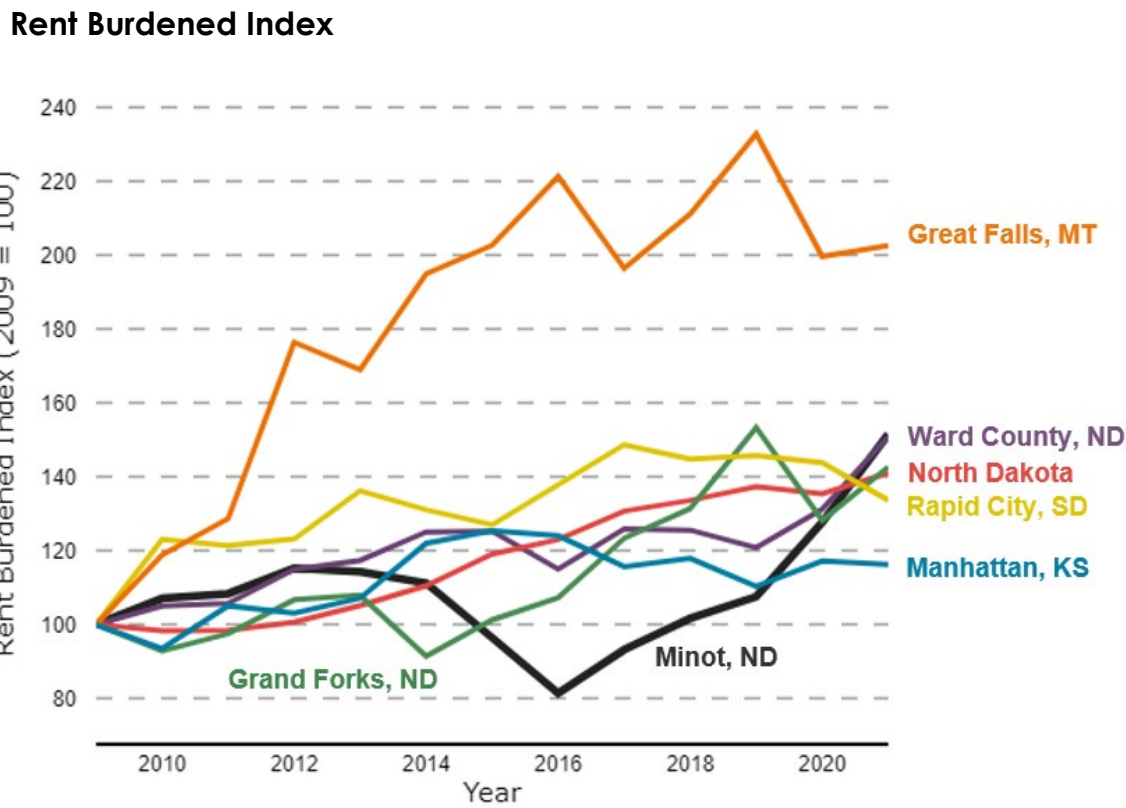
Cost Burdened Households



Source(s): ACS, 5-year estimates, 2021

Housing costs are increasing significantly faster than incomes

The growth in rent burdened households dropped peak-boom but has since increased. This corresponds to a plateauing of median income growth even as median rents continue to climb. Rents have more than doubled since 2009 while incomes have increased by about 60%.



Source(s): ACS, 5-year estimates, 2021

1. **Young adults are overrepresented in Minot.** The air force base is the most important reason for that.
2. **Educational attainment** is a bit lower than average for North Dakota, but **median incomes** are on par with the state as a whole.
3. **Home ownership rates** are a bit lower the state as a whole, in part due to apartment construction during the most recent oil boom.
4. **Housing cost burdens** are experienced by many Minot households—that is, they pay more than 30% of their income on housing related costs—and the proportion of cost burdened households has significantly increased since 2016 as incomes have not kept pace with housing costs.



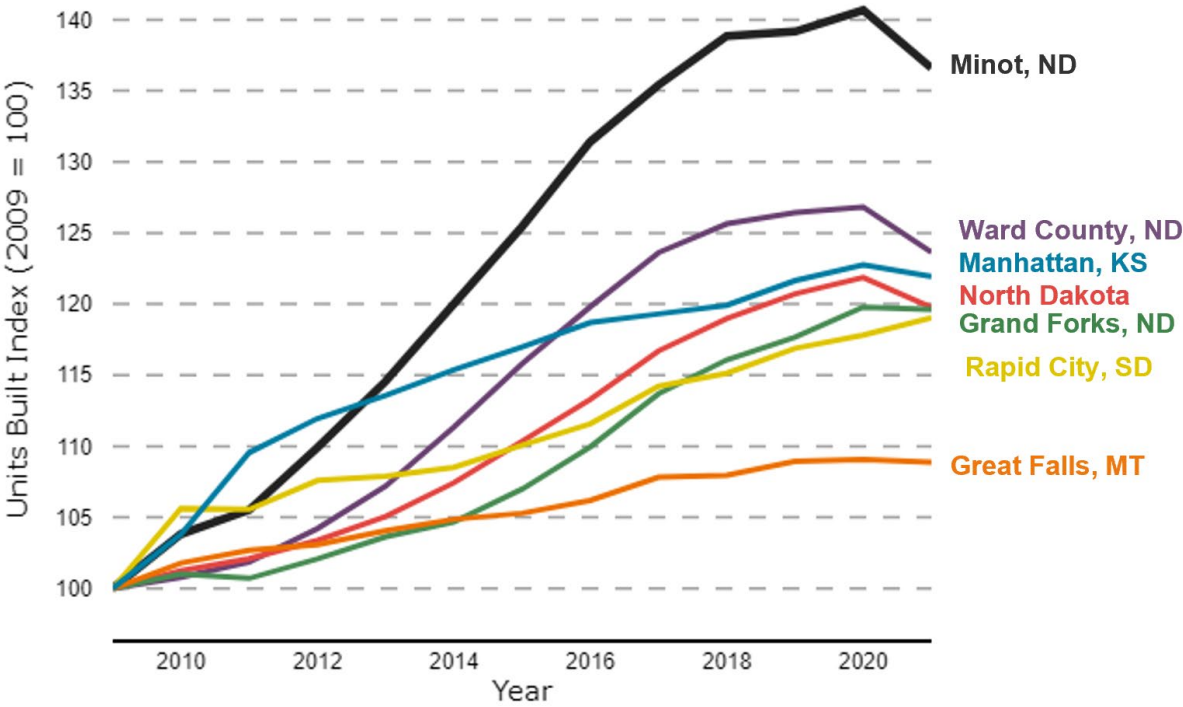
04

**MARKET
INDICATORS**

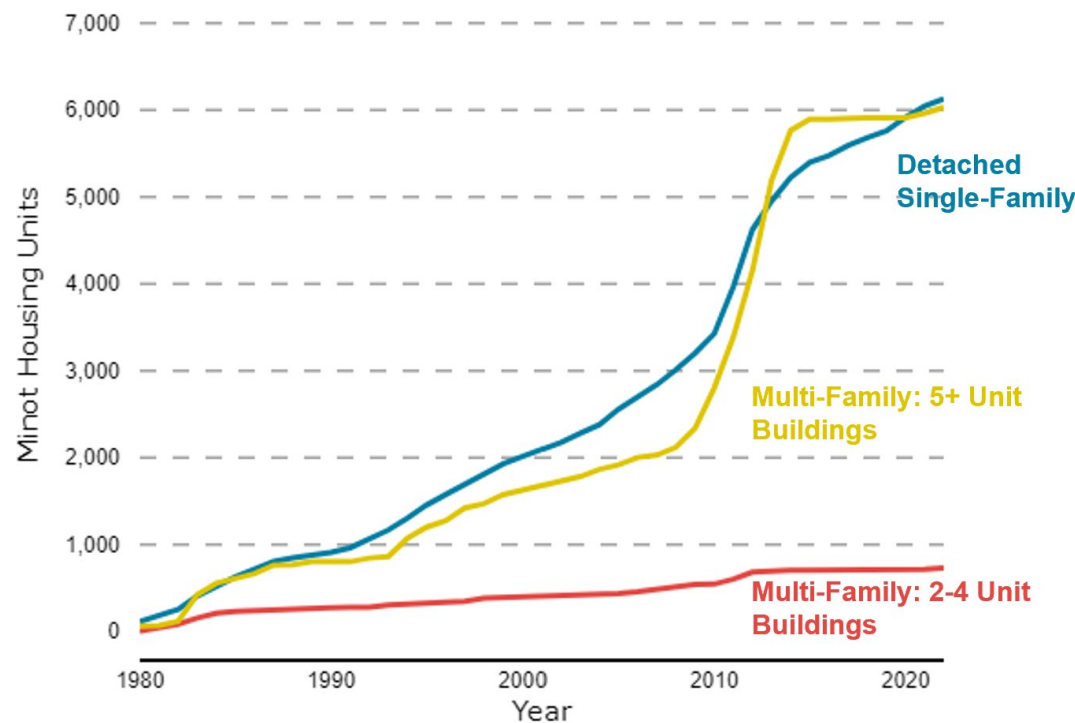
Minot’s residential construction boom was balanced between multi-family and detached single family homes

Minot’s housing construction is far outpacing the broader region and comparative cities. Since 1980, development is concentrated in detached single-family homes and multi-family. Both jumped precipitously with the boom in the late 2010s, with multi-family since stabilizing.

Units Built Index



Minot Housing Units Built by Type Since 1980

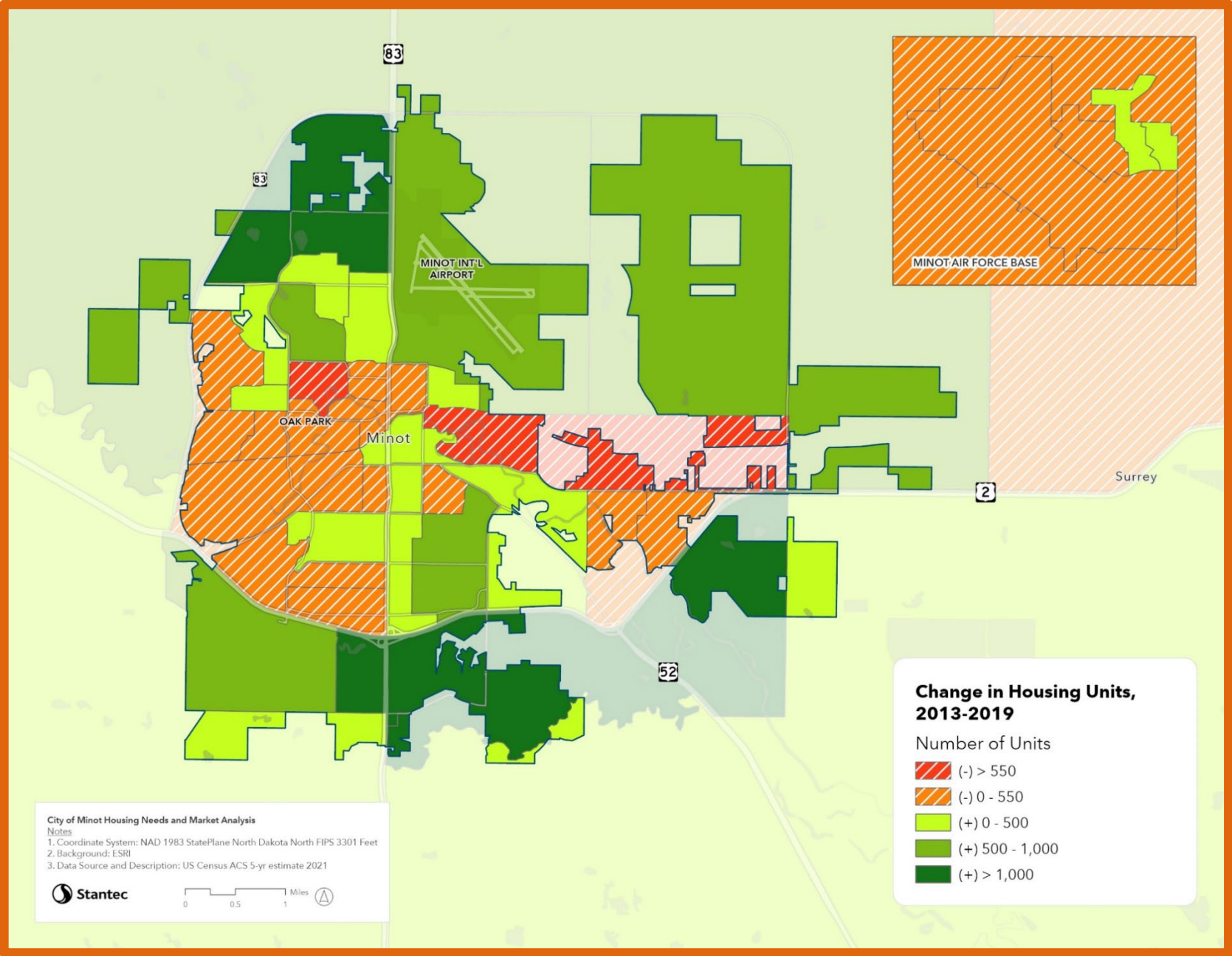


Source(s): ACS, 5-year estimates, 2009-2021; SOCDS Building Permits Database, Ward County

Change in Housing Units

Minot’s development landscape is complex. The 2011 flood damage included over 4,100 homes flooded, 3,100 of which were demolished. Of that inventory, 2,360 were rental units. The loss of rental units occurred right as the city needed units to absorb in-migration. Undersupply drove rental increases. The flood impacted the city’s older, historic housing infrastructure.

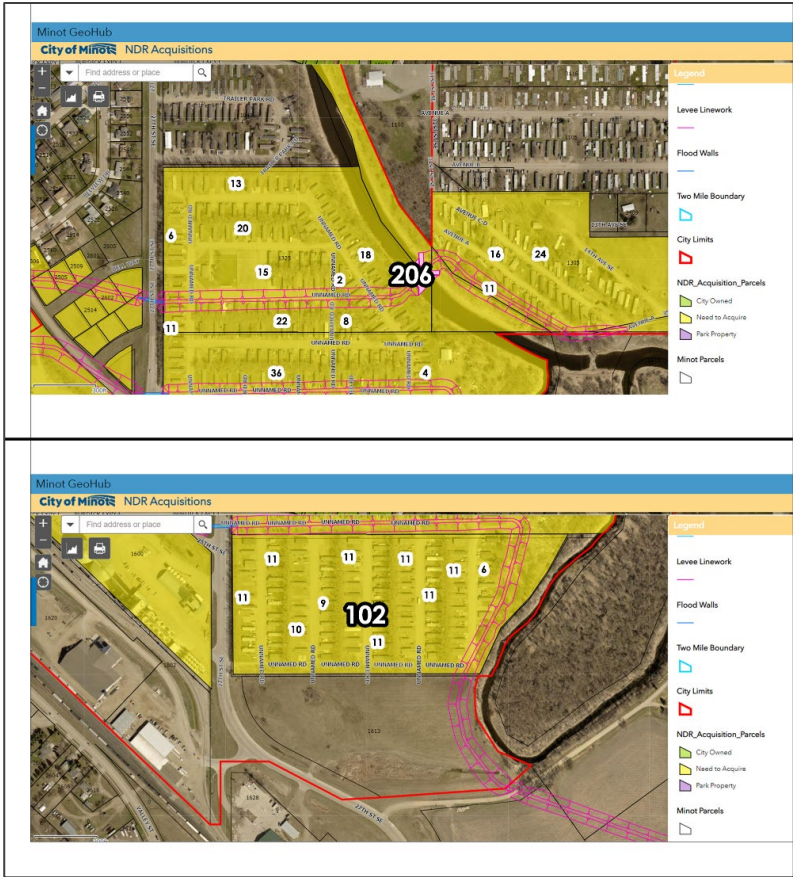
Meanwhile, single-family and multi-family growth was robust in newer suburban areas in the northwestern and southeastern quadrants of the city.



Source(s): ACS, five-year survey, 2013 and 2019

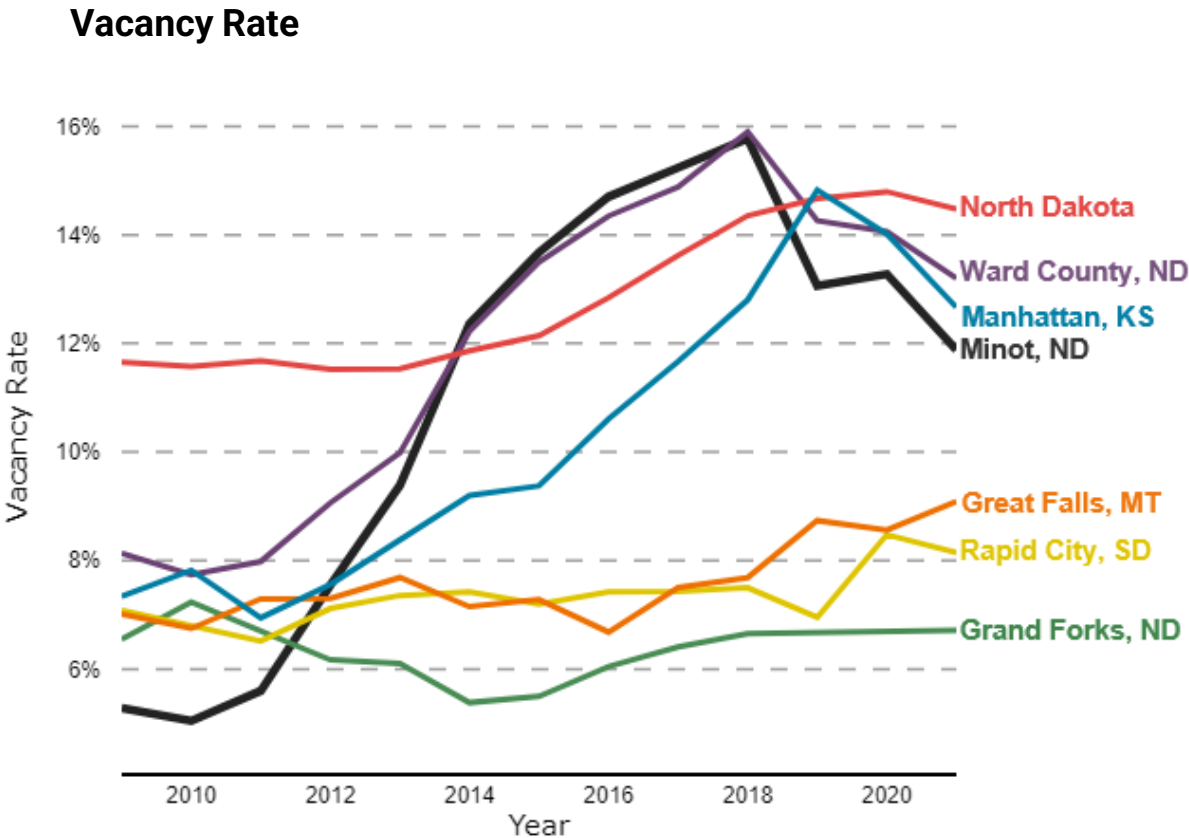
Additional properties will be acquired and demolished to build Minot’s flood control structures

Based on preliminary drawings of future flood control structures, an estimated 455 additional properties will need to be acquired in order to construct the flood control structures.



Vacancy rates spiked after the floods, but remain high

Vacancy rates - as measured by the ACS – rose drastically following the flood. The ensuing map demonstrates the role of the flood in elevating rates. The growth in vacancy rates was driven by the ‘Sold: not Occupied’ category, which includes homes owned but no longer fit to be occupied. Vacancy rates remain elevated due to rise in the ‘Other Vacant’ category.



Vacancy rates are a composite of numerous types of vacancy. “Market Rate” vacancies are typically units for rent or for sale. A healthy “equilibrium” market vacancy rate is generally considered 5% for both ownership and rental markets.

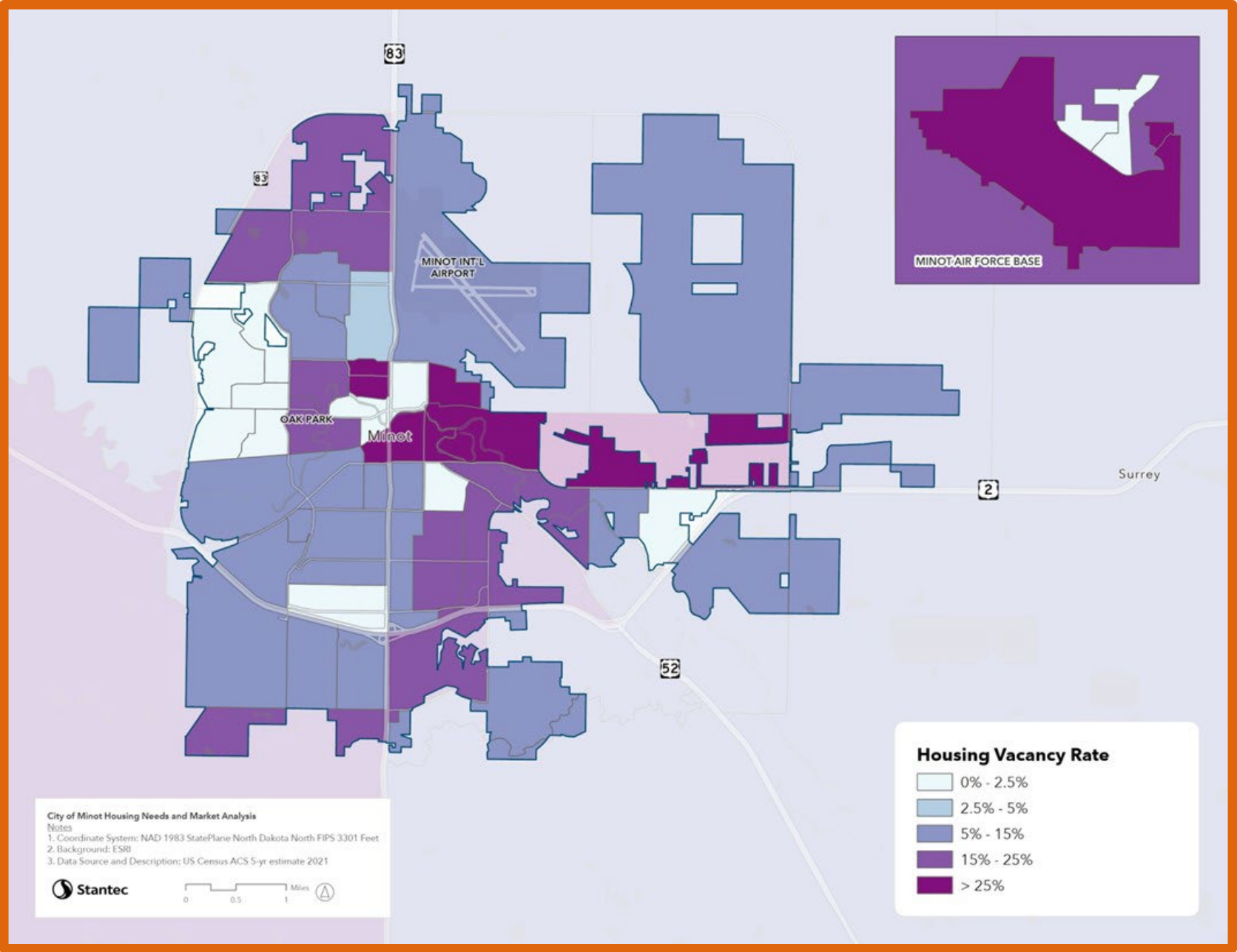
Below 5% vacancy, and inventory is constrained, putting upward pressure on prices. Landlords are also less inclined to improve properties. Sustained rates below 5% send market signals to invest in new development.

Above 5%, and landlords may have difficulty filling units, leading to lower or declining prices, and an incentive to increase the quality of units, in order to compete for tenants. Sustained high vacancies can lead to under- or dis-investment.

Vacancy

Minot’s flood impacted ranges are still a primary driver of vacancy. Immediately after the flood, the increase in vacancy rates were driven by “Sold: Not Occupied” counts, or units that were inhabitable due to the flood. As oil prices dropped, however, market rate vacancies spiked as landlords had trouble filling units and more homes were put up for sale. As oil prices recovered, market vacancy rates dropped below 5%. However, vacancy rates as a whole remained propped up by the “Other: Vacant” category which includes uninhabitable homes. The higher rates of vacancy are clearly along the floodplain.

Higher rates of vacancy also exist in areas where newer apartments were built and in less desirable neighborhoods on the east side. On the other hand, the neighborhoods west of Oak Park remain some of the most desired (and least impacted by the flood), with very low vacancy rate. Unsurprisingly, rents and home values have been strongly appreciating in those neighborhoods.

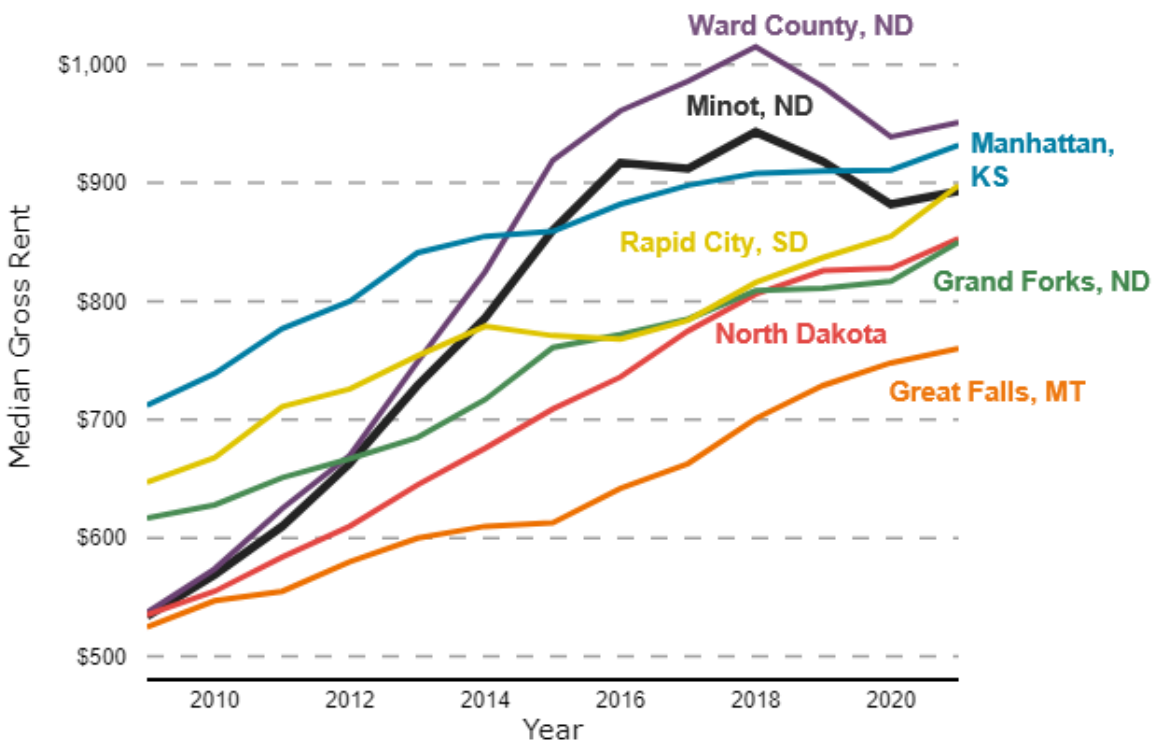


Source(s): ACS, five-year survey, 2013 and 2019

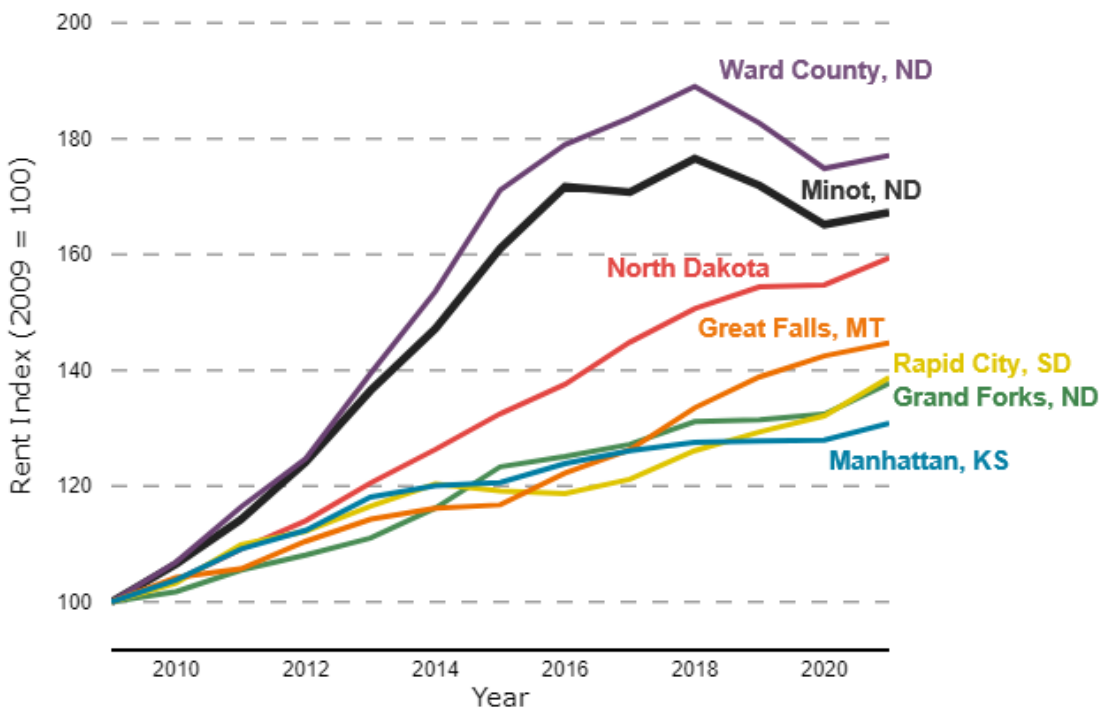
Rents grew during the boom and then stabilized, albeit at higher marks

Rents were very affordable in 2009. Increased demand and undersupply from the flood drove rents up by nearly 78% from 2009 to 2018, with rents eventually stabilizing due to the oil crash and additional supply on the market. However, where home values plummeted more dramatically, rents have remained elevated, signifying some longer-term shifts towards renting.

Median Gross Rent



Median Rent Index

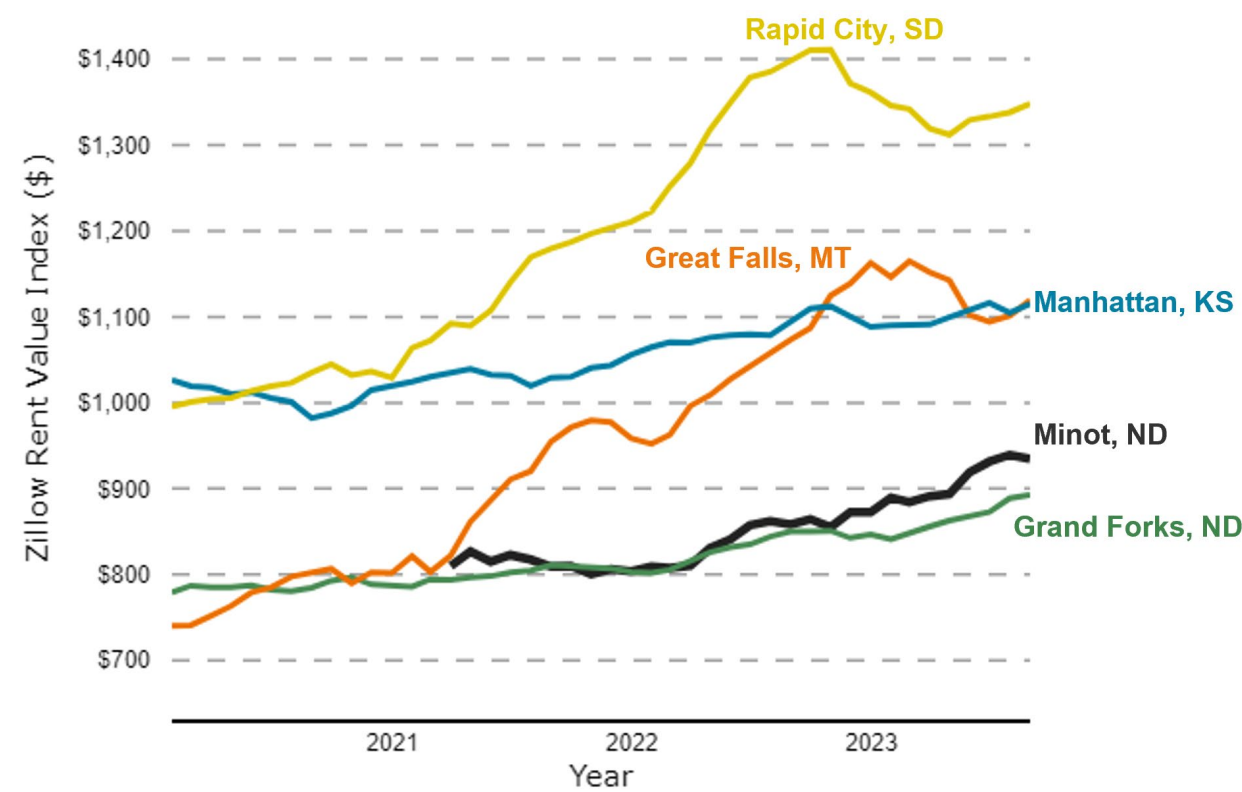


Source(s): Zillow, ZHVI Cuts by Metro, extracted 10/1/2023

As comparisons allow, the ZORI index shows rents are comparatively low despite recent growth

Zillow’s Observed Rent Index offers another view of current rent trends—factoring all of Minot’s rental listings. In this analysis, average rents in Minot have increased by around \$135 per month since 2021 – an increase of around 16%. Median rents rapidly increased in Rapid City and Great Falls over the same time period.

Zillow Observed Rent Index (ZORI)



Zillow’s rent index includes a more diverse range of housing types than CoStar. CoStar focuses on large multi-family rental complexes, whereas Zillow includes more single-family, duplex, and triplex rental properties in its ‘repeat value index’ model.

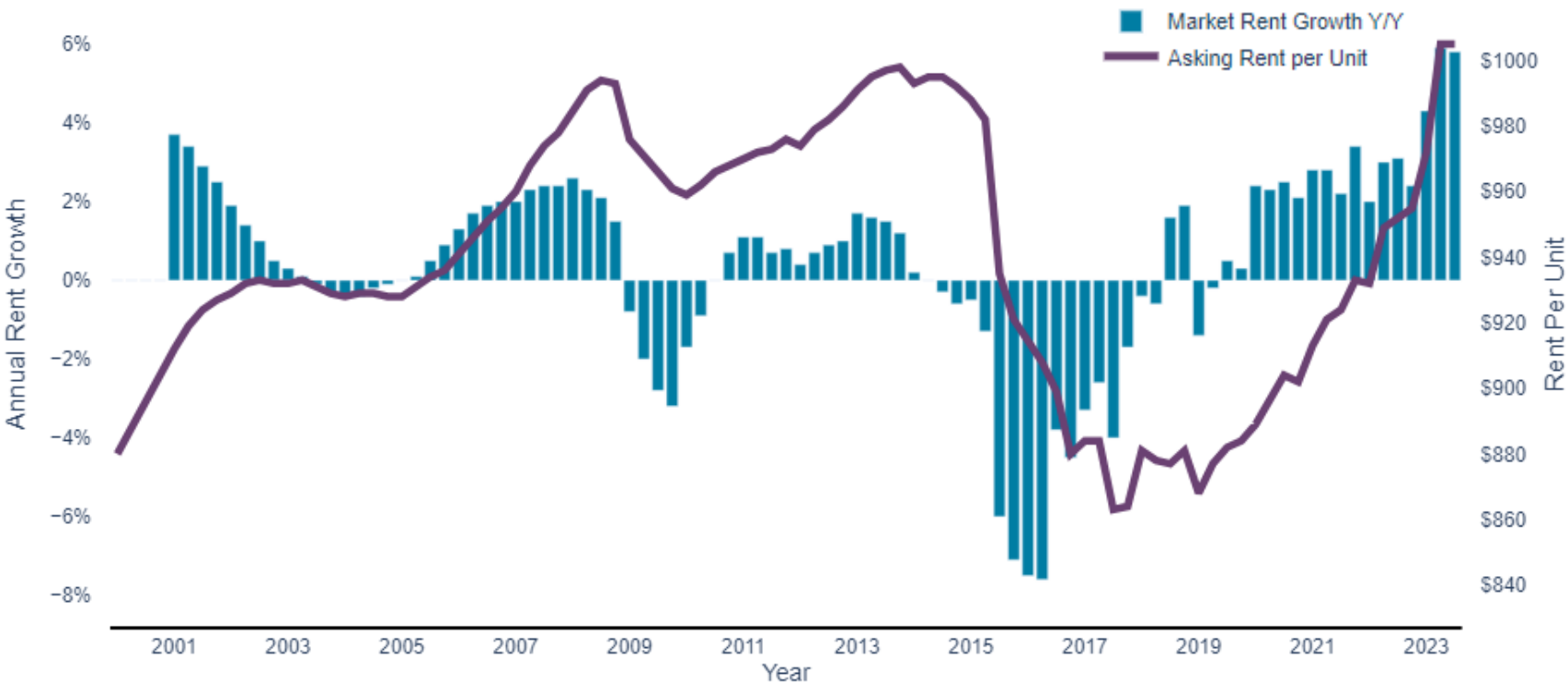
The difference, here, illustrates how market rents tend to be higher in multi-family buildings compared to more independent landlords who tend to own and manage single family homes, duplexes, triplexes, and smaller multi-family complexes. Zillow’s data is more current than ACS data, and shows how rental increases have again trended upwards since 2021 (where the ACS survey ends).

Source(s): Zillow, ZORI Smoothed Observed Rent Index for All Housing Types. Data available for Minot beginning in 2Q 2021.

A second burst in rent prices corresponds with a lack of inventory

Rents dropped precipitously when new well starts halted. However, as well starts recommenced and the industry again expanded output, new inventory has not kept pace, leading to 4-6% year-over-year rent growth. Average asking rents per unit have increased from \$860 per unit to over \$1,000 since 2018.

Multi-Family Rent Growth



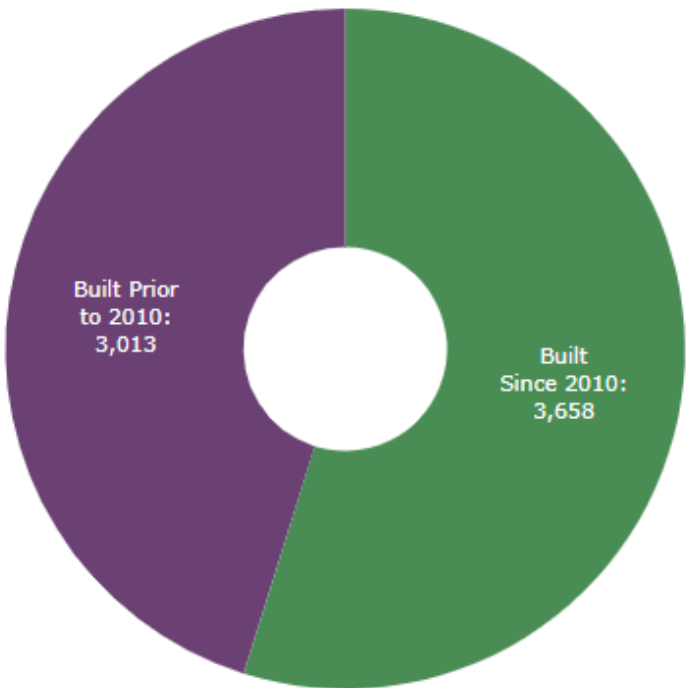
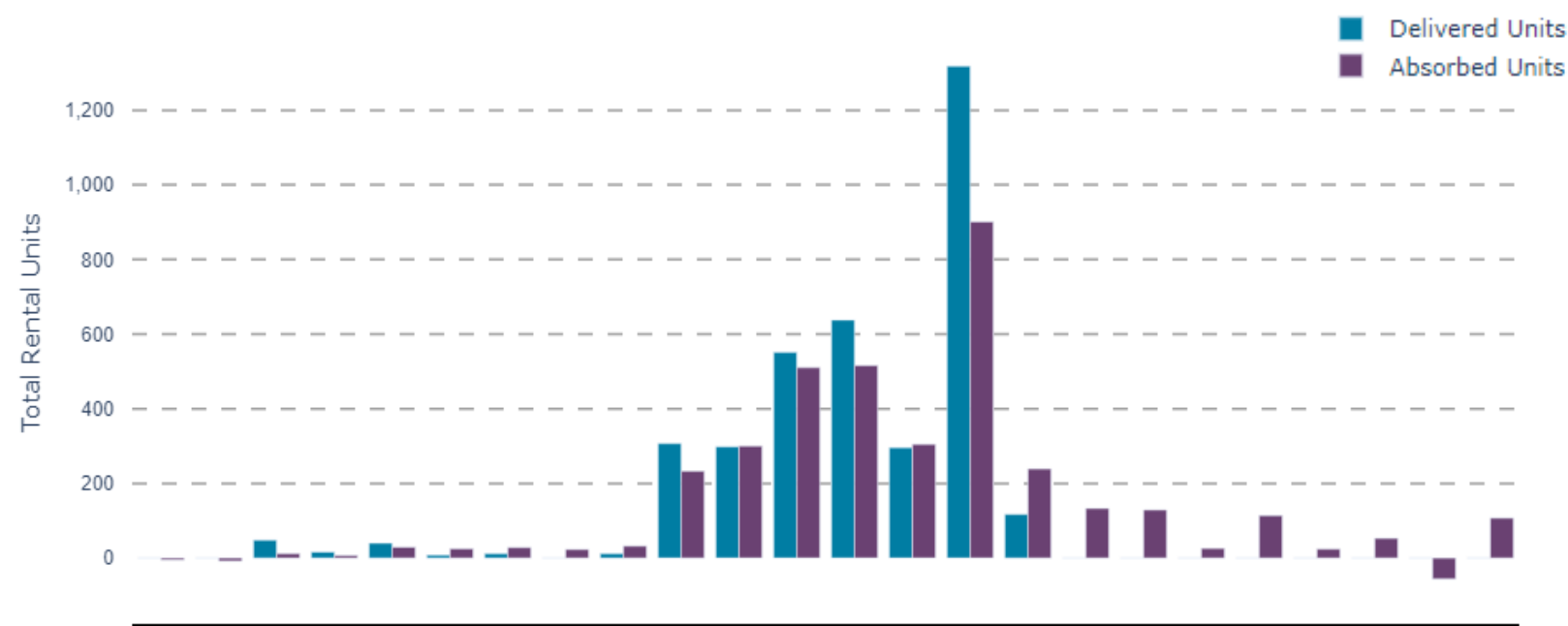
Costar is a comprehensive database of commercial properties. It tracks a range of housing market metrics and commercial descriptors. In the housing market, it is strongest at tracking larger multi-family, market rate rental buildings. It does not track single-family homes for rent, duplexes, triplexes, or smaller/older multi-family complexes. In Minot, it fails to capture some of the older apartment stock that was destroyed during the flood, while, on the other hand, it does capture the more recent apartment developments since the oil boom.

It is useful to triangulate data from Costar with other data sources to get a more comprehensive understanding of the market.

Multi-Family rental units expanded greatly during the early 2010s

The multi-family rental stock nearly doubled since 2010, with strong market absorption. As oil field growth halted in 2016, so did new development. However, as mining rekindled growth in the late 2010s, the housing market has been slow to respond with new market rate inventory, putting upward pressure on rents.

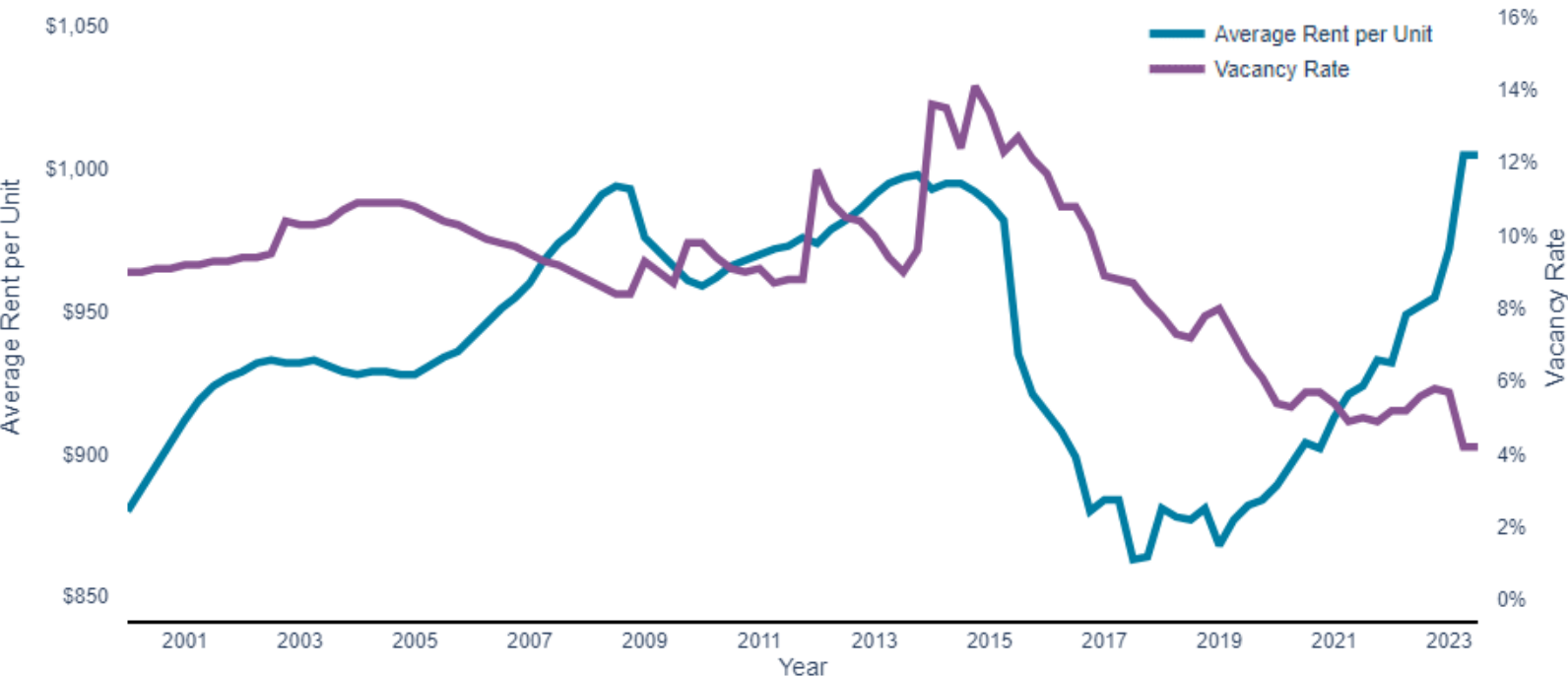
Multi-Family Delivered and Absorbed Units



Lack of recent development is driving up rents due to undersupply

Rapid creation of new inventory in the early 2010s helped absorb new demand, putting less pressure on the apartment market. The oil industry crash drove vacancy rates above 10%, driving down rents. Since 2019, the recovery of oil extraction and broader macroeconomic factors have caused rental vacancy to drop to below 5%, driving up rents.

Multi-Family Rent Growth

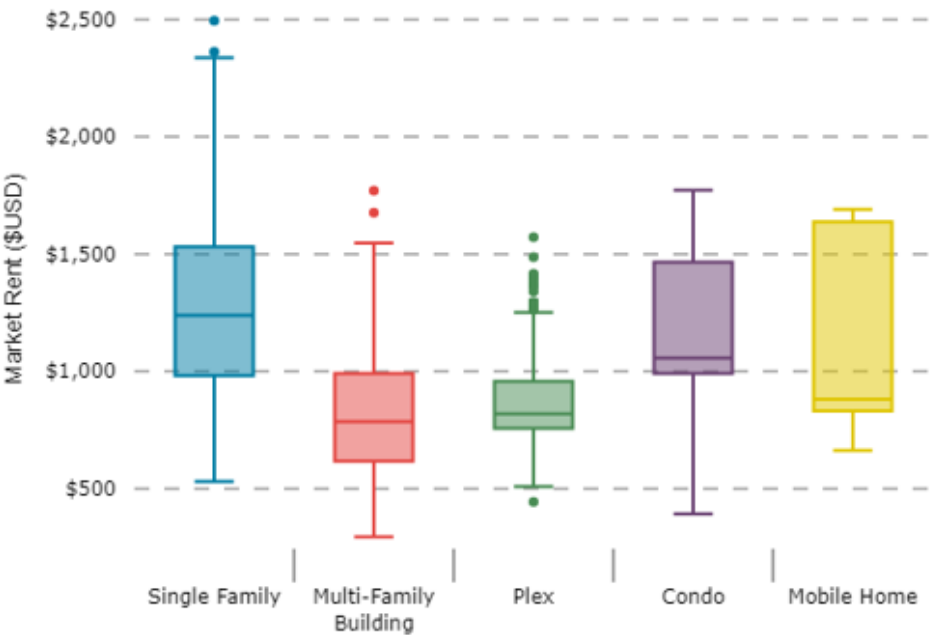


Costar rent tracking shows different trends from the ACS data. By asking people what rent they pay, the ACS captures a wider diversity of renters (affordable housing, section 8, single-family homes and plexes). During the flood, the destruction of rental units was acute. The units destroyed included older, more affordable housing types and more informal renting relationships between smaller landlords and tenants. The displacement of people from more affordable units into the more formal rental market would increase market exposure, rapidly driving up the median rent people pay, despite the ‘average market rate apartment rent’ – as depicted here – remaining between \$850-1,000.

Rents are highest for single-family homes and condos, with mobile homes also desirable

Multi-family apartment buildings have the lowest median rent, whereas single family homes and condos tend to rent at higher prices. Where many smaller plexes and condos may have current renters at lower rents due to friendly landlords, the value here is the market rent. Given turnover is high and landlords are profit-maximizing, most renters are exposed to market rate rents.

Rent by Building Type



The market rate rental data on this slide and the next are derived from Stantec’s rent prediction model. The rent prediction model is trained on existing market-rate rents. These rents are ‘scraped’ from a range of different online listing sites and joined to the assessor’s parcel dataset that contains descriptions of each property, including its age, living area, land area, assessed values, number of bedrooms, etc. The model incorporates building attributes and neighborhood attributes (zip code, median household income, etc) to then predict rents. The result is an estimated or ground-truthed rent prediction for each property in Minot.

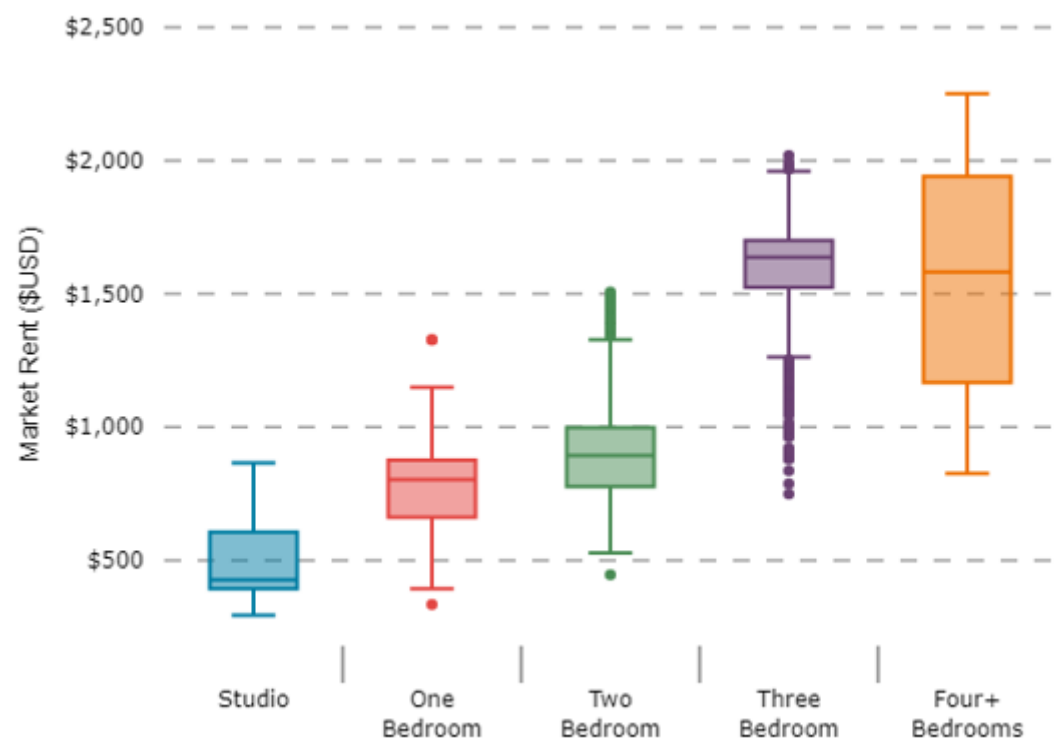
Here they are aggregated by different attributes into box plots. A box plot visualizes distribution, with the bottom bar indicating the bottom range, the first bar of the box indicating the 25th percentile, the middle line the median (or 50th percentile), the top of the box the 75th percentile, and the top line the maximum values (outliers are excluded and visualized with the dot, with outliers being 3 standard deviations or more from the median value).

Source(s): Stantec Rent Model, with data sourced from Apartments.com, Padmapper, Bisman Online, Zillow, Costar, and Ward County Assessor Data

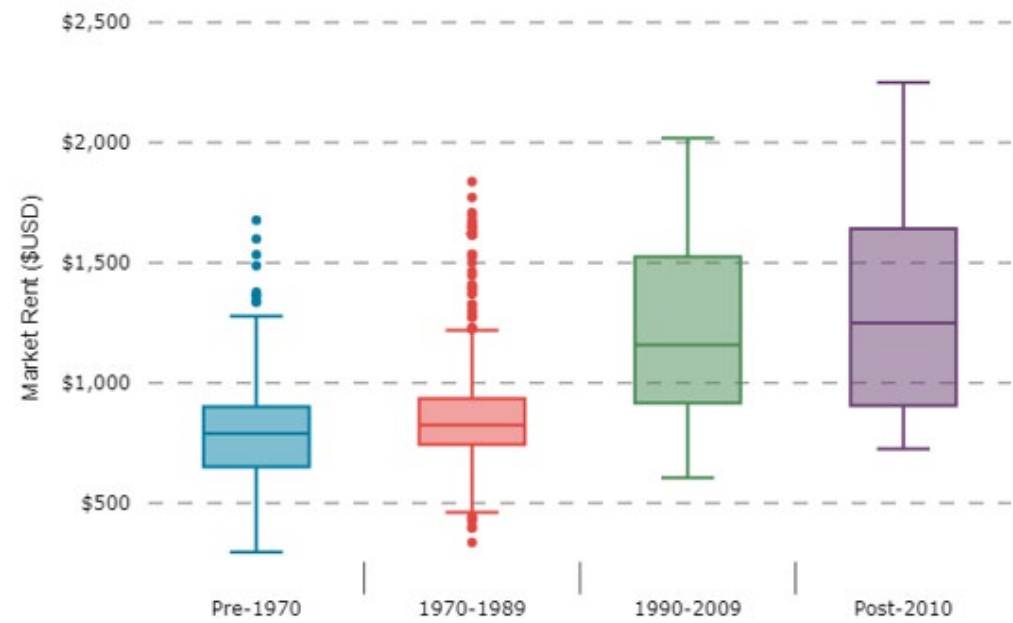
Rents in older buildings do not command a premium, while three to four-bedroom units do

A substantial premium exists for larger apartment units, perhaps a consequence of their limited supply and increased demand for space amidst the pandemic. Newer units have a relatively modest price premium compared to housing stock built in earlier decades.

Rent by Bedroom Size



Rent by Year Built

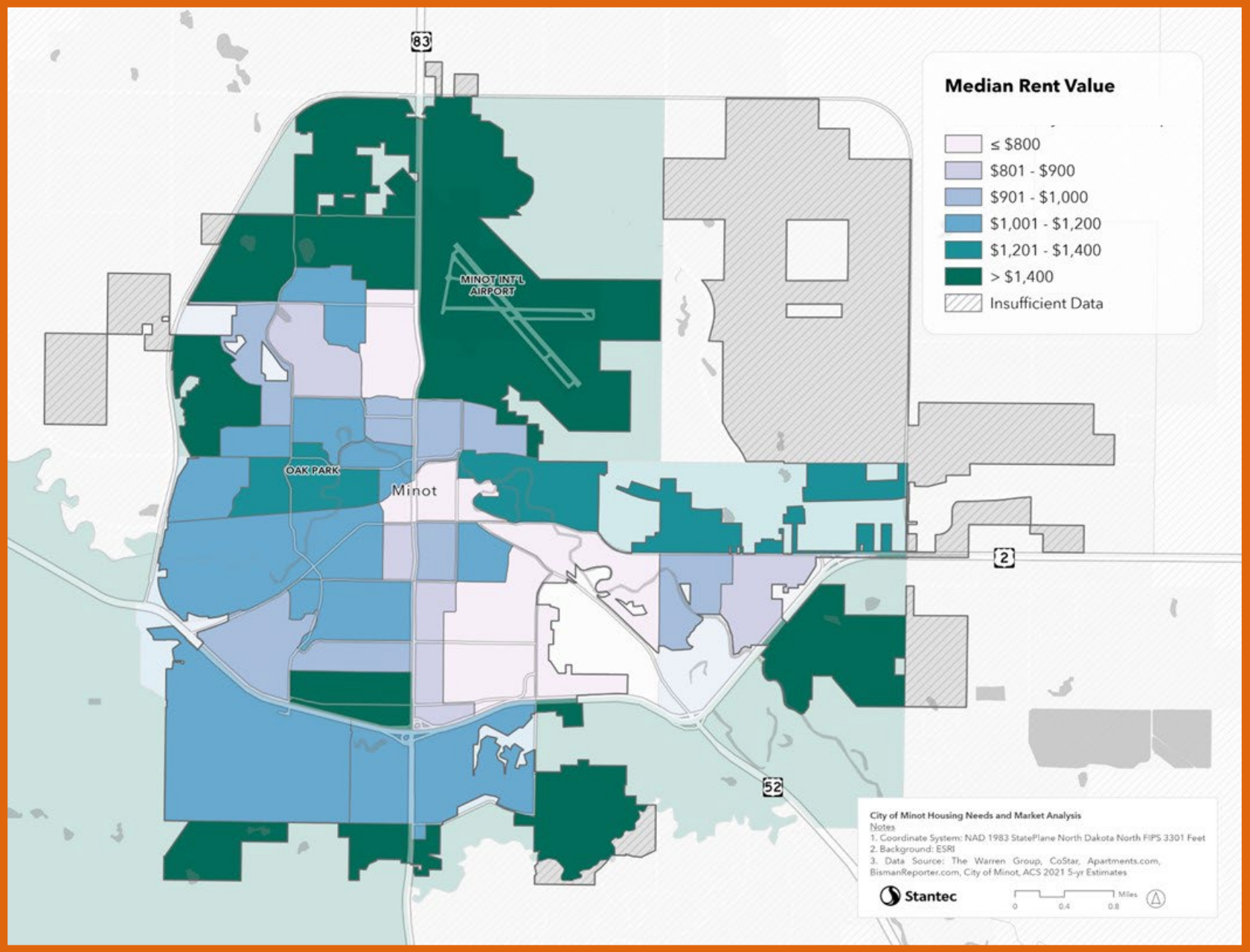


Source(s): Stantec Rent Model, with data sourced from Apartments.com, Padmapper, Bisman Online, Zillow, Costar, and Ward County Assessor Data

Median Rents: 2021

Minot’s development landscape is complex. The 2011 flood damage included over 4,100 homes flooded, 3,100 of which were demolished. Of that inventory, 2,360 were rental units. The loss of rental units occurred right as the city needed units to absorb in-migration. Undersupply drove rental increases. The flood impacted the city’s older, historic housing infrastructure.

Meanwhile, single-family and multi-family growth was robust in newer suburban areas in the northwestern and southeastern quadrants of the city. New construction biased housing.

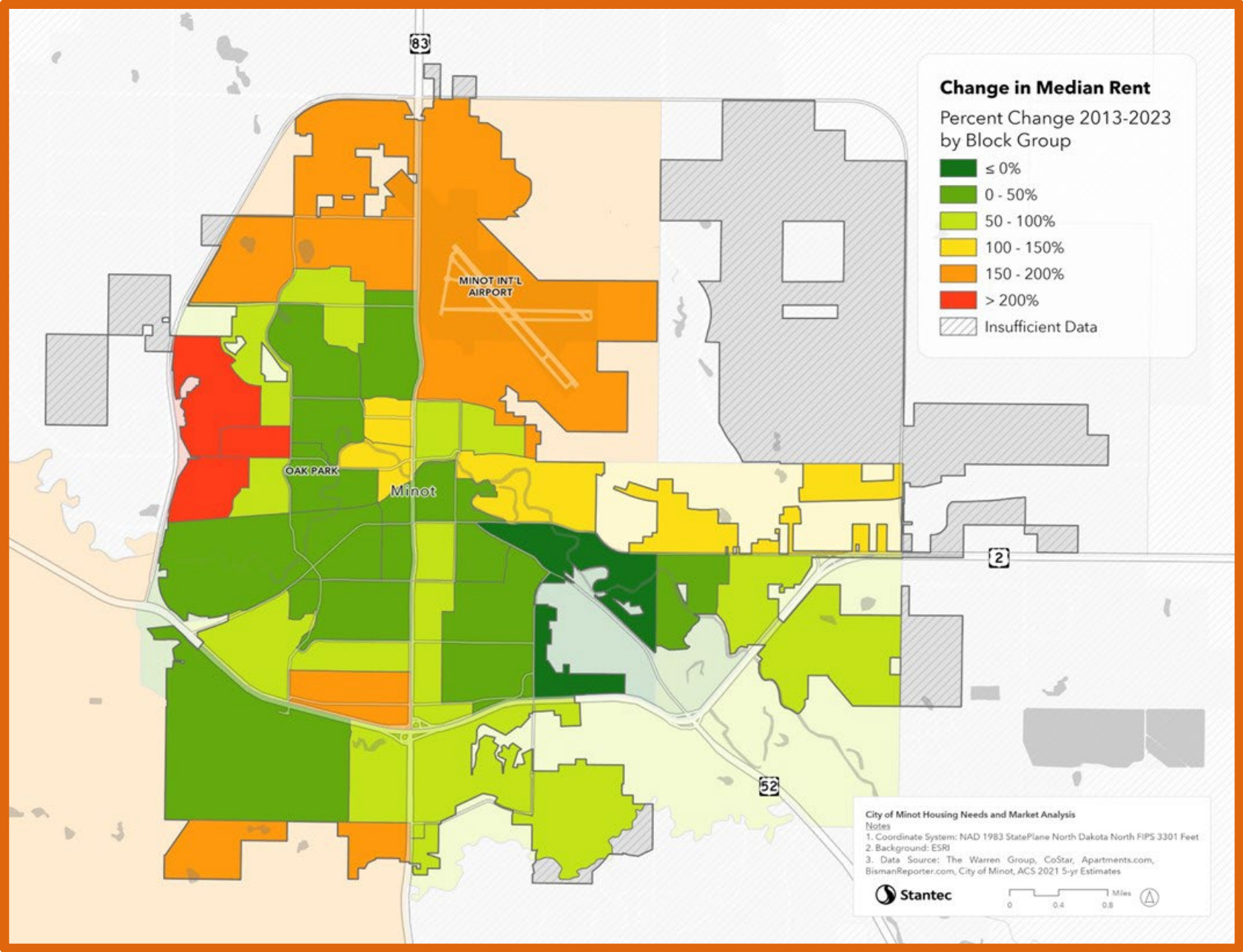


Source(s): ACS, five-year survey, 2013 and 2019

Change in Rents

Change in rent in this analysis is calculated as the ratio of the estimated market rate rent of apartments in 2023 from the ACS median rents in 2013. That generates a difference that is likely to be greater than the actual change in rents – since the ACS estimate of rents tends to be below market rate.

Nonetheless, some patterns are evident. Many of Minot’s historical neighborhoods and less desirable residential neighborhoods have seen only modest rent hikes, whereas much of the new construction – especially north by the airport and by retail on the southwestern side – have seen more substantial increases.

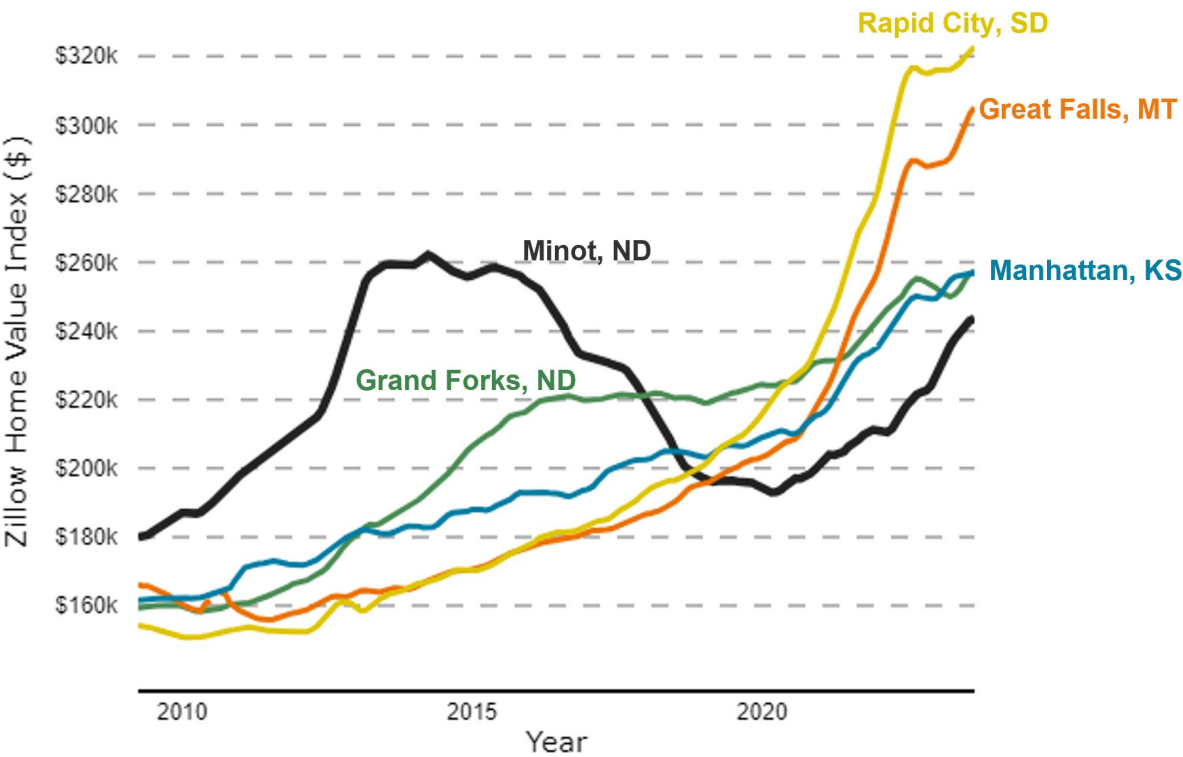


Source(s): ACS, five-year survey, 2013 and 2019

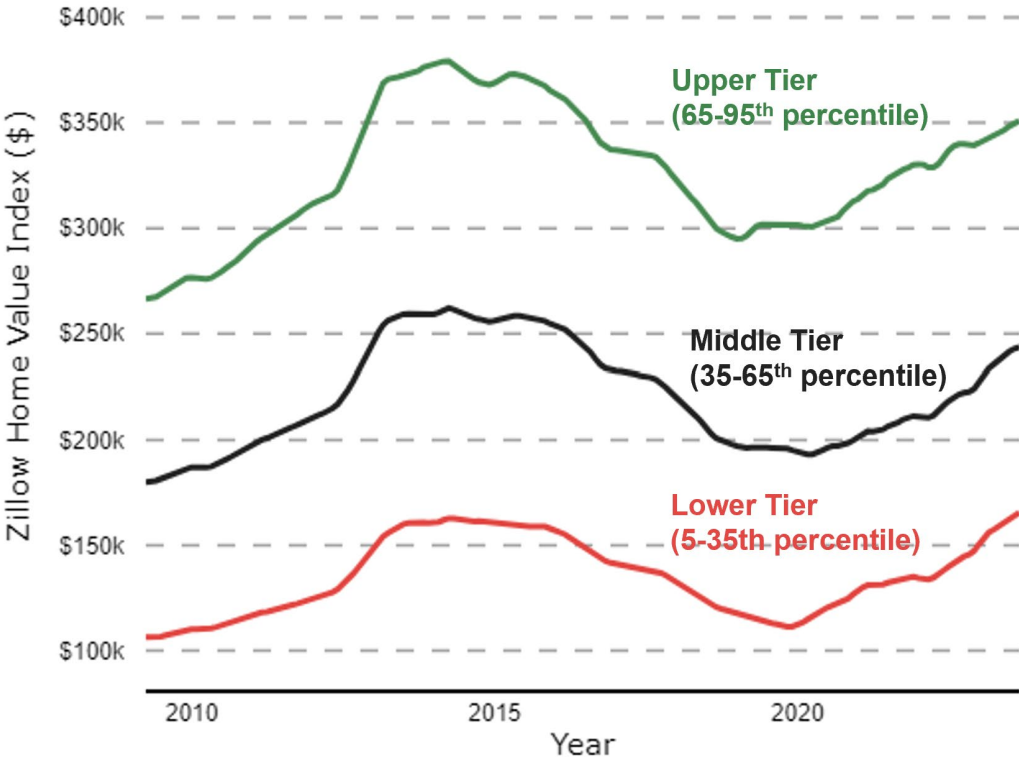
Home values peaked during the boom, dipped during the bust, and have now recovered

Due to the oil boom, Minot home values peaked as home prices stagnated in other locations. Outmigration led to a \$60,000 drop in median home prices, which started rising again in 2020. The recovering demand has been strong across the three housing cost tiers.

Zillow Home Value Index – Middle Market (35th-65th percentile)



Zillow Home Value Index in Minot – By Tier

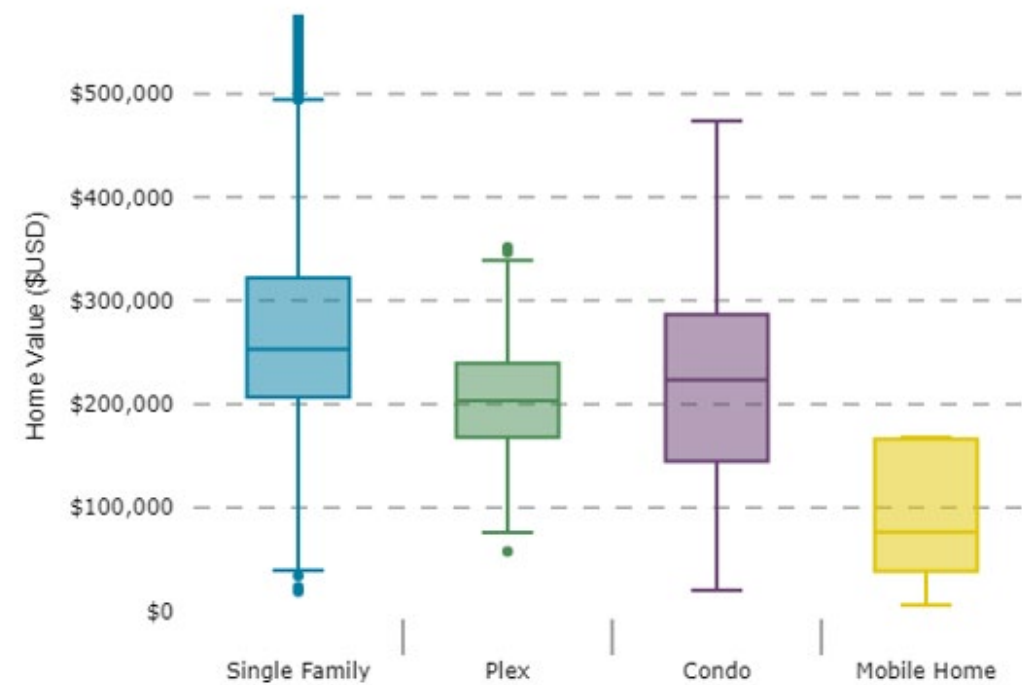


Source(s): Zillow, ZHVI Cuts by Metro, extracted 10/1/2023

Single-Family homes lead the market, mobile homes remain an attractive affordable home type

Single-family homes are the most expensive housing type, with condominiums also showing high desirability. Mobile homes, however, are a crucial affordable housing type option, with median market values near \$90,000.

Home Value by Housing Type



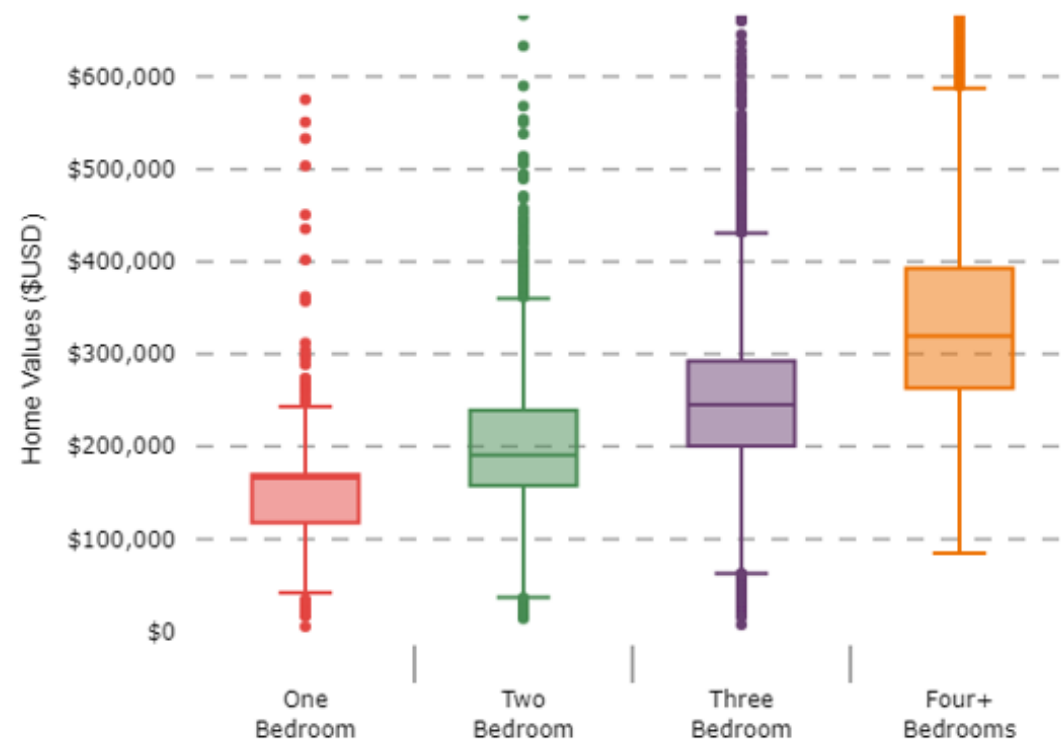
The market rate home value data on this slide and the next are derived from a similar price estimation model to that used to derive rents. The values are estimated based on parcel and neighborhood characteristics, and recent comparable sales.

Here they are aggregated by different attributes into box plots. A box plot visualizes distribution, with the bottom bar indicating the bottom range, the first bar of the box indicating the 25th percentile, the middle line the median (or 50th percentile), the top of the box the 75th percentile, and the top line the maximum values (outliers are excluded and visualized with the dot, with outliers being 3 standard deviations or more from the median value).

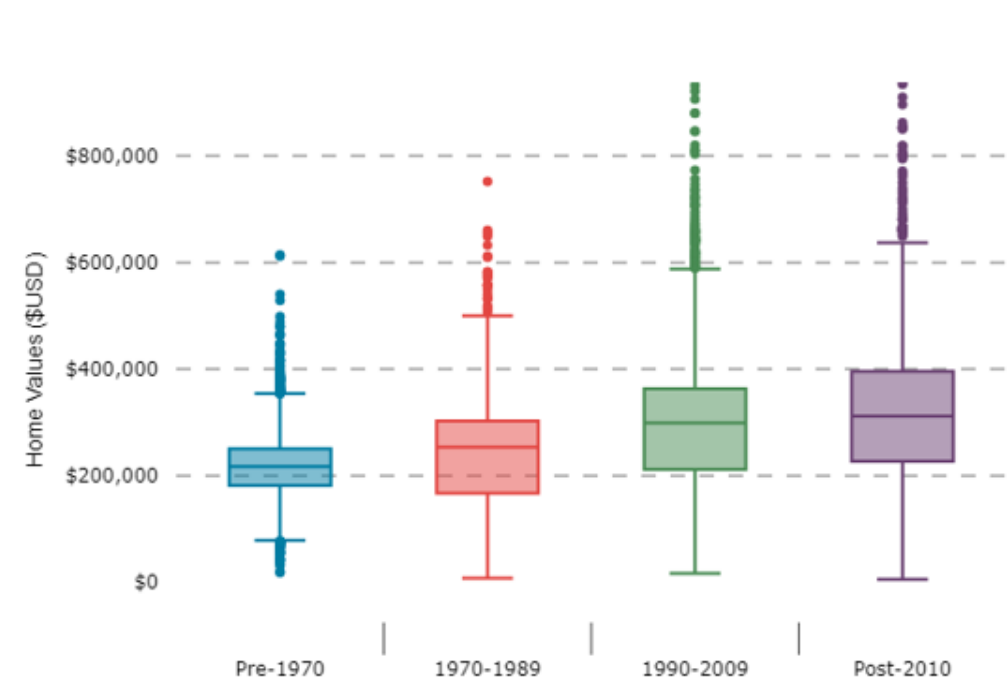
Rents in older buildings do not fetch a premium, while three to four-bedroom units do

A substantial premium exists for larger homes, as does new construction. However, homes built in the past 30 years are valued competitively.

Home Value by Number of Bedrooms



Home Value by Year Built

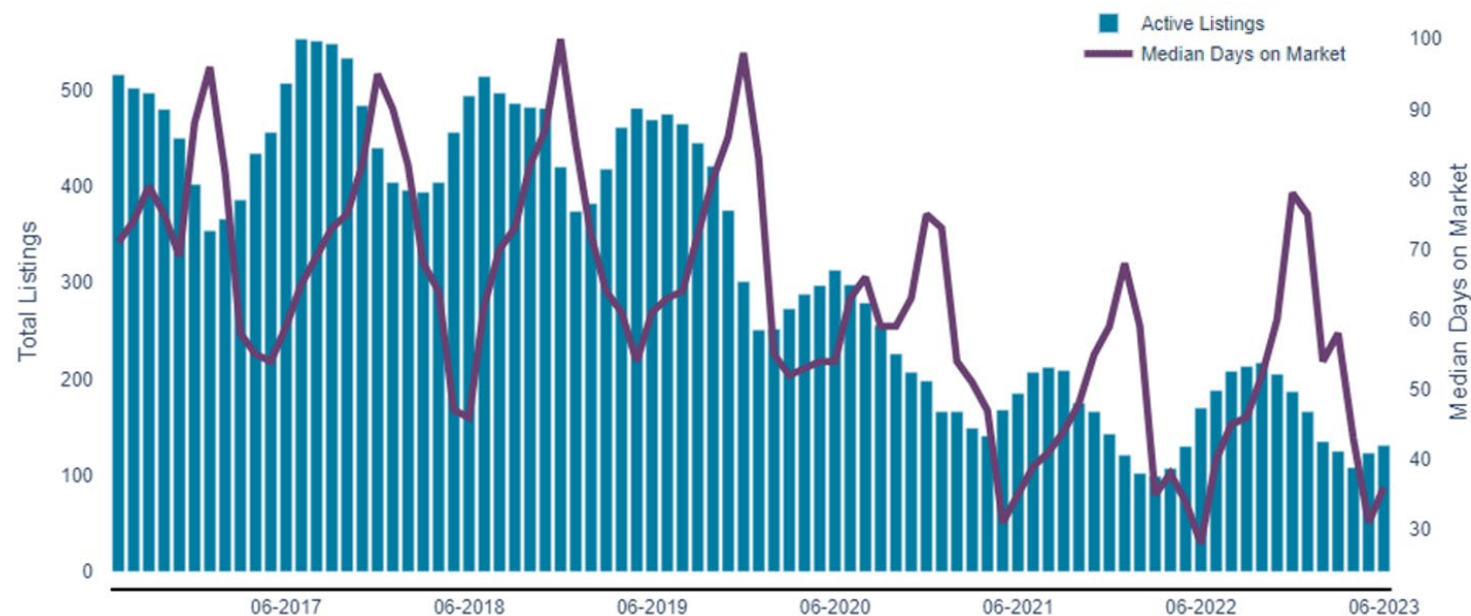


Source(s): Stantec Rent Model, with data sourced from Apartments.com, Padmapper, Bisman Online, Zillow, Costar, and Ward County Assessor Data

Inventory and time on market have been steadily decreasing

Homes for sale increased as oil prices crashed, with the median time on market nearing 3 months (especially in the winter). However, as oil prices recovered and macroeconomic dynamics (see below) limited new supply, total inventory and median days on market have declined. Compared to many markets that have seen inventory spike, Minot’s market remains hot.

For-Sale Housing Inventory



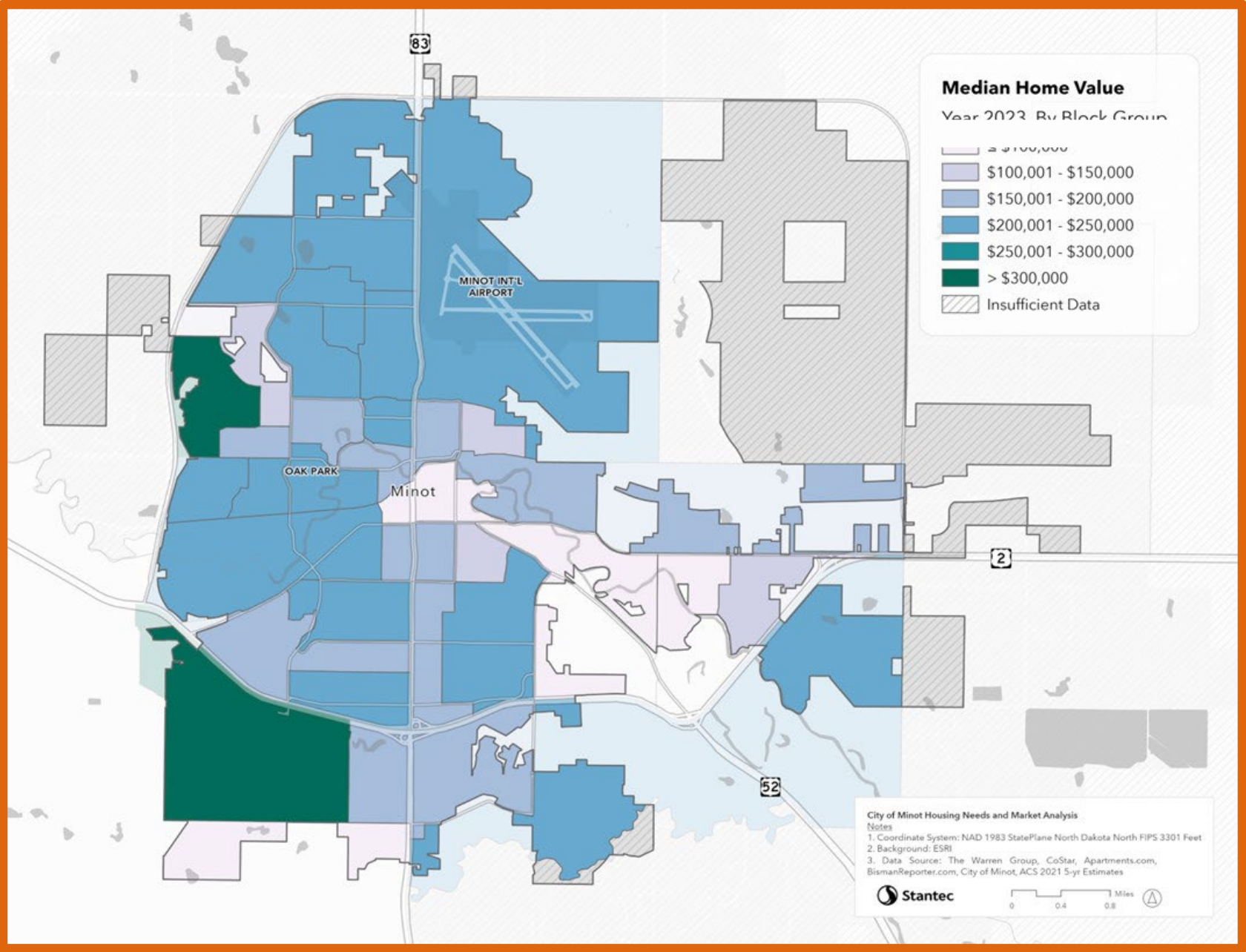
Housing inventory is subject to local and national drivers. Inventory may be high in times where job growth, and therefore household growth, is low or negative. Households leaving the community are forced to sell. In a low demand market, houses will be on the market longer, and are more likely to adjust the sale price downward to ensure a sale.

National drivers include things like macroeconomic performance and interest rates. As interest rates spiked to tame inflation in 2021-2023, new inventory nationwide plummeted as households were reluctant to forsake mortgages secured at lower interest rates and to absorb significantly higher finance costs at higher rates. This dampened the impulse of sellers to move.

In Minot, high demand for housing combined with limited inventory have driven home prices up.

Median Home Value

West of Oak Park and southwest Minot remain the highest value urban neighborhoods. Homes in more historic Minot and extending east – areas that include some mobile home parks – have lower median values.

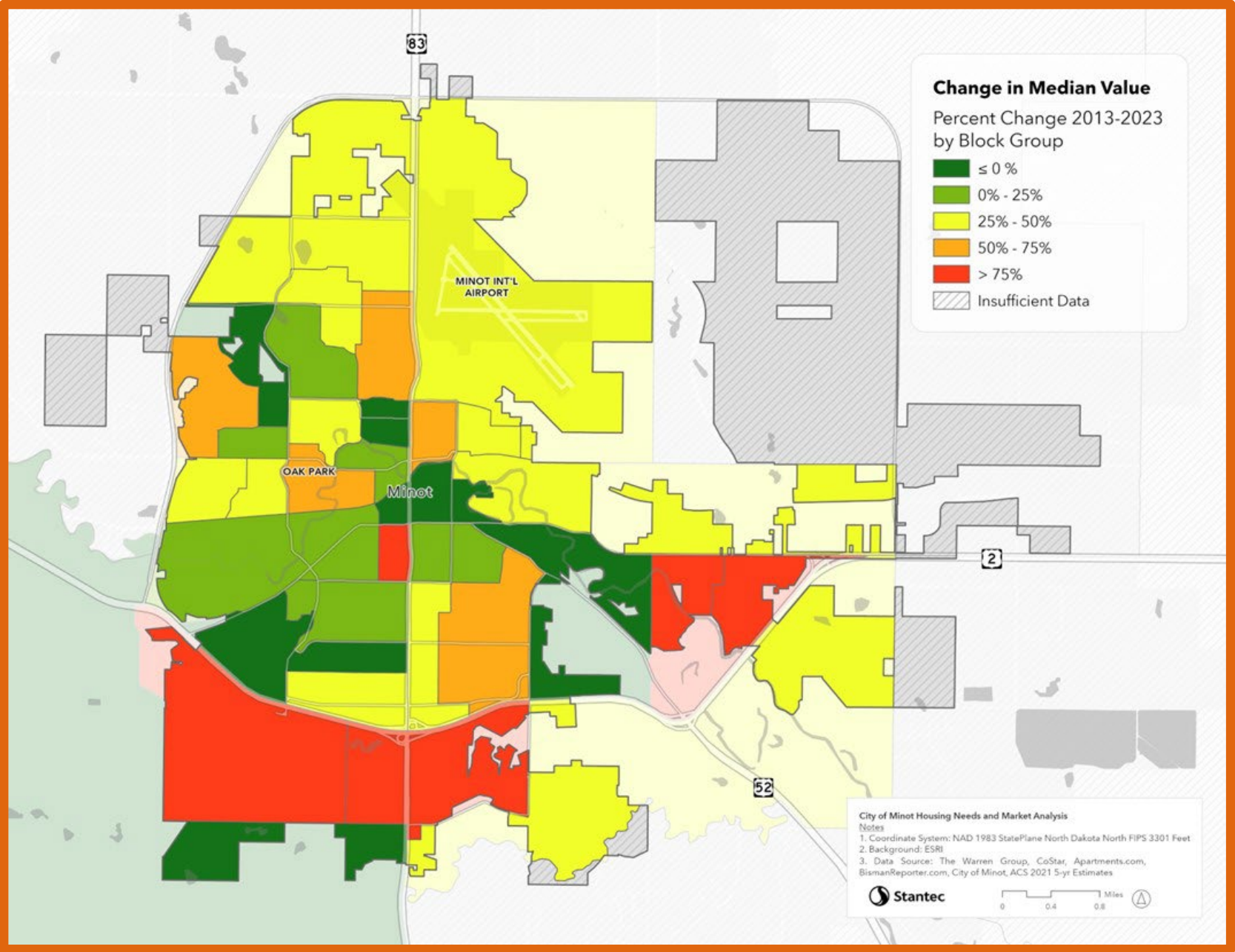


Source(s): ACS, five-year survey, 2013 and 2019

Change in Median Values

Median home values have been appreciating fastest in the southwest quadrant of town. The fast-appreciating district on the eastern portion of town includes a pioneering development of single-family homes, which drove to large changes in median rents over the time-period.

Change from 2013-2023 doesn't quite capture the 'up and down' nature of the housing market, but does demonstrate how housing prices have increased across the board, with recent increases particularly acute.



Source(s): ACS, five-year survey, 2013 and 2019

1. **Ups and downs.** The market indicators reflect the roller coaster of housing market impacts that Minot has experienced—a surge in demand and new construction with the oil boom and in-migration, and a drop in rent levels and home values when the labor force left. Now, after a period of economic stability, apartment buildings have reached full occupancy and rents have started to rise once again.
2. **Little new construction.** These dynamics explain the absence of new multifamily housing and slow subdivision development while conditions stabilized, and the existing housing stock was fully absorbed.
3. **Current market conditions.** With lower vacancy rates and increased rents over the last few years, more supportive conditions may be returning for new housing development. The multi-phase project being pursued by Epic Companies is a promising signal of market recovery. It will also test the viability of an upscale apartment community, and the depth of a higher income professional rental demographic.



05

HOUSING INVENTORY

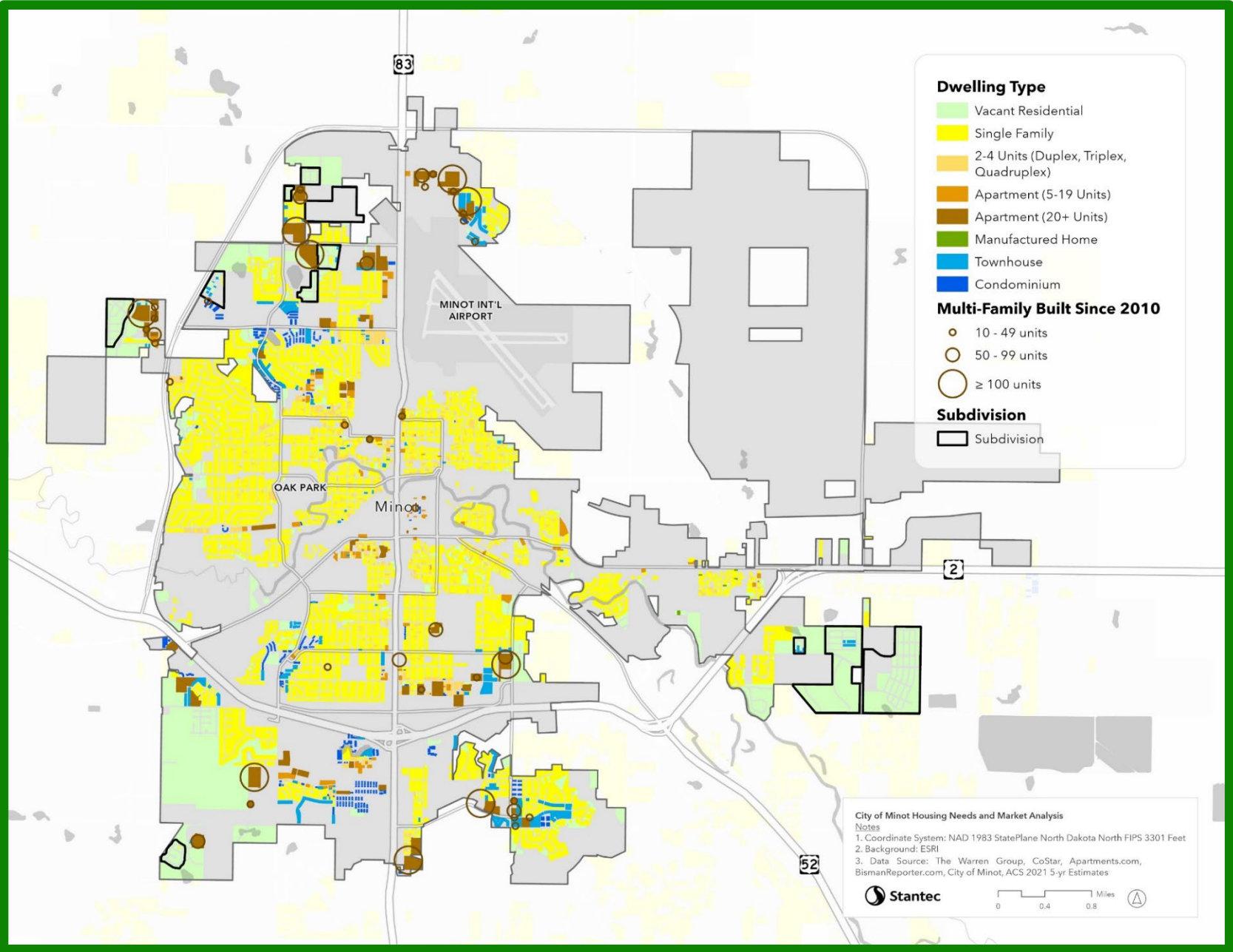
Dwelling Types

Minot offers a broad variety of housing types. Newer multi-family construction is located on the northern and southern sections of town, with newer developments built at a larger scale than historic multi-family buildings. Abutting the newer multi-family apartments are a high proportion of Minot’s multi-family and soft-density ownership housing (condominiums and townhomes).

Minot’s single-family neighborhoods are abundant, with newer development largely occurring on the suburban periphery and extending into unincorporated Ward County

Duplexes, triplexes, and quadruplexes are located in the older historic neighborhoods where mixed-use and soft density were historically more common before single-use zoning.

“Vacant Residential” includes many platted subdivisions that remained unbuilt when the boom crashed. Recommencing construction remains challenging despite increasingly favorable conditions and demand.

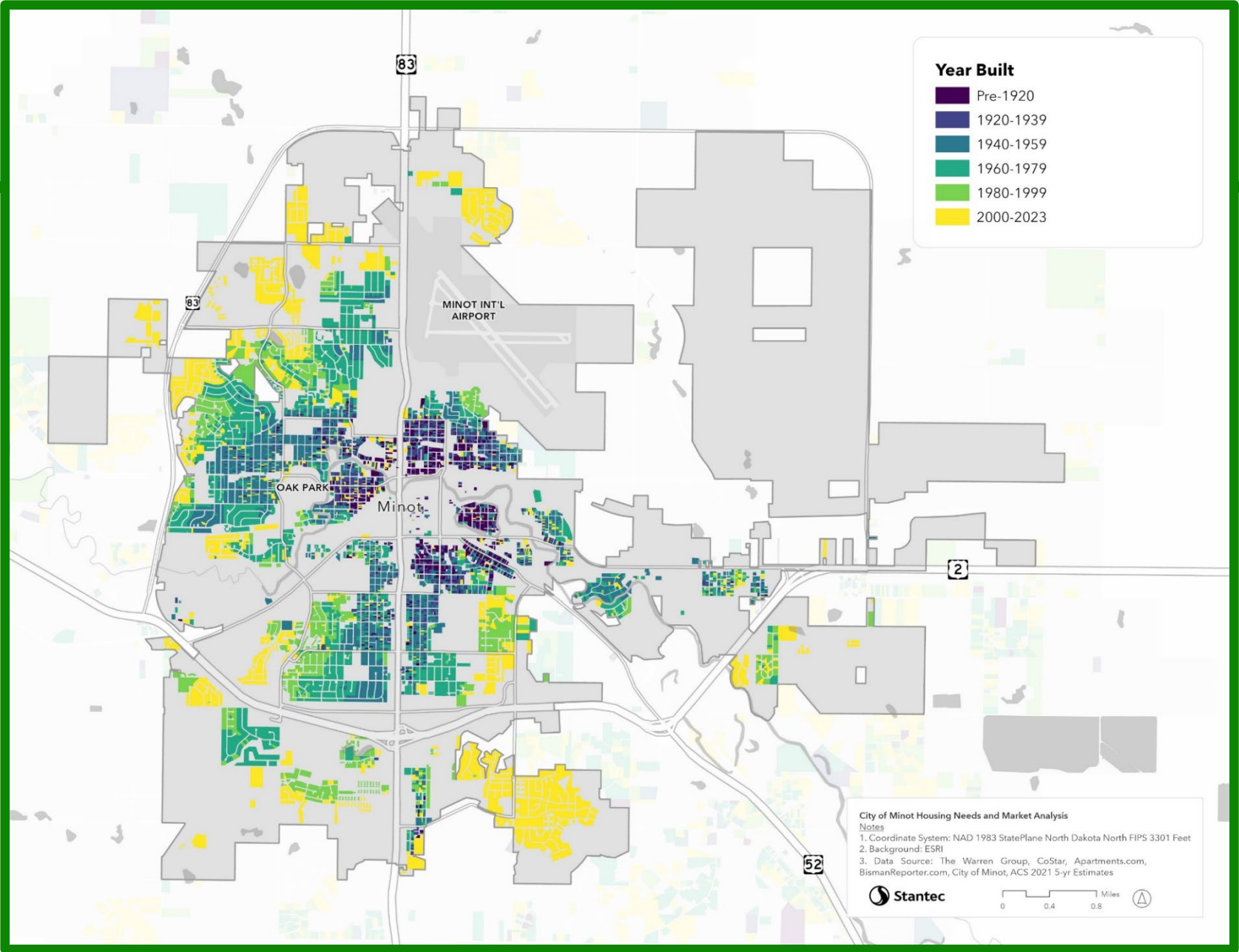


Year Built

Minot’s urban core was built prior to 1920. Mixed-use development was once more common, especially prior to the proliferation of single-family zoning that emerged after WWII. Duplexes remain common. Infill development is also common downtown in flood impacted areas.

Single family neighborhoods then expanded outwards during the post-War era, creating Minot’s predominantly single-family housing neighborhoods.

New development in suburban areas, denoted by the yellow, often include a mix of housing density – with a much larger proportion of multi-family homes and lighter density (townhomes) than was typical in the previous era.



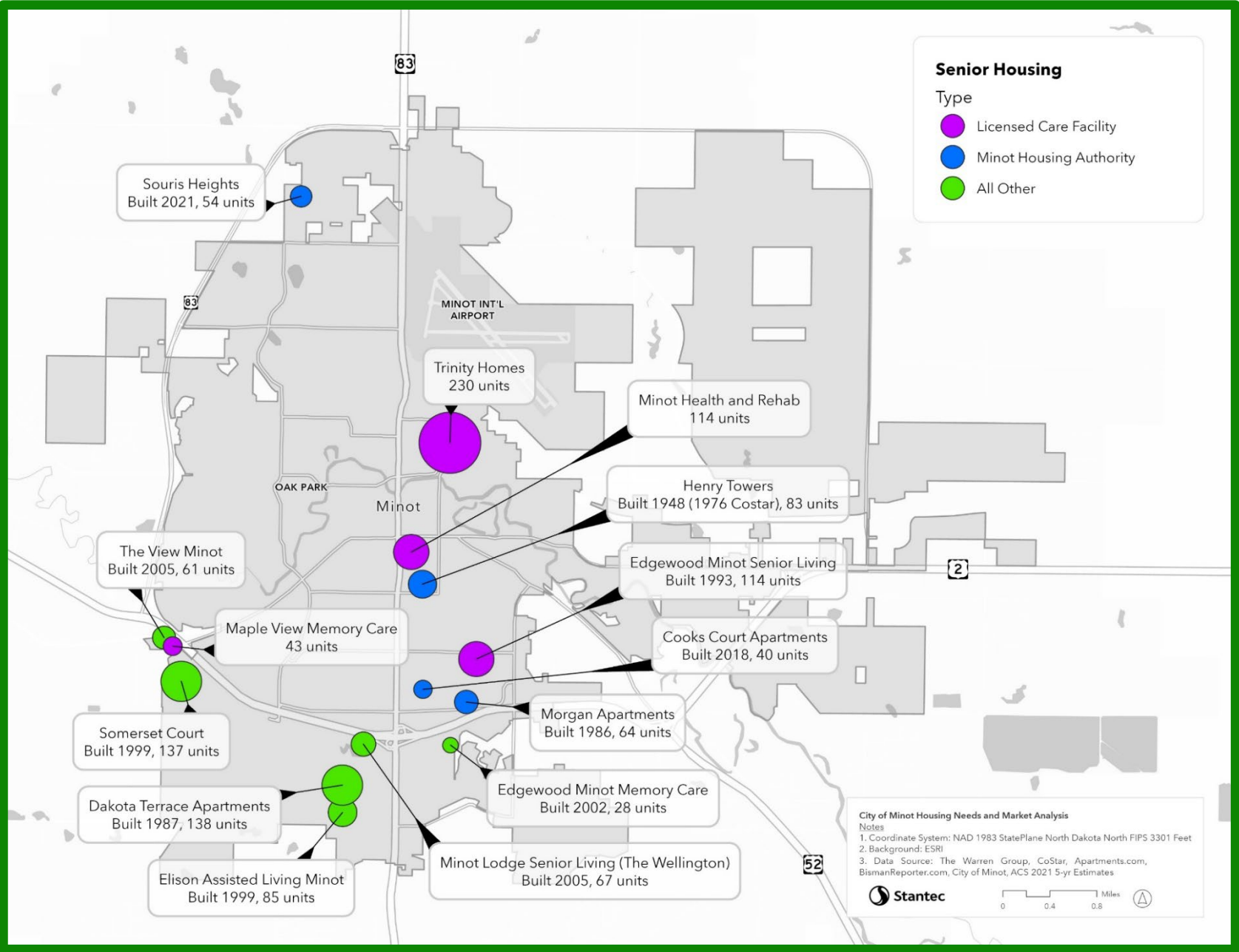
Source(s): City parcel records

Senior Housing

Market rate senior apartment developments are concentrated in the southwest quadrant of Minot.

A range of subsidized senior housing including Section-8 housing and LIHTC (Low Income Housing Tax Credit) financed communities are south of downtown, with Souris Heights by the airport the most recent development.

The region lacks recently built, market rate senior housing options despite demand. This includes some of the ‘newer’ retirement community types – such as active adult 55+ communities, both for rent and ownership. Active adult communities tend to have lower-maintenance lifestyle options including a range of housing types (single story ranch style homes or ‘stacked’ multifamily condos), and some community-oriented amenities (recreational and athletic facilities), but less integrated services than independent or assisted living. These communities – once mostly restricted to the Sunbelt – are proliferating as the peak Baby Boomer generation enters early retirement. Demand for this type of housing was noted in the housing survey among aging households.



INVENTORY | SENIOR HOUSING INVENTORY

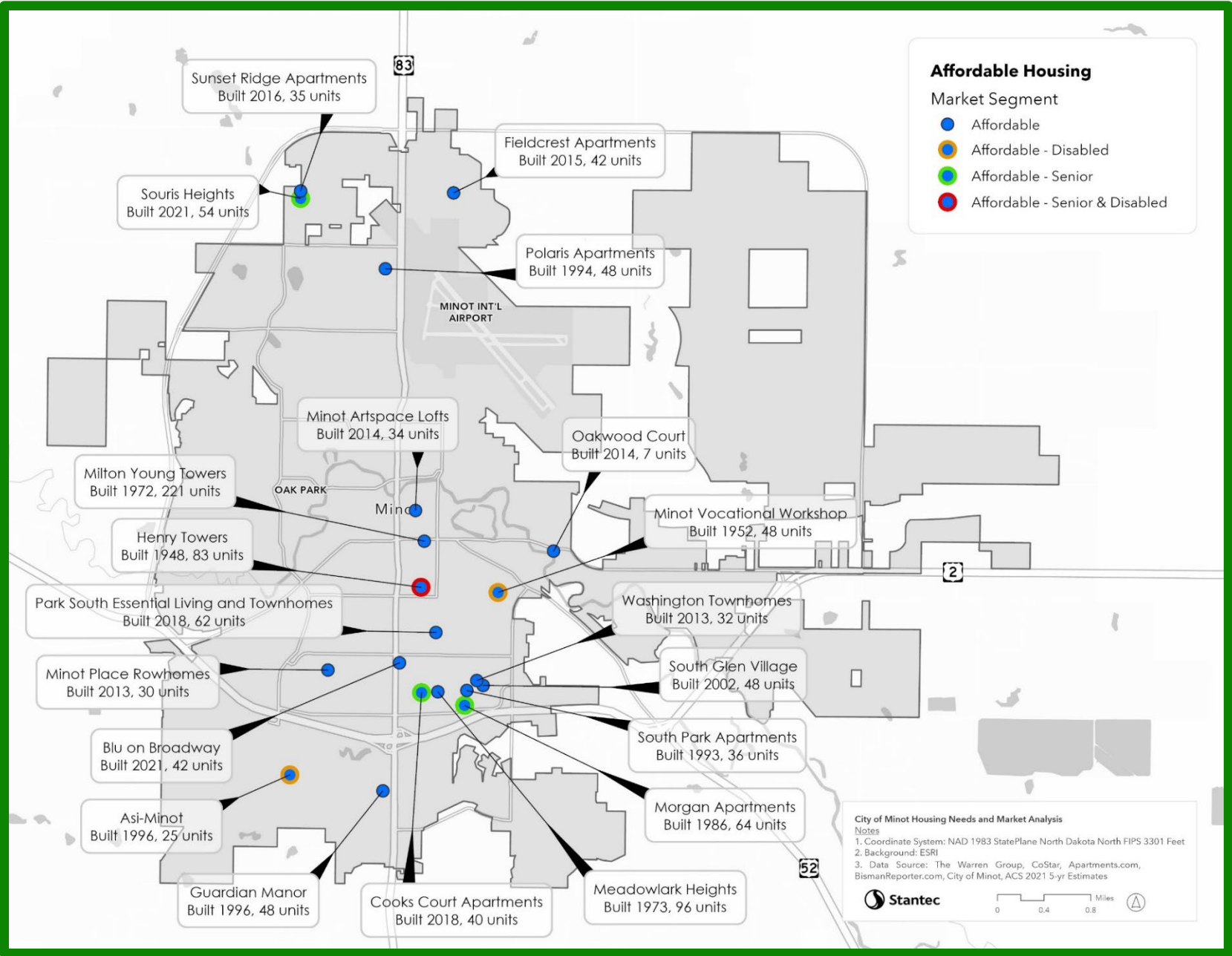
| Property Name | Owner | Address | Year Built | # Units/ Rooms | Building Format | Affordability | Type of Care | ND Licensed Facility |
|--|--|------------------|--------------------|-------------------|-----------------------|-----------------|---|-------------------------|
| Souris Heights | Minot Housing Authority | 1400 35TH AVE NW | 2021 | 54 | Apartments | Rent Restricted | Independent living | |
| Cooks Court Apartments | Minot Housing Authority | 1810 2nd St SE | 2018 | 40 | Apartments | Rent Restricted | Independent living | |
| The View Minot | Maple View Memory Care/The View on Elk Drive | 2905 Elk Dr | 2005 | 61 | Condominiums for rent | | Independent living, assisted living | |
| Minot Lodge Senior Living (The Wellington) | Sinceri Senior Living | 601 24th Ave SW | 2005 | 67 | Apartments | | Independent living, assisted living, memory care | |
| Edgewood Minot Memory Care | Edgewood Healthcare | 520 28th Ave SE | 2002 | 28 | Rooms | | Assisted living, memory care, rehab services | |
| Elison Assisted Living Minot | Sagora Senior Living | 3515 10th St SW | 1999 | 85 | Apartments and Rooms | | Assisted Living | |
| Somerset Court | Somerset Court | 1900 28th St SW | 1999 | 137 | Apartments | Rent Restricted | Assisted Living, memory care | |
| Edgewood Minot Senior Living | Edgewood Healthcare | 800 16th Ave SE | 1993 | 114 | Apartments and Rooms | | Independent living, assisted living, memory care | Basic Care |
| Dakota Terrace Apartments | Investors Management & Marketing | 3205 10th St SW | 1987 | 138 | Apartments | | Independent living | |
| Morgan Apartments | Minot Housing Authority | 1921 6TH ST SE | 1986 | 64 | Apartments | Rent Restricted | Independent living | |
| Henry Towers | Minot Housing Authority | 1000 2nd St SE | 1948 (1976 Costar) | 83 | Apartments | Rent Subsidized | Independent living for 62+, disabled | |
| Trinity Homes | Trinity Health | 305 8th Ave NE | | 230 | Beds | | Certified long-term care facility, memory care, medical and rehab services | Skilled Nursing |
| Minot Health and Rehab | North Shore Healthcare | 600 S Main St | | 114 | | | Assisted living, memory care, skilled nursing care, rehabilitation services | Skilled Nursing |
| Maple View Memory Care of Minot | Maple View Memory Care/The View on Elk Drive | 2805 Elk Dr | | 43 | Rooms | | Memory care | Basic Care |

Affordable Housing

Despite rising incomes in Minot, many households are still rent-burdened. Demand for affordable housing is, and will remain, substantial.

The primary funding vehicle for new affordable housing development is LIHTC (Low Income Housing Tax Credit). Housing that received LIHTC funding are required to set rents that are affordable to households earning incomes equal to or less than 60% of the Area Median Income (AMI).

Existing Section-8 apartments allow residents to pay 30% of their income on rent, and the federal government pays the rest.



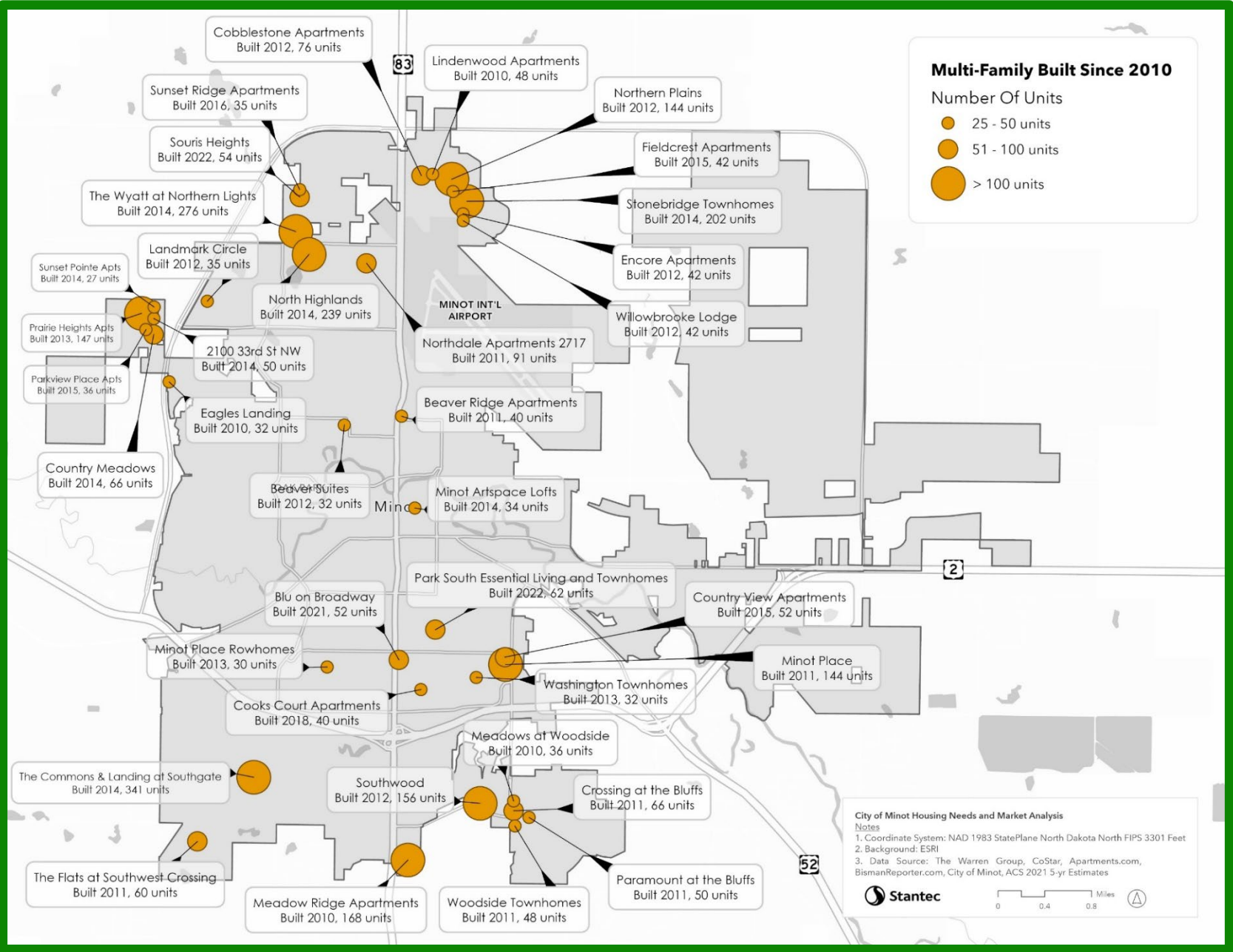
INVENTORY | AFFORDABLE HOUSING INVENTORY

| Property Name | Owner | Address | Year Built | Number of Housing Units | Market Segment | Affordability Type | Funding | Affordability |
|---|--------------------------------|-------------------------|--------------------|-------------------------|-------------------|--------------------|--|----------------|
| Blu on Broadway | Epic Companies | 1629 S Broadway | 2021 | 42 | All | Rent Restricted | National Disaster Resilience Funds/TIF | |
| Souris Heights | Minot Housing Authority | 1400 35th Ave NW | 2021 | 54 | Senior | Rent Restricted | LIHTC | 50% to 60% AMI |
| Park South Essential Living and Townhomes | Epic Companies | 234 14th Ave SE | 2018/2022 | 62 | All | Rent Restricted | National Disaster Resilience Funds | |
| Cooks Court Apartments | Minot Housing Authority | 1810 2nd St SE | 2018 | 40 | Senior | Rent Restricted | LIHTC | 50% to 60% AMI |
| Burlington Willows | Minot Housing Authority | 304-482 Riverwood Drive | 2016 | 38 | All | Rent Subsidized | Section 8 | 30% of Income |
| Sunset Ridge Apartments | Beyond Shelter Inc | 3524 NW Kodiak St | 2016 | 35 | All | Rent Restricted | LIHTC | 50% to 60% AMI |
| Fieldcrest Apartments | Minot Housing Authority | 500 36th Avenue NE | 2015 | 42 | All | Rent Subsidized | Section 8 | 30% of Income |
| Minot Artspace Lofts | | 3 Main St S | 2014 | 34 | All | Rent Restricted | LIHTC | 50% to 60% AMI |
| Minot Place Rowhomes | | 1717 11th St SW | 2013 | 30 | All | Rent Restricted | LIHTC | -- |
| Washington Townhomes | Beyond Shelter Inc | 813 SE 18th Ave | 2013 | 32 | All | Rent Restricted | LIHTC | 50% to 60% AMI |
| South Glen Village | Premier S Glen Vlg Minot Nd LI | 1835 Hiawatha St | 2002 | 48 | All | Rent Restricted | LIHTC | 50% to 60% AMI |
| Asi-Minot | | 1425 31st Ave SW | 1996 | 25 | Disabled | Rent Subsidized | Section 811 | 30% of Income |
| Guardian Manor | | 3205 4th Street SW | 1996 | 48 | All | Rent Restricted | LIHTC | 50% to 60% AMI |
| Polaris Apartments | | 300 27th Ave NW | 1994 | 48 | All | Rent Restricted | LIHTC | 50% to 60% AMI |
| South Park Apartments | South Park Limited Partnership | 631 19th Ave SE | 1993 | 36 | All | Rent Restricted | LIHTC | 50% to 60% AMI |
| Morgan Apartments | Minot Housing Authority | 1921 6th St SE | 1986 | 64 | Senior | Rent Subsidized | Section 8 | 30% of Income |
| Meadowlark Heights | | 400 18th Ave SE | 1973 | 96 | All | Rent Subsidized | Project Based Section 8 | 30% of Income |
| Milton Young Towers | Minot Housing Authority | 108 Burdick Expy E | 1972 | 221 | All | Rent Subsidized | Public Housing | 30% of Income |
| Henry Towers | Minot Housing Authority | 1000 2nd St SE | 1948 (1976 Costar) | 83 | Senior & Disabled | Rent Subsidized | Project Based Section 8 | 30% of income |
| Minot Vocational Workshop | Kalix | 1005 11th Ave Costar | 1952 | 48 | Disabled | Rent Subsidized | HUD Section 202 | 30% of Income |

New Multi-Family Apartments

The map shows multifamily development since 2010, which has led to an approximate doubling of total apartment units. New development has been concentrated in sites on Minot’s periphery. Most construction of market-rate units occurred from 2011-2016. The development since then has mostly been rent-restricted affordable apartments. New multi-family construction tend to be significantly larger than older rental complexes –a consequence of the need for economies of scale that make larger projects financially viable. Most are strictly housing. Mixed use projects with both residential and commercial elements are rare. The housing survey noted a community desire for more retail and entertainment, especially near North Hill. Newer projects – especially those located near the new Trinity Hospital – are filling a market desire for more amenity rich, mixed-use facilities, such as Epic’s The Tracks.

With land available on the periphery, infill redevelopment in more central locations have been less common. Examples include Beaver Ridge Apartments and Blue on Broadway.



1. **Housing mix.** Minot benefits from having a broad mix of housing types that have been built over the years—including single family homes, twin homes, townhomes, mobile home parks, apartments, senior housing and affordable housing.
2. **Senior housing.** There are a good number of senior housing communities, but recently built developments are lacking, even as Minot's senior population has grown in numbers and in its share of the total population.
3. **Affordable housing.** A range of affordable housing options are present in Minot, with good geographic distribution—some of which have been recently built. The need for affordable and workforce housing options continues, however, due to lagging incomes compared to rising housing costs.
4. **New multifamily housing.** The most recent generation of housing was built during the oil boom and built for a working-class demographic. Maverick, the first phase of The Tracks, will be the first market rate apartments in Minot since 2015—and is targeting an upscale demographic.



06

GAP

ANALYSIS

Real-time supply side analysis with machine learning.

A parcel-level inventory of all housing units within the region incorporates Census data, rental data from CoStar, real-time cost information from web-scraping algorithms, and other sources, to establish a predictive technique to assign monthly cost attributes to each unit using statistical regression and related methods. The model incorporates HUD data on public and subsidized unit totals, costs, and bedroom counts at the county level.

1) Parcel Data from the Warren Group

Parcel data contains information on the location, year built, homestead status, assessed value, number of bedrooms, bathrooms, and total rooms, condition and the property use type of each parcel. Many are missing attributes. Completed entries then train Machine Learning (ML) models to predict and fill missing data. Staff ground-truth this data with existing housing surveys such as the American Community Survey, ensuring the estimates for bedroom size, unit counts, and building types reflect existing data.

2) Real-Time Data from Leading Sources

CoStar: Aggregates data on multi-family rental buildings, including its class, intended market, condition, number of units by size, and rent for units at each size.

Apartments.com: We scrape rental data from Apartments.com listings, which can include both large multi-family buildings with real-time prices, and single-family homes, condos, or other units posted

Padmapper: Scraped rental data from Padmapper.com. Padmapper combines rental postings from a variety of sources, including smaller rental buildings like homes, condos, duplexes and triplexes in addition to large multi-family units.

BismanOnline: Rental data is scraped from North Dakota’s own Craigslist, accessing data on real-time rents for properties such as duplexes, mobile homes, or single-family homes that often are not posted on more formal rental sites.

City of Minot: Data on tenancy was prioritized from Minot’s internal housing assessment that determines whether a home, plex unit, condominium, or townhouse is rented or owner-occupied. This complements other data for approximating tenure such as homestead status. City data incorporated into the model also includes housing type, whether the property was converted from single-family into a multi-tenant property, and the number of units available.

Note on Affordable/Senior Units: Using an inventory of LIHTC and Public Housing data from the Minot Housing Authority and HUD’s LIHTC database, buildings designated as affordable are included in the analysis, with rents set at the 60% MFI rate for the minimum household relative to unit size based on 2023 determinations (ie: a 2 bedroom unit is set at 60% AMI for a 2 person household).

3) Real-Time rent with parcel information

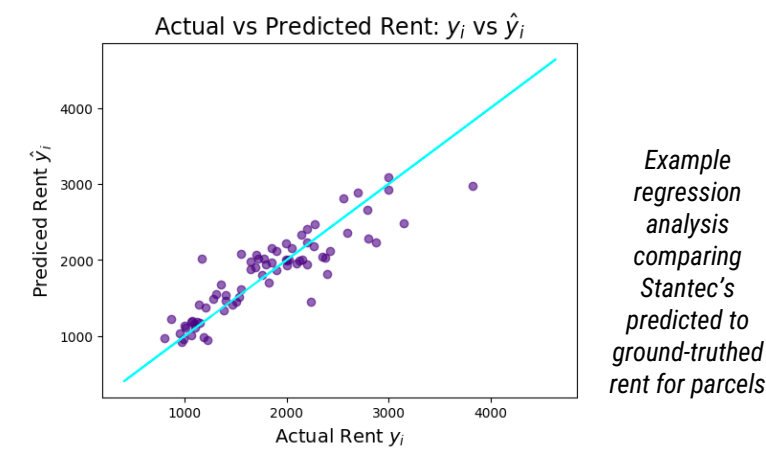
This combination creates a database of specific parcels and the rent and a ‘training’ dataset for statistical ML models. Stantec uses 20+ variables to help predict rent such as location, median rent for apartments by size in each block group in which the parcel is located, living area per unit, age, condition, bedrooms, bathrooms, assessed value per unit, etc.

Stantec checks predictions in a ‘test’ dataset – or 20% of the train dataset set aside – to assess the performance of the best ML model. The model then predicts market rents for all properties designated as ‘rental’ in the region. A similar model is developed and applied by the Warren group to determine the market value of condominiums and homes.

This dataset gives a detailed breakdown of all units in a region by building type, tenure, bedroom unit count, and type, as well as the rest of the building attributes. Using the estimated monthly housing cost to afford the unit, we get a specific breakdown of the cost to own or rent.

4) Aggregate and Analyze

This dataset enables us to aggregate data that helps contextualize supply and demand together. Stantec visualizes and analyzes data based on cost, location, year built, and development type.



Housing gap analysis is informed by supply, preferences, and production

Current need

Housing preferences are derived by analyzing the housing choices made by households who moved within the last 12 months per the most recent census (in this case, 2021 Census ACS). By isolating just these recent movers, the analysis can model housing market decisions typical households of various incomes and sizes are making in the present market based on their current needs and ability to pay. This is referred to as the market’s “current preferences.”

The current preferences model is a ‘demand curve’, incorporating the kinds of units that households of different sizes and income levels choose to acquire. The model creates a ‘weight’ that determines the odds of each household at a given number of persons and income choosing a house of a particular size. For example, in the case of a household with a high income but only 2 persons in the house, chances are higher than this household owns and occupies a unit larger than their strict need. However, there are many people that still choose to rent a one bedroom. The model would assign a low probability for the renting a one

bedroom and a higher probability for owning a three bedroom.

The cost of housing is determined based on the ‘max affordability level,’ or the amount that a household earning a certain income could pay and to still have that unit be considered affordable. Maximum housing cost is capped at 25% in this analysis because the data only includes monthly rent or mortgage and tax. Assuming an additional 5% should be added to cover costs such as utilities and insurance brings the effective cost ceiling approximately to the 30% standard.

Identifying the gap

Comparing the current distribution of preferences against the housing supply reveals how well aligned (or how misaligned) these two sides of the market are at each income level, tenure, and unit size. Shortages occur when there are more households preferring a given unit profile (cost, tenure, size) than there are such units available within the geography. Surpluses occur when there are more of a given unit profile than there are households who would prefer it.

The results of this analysis should be considered indicative of potential future shifts in settlement patterns and not necessarily predictive of where or when households might actively change units. There are numerous personal reasons a household might choose to move or remain in a given year. Also, even if they did choose to move, a unit matching their exact preference might not be available.

Affordability gaps are evident as shortages among the lowest cost units. Because the households included in this analysis are currently housed within the same geography, it can be assumed many at corresponding income levels are currently cost burdened for lack of affordable options.

Minot Housing Demand

The table shows the housing demand for Minot’s population as a function of their income, tenure (whether they rent or own), and desired unit size, based on the choices of the existing population

Using **25% of household income as the baseline** ‘affordability’ level, we project the number of units demanded at certain price points according to current household incomes and composition. We take the current composition of housing tenure (own versus rent) as the baseline. Willingness to pay may be different than ability to pay, especially with households above area median income.

Housing preference

The units size needed (number of bedrooms) reflects the household sizes in Minot’s population as well as expressed housing preferences at each income level based on the regional model.

Housing Demand by Price, Tenure, and Unit Size with Regional Preferences

| Household Income Required | Max Monthly Housing Cost | Rent | | | | Own | | | |
|---------------------------|--------------------------|------|-----|-----|------|-----|-----|-------|-------|
| | | 1BR | 2BR | 3BR | 4BR+ | 1BR | 2BR | 3BR | 4BR+ |
| Less than \$15000 | \$313 | 736 | 435 | 134 | 40 | 40 | 231 | 302 | 108 |
| \$15,000-24,999 | \$521 | 389 | 306 | 110 | 47 | 19 | 163 | 225 | 69 |
| \$25,000-34,999 | \$729 | 336 | 419 | 126 | 21 | 24 | 101 | 206 | 85 |
| \$35,000-49,999 | \$1,042 | 673 | 689 | 301 | 85 | 37 | 286 | 512 | 261 |
| \$50,000-74,999 | \$1,563 | 399 | 766 | 278 | 71 | 38 | 393 | 851 | 414 |
| \$75,000-99,999 | \$2,083 | 290 | 436 | 239 | 75 | 32 | 275 | 865 | 512 |
| \$100,000-149,999 | \$3,125 | 189 | 352 | 223 | 79 | 19 | 307 | 1,091 | 1,032 |
| \$150,000-199,999 | \$4,167 | 28 | 114 | 78 | 67 | 3 | 69 | 314 | 557 |
| \$200,000 or more | -- | 22 | 54 | 99 | 25 | 8 | 59 | 359 | 868 |

Source(s): ACS, all regional PUMS preference

Minot Housing Supply

This table shows the housing supply in Minot, organized by tenure, unit sizes, and the monthly costs that are affordable to households at different income levels.

Housing supply is determined using parcel-level data. A detailed statistical analysis determines the total number of housing units currently occupied by renters and owners in the region.

Rental

Real-time rent data, captured from live web postings, is incorporated into a statistical model to predict rents for all rented housing units in the region. Current home values are also estimated through a statistical modeling process.

Ownership

Monthly housing costs for ownership housing reflects monthly payments on 30-year mortgages with a 13% down payment (national average) and 7.725% interest rate (regional average, July 2023). Estimated property taxes and insurance payments are added. This yields estimated monthly costs associated with the purchase of an ownership property, which is distinct from what the existing homeowner is currently paying.

Housing Supply: Units categorized by tenure, size, and monthly cost

| Household Income Required | Max Monthly Housing Cost | Rent | | | | Own | | | |
|---------------------------|--------------------------|-------|-------|-----|------|-----|-------|-------|-------|
| | | 1BR | 2BR | 3BR | 4BR+ | 1BR | 2BR | 3BR | 4BR+ |
| Less than \$15,000 | \$313 | 14 | 0 | 0 | 0 | 21 | 27 | 135 | 0 |
| \$15,000-24,999 | \$521 | 229 | 1 | 0 | 0 | 15 | 36 | 138 | 0 |
| \$25,000-34,999 | \$729 | 695 | 630 | 0 | 0 | 24 | 34 | 117 | 3 |
| \$35,000-49,999 | \$1,042 | 1,139 | 3,339 | 116 | 18 | 55 | 249 | 157 | 11 |
| \$50,000-74,999 | \$1,563 | 737 | 1,335 | 915 | 72 | 116 | 1,020 | 547 | 91 |
| \$75,000-99,999 | \$2,083 | 0 | 1 | 727 | 114 | 179 | 1,160 | 1,851 | 453 |
| \$100,000-149,999 | \$3,125 | 0 | 0 | 5 | 12 | 19 | 625 | 2,310 | 1,519 |
| \$150,000-199,999 | \$4,167 | 0 | 0 | 0 | 0 | 4 | 52 | 364 | 672 |
| \$200,000 or more | -- | 0 | 0 | 0 | 0 | 4 | 14 | 81 | 262 |

The housing gaps snapshot results from comparing the supply of housing to housing demand

This table compares the housing supply to the housing demand to quantify the housing gaps at each income level, tenure and unit size. It demonstrates a surplus of workforce and middle-income housing, but deficits in affordable units and executive housing units.

Gap Methodology

The housing gap combines the units at different bedroom sizes and housing tenure demanded at affordable price points and the total units supplied for renters and owners at market prices. The product is either a housing surplus or deficit for units at price points and bedroom size that captures where housing demand is not meeting current housing supply, or where housing supply currently exceeds housing demand.

Gap Snapshot Results

- Minot needs to provide housing for the lowest income
- The housing supply is overly weighted towards 3-bedroom units in the \$1,500 to \$3,125 per month range, while the population characteristics indicate a stronger demand for 1- and 2-bedroom units in rental and more affordable family homes.

Gap Analysis: Percent of units categorized by tenure, size, and monthly cost

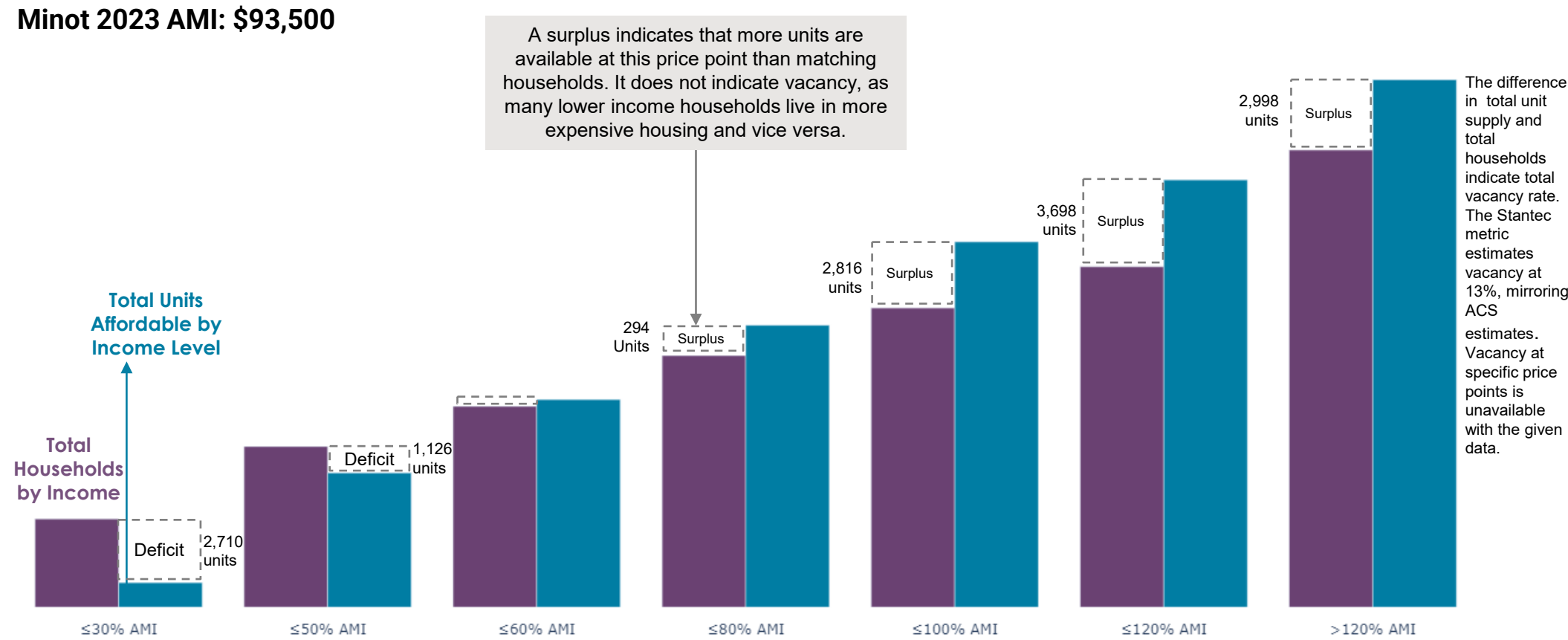
| Household Income Required | Max Monthly Housing Cost | Rent | | | | Own | | | |
|---------------------------|--------------------------|------|-------|------|------|-----|------|-------|------|
| | | 1BR | 2BR | 3BR | 4BR+ | 1BR | 2BR | 3BR | 4BR+ |
| Less than \$15000 | \$313 | -722 | -435 | -134 | -40 | -19 | -204 | -167 | -108 |
| \$15,000-24,999 | \$521 | -160 | -305 | -110 | -47 | -4 | -127 | -87 | -69 |
| \$25,000-34,999 | \$729 | 359 | 211 | -126 | -21 | 0 | -67 | -89 | -82 |
| \$35,000-49,999 | \$1,042 | 466 | 2,650 | -185 | -67 | 18 | -37 | -355 | -250 |
| \$50,000-74,999 | \$1,563 | 338 | 569 | 637 | 1 | 78 | 627 | -304 | -323 |
| \$75,000-99,999 | \$2,083 | -290 | -435 | 488 | 39 | 147 | 885 | 986 | -59 |
| \$100,000-149,999 | \$3,125 | -189 | -352 | -218 | -67 | 0 | 318 | 1,219 | 487 |
| \$150,000-199,999 | \$4,167 | -28 | -114 | -78 | -67 | 1 | -17 | 50 | 115 |
| \$200,000 or more | -- | -22 | -54 | -99 | -25 | -4 | -45 | -278 | -606 |



GAP ANALYSIS | HOUSING SUPPLY & DEMAND

Housing Gap (All Units): Deficit exists at lowest incomes, and surplus shrinks towards upper incomes.

The difference in total unit supply and total households indicate total vacancy rate. The Stantec metric estimates vacancy at 13%, mirroring ACS estimates. Vacancy at specific price points is unavailable with the given data.



Source(s): Stantec

Workforce housing availability is difficult to find on a single income

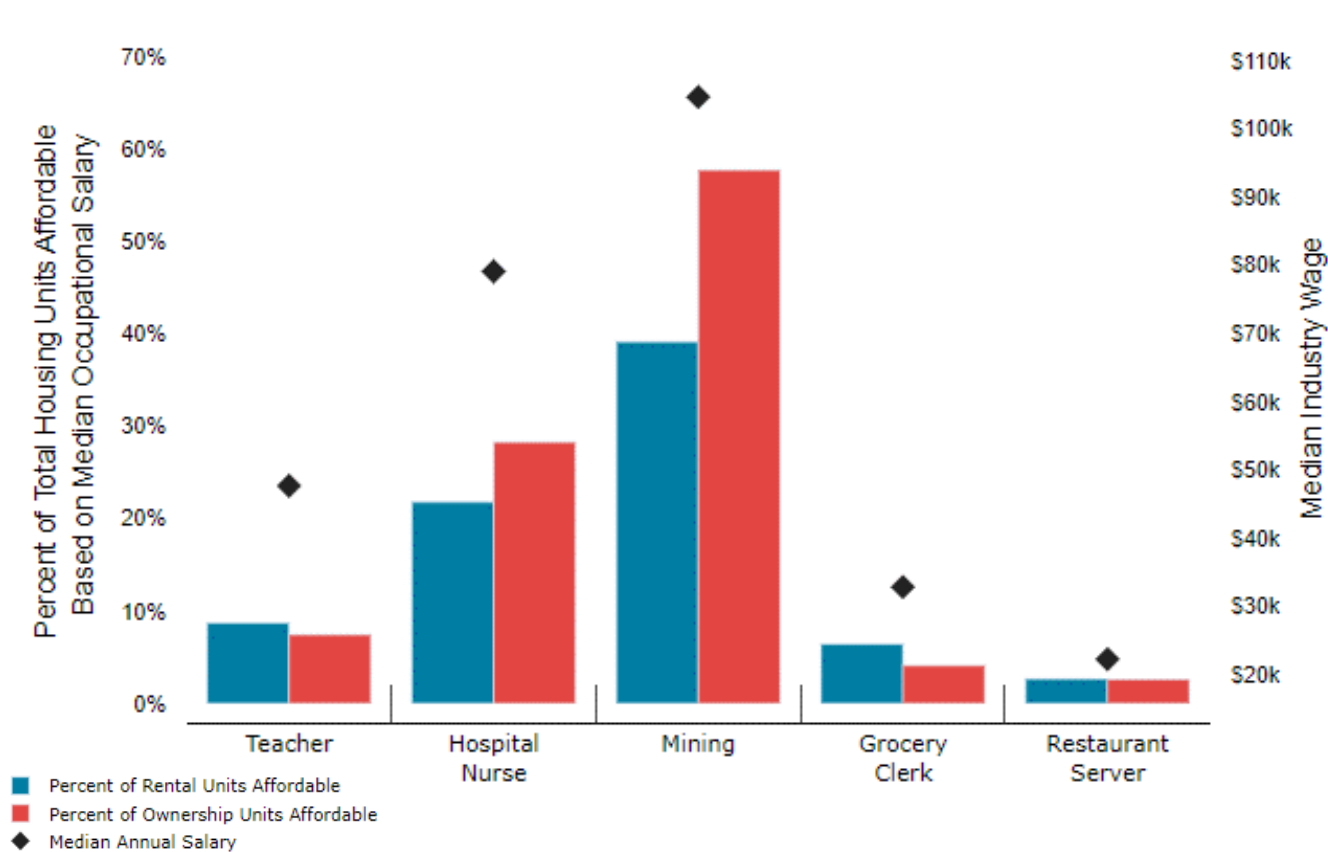
For single-income households working some of the most common jobs in the region, the number of affordable units is limited. For example, common jobs such as grocery clerks, servers, or teachers may struggle to find affordable units on a single income.

There are **80** Households earning ‘Workforce Wages’ (less than or equal to 120% AMI) for every **100** housing units available: A relatively strong indicator of market supply when examined from the perspective of households.

Housing becomes more scarce as the maximum income level is reduced.

For single-income or lower income households, the number of units affordable to typical ‘workforce’ jobs remains constrained, thereby encouraging household formation of more than one income earner. Single-income households may struggle to find affordable housing.

Affordability Relative to Common Industry Median Wages



Source(s):
Wages are derived from QCEW, Housing Availability from Stantec

1. **Middle income and workforce housing.** The gap analysis suggests that, because of the increase in housing supply during the early 2010s followed by the contraction of the workforce, the supply of moderate to middle income housing is adequate to meet local needs.
2. **Housing for lower income households.** There is a deficit in numbers of affordable housing units for lower income households. That is numerically evident in that there are fewer housing units available at a rent or ownership cost that is affordable to those households. And the actual deficit in supply will exceed that, since households at higher income tiers will occupy some of the housing units affordable to the lowest income tiers.
3. **Executive rental and ownership opportunities.** There is potential demand for higher cost housing options that haven't recently been built in volume. Epic Companies will be testing that demand in a rental apartment development through its Tracks development. There may be corresponding demand on the ownership side for an executive home subdivision in a higher amenity environment.



07

HOUSING NEEDS

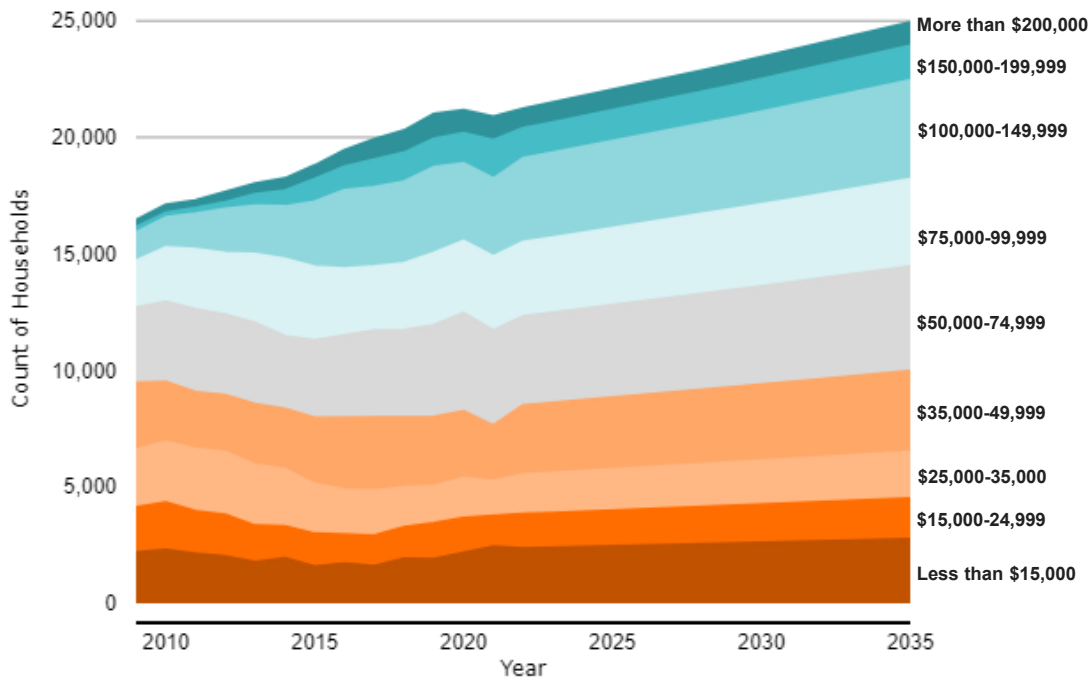
Population and household growth is projected to stabilize

Household growth and income brackets are projected to continue to grow at a moderate rate as the rate of new well drilling stabilizes, and under the assumption that oil and natural gas demand will continue to be strong.

Household growth projections are based on a projected population growth rate of 1.24% - a rate determined and utilized for Minot’s 2040 Comprehensive Plan. The conversion from population to households is based on the 4-year average of number of persons per household from 2017-2021.

Income tiers are assumed to remain proportionally consistent.

Projected Household Growth by Income



Other considerations play into the calculation of overall housing need

Housing needs are further adjusted based on general undersupply, substandard housing, and replacement. The adjustments are then added to new units required for household growth to determine a production target.

Vacancy Rate adjustment is based on the number of additional units to maintain market equilibrium, generally considered at 5%. Vacancy rates in Minot have declined to at/around 5% in both rental and housing markets, down from about 12% in 2021.

Substandard Housing is defined as units with no plumbing and/or no kitchen. The national threshold is 1.2%, the Minot rate is 1.6%, therefore creating a .4% housing adjustment.

Overcrowding is defined as units where more than one occupant lives in the room. The threshold national average is 3.35%, where Minot’s is 3.36%. No overcrowding adjustment is required.

Replacement is the replacement rate of demolitions. The annual replacement need is based on a four year average 2019-2022 of housing demolitions in Minot. The recent four year period was used because previous years were skewed by flood impacts.

| | | | | | | |
|--------------------------------------|--------|-------------------------------|--------|-----------------|-------|----------------------------|
| Vacancy (overall) | 5.0% | Threshold market health | -- | Minot rate | 149 | Vacancy adjustment |
| Substandard (no plumbing/kitchen) | 1.2% | Threshold nat'l avg | 1.6% | Minot rate | 70 | Substandard adjustment |
| Overcrowding (>1 occupant/room) | 3.35% | Threshold nat'l avg | 3.36% | Minot rate | -- | Overcrowding adjustment |
| Replacement (per year) | 0.09% | Annual need | 22 | Annual units | 220 | Replacement housing |
| Household growth | 21,484 | 2023 HHs | 24,313 | 2033 HHs | 2,829 | Household growth |

10-year production: 3,268 units

Weighted Future Demand

Given the projections and considerations considered above, the weighted future demand is an analysis of the increased need for housing. It does not incorporate the existing housing gaps.

The weighted future analysis is determined by allocating households based on current demand preferences. To determine preferences, a ‘weight’ or ‘probability’ was determined based on the demand matrix. For example, for each household earning \$100,000 or more, different odds were created on that household renting or owning units of different sizes. With the demand ‘weight’, the number of households are then allocated based on these odds to create a projected future demand table. This table *does not* incorporate existing gaps, and can be considered a projection simply based on new household need.

The weighted future demand table shows stronger demand for two main housing profiles. Proportionately more 1-2 bedrooms across income brackets, and larger single-family homes for ownership affordable to households earning around median incomes (generally home prices ranging from \$192,000-385,000, which break down to monthly housing costs between \$1,560-\$3,125 per year.

Housing demand by price, tenure, and unit size with recent movers preference for new households: 2023-2033

Source: ACS, regional PUMS preference for movers in the last 12 months

| Household Income Required | Max Monthly Housing Cost | Rent | | | | Own | | | |
|---------------------------|--------------------------|------|-----|-----|------|-----|-----|-----|------|
| | | 1BR | 2BR | 3BR | 4BR+ | 1BR | 2BR | 3BR | 4BR+ |
| Less than \$15000 | 313 | 113 | 67 | 21 | 6 | 6 | 35 | 46 | 17 |
| \$15,000-24,999 | 521 | 58 | 46 | 16 | 7 | 3 | 24 | 34 | 10 |
| \$25,000-34,999 | 729 | 58 | 72 | 22 | 4 | 4 | 17 | 35 | 15 |
| \$35,000-49,999 | \$1,042 | 94 | 96 | 42 | 12 | 5 | 40 | 71 | 36 |
| \$50,000-74,999 | \$1,563 | 63 | 121 | 44 | 11 | 6 | 62 | 135 | 66 |
| \$75,000-99,999 | \$2,083 | 45 | 68 | 37 | 12 | 5 | 43 | 135 | 80 |
| \$100,000-149,999 | \$3,125 | 28 | 51 | 33 | 12 | 3 | 45 | 159 | 151 |
| \$150,000-199,999 | \$4,167 | 4 | 16 | 11 | 9 | 0 | 10 | 43 | 77 |
| \$200,000 or more | -- | 2 | 4 | 8 | 2 | 1 | 5 | 27 | 66 |

Projected Need: Unit Production Need x Existing Gaps x Weighted Future Demand

Projected need incorporates unit production need and allocated unit production targets by existing gaps and weighted future demand.

The projected need analysis uses weights from the future demand profile and the gap analysis to allocate future need. The purpose is to provide an ‘ideal distribution’ of new housing types, independent of the financial feasibility of producing those types.

The profile highlights three primary “needs”, or areas of potential undersupply.

The first is deeply affordable housing, for both renter and owner households. The market systematically undersupplies both housing types.

The second is higher end, luxury apartments. This is the market niche targeted by Epic Companies in “The Tracks”, a planned multi-family and mixed-use development that targets younger professionals.

The third is ‘executive housing’, or higher priced homes. This submarket is being targeted elsewhere in North Dakota, such as the golf course communities being built in Bismarck-Mandan. Minot has not seen a similar product, despite the presence of a higher income submarket.

Housing demand by price, tenure, and unit size with recent movers' preference
Source: ACS, regional PUMS preference for movers in the last 12 months

| Household Income Required | Max Monthly Housing Cost | Rent | | | | Own | | | |
|---------------------------|--------------------------|------|-----|-----|------|-----|-----|-----|------|
| | | 1BR | 2BR | 3BR | 4BR+ | 1BR | 2BR | 3BR | 4BR+ |
| Less than \$15000 | 313 | 232 | 138 | 43 | 13 | 10 | 70 | 77 | 34 |
| \$15,000-24,999 | 521 | 89 | 96 | 34 | 15 | 4 | 46 | 51 | 22 |
| \$25,000-34,999 | 729 | 15 | 53 | 43 | 7 | 5 | 29 | 53 | 28 |
| \$35,000-49,999 | \$1,042 | 42 | 0 | 74 | 23 | 3 | 51 | 132 | 77 |
| \$50,000-74,999 | \$1,563 | 25 | 59 | 0 | 13 | 0 | 0 | 198 | 121 |
| \$75,000-99,999 | \$2,083 | 93 | 139 | 0 | 8 | 0 | 0 | 15 | 100 |
| \$100,000-149,999 | \$3,125 | 58 | 109 | 68 | 23 | 3 | 7 | 11 | 104 |
| \$150,000-199,999 | \$4,167 | 8 | 34 | 23 | 20 | 0 | 13 | 43 | 72 |
| \$200,000 or more | -- | 5 | 12 | 23 | 6 | 1 | 12 | 71 | 162 |

1,643 Rental Units 1,625 Owner Units

3,268 Total Units

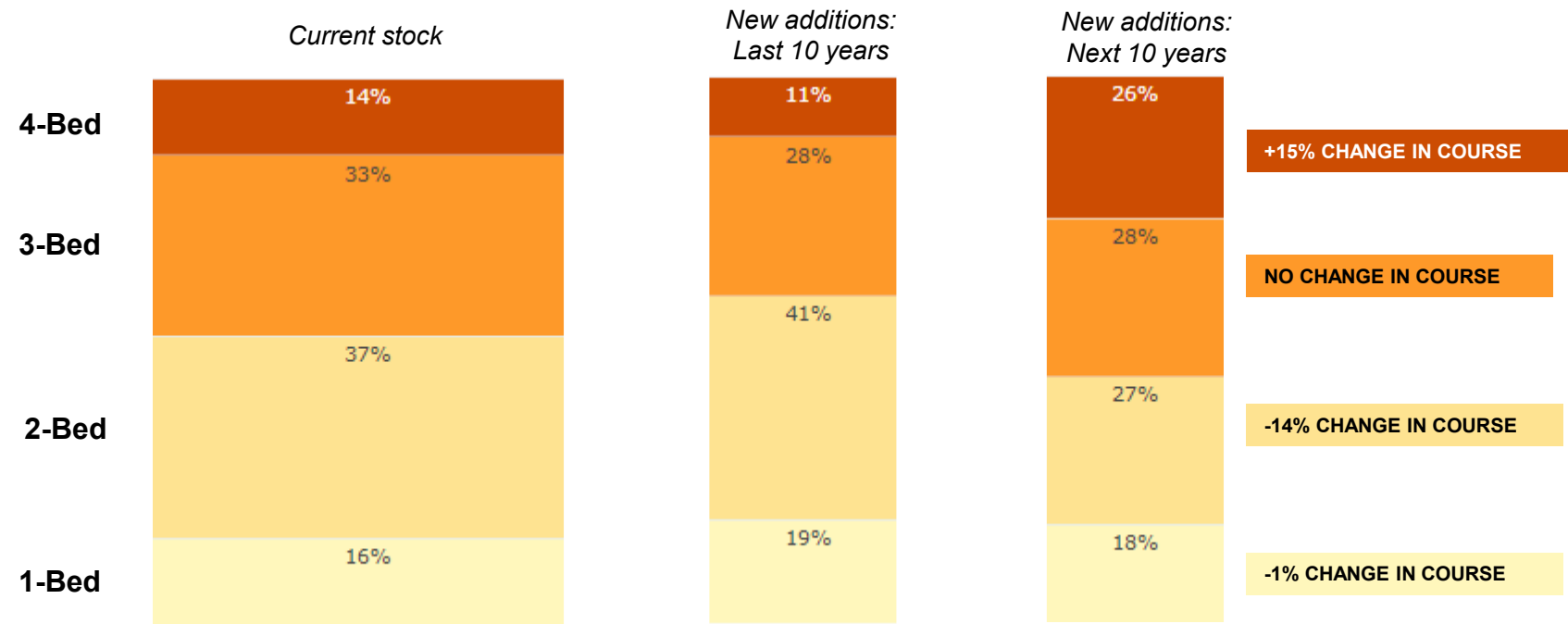
Recommendations: Bedroom Size

Projected need incorporates unit production need and allocated unit production targets by existing gaps and weighted future demand.

Minot’s recent development trajectory favored 1 and 2 bedroom units, as new development sought to create quick workforce housing in multi-family rental complexes.

Our recommendation is a slight adjustment towards larger homes. Minot added many middle income, younger households due to the oil economy. As the industry stabilizes, many households will desire a shift from rental to ownership housing—especially as many younger workforce households start families.

Housing by Number of Bedrooms: Current, Recent and Future



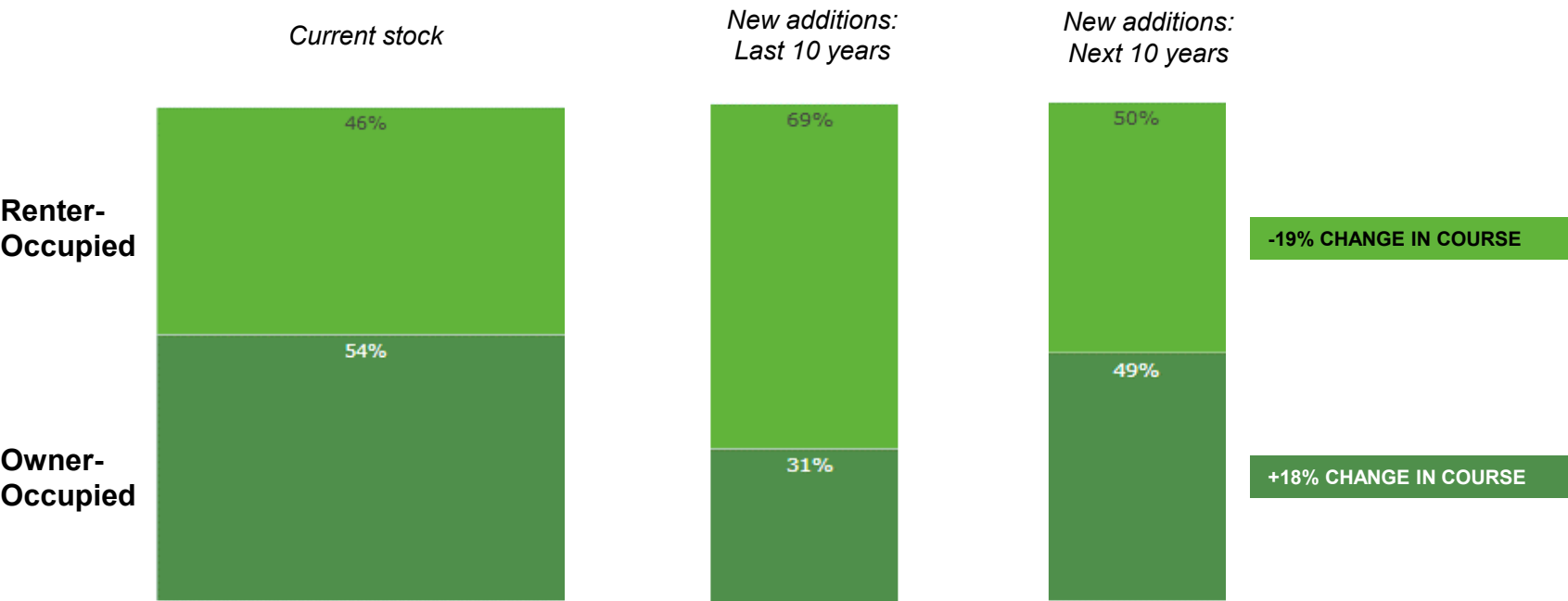
Recommendations: Tenure

Projected need incorporates unit production need and allocated unit production targets by existing gaps and weighted future demand.

Minot’s recent development focused on rental housing. During the oil-boom and flood period, adding rental stock was necessary given large transitions in people’s lives that often requires flexibility. Also, given the role of the Air Force Base in the regional economy, a higher proportion of rental housing is sensible.

However, as the dust settles on the oil boom, the community and broader region added high paying jobs that enable home ownership options. Shifting towards historic norms of ownership will create new inventory that can act as a release valve on the existing housing stock.

Housing by Tenure: Current, Recent and Future



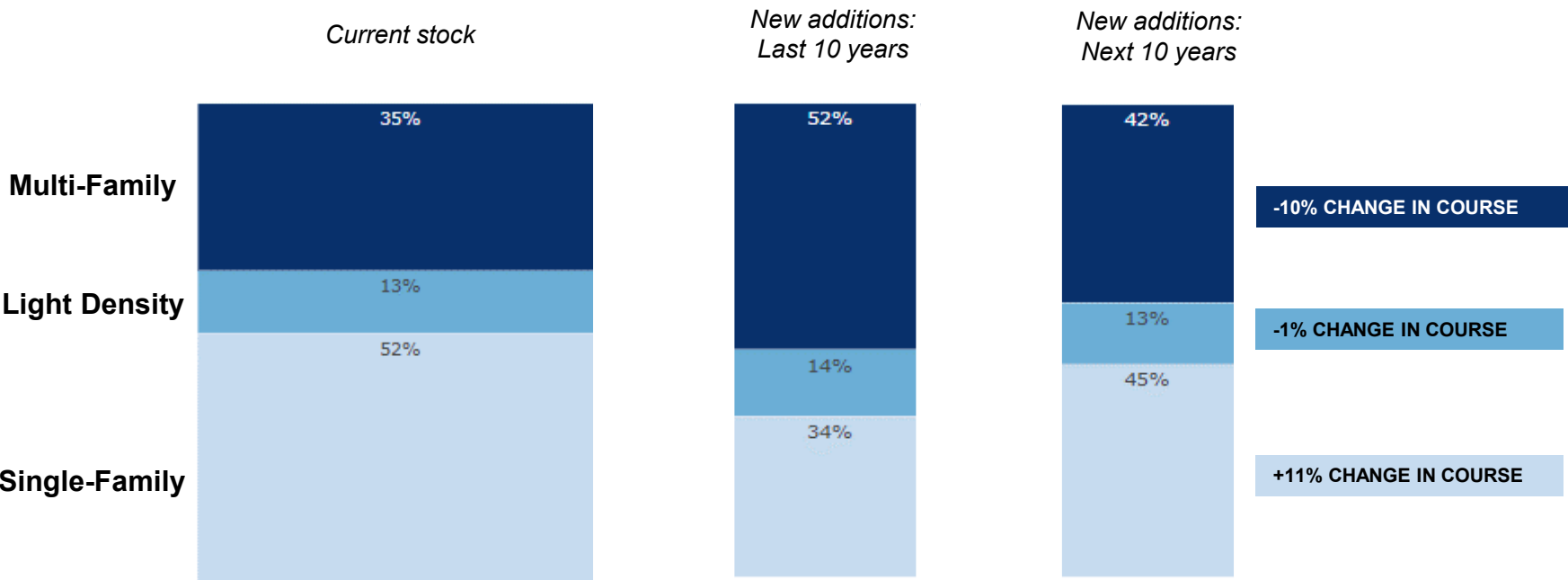
Recommendations: Housing Type

Projected need incorporates unit production need and allocated unit production targets by existing gaps and weighted future demand.

Development heavily favored multi-family projects. Multi-family can quickly add housing supply, and is necessary in times of community growth.

Today, the oil boom apartments have been absorbed and the market is tight. That sets the stage for new apartment development. At the same time the Minot community will need to restore the production of single family homes to meet anticipated needs.

Housing by Structure Type: Current, Recent and Future



Recommendations: Market vs Need

While Minot still has a gap for affordable workforce housing for households earning 80% or less of AMI, this need cannot be filled through new construction. A 1-to-1 match is not possible. So how does it work?

Adding New Supply

Nationwide, housing prices have skyrocketed due to inadequate supply relative to demand. The rising cost of housing as a percentage of household income can be detrimental to households, local small businesses and employers. Communities often desire new housing to meet immediate affordable needs.

This is, however, a challenge. Raising construction, financing, insurance and material costs make building new housing expensive. Density – multi-family housing, town and twin homes, condominiums, and smaller lots – can help lower costs, but rarely to a price affordable to lower to middle incomes.

Counterintuitively, adding supply, even at the ‘top end,’ can alleviate rent and home value increases. When supply is tight and vacancy rates are low, landlords can charge more for rent knowing they can fill their units while also having less incentive to invest in rehabilitation and maintenance. Adding supply requires landlords to compete for tenants, either by lowering prices or improving units.

Adding new supply – even if it is relatively expensive given development costs – can ‘open up’ new housing options. Higher-income households with the ability and desire to pay more for higher quality housing have the option to do so. By shifting ‘up’ into newly built housing, this opens the market in the middle. With fewer households competing for middle-income housing, prices stabilize or decrease in older units. This again allows lower-income households to ‘shift-up’ in the market.

In the context of Minot, recent development (last 12 years) focused on workforce rental housing and entry-level ownership product to accommodate rapid employment growth and housing unit loss. A shift towards more historic norms of single-family housing construction and market-rate multi-family that is desirable for younger, non-married persons in the early stage of their career may not immediately produce affordable rents, but it will meet an unmet market niche that will help alleviate market pricing in the bulky ‘middle-market’, with older multi-family units with lower debt burdens likely to lower rents to attract new tenants if vacancies persist.

Adding Affordable Units

Current housing markets inadequately provide housing for low-income households nationwide, and Minot is no exception. Consistent effort should be made to leverage local, state, and federal policies to bolster affordable housing construction that meets the needs of households earning 60% or less of AMI. Channeling this investment into mixed-income communities and developments builds greater economic and social resiliency and can help prevent the concentration of disinvestment and policy.

Pro-Development Mindset

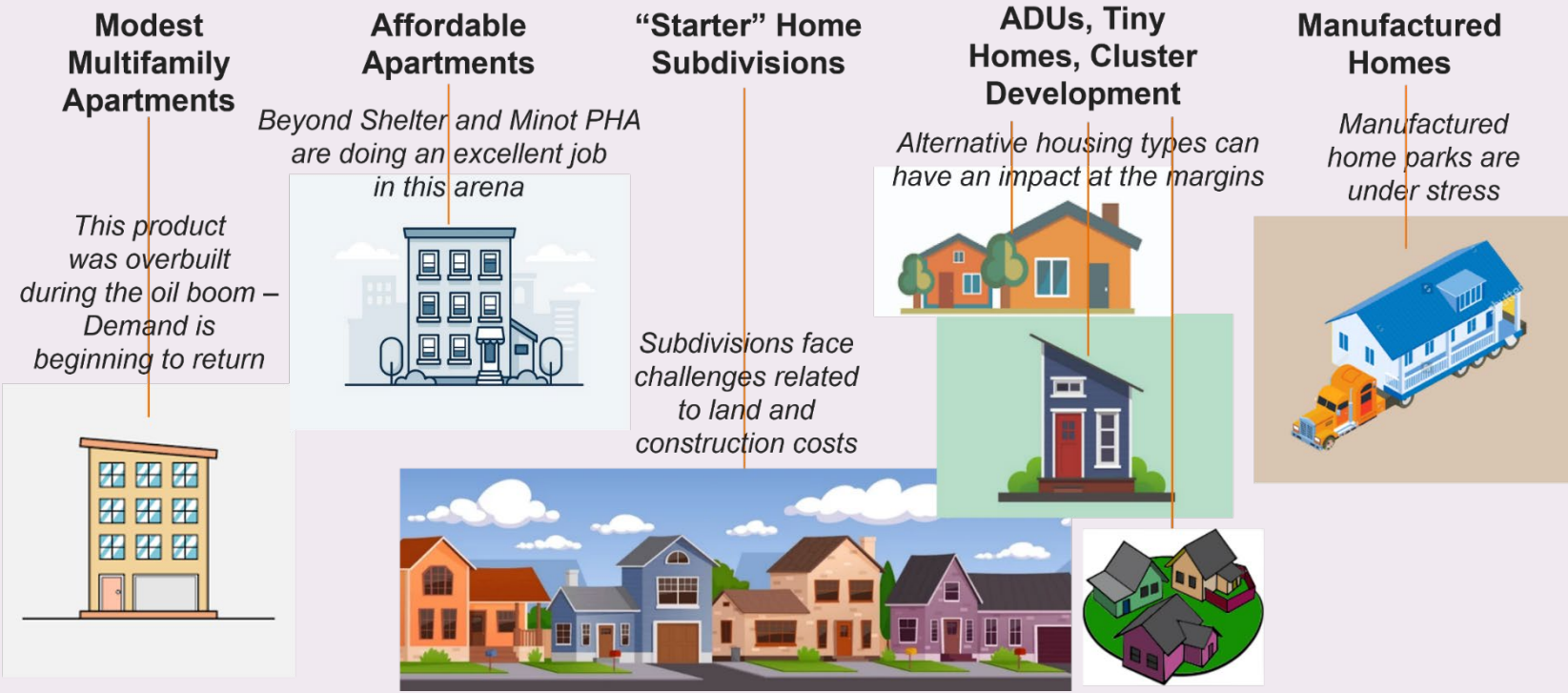
Increasing housing supply requires pro-development policies that encourage housing policy – policies that require communities to recognize that pro-housing policies broadly benefit the community.

Three primary focus areas address Minot’s housing needs

Housing for low to moderate income households. Lower-wage service sector jobs remain a major part of Minot’s economy, leaving many households financially stretched and vulnerable to life setbacks. Housing for low to moderate income households should be intentionally fostered as part of the new housing mix. These will primarily be modest, market rate housing that could include manufactured home communities, tiny home developments, accessory dwelling units, townhomes, workforce apartments, and starter homes. To the extent possible, it should also include new rent restricted apartment developments.

While it is eminently possible to foster new housing development that supports lower income households, many or most such households will look to existing homes or apartments to meet their housing needs. New housing production of any kind has a ripple effect to make existing housing more available and affordable. New housing units that are

occupied by current Minot residents are leaving their previous housing unit available for another household.



Three primary focus areas address Minot's housing needs

Executive, single-family homes and upmarket apartments. New apartments and residential subdivisions in Minot have largely focused on middle income households. That leaves an opportunity for differentiation of products toward housing types that support higher income tenants and homeowners.

Amenity-rich upscale apartments are appealing to a broad mix of ages and household types, which stereotypically includes young professional singles and couples, empty nesters and retirees, and divorced dads. The depth of demand for this housing type will be tested by "The Tracks" and the planned future stages of that project. Given that the submarket for these apartments is typically drawn to walkable, vibrant environments, downtown Minot is another location where upscale apartments may be successful.

"Executive" single-family homes have been built sporadically, but a higher income community

hasn't been built in recent years. Building such housing may be helpful in attracting executive level personnel to Minot.

Senior housing. While Minot is getting younger as the community and region's economy diversifies, demand exists for senior housing as households age in place. Demand is high for single-floor (rather than split level or two story homes) homes that reduce falling risks and are easier on aging bodies. While some obstacles exist for higher-service senior living products (such as the cost of labor), opportunity exists for rental and ownership senior communities, both market-rate and affordable, that are age restricted and targeted to the needs of seniors. Providing senior housing has a dual benefit since it often makes an existing home available to others.



08

HOUSING STRATEGIES

Strategies Menu

The following pages offer a menu of strategies that are responsive to Minot’s unique challenges, needs and opportunities.

The analysis in the preceding pages builds an understanding of Minot’s housing needs. That picture was broadened through the qualitative input of stakeholders and community members, including:

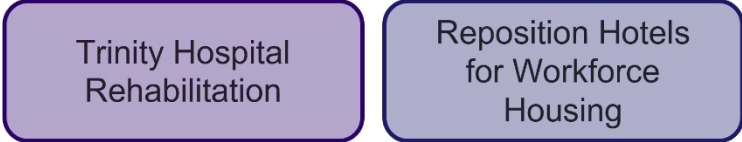
- City Staff
- Elected officials
- Business leaders
- Developers
- Representatives of economic and civic organizations
- Community members

These sources of information and insight sharpened our understanding of the Minot’s housing challenges, needs and opportunities, and set the stage for a collection of strategies that are responsive to those considerations.

Production Strategies



Preservation Strategies



Location-Specific Strategies



Capacity Building Strategies



These strategies are recommended for consideration because they may be suitable for Minot based on our research and stakeholder conversations.

They are offered for discussion, consideration and prioritization.

Accessory dwelling units (ADUs) add to housing diversity and can meet a range of needs.

They may meet a need for families who want to provide a space for a parent or adult child, which is close at hand but still offers independence. Other families would benefit from a source of rental income.

Context. Accessory dwelling units (ADUs) can meet community needs by increasing the supply and variety of housing. They create an important additional income stream for some, and for others they may meet family needs related to caring for family members.

They are smaller housing units that are on the same lot as an existing home and owned by that homeowner. They may be built as an attachment to the primary home or as a separate structure. They are an efficient use of public infrastructure because they introduce a new housing unit where there are existing utilities. The property manager, being the resident of the primary home, is close at hand, which usually ensures good management and responsive attention to issues that arise.

From a tenant perspective, ADUs can be attractive for renters who prefer to live in a neighborhood setting.

Minot has an existing ADU ordinance but has only permitted a few ADUs due to restrictions that:

- Only allow an ADU as an attachment to or within an existing primary residential home;
- Require that the unit be designed so that the home can be reverted back if ADU use terminates
- Require the applicant to apply for and obtain approval from the Planning and Zoning Commission for a Conditional Use Permit.

In general, cities that have more flexible regulations related to ADUs see a modest level of production over time, as opposed to rapid neighborhood transformation.

Strategy. Additional ADU development can be supported through revisions to Minot’s existing ordinance to remove or modify restrictive requirements. No financial resources are required to pursue this strategy.

Case studies. Several North Dakota cities allow the development of ADUs. Those include Bismarck, Mandan, and Dickinson.



Tiny homes are what they sound like – an affordable (and small) type of single family home

Tiny homes fill a need on the housing continuum because, like manufactured homes, they offer the independence of a single family home at a lower production cost.

Context. Increasing numbers of Minot households are paying more than they can afford on housing. Even small conventional homes cost in the range of \$300,000 today, and the cost burden of home ownership can price people out of home ownership, or make it difficult to afford other life needs, such as eating well, getting good health care, and addressing emergencies that come up.

Tiny homes are modest in size and price even compared with typical starter homes, so they can be part of the menu of solutions. With increasing acceptance, tiny homes can represent a financial life-saver for some households.

Tiny homes differ from manufactured homes in two important ways. They are set on standard foundations or frost footings, and the land is typically owned along with the

home. They can be situated along a street, as in the illustration. Or they can be arranged in a cluster format, with multiple homes sharing a common parking area and community space.

Strategy. Zoning Code requirements for homes can be adjusted to allow smaller home dimensions and less space between homes, as part of an intentionally planned tiny home development.

Tiny homes could also be allowed as an accessory use. For example, Minnesota adopted a statute that allowed churches to situate tiny homes on church properties. Something like that could be authorized in Minot through its local zoning code.

Case studies. The images at right are from a Lennar development in San Antonio.

Church congregations in St. Paul and Roseville are among the first to situate tiny homes their properties. They partner closely with an organization that coordinates supportive services for residents as needed.



Manufactured home communities are an important option for many lower income families

In recent years it has become common for land rents in manufactured home communities to be dramatically increased, resulting in this affordable form of homeownership becoming less affordable.

Context. Minot’s manufactured home communities are important because they are the City’s most affordable owner-occupied housing. Residents own their home, but pay rent for the land, utility availability and property maintenance. Nationally and locally, the owners of these communities have more and more often been boosting rents by dramatic amounts. Residents often have little alternative to paying more because of the difficulty of finding another manufactured home community to move to. Moreover, after being rooted in a place for some time, the home itself may be difficult to move.

These challenges have led to strategies for making the residents themselves the owners of their community through a cooperative ownership structure. A cooperatively owned manufactured home community will remain more affordable over the long term because

rent increases will only occur as required to meet property maintenance needs, as opposed to corresponding to what the market will bear.

Two strategies are explored relative to manufactured home communities. Both have the goal of stabilizing the affordability of the community over the long run.

Strategy 1 – Cooperative conversion. Cooperative conversion puts an existing manufactured home community on a more financially sustainable long-term basis. It entails paying market price for the property, investing resources in cost stabilization, and then transferring ownership to a cooperative entity that represents the homeowners themselves. A flagship organization nationally that supports this work is ROC (Resident Owned Cooperatives) USA. Local

partner organizations play a role as well.

Pursuing this strategy involves getting educated on how these processes work, by learning from ROC USA and others. Locally it requires building relationships with manufactured home community owners and residents in order to identify acquisition and conversion opportunities. Financial resources will need to be identified and raised to support cooperative conversion.



Manufactured home communities are an important option for many lower income families

In recent years it has become common for land rents to be dramatically increased, resulting in this most affordable form of ownership housing becoming less affordable.

Strategy 2 – Newly developed cooperatives. If a cooperative ownership structure is established from the very beginning, it is less expensive to establish, and exploitative future rent increases will not occur. Given that future stages of Minot’s flood protection will disrupt some existing manufactured home communities, it might be beneficial to facilitate the development of one or more new manufactured home cooperatives before that occurs.

Developing a cooperatively owned manufactured home community requires an intermediary because the homeowners the will reside in the future manufactured home community are unlikely to have the collective capital and preexisting organizational structure to accomplish this. The strategy for new

development of a manufactured home cooperative begins with reaching out to organizations who can play a role in that process through their experience. The City of Minot can play an important role in facilitating its development through the use of public financing to support land acquisition and street and infrastructure development. Those resources can be wholly or partly recouped when the land is conveyed to the cooperative.

Case studies. Montana has seen a large number of successful cooperative conversions. The City of Missoula has been especially proactive in facilitating the conversion of manufactured home parks to cooperative ownership. Bonnie’s Place is their most recent success story. It was converted to a

cooperative in April 2023.

There are fewer examples of newly created manufactured home cooperatives than there are conversions of existing communities to cooperative. But two examples are being explored or planned in neighboring states.

Northcountry Cooperative Foundation is in the early stages of creating a new manufactured home cooperative in Northfield, MN. Headwaters Economics is exploring how to establish a cooperatively owned manufactured home community for owners of manufactured homes displaced by flood buyouts in Glendive, MT.



New home subdivisions are the most common form of housing production in Minot

The overall supply of homes has a great impact on price, so increasing the rate of home building in an ongoing way will make Minot a more affordable community in the long run.

Context. Homebuilding is a major source of housing growth. But homebuilding in Minot is occurring at a slow rate. There are multiple factors that hinder more rapid subdivision development. A key factor is the high cost of development. Another is the land price expectations on the part of land owners. A third factor is development risks. Public sector actions can have an impact in each of these areas.

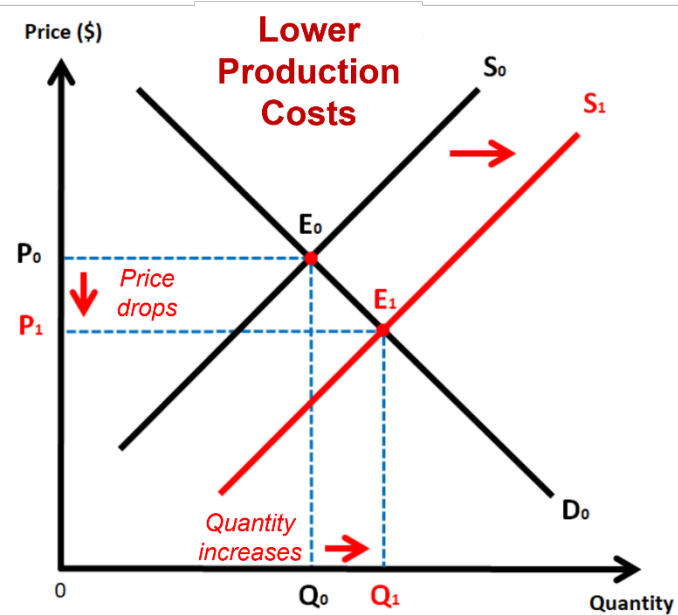
Cities and developers have a mutual interest in reducing development cost. Reductions in development costs increase the rate of production and reduces home prices. The graph at right shows how reducing costs shifts the supply curve to the right, which reduces home costs and increases their quantity.

Strategy 1 – Adjust practices to reduce development costs and lower risks. Most development costs are independent of public

sector influence. However, the elements that are impacted by public sector policies and practices make an important difference in the overall cost of development.

The most impactful opportunity is rethinking the provision and financing of public infrastructure. Cities have discretion over how and when the cost of infrastructure must be paid for. At one end of the spectrum, the City of Saskatoon acquires land, and finances the public infrastructure, for most new subdivisions, through its partner agency, Saskatoon Land. At the other end of the spectrum, the developer is responsible for funding all street and utility construction, and not seeing a return on that investment until new homes are sold. That adds costs because private financing is more expensive than public financing. And it adds development risk, which in turn increases costs through higher financing costs and other mechanisms.

Many cities have landed on a middle ground, where they fund public infrastructure, and recoup costs at the time of platting, or through special assessments. If this path is taken, good communication with homebuyers will allow the City to convey that, although special assessments can feel like an add-on, the development partnership will have reduced the price of the home overall.



New home subdivisions are the most common form of housing production in Minot

The overall supply of homes has a great impact on price, so increasing the rate of home building in an ongoing way will make Minot a more affordable community.

Some cities have gone one step further, and made homes more affordable to lower income or first-time homebuyers by forgiving a portion of the special assessment.

The regulatory processes are another arena in which the modification of city practices can contribute to reduced development costs. Any streamlining of processes reduces development risks and thus costs. Fees can also be reduced, and one way to rationalize that is to observe that reduced development fees are likely to be recouped in the first year or two of real estate taxes.

Note that for all of these strategies, if they result in increased production, the cost to the City will be offset by the newly created tax base.

Strategy 2 – Land prices. Minot can play a

proactive role in resetting price expectations. The City can develop a communication strategy that addresses price expectations with information. Land sale price data can be collected from comparable markets and conveyed to landowners.

More assertively, the City can enter the land market directly or through an intermediary. The goal would be to determine a target land price, and look for opportunities to make land purchases at that price. Those sale prices become metrics that reset price expectations directly.

Case studies. Many North Dakota cities pay for subdivision infrastructure and recoup those costs through special assessments—including Fargo, West Fargo and Grand Forks.

Saskatoon Land is a public authority in Saskatoon, Saskatchewan, that has established a practice of buying land in the periphery of the City for subdivision development at a large scale, thereby supporting a flow of new development, fostering regional growth, and improving housing affordability in the entire region.



Fostering reuse of the vacant Trinity Hospital building is a high priority in downtown Minot

In an initial analysis of the downtown Trinity Hospital building, this study found that the building may be conducive to rehabilitation for housing on its upper floors, and commercial or institutional use on its lower floors.

Context. Trinity Health, Minot’s largest medical provider, recently constructed a new medical complex in southwest Minot, which left its downtown hospital building vacant. The property is in a prime location for being reoccupied to support the vitality of downtown Minot.

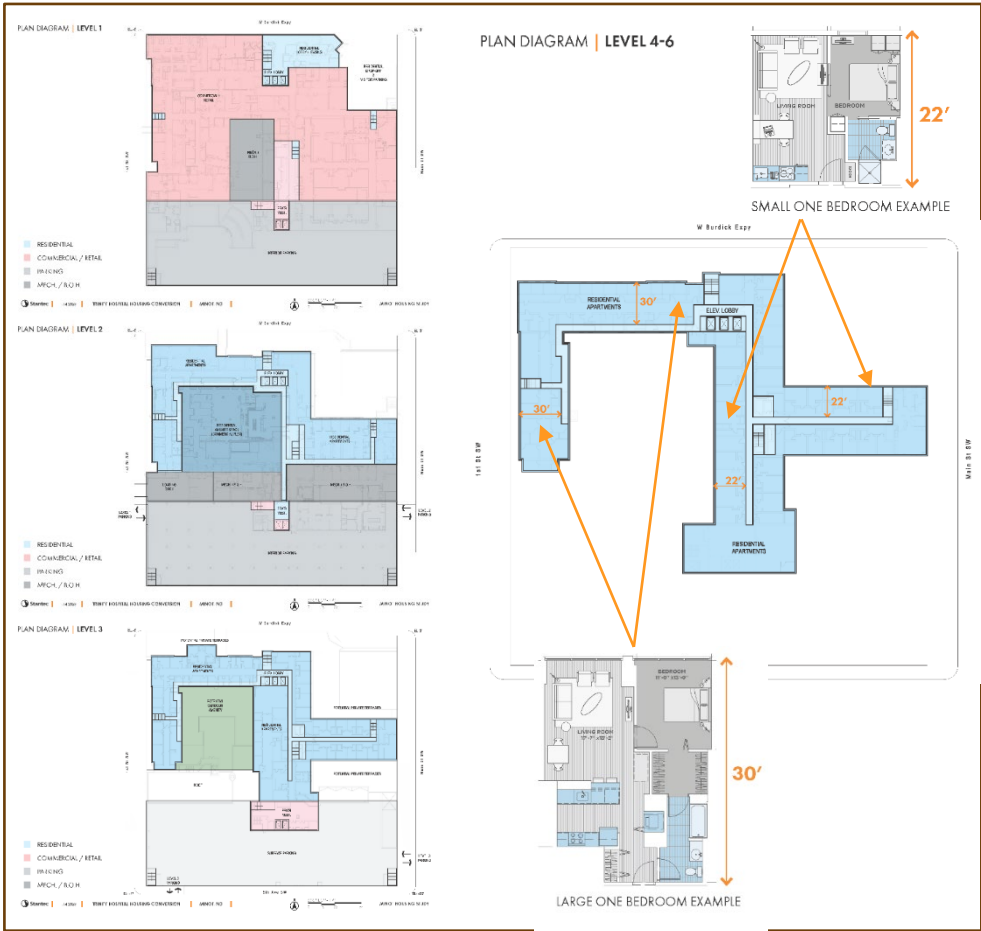
This market study included an initial feasibility study on the rehabilitation of the primary downtown hospital building. It found that, while significant improvements are needed, the building configuration is supportive of residential conversion on its upper stories. The lower stories, with their larger space configurations, are more suitable for commercial or institutional use.

Strategy. The investigation outlined a set of next steps to further explore the potential for rehabilitation, including:

- A Building Assessment, to learn more about the condition of the building core and shell, systems, hazardous materials, etc.
- As-built drawings
- Rehabilitation budget and preliminary proforma
- Soliciting developer interest

On the public side, there may be a demonstrated need for appropriately scaled public financial support. Public financial support, if provided, is likely to be recouped through new property tax generation.

Because challenges related to office vacancies are prevalent, it may be possible to advocate for state consideration of providing local public financing tools to support office-to-residential conversions.



Hotel conversion could result in modestly sized residential apartment units

With an excess stock of low to mid-tier hotels and a need for housing that is affordable to lower and moderate income households, hotel-to-apartment conversions could be a win-win.

Context. Over half of the hotel rooms in Minot were developed during the oil boom between 2010 and 2013, leaving the city with excess capacity in low to mid-tier hotels. Minot’s below average hotel occupancy can lead to property disinvestment and management concerns. Hotel-to-apartment conversions would result in small and affordable housing units, a product that would meet important needs in the local community.

An additional benefit of conversions would be the reinvestment that would come into these aging buildings.

The conversions of hotels to apartments currently faces zoning restrictions. Most hotels are located in the C1, C2 and GMU zoning districts, which don’t currently allow apartment conversions without a commercial element remaining on the site.

Strategy. Inviting hotel-to-residential conversions entails increasing zoning flexibility to allow residential redevelopment in some or all commercial zoning districts. It may also require appropriately scaled public financial support.

Case study. In 2020, The City of Grand Forks approved a Planned Unit Development for a hotel to apartment conversion because their current ordinance prohibited residential uses on the ground floor uses in commercial districts. The conversion resulted in studio units and 1- or 2- bedroom units by connecting adjoining rooms.



Areas that have been protect by levies are an opportunity for infill housing development

While complicated by the restrictions associated with home buyout funds, newly protected residential neighborhoods can start to be repopulated with infill housing.

Context. Numerous homes were purchased and demolished in the aftermath of the Mouse River flood, leaving vacant properties in desirable, centrally located Minot neighborhoods. As the flood protection infrastructure has been built, many of those properties are no longer at risk of flood damage. Redevelopment of the properties benefits the City through property tax generation and the strengthening of core neighborhoods.

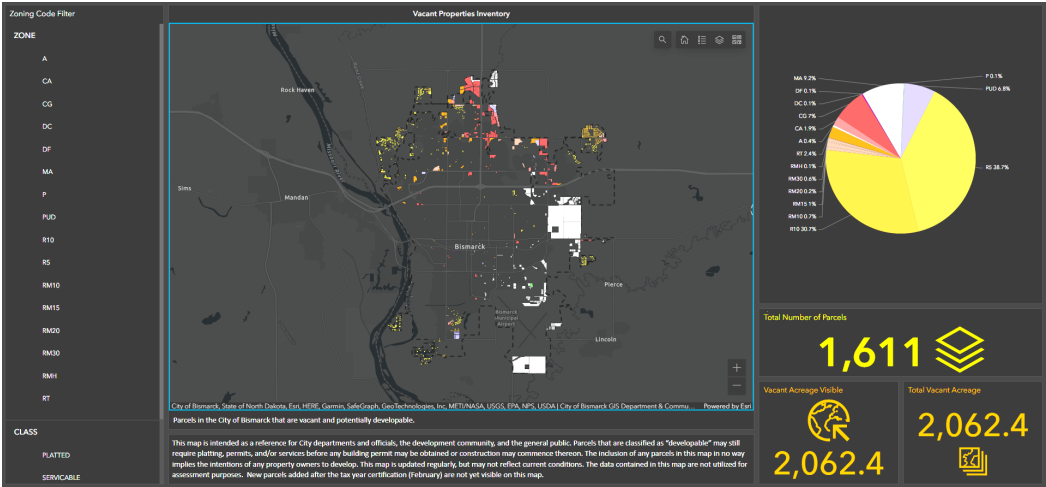
New development on many of those lots is complicated by deed restrictions. Flood buyouts were funded using a variety of funding sources, some of which required that the property remain undeveloped indefinitely. In those instances, infill development must either occur on the properties that do allow development. Or relief from those restrictions could be sought.

Strategy. The recommended strategy starts with better information, mapping on a property specific basis the development constraints that are associated with vacant properties.

Where there are buildable lots mixed with non-buildable lots, a cluster development ordinance could be adopted that supports placing clusters of homes on the parcels that allow it, with open space on the ones that don't.

Potential removal of restrictions could be a subject of conversation with Minot's congressional delegation. They may be able to assess whether a case can be made at the federal level for releasing development constraints for properties that no longer face flood risks.

Case study. The City of Bismarck created a vacant property dashboard (below) using ArcGIS online to make it easy for developers and the public to find existing vacant lots for infill.



Downtown is a priority location for housing because more housing supports downtown vibrancy

Downtown housing provides a customer base for downtown businesses. It puts eyes and foot traffic on the street, activating downtown and making it safer. It adds stakeholders who care about the success and vibrancy of downtown Minot.

Context. Minot has placed a major emphasis on strengthening its downtown, setting a goal of adding 500 housing units downtown by 2040. It understands the benefits of increasing the downtown population base as an integral part of fostering an activated downtown business district.

The downtown Renaissance Zone was established in 2001 to bring attention and resources to revitalizing the downtown area. It has funded retail, office and residential development, as well as streetscape improvements.

Strategy. With the downtown Renaissance Zone and existing policy commitments, Minot can continue to seek out opportunities to build the residential community in and near

downtown Minot, whether in the form of redevelopment, the rehabilitation of underutilized commercial buildings, or re-occupancy of second and third story spaces in downtown storefront buildings.

Downtown can also be a priority location for development resources. The Renaissance Zone financial resources should continue to be employed to support development where the program criteria are met and the need is demonstrated. Other public financial support should also be considered when appropriate to surmount the extra challenges of redevelopment in the City’s core.



Increasing the pool of developers could yield more housing production

Development capacity in Minot was diminished after the end of the oil boom by multiple factors. With renewed housing needs and demand, it’s timely to invite and train a new generation of developers.

Context. Minot’s community of local developers was crowded out during the oil boom because of the influx of national developers that came to Minot. As the air went out of the oil boom there was a net migration out of the area, and little need for housing developers. Now, at a time when housing demand is growing, the previous generation of local developers has been reduced.

There is a benefit to increasing the developer pool. Increased development capacity would yield more housing production, and that puts downward pressure on housing prices.

There are national organizations that provide developer training resources that can be used and modified as necessary to align with local regulations and processes. Those courses include:

- Certified Commercial Investment Institute - Real Estate Development: Land Development
- National Association of Home Builders - Land Development Program
- Urban Land Institute – Real Estate Development

Minot State University could play a partnering role in establishing and delivering the developer training curriculum.

Strategy. The City of Minot with local economic development partners can play the role of convener. They can initiate conversations with national training providers and Minot State University to determine how a local developer training curriculum might be designed and delivered. A City financial contribution to the cost of program initiation could be considered.



Boosting the building trades benefits housing development and the upcoming Sentinel Project.

A deeper building trades workforce would contribute to housing affordability in the near term, and it would position local people to capture more of the jobs associated with the upcoming Sentinel Project.

Context. A robust local workforce in the building trades contributes to lower housing production costs, and increases housing production. Minot faces challenges in attracting and retaining skilled workers in the construction industry—including the aging of the existing workforce, competition from other sectors and regions, lack of awareness and interest among young people, and barriers faced by women and minorities.

Workers in the building trades will also be a key hiring target for the upcoming Sentinel Project. Increasing Minot based participation in that project has multiple economic benefits including the likelihood that locally based workers will spend more of their income at local businesses.

Many local communities have implemented successful development and training programs in

the construction industry, using programs offered by the North America’s Building Trades Unions (NABTU), the Home Builders Institute (HBI), local home builder associations (HBAs) and others.

Strategy. The City of Minot and/or local economic development partners can play the role of convener—bringing together local partners and fostering collaborations with stakeholders such as Minot State University, Minot Association of Builders, Minot Public Schools, Minot Area Workforce Academy, and local labor organizations to design and implement workforce development and training programs that are tailored to the local context and needs.

A communications effort could also be made to promote the construction industry as a rewarding and viable career option for

young people, women, minorities, and other underrepresented groups.





09

COMMUNITY ENGAGEMENT

Survey Respondent Follow-Up Interview

Personal Story #1



** This story comes from a follow-up interview with a survey respondent. Too protect their identity, the respondent's name has been changed and identifying information has been removed.*

Camila's job is to find housing for elderly and people with disabilities in Minot, and she noted that they really struggle to find affordable and accessible housing for people on fixed incomes. She said often there might be an accessible unit, but it's not in the price range that they're able to afford. Or if they can find an affordable unit, it presents accessibility problems for their clients. She said they also work with populations that have housing barriers such as poor credit or criminal backgrounds, and it's difficult to find landlords who are willing to overlook those barriers.

In her view the burden of finding senior housing in Minot is worsened by low availability so there are very few available units for people 55 and older. There is a voucher program that works for some people but they have seen clients go to shelters because they can't get them into a unit quickly enough while trying to overcome other barriers like a previous eviction.

She has also seen costs rise in Minot's manufactured home parks. That started during the oil boom but has really escalated in the last few years when they were sold to out-of-state investors. Rents were raised so much that "even though people had lived there for 20-30 years, they couldn't afford the lot rent anymore. So they had to make the decision to move to a different community."

Camila
housing coordinator

Community engagement strategies were developed at beginning of the study

Introduction

It was important early on to identify and prioritize effective methods of gathering input from the community about housing related issues and needs in order to confirm or challenge data analysis findings.

A Public Engagement Plan (PEP) was created early in the process to identify effective engagement strategies for the Minot Housing Study. It established **Who** each strategy would be used to engage with, **How** engagement should be done and **Accountability** standards using measurable objectives to evaluate the strategies execution and success.

A key part of the approach was a “no jargon” philosophy. The extensive use of graphics and other alternative formats helped translate complex ideas throughout every phase of the project to ensure study-related information was accessible for all.



Public Engagement Plan Objectives

The following objectives were identified for this study.

- 1. Gather input from residents and businesses that have direct knowledge of the region, community or specialty.
- 2. Align strategies to aspirations of community members.
- 3. Put a human face on housing needs by highlighting individual experiences that are reflective of others in the community.
- 4. Broaden community support for housing strategies that meet City objectives.
- 5. Broaden understanding of community needs and buy-in for housing strategies to support implementation of the goals and objectives.

The Minot City Council served as the primary advisory body and sounding board through the process.

Two presentations were made to the Minot City Council, following the Analytics and Strategies phases of the project. Stantec staff also solicited the views of City Council members in interview and focus group settings. They provided invaluable input and perspectives related to the needs of the community, and the opportunities they see to address those needs.



City Council Meetings and Workshop Objectives

The following objectives were met through City Council Meetings, individual interviews and focus groups:

1. All legal obligations for public hearings and notice of governing bodies were adhered to as well as open meetings requirements for any applicable or potentially applicable meetings or workshops in which a quorum of City Council members would be or were present.
2. Council member insights were solicited relative to housing needs, challenges, and opportunities.
3. Findings of research and analysis were conveyed to the City Council relative to Minot's housing market context and needs.
4. A range of potential strategies was advanced, which could be pursued over time to addressing challenges and meet local needs.
5. A foundation was set for housing related actions the City Council can take following the completion of the housing study.
6. All activities, comments received, notes from meetings, and other information generated through the process were documented and are available to the public.

Smaller focus groups and research interviews captured a range of perspectives and thoughts

Stakeholder & Research Interviews

- City of Minot
 - Departments/Divisions:
 - Community Development
 - Planning
 - Engineering
 - Building Official
 - City Management
 - Human Resources
- Minot Chamber EDC
- Minot AFB
- City of Warren, NE
- City of Cheyenne, WY
- Realtors
- Trinity Hospital
- Affordable Housing Providers
- Service Providers
- Community Change Agents

Local stakeholders and professional experts such as realtors and major employers provided important information and perspectives related to various aspects of housing.

Participants for focus groups and research interview varied and were selected for their expertise and understanding of specific topics. Stantec worked collaboratively with City staff to identify stakeholders and interview subjects. The City of Minot was responsible for coordinating meeting dates, times, and location, however Stantec helped as needed. Meetings were held as either one-on-one formats or as small groups and where all conducted in-person except during a final site visit to accommodate a travel hindrance encountered by the Stantec Project Manager.

The information gained in these interviews informed a more in-depth understanding of:

- Current housing conditions and needs
- Housing related programs or activities that already exist
- Strategies that may potentially be employed to address housing challenges and meet local needs.

Focus group and research interviews were also used to understand the housing needs and housing issues faced by hard-to-reach populations such as though who may be housing insecure, homeless, BIPOC (Black, indigenous, and people of color) and those with disabilities that cannot participate using conventional engagement activities, prioritizing conversations with agencies that provide services for and work directly with these populations. This method ensured the Study project team was able to get a better understanding the housing issues these hard-to-reach populations face without needing to deploy labor intensive outreach strategies.

Focus Groups and Research Interviews

The following objectives were met for these engagement activities.

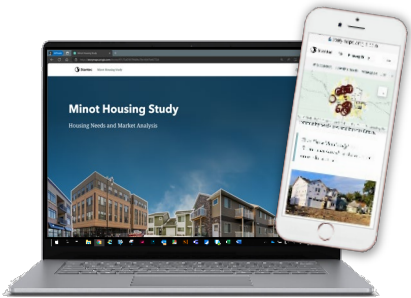
1. Participants engaged in structured conversations about relevant housing related issues.
2. Participants identified local needs, defined community priorities, reviewed housing strategies, and provided recommendations and guidance
3. All activities, comments received, notes from meetings, and other information generated through the process were documents, and are available upon request, within the bounds of protecting privacy for commenters and survey takers.

Information about the Study was provided in an online, easy to use and interpret format

Utilization of a Story Map website ensured that study information and updates were made available to anyone who was interested, and was presented in an accessible format. By doing so, it fostering greater community engagement with housing related issues. It provided an initial overview of the study and provided a link to the housing survey. It was updated after the analytical phase of the project to provide detailed information about Minot’s housing market. It was updated again after the strategies phase of the project to outline candidate strategies for meeting Minot’s housing needs.

Project Story Map Updates

| | | |
|------------------------------|-------------------------|---|
| Phase 1 <i>Kickoff</i> | Created June 2023 | <ul style="list-style-type: none">• Study overveiew• Study project schedule• Housing mix map |
| Phase 2 <i>Analysis</i> | Updated October 2023 | <ul style="list-style-type: none">• Economic Foundation analysis• Demographics• Housing Inventory• Market Context• Needs |
| Phase 3 <i>Strategies</i> | Updated January 2024 | <ul style="list-style-type: none">• Production Strategies• Preservation Strategies• Location-Specific Strategies• Capacity Building Strategies |



STUDY DELIVERABLE

Minot Housing Study
StoryMap

visit

tinyurl.com/Minot-Housing



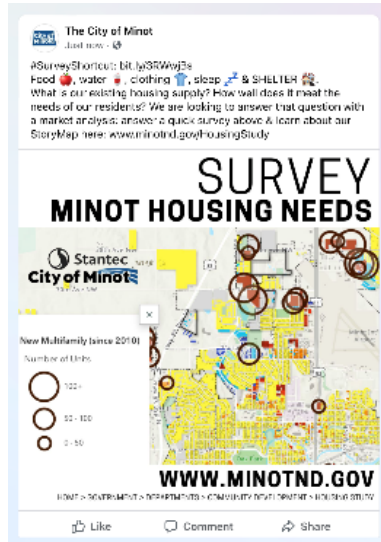
Website/StoryMap Objectives

The following engagement objectives were met for the online website

1. A Story Map providing study-related information was created, and its availability was communicated to the public through a variety of means.
2. The Story Map utilized easy-to-understand language and straightforward graphics to communicate content.
3. The Story Map built public understanding of Minot’s housing needs in Minot, and put a human face on the stories of two households that have faced housing challenges.
4. The Story Map was updated on two occasions as the study advanced.

An online housing survey provided an additional opportunity to gather input from the community

859
Survey Responses
October 13 –
December 5, 2023



Survey Purpose:

The goal of the housing survey was to collect input on the housing experiences, needs and desires of community members – how well people feel their needs are met by their existing housing, and the challenges they face or have faced in finding housing that meets their needs.

Survey Content

The survey gathered the following information survey respondents:

- *Demographics*
- *Household Information: Housing Satisfaction*
- *Housing Barriers*
- *Housing Needs*

Survey Administration

The Survey was created and administered using Microsoft Forms and was embedded within the online Storymap. It was available to the public from October 13 to December 5. Promotion of the survey occurred at regular intervals by the City of Minot using scheduled social media posts (see bottom right example).

Survey Results

Key findings from the survey are on the following pages. A more complete survey report can be found in the appendix.

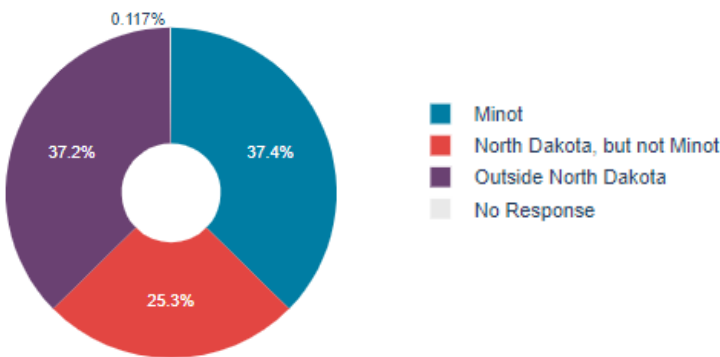
Housing Survey Objective

The following objective for the survey was met.

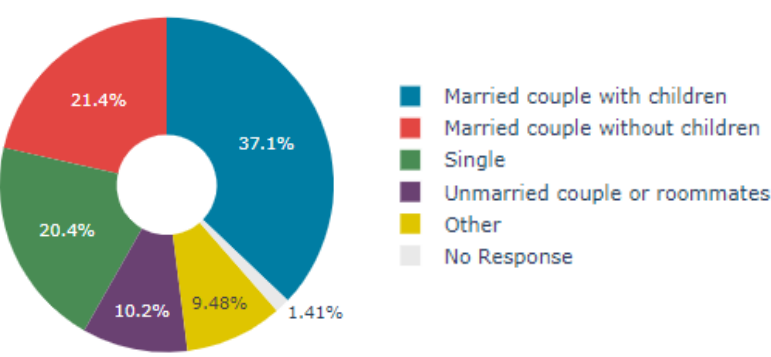
1. The housing survey collected input collected on the housing experiences of Minot community members, including how well they feel their needs are met by their existing housing, and the challenges they face or have faced in finding housing that meets their needs.

Housing Survey Respondents Characteristics

Origin of Respondents



Representation from Across Household Types



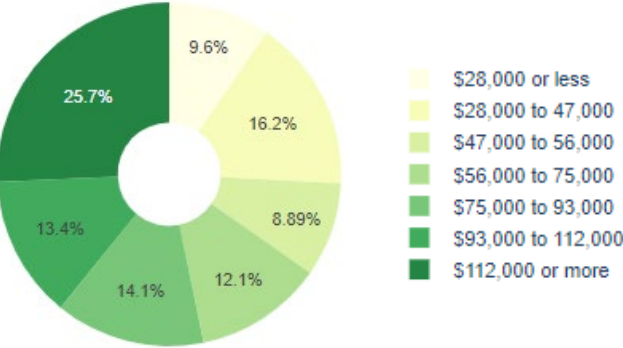
Housing Tenure

64.5% Own
35.5% Rent

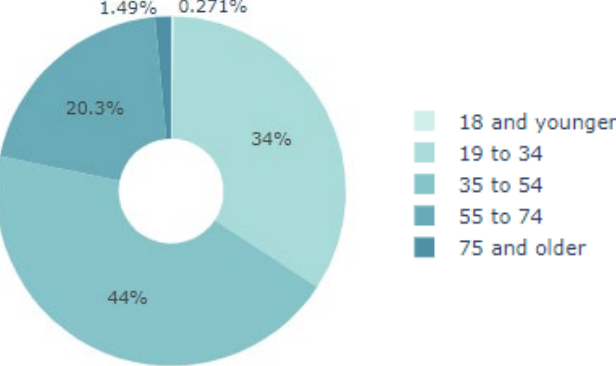
Race

86.3% White
13.7% People of Color

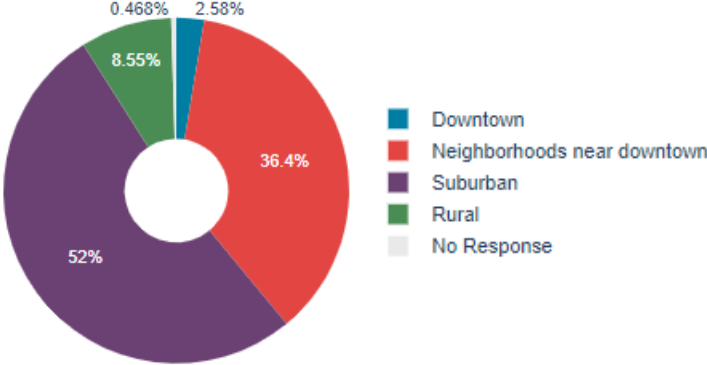
Income of Respondents



Respondents tend younger



Respondents Live Across Minot Locations



Satisfaction with Current Housing

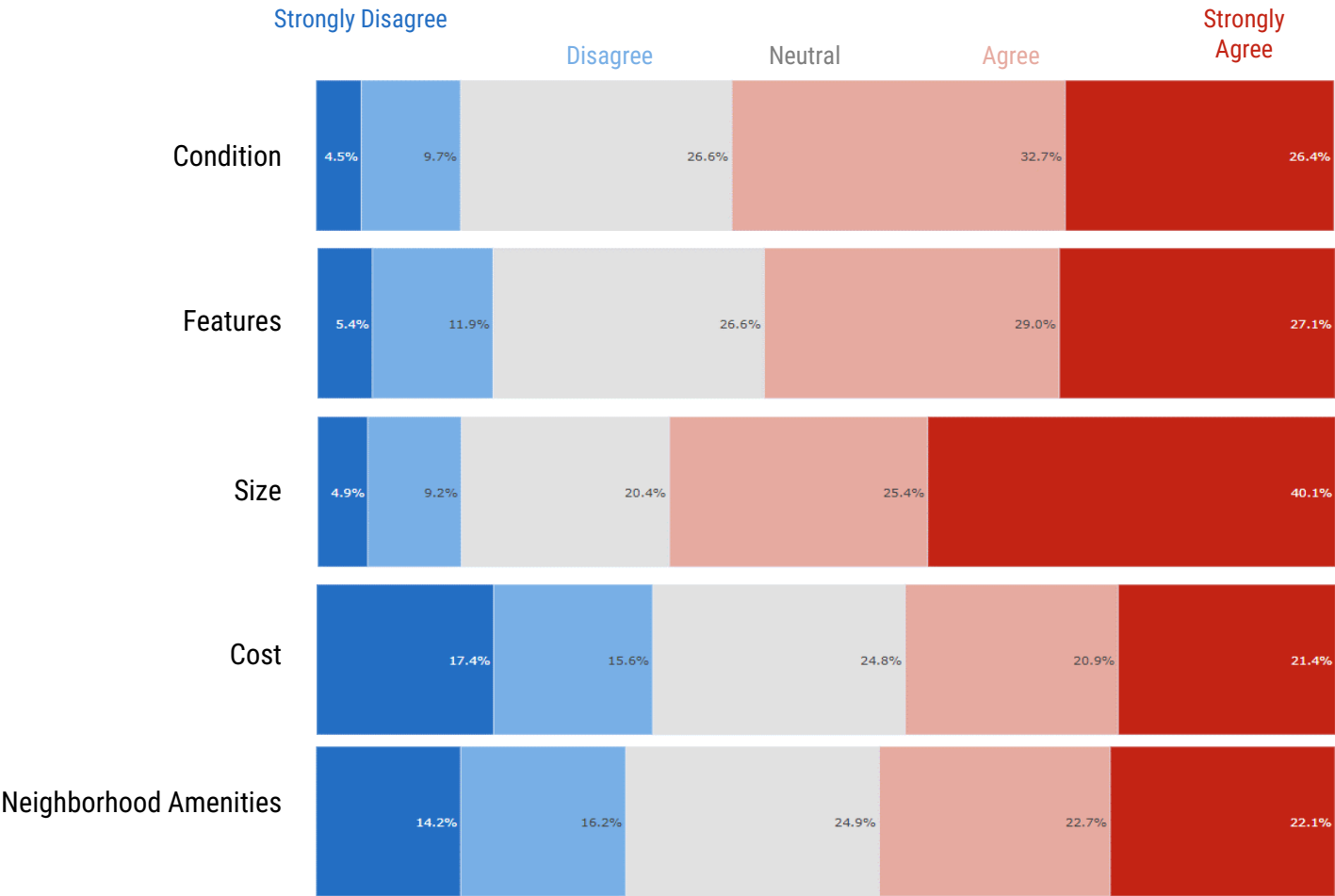
On a scale of 1-5 where 1 means strongly disagree and 5 means strongly agree, how well does your house meet your needs in terms of the following elements?

Highest Satisfaction

- Size of home

Lowest Satisfaction

- Cost of home
- Neighborhood amenities



Typical Comments



Housing Survey Comments

Survey Respondent Follow-Up Interview

Personal Story #2



** This story comes from a follow-up interview with a survey respondent. To protect their identity, the respondent's name has been changed and identifying information has been removed.*

Lois is a single mother of two boys. She moved to Minot following a natural disaster, and says, “I have been trying to deal with housing from the moment I moved to Minot.” She is in the rental market, and has lived in multiple apartments.

Even working at a professional job in the insurance industry, it is hard to make the finances work. She says, “You have to keep the rent to a reasonable level simply because of utility bills. Sometimes power gets very expensive when it's winter... I had to move from a place because a one month bill for electricity was almost \$400. That’s a lot when you are a single mom.”

And her housing costs have escalated at times. “Where I am now, they haven't increased the rent. But every other place that I have rented from they have increased my rent \$50 to \$75 once or twice a year, and then they increase the fees for the common areas. And I have even seen them charge additional for snow removal. At my last place it just feels like the management company did everything they could to keep my deposit.”

Lois’s time in Minot has been beneficial to her older son, who graduated last year from Minot State University.

Lois

A single mother of two boys



10 APPENDIX

Minot Housing Study

Housing Needs and Market Analysis



The City of Minot is working on an in-depth study of the City's housing market – looking at the existing housing supply in Minot and how well that is meeting the needs of Minot residents.

The study will analyze Minot's past, current and projected housing conditions, including Minot's economic drivers, community demographics, housing market dynamics, and development trends. It will identify proven strategies and innovative approaches to increasing the production of housing types that meet community needs. It will also recommend strategies for dealing with future surges in housing demand.

The study will entail four phases from Summer 2023 to Spring 2024—Kickoff, Analysis, Strategies, and Deliverables. This website provides an overview of the study, and invites you to share your own experience about housing in Minot.



Please review the following info, complete a short survey by end of November, *and share this website with neighbors and friends!*

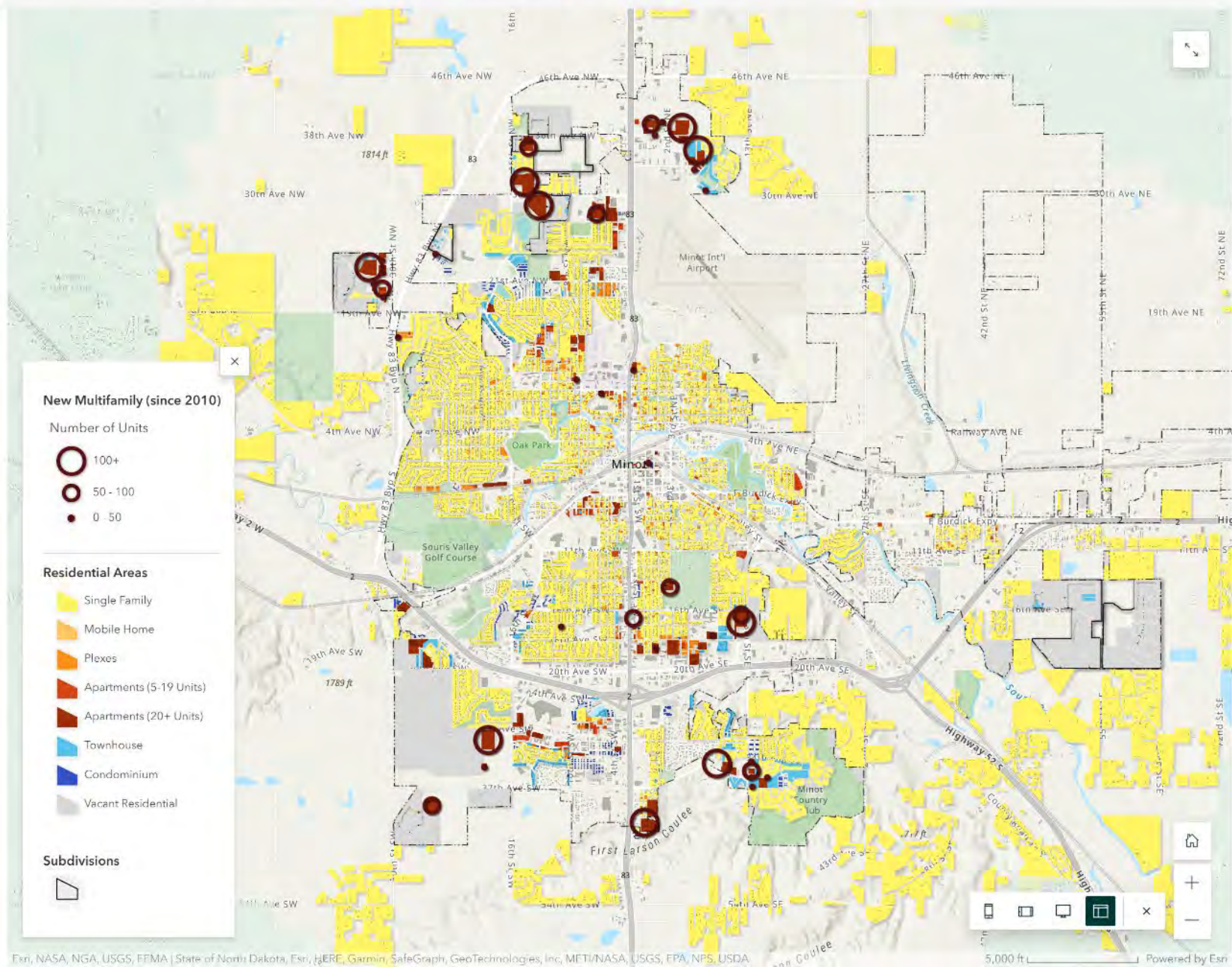
Minot is growing, and like many growing communities housing is a pressing issue.

Housing challenges make it harder for Minot to meet local needs, support continued growth, and attract the workforce needed by local businesses. Minot also contends with external events that cause values and rents to surge, and that deepens challenges related to housing affordability—especially for renters, including:

- Flood-related losses and disruptions
- Changes in staffing levels at the air force base
- Booms and busts associated with the petroleum industry

Minot is expecting a temporary influx of workers in 2028-2029 related to upgrading the ballistic missile system at Minot Air Force Base, and that's expected to present additional challenges and opportunities. The City will need a resilient housing stock to meet its community needs now and into the future.

Click "*New Multifamily*" and "*Residential Areas*" on the map for more information.



Economic Foundations

Minot has a healthy and diversified economic foundation that encompasses three major planks.

A Regional Commercial Center: Much of Minot's economic activity stems from its role as a regional commercial center, serving as a retail and healthcare destination, and wholesale distribution node for a broad multi-county region.

Oil Turbulence: The Bakken shale oil boom drove a short-term burst in employment that has slowed and stabilized. The oil boom has been the main contributor to economic growth, driving demand for housing and services.

Air Force Base: The Air Force base is a stable economic anchor to the regional economy. Base personnel are paid by the federal government, but spend much of their income at local businesses, supporting the local economy. Special projects such as the anticipated Sentinel project will result in short-term economic benefits.

Of these foundational elements, the oil industry has the most uncertain future. In the short to medium term we expect oil-based economic growth to be less aggressive than during its boom phase, as the industry enters a more mature development trajectory.

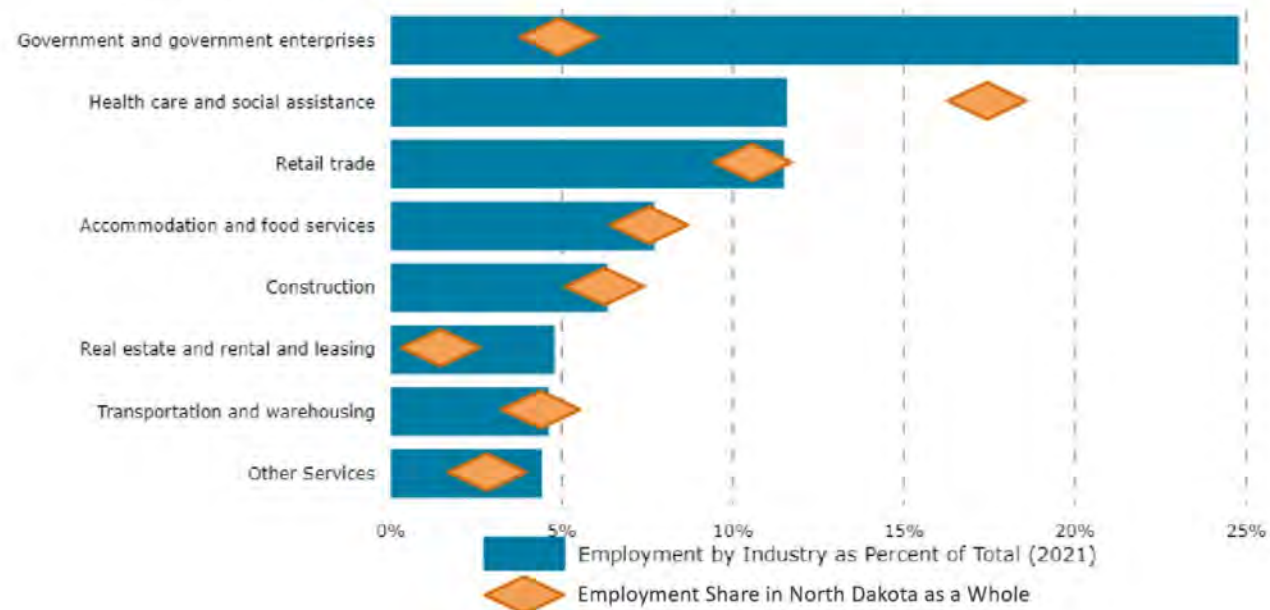
Click the arrow (to right) to read more about Economic Foundations



Ward County's employment is concentrated in sectors associated with being both a regional hub and a major Air Force base. (Air force personnel fall under the "Government" category in the table. Oil extraction remains a smaller portion of the total direct employment base despite its economic importance.

[Continue to Demographics](#)

Industry (Ward County)



Demographics

Young adults are overrepresented in Minot. The air force base is the most important reason for that.

Educational attainment is a bit lower than average for North Dakota, but median incomes are on par with the state as a whole.

Home ownership rates are a bit lower the state as a whole, in part due to apartment construction during the most recent oil boom.

Housing cost burdens are experienced by many Minot households—that is, they pay more than 30% of their income on housing related costs—and the proportion of cost burdened households has significantly increased since 2016 as incomes have not kept pace with housing costs.

Click the arrow (to right) to read more about Demographics

KOTA STATE FAIR



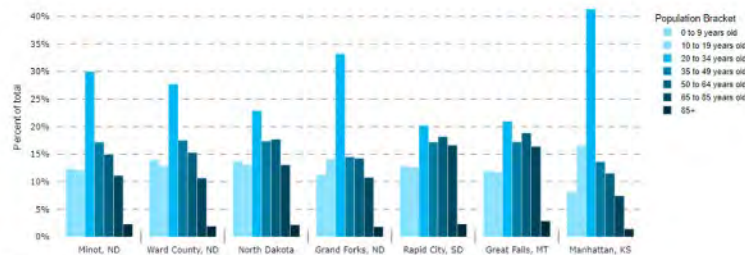
Minot's population growth jumped in the early 2010s at a faster rate than comparable cities and Ward County. As oil prices dropped, Minot's population growth stalled.

Ward County's population grew with high rates of net migration in during the oil boom. As the boom stabilized, net migration out of the county increased relative to natural change, driving decreases in the population.

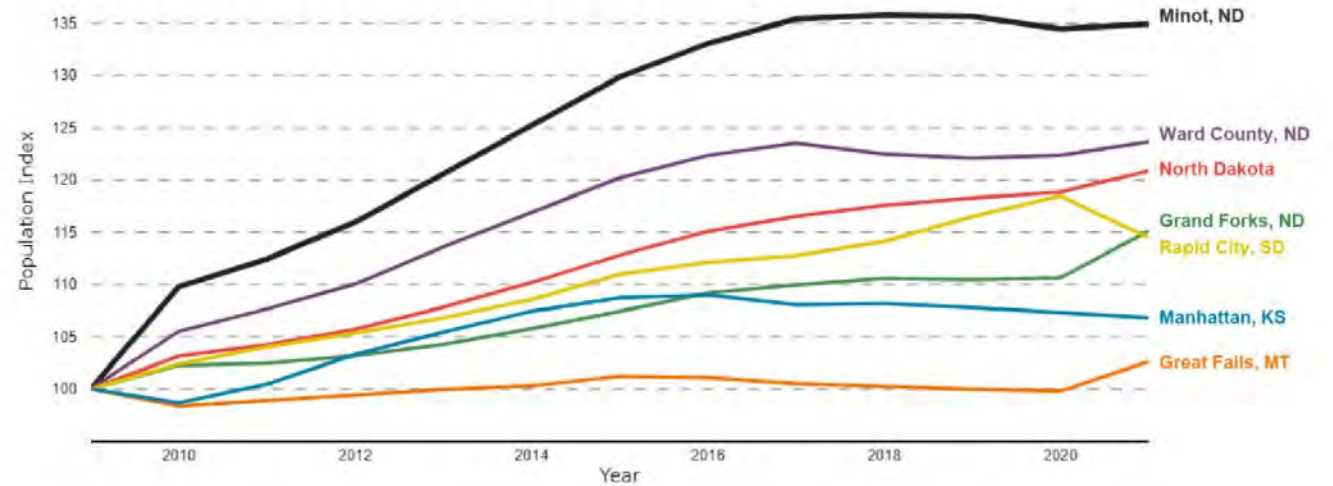


Source: US Census

Minot's population contains higher proportions of working-age people in their 20-50s than North Dakota as a whole, and a lower proportion of other age groups.

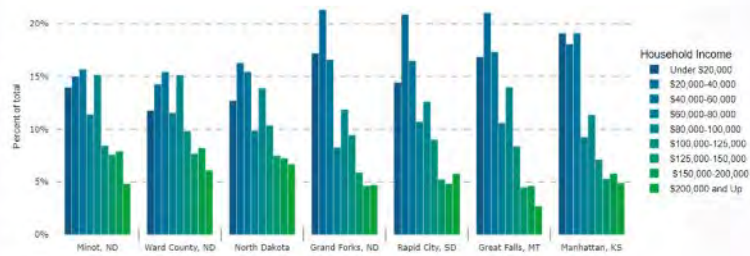


Source: ACS, 5-year estimates, 2021



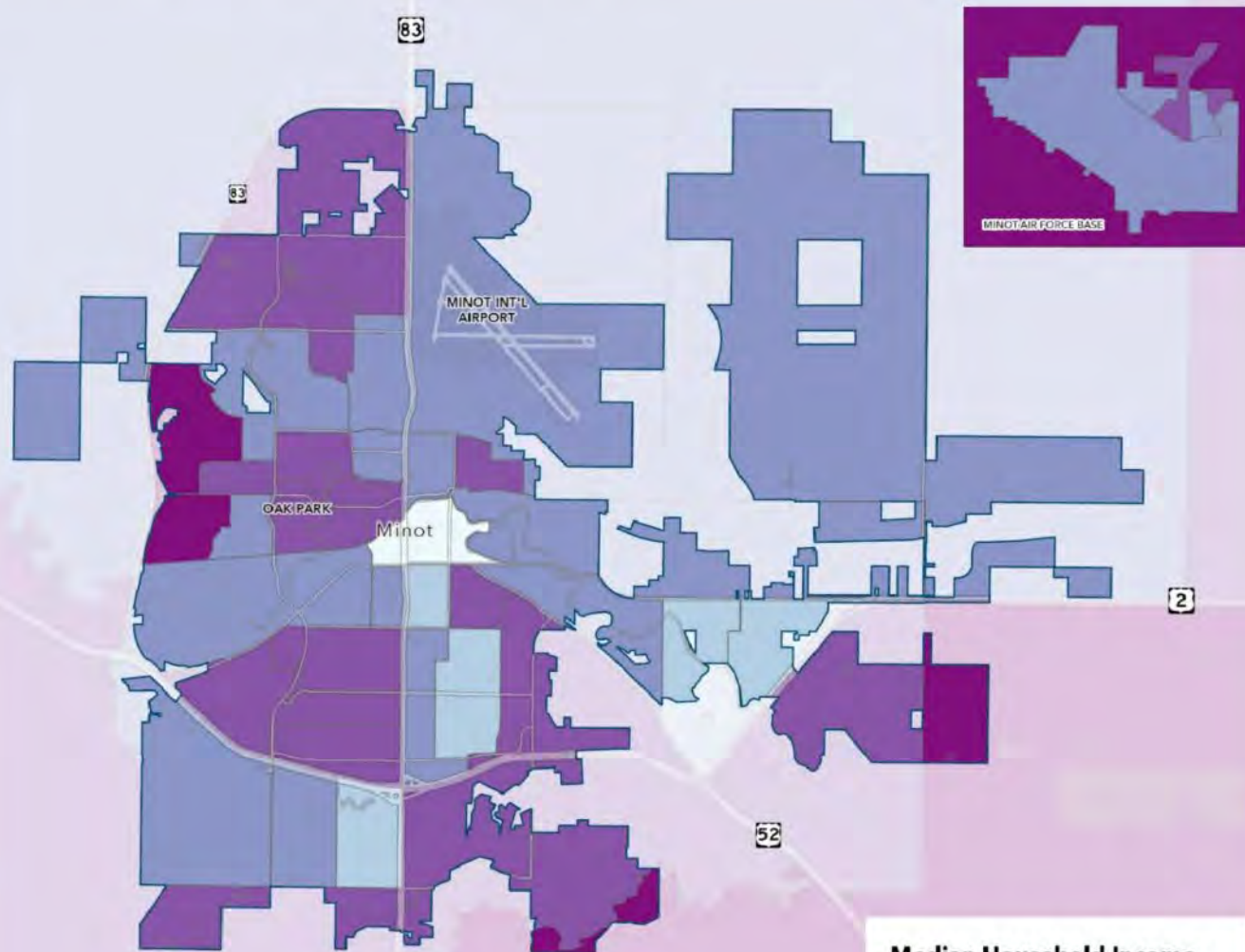
* Indexed values are set to a base of 100, with 2009 established as the baseline year. A number of 130 indicates 30% growth over the initial point.

Household incomes are higher in Minot than the comparison cities. The balanced distribution derives from the higher proportion of blue collar and healthcare occupations that pay middle to upper-middle incomes (with a lower proportion of college students than the comparison cities).



Source: ACS 5-year estimates, 2021

Median incomes tend to be higher in Minot's newer suburbs compared with the urban core.



Median Household Income

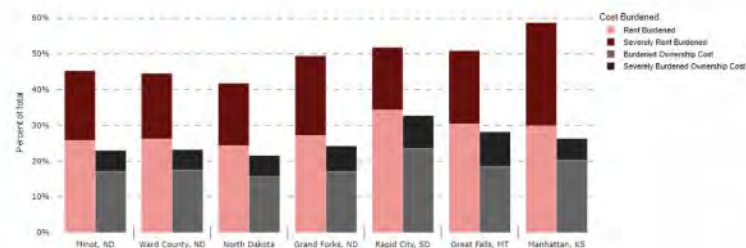


City of Minot Housing Needs and Market Analysis

Notes

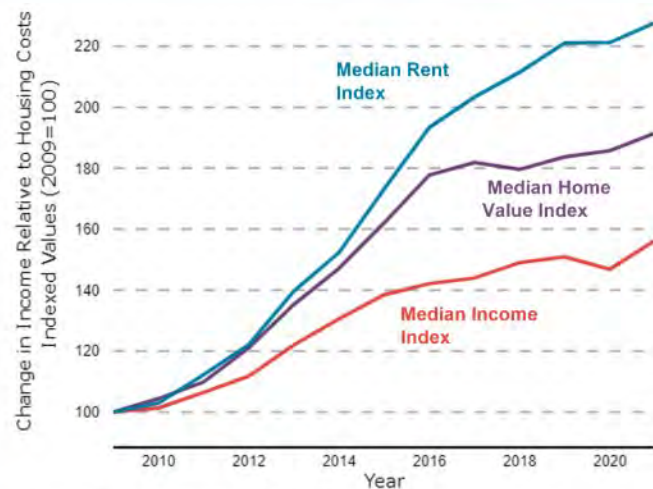
1. Coordinate System: NAD 1983 StatePlane North Dakota North FIPS 3301 Feet
2. Background: ESRI
3. Data Source and Description: US Census ACS 5-yr estimate 2021

Nearly 45% of renter households and 22% of homeowners are housing cost burdened—meaning they pay more than 30% of their income in rent or home ownership costs. That's a greater proportion than the state of North Dakota as a whole. All of the comparison cities have a higher rate of cost burdened

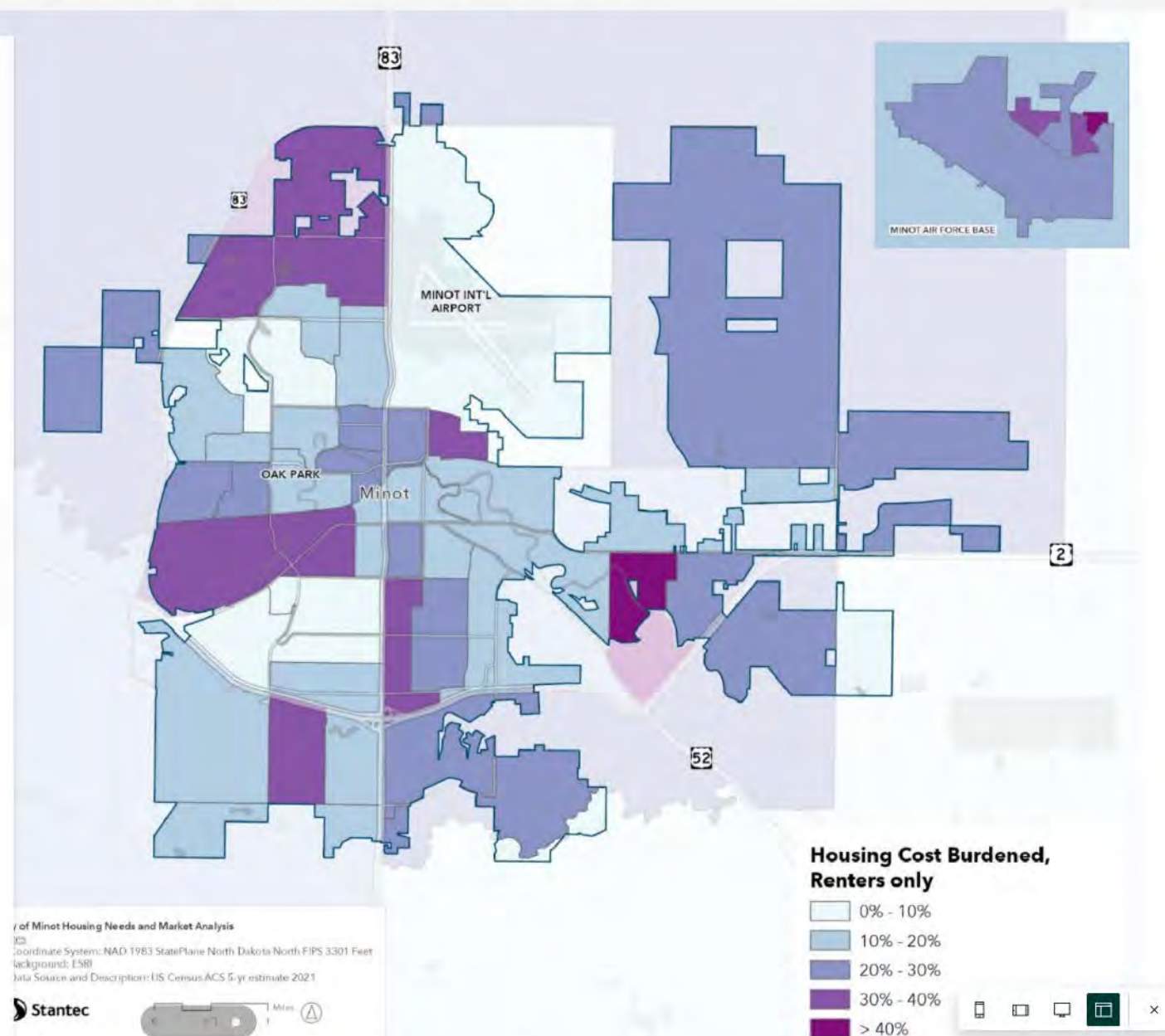


Source: ACS, 5-year estimates, 2021

The high number of rent burdened households is explained by a more rapid increase in rent levels in comparison to income growth.



Source: ACS, 5-year estimates, 2009-2021



Housing Inventory

Housing mix. Minot benefits from having a broad mix of housing types that have been built over the years—including single family homes, twin homes, townhomes, mobile home parks, apartments, senior housing and affordable housing.

Senior housing. There are a good number of senior housing communities, but recently built developments are lacking, even as Minot's senior population has grown in numbers and in its share of the total population.

Affordable housing. A range of affordable housing options are present in Minot, with good geographic distribution—some of which have been recently built. The need for affordable and workforce housing options continues, however, due to lagging incomes in comparison to housing costs.

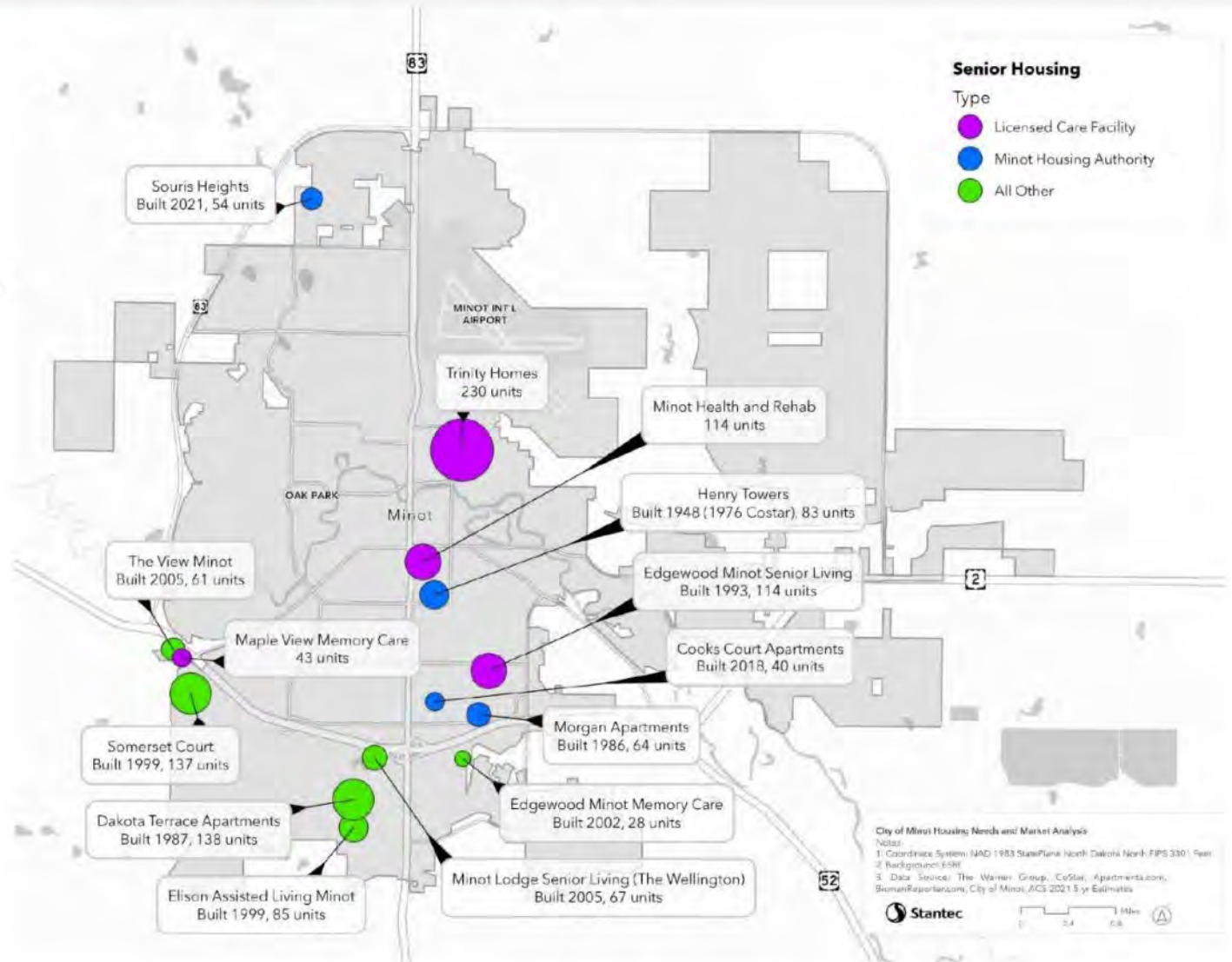
New multifamily housing. The most recent generation of housing was built during the oil boom, and built for a working class demographic. Maverick, the first phase of The Tracks, will be the first market rate apartments in Minot since 2015—and is targeting an upscale demographic.

Click the arrow (to right) to read more about Housing Inventory



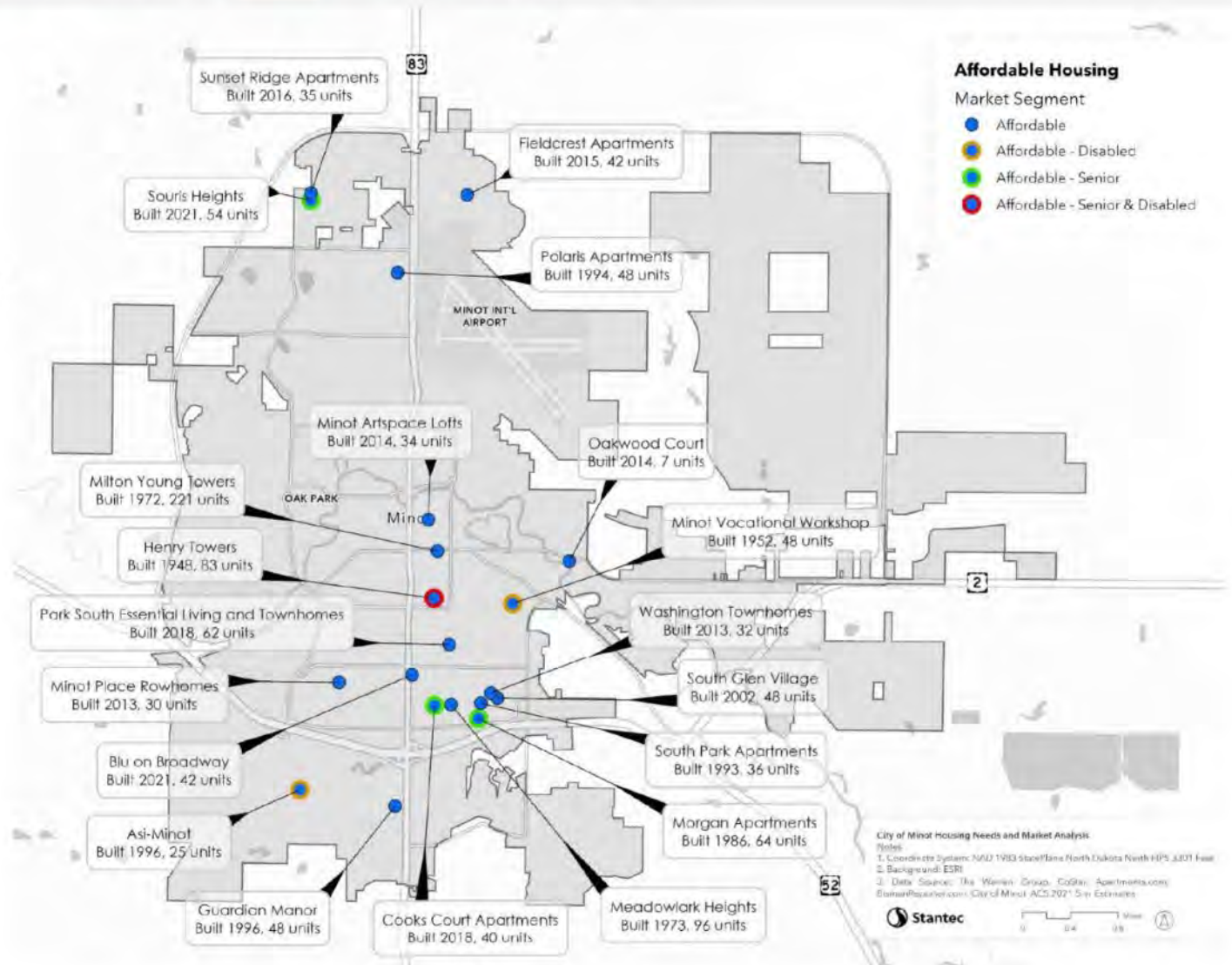
Market rate senior apartment developments are concentrated in southwest Minot

The region lacks recently built, market rate senior housing options



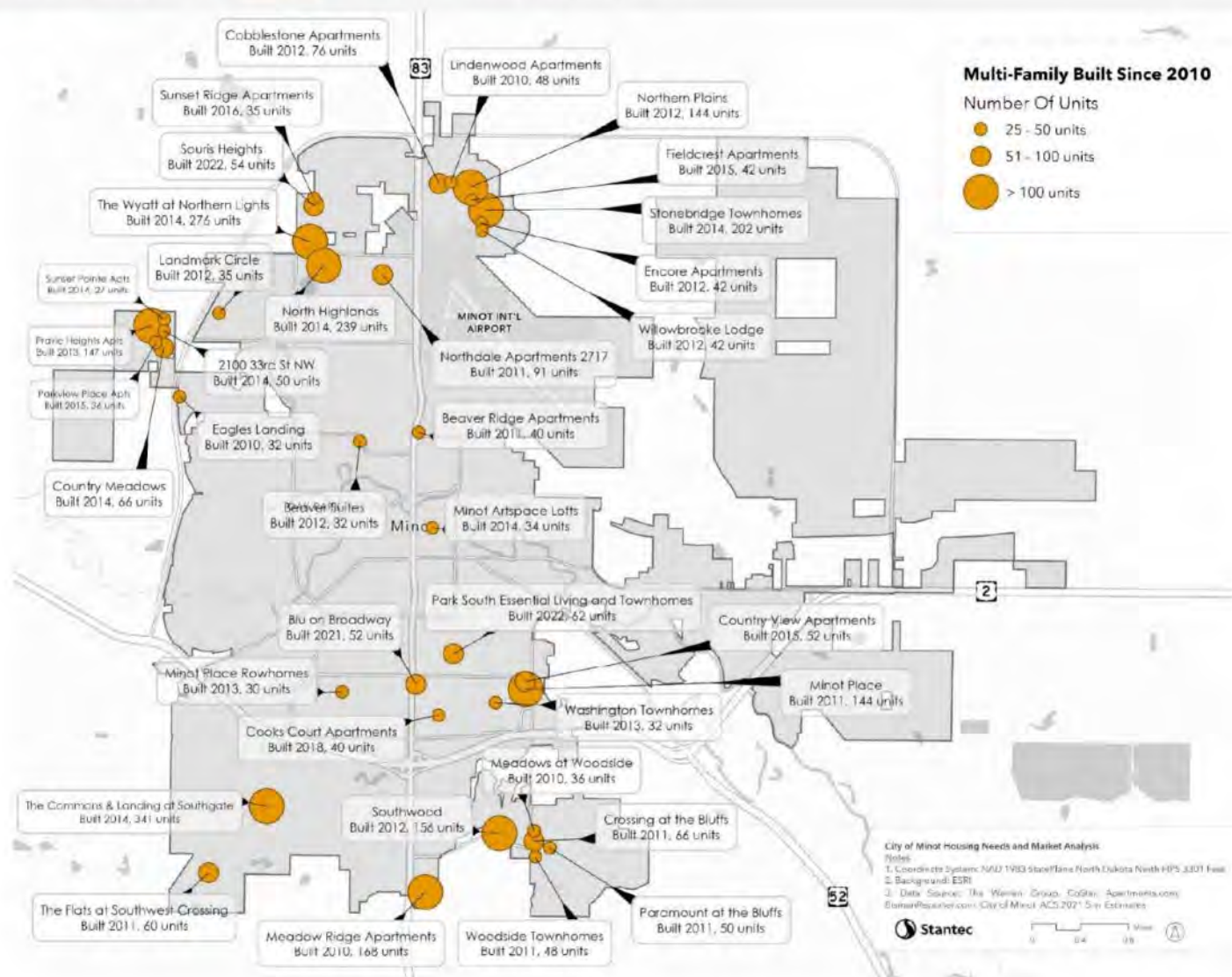
There's a good geographic dispersion of affordable housing, with a particular concentration in the communities south of downtown Minot

There has been a set of privately built affordable housing developments built in the past decade



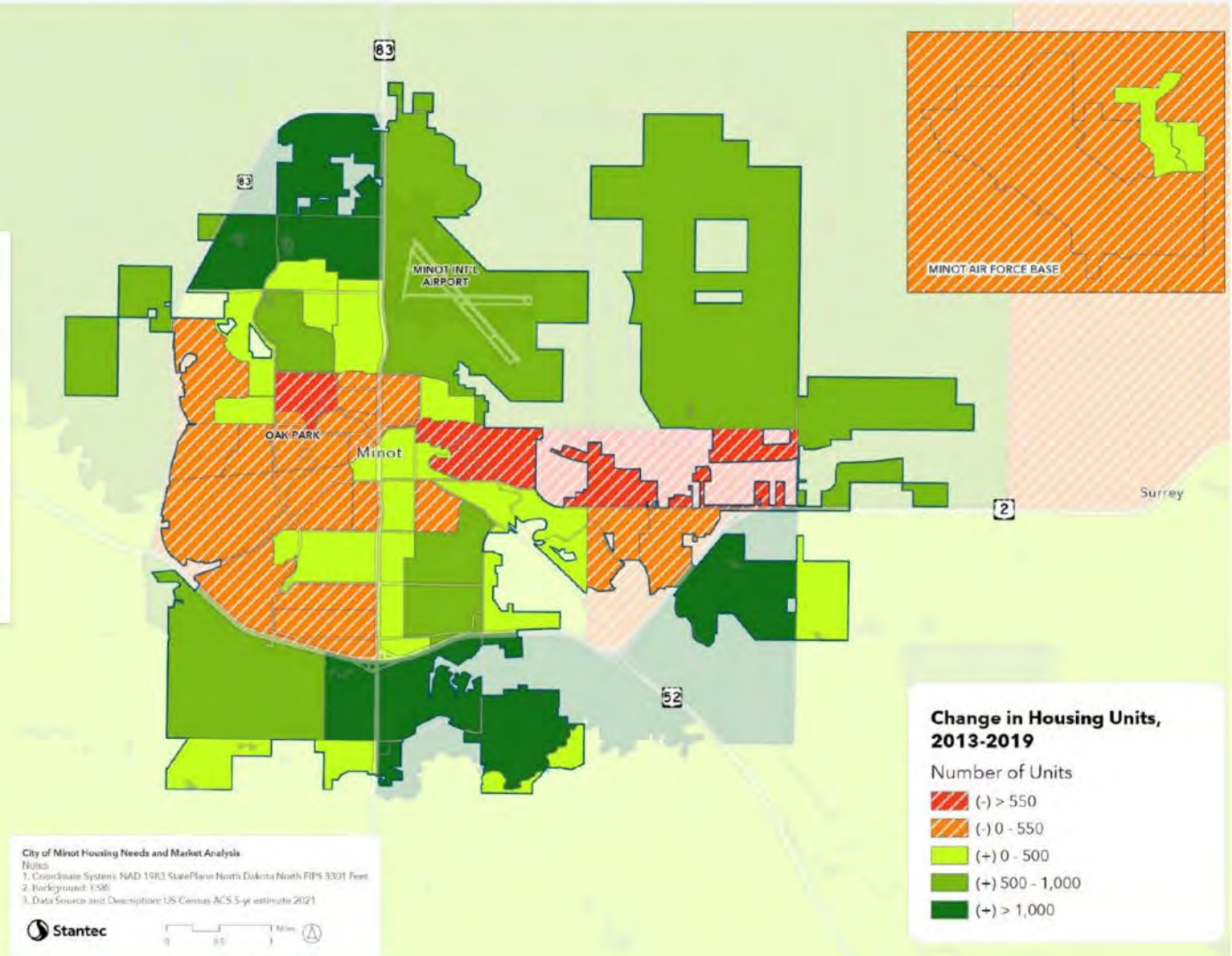
These multifamily development projects represent a strong housing growth pattern.

The great majority of these projects were built in the oil boom years. Little development has occurred since 2016.



Minot's overall housing development pattern is unique. The 2011 flood damage included over 4,100 homes flooded with over 3,100 lost to demolition, 2,360 of which were rental units. The flood drove the net decrease of housing units in and around the more historic core. Meanwhile, single-family and multi-family growth was robust in newer suburban areas in the northwestern and southeastern quadrants.

[Continue to Market Context](#)



Housing Market Context

Ups and downs. The market indicators reflect the roller coaster of housing market impacts that Minot has experienced—a surge in demand and new construction with the oil boom and immigration, and a drop in rent levels and home values when the labor force left. Now, after a period of economic stability, apartment buildings have reached full occupancy and rents have started to rise once again.

Little new construction. These dynamics explain the absence of new multifamily housing and slow subdivision development while conditions stabilized and the existing housing stock was fully absorbed.

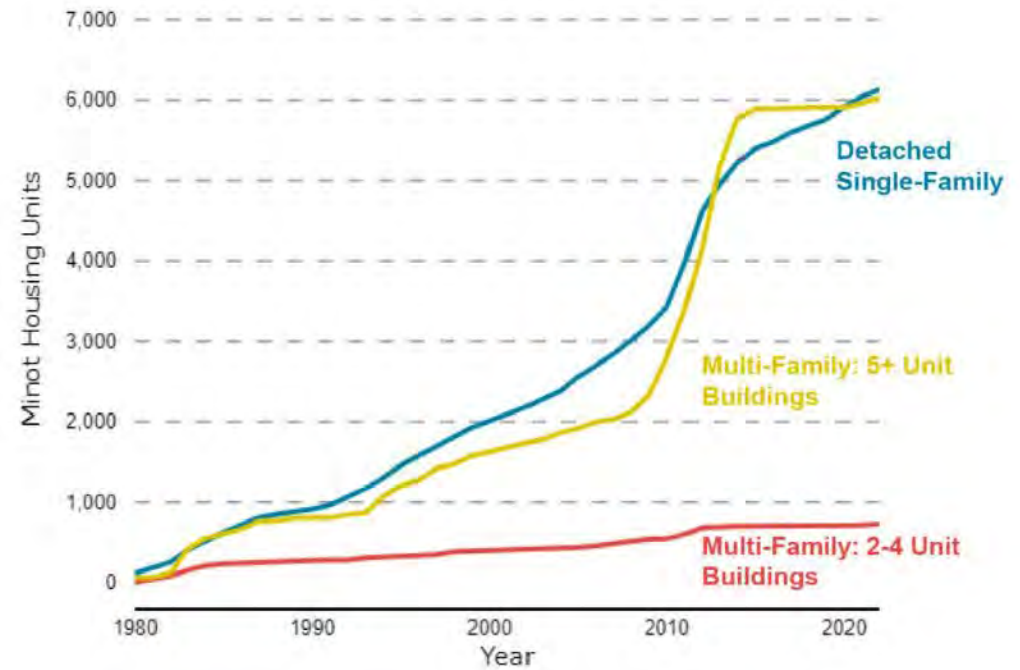
Current market conditions. With lower vacancy rates and increased rents over the last few years, more supportive conditions may be returning for new housing development. The multi-phase project being pursued by Epic Companies is a promising signal of market recovery. It will also test the viability of an upscale apartment community, and the depth of a higher income professional rental demographic.

Click the arrow (to right) to read more about
Housing Market Context

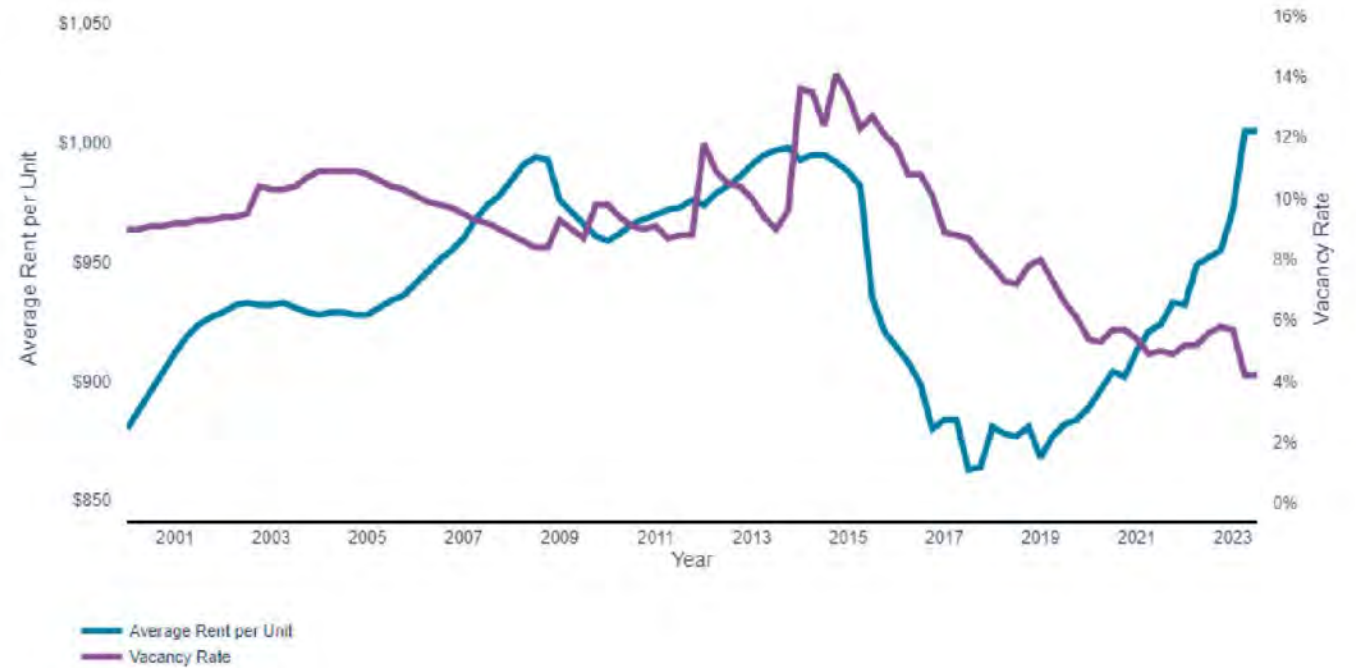


Since 1980, development is concentrated in detached single-family homes and multi-family. Both jumped precipitously with the boom in the late 2000s, with multi-family since stabilizing.

Minot Housing Units Built by Type Since 1980

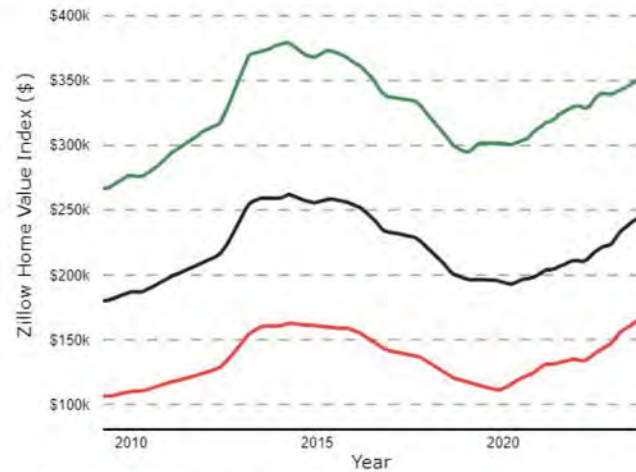


From 2000 to 2014, vacancy rates in Minot hovered near 10%. It took from 2015 to 2021 for the new apartment buildings built in the early 2010s to reach market equilibrium occupancy. Only then did rent levels start to rise again, and they have been rising quickly in the last several years.



According to Zillow's Home Value Index, home prices in Minot have gone up and down. The housing crunch caused prices to dramatically climb, only to fall with the outmigration of the oil based workforce. The median price has rebounded, albeit at a slower rate than comparison cities.

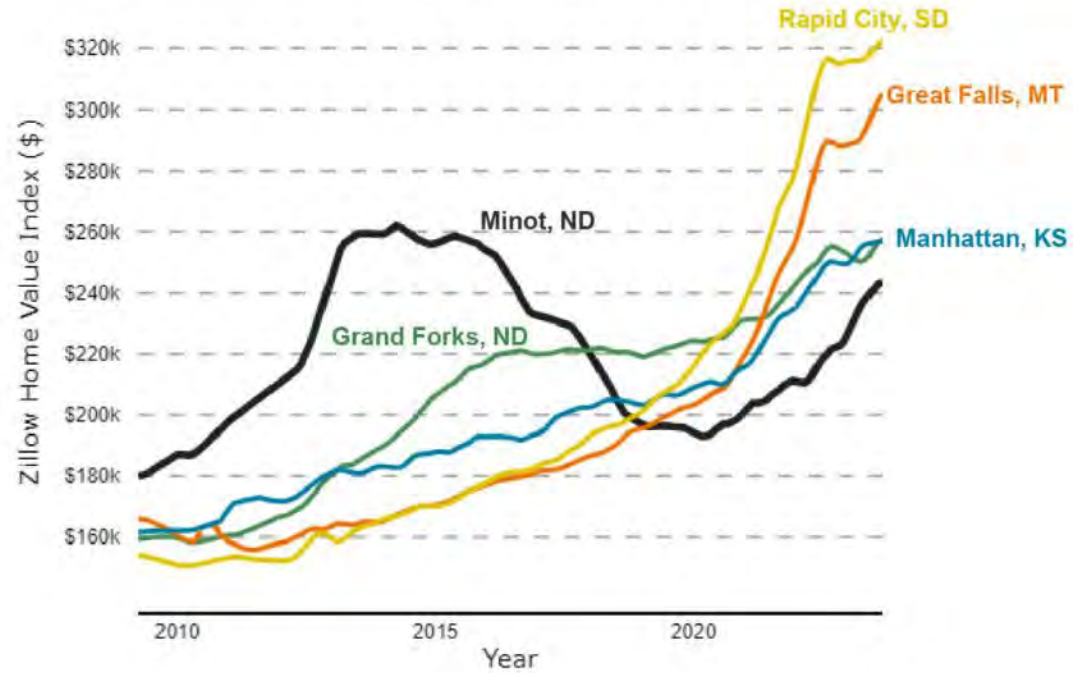
Zillow Home Value Index in Minot – By Tier



Source: Zillow, ZHVI Cuts by Metro, extracted 10/1/2023

Continue to Housing Needs

Zillow Home Value Index – Middle Market (35th-65th percentile)



Housing Needs

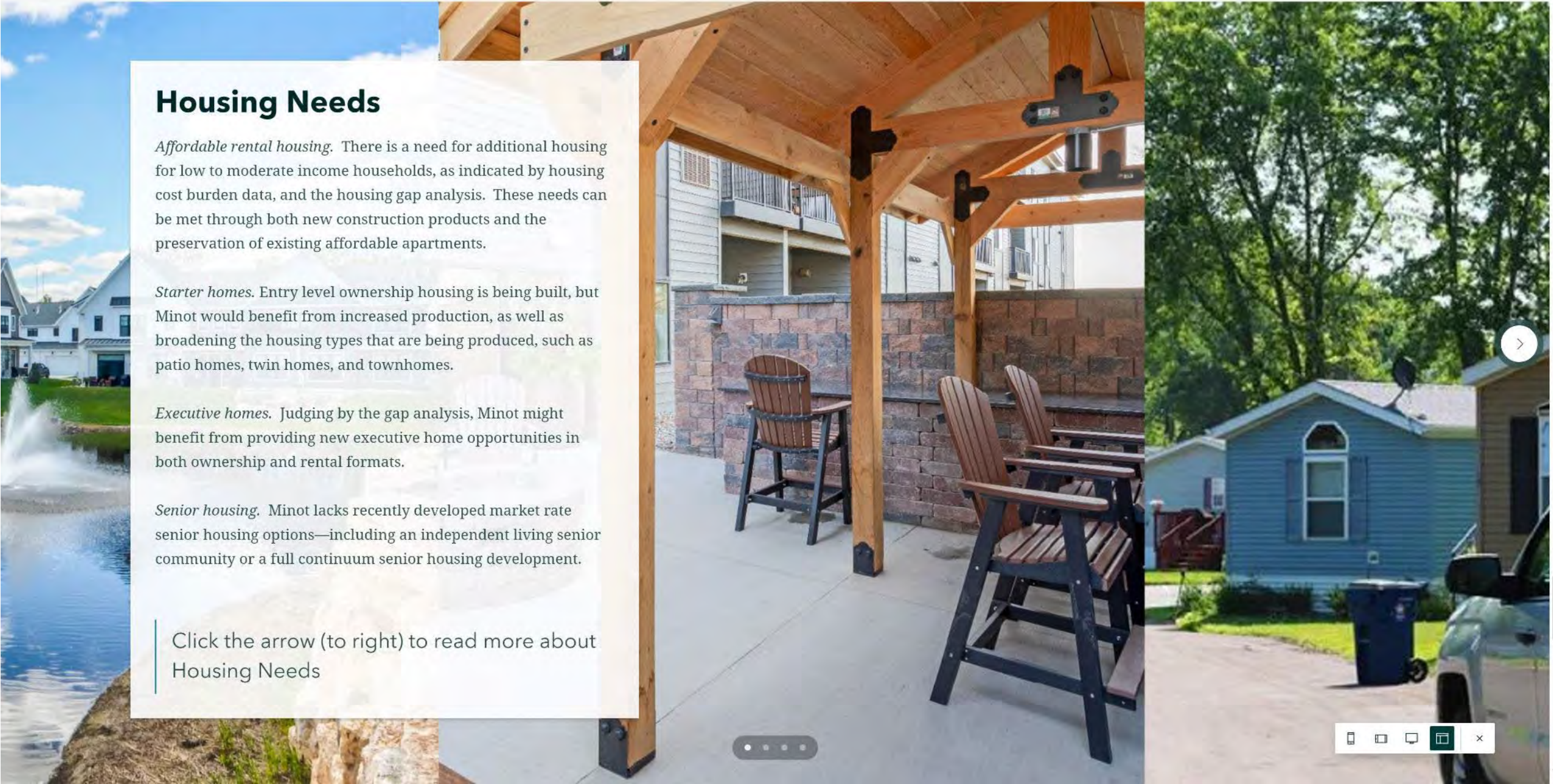
Affordable rental housing. There is a need for additional housing for low to moderate income households, as indicated by housing cost burden data, and the housing gap analysis. These needs can be met through both new construction products and the preservation of existing affordable apartments.

Starter homes. Entry level ownership housing is being built, but Minot would benefit from increased production, as well as broadening the housing types that are being produced, such as patio homes, twin homes, and townhomes.

Executive homes. Judging by the gap analysis, Minot might benefit from providing new executive home opportunities in both ownership and rental formats.

Senior housing. Minot lacks recently developed market rate senior housing options—including an independent living senior community or a full continuum senior housing development.

Click the arrow (to right) to read more about Housing Needs



This table compares the housing supply to the housing demand to quantify the housing gaps at each income level, tenure and unit size. It demonstrates a surplus of workforce and middle-income housing, but deficits in affordable units and executive housing units.

Gap Methodology. The housing gap combines the units at different bedroom sizes and housing tenure demanded at affordable price points and the total units supplied for renters and owners at market prices. The product is either a housing surplus or deficit for units at price points and bedroom size that captures where housing demand is not meeting current housing supply, or where housing supply currently exceeds housing demand.

Results Snapshot

- Minot needs to provide housing for the lowest income
- The housing supply is overly weighted towards 3-bedroom units in the \$1,500 to \$3,125 per month range, while the population characteristics indicate a stronger demand for 1- and 2-bedroom units in rental and more affordable family homes.

Gap analysis: % of units categorized by tenure, size, and monthly cost

Source: Stantec

| Household Income Required | Max Monthly Housing Cost | Rent | | | | Own | | | |
|---------------------------|--------------------------|------|-------|------|------|-----|------|-------|------|
| | | 1BR | 2BR | 3BR | 4BR+ | 1BR | 2BR | 3BR | 4BR+ |
| Less than \$15000 | \$313 | -722 | -435 | -134 | -40 | -19 | -204 | -167 | -108 |
| \$15,000-24,999 | \$521 | -160 | -305 | -110 | -47 | -4 | -127 | -87 | -69 |
| \$25,000-34,999 | \$729 | 359 | 211 | -126 | -21 | 0 | -67 | -89 | -82 |
| \$35,000-49,999 | \$1,042 | 466 | 2,650 | -185 | -67 | 18 | -37 | -355 | -250 |
| \$50,000-74,999 | \$1,563 | 338 | 569 | 637 | 1 | 78 | 627 | -304 | -323 |
| \$75,000-99,999 | \$2,083 | -290 | -435 | 488 | 39 | 147 | 885 | 986 | -59 |
| \$100,000-149,999 | \$3,125 | -189 | -352 | -218 | -67 | 0 | 318 | 1,219 | 487 |
| \$150,000-199,999 | \$4,167 | -28 | -114 | -78 | -67 | 1 | -17 | 50 | 115 |
| \$200,000 or more | -- | -22 | -54 | -99 | -25 | -4 | -45 | -278 | -606 |


 Housing Demand is Greater than Supply Supply Meets Demand Housing Supply is Greater than Demand

The table shows the housing demand for Minot's population as a function of their income, tenure (whether they rent or own), and desired unit size, based on the choices of the existing population.

Using 25% of household income as the baseline 'affordability' level, we project the number of units demanded at certain price points according to current household incomes and composition. We take the current composition of housing tenure (own versus rent) as the baseline. Willingness to pay may be different than ability to pay, especially with households above area median income.

Housing preference. The units size needed (number of bedrooms) reflects the household sizes in Minot's population as well as expressed housing preferences at each income level based on the regional model.

Housing demand by price, tenure, and unit size with regional preferences

Source: ACS, all regional PUMS preference

| Household Income Required | Max Monthly Housing Cost | Rent | | | | Own | | | |
|---------------------------|--------------------------|------|-----|-----|------|-----|-----|-------|-------|
| | | 1BR | 2BR | 3BR | 4BR+ | 1BR | 2BR | 3BR | 4BR+ |
| Less than \$15000 | \$313 | 736 | 435 | 134 | 40 | 40 | 231 | 302 | 108 |
| \$15,000-24,999 | \$521 | 389 | 306 | 110 | 47 | 19 | 163 | 225 | 69 |
| \$25,000-34,999 | \$729 | 336 | 419 | 126 | 21 | 24 | 101 | 206 | 85 |
| \$35,000-49,999 | \$1,042 | 673 | 689 | 301 | 85 | 37 | 286 | 512 | 261 |
| \$50,000-74,999 | \$1,563 | 399 | 766 | 278 | 71 | 38 | 393 | 851 | 414 |
| \$75,000-99,999 | \$2,083 | 290 | 436 | 239 | 75 | 32 | 275 | 865 | 512 |
| \$100,000-149,999 | \$3,125 | 189 | 352 | 223 | 79 | 19 | 307 | 1,091 | 1,032 |
| \$150,000-199,999 | \$4,167 | 28 | 114 | 78 | 67 | 3 | 69 | 314 | 557 |
| \$200,000 or more | -- | 22 | 54 | 99 | 25 | 8 | 59 | 359 | 868 |

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Gap analysis: % of units categorized by tenure, size, and monthly cost
Source: Stantec

| Household Income Required | Max Monthly Housing Cost | Rent | | | | Own | | | |
|---------------------------|--------------------------|------|-------|------|------|-----|------|-------|------|
| | | 1BR | 2BR | 3BR | 4BR+ | 1BR | 2BR | 3BR | 4BR+ |
| Less than \$15000 | \$313 | -722 | -435 | -134 | -40 | -19 | -204 | -167 | -108 |
| \$15,000-24,999 | \$521 | -160 | -305 | -110 | -47 | -4 | -127 | -87 | -69 |
| \$25,000-34,999 | \$729 | 359 | 211 | -126 | -21 | 0 | -67 | -89 | -82 |
| \$35,000-49,999 | \$1,042 | 466 | 2,650 | -185 | -67 | 18 | -37 | -355 | -250 |
| \$50,000-74,999 | \$1,563 | 338 | 569 | 637 | 1 | 78 | 627 | -304 | -323 |
| \$75,000-99,999 | \$2,083 | -290 | -435 | 488 | 39 | 147 | 885 | 986 | -59 |
| \$100,000-149,999 | \$3,125 | -189 | -352 | -218 | -67 | 0 | 318 | 1,219 | 487 |
| \$150,000-199,999 | \$4,167 | -28 | -114 | -78 | -67 | 1 | -17 | 50 | 115 |
| \$200,000 or more | -- | -22 | -54 | -99 | -25 | -4 | -45 | -278 | -606 |



Strategies

The following strategies are recommended for consideration because they may be suitable for Minot based on research and stakeholder conversations. They are offered for discussion, consideration, and prioritization.

Scroll down or follow links for information.

Production Strategies

- [Accessory Dwelling Units \(ADUs\)](#)
- [Tiny Homes](#)
- [Manufactured Home Parks](#)
- [Subdivision Production](#)

Preservation Strategies

- [Trinity Hospital Rehabilitation](#)
- [Reposition Hotels for Workforce Housing](#)

Location-Specific Strategies

- [Infill Housing in Flood Protected Areas](#)
- [Downtown Living for Downtown Activation](#)

Capacity Building Strategies

- [New Developer Training](#)
- [Building Trades Workforce Development](#)



Accessory Dwelling Units (ADUs)

Accessory dwelling units (ADUs) are smaller housing units under owned by an adjacent homeowner. They are a way of introducing a rental housing option where there are existing utilities. The neighboring homeowner is the property manager, which usually means good management and responsive attention to issues that arise.

ADUs can be attractive for renters who would need a small home and prefer to live in a more residential setting. They can provide a helpful income stream for the homeowner.

Minot has an existing ADU ordinance but has only permitted a few ADUs due to heavy design restrictions.

Objective: Increase housing supply and variety. Provide supportive environments for family members and others.

Strategy

- Update the existing ADU ordinance to remove barriers, including conditional use permit, parking and re-conversion requirements.
- **Resource requirements.** No financial resources are required.

Case Studies

Bismarck, Mandan and Dickinson are ND cities that have ADU ordinances



Production Strategies

Tiny Homes

Even small conventional homes cost in the range of \$300,000 or more. High housing costs can make it difficult to eat well, get good health care, and address emergencies that come up.

Increasing acceptance of tiny homes in certain locations can be a life-saving solution for some.

Objective: Allow and facilitate the development of small homes to lower the cost of ownership or rental housing.

Strategy

- Update Zoning Code requirements to allow smaller home dimensions and less space between homes as part intentionally planned tiny home developments.
- Consider allowing churches to develop tiny homes as accessory uses on church properties.
- **Resource requirements.** No financial resources are required.

Case Studies

The images are from a Lennar development in San Antonio. Churches throughout MN are now allowed to build tiny homes on their property. Congregations in St. Paul and Roseville have moved forward



Production Strategies

Manufactured Home Communities

Minot's manufactured home communities are important because they are the City's most affordable owner-occupied housing. Residents own their home, but pay rent for the land, utility availability and property maintenance. Investor purchases of parks can lead to huge rent increases, made possible because residents have trouble finding other options

Cooperative conversion involves paying market price for the property, investing in cost stabilization, and transferring ownership to the manufactured home owners themselves. From that time on, it will be long-term affordable.



If a cooperative ownership structure is established from the very beginning, it is less expensive to establish, and exploitative future rent increases by corporate owners will not occur. This requires an intermediary because the homeowners in a future cooperatively owned manufactured home community don't have the resources or preexisting organization to accomplish this

Objective: Increase the long-term affordability and stability of mobile home community residents.

Strategy #1 - Cooperative Conversion

- Learn from the leaders who do this work. ROC (Resident Owned Cooperatives) USA is the national leader in this area. NeighborWorks Montana is their nearest partner organization, in Montana.
- Build relationships with manufactured home community owners and residents, identify/raise financial resources for cooperative conversion.
- **Resource requirements.** Public financial support would be needed.

Case Studies

There have been many cooperative conversions in Montana. The City of Missoula has been especially proactive in facilitating cooperative conversions of their manufactured home parks. Bonnie's Place is their most recent success story. It was converted to a cooperative in April 2023.



Strategy #2 - New Cooperatives

- Reach out and discuss partnership and collaboration with lead organizations in this arena.
- Provide leadership in financing the land acquisition and infrastructure provision. This is a timely action because it could provide an option for the manufactured home owners bought out in future flood buyouts.
- **Resource requirements.** Public capital investment is required, which can be fully or largely recouped.

Case Studies

- Northcountry Cooperative Foundation is in the early stages of creating a new development manufactured home cooperative in Northfield, MN.
- Headwaters Economics is exploring how to establish a cooperatively owned manufactured home community for owners of manufactured homes displaced by flood buyouts in Glendive, MT.



Production Strategies

Subdivision Production

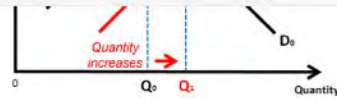
Homebuilding is a major source of housing growth, including for moderate income households, but it is occurring at a slow rate. Multiple factors hinder more rapid subdivision development, including high cost of development and inflated land price expectations.

Cities and developers have a mutual interest in reducing development cost. Any reduction in development costs increases the rate of production and reduces home prices. Reducing development risks also reduces development cost.

It can be rational for owners of land to overprice the land in hopes of future value increases. That's happening in Minot, resulting in land costs that is not reflective of what the land is worth under current market conditions.

Objective: Increase the pace of new home subdivision development by reducing development costs and surmounting barriers.





Demand curve: as quantity increases, home prices decrease

Strategy #1 - Adjust Practices to Provide More Support to Development

- Public sector financing is less expensive than developer financing. Fund public infrastructure development, and recoup costs at the time of platting, or through special assessments. Clear communication with homebuyers is essential. Although they will have paid less for the home overall, special assessments can feel like an add-on.
- Make homes more affordable to buyers by forgiving some of the cost of infrastructure development.
- Streamline development review and reduce fees. This reduces risk and saves costs for developers. Fee reductions can be reimbursed through the initial year or two of property tax revenues.
- **Resource requirements.** Resources are required for some of these strategies, but if they result in an increase in home building they will be recouped through the growth in tax base.

Case Studies

Many North Dakota cities pay for subdivision infrastructure and recoup those costs through special assessments—including Fargo, West Fargo and Grand Forks.



Strategy #2 - Adjust Land Price Expectations

Minot can play a proactive role in resetting price expectations:

- Address expectations with information. Collect land sale price data from comparable locations. Communicate that land is abundant, and future value increases are not a given.
- Enter the market directly or through an intermediary to buy land at target prices, and resell for subdivision development.
- Resource requirements. Public capital investment is required, which will ideally be fully recouped. Entering a speculative activity like land acquisition entails risks associated with value changes.

Case Studies

Saskatoon Land is a public authority in Saskatoon, Saskatchewan, that has established a practice of buying land in the periphery of the City for subdivision development at a large scale, thereby supporting a flow of new development, fostering regional growth, and improving housing affordability in the entire region.



Trinity Hospital Rehabilitation

Trinity Health, Minot's largest medical provider, recently constructed a new medical complex in southwest Minot, which left its downtown hospital building vacant. The property is in a prime location for being reoccupied in order to support the vitality of downtown Minot.

This market study included a high-level, initial feasibility study on the rehabilitation of the primary downtown hospital building. It found that, while significant improvements are needed, the building dimensions and configuration are supportive of residential conversion.

Objective: Reuse the downtown Trinity Hospital building for housing or other uses.

Strategy

- Encourage and support further investigation of the rehabilitation potential of the building.
- Be prepared to provide appropriately scaled public financial support, if the need is demonstrated.
- Because of its multiple benefits to the community, encourage state consideration of providing additional local public financing tools to support office-to-residential conversions.
- **Resource requirements.** Public financial support may be required, which would be recouped through greater future property tax revenues.



Preservation Strategies

Reposition Hotels for Workforce Housing

Over half of the hotel rooms in Minot were developed during the oil boom between 2010 and 2013, leaving the city with excess capacity in low to mid-tier hotels. Minot's below average hotel occupancy can lead to property disinvestment and management concerns. On the other hand, the hotel capacity may be beneficial for the upcoming influx of Sentinel Project workers.

Hotel-to-apartment conversions provides small and affordable housing units, which would meet important local needs. Most hotels are located in the C1, C2 and GMU zoning districts, which don't currently allow apartment conversions without a commercial element on the site



Objective: Support the conversion of some existing hotels for short- and long-term rental housing.

Strategy

Support both hotel reinvestment and apartment conversions through:

- Increase zoning flexibility to allow residential redevelopment in some or all commercial zoning districts.
- Be prepared to consider appropriately scaled public financial support to support conversions, if the need is demonstrated.
- **Resource requirements.** Public financial support may be needed for some hotel to residential conversions.

Case Studies

The proposed Fleck House project in Bismarck is at right. It involves an existing hotel rehab, and the development of a new apartment wing.



Infill Housing in Flood Protected Areas

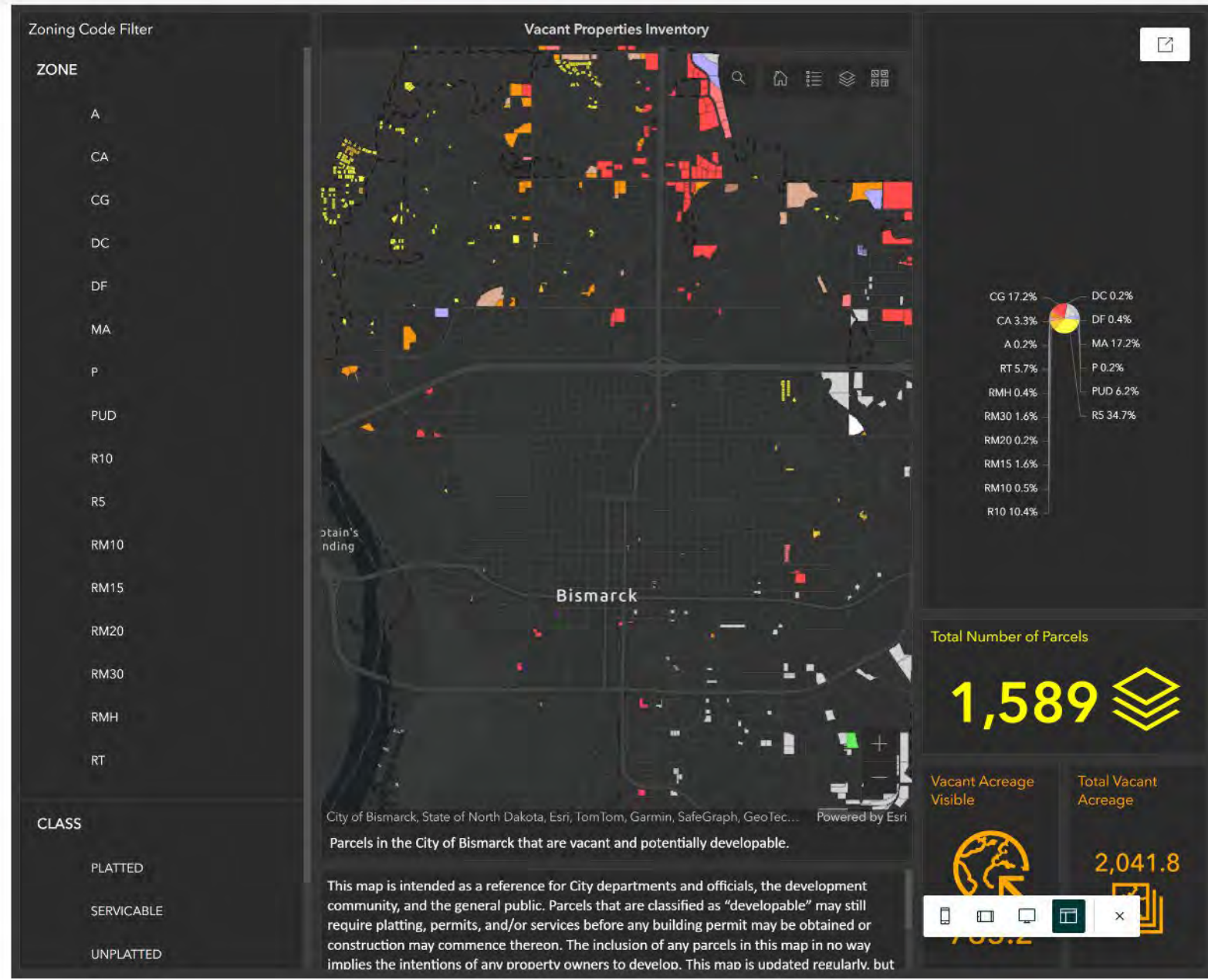
Numerous homes were purchased and demolished in the aftermath of the Mouse River flood, leaving vacant properties in desirable, centrally located Minot neighborhoods. As flood protection infrastructure is built, most of those properties are no longer at risk of flood damage.

Flood buyouts were completed using a variety of funding sources which in some cases limited future redevelopment. Redevelopment of infill sites benefits the City through property tax generation and support for local businesses.

Objective: Foster new homes on vacant lots in newly protected, centrally located, Minot neighborhoods.



Example of infill housing





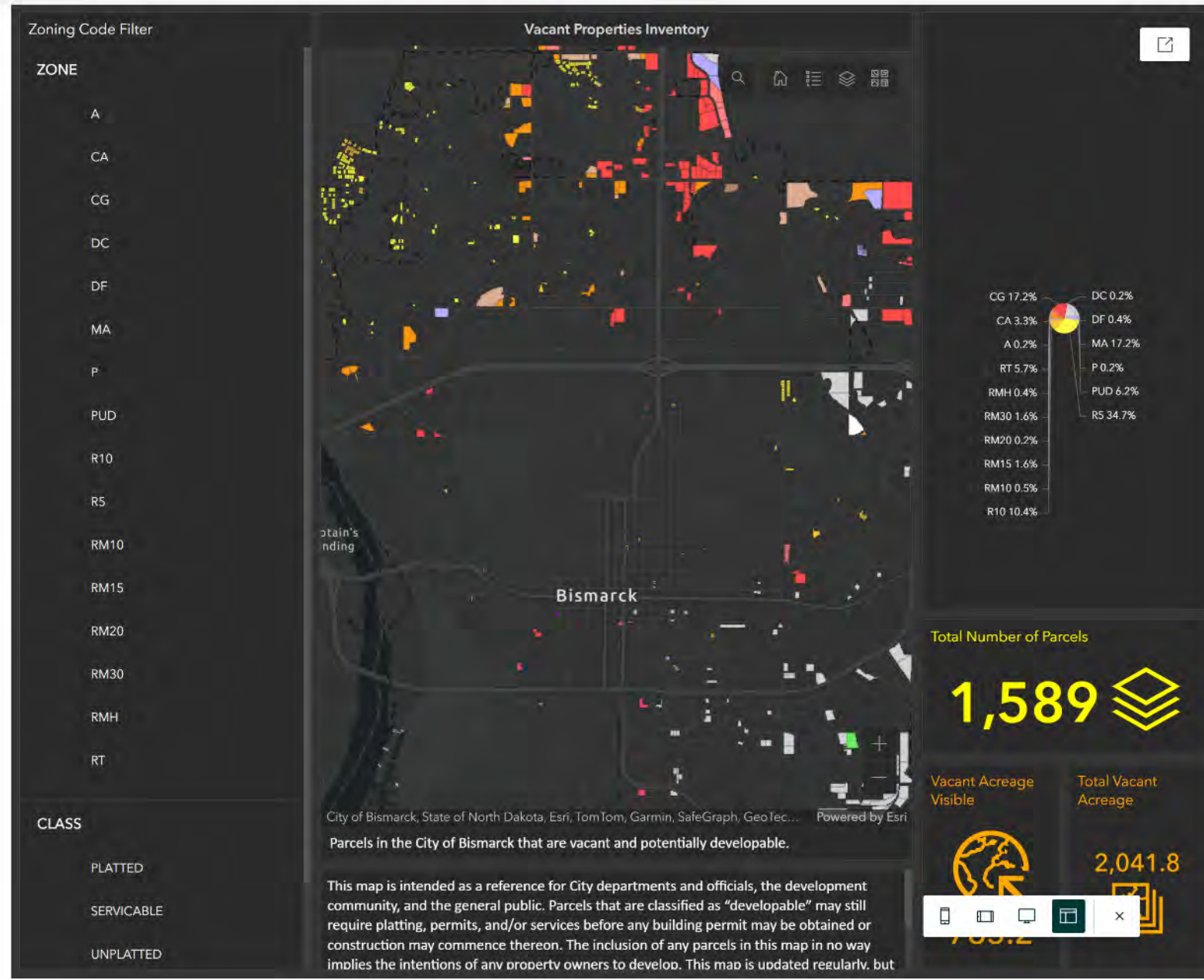
Example of infill housing

Strategy

- Undertake research to understand the development constraints on vacant flood buyout properties at a parcel specific level.
- Adopt a cluster development ordinance that supports placing clusters of homes on the parcels that allow it, with open space on the ones that don't.
- Explore whether a case can be made at the federal level for releasing development constraints for properties that no longer face risks of being flooded.
- **Resource requirements.** No financial resources are required for this strategy.

Case Study

Bismarck created a vacant property dashboard using ArcGIS online to make it easy for developers and the public to find existing vacant lots for infill.



Location-Specific Strategies

Downtown Living for Downtown Activation

Increasing downtown housing has a powerful positive effect on the vibrancy of downtown areas. It means

- More customer support for downtown businesses and restaurants.
- Increased pedestrian traffic and eyes on the street, which improves the safety of downtown.

Minot has placed a major emphasis on strengthening its downtown, setting a goal of adding 500 housing units downtown by 2040. The downtown Renaissance Zone was established in 2001 to bring attention and resources to revitalizing the downtown area. It has funded retail, office and residential development, as well as streetscape improvements.

Objective: Support downtown vibrancy by increasing opportunities for people to live downtown.

Strategy

- Continue to seek out opportunities to build the residential community in and near downtown Minot, whether in the form of redevelopment, the rehabilitation of underutilized



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***Objective:** Support downtown vibrancy by increasing opportunities for people to live downtown.*

Strategy

- Continue to seek out opportunities to build the residential community in and near downtown Minot, whether in the form of redevelopment, the rehabilitation of underutilized commercial buildings, or re-occupancy of second and third story spaces in downtown storefront buildings.
- Utilize the Renaissance Zone financial resources to support development where the program criteria are met and the need is demonstrated.
- **Resource requirements.** If public financial support is provided, it would be recouped through greater property tax revenues.



New Developer Training

Minot's community of local developers was reduced by the influx of national developers during the oil boom, and then the reduced demand for housing after the oil boom. Increased developer capacity would yield more housing production, putting downward pressure on housing prices.

There are national organizations that provide developer training resources that can be used and modified as necessary to align with local regulations and processes. Courses are offered by the [Certified Commercial Investment Institute](#), [National Association of Home Builders](#), and [Urban Land Institute](#). Minot State University could play a partnering role in establishing and delivering the developer training curriculum.

Objective: Increase the pool of developers who can build Minot's future housing base.

Strategy

- Initiate conversations with national training providers and Minot State University to determine how a developer training curriculum might be designed and delivered.
- **Resource requirements.** A City contribution to the cost of program development and delivery could be considered.



Building Trades Unions (NABTU), the Home Builders Institute (HBI), local home builder associations (HBAs) and others.

Objective: Foster workforce development in the building trades to gear up a homegrown workforce for the Sentinel project, and build a long-term workforce for housing development.

Strategy

- Establish collaborations with stakeholders such as Minot State University, Minot Association of Builders, Minot Public Schools, Minot Area Workforce Academy, and local labor organizations to design and implement workforce development and training programs that are tailored to the local context and needs.
- Promote the construction industry as a rewarding and viable career option for young people, women, minorities, and other underrepresented groups.
- **Resource requirements.** No financial resources are required for this strategy.



Capacity Building Strategies

Building Trades Workforce Development

A robust local workforce in the building trades contributes to lower housing production costs, which increases housing production.

Minot faces challenges in attracting and retaining skilled workers in the construction industry—including the aging of the existing workforce, competition from other sectors and regions, lack of awareness and interest among young people, and barriers faced by women and minorities.

Many local communities have implemented successful development and training programs in the construction industry, using programs offered by the North America's Building Trades Unions (NABTU), the Home Builders Institute (HBI), local home builder associations (HBAs) and others.

Objective: Foster workforce development in the building trades to gear up a homegrown workforce for the Sentinel project, and build a long-term workforce for housing development.

Strategy

- Establish collaborations with stakeholders such as Minot State

