



Regular City Council Meeting
Monday, May 6, 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:

[MUNICIPAL CLERKS WEEK 2024 PROCLAMATION.PDF](#)
[MENTAL HEALTH MONTH PROCLAMATION.PDF](#)
[MSU ROBOTICS PROCLAMATION.PDF](#)
[PEACE OFFICER MEMORIAL WEEK 2024.PDF](#)

4. CITY MANAGER'S REPORT

Documents:

[CITY MANAGER REPORT 5-6-2024.PDF](#)
[4-APRIL 2023 MONTHLY.PDF](#)
[MINOT COMMISSION ON AGING BOARD MEETING MINUTES.PDF](#)
[2024 - 4 - APR SPECIAL BOD MEETING AGENDA VISIST MINOT.PDF](#)

5. CITY ATTORNEY'S REPORT

Documents:

[2024-5.PDF](#)

6. PUBLIC HEARING

- 6.1. PUBLIC HEARING: APPROVE MINOT 2024 RENAISSANCE ZONE DEVELOPMENT PLAN

Presented by Brian Billingsley

RECOMMENDED ACTION

It is recommended City Council approve the 2024 Minot Renaissance Zone Development Plan and authorize staff to submit the Plan to the State of North Dakota Commerce Department for ratification.

Documents:

[CC MEMO - DEVELOPMENT PLAN.PDF](#)
[2024 DEVELOPMENT PLAN - CLEAN1.PDF](#)
[2024 DEVELOPMENT PLAN - MARK-UP.PDF](#)
[2024 MINOT RENAISSANCE ZONE UPDATE.PDF](#)

7. CONSENT ITEMS

7.1. CITY COUNCIL MINUTES

It is recommended City Council approve the minutes of the April 15, 2024, Regular City Council meeting and the April 15, 2024, Special City Council meeting.

Documents:

[04152024 COUNCIL MEETING MINUTES.PDF](#)
[04152024 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)

7.2. ORDINANCES

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

- 1. Ordinance No 5956 - 2024 BA - Edward Byrne JAG Grant**
- 2. Ordinance No 5957 - 2024 BA - Articulating Loader Trade In**
- 3. Ordinance No 5958 - 2024 BA - Used Fire Engine**
- 4. Ordinance No 5959 - 2024 BA - Police Interceptor SUVs**
- 5. Ordinance No 5960 - Zoning Map Amendment - CHS**
- 6. Ordinance No 5961 - Annexation - CHS**
- 7. Ordinance No 5962 - Amending the Land Development Ordinance**

Documents:

[ORDINANCE NO 5956 - 2024 BA - EDWARD BYRNE JAG GRANT.PDF](#)
[ORDINANCE NO 5957 - 2024 BA - ARTICULATING LOADER TRADE IN.PDF](#)
[ORDINANCE NO 5958 - 2024 BA - USED FIRE ENGINE.PDF](#)
[ORDINANCE NO 5959 - 2024 BA - POLICE INTERCEPTOR SUVs.PDF](#)
[ORDINANCE NO 5960 - ZONING MAP AMENDMENT - CHS.PDF](#)
[ORDINANCE NO 5961 - ANNEXATION - CHS.PDF](#)
[ORDINANCE NO 5962 - AMENDING THE LAND DEVELOPMENT ORDINANCE.PDF](#)

7.3. ADMINISTRATIVE APPROVALS

It is recommended City Council ratify the following Administrative Approvals.

Documents:

7.4. **BILLS, TRANSFERS, AND PAYROLL**

It is recommended City Council approve the payroll for the period of March 24, 2024, through April 20, 2024, in the amount of \$2,625,024.57 and the bills and transfers for April in the amount of \$8,577,534.18.

Documents:

[CITY CLERK REPORT APRIL.PDF](#)
[APRIL ELECTRONIC BILLS AND TRANSFERS.PDF](#)
[CITY COUNCIL BILLS APRIL.PDF](#)
[TRANSACTION REPORT APRIL.PDF](#)

7.5. **GAMING SITE AUTHORIZATION RENEWALS**

It is recommended City Council approve the gaming site authorization for the following organizations to conduct games of chance during the license year of July 1, 2024 through June 30, 2025 at the following locations:

- Our Redeemer's Lutheran Brethren Church**
 - **Our Redeemer's Lutheran Church and Christian School (700 16th Ave SE)**
- North Dakota Association of the Disabled**
 - **Drop Zone (101 S Main St)**
- American Foundation for Wildlife**
 - **Landing Bar and Bottleshop (2015 N Broadway)**

Documents:

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

7.6. **MAYORAL APPOINTMENT**

It is recommended City Council confirm the following Mayoral Appointment:

- **Tonia Vitko to replace Justin Anderson as the MACA representative on the Renaissance Zone Review Board, with a term to expire on December 31, 2026.**

7.7. **MAJOR SUBDIVISION FINAL PLAT: AVERY'S 2ND ADDITION**

Presented by Doug Diedrichsen, Principal Planner

RECOMMENDED ACTION

It is recommended City Council approve a major subdivision final plat as provided in Attachment A to create Avery's 2nd Addition.

Documents:

[ATTACHMENT A - AVERYS 2ND ADDITION.PDF](#)

7.8. MINOR SUBDIVISION PLAT: MINOT NORTH 7TH ADDITION

Presented by Doug Diedrichsen, Principal Planner

RECOMMENDED ACTION

It is recommended City Council approve a minor subdivision plat as provided in Attachment A to create North Minot 7th Addition.

Documents:

[ATTACHMENT A - NORTH MINOT 7TH ADDITION.PDF](#)

7.9. GREAT RIVER FEDERAL CREDIT UNION DONATION

Presented by Kelli Kronschnabel, Fire Chief

RECOMMENDED ACTION

It is recommended City Council approve the budget amendment for the 2024 annual budget to increase fire control - operational supplies for the purchase of safety equipment for the bike patrol with the generous donation from Great River Federal Credit Union on first reading.

Documents:

[GREAT RIVER CU DONATION .PDF](#)

[MFD DONATION LETTER - GREAT RIVER CREDIT UNION .PDF](#)

[28. 2024 BA - GREAT RIVER FEDERAL CREDIT UNION DONATION.PDF](#)

7.10. PLEDGED ASSETS, DECEMBER 31, 2023 (REVISED)

Presented by David Lakefield

RECOMMENDED ACTION

It is recommended City Council approve the revised Pledged assets as of December 31, 2023, due to the Pledged assets being received from one of the banks at a later date.

Documents:

[PLEDGED ASSETS MEMO.PDF](#)

[12-31-23 PLEDGED ASSETS REVISED.PDF](#)

7.11. DISPOSAL OF EXCESS EQUIPMENT UTILIZING AUCTION

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the disposal of the below listed excess vehicles/equipment. Items will either be sold at the city auction at the Police Department impound lot or using an online surplus auction. Auction details will be advertised in the Minot Daily News and available on the city website.

Documents:

[2024 MTC FOR ONLINE AUCTION.PDF](#)

7.12. WESTFIELD WATERMAIN REPLACEMENT AWARD OF BID (4817)

Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council award the bid for the Westfield Watermain Replacement Project to Dig It Up Backhoe Service, Inc. for the lowest bid of \$4,774,694.00 contingent on the receipt of a DWSRF loan; and**
- 2. Authorize the Mayor to sign contract documents on behalf of the City.**

Documents:

[4817 - WATERMAIN IMPROVEMENTS - AWARD OF BID.PDF](#)
[WESTFIELD WATERMAIN REPLACEMENT BID REVIEW LETTER_2024-04-18.PDF](#)

7.13. BUDGET AMENDMENT FOR SEWER PIPE SPOT REPAIR TOOL

Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council approve the sole source procurement and ratify the purchase of the Quick Lock sewer repair equipment; and**
- 2. Approve the budget amendment to move funds from Water/Sewer Department Materials and Supplies to Capital Equipment to make the purchase.**

Documents:

[QUICK LOCK PURCHASE AND BUDGET AMENDMENT.PDF](#)
[26. 2024 BA - QUICK LOCK SEWER REPAIR TOOL PURCHASE.PDF](#)
[SOLE SOURCE CHECKLIST - SPOT REPAIR.PDF](#)

7.14. UNIVERSITY WATERMAIN REPLACEMENT AWARD OF BID (4816)

Presented by Jason Sorenson

RECOMMENDED ACTION

- 1. It is recommended City Council award the bid for the**

University Watermain Replacement Project to Strata Corporation for the lowest bid of \$3,996,985.00 contingent on the receipt of a DWSRF loan; and

- 2. Authorize the Mayor to sign contract documents on behalf of the City.**

Documents:

[4816 - UNIVERSITY AVE WATERMAIN IMPROVEMENTS - AWARD OF BID.PDF](#)
[UNIVERSITY WATERMAIN REPLACEMENT BID REVIEW LETTER.PDF](#)

- 7.15. 2024 AWARD OF FUEL BID (4857)
Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council award the bid for fuel to Farstad as a primary supplier and Enerbase as a secondary supplier.

Documents:

[4857 - AWARD OF FUEL BIDS \(2024\).PDF](#)

- 7.16. APPOINTMENT OF SPECIAL CITY ATTORNEY - STEPHANIE DAVIS
Presented by Stefanie Stalheim

RECOMMENDED ACTION

- 1. It is recommended City Council consent and approve of the appointment of Stephanie Davis, Assistant Ward County States Attorney, to act as Special Assistant City Attorney in Minot Municipal Court Case Nos. MI-2024-CR-00364, MI-2024-TR-01277, and MI-2024-TR-1278; and**
- 2. Authorize the City Attorney and Mayor to sign any necessary paperwork to complete the appointment.**

Documents:

[COUNCIL MEMO.PDF](#)
[5. APPOINTMENT AND OATH - PLEADING.SIGNED.PDF](#)
[6. COUNCIL APPOINTMENT.SIGNED.PDF](#)

- 7.17. APPOINTMENT OF SPECIAL CITY ATTORNEY - SHANE GOETTLE
Presented by Harold Stewart, City Manager

RECOMMENDED ACTION

- 1. It is recommended City Council approve and authorize the**

Mayor to sign the Consulting and Legal Services Agreement between the City of Minot and Shane Goettle; and

- 2. Continue the appointment of Shane Goettle as Special Assistant City Attorney.**

Documents:

[CC MEMO GOETTLE LAW 2024 RENEWAL \(002\).PDF](#)
[MINOT SERVICE AGREEMENT 2024-2026_GOETTLE SIGNED V2.PDF](#)

7.18. TAXI FARE FEES AND ORDINANCE

Presented by Tom Joyce and Stefanie Stalheim

RECOMMENDED ACTION

It is recommended City Council adopt the ordinance on first reading regarding the taxi business.

Documents:

[COUNCIL MEMO TAXI.PDF](#)
[TAXI CLEAN UP ORDINANCE_CLEAN.PDF](#)
[TAXI CLEAN UP ORDINANCE_REDLINE.PDF](#)
[TAXI FARE RESOLUTION.PDF](#)

7.19. APPROVE TIME EXTENSION FOR FACADE IMPROVEMENT APPLICATION FI-8 (BIG M BUILDING)

Presented by Brian Billingsley

RECOMMENDED ACTION

It is recommended City Council approve a time extension request for Big M Minot, LLC to December 31, 2024.

Documents:

[CC MEMO - FI-8 EXTENSION.PDF](#)
[FACADE AMENDMENT M BLDG 240419.PDF](#)

7.20. PAINTED BUMP-OUTS

Presented by Stephen Joersz

RECOMMENDED ACTION

It is recommended City Council approve the concept, by Prairie Sky Breads, to install “Art in the Right-of-Way” inside the painted bulb-outs at the E Central Avenue and 1st Street E intersection; and authorize city staff to execute an encroachment permit.

Documents:

[2024 - ART IN THE RIGHT-OF-WAY - E CENTRAL AND 1ST ST E.PDF](#)
[2024 ART IN THE RIGHT-OF-WAY ATTACHMENT A.PDF](#)

7.21. ALLEY SPEED LIMIT ORDINANCE

Presented by Stephen Joersz

RECOMMENDED ACTION

It is recommended City Council approve the attached ordinance on first reading clarifying the 25 miles-per-hour speed on all streets and avenues in the City unless otherwise posted and establishing a 15 miles-per-hour speed limit in alleys.

Documents:

[ALLEY SPEED LIMIT ORDINANCE_Memo.PDF](#)
[ALLEY SPEED LIMIT ORDINANCE_REDLINE.PDF](#)

7.22. TITLE VI MASTER PLAN, TITLE VI ASSURANCES AND TITLE VI NON-DISCRIMINATION ADA POLICY STATEMENT

Presented by Lisa Jundt and Lance Meyer

RECOMMENDED ACTION

It is recommended City Council approve the updated Title VI Master Plan, Title VI Assurances and Title VI Non-Discrimination and ADA Policy Statement; and further, authorize the Mayor and Human Resource Director to sign the required documents.

Documents:

[MEMO APPROVING UPDATE TO TITLE VI MASTER PLAN, ASSURANCES AND POLICY STATEMENT.PDF](#)
[TITLE VI MASTER PLAN - FINAL DRAFT.PDF](#)
[TITLE VI ASSURANCES AND TITLE VI NON-DISCRIMINATION - ADA POLICY STATEMENT.PDF](#)

7.23. LANGUAGE INTERPRETATION SERVICES AGREEMENT

Presented by Lisa Jundt

RECOMMENDED ACTION

It is recommended City Council approve the contract with Propio LS, LLC for language interpretation services; and further, authorize City staff to sign the contract on the City's behalf.

Documents:

[MEMO APPROVING LANGUAGE SERVICES CONTRACT.PDF](#)
[PROPIO LANGUAGE SERVICE AGREEMENT.PDF](#)

7.24. BID AWARD AND BUDGET AMENDMENT – REMOTE CONTROL ROBOT UPGRADE
– BOMB SQUAD (2023200010)

Presented by Chief Klug

RECOMMENDED ACTION

- 1. It is recommended City Council award the bid to Remotec, Inc in the amount of \$224,271.00;**
- 2. Approve the proposed budget amendment on first reading; and**
- 3. Authorize the Police Chief to sign any necessary documentation.**

Documents:

[COUNCIL MEMO FORM - BOMB SQUAD ROBOT UPGRADE BID.PDF](#)
[25. 2024 BA - PD ROBOT UPGRADE.PDF](#)
[ROBOT BID.PDF](#)

7.25. NDSWC COST-SHARE REIMBURSEMENT AGREEMENT

Presented by Chris Plank

RECOMMENDED ACTION

It is recommended City Council approve and authorize the Mayor to sign the Agreement for Cost-Share Reimbursement City of Minot 23-25 Biennium Mouse River Enhanced Flood Protection Project Contract.

Documents:

[CITY COUNCIL MEMO - NDSWC COST - SHARE SOURIS RIVER JOINT BOARD.PDF](#)
[CITY OF MINOT AGREEMENT MREFPP 23 25 BIENNIUM.MAS EDITS.PDF](#)

7.26. APPROVE THE FIRST EXTENSION TO THE CONTRACT ASSIGNMENT AGREEMENT
BETWEEN CITY OF MINOT AND MATTSON CONSTRUCTION

Presented by Chris Plank

RECOMMENDED ACTION

It is recommended City Council approve the construction contract amendment and authorize the Mayor to sign the amendment.

Documents:

[COUNCIL MEMO - MATTSON CONSTRUCTION EXTENSION.PDF](#)
[MATTSON CONSTRUCTION CONTRACT.PDF](#)

- 7.27. CONTRACT AWARDS FOR ELECTRIC VAULT (AIP 3-38-0037-072-2024)
Presented by Jennifer K. Eckman, Airport Director

RECOMMENDED ACTION

1. **It is recommended City Council award the contract to the lowest compliant bidder, Gefroh Electric, Inc., contingent upon receipt of FAA grant funding;**
2. **Approve contract for construction administration services to be conducted by Short Elliott Hendrickson (SEH) for the project; and**
3. **Direct City staff to apply for additional funding, accept if awarded, and have the Mayor, City Attorney and the Airport Director sign contracts, grants, and necessary documents.**

Documents:

MEMO ELEC VAULT REHAB BID ACCEPTANCE.PDF
BID TAB.PDF
SEH PROPOSAL_CONSTRUCTION ADMIN FOR ELEC VAULT
RELOCATION.PDF

8. ACTION ITEMS

- 8.1. PUBLIC HEARING: WAYNE JOHNSON MOVE REQUEST
Presented by Brian Billingsley

RECOMMENDED ACTION

It is recommended the Committee and Council approve the relocation of the single-family residence from 19101 72nd St NE, Minot ND, 58701 also known as SE S12-157-82 Tatman-S26 GFD A 160, to 3200 County Rd 19 S, Minot, ND 58701, also known as Olt 27 of SESW SWSE S32-155-82 Nedrose-S4 A 11.74, subject to the following conditions:

1. **A ten-thousand-dollar completion bond must be posted with the City of Minot prior to issuance of any permits for this work.**
2. **Application and approval of mechanical, electrical, plumbing, building permits for all new proposed construction.**
3. **Coordinate all relocation activities with public utilities and traffic authorities.**
4. **An approved foundation design in compliance with City of**

Minot building codes.

- 5. If required: plumbing, electrical and HVAC systems must be brought into compliance with current code requirements of the City of Minot.**
- 6. All work at the new location must be in compliance with City of Minot building codes and zoning ordinances.**
- 7. The exterior of the structure must be one consistent color arrangement of colors after relocation.**

The property must be provided with proper site drainage and must be landscaped in a manner similar to surrounding properties.

Documents:

[MEMO TO CITY COUNCIL.PDF](#)
[WAYNE JOHNSON MOVE APPLICATION.PDF](#)
[ASSESSORS REPORT.PDF](#)
[INSPECTORS REPORT.PDF](#)
[WAYNE JOHNSON LTR.PDF](#)
[PROPERTY OWNERS LTR.PDF](#)

8.2. 16TH STREET SW RECONSTRUCTION ENGINEERING CONTRACT AMENDMENT 1 (4780)

Presented by Lance Meyer, City Engineer

RECOMMENDED ACTION

- 1. It is recommended City Council approve contract amendment 1 with Apex Engineering Group;**
- 2. Authorize the Mayor to sign the amendment; and**
- 3. Approve the budget amendment on 1st reading.**

Documents:

[16TH ST SW RECONSTRUCTION ENGINEERING CONTRACT AMENDMENT 1 MEMO \(1\).PDF](#)
[CONTRACT AMENDMENT 1.PDF](#)
[24. 2024 BA - 16TH ST SW RECONSTRUCTION ENG AMENDMENT \(4780\).PDF](#)

8.3. 16TH STREET SW RECONSTRUCTION DOCUMENTED CATEGORICAL EXCLUSION APPROVAL (4780)

Presented by Lance Meyer

RECOMMENDED ACTION

- 1. It is recommended City Council approve the Documented Categorical Exclusion document (DCE) and concur with the concepts proposed. Also, to proceed with Alternative B (Build Option), Pond Scenario 4 (Two-Tiered Pond) \$15,017,400; and**

2. Authorize the Mayor to sign the decision document.

Documents:

[16TH ST SW RECONSTRUCTION DOCUMENTED CATEGORICAL
EXCLUSION APPROVAL MEMO.PDF](#)
[DRAFT DCE_PCN 23860 MINOT 16TH ST SW.PDF](#)
[FINAL PUBLIC INVOLVEMENT REPORT_PCN 23860 MINOT 16TH ST
SW_01-24-24.PDF](#)
[FINAL PRESENTATION_MINOT 16TH ST SW_COUNCIL_2024-05-06.PDF](#)

8.4. AUTOMATIC DOOR ORDINANCE

Presented by Stefanie Stalheim

RECOMMENDED ACTION

It is recommended City Council review and consider the follow-up information provided in this memo and direct staff on how to proceed.

Documents:

[COUNCIL MEMO_AUTOMATIC DOORS_5.6.24.PDF](#)
[ORDINANCE_AUTOMATIC DOORS_5.6.24.DOCX.PDF](#)

9. PERSONAL APPEARANCES

10. MISCELLANEOUS AND DISCUSSION ITEMS

10.1. CDBG CONSOLIDATED PLAN PRESENTATION

Elizabeth McNannay from Resource Consultants presenting on the Consolidated Plan process for Entitlement funding.

Documents:

[RESOURCE CONSULTANTS PRESENTATION.PDF](#)

10.2. MINOT HOUSING AUTHORITY - MILTON YOUNG PRESENTATION

Tom Alexander from Minot Housing Authority will do a brief presentation on the completion of Milton Young Towers.

Documents:

[MYT_CITY COUNCIL.PDF](#)

10.3. 2025 – 2029 CAPITAL IMPROVEMENT PLAN PRESENTATION (4821)

Prepared by Lance Meyer

No recommended action for this meeting. This is the presentation of the plan.

Documents:

2025 - 2029 CAPITAL IMPROVEMENT PLAN PRESENTATION MEMO .PDF
CITY OF MINOT CAPITAL IMPROVEMENT PLAN 2025-2029 DRAFT WITH
APPENDICES.PDF
2025 - 2029 CIP PRESENTATION.PDF

11. ADJOURNMENT

Proclamation

Mayor Proclaims May 5-11 as Professional Municipal Clerks Week

WHEREAS, the office of the Professional Municipal Clerk is a time-honored and vital part of local government that exists throughout the world and,

WHEREAS, the Office of the Professional Municipal Clerk is the oldest of public servants; and,

WHEREAS, the Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels; and,

WHEREAS, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, the Professional Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Professional Municipal Clerk through participation in education programs, seminars, workshops, and the annual meetings of their state, county, and international organizations;

NOW, THEREFORE, DO I, Tom Ross, Mayor of the City of Minot, hereby proclaim the week of May 5-11, 2024, as Professional Municipal Clerks Week and further extend appreciation to our Professional Municipal Clerk Mikayla McWilliams and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they serve.

Mayor Proclaims May 5-11 as Professional Municipal Clerks Week

Tom Ross, Mayor, City of Minot

City of Minot City Clerk



Proclamation

Mayor Proclaims May as Mental Health Awareness Month

WHEREAS, mental health is an essential part of overall well-being, impacting individuals, families, and communities across North Dakota, including Minot; and

WHEREAS, two in five adults report anxiety and depression, two in five teens describe experiencing persistent sadness or hopelessness, drug overdose deaths are at near record highs, suicide is the second leading cause of death among young people, and everyone faces challenges in life that can impact their mental health; and,

WHEREAS, despite its prevalence, mental health remains shrouded in stigma, preventing many from seeking help despite early intervention and access to quality care being crucial for managing mental health conditions and improving quality of life; and,

WHEREAS, this month of recognition raises awareness about mental illness, its prevalence in today's society, and its impacts on people of all ages and diverse backgrounds in large communities, rural areas, and in smaller cities like Minot; and,

WHEREAS, as residents of Minot, we can work together to create a community where everyone feels supported and empowered to prioritize their mental well-being and is encouraged to seek help from family, friends, and mental health professionals when recommended or needed.

NOW, THEREFORE, DO I, Tom Ross, Mayor of the City of Minot, hereby proclaim May as Mental Health Awareness Month in Minot, and encourage all residents to educate themselves and others about mental health conditions, challenge stigma by speaking respectfully and inclusively about mental health, seek help if they are struggling with their mental health, support organizations that provide mental health services and advocacy, and work to create safe and supportive environments where all residents can have open conversations about mental health.

Mayor Proclaims May as Mental Health Awareness Month

Tom Ross, Mayor, City of Minot

City of Minot City Clerk



Proclamation

Mayor Proclaims May 7 as MSU Robotics Team Day

WHEREAS, the 56th annual Midwest Instructional Computing Symposium was held April 5 in Minneapolis, Minn., and featured academics in computer science from North Dakota, South Dakota, Minnesota, Wisconsin, and Iowa; and,

WHEREAS, students from the Minot State University Computer Science Club not only attended the symposium, but also earned first- and third-place honors in the robotics tournament, marking the second straight year MSU students have finished in first place; and,

WHEREAS, MSU students have consistently proven that they can successfully compete on a national level in computer science events, showcasing the high level of instruction and education being taught at our university right here in Minot; and,

WHEREAS, the first-place winning team (Bit_by_Bit) is made up of members Saif Khan, Kaif Kahn, and Cayden White, while the third-place team (The Beavers) is made up of members Travis Smith, Kid Demeke, and Albert Demotte; and

WHEREAS, the MSU teams are led by faculty coaches Darren Seifert, Scott Kast, Daren Erisman, and Muhammad Abusager;

NOW, THEREFORE, DO I, Tom Ross, Mayor of the City of Minot, hereby proclaim May 7, 2024, as Minot State University Robotics Team Day and encourage Minot residents to recognize and honor the achievements of these MSU students and coaches, and to support our university as it continues to expand its academic successes in all fields on national and international levels, bringing recognition to MSU and showcasing the expertise of our students and faculty.

Mayor Proclaims May 7 as MSU Robotics Team Day

Tom Ross, Mayor, City of Minot

City of Minot City Clerk



Proclamation

Mayor Proclaims May 12-18 as Peace Officer Memorial Week

WHEREAS, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Minot Police Department; and

WHEREAS, since the first recorded death in 1786, there are currently 24,067 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including two members of the Minot Police Department; and

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and

WHEREAS, 282 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 118 officers killed in 2023 and 164 officers killed in previous years; and

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 36th Candlelight Vigil, on the evening of May 13, 2024; and

WHEREAS, the Candlelight Vigil is part of National Police Week, which will be observed this year May 10-16, and May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff;

NOW, THEREFORE, DO I, Tom Ross, Mayor of the City of Minot, hereby proclaim May 12-18 as Peace Officer Memorial Week in Minot and encourage all residents to publicly salute the service of law enforcement officers in our community and in communities across the nation as they continue to protect our residents and our property through their dedication to public service.

Mayor Proclaims May 12-18 as Peace Officer Memorial Week in Minot

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: May 6, 2024

City Manager:

Interviews were held for candidates of the Economic Development Administrator position. Three were invited to interview of which two responded and interviewed. Only one candidate was determined to be qualified for the position but withdrew their resume after the interviews. The position has been reposted and will be “open until filled”. Qualified candidates will be interviewed upon receipt of application and staff will continue to recruit applicants.

The City’s consultant, Raftelis, conducted four public input meetings regarding the development of a City Strategic Plan. With exception of the last meeting there was little participation from citizens. Raftelis is working to schedule an additional “virtual” meeting for the citizens to have another opportunity to participate. Meetings with staff and Council will be scheduled in the near future.

Meetings attended included: ARBI Board meeting; communication meeting with FDHU Director; quarterly communication meeting with WY and MT regarding Project Sentinel; Alcohol Ordinance Review Committee; ND Nuclear Triad Reception; ND Nuclear Triad Symposium; Dept. of Commerce Tour of Logistics Park and Minot Intermodal Facility; speaker at Minot Builder Association luncheon; Central Dakota MPO Policy Board meeting; retirement function of city employee Jody Sampson at public works; and attended the Great Open Spaces City/County Manager Association annual conference in Spearfish, SD.

Engineering
City Engineer, Lance Meyer

Department Updates

- In April, the Department issued 42 right of way permits and attended 6 DRT meetings.
- Cityworks software configuration continues. Online permitting for inspection is going live in May.
- In April, the Traffic Division completed 44 work orders.

Staffing

- We continue to recruit for an engineer to fill the project engineer position.
- We are currently receiving applications for Engineering Intern and GIS Intern for summer 2024

2023 Project Updates

- Most 2023 projects have been completed and final payments issued.
- 2023 Signal Improvement is anticipated to start in mid-late April. This project will have significant roadway and travel impacts. The 2023 Signal Cabinet Improvement project will start after the Signal Improvement project is finished. are awaiting material. Both of these projects are anticipated to be completed by July 2024.
- 2023 Sidewalk, Curb & Gutter is substantially complete but has punch list items that cannot be completed until spring.

2024 Project Design

- The 2024 Street Seal, Microsurfacing, Street Improvement, Patching, Sidewalk Curb & Gutter, Concrete Rehab and Pavement Marking projects have all been awarded. Preconstruction meetings are being scheduled and held. Construction is anticipated on starting in April.
- Storm Sewer District 124 is in preliminary design. A public information meeting regarding the district will take place in early 2024.
- The Puppy Dog Storm Sewer project is in final design and has begun right of way acquisition. Staff is aiming for a spring or early summer bid.
- The 16th Street Reconstruction project is in preliminary design and the draft environmental document and decision document will be presented to council at the May 6th meeting.
- The CP Rail Quiet Zone project has finished design for the city portion of the project, and staff is working with the railroad to finish their portion of the signal design. We will discuss with the railroad if it is better to construct the city improvements this year or wait until 2025 when their crossings signals arrive.
- The draft 2025-2029 Capital Improvement Plan has been sent to council and will be presented to the public on May 6th. Adoption will take place on May 20th.
- The 16th Street Interchange Improvements are in preliminary design. We are working with the NDDOT bridge division to decide if a bridge deck overlay will be required in addition to the approach slab replacement. Pavement improvements and signal replacements will also occur.

Police Department Chief John Klug

The police department is currently at 78% effective strength for sworn officers with 18 of the 85 sworn positions not fully effective or vacant. The current effective strength of sworn staff is due to the following:

- 1 – Extended Specialized Training
- 2 – Injury/Medical
- 2 – New Officers in Training
- 13 – Vacant Positions

In Central Dispatch, we remain at 58% effective strength with 7 of the 17 positions not fully effective or vacant. We have selected two more dispatch candidates for employment, with the intent to start their employment at the beginning of June. The current effective strength is due to the following:

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

Additionally, our Assistant PSAP Manager resigned in mid-April, so we have opened that position up for applications. We hope to have a new assistant hired and in place by the beginning of July.

Police Department – Calls for Service

Totals:

- 2023 = 41,103
- 2022 = 39,181

Year to Date (through April 30):

- 2024 = 11,943
- 2023 = 12,285
- 2022 = 12,189

Fire Department
Fire Chief, Kelli Kronschnabel



Fires reported in the month..... 7

- Structure Fires: 2
- Cooking Fire Contained: 2
- Outside Rubbish Fires: 2
- Special Outside Fire: 1

2024 Monthly Fire Counts Year to date Total: 21

Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec
4	5	5	7								

YTD Dollar loss attributed to fire..... \$171,000

Total incidents reported for the month: 371

Fires	Overpressure ruptures, etc	EMS	HAZMAT	Service Call	Good Intent Call	False Alarm	Severe Weather	Special Incident Type
7	0	296	17	10	18	23	0	0

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

Update from Chief's Kronschnabel's office:

The Fire Department had another busy month, with seven fire incidents in the month and a total of 371 incidents, 23 less than in March.

Our Center for Public Safety Management (CPSM) was finalized and the results were presented to City Council during the April 15th meeting.

Our new Aircraft Rescue Fire Fighting (ARFF) truck arrived at Station 3 at the beginning of the month. Familiarization training will take place in May.

The Public Information Office held a Media Relations training for all of our staff. They covered everything from media release information to on-camera interview techniques.

Our crews took advantage of the warmer than average temperatures in April, and conducted Swift Water Training in the river.

Lastly, we have officially launched our Helmets for Heroes Program. The program was unveiled on April 28th, which happened to be National Superhero Day, more information about the program can be found on our webpage, www.minotnd.gov/815/Helmets-for-Heroes

Jennifer Eckman
Airport Director

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

- March 2024 there continued to be an increase in enplanements, concessions, car rentals and parking revenue, while load factor (percentage of seats filled) dropped slightly. This can be attributed to the airlines adding flights to meet the demand for spring break and Easter holiday travelers. Additionally, the new Orlando flight has continued to perform well. There were a couple of winter events which resulted in delays and some cancellations, but the airport kept the primary runway and taxiways open for business.

Staffing and Training

- **Staffing** –
 - The Airport was fully staffed for the month of March.
 - *Preview to April's report*: The Airport Facility Team has one employee apply for short-term disability and one employee has submitted for retirement. The Airport is working with HR to fill in the gap with a couple part-time employees, as it works through the recruitment and hiring processes.
- **Training and City P.R.I.D.E.** –
 - *CPR/Fire Extinguisher Training* – The Fire Department provided training to the majority of the Airport team.
 - *Fly-ND Conference* – Due to weather and road conditions only the Airport Director was able to attend the annual conference in Grand Forks.
 - *TSA C-UAS Tabletop* – Airport staff participated in the annual tabletop.
 - *PRIDE Employee Recognition Committee* – Airport Operations and Maintenance Manager continues to serve on this committee as the chair.
 - *FAA Webinar: Unmasking Unconscious Bias* – Airport Business and Development Manager attended the webinar as part of her duties as the airport's DBE and Title VI liaisons with the FAA.
 - *NOAA Webinar: Impactful Winter Weather Starting this Weekend in North Dakota (March 23-24, 2024)* – Attended by the Operations Foreman and Team.
 - *City Safety Committee* – The Airport Safety and Security Specialist represents the Airport on this committee.
 - *Lunch and Learn* – The airport staff assisted in putting together the city-wide lunch and learn event at the city hall. The topic was "Achieving Work Life Balance."

Equipment and Facilities

- **Equipment** –
 - *Snow Removal Equipment (SRE)* –
 - *Front-end Loader* – The loader's snowblower attachment has still not been delivered, the vendor cited supply chain issues.
 - Two winter events in March, caused typical wear and tear.
 - *Airside Equipment* –
 - *Electrical Vault* – The equipment in the vault continues to be an issue. The FAA and the NDAC agreed to allow the vault to be part of the 2024 AIP Entitlement project and bid documents were prepared.

- Airside Electrical Generator – The radiator continues to have a slow leak. We are looking to see if we can possibly send it out for service this summer.
- Fuel farm – The temporary fix of the fuel pump seems to be holding up fairly well. Installation of the new dual pump system is on track for mid-April (waiting of ground thaw.)
- Jet bridges – The jet bridges continue to show wear and tear a couple of drive motors were replaced to keep them operational. The airport team continues to coordinate the repairs with airlines.
- **Facilities** –
 - Commercial Terminal –
 - Fire Alarm – The fire alarm panel’s annunciator continues to not work properly. The airport did not receive the federal ATP funds this year. The Airport team is working on putting a RFP for the anticipated \$130,000 repair/replacement.
 - Overhead gate at restaurant continues to be a problem. The airport is getting quotes and will be adding this project to its 2025 budget although it may need to be replaced prior to 2025.
 - HVAC System – DOAS heat recovery wheel was damaged Facilities was able to get it repaired.
 - Furniture – There are a number of seats within the terminal which are showing significant wear and tear. The Facilities team is exploring options for replacement and refurbishment.
 - General Aviation Terminal –
 - HVAC System – Working with consultant to formulate plan to rehabilitate the aged system and allow for zone controls.

Community Engagement

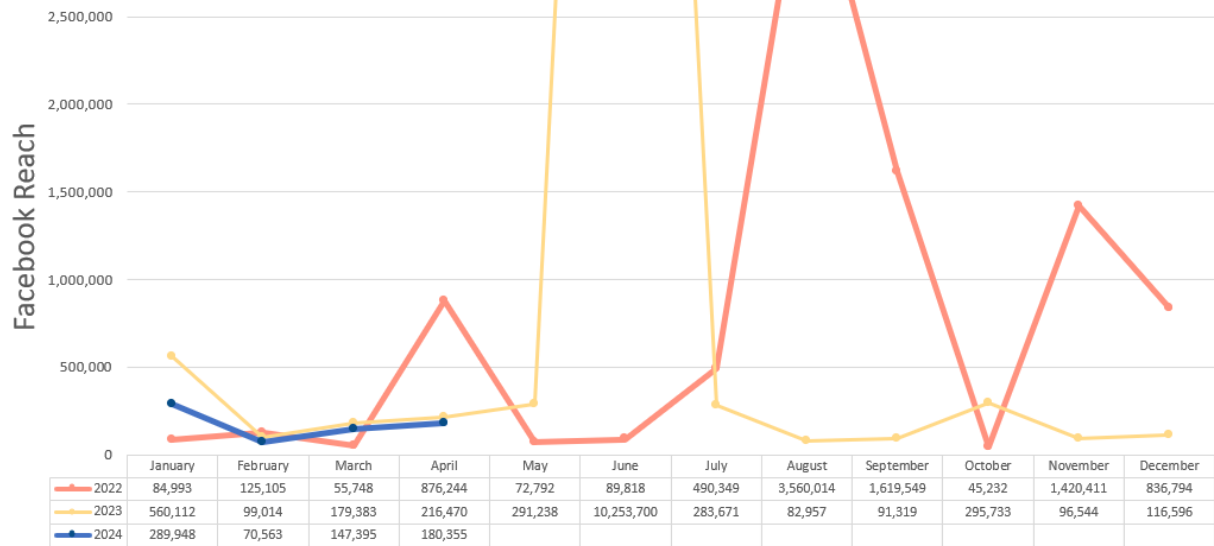
- Airport Community Meeting – The monthly meeting with the tenants was held the first week of the month.
- Local Emergency Planning Committee (LEPC) – Airport staff participates in LEPC activities.
- Airport Association of North Dakota (AAND) – Airport Operations and Maintenance Manager is on the board. Airport Director attended the Fly-ND Conference.
- Service Organizations –
 - Rotary - The Airport Operations and Maintenance Manager participates in Rotary.
- Social Media – The top post for the month contained a photo of the new aircraft rescue and firefighting truck being inspected prior to it being delivered.
- Minot Area Community Land Trust Board Meeting – Airport Operations and Maintenance Manager serves on the board and attended the meeting.
- Minot Area Chamber EDC Committees – Airport Director participates in the Infrastructure, Energy, and Military Affairs committees and serves as an honorary commander of the 5th Logistical Readiness Squadron. Airport Director attended the Prairie Warrior Auction.
- American Association of Airport Executives – Airport staff participates in a variety of subcommittees and working groups within this organization and its Great Lakes Chapter.
- Executive Women in Aviation – The Airport Director and staff attended its bi-monthly online meeting.

Public Information
Communication and Engagement Manager Jennifer Kleen

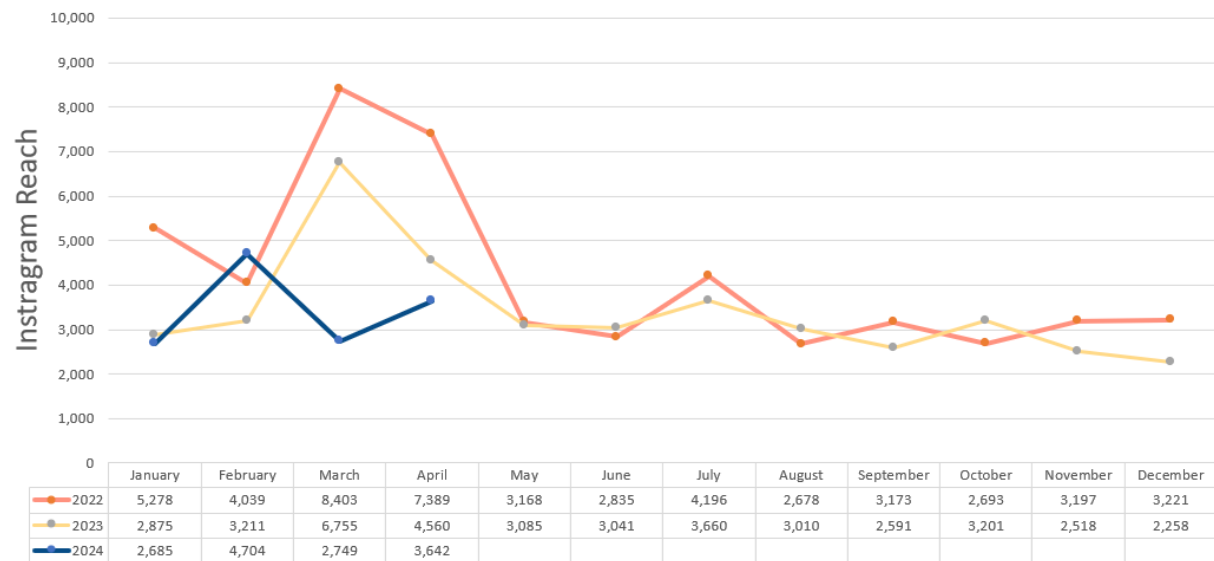
Highlights and Takeaways

- Communication and Engagement Manager Jennifer Kleen has completed recording, editing, and producing videos related to the upcoming budget tours for essentially every department. They videos will be available to view on the City's YouTube channel. Thanks to all department heads and other employees who took time out of their schedule to meet with Jennifer.
- March has involved a wide variety of subjects in our office. We helped publicize the visit from the CPKC historic steam train, worked with the Landfill to educate the public about compost, broadcast candidate meetings for City Council, Minot Public School Board, and Minot Park Board, continued to prep the public for the spring clean up week, and provided information to the public about construction projects that are under way, like Safe Routes to School sidewalk projects and others.
- Construction season is here, so we'll work with Public Works, Engineering, Traffic, Street, Water/Sewer and other departments on what's on their construction schedules for 2024. A lot of bid openings have taken place and projects are starting or getting ready to start, so we'll work with the proper departments to educate the public on what to expect this construction season.
- All three PIO employees continue to monitor public input on the City's social media channels, and answer as many questions and concerns as possible. We appreciate the help from employees in all departments who provide us with facts and information so that we can relay that to the residents who are asking questions or expressing concerns.

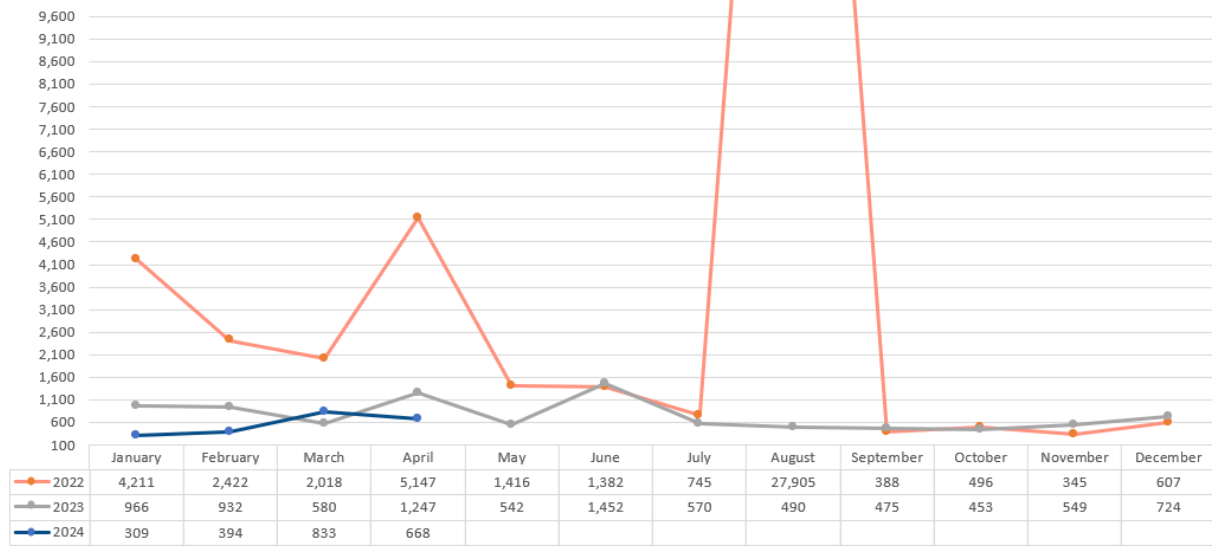
Facebook Reach Month by Month



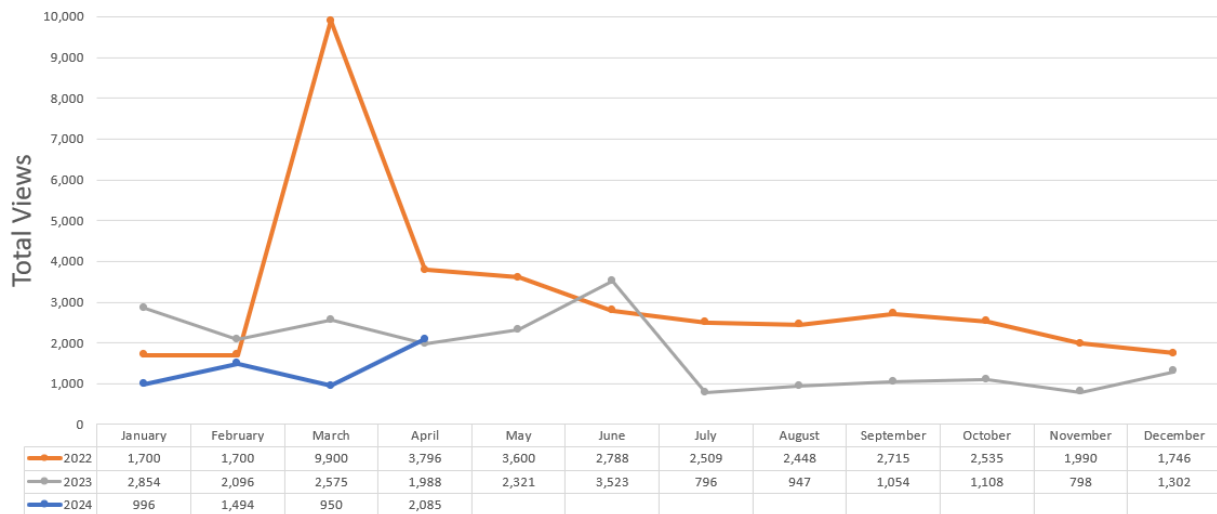
Instagram Reach Month by Month



Twitter Reach Month by Month



YouTube Views Month by Month



2024 Social Media Footprint



Public Information Public Safety Information & Outreach Officer – T Kvigne

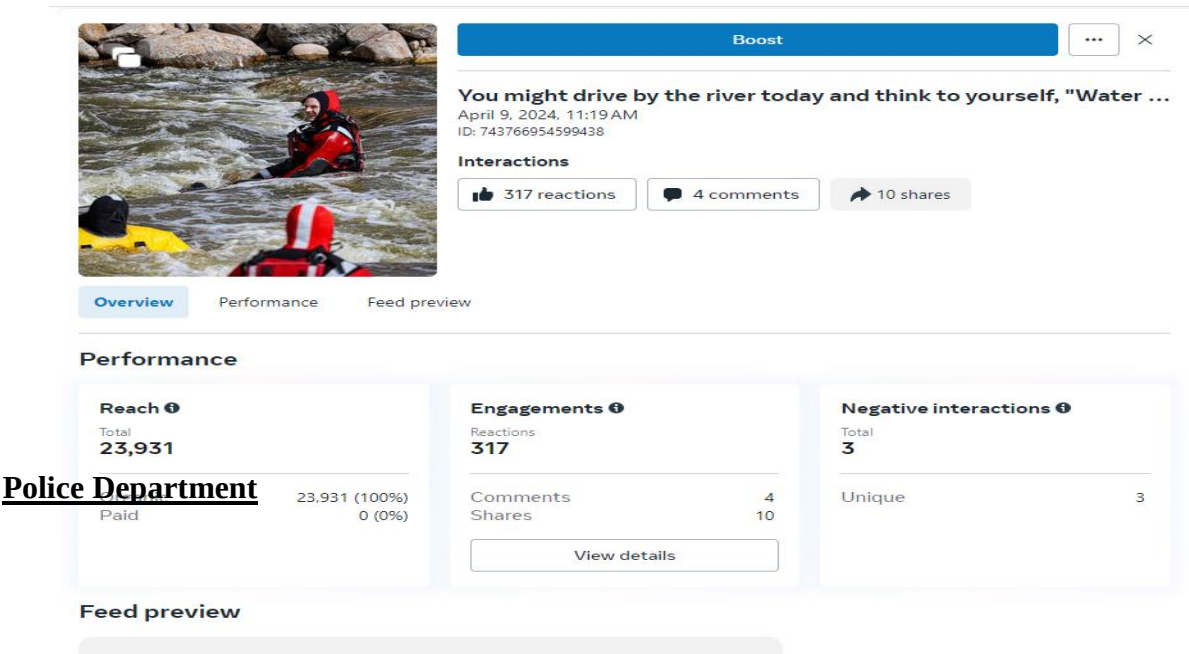
Highlights and Takeaways

Fire Department

- There were three fires in the month of April media releases were issued for. April 5th, April 25th, and April 29th.
- The Public Information Office and myself hosted a Media Relations/PIO class for all the battalions at the beginning of the month. We discussed the importance of media releases, relationships with the media, and even held on-camera interview portion to educate different techniques, etc.
- All battalions went took advantage of the nice temperatures and conducted swift water training in the Souris River this month. I was able to document each battalion and observe the different tactics/techniques they use in various situations.
- In April, we gained 64 new followers on Facebook and 12 new followers on Instagram. Our total Facebook reach was 44,491 and 258 on Instagram for the April.
- In April, the department officially launched the Helmets for Heroes program. I had a Facebook live interview with Minot Trending News Live talking about the new program.

- We also had a few posts that did well on Facebook. The arrival of Station 3’s new ARFF truck (Reach of 14,800), 100th Birthday post for Helen (Reach of 5,900), and the first Swift Water training post (see below).

Our top performing post for Facebook, was a post including photos from the first day of swift water training. The post amassed 23,900 in reach and had 2,900 post engagements



Police Department

- I continued assisting the department with various tasks for the Chiefs of Police Conference that will be the department will be hosting at the end of June. This has ranged anywhere from designing a conference coin, creating the agenda/print material, and attending meetings for the event.
- Our Facebook reach for the month of march was 89,504, and we gained 105 new followers.
- We had quite a few higher than average performing posts, that were not media release. Guns-n-Hoses reminder post (16.7K reach), Sgt. Paul Burns retirement post (24.5K reach), Special Olympics Truck Pull Event Post (14.6K reach), and lastly a post about our Minot Police Cadets and the conference they attended (11.5K reach).



Boost

... X

Sgt. Paul Burns has joined the ranks of retirement after serving ...

April 24, 2024, 4:09 PM

ID: 731652265804629

Interactions

1,148 reactions

284 comments

35 shares

Overview

Performance

Feed preview

Performance

Reach ⓘ

Total
24,471

Organic	24,471 (100%)
Paid	0 (0%)

Engagements ⓘ

Reactions
1,148

Comments	284
Shares	35

View details

Negative interactions ⓘ

Total
0

Unique	0
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Boost

... X

This past weekend, seven of the Minot Police Cadets were in R...

April 22, 2024, 12:02 PM

ID: 730369692599553

Interactions

226 reactions

7 comments

12 shares

Overview

Performance

Feed preview

Performance

Reach ⓘ

Total
11,492

Organic	11,492 (100%)
Paid	0 (0%)

Engagements ⓘ

Reactions
226

Comments	7
Shares	12

View details

Negative interactions ⓘ

Total
0

Unique	0
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MINOT MUNICIPAL COURT
MONTHLY REPORT COMPARISONS FOR APRIL 2023/2024

To: City Manager, Harold Stewart
From: Minot Municipal Court

	<u>APRIL 2023</u>	<u>APRIL 2024</u>
<u>MUNICIPAL COURT CASES</u>		
Filed	515	440
Disposed	416	459
<u>PARKING TICKETS</u>		
Written	171	157
Paid	206	229
<u>REVENUE</u>		
Fines & Forfeitures Cash	\$ 30,268.06	\$ 40,191.57
Suspended for Jail or CS	\$ 0.00	\$ 0.00
Waived	\$ 7,863.91	\$ 7,263.98
District Court Transfers	\$ 160.00	\$ 171.00
Parking Tickets	\$ 4,120.00	\$ 4,580.00
Copy Fund	\$ 0.00	\$ 10.00
From Posted Bond	\$ 12,071.94	\$ 12,815.98
Accounts Receivable Balance	\$ 696,617.97	\$ 714,123.98**

Rec. Balance Last Month: \$710,092.68 (An Increase of \$4,031.30)

COLLECTION AGENCY

Turned Over for Collection:	\$ 4,953.75	\$ 0.00
Collected:	\$ 1,870.77	\$ 2,020.03
Uncollectable:	\$ 995.70	\$ 275.00

Admin. Fee to Domestic Violence Fund

Paid	\$ 1,068.49	\$ 1,432.92
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**Reflects total fees receivables less 80% of total restitution, which is not owed to the City of Minot (80% = \$201,062.98)

MINOT COMMISSION ON AGING
Board of Directors
MCA Meeting Room – Parker Center
March 15, 2024

PRESENT: Jay Fisher, Penny Hamilton, Denise Larson, Andrew Maragos, Lacey McNichols, Mary Nester, Steve Podrygula, Tom Probst, Pat Schmitt, Vicki Summerfield, Larry Wahlund, Alan Walter

STAFF: Roger Reich, Val Millen, Deb Leyrer

ABSENT: Bob Schempp

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

ANNOUNCEMENTS: Happy Birthday to Pat Schmitt!

APPROVAL OF MINUTES: Andy Maragos motioned to approve the minutes for February 2024, seconded by Tom Probst; motion carried.

FINANCE REPORT: Val Millen reporting.

- Val Millen presented the January 2024 financials.
- Copies of the check register were made available to the Board.
- We were recently notified that we will be receiving a \$25,000 Hess grant for the meal program.
- Larry Wahlund motioned to approve the financials, Mary Nester seconded; motion carried.

DIRECTOR'S REPORT: Roger Reich reporting.

- Stepping On begins next week; it is a 7 week course that helps with fall prevention and balance.
- Salute to Seniors is May 14th at the City Auditorium.
- March for Meals will be celebrated March 27th at MCA. The City Mayor, Manager and council members have been invited, along with the county. They will be offered to ride with a volunteer to get a first hand look at how our program works.

PRESIDENT'S REPORT: Congratulations to Denise on her retirement. There will be a Parkinson's Fundraiser April 15th, 6 p.m. at the Minot Country Club. Call 701-240-1432 for more information.

NEXT MEETING: April 19, 2024 in the meeting room.

Meeting was adjourned at 12:35 pm.

Respectfully submitted,

Deb Leyrer
Recorder

Lacey McNichols
Secretary



SPECIAL BOARD MEETING

Thursday, April 25, 2024, 8:30 am

Location: Teams Meeting

AGENDA

Call to Order: Introductions

☐ Amanda Shappell	☐ Randy Conway
☐ Megan Langley	☐ Thor Nelson
☐ Paul Pitner	☐ Pamela Hopkins
☐ Josh Galloway	☐ Jesse Zwak
☐ Stephanie Schoenrock – Executive Director	

Destination Development Grant – Department of Commerce Contract

Destination Development Grant – 4 Sub-Recipient Agreements

Souris Basin Planning Council – Technical Assistance Service Agreement

Next Board Meeting: Wednesday, May 15th, 2024

Location – Sleep Inn



Date: May 1, 2023
To: Mayor/City Council
City Manager
From: City Attorney's Office
Re: Monthly Attorney Report (May, 2024)

Pursuant to Minot City Code of Ordinances, Section 2-30(7), the following items or issues are submitted as a summary of some of the matters addressed by the City Attorney's Office prior to the May 6, 2023 City Council meeting:

I. Civil Matters

A. Floodplain Eminent Domain Cases:

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

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

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

May: Settlement Agreement is signed and closing is set for August 9, 2024, but the property owners have been in touch about potentially closing before August 9th. City staff and CDM Smith are coordinating logistics to attempt an earlier closing. If an earlier closing is feasible, a negotiated a purchase agreement addendum will be brought before the City Council for its consideration.

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

<u>Counsel:</u>	John Warcup
<u>Opposing Counsel:</u>	Jessica Klein
<u>Current Status:</u>	Pending in District Court Executive Session scheduled for May 6 Jury Trial Cancelled

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

May: An executive session has been scheduled before the May 6th regular City Council meeting to discuss present negotiations on this matter – given the status of negotiations, the three-day jury trial on the District Court calendar for 4/30/2024, 5/1/2024, and 5/2/2024 was cancelled.

B. Other Civil Matters:

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

Counsel: Howard Swanson
Appointed by Airport Premises Insurance

Opposing Counsel: Steve Lutt

Current Status: Unfiled

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

May: Discovery and negotiations are ongoing.

2. Todd Mickelson v. City of Minot

Counsel: Brian Schmidt
Appointed by NDIRF

Opposing Counsel: Leo Wilking

Current Status: Pending in District Court, Discovery is ongoing.
Scheduling Order states parties should be ready for trial by October 1, 2024.

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

May: Discovery is ongoing. Depositions of present and former city employees and the plaintiff were conducted. Scheduling order states parties agree to be ready for trial by October 1, 2024.

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

Counsel: Bryan Van Grinsven
Appointed by NDIRF

Opposing Counsel: Nici Meyer and Ryan Quarne

Current Status: Appealed to ND Supreme Court

On October 17, 2023, RMM Properties, L.L.L.P. filed a Notice of Appeal with the North Central Judicial District alleging the City of Minot applied the incorrect legal standard when approving an application for vacation of a plat, and approval of a new preliminary plat, and in doing so the action constitutes a taking of real property without compensation. NDIRF has appointed attorney Bryan Van Grinsven to represent the City in response to the appeal. The City filed its Certificate of Record with District Court on November 13, 2023. The Court issued a briefing schedule on November 15, 2023 requiring the RMM Properties, L.L.L.P. to submit its appellate brief on or before December 6, 2023, and the City to submit its appellee brief within 10 days of service of the appellate brief. The City supplemented its records with links to the Planning Commission and City Council meetings regarding this matter on November 28, 2023, and RMM Properties, L.L.L.P. submitted a reply brief. On February 28, 2024 the District Court entered an order affirming the City Council's decision. Notice of Entry of the Order was served on Defendants and filed with District Court on March 1, 2024.

May: On April 29, 2024, RMM Properties filed an appeal to the North Dakota Supreme Court arguing the District Court erred in affirming the City of Minot's approval of the application and preliminary plat.

4. Nathan Properties, LLC Appeal

Counsel: John Warcup
Appointed by NDIRF

Opposing Counsel: Jessica Lee Klein

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

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

Nathan Properties, LLC was denied relocation benefits because the NDR Program Manager determined that they were ineligible pursuant to 49 CFR Part 24.305(b), which determines eligibility when one or more displaced entities could be considered a single business, entitled to only one fixed payment. Nathan Properties, LLC shared the same premises as Minot Welding, Inc., which also applied for and received relocation benefits. The same person owns, controls, and manages the affairs of the two entities. The relocation benefits rendered to Minot Welding, Inc. contemplated moving everything in the building that Minot Welding, Inc. allegedly shared with Nathan Properties, LLC and there is no personal property left in the building. Given these facts and others, the NDR Program Manager determined that Nathan Properties, LLC's request for relocation services should be denied.

May: City staff and Attorney Warcup continue to finalize the City's response and gather materials to certify the record on appeal. Negotiations are ongoing.

5. Liberty Sierra Vista, LLC /Storm Sewer District 121 – Hotel Revel

Counsel: John Warcup
Retained by City of Minot

Opposing Counsel: Trevor Hunter

Current Status: Negotiations ongoing

On January 16, 2024, Liberty Sierra Vista, LLC sent a letter to the City’s contractor in connection with Storm Sewer District 121’s impact on the Hotel Revel and its operations. Liberty Sierra claims that while they are not opposed to improving drainage and flood protection in the area, the storm sewer project will allegedly have significant economic impacts on the hotel and is demanding compensation well in excess of what City staff and its contractor believes is reasonable or appropriate for a temporary drainage easement. In February, the City Council approved retaining John Warcup, of Swanson & Warcup, Ltd, to assist with negotiations for this storm sewer project and any necessary eminent domain proceedings.

May: Negotiations are ongoing.

C. City Business:

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

- a. 2024 Goals and 2025 Budget:** City Attorney’s Office staff are finalizing goals for 2024 and beginning to prepare their 2025 budget.
- b. Superfund Site Meetings/Document Review:** The City Attorney and Assistant City Attorney Schmitz have been attending monthly meetings with the Utilities Director, State Department of Environmental Quality, Environmental Protection Agency and Park District regarding the old Minot landfill superfund site and amending the operations and maintenance plan to allow the park district to use the site.
- c. Project BEE/Broadway Circle Project:** The City Attorney and other City staff continue to work through the mutual termination agreement terms and completion of the Broadway Circle Project. The City Attorney assisted NDR staff recently with a contract amendment to extend the substantial completion deadline for Mattson Construction to complete the project due to the delays resulting from the departure of their executive director.
- d. Easement Agreements:** Assistant City Attorney Schmitz continues to review draft easement documents with Project Manager Ben Cofell.
- e. Edgewood Real Estate Investment Trust Development Agreement:** Attorneys Johnson and Lindgren have submitted a draft preliminary agreement for staff review. Attorneys are waiting for confirmation from city staff that they have reviewed the agreement and once that confirmation is received, a final draft will be sent to Edgewood for review and comment.
- f. Façade Improvement Program Case No FI-8 (Big M Building):** Assistant City Attorney Schmitz and City Attorney Stalheim reviewed and discussed the façade improvement program agreements with the Community Development Director.
- g. Façade Improvement Program Case No FI-9 (111 Main St. S.):** Assistant City Attorney Schmitz and City Attorney Stalheim reviewed and discussed the façade improvement program agreements with the Community Development Director.

- h. **Open Records Requests Questions:** Assistant City Attorneys Dickerson and Schmitz assisted the police department with responding to open records requests. The City Attorney also worked through an open records request with the Bus Transit Superintendent and the City Clerk.
- i. **Problem Properties Unit (PPU) Meeting:** The City Attorney attended a Problem Property Unit meeting which is being reviewed by ACM Joyce to improve efficiencies.
- j. **Demolition/Remedial Work Orders:** The City Attorney discussed remediation and demolition orders with the Building Official and PD.
- k. **Special Assistant City Attorney Davis:** The City Attorney made arrangements with the Ward County State's Attorney's Office to transfer prosecution of a case concerning a present city employee to their office to dispel any concerns of impropriety. The City Attorney prepared pleadings, council memo, and council appointment paperwork to complete the appointment and staff assisted with transferring the police file.
- l. **Contract Extension for Broadway Circle Construction Contract:** The City Attorney assisted with a first amendment to the Broadway Circle Construction Contract extending their substantial completion deadline.
- m. **Language Services Agreement:** The City Attorney reviewed and provided feedback to the HR Director regarding a language services agreement.
- n. **Firefighter FLSA Concerns:** The City Attorney, City Clerk, CAO staff, and HR Director spent considerable time attempting to locate documents to assist outside counsel with researching and addressing PTO concerns raised by the Fire Department. These documents were from the late 1980s, and some of the documents are a concern.
- o. **NDSWC Cost-Share Reimbursement Agreement:** The City Attorney reviewed the cost share agreement on the City Council's agenda for May 6, 2024.
- p. **Planning Department Variance Questions:** The City Attorney and Assistant City Attorney Schmitz assisted the Planning Department with work through a variance application.
- q. **Rock Solid Contract Discussion:** The City Attorney attended a meeting with the City Engineer, Utility Director, and representatives from the Rock Solid app to work through concerns with the Rock Solid app.
- r. **MIMG CCXXXI Plaza Sub, LLC Temporary Easement:** The City Attorney reviewed and provided comment to the City Engineer regarding a temporary easement.
- s. **GMRI Memorandum of Agreement and Temporary Easement:** The City Attorney reviewed and provided comment to the City Engineer regarding a memorandum of agreement and temporary easement.
- t. **St. John Utility Easement:** The City Attorney reviewed and provided comment to the City Engineer regarding a utility easement.
- u. **Memorandum of Understanding between Souris River Joint Board, Minot Park District, City of Minot, and Ward County Water Resources District:** City Attorney reviewed and provided comment to Utilities Director.
- v. **Antenna Leases:** Assistant City Attorney Schmitz provided comment to the Utility Director regarding some Antenna Leases.
- w. **MOT Electrical Vault Rehabilitation Contract:** Assistant City Attorney Dickerson reviewed and provided comment to the Airport Director regarding the contract.
- x. **MOT GSA Lease Amendment:** Assistant City Attorney Dickerson reviewed and provided comment to the Airport Director regarding a unilateral GSA lease agreement that requires MOT to complete and be reimbursed for water quality testing.
- y. **Required Fire Hydrant Testing Notifications:** Assistant City Attorney Dickerson assisted Fire Department with drafting letters regarding mandatory annual testing of privately-owned fire hydrants.
- z. **Human Resource Policy Updates:** Assistant City Attorney Dickerson worked with HR Generalist Thurston on some policy updates.

- aa. **Airport Advertising Agreement:** Assistant City Attorney Dickerson received and has began reviewing an advertising agreement at MOT.
- bb. **Structure at 1700 Burdick Expy. E:** The NDR Director briefed the City Attorney on a structure at this address that the City acquired and the property owner intends to move. The property owner was contacted and advised that they have plans to move the structure to Surrey. This move is behind schedule, and the City Attorney and staff are monitoring the situation.
- cc. **Executive Session Preparations:** The City Attorney met with staff in advance of the May 6th Executive Sessions to review documents and coordinate logistics.

2. **Ordinance/Policy Revisions:**

- a. **Alcohol Ordinance Ad Hoc Committee:** The City Attorney attended meetings of the Alcohol Ordinance Ad Hoc Committee, and she and the City Clerk prepared some draft ordinances for the committee's consideration. Additionally, the City Attorney was asked to reach out to outside counsel to gauge their interest in assisting with advising on the City's options in regard to removing the cap on liquor licenses. The City's conflict counsel, Katie Schmidt with Ohnstad Twichell, P.C. advised she would be interested in the topic and has provided a draft retainer agreement. The City Attorney also reached out to Swanson & Warcup, Ltd. to see if they were interested, but has not yet received a response.
- b. **Emergency Action Plan Meeting:** The City Attorney attended an emergency action plan meeting with other Department Heads to discuss updates.
- c. **Automatic Door Ordinance:** The City Attorney met and discussed the memo and ordinance attached to the May 6th agenda with City staff.
- d. **Taxi Fare Fees Ordinance/Resolution:** The City Attorney, and Assistant City Attorney Schmitz worked with the Assistant City Manager and other staff to draft a tax fare ordinance/resolution addressing concerns raised by a taxi company operator.
- e. **Alleyway Speed Limit Ordinance:** The City Attorney, Traffic Engineer, and Assistant City Attorney Schmitz finalized the alleyway speed limit ordinance before the Council for consideration.
- f. **Airline Rates and Charges Resolution:** Assistant City Attorney Dickerson assisted the airport with drafting a corrected rates and charges resolution.

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

4. **Continuing Legal Education (CLE):** The City Attorney attended CLEs on working with public health units and managing difficult clients and colleagues. Assistant City Attorney Schmitz attended the Mid-Year International Attorney's Conference in Washington, D.C. April 18-21. He attended courses relating to a variety of municipal law topics including planning and zoning issues, municipal contracts, the First Amendment, the Pregnant Workers Fairness Act, probable cause and other policing matters, and a general case law update on cases related to municipal matters. The materials related to these courses are available upon request. Assistant City Attorney Schmitz has also dispersed the materials to relevant city departments. Assistant City Attorney Dickerson also attended a CLE related to artificial intelligence and its use in law enforcement.

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

- a. **Stefanie Stalheim:** City Council, City Manager, Human Resources, Finance/NDR-CDBG, Assessors, Library

- b. **Nick Schmitz:** Municipal Court, Engineering, Public Works, Community and Economic Development, Planning Commission
- c. **Corbin Dickerson:** Municipal Court, Police, Fire, Airport

While all city attorneys are available to City staff and officials for consultation, it is our hope that the portfolio system will allow our attorneys to develop an expertise within their assigned portfolios and, in turn, increase response time and provide more specialized services. The City Attorney's Office also has a weekly staff meeting to brief our group on office and City activities.

II. **Criminal Matters**

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

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

2022	Criminal	Traffic	Total
January	94	208	302
February	91	269	360
March	75	321	396
April	104	209	313
May	114	345	459
June	114	324	438
July	92	235	327
August	134	241	375
September	118	217	335
October	75	200	275
November	91	138	229
December	79	151	230
totals	1181	2858	4039

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

	2022	2023	% change
Criminal	1181	1554	32%
Traffic	2858	3547	24%
	4039	5101	26%

2024	Criminal	Traffic	Total
January	141	260	401
February	114	348	462
March	114	345	459
totals	369	953	1322

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

Respectfully Submitted,



Recoverable Signature

X

Stefanie Stalheim

Stefanie Stalheim

City Attorney

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



TO: Mayor Ross and City Council
FROM: Brian Billingsley, AICP, Community & Economic Development Director
DATE: April 27, 2024
SUBJECT: **APPROVE 2024 MINOT RENAISSANCE ZONE DEVELOPMENT PLAN**

I. RECOMMENDED ACTION

City Council should approve the 2024 Minot Renaissance Zone Development Plan and authorize staff to submit the Plan to the State of North Dakota Commerce Department for ratification.

II. DEPARTMENT CONTACT PERSONS

Brian Billingsley, Comm. & Economic Dev. Director 857-4147

III. DESCRIPTION

A. Background

Staff has updated the official 2024 Development Plan for the Minot Renaissance Zone. The State Legislature revised the enabling legislation in 2023 that offers a new incentive and other updates to the program.

B. Proposed Project

Staff proposed five major amendments to the Development Plan. The Century Code requires the City to seek the approval of Ward County and Minot Public Schools prior to adopting the Plan. Staff proposed the following changes:

1. Adopt an Eight (8)-Year Benefit with a minimum investment amount of 75% of a property's true and full value for non-residential projects.
2. Adopt a second island (area that is not contiguous to the zone).
3. Grant a ten (10)-year time extension to the zone.
4. Allow a specific property to receive another benefit after 30-years have lapsed from the completion date of the original benefit.
5. Amend the Minot Renaissance Zone Map to include two (2) new blocks (1F and 2F) and declare two (2) blocks as completed blocks (2C and 40C).

Staff presented these amendments to Ward County Commissioners and the Minot Public School Board. On March 19, 2024 and April 2, 2024, the Ward County Commissioners made the following decision on the proposed amendments:

1. Adopt an Eight (8)-Year Benefit with a minimum investment amount of 150% of a property's true and full value for non-residential projects.
2. Adopt a second island (area that is not contiguous to the zone).
3. Grant a five (5)-year time extension to the zone.

4. Do not allow a specific property to receive another benefit after 30-years have lapsed from the completion date of the original benefit.
5. Amend the Minot Renaissance Zone Map to include two (2) new blocks (1F and 2F) and declare two (2) blocks as completed blocks (2C and 40C).

On April 11, 2024, the Minot Public Schools Board voted adopt the amendments adopted by Ward County without any alterations.

In addition to the amendments mentioned above, staff has updated several sections of the Development Plan, including:

1. Goals
2. Demographic Data
3. Zoning Information
4. Parcel Inventory
5. Mapping

IV. IMPACT:

A. Strategic Impact:

The changes will offer greater incentives to prevent slum and blight from occurring within the zone. Staff proposes that the City keeps the five (5)-year at 50% investment benefit for small-to-mid scale projects. Adopting the eight (8)-year benefit with a minimum investment amount of 150% will provide assistance to large scale developments that need a higher level of investment to make their project "pencil out".

B. Service/Delivery Impact:

Approving this request would extend the Minot Renaissance Zone program for five years (May 2029 expiration).

C. Fiscal Impact:

The Minot Renaissance Zone has had a tremendous financial impact on downtown Minot over the past 23 years. Adopting this Plan will incentivize additional investments in our downtown and along North Broadway.

V. CITY COUNCIL ASPIRATIONS

- A. Dynamic and Flourishing – The Minot Renaissance Zone has a proven record of fostering renewal in downtown Minot.
- B. Resilient and Prepared – The Minot Renaissance Zone prevents the spread of slum in blight in aging neighborhoods.
- C. Safe and Welcoming – The Minot Renaissance Zone encourages the revitalization of historic buildings and makes Minot more appealing to residents and visitors.
- D. Excellent and Connected – The Minot Renaissance Zone makes Minot more attractive to investors, entrepreneurs, small business owners, and corporations and improves the quality of life in Minot.

VI. ALTERNATIVES

- A. City Council can defer this back to the Renaissance Zone Review Board for further review.
- B. City Council can make modifications that make the benefits more restrictive (increase the investment level, decrease the number of years for a particular benefit, or add stipulations to the Development Plan).
- C. City Council can deny the 2024 Development Plan and stay with the 2021 Development Plan that is set to expire in 2026.

VII. TIME CONSTRAINTS

- A. None

VIII. LIST OF ATTACHMENTS

- A. Development Plan – Marked Up
- B. Development Plan – Clean
- C. Power Point Presentation

Final Draft Clean – April 2024

2024

Development Plan



City of Minot
Community Development
Department

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I. INTRODUCTION

As if by Magic:

Changing seasons, westward expansion, and a deep coulee rising out of a meandering river valley -- they all led to Minot's prolific early growth. In the fall of 1886, winter forced construction of the Great Northern Railroad to stop for the season. Their location was a few miles short of a yet-to-be-constructed bridge project over the Gasman Coulee. The end of the line quickly transformed into a logistics and support center for the next year's construction push, and just like that -- as if by magic -- Minot was born.

A Growing Opportunity:

The changes from dirt streets and boardwalks to modern infrastructure and a rising skyline mark Minot's progression from its early years to the middle of the 20th Century. While not immune to the larger economic cycles, Minot's growth in both place and prosperity through this period was the byproduct of new opportunity and the hard work of those realizing it.

The Seasons of Change:

When it started, if it ended, and what caused it are common conversations, but there's no arguing a period of Minot's more recent history is marked by harder times. Interstate highways changed shipping logistics and operations; the railroads followed suit and much of their local operations left Minot's core commercial and industrial district. Auto-centric development patterns and unacknowledged costs made outward investment more attractive than upward. Hard decades for farming didn't help. More recently, many point to the ever-present problem of losing talent and experience to places of better opportunity. Certainly, there are other factors, too, but there's no denying Minot's arc changed dramatically in the second half of its first century.

Shaped by Water:

And of course, there's the river. It's impossible to talk about Minot without framing it around water and the Souris River. The unpredictably irregular rise of the river and the seemingly never-ending efforts to hold it back mark the stories and development of every Minot generation. But even with the memory of our most recent and significant community trauma still fresh, we're working to reimagine our relationship with our river in more positive terms.

The Place:

The City of Minot is the Ward County seat and the fourth largest community in North Dakota. Minot was founded in 1887 as a stop along the Great Northern Railway and early on garnered the nickname "Magic City" due to its rapid growth. The City of Minot today serves as a regional trade center for northwest North Dakota, areas of eastern Montana and some communities in the Canadian Provinces of Manitoba and Saskatchewan.

The City of Minot is served by three US highways, two major freight railroads, passenger rail, bus lines, the largest commercial airport in North Dakota and several smaller freight and charter services. In addition, Minot serves as an agricultural and fossil fuels hub and is home to Minot Air Force Base. The City of Minot is approximately 27.741 square miles in size and according to City-data.com had a population of 48,377 in the 2020 census, which is up from the 2010 figure of 40,888. Minot's current population allows for up to 42 blocks within our Renaissance Zone.



II. DESCRIPTION OF THE PROPOSED RENAISSANCE ZONE

1. *Provide a map that identifies the boundaries of the proposed zone and provide a narrative explaining why this area was selected. Include a discussion of the conditions to be rectified. Also, number the blocks up to 42; identify vacant lots and/or undeveloped lots proposed to be included; and identify and describe each government tax exempt building if half blocks are to be claimed.*

The Proposed Renaissance Zone consists of the following phases:

- Phase I (2001): Twenty-three (23) blocks (six qualifying as half blocks) generally located in the old downtown commercial and residential area of Minot.
- Phase II (2006): Seven (7) blocks located in areas north and south of the original zone.
- Phase III (2010): Six (6) blocks (two qualifying as half blocks), which include a three block island north of the original zone and an area west of the original zone and two deleted blocks known as #12 & #13.
- Phase IV (2014): Two (2) blocks, one to the north of the downtown district along 3rd St SE, and south of the downtown district, at the corner of Main St and 2nd Ave SE.
- Phase V (2015): Two (2) blocks located north and south of Burdick Expressway West.
- Phase VI (2020): Seventeen (17) blocks (1 qualifying as a half block) generally located along the north side of 4th Ave, both sides of 3rd St NE, the east side of Broadway, and blocks on both sides of Burdick west of Main Street.
- Phase VII (2024): Two (2) blocks located along the west side of North Broadway. This phase constitutes a first island. This plan supports the development of up to two islands.

A total of 19 blocks (1A, 1B, 2B, 2C, 3A, 4B, 5B, 6B, 12, 13, 15, 18, 19, 20, 21, 22, 23, 24 & 40C) have been declared complete and have been removed from the official Minot Renaissance Zone map. The City has an official count of 42 blocks designated in the Renaissance Zone as of 2024. This number can increase as our population grows or whenever the City declares a block complete and removes it from the official map.

The purpose for selecting these blocks is to revitalize the once bustling economic and social activity center of the city, which had generally been deteriorating since commercial relocation began over fifty years ago, and the North Broadway corridor. Much of the area consists of older housing, commercial buildings and some industrial uses. Although, there are still housing that need exterior improvements, there is evidence of new housing construction and investment. There are also indications of investment in retail and office buildings. With the advent of streetscape improvements and new streets within much of the downtown area, more investment in terms of cosmetic exterior façade improvements would help to complete the revitalization of the area. The flood of 2011 affected many of the properties within the Renaissance Zone and for this reason, the Board is looking to the future making revisions.

A description of each government tax-exempt building for the half blocks claimed is included with the attached inventory of properties. The City Council approved the original Renaissance Zone on February

5, 2001. Subsequent hearings to accept new blocks were held on November 6, 2006 and April 12, 2010. The City Council approved these changes to the Renaissance Zone on November 6, 2006 and May 3, 2010.

Meetings were held to make adjustments to the original blocks on January 29, 2014. New blocks were assigned on May 27th, 2015. The previous limit of 23 blocks was raised to 34 blocks due to an increase in population. In September 2015, seven (7) blocks were added and six (6) were relocated. In December 2015, two (2) more blocks were placed and 11 held in reserve. On May 6, 2019, the Minot City Council voted to remove fourteen (14) completed blocks from the zone. On September 7, 2020, the Minot City Council approved adding seventeen (17) blocks to the Minot Renaissance Zone.

On November 7, 2021, the City Council approved a five-year extension of the Renaissance zone along with the addition of 1.5 blocks along North Broadway. On _____, 2024, the Minot City Council approved a ____ year extension to the zone along with the annexation of two additional blocks along North Broadway.

2. *Provide a complete inventory of the properties, by address and block number, within the zone and identify those properties the city intends to consider for projects. Include a description of the current use or status and condition of the potential project properties.*

There are a total of 477 eligible properties within the Minot Renaissance Zone. A complete inventory of properties indicating condition is attached. Initial properties, for example, identified for development or redevelopment include the following:

- Planet Pizza/Bar on Top located at 220 Broadway South in Block 12:
 - Assessed: in 2002 at \$234,800; in 2024 at \$1,710,000
- Mixed Use Building (Office/Residential) located at 7 3rd St SE in Block 16:
 - Assessed: in 2002 at \$43,000; in 2024 at \$2,449,000
- Main Street Books (Retail) located at 16 Main Street S. in Block 5:
 - Assessed in 2006 at \$87,800; in 2024 at \$162,000.
- Mixed Use Building (Commercial/Residential) located at 23 2nd Ave. SE in Block 10:
 - Assessed in 2008 at \$56,600; in 2024 at \$375,000
- Starving Rooster Mixed Use Building (Restaurant/Residential) located at 30 1st St. NE in Block 3:
 - Assessed in 2013 at \$140,100; in 2024 \$1,619,000

The proposed development or redevelopment of properties within the Renaissance Zone consisted of, or will consist of, property improvements and rehabilitation, associated with commercial or residential redevelopments. The development or redevelopment of these properties, which include apartment buildings, retail, and office, will consist of rehabilitation and improvements in an effort to increase the overall value and appearance of the area.

3. *Provide a list of the natural and historical assets/sites in the zone, the location of each, and a description of how they will fit into and be enhanced by the zone.*

A historical resource assessment of properties located within the Minot Original Town site was conducted circa 1985 and is attached as part of this Development Plan. The majority of the proposed zone lies within the original town site of the City of Minot and subsequently contains many older buildings with unique construction and design characteristics. Much of the area lends itself to redevelopment as it relates to the historical characteristics contained therein. It is the intent of the City of Minot to preserve those historical characteristics to the best of its ability. Where applicable and practical, the City of Minot, in cooperation with respective developers, may consult with the State Historical Society of North Dakota, the Ward County Historical Society and/or area architects for guidance in preserving the historical assets within the proposed zone.

4. *Provide a description of any local regulatory burdens that may affect renovation of historic properties and the incorporation of mixed-use development, and how these burdens will be eased for developers and investors.*

The local regulatory burden which may affect renovation of historic properties and the incorporation of mixed-use development is zoning. A new downtown zoning district has been adopted that will invite more innovation and mixed uses and further changes are being contemplated. It will encourage renovation that is consistent with architectural preservation where practicable. Another potential burden will be the advent of new flood maps in 2025 which may contain the downtown area within 100-500 year flood areas, but will also be mitigated by flood control improvements.



III. MANAGEMENT OF THE RENAISSANCE ZONE

1. *Describe how the jurisdiction will administer all zone activities, to include a description of the promotion, development and management strategies to maximize investment in the zone; how it will monitor all activities and projects; and how it will gather and maintain all reportable information.*

The City of Minot will administer all zone activities through the City Manager Department and Community Development Department. Both departments will conduct a visual survey periodically to monitor the physical conditions of buildings within the Zone and will work with the local Downtown Business Association to survey customers about their perception of the businesses located within the Zone. The Economic Development Administrator, under the general supervision of the City Manager and Community and Economic Development Director, administers the day-to-day activities of the zone.

Individual files will be kept for each project/activity taking place in the zone and will include, but not limited to: applicant information; project proposals and costs; financial assistance provided; tax incentives, exemptions and credits requested and/or received; and an analysis of potential impact on state and local taxes.

The City of Minot Economic Development Administrator will be responsible for:

- Verification of primary residence through auto licensing and utility bills such as Cable TV, and notification of application to County tax department (including the property tax abatement period) by letter after final approval.
- Collecting a copy of the city council minutes to document project approval.
- Maintaining the physical and digital records for the program.
- Providing annual reporting and other requirements to North Dakota Department of Commerce.
- Website development and mailing activities to market and promote the program.

Information dissemination, application and eligibility determination will be the responsibility of the Economic Development Administrator. The Administrator will market the Zone through its website, the Downtown Business Association, the Minot Area Chamber EDC, and through the city's Public Information Officer. Promotional, development and management strategies to maximize investment in the zone will include the following:

- Direct mailings to owners of property in the zone.
- Direct mailings to the Minot Area Board of Realtors.
- Direct mailings to the Minot Area Builders Association.
- Public Information Notices in the City's official newspaper.
- Posting on the City's social media sites.
- Weekly City updates (Newsletters).

The City of Minot contracts with Minot Area Chamber EDC (MACEDC) to market the region for business and economic growth. An approved Renaissance Zone will provide MACEDC with additional incentives to offer businesses expanding or relocating in the Zone.

A Renaissance Zone Review Board is instituted to develop and review all applications and/or proposals. The Board shall be composed of eleven (11) members nominated by the Mayor and appointed by the Minot City Council for a term of three (3) years. Board appointments shall be selected from the following areas of interest:

- Three at-large representatives from the private sector.
- Two representatives from the financial sector.
- One representative from the Minot Housing Authority.
- One representative from the Minot Area Council of the Arts.
- One representative from the Minot Board of Realtors.
- One representative from the Downtown Business & Professional Association.
- One representative from the Minot Association of Builders.
- One representative from the Minot Area Chamber EDC.

The Renaissance Zone Review Board will review all applications and provide a recommendation to the Minot City Council for final authorization. The Renaissance Zone Review Board will set regularly scheduled meetings, which will be open to the public. City staff shall post meeting agendas in accordance with the City's public notification policies.

2. *Describe what measures the city will take to assure that it does not actively recruit businesses for its zone from other North Dakota cities.*

While promotion, development and recruiting efforts will include many strategies yet to be determined, they will not actively recruit businesses for the approved zone from other North Dakota cities. In an effort to provide some level of assurance this does not occur, the Economic Development Administrator will be responsible for the completion of a review of each application for zone incentives, including due diligence, to determine project feasibility and, where applicable, a historical overview of a particular business. The Renaissance Zone Review Board and the Minot City Council will adopt a policy that will not include active recruitment of businesses to be located in the zone from other North Dakota cities.

3. *Describe how the jurisdiction will assure that all construction, renovation, and remodeling will comply with the State Building Code, Energy Code, and ADAAG.*

The City of Minot will assure that all construction, renovation and remodeling projects receiving zone incentives will comply with the State and Locally Adopted Building Codes, State Energy Code, and the Americans with Disabilities Act Accessibility Guidelines (ADAAG) through their existing building permitting and inspection office. Construction, renovation and remodeling projects receiving zone assistance will, where applicable, require a certification from the project architect that construction, renovation and/or remodeling taking place will conform to ADAAG.

4. *Describe how the jurisdiction will assure that approved projects don't involve the restructuring of ownership of existing zone buildings, simply to make a taxpayer eligible for tax exemptions and/or credits, without real benefit to the jurisdiction.*

The City of Minot makes this assurance through its review and due diligence process outlined. The Economic Development Administrator will offer a critical review of each application to the Renaissance Zone Review Board, who then has the opportunity to research project benefits to the City. Recommendations for approval of Zone projects will then be forwarded to the City Council, where again Council members will have the opportunity to research project benefits to the City. All Renaissance Zone Review Board and City Council meetings are open to the public for project review and public comment. It is not the intent of the City of Minot to generously offer Zone incentives without comparable return on investment from proposed projects.

Project Completion of Blocks 18, 19, 20, 21, 22, and 23:

Due to the proposed flood wall and buyout of properties within blocks 18-23, these blocks are deemed complete. It is the intent that the transfer of these blocks will promote development and redevelopment of other adjacent blocks to increase the overall value and appearance of the area.



NDSU Institute for Regional Studies

NDSU Institute for Regional Studies

IV. VISION, GOALS AND OBJECTIVES OF THE ZONE

1. Describe the jurisdiction's vision, goals and objectives, and proposed outcomes for the zone. Describe the relationship of the goals and objectives to the current overall plans for the jurisdiction. Attach a copy of the jurisdiction's comprehensive plan or strategic plan:

The vision, goals and objectives established in this Plan are consistent with the City of Minot Comprehensive Plan, last updated in 2023. Chapter 8 of the 2040 Comprehensive Plan lists the goals and objectives for economic development and are consistent with the goals below.

Vision:

The City of Minot's vision for the Zone is that of a transformed district where utilization of commercial, residential and light industrial resources are maximized while maintaining the historic attractiveness of the area and quality of life attributes of the entire City.

Goal and Objectives:

The City of Minot's goal for this Plan is to develop and structure a Renaissance Zone that will:

- i. Facilitate development, redevelopment and rehabilitation of the area.
 - a. Refine provisions for parking for current and future businesses, employees and visitors by assessing the demand and supply of all parking spaces downtown by the end of 2026.
 - b. Encourage all building owners in the Zone to maintain their buildings in a suitable manner bringing a majority of buildings into code compliance by the end of 2029 as part of a purposeful incentive program for rehabilitation.
 - c. Encourage the preservation and if necessary, the restoration of at least 10 historic buildings in the CBD by 2029.
 - d. Offer financial incentives, various tax exemptions and credits to at least 15 establishments in order to enhance desirable economic, residential and recreational opportunities through capital investment within the Zone by the end of 2029.
- ii. Encourage mixed use development.
 - a. Encourage a mix of office, retail, services, government and residential uses in the Renaissance Zone through innovative zoning districts by the end of 2029.
- iii. Promote the return of economic vitality to the area.
 - a. Develop a program that will result in 5 new businesses locating in the CBD by the end of 2029.
- iv. Create a thriving city center that will become a commercial, residential and recreational destination for residents and visitors to the City.

- a. Integrate findings of the Riverfront and Center Plan, the downtown Brownfields Plan, downtown Placemaking Plan, and the Minot 2040 Comprehensive Plan into a cohesive strategy for downtown by 2040.

2. *Describe the intended duration of the Zone and describe why that amount of time is needed.*

The City of Minot believes that, due to the extensive capital investment necessary to transform the area combined with the stigma of the area by business and residential interests, fifteen years may be necessary to achieve the City's vision for the area. A complete replacement of downtown's century old in-ground infrastructure took three years and was only completed in 2017.

3. *Describe the milestones and benchmarks for managing and monitoring the progress of the zone.*

The City of Minot plans to track activity and progress through building permits issued and their improvement value, the number of projects approved and value of assistance/incentives granted, and the property values of the area. Other outputs include the number of parking spaces supplied, the number of new businesses, the number of customers whose perception of the downtown is good to very good, the number of historic buildings preserved, the number of mixed uses in the downtown, and sales increases exceeding increases in taxes paid in the CBD. Ultimately, the property value assessment may prove to be the best outcome indicator regarding zone progress.

Additionally, planned development/redevelopment of single-family homes and the river corridor area should consist of at least five approved or pending projects by year 2029.

Thereafter, the City aims to approve projects at an average rate of two or three per year.

It is the City's goal that the value of property in the zone will increase at a rate greater than that of the City as a whole and the City will, if practical, periodically conduct an assessment of the zone to determine growth of property values.

4. *Support Multigenerational Value.*

The end products of renovation should support longevity & reuse. Many Renaissance Zone buildings and properties stretch far back into Minot's history. Their structural sturdiness and repurposable design are key elements of their multigenerational usefulness. Extending the useful life of a property and developing buildings and land with the purpose of being repurposable are outcomes that increase ROI to taxpayers.

5. *Act with Transparency & Instill Trust.*

The goals and objectives of the program are more likely to be achieved through the continued influence of program incentives on project development. As such, ongoing support for the program both locally and at the state level are essential to success.

V. SELECTION OF NON-RESIDENTIAL PROJECTS IN THE ZONE

For properties other than single-family primary residences, describe the selection process and criteria the jurisdiction will use to select projects within the zone to qualify for tax exemptions and credits, and describe how the process and criteria support the jurisdiction's goals and objectives for the zone. Project proposals will be submitted to the Planning Department for eligibility screening.

1. Eligibility criteria for all potential projects are established as follows:

- a. Consistency with the Renaissance Zone Development Plan.
- b. Consistency with the City of Minot 2040 Comprehensive Plan.
- c. Conformance with applicable City Ordinances.
- d. Properties may not have been the beneficiary of a previous zone project for the same purpose.
- e. Not for Non-Conforming Uses. When zoning uses are changed, some uses may not be permitted by right except that they may be "grandfathered" in. Since the city's intent is to eliminate that use, no expansion or improvement to that use is warranted, therefore no Renaissance Zone incentive shall be offered for a non-conforming use.
- f. Purchases, leases or improvements may not be made prior to application approval.

2. Additional eligibility criteria for commercial rehabilitation:

- a. Rehabilitation of property must be at least fifty percent of the current true and full value to be eligible for a five year property tax exemption. Rehabilitation of property at a rate greater than 150% of the current true and full value is eligible for an eight (8) year property tax exemption. At least eighty percent of the investment made must consist of capital improvements such as structural, weatherization, electrical, plumbing, heating, ventilation, central air conditioning system improvements and exterior improvements to cornices, roof gables, window sills, awnings, entryways, removal of non-historic materials, exterior painting, brick masonry cleaning and the reduction of incompatible signage. Capital improvements do not include cosmetic repairs such as floor coverings, furnishings, and interior painting or cabinetry improvements/replacement. See Rehabilitation Criteria for Commercial Property on page 25 and Renaissance Renovation/Purchasing on page 27.
- b. It is the intent of the City of Minot to encourage historic preservation and high-quality development. Preserving the fenestration (door and window openings) of the original architecture is one step that a property owner can take for their existing historic or contributing building to blend harmoniously with other structures in downtown. Therefore, when an

applicant is replacing windows and doors, the original window and door openings shall be preserved and appropriately styled and sized replacements shall be installed. This requirement may not apply where there is a functional issue such as an entrance or access. Masonry shall be properly maintained and the introduction of materials inappropriate to the period, such as vinyl siding, is discouraged in areas visible from the street. Like-for-like in appearance such as aluminum clad windows or cellular PVC for wood may be considered. Boarded windows and door openings visible from the street are inappropriate.

- c. An applicant's time and labor (sweat equity) towards a Renaissance Zone project is not an eligible expense.

3. Additional eligibility criteria for new commercial construction:

- a. An applicant's time and labor (sweat equity) towards a Renaissance Zone project is not an eligible expense.

4. Additional eligibility criteria for newly purchased buildings:

- a. See Tax Exemption Chart in Appendix A of Renaissance Zone Application Packet.

Level of Re-investment* as a Percentage of the City's Assessed Building Value	Percentage of Property Tax Exemption
Less than 10%	0%
10% to 24%	40%
25% to 34%	60%
35% to 49%	80%
50% and More**	100%

*Includes ONLY capital improvements cost, not the purchase of the property and must adhere to the criteria listed on page 25

**Projects meeting or exceeding the 50% re-investment level required for commercial investment rehabilitation project will be classified as a purchase with major improvements project and will be eligible for the same incentives as a rehabilitation project as stated on page 26.

5. Additional eligibility criteria for commercial leases:

- a. Proposed lease must not be executed prior to application approval.

6. Property Tax Exemptions for Approved Projects:

- a. Property tax exemptions may be granted up to 100% of the current true and full value, excluding land, to any property for a business or investment purpose.
- b. Property tax exemptions may be granted up to 100% of the value of newly constructed buildings, less the value of any buildings on the same site demolished after Zone approval.
- c. All property tax exemptions may be granted for a period up to eight (8) years and are exclusive of the land on which buildings are situated.

7. Renaissance Zone Board and City Council Review

- a. If the proposal is determined to be eligible, it will be presented at the next regularly scheduled Renaissance Zone Review Board meeting. The Board will further review the application using the following criteria:
 - i. Historic significance and aesthetic value of the existing building (or building to be constructed) and the extent to which necessary exterior and surrounding grounds improvements are made to eliminate visibly deteriorated conditions.
 - ii. The condition of the property and the extent to which life expectancy is increased. Life expectancy of the property is, within reason, expected to be increased by at least thirty years.
 - iii. The project's ability to demonstrate a positive return on investment to the City and State in terms of economic, recreational and/or aesthetic value. Economic value should be determined in real dollars. To establish recreational and/or aesthetic value, the project proposal must demonstrate such value(s) outweigh the investment of credits and/or exemptions requested, either in terms of real dollars or some other measurable criteria.
 - iv. Public comments prior to and at the meeting.
- b. The Board, at its option, may recommend denial of the application as submitted, request additional information, recommend approval the application, or recommend approval the application with conditions and forward its recommendation to the Minot City Council. The Minot City Council, at its option, may deny the application as submitted, send the application back to the Renaissance Zone Review Board for additional information or approve the application with or without conditions. Upon approval of an application by the City Council, the application will be forwarded to the North Dakota Commerce Department Division of Community Services for final consideration.
- c. The Board and City Council reserve the right to reject any project in which the benefit to the applicant outweighs its benefit to the community goals of extending the life of the building and

improving its usability and livability. Substantial renovations are favored over minimal or cosmetic repairs.

- d. Ineligible project proposals include the following:
 - i. Proposals determined non-compatible with the City's Comprehensive Plan.
 - ii. Businesses whose primary income is derived from selling adult entertainment.
 - iii. Businesses whose primary income is derived from leasing space for storage or warehousing.
 - iv. Uses that are non-conforming with current zoning even if "grandfathered" in.

8. State Income Tax Exemptions for Approved Commercial Projects:

- a. There are two elements to program benefits. One is a local property tax exemption that is administered directly by the City of Minot under the supervision of the North Dakota Commerce Department's Division of Community Services grants zone status and provides general administration of the zones. The other is a state income tax credit. The latter is administered by the North Dakota Office of State Tax Commissioner.
- b. Projects that may be eligible for state income tax credits include:
 - i. Commercial properties including multifamily residential.
 - ii. Historic preservation.
- c. All commercial projects may exempt 100% of their income (only income derived from the physical location in the RZ) up to \$500,000 annually for each of the 5 years. Applicants may refer to the Renaissance Zone Tax Incentives Guidelines issued by the department.

9. Deadline for Completion of Commercial and Residential Work:

- a. Recognizing that the program is intended to incentivize an applicant to promptly complete work and that work in process may be unsightly, all applicants have three years from the date of approval of their application to complete qualified work.
- b. A single extension of up to one-year each may be requested in writing from the Renaissance Zone Review Board for sufficient reason such as loss of a tenant, medical hardship, damage to the property by uncontrollable event, etc. along with a reasonable work schedule for completion prior to expiration of the application's approval. A second and final one-year extension may be requested in writing from the City Council prior to expiration of the first extension. The work will be considered complete when a full (not temporary) Certificate of Occupancy is issued or it is established that an unoccupied space has HVAC, access, rough plumbing, etc. and is prepared to go to final fit out for a tenant.
- c. Appeals. A rejection of an extension by the Board may be appealed by a written letter summarizing the issues to the City Council within 60 days of the written rejection.

VI. SELECTION OF RESIDENTIAL PROJECTS IN THE ZONE

For purchases and rehabilitation of single-family homes, the selection process needs to describe how potential homeowners will be identified and how the zone authority will verify primary residence. Homeowners and potential homeowners located within the zone will be notified by the Community Development Department as such and available incentives, credits and exemptions that are available. Primary residence determination will be concluded according to North Dakota State Law as contained in the North Dakota Century Code. In order to verify primary residence, the City may review and/or request the following:

- City utility billings.
- Federal and State income tax returns.
- Physical occupancy of the home.
- Deed.
- Documentation from the City of Minot Assessor's Office.

1. Eligibility criteria for all potential projects are established as follows:

- a. Consistency with the Renaissance Zone Development Plan.
- b. Consistency with the City of Minot 2040 Comprehensive Plan and applicable City Ordinances.
- c. Property owner must maintain the property as his/her primary place of residence. Property must be zoned according to its actual use.
- d. Taxpayer may not have been the beneficiary of a previous zone project for the same purpose.
- e. Purchases, leases or improvements may not be made prior to application approval.

2. Additional eligibility criteria for residential rehabilitation:

- a. Rehabilitation of property must be at least twenty percent of the current true and full value of the building for residential use. At least eighty percent of the investment made must consist of capital improvements such as structural, weatherization, electrical, plumbing, heating, ventilation, central air conditioning system improvements, exterior improvements to cornices, roof gables, window sills, doors, porches, stairwells, dormers, removal of non-historic materials and exterior painting. See Rehabilitation Criteria for Residential Property on page 26 and Renaissance Renovation/Purchasing on page 27.
- b. Not more than twenty percent of the total investment may consist of capital improvements to detached outbuildings.

- c. An applicant's time and labor (sweat equity) towards a Renaissance Zone project is not an eligible expense.

3. Additional eligibility criteria for new residential construction:

- a. An applicant's time and labor (sweat equity) towards a Renaissance Zone project is not an eligible expense.

4. Property tax exemptions for approved projects:

- a. Property tax exemptions may be granted up to 100% of the current true and full value, excluding land, to any property for a business or investment purpose.
- b. Property tax exemptions may be granted up to 100% of the value of newly constructed buildings, less the value of any buildings on the same site demolished after Zone approval.
- c. All property tax exemptions are granted for a period up to five years and are exclusive of the land on which buildings are situated.
- d. If residential property is not to be used as the applicant's primary residence, the 50% commercial requirement for rehabilitation is required.

5. Renaissance Zone Board and City Council Approval:

- a. If the proposal is determined to be eligible, it will be presented at the next regularly scheduled Renaissance Zone Review Board meeting. The Board will further review the application using the following criteria:
 - i. Historic significance and aesthetic value of the existing residence (or residence to be constructed) and the extent to which the visible exterior and surrounding grounds are improved.
 - ii. The exterior of the property must, at a minimum, have all deteriorated conditions removed and replaced with appropriate materials and architectural features that match existing style.
 - iii. The extent to which the life expectancy of the residence is extended. Life expectancy of the residence should reasonably be expected to be increased by thirty years or more as a result of the improvements made.
- b. The Board, at its option, may recommend denial of the application as submitted, request additional information, recommend approve the application, or approve the application with conditions and forward its recommendation to the Minot City Council. The Minot City Council, at its option, may deny the application as submitted, send the application back to the Renaissance Zone Review Board for additional information or approve the application. Upon approval of an application by the City Council, the application will be forwarded to the North Dakota Division of Community Services for final consideration.

- c. The Board and City Council reserve the right to reject any project in which the benefit to the applicant outweighs its benefit to the community goals of extending the life of the building and improving its usability and livability. Substantial renovations are favored over minimal or cosmetic repairs.
- d. Ineligible project proposals include the following:
 - i. Proposed determined non-compatible with the City's Comprehensive Plan.
 - ii. Businesses whose primary income is derived from selling adult entertainment.
 - iii. Businesses whose primary income is derived from leasing space for storage or warehousing.
 - iv. Uses that are non-conforming with current zoning even if "grandfathered" in.

VII. LOCAL COMMENT

1. *Provide the results of at least one legal public hearing. If more than one public hearing is held, provide the results of each. Identify how many people attended the hearing.*

TBD

2. *Describe issues raised at the public hearing and how the jurisdiction handled them.*

TBD

3. *Describe the efforts to involve the public and results.*

TBD

4. *Provide evidence of community support and commitment from residential and business interests.*

TBD

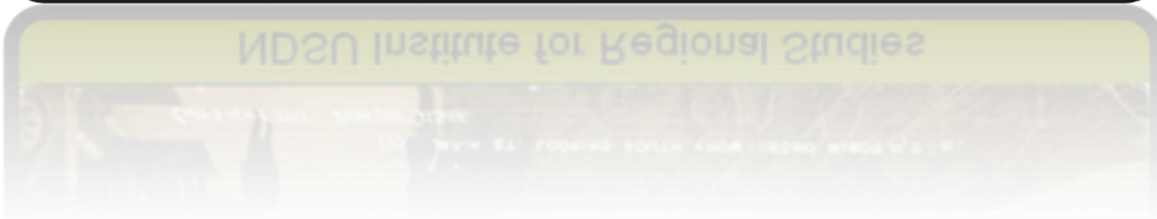
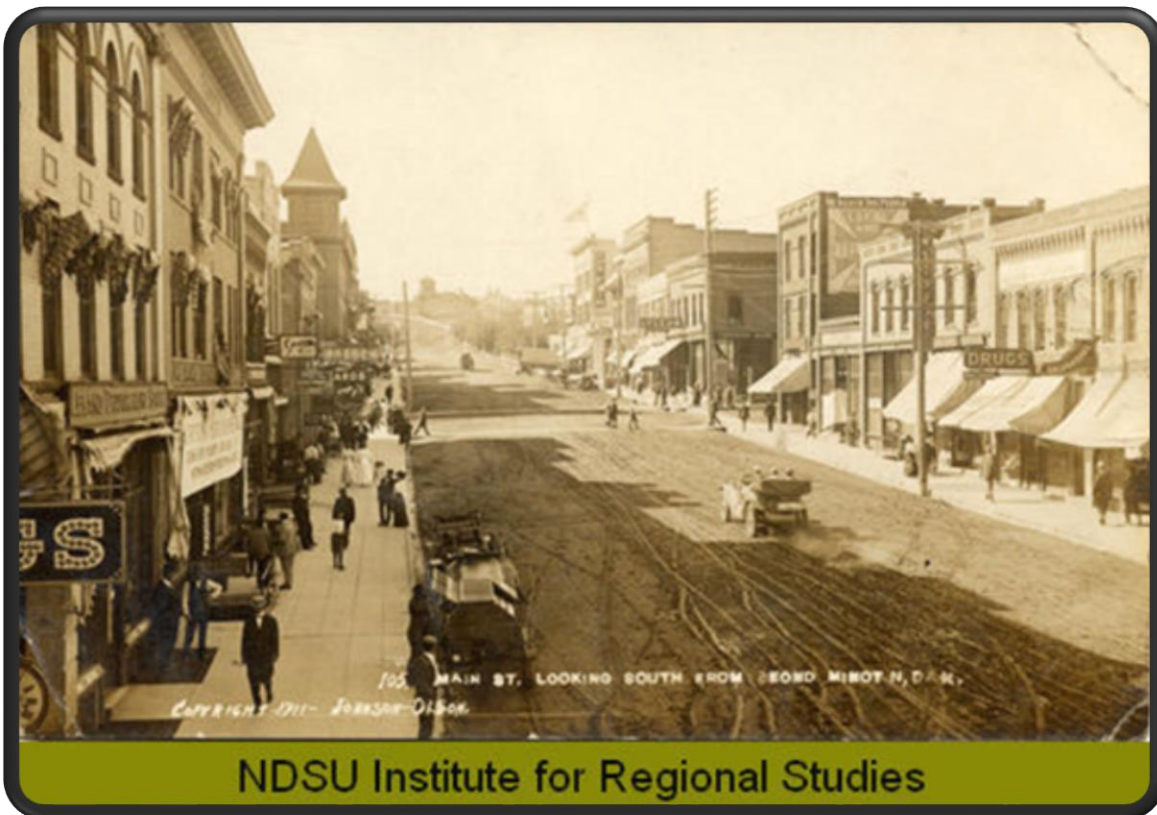
5. *Provide a resolution from the city agreeing to provide the tax exemptions and credits provided for in HB 1492 in Sections 4, 5, 6, and 7.*

See attached Resolution.

VIII. CREDITS, EXEMPTIONS AND BENEFITS EXTENDED TO APPROVED PROJECTS

Approved projects will be extended all income and financial institution tax incentives available under the North Dakota Renaissance Zone Act. Additionally, the following local incentives will be made available:

- Property tax exemptions may be granted up to 100% on the value added to any primary residential or commercial property.
- Property tax exemptions may be granted up to 100% of the value of newly constructed primary residential or commercial property, less the value of any buildings on the same site demolished after Zone approval.
- All property tax exemptions may be granted for a period up to five years and are exclusive of the land upon which buildings are situated.



Property Inventory and Current Use

The proposed Renaissance Zone for the City of Minot was previously constrained to the West by 3rd St. SW, to the north by the Railroad line, to the South by 3rd Avenue and to the East by 8th St. NE. With the 2020 expansion, the Zone now exists of 621 properties and is physically constrained as follows:

- North Boundary: 24th Avenue NW
- South Boundary 7th Avenue SE
- East Boundary 8th Street NE
- West Boundary 5th Street SW

The properties are divided into fourteen (14) zoning categories:

M1 (Light Industrial)	31 properties zoned accordingly, seven of which are single-family homes. Principal use is for heavy commercial establishments and non-nuisance industries.
M2 (Heavy Industrial)	24 properties zoned accordingly. Principal use is for heavy industrial establishments, which may create some nuisance and are neither properly associated with nor compatible with residential, institutional and neighborhood commercial and service establishments. There are several vacant industrial buildings in the Zone.
R1 (Single Family Residential)	80 properties zoned accordingly. Principal use is for single-family dwellings and related residential neighborhood uses.
R2 (Two-Family)	Two (2) properties zoned accordingly. Principal use is for two-family dwellings and related residential neighborhood uses.
R2B (Two-Family)	13 properties zoned accordingly. This is a defunct zone that follow R2 standards.
R3 (Multiple Residence)	One (1) property zoned accordingly. This is a defunct zone that follows RM standards.
R3B (Multiple Residence)	128 properties zoned accordingly. This is a defunct zone that follows RM standards.
R3C (Townhouse Residence)	Two (2) properties zoned accordingly. This is a zone that is restrictive to only townhouse developments and other uses that compliment residential uses.

- RM (Med. Density Residential)** Three (3) properties zoned accordingly. Principal use is for multi-family dwelling and similar high-density residential development.
- C1 (Limited Commercial)** 17 properties zoned accordingly. Principal use is for commercial and service uses to serve residential districts.
- C2 (General Commercial)** 80 properties zoned accordingly. Principal use is established as a heavy commercial district located in close proximity to major thoroughfares or highways in order that highway service types of land use can be provided and is designed to furnish a wide range of retail services and goods.
- CBD (Central Business District)** 233 properties zoned accordingly. Principal use is for commercial and service uses. Residential uses are permitted on the upper floors of buildings.
- P (Public)** Five (5) properties zoned accordingly. Principal use is to retain and provide land areas owned by the local government for public use.
- AG (Agriculture)** Two (2) properties have AG zoning (Bishop Ryan and SRT).

Current Land Use:

Of the 621 properties located within the Renaissance Zone, 223 of them are for residential use, such as single-family and multi-family, including multiplex living and apartments.

The Zone contains 42 vacant parcels most of which are located in industrial and residential areas. Some of the structures have been razed and those with structures are unoccupied.

There are six (6) active blocks and three (3) completed blocks containing government buildings, subsequently counting as half blocks in the proposed Zone, some of which are completed:

- Block 5:** The block is entirely zoned CBD and contains the Central Parking Garage, which is owned and maintained by the City of Minot.
- Block 8:** The block is completely zoned CBD with properties consisting of Rehab Services on the West side, law offices and the US Federal Building on the East side.
- Block 11:** The block is completely zoned CBD and comprises parking with a combination of business uses, the Mouse River Players Theater and the Carnegie Center, owned by the City of Minot.
- Block 26B:** This block is entirely zoned CBD and contains on the west side the Renaissance Parking ramp, owned by the City of Minot; the east side contains City Hall and its parking lot.

- Block 7D: This block is predominantly zoned C2, but the city owns a water pump house in this block.
- Block 1E: This block contains the Grand Hotel and North Hill Bowl. Minot State University owns 26 acres of land in the block that contains one building and parking spaces for their athletic complexes.
- Block 2B: The block is primarily comprised of Minot State University and the Lutheran Cemetery.
This block is completed.
- Block 5B: The block is entirely comprised of the City of Minot Auditorium & Armory, former City Hall, the Police Station and parking lots. *This block is completed.*
- Block 15: The block is comprised predominately by the Ward County Building that holds the county library and various offices. Two of the six parcels are owned by the Minot Daily News and used as a parking lot. *This block is completed.*

Rehabilitation Criteria for Commercial Property

Additional eligibility criteria for rehabilitation of commercial property:

Rehabilitation of property must be at least **fifty percent (50%)** of the current true and full value. At least **eighty percent (80%)** of the investment made must consist of capital improvements such as structural, weatherization, electrical, plumbing, heating, ventilation, central air conditioning system improvements and exterior improvements to cornices, roof gables, window sills, awnings, entryways, removal of non-historic materials, exterior painting, brick masonry cleaning and the reduction of incompatible signage. Capital improvements do not include cosmetic repairs such as floor coverings, furnishings, and interior painting or cabinetry improvements/replacement.

Percentage off

Property Tax*	Type of Capital Improvement
75 -100%	Weatherization – siding, windows, insulation, doors & roof, Major structural/foundation – basement wall, exterior cosmetic improvements**
50 - 75%	Major electrical – wiring, new fuse boxes, code compliance Major plumbing – pipes and fittings behind walls**
25 - 50%	Minor electrical – fixtures, GFCI** Minor plumbing – fixtures, exposed lines** Minor structural – drywalls or repair of foundation cracks** Landscaping – additional, miscellaneous***
0 – 25%	Mechanical – Heat, ventilation, central air conditioning**

* Excludes land value

** Plus a combination of items listed below

*** Miscellaneous includes Driveways, access walkways, retaining walls & privacy fencing

Before final sign off for submission to City Council and State, applicant must receive Certificate of Occupancy (C of O) for the whole building. Up to 1/3 of a building may remain without a C of O if it is ready with wiring, plumbing and HVAC for a tenant to fit out.

Rehabilitation Criteria for Residential Property

Additional eligibility criteria for rehabilitation of Residential property:

Rehabilitation of property must be at least twenty percent of the current true and full value. At least eighty percent of the investment made must consist of capital improvements such as structural, weatherization, electrical, plumbing, heating, ventilation, central air conditioning system improvements, exterior improvements to cornices, roof gables, window sills, doors, porches, stairwells, dormers, removal of non-historic materials and exterior painting. Capital improvements do not include cosmetic repairs such as floor coverings, furnishings, and interior painting or cabinetry improvements/replacement.

Percentage off

Property Tax*	Type of Capital Improvement
75 -100%	Weatherization – siding, windows, insulation, doors & roof, major structural/foundation – basement wall, exterior improvements to cornices, roof gables, window sills, doors, porches, stairwells, dormers, removal of non-historic materials and exterior painting. **
50 - 75%	Major electrical – wiring, new fuse boxes, code compliance** Major plumbing – pipes and fittings behind walls**
25 - 50%	Minor electrical – fixtures, GFIC** Minor plumbing – fixtures, exposed lines** Minor structural – drywalls or repair of foundation cracks** Landscaping – additional, miscellaneous***
0 – 25%	Mechanical – Heat, ventilation, central air conditioning**

* Excludes land value

** Plus a combination of items listed below

*** Miscellaneous includes driveways, access walkways, retaining walls & privacy fencing

Before final sign off for submission to the City Council and State, applicant must receive Certificate of Occupancy (C of O) for the whole building.

Renaissance Renovation/Purchasing

Once an applicant submits the documents for the Renaissance five-year exemption, the City Assessor's office has several steps that it needs to perform prior to approval and after the permit completion.

- If the five year or eight year exemption is for renovation, once the documents are submitted, the Assessor's office should appraise the property for its' current true and full value. This value will be the base for giving the percentage of exemption.
- After the five-year or eight year exemption is approved, the building owner will need to notify the Assessor's office to perform a final inspection on the permit. Even though the building is frozen at a reduced value, each year the Assessor's office reports how much exemption are given.
- After the five-year or eight year period expires, the Assessor's office goes back to the building to reappraise the building to the current market conditions.
- If the five-year or eight year exemption is for purchasing a building in the renaissance area, the Assessor's office would need to research if the transfer was an Arms Length¹ transaction. This eliminates sales between relatives, trades, and many other factors. These are not considered Arm's Length transaction.
- If the transaction is Arm's Length, once the documents are submitted, the Assessor's office should appraise the property for its' current and true and full value. This value will be the base for giving the percentage of exemption.
- If during the time period, the new owners would like to renovate the building, the building owner will need to notify the Assessor's office to perform a final inspection on the permit. Even though the building is frozen at a reduced value, each year the Assessor's office reports the amount of the exemption given.

After the five-year or eight year tax exemption period expires, the Assessor's office will go back to the building to reappraise the home to the current market conditions.

¹ A transaction freely arrived at in the open market, unaffected by abnormal pressure or by the absence of normal competitive negotiation as might be true in the case of transaction between related parties.

*Includes ONLY capital improvements cost, not the purchase of the property and must adhere to the criteria listed on pages 25 and 26.

**Projects meeting or exceeding the 50% re-investment level required for commercial/investment rehabilitation project will be classified as a purchase with major improvements project and will be eligible for the same incentives as a rehabilitation project as stated on page 25.

Fee Schedule

Application fee for single-family residence: \$150

Application fee for all other types of structures: \$500

Map

Inventory

PARCELID	SITEADDRESS	DEEDHOLDER	DEEDEDACRES	ZONING	REN_BLOCK
MI24.312.030.0080	1 BURDICK EXPY W	TRINITY HEALTH	2.066	CBD	18D
MI24.238.200.0160	1 MAIN ST N	CORRIDOR INVESTORS, LLC	0.158	CBD	1
MI24.313.020.0121	10 1/2 3RD ST NE	TRI STATE LAND COMPANY	0.003	M2	4A
MI24.238.200.0210	10 1ST ST NW	CKC PROPERTIES, LLC	0.161	CBD	1
MI24.238.040.0050	10 1ST ST SW	BRADLEY 5 PROPERTIES, LLC	0.321	CBD	4
MI24.238.110.0120	10 3RD AVE SW	CITY OF MINOT	0.964	CBD	26B
MI24.313.020.0131	10 3RD ST NE	BULOW, ALAN	0.25	CBD	4A
MI24.312.020.0042	10 BURDICK EXPY E	NORTH CENTRAL CAPITAL, LLC	0.092	CBD	7A
MI24.238.190.0260	10 MAIN ST N	BAB HOLDINGS, LLC	0.161	CBD	2
MI24.238.050.0060	100 1ST ST SW	UNITED STATES GOVERNMENT	0.517	CBD	8
MI13.340.010.0010	100 6TH AVE NW	SJAASTAD, GARY S & KELLIE R	0.172	R3B	6D
MI24.238.060.0020	100 MAIN ST S	ALBERTSON RENTAL BB, LLC	0.161	CBD	9
MI24.A76.000.0010	101 3RD ST SE	O.K. AUTO PARTS & EQUIPMENT, INC	0.903	M1	16
MI13.D47.000.0010	101 8TH AVE NW	PETERS, JOEY A & SANDRA LOVELACE	0.144	R3C	6D
MI24.288.153.0320	101 E CENTRAL AVE	NIESS, LEONARD & GLORIA	0.069	M2	3
MI24.238.070.0240	101 MAIN ST S	LIMWARDS MANAGEMENT, LLP	0.241	CBD	10
MI13.192.110.0011	101 UNIVERSITY AVE W	THOMAS, CYNTHIA J RESERVE LIFE ESTATE	0.152	R1	5D
MI24.238.060.0030	104 MAIN ST S	FORANNA DESIGNS INC	0.08	CBD	9
MI24.238.010.0121	105 1ST AVE SE	PRICE, VIRGINIA L TRUST UTD	0.012	CBD	7
MI24.E01.000.0030	105 1ST ST SE	BLUE MOON VENTURES, LLC	0.432	CBD	11
MI24.238.080.0122	105 2ND AVE SE	CITY OF MINOT	0.23	CBD	11
MI13.340.010.0020	106 6TH AVE NW	STENVOLD, JOE M II & BETH	0.172	R3B	6D
MI24.G20.000.0020	106 E CENTRAL AVE	AKSAL GROUP, LLC	0.243	CBD	7
MI24.238.060.0040	106 MAIN ST S	GUSS INVESTMENTS, LLC	0.08	CBD	9
MI24.102.230.0064	107 1ST AVE SE	CITY OF MINOT	0.029	CBD	7
MI24.238.070.0210	107 MAIN ST S	107 MAIN STREET SOUTH, LLC	0.08	CBD	10
MI24.E01.000.0020	108 1ST AVE SE	BLUE MOON VENTURES, LLC	0.127	CBD	11
MI24.238.060.0060	108 MAIN ST S	INTEGRITY HOLDINGS, LLC	0.161	CBD	9
MI24.102.230.0063	109 1ST AVE SE	AKSAL GROUP, LLC	0.252	CBD	7
MI24.238.070.0200	109 MAIN ST S	BOLTON, EDWARD T & MARJORIE L	0.08	CBD	10
MI24.238.010.0070	11 1ST ST SE	AKSAL GROUP, LLC	0.175	CBD	7
MI24.238.140.0042	11 3RD AVE SW	TRINITY HEALTH	0.083	CBD	17D
MI24.E69.000.0010	11 3RD ST NE	SM REAL ESTATE	0.642	CBD	25B
MI24.313.030.0072	11 5TH ST NE	CITY OF MINOT	0.086	R1	5A
MI24.238.190.0221	11 E CENTRAL AVE	KAMP COLLECTIVE, LLC	0.069	CBD	2
MI24.238.020.0190	11 MAIN ST S	PIEHL, WALTER J & BECKY & KJELSON, KEITH & BETH	0.161	CBD	6
MI24.238.070.0070	110 1ST ST SE	TALON PROPERTIES, LLC	0.161	CBD	10
MI13.F95.020.0020	110 4TH AVE NW	JENKINS, AMY	0.196	RM	8D
MI13.340.010.0041	110 6TH AVE NW	BREUER, GLYNN E & KIMBERLEE M	0.172	R3B	6D
MI24.G20.000.0030	110 E CENTRAL AVE	AKSAL GROUP, LLC	0.478	CBD	7
MI14.953.010.0440	1107 N BROADWAY	KNUTSON, TIMOTHY & KIMBERLY	0.051	C2	1E
MI24.238.080.0062	111 1ST ST SE	THE MOUSE RIVER PLAYERS, INC	0.069	CBD	11
MI24.238.060.0200	111 1ST ST SW	U S BANK NATIONAL ASSOCIATION	0.161	CBD	9
MI13.338.000.0023	111 8TH AVE NW	THE "O"RIGINAL LLP	0.585	C2	6D
MI24.238.070.0190	111 MAIN ST S	PITNER, JOHN D TRUST & PITNER, IRENE M TRUST	0.08	CBD	10
MI24.238.050.0243	111 S BROADWAY	REHAB SERVICES, INC	0.5	CBD	8
MI13.192.110.0021	111 UNIVERSITY AVE W	ABRAHAMSON, DIANE M	0.152	R1	5D
MI24.238.040.0020	111 W CENTRAL AVE	S-J ONE ELEVEN, LLC	0.161	CBD	4
MI14.288.153.0100	1117 N BROADWAY	KNUTSON, TIMOTHY & KIMBERLY	0.035	C2	1E
MI24.238.070.0052	112 1ST ST SE	CITY OF MINOT	0.115	CBD	10
MI24.238.050.0181	112 2ND AVE SW	REHAB SERVICES, INC	0.52	CBD	8
MI13.339.000.0012	112 6TH AVE NW	HEDGES, JEFFERY & BARBARA	0.138	R3B	6D
MI13.192.110.0032	112 8TH AVE NW	KOLOBAKKEN, MCLEAN	0.149	R1	5D

MI24.238.060.0070	112 MAIN ST S	BOYCE, JEREMY J	0.08	CBD	9
MI14.288.153.0110	1125 N BROADWAY	SIEBERT, PAUL & LEANN	0.233	C2	1E
MI14.288.153.0122	1127 N BROADWAY	TK PROPERTIES, LLC	0.562	C2	1E
MI24.238.060.0181	113 1ST ST SW	U S BANK NA	0.039	CBD	9
MI24.238.070.0180	113 MAIN ST S	LEE, SUNG CHUN & HAN, HYE KYOUNG	0.08	CBD	10
MI13.314.010.0040	114 4TH AVE NW	OCEAN FRONT PROPERTIES, LLC	0.166	R3B	8D
MI13.339.000.0011	114 6TH AVE NW	BREUER, GLYNN E & KIMBERLEE M	0.034	R3B	6D
MI13.202.000.0020	114 8TH AVE NW	BNK, LLC	0.121	C2	5D
MI24.238.060.0080	114 MAIN ST S	THOMAS, ROBERT S	0.08	CBD	9
MI24.288.153.0330	115 1ST AVE NE	GROSCHE, JEFF	0.309	M1	25B
MI24.102.230.0062	115 1ST AVE SE	RMM PROPERTIES LLLP	0.161	CBD	7
MI24.238.080.0080	115 1ST ST SE	THE MOUSE RIVER PLAYERS	0.172	CBD	11
MI24.238.070.0170	115 MAIN ST S	BERG PROPERTIES, LLC	0.161	CBD	10
MI24.238.070.0090	116 1ST ST SE	FOLDEN PROPERTIES, LLP	0.161	CBD	10
MI24.693.000.0010	116 1ST ST SW STE A	SANDFORD HEALTHCARE ACCESSORIES, INC	0	CBD	8
MI24.693.000.0021	116 1ST ST SW STE B	MERCK, CHARLES D	0	CBD	8
MI24.693.000.0030	116 1ST ST SW STE C	FITZMAURICE, VICKI J REVOCABLE TRUST	0	CBD	8
MI24.693.000.0040	116 1ST ST SW STE D	FITZMAURICE, VICKI J REVOCABLE TRUST	0	CBD	8
MI24.693.000.0022	116 1ST ST SW STE E	HIRST FAMILY PROPERTIES, LLLP	0	CBD	8
MI13.569.000.1160	116 8TH AVE NW	BEARMAN, JOHN & TRICIA	0	C2	5D
MI24.238.040.0241	117 W CENTRAL AVE	BOOMTOWN ENTERPRISES, LLC	0.22	CBD	4
MI24.102.240.0011	118 1ST AVE SE	DER BLAUE, LLC	0.025	CBD	11
MI13.569.000.1180	118 8TH AVE NW	RASMUSSEN, DAVID DALE	0	C2	5D
MI24.238.060.0170	119 1ST ST SW	BIG M MINOT, LLC	0.192	CBD	9
MI24.238.070.0150	119 MAIN ST S	BERG PROPERTIES, LLC	0.08	CBD	10
MI24.104.000.0020	12 3RD ST SE	ORMA, LLC	0.1	CBD	7
MI13.337.000.0150	12 5TH AVE NE	BURTON, KEVIN J & ANNELIZABETH K	0.096	R3B	10D
MI24.238.030.0070	12 MAIN ST S	ALBERTSON RENTAL 12, LLC	0.161	CBD	5
MI13.569.000.1200	120 8TH AVE NW	FUTURE DREAMS LLC	0	C2	5D
MI14.288.153.0123	1205 N BROADWAY	O'REILLY AUTO ENTERPRISES, LLC	0.654	C2	1E
MI24.238.070.0140	121 MAIN ST S	JK HURT RENTALS, LLC	0.08	CBD	10
MI13.202.000.0010	121 UNIVERSITY AVE W	HINTZ, CLIFFORD E	0.117	R1	5D
MI24.238.040.0242	121 W CENTRAL AVE	NEWMAN SIGNS INC	0.084	CBD	4
MI13.569.000.1220	122 8TH AVE NW	STEVENSON, TONA & TROY	0	C2	5D
MI24.675.000.0000	122 MAIN ST S	CDJ OPPORTUNITIES, LLP	0.321	CBD	9
MI24.675.000.0010	122 MAIN ST S UNIT 1	LINDBO, MARY M	0	CBD	9
MI24.675.000.0020	122 MAIN ST S UNIT 2	COVEY, CRAIG	0	CBD	9
MI24.675.000.0030	122 MAIN ST S UNIT 3	PROBST, JAMES J & EVELYN G	0	CBD	9
MI24.675.000.0040	122 MAIN ST S UNIT 4	LINDBO, MARGARET R	0	CBD	9
MI24.675.000.0050	122 MAIN ST S UNIT 5	TORKILDSON, IRENE	0	CBD	9
MI24.238.060.0150	123 1ST ST SW	BIG M MINOT, LLC	0.251	CBD	9
MI24.238.070.0130	123 MAIN ST S	MAGIC CITY BRANDS, LLC	0.08	CBD	10
MI13.569.000.1240	124 8TH AVE NW	TRIPLETT, THERON F	0	C2	5D
MI24.317.170.0060	125 BURDICK EXPY W	TRINITY HEALTH	0.126	CBD	16D
MI13.953.030.0331	126 4TH AVE NW	SHOMENTO, DAVID A & TARRYLL J	0.132	C2	8D
MI13.314.010.0123	129 5TH AVE NW	LOWE'S PRINTING, INC	0.284	C2	8D
MI24.238.060.0241	13 1ST AVE SW	NORTH CENTRAL CAPITAL, LLC	0.111	CBD	9
MI24.238.010.0082	13 1ST ST SE	FRONTIERS, LLC	0.126	CBD	7
MI24.238.070.0123	13 2ND AVE SE	E & J JUSTINO PROPERTIES, LLC	0.052	CBD	10
MI24.238.140.0181	13 3RD AVE SW	TRINITY HEALTH	0.152	CBD	17D
MI24.238.190.0203	13 E CENTRAL AVE	GANSKE, DALE L	0.115	CBD	2
MI24.238.200.0110	13 MAIN ST N	CORRIDOR INVESTORS, LLC	0.08	CBD	1
MI24.238.040.0203	13 S BROADWAY	EWR MINOT OFFICE BUILDING, LLC	0.142	CBD	4
MI14.667.000.0030	1305 N BROADWAY	LGK HOLDINGS, LLC	0.445	C2	1E
MI14.667.000.0020	1309 N BROADWAY	NELSON, JUDY RESERVE LIFE ESTATE	0.399	C2	1E
MI14.288.153.0125	1310 N BROADWAY	BISHOP RYAN HIGH SCHOOL	0.277	R1	1E
MI14.288.153.0121	1312 N BROADWAY	BISHOP RYAN HIGH SCHOOL	0.056	C2	1E
MI14.667.000.0010	1315 N BROADWAY	GILL CORPORATION	0.805	C2	1E
MI24.238.180.0132	14 1ST ST NE	NORSK BROTHERS, LLC	0.108	M2	3
MI24.238.190.0270	14 MAIN ST N	LARSEN, MIKE	0.064	CBD	2
MI24.238.200.0192	14 W CENTRAL AVE	YELLOW DOG PROPERTIES, LLC	0.043	CBD	1
MI14.288.153.0161	1401 N BROADWAY	SRT COMMUNICATIONS, INC	1.566	AG	1E
MI13.288.153.0141	1425 N BROADWAY	HERZIG, VIOLET	0.0783	C2	1E

MI24.238.190.0151	15 1ST ST SE	GANSKE, DALE L	0.02	CBD	2
MI24.313.020.0061	15 4TH ST NE	WOLSKY, DENNIS & ELIZABETH	0.165	M2	4A
MI24.238.020.0170	15 MAIN ST S	MJD HOLDINGS, LLP	0.08	CBD	6
MI24.238.040.0180	15 S BROADWAY	EWR MINOT OFFICE BUILDING, LLC	0.452	CBD	4
MI24.E01.000.0010	150 2ND ST SE	BLUE MOON VENTURES, LLC	1.011	CBD	11
MI14.288.153.0171	1505 N BROADWAY	MINOT INVESTMENT GROUP LLC	6.195	C2	1E
MI24.238.070.0051	16 1ST AVE SE	CITY OF MINOT	0.115	CBD	10
MI24.238.180.0131	16 1ST ST NE	AUSLANDER, LLC	0.258	M2	3
MI24.313.030.0052	16 4TH ST NE	B.B.L., LLC	0.086	R1	5A
MI24.238.190.0281	16 MAIN ST N	LARSEN, MIKE	0.032	CBD	2
MI24.238.030.0080	16 MAIN ST S	PATTEN, WAYNE L RESERVE LIFE ESTATE	0.08	CBD	5
MI14.228.010.0100	1600 6TH ST NW	DAVIDSON, DONALD & OMA JANE	0.365	R1	1E
MI14.228.010.0090	1606 6TH ST NW	LINDQUIST, KADE	0.228	R1	1E
MI14.228.010.0080	1612 6TH ST NW	FAITH, JACOB M	0.22	R1	1E
MI24.238.020.0121	17 1ST AVE SE	RMM PROPERTIES LLLP	0.121	CBD	6
MI24.238.060.0242	17 1ST AVE SW	U S BANK NATIONAL ASSOCIATION	0.211	CBD	9
MI24.238.070.0121	17 2ND AVE SE	FOLDEN PROPERTIES, LLP	0.103	CBD	10
MI24.102.310.0032	17 3RD ST NE	SM REAL ESTATE	0.115	M2	25B
MI24.313.030.0060	17 5TH ST NE	WOLSKY, DENNIS & ELIZABETH	0.167	M1	5A
MI24.238.190.0202	17 E CENTRAL AVE	CLUTE PROPERTIES, LLC	0.112	CBD	2
MI24.238.020.0160	17 MAIN ST S	E & M CAPITAL, LLC	0.083	CBD	6
MI14.228.010.0070	1700 6TH ST NW	GUSS, CURTIS E	0.22	R1	1E
MI14.228.010.0060	1706 6TH ST NW	HEIDE, DANIEL & ERIN	0.207	R1	1E
MI14.228.010.0050	1712 6TH ST NW	ETIER, JON L	0.22	R1	1E
MI14.288.153.0141	1715 N BROADWAY	BESSETTE, DONALD C	4.546	C2	1E
MI14.228.010.0040	1718 6TH ST NW	JENSEN, WILLIAM R JR & BEVERLY LIFE ESTATE	0.193	R1	1E
MI24.313.020.0141	18 1/2 3RD ST NE	SOO LINE RAILROAD COMPANY	0.004	M2	4A
MI24.238.070.0031	18 1ST AVE SE	CITY OF MINOT	0.172	CBD	10
MI24.238.180.0080	18 1ST ST NE	AUSLANDER, LLC	0.117	M2	3
MI24.102.310.0120	18 2ND ST NE	NORSK BROTHERS, LLC	0.172	CBD	25B
MI24.313.020.0151	18 3RD ST NE	LARSON, ROGER D & ROBERTA A	0.301	M2	4A
MI24.102.300.0100	18 3RD ST SE	ORTORRO LLC	0.753	M1	7
MI24.238.030.0090	18 MAIN ST S	LUCY, MICHAEL B & KMK PROPERTIES, LLC	0.08	CBD	5
MI14.228.010.0030	1800 6TH ST NW	MARAGOS, PETER G & BOELTER, ROXANNE	0.22	R1	1E
MI14.228.010.0020	1806 6TH ST NW	NESS, JOHN C & KAYLA	0.303	R1	1E
MI14.228.010.0010	1812 6TH ST NW	KNUTSON, JOYLEA P	0.22	R1	1E
MI24.238.190.0131	19 1ST ST NE	RAILROAD MUSEUM OF MINOT, INC	0.099	CBD	2
MI24.102.310.0031	19 3RD ST NE	SM REAL ESTATE	0.057	M2	25B
MI24.F10.000.0030	19 3RD ST SE	JIT PROPERTIES, LLC	1.758	M1	16
MI24.313.030.0051	19 5TH ST NE	CITY OF MINOT	0.172	R1	5A
MI24.238.020.0151	19 MAIN ST S	BEACH, TIM & PEGGY	0.078	CBD	6
MI11.244.010.0100	1900 6TH ST NW	LEIDHOLT, COLE D	0.185	R1	1E
MI14.170.010.0020	1901 N BROADWAY	NORTH HILL BOWL INC	2.41	C2	2E
MI14.171.000.0550	1901 SKYLINE DR	BRUNS, LAURA A SCHNIEBER- & BRUNS, CASEY	0.32	R1	1E
MI14.171.000.0130	1904 3RD ST NW	ADCOX, JAMES M & JANE I	0.19	R1	2E
MI11.244.010.0090	1904 6TH ST NW	HEADRICK, WILSON R RESERVE LIFE ESTATE	0.182	R1	1E
MI14.171.000.0120	1908 3RD ST NW	SCHMALZ, DONNA M	0.19	R1	2E
MI11.244.010.0080	1908 6TH ST NW	PURDY, NANCY L	0.182	R1	1E
MI11.006.010.0070	1909 N BROADWAY	NORTH HILL BOWL INC	0.632	C2	2E
MI14.171.000.0560	1909 SKYLINE DR	BERG, JEFF L & LORIE A	0.289	R1	1E
MI14.171.000.0110	1912 3RD ST NW	WILLIAMS, RANDY L & MAMIE I	0.19	R1	2E
MI11.244.010.0070	1912 6TH ST NW	DESROSIER, NICOLE	0.182	R1	1E
MI14.171.000.0570	1913 SKYLINE DR	HOLBACH, RANDOLPH STEVEN	0.289	R1	1E
MI11.006.010.0060	1915 N BROADWAY	SIAN PROPERTIES, LLC	0.619	C2	2E
MI11.171.000.0100	1916 3RD ST NW	GUFFEY, BONNIE G & CLAYTON A	0.19	R1	2E
MI11.244.010.0060	1916 6TH ST NW	AALTO, GREGORY	0.223	R1	1E
MI14.171.000.0580	1917 SKYLINE DR	LUCY, GERALD & BIEL, JESSICA LUCY	0.289	R1	1E
MI11.006.010.0050	1919 N BROADWAY	WEYDAHL PROPERTIES, LLC	0.727	C2	2E
MI11.171.000.0090	1920 3RD ST NW	AHMANN, MARILYN M	0.19	R1	2E
MI11.244.010.0050	1920 6TH ST NW	FISHER, JOSHUA GL & JACOBS, HAYLEY F	0.223	R1	1E
MI14.171.000.0590	1921 SKYLINE DR	BURCKHARD, BYRON B & RYNETTE M	0.289	R1	1E
MI11.171.000.0080	1924 3RD ST NW	SHIMFESSEL, BRADLEY	0.19	R1	2E
MI11.244.010.0040	1924 6TH ST NW	DUNCAN, ANTHONY & GABRIELLE	0.182	R1	1E

MI11.006.010.0040	1925 N BROADWAY	K HAWK VENTURE LLC	0.682	C2	2E
MI11.171.000.0600	1925 SKYLINE DR	PETERSON, EDWARD O AND MARJORIE A IRREVOCABLE TRUST	0.345	R1	1E
MI11.171.000.0070	1928 3RD ST NW	KRAGH, JEFFREY L & JENNIFER E	0.19	R1	2E
MI11.244.010.0030	1928 6TH ST NW	GRESHAM, MITCHELL & LACEY	0.182	R1	1E
MI11.006.010.0032	1929 N BROADWAY	DEE JAY'S QSR OF ND, INC	0.526	C2	2E
MI11.171.000.0610	1929 SKYLINE DR	GODFREY, JAMES W	0.289	R1	1E
MI11.171.000.0060	1932 3RD ST NW	GONZALEZ, ROGELIO G & KATHY J	0.19	R1	2E
MI11.244.010.0020	1932 6TH ST NW	WETMUR, JAMES E & LINDA D	0.182	R1	1E
MI11.171.000.0620	1933 SKYLINE DR	KELLY, STEWART E & JANE B	0.289	R1	1E
MI11.171.000.0050	1936 3RD ST NW	BAUER, FRED L	0.207	R1	2E
MI11.244.010.0010	1936 6TH ST NW	FREY, CLIFFORD L	0.201	R1	1E
MI11.006.010.0031	1937 N BROADWAY	PEKOVICH, GREG & BECKY	1.392	C2	2E
MI11.171.000.0630	1937 SKYLINE DR	ZAHNISER, MONICA	0.289	R1	1E
MI11.171.000.0040	1940 3RD ST NW	LAWSON, GERALD E & JANET I	0.19	R1	2E
MI11.171.000.0640	1941 SKYLINE DR	JOHNSON, VERNA K	0.293	R1	1E
MI11.171.000.0030	1944 3RD ST NW	STEELE, ERIC M & HOUSTON, MARKIE D	0.19	R1	2E
MI11.171.000.0650	1945 SKYLINE DR	MOMERAK, KENNETH & GAIL	0.289	R1	1E
MI11.171.000.0020	1948 3RD ST NW	WILLIAMS, NINA	0.19	R1	2E
MI11.171.000.0660	1949 SKYLINE DR	PARKER, ERIN & TONYA	0.382	R1	1E
MI11.171.000.0010	1952 3RD ST NW	BORUD, LARRY L & KAREN	0.19	R1	2E
MI11.171.000.0670	1953 SKYLINE DR	MARKELL, CLARK & L JOYCE	0.304	R1	1E
MI24.238.190.0222	2 MAIN ST N	LILLIAN AND COLEMAN TAUBE MUSEUM OF ART	0.092	CBD	2
MI24.238.030.0020	2 MAIN ST S	CDJ OPPORTUNITIES, LLP	0.161	CBD	5
MI24.238.180.0071	20 1ST ST NE	SOO LINE RAILROAD COMPANY	0.051	M2	3
MI24.238.040.0120	20 1ST ST SW	EWING MINOT OFFICE BUILDING, LLC	0.402	CBD	4
MI24.313.030.0042	20 4TH ST NE	WARNER, JAMES E & SHEILA M	0.171	M1	5A
MI24.312.020.0041	20 BURDICK EXPY E	DIEHL DUNN REAL ESTATE, LLC	0.23	CBD	7A
MI24.238.140.0140	20 BURDICK EXPY W	TRINITY HEALTH	0.399	CBD	17D
MI24.238.200.0193	20 W CENTRAL AVE	BMA PROPERTIES, LLP	0.112	CBD	1
MI23.021.210.0030	201 3RD AVE SW	BERTSCH PROPERTIES, LLC	0.172	CBD	1C
MI13.192.220.0023	201 5TH AVE NE	ALLAN LEE, LLC	0.115	R3B	4D
MI13.192.210.0050	201 6TH AVE NE	OPPERUDE, ROBBIE A	0.171	R3B	3D
MI24.238.100.0240	201 MAIN ST S	WARD, MICHAEL	0.161	CBD	14
MI13.192.220.0041	202 6TH AVE NE	RADMEYER PROPERTIES, LLC	0.066	R3B	4D
MI24.886.000.0010	202 E CENTRAL AVE	DUNKEL, GLEN RESERVE LIFE ESTATE	0.32	M1	7
MI24.238.110.0240	205 1ST ST SW	CITY OF MINOT	0.964	CBD	26B
MI13.209.000.0011	205 5TH AVE NE	MCCABE, MICHAEL E & JULIE M	0.115	R3B	4D
MI24.238.100.0220	205 MAIN ST S	FIELD, ROBERT	0.08	CBD	14
MI24.042.020.0090	207 3RD ST NE	BURLINGTON NORTHERN & SANTA FE	1.77	M1	25B
MI24.238.100.0210	207 MAIN ST S	FIELD, ROBERT O & JACQUELINE D	0.08	CBD	14
MI13.209.000.0020	209 5TH AVE NE	FIVE STAR HOLDINGS, LLC	0.172	R3B	4D
MI24.238.100.0200	209 MAIN ST S	WALKER PROPERTIES, LLLP	0.08	CBD	14
MI24.654.000.0510	21 1ST AVE SE STE 51	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0570	21 1ST AVE SE STE 57	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0010	21 1ST AVE SE UNIT 1	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0020	21 1ST AVE SE UNIT 2	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0210	21 1ST AVE SE UNIT 21	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0220	21 1ST AVE SE UNIT 22	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0230	21 1ST AVE SE UNIT 23	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0240	21 1ST AVE SE UNIT 24	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0250	21 1ST AVE SE UNIT 25	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0260	21 1ST AVE SE UNIT 26	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0270	21 1ST AVE SE UNIT 27	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0280	21 1ST AVE SE UNIT 28	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0030	21 1ST AVE SE UNIT 3	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0310	21 1ST AVE SE UNIT 31	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0320	21 1ST AVE SE UNIT 32	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0330	21 1ST AVE SE UNIT 33	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0340	21 1ST AVE SE UNIT 34	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0350	21 1ST AVE SE UNIT 35	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0360	21 1ST AVE SE UNIT 36	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0370	21 1ST AVE SE UNIT 37	PARKER PROPERTY GROUP, INC	0	CBD	6

MI24.654.000.0040	21 1ST AVE SE UNIT 4	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0410	21 1ST AVE SE UNIT 41	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0420	21 1ST AVE SE UNIT 42	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0430	21 1ST AVE SE UNIT 43	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0450	21 1ST AVE SE UNIT 45	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0460	21 1ST AVE SE UNIT 46	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0470	21 1ST AVE SE UNIT 47	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0050	21 1ST AVE SE UNIT 5	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0520	21 1ST AVE SE UNIT 52	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0530	21 1ST AVE SE UNIT 53	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0540	21 1ST AVE SE UNIT 54	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0550	21 1ST AVE SE UNIT 55	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0560	21 1ST AVE SE UNIT 56	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0060	21 1ST AVE SE UNIT 6	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0610	21 1ST AVE SE UNIT 61	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0630	21 1ST AVE SE UNIT 63	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0640	21 1ST AVE SE UNIT 64	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0650	21 1ST AVE SE UNIT 65	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0660	21 1ST AVE SE UNIT 66	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0670	21 1ST AVE SE UNIT 67	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0070	21 1ST AVE SE UNIT 7	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0710	21 1ST AVE SE UNIT 71	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0720	21 1ST AVE SE UNIT 72	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0730	21 1ST AVE SE UNIT 73	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0740	21 1ST AVE SE UNIT 74	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0750	21 1ST AVE SE UNIT 75	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0760	21 1ST AVE SE UNIT 76	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0770	21 1ST AVE SE UNIT 77	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0080	21 1ST AVE SE UNIT 8	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0810	21 1ST AVE SE UNIT 81	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0820	21 1ST AVE SE UNIT 82	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0830	21 1ST AVE SE UNIT 83	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0840	21 1ST AVE SE UNIT 84	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0850	21 1ST AVE SE UNIT 85	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0860	21 1ST AVE SE UNIT 86	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0870	21 1ST AVE SE UNIT 87	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0901	21 1ST AVE SE UNIT 9A	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0902	21 1ST AVE SE UNIT 9B	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.1000	21 1ST AVE SE UNIT CM1	MINOT COMMISSION ON AGING, INC	0.115	CBD	6
MI24.E18.000.0010	21 2ND ST NE	JJT PROPERTIES, LLC	1.067	M1	3
MI24.238.140.0182	21 3RD AVE SW	ECKMANN, ENGAN	0.17	CBD	17D
MI24.238.190.0201	21 E CENTRAL AVE	CREEDENCE PROPERTIES III, LLC	0.152	CBD	2
MI24.238.020.0140	21 MAIN ST S	ALBERTSON RENTALS 21, LLC	0.095	CBD	6
MI13.192.210.0112	210 7TH AVE NE	TAYLOR, KASEY & MEGAN	0.153	R3B	3D
MI11.133.010.0060	2105 N BROADWAY	PINKERTON FAMILY LTD PARTNERSHIP	0.631	C2	1F
MI24.238.100.0190	211 MAIN ST S	NIKITENKO, ANDREW	0.08	CBD	14
MI11.133.010.0050	2115 N BROADWAY	HAPPY INVESTMENTS, LLC	0.631	C2	1F
MI24.104.000.0010	212 E CENTRAL AVE	HARMONY HEIGHTS, LLC	0.175	CBD	7
MI11.133.010.0041	2121 N BROADWAY	WATTS, ROOSEVELT W	0.289	C2	1F
MI13.209.000.0030	213 5TH AVE NE	FIVE STAR HOLDINGS, LLC	0.182	R3B	4D
MI14.259.050.0013	213 5TH AVE NW	CITY OF MINOT	0.189	C2	7D
MI13.E86.000.0020	213 6TH AVE NE	OPPERUDE, ROBBIE A	0.115	RM	3D
MI24.238.100.0180	213 MAIN ST S	NIKITENKO, ANDREW	0.161	CBD	14
MI11.133.010.0011	2145 N BROADWAY	CHOU, NIAN CHIU	0.347	C2	1F
MI37.537.240.0120	215 1ST AVE NE	GBOGH DBA SAND SOLUTIONS	0.855	M1	25B
MI24.102.290.0011	215 1ST AVE SE	SOO LINE RAILROAD COMPANY	0.014	M1	7
MI14.259.050.0012	215 5TH AVE NW	5TH AVE INVESTMENTS, LLC	0.968	C2	7D
MI24.E69.000.0030	215 E CENTRAL AVE	SM REAL ESTATE	0.437	CBD	25B
MI24.238.100.0160	217 MAIN ST S	WALKER PROPERTIES, LLLP	0.08	CBD	14
MI24.238.100.0120	218 1ST ST SE	CHURCH OF ST LEO - MINOT TRUSTEE, INC	0.643	CBD	14
MI24.238.100.0150	219 MAIN ST S	WALKER PROPERTIES, LLLP	0.08	CBD	14
MI24.238.190.0302	22 MAIN ST N	FYRHOG, LLC	0.024	M2	2

MI24.238.030.0100	22 MAIN ST S	LIVING GUD, LLC	0.241	CBD	5
MI14.261.000.0020	220 5TH AVE NW	TITA, LLC	0.117	R3B	3B
MI23.021.210.0160	220 BURDICK EXPY W	BERTSCH PROPERTIES	0.239	CBD	1C
MI11.288.253.0014	2205 N BROADWAY	JLV ASSETS ACQUISITION, LLC	1.423	C2	2F
MI11.288.253.0015	2207 N BROADWAY	WALKER PROPERTIES, LLLP	2.374	C2	2F
MI24.238.100.0140	221 MAIN ST S	WALKER PROPERTIES, LLLP	0.161	CBD	14
MI24.102.300.0011	222 E CENTRAL AVE	RORKO HOLDINGS, LLP	0.092	CBD	7
MI14.171.000.0140	224 19TH AVE NW	WOBEMA, LINDA A	0.183	R1	2E
MI11.133.010.0030	225 22ND AVE NW	AVA75, LLC	1.547	C2	1F
MI24.238.070.0122	23 2ND AVE SE	ROSS, JORDAN & MEGAN	0.086	CBD	10
MI24.744.000.0020	23 3RD ST NE	NORSK BROTHERS, LLC	1.326	M1	25B
MI24.238.020.0131	23 MAIN ST S	CDJ OPPORTUNITIES, LLP	0.066	CBD	6
MI11.288.253.0012	2315 N BROADWAY	PEKOVICH, GREG & BECKY	5.67	C2	2F
MI11.288.253.0013	2325 N BROADWAY	VANGUARD REAL ESTATE HOLDINGS, LLC	0.413	C2	2F
MI24.238.180.0060	24 1ST ST NE	AUSLANDER, LLC	0.172	CBD	3
MI24.238.100.0040	24 2ND AVE SE	SRT COMMUNICATIONS, INC	0.321	CBD	14
MI24.701.000.0010	24 2ND ST NE	CWC OF MINOT, INC	0.239	M1	25B
MI24.238.190.0321	24 MAIN ST N	FYRHOG, LLC	0.161	M2	2
MI24.238.200.0191	24 W CENTRAL AVE	BMA PROPERTIES, LLP	0.086	CBD	1
MI24.313.030.0032	25 5TH ST NE	CITY OF MINOT	0.086	R1	5A
MI24.238.150.0090	25 BURDICK EXPY E	MILLER & HOLMES INC	0.241	CBD	6A
MI24.238.200.0050	25 MAIN ST N	ACKERMAN, ROLLY B	0.344	CBD	1
MI24.238.190.0330	26 MAIN ST N	FRYHOG, LLC	0.08	M2	2
MI24.654.000.0440	27 1ST AVE SE UNIT 44	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.654.000.0620	27 1ST AVE SE UNIT 62	PARKER PROPERTY GROUP, INC	0	CBD	6
MI24.238.190.0391	28 MAIN ST N	TWENTY EIGHT N MAIN, LLC	1.085	CBD	2
MI24.620.000.0010	3 1ST ST SE	AKSAL GROUP, LLC	0.236	CBD	7
MI24.238.020.0240	3 MAIN ST S	MINOT ARTSPACE LOFTS LIMITED PARTNERSHIP	0.402	CBD	6
MI24.238.180.0041	30 1ST ST NE	NORSK BROTHERS, LLC	0.209	CBD	3
MI23.021.220.0040	300 3RD ST SW	LEIER PROPERTIES LLC	0.284	CBD	12D
MI13.983.000.0010	300 6TH AVE NE	SISCO, ALEX I & JESSICA M	0.106	R1	1D
MI14.259.050.0024	301 1/2 5TH AVE NW	CITY OF MINOT	0.313	R2B	7D
MI14.259.050.0022	301 5TH AVE NW	5TH AVE INVESTMENTS LLC	0.094	R2B	7D
MI23.021.390.0051	301 BURDICK EXPY W	FLOWER BOX HOLDINGS, LLC	0.339	CBD	15D
MI24.313.020.0110	301 E CENTRAL AVE	A&E PROPERTIES, LLC	0.344	M2	4A
MI24.238.150.0180	301 MAIN ST S	ALL SAINTS PARISH	0.241	CBD	6A
MI24.238.150.0020	304 1ST ST SE	ALL SAINTS EPISCOPAL CHURCH	0.161	CBD	6A
MI14.555.000.0010	304 4TH AVE NW	DAKOTA APPLE PARTNERSHIP	1.24	C2	7D
MI13.983.000.0020	304 6TH AVE NE	BEACH, ASHLEY & TIMOTHY J	0.081	R1	1D
MI24.610.000.0010	304 E CENTRAL AVE	ARKE RENTALS, LLP	0.511	CBD	16
MI24.238.140.0041	304 MAIN ST S	THOMAS, BRADLEY J & BRYAN D	0.239	CBD	17D
MI14.262.000.0020	305 5TH AVE NW	HANSON LIVING TRUST	0.145	R2B	7D
MI13.474.000.0021	305 RAILWAY AVE	GCM DAKOTA PROPERTIES, LLC	1.156	M1	2A
MI24.238.150.0040	308 1ST ST SE	BOWMAN & ASSOCIATES LLC	0.161	CBD	6A
MI14.262.000.0010	311 5TH AVE NW	BOYUNGS, ALEX	0.146	R2B	7D
MI24.313.020.0081	311 E CENTRAL AVE	TRI STATE LAND COMPANY	0.021	M2	4A
MI23.021.220.0080	312 3RD ST SW	KONGELF, TERRY	0.176	CBD	12D
MI23.021.210.0050	312 S BROADWAY	BERTSCH PROPERTIES, LLC	0.198	CBD	1C
MI13.100.020.0071	313 6TH AVE NE	NYBAKKEN, BRUCE T	0.149	C2	2D
MI24.313.020.0090	313 E CENTRAL AVE	WOLSKY, DENNIS & ELIZABETH	0.172	CBD	4A
MI24.313.020.0181	314 1ST AVE NE	SOO LINE RAILROAD COMPANY	0.007	M2	4A
MI23.021.220.0200	315 3RD AVE SW	INDEPENDENCE, INC	0.459	CBD	12D
MI23.021.390.0200	315 BURDICK EXPY W	HOLMLY'S RENTALS LLC	0.287	CBD	15D
MI24.238.150.0120	315 MAIN ST S	BOWMAN & ASSOCIATES LLC	0.239	CBD	6A
MI14.288.153.0160	316 11TH AVE NW	BISHOP RYAN HIGH SCHOOL	17.23	AG	1E
MI24.313.020.0051	316 1ST AVE NE	SOO LINE RAILROAD COMPANY	0.034	M2	4A
MI13.100.050.0023	316 6TH AVE NE	BURGESS, RODNEY C	0.124	R1	1D
MI24.238.140.0091	316 MAIN ST S	TRINITY HEALTH	0.407	CBD	17D
MI24.313.020.0052	318 1ST AVE NE	PRETTY HOLDINGS, LLC	0.826	M2	4A
MI13.100.050.0021	318 6TH AVE NE	BROWN, ASHLEY	0.112	R1	1D
MI24.313.020.0172	32 1/2 3RD ST NE	SOO LINE RAILROAD COMPANY	0.02	M2	4A
MI24.313.020.0171	32 3RD ST NE	FIRST AVENUE CONCEPTS, LLC	0.446	M2	4A
MI13.100.050.0022	320 6TH AVE NE	GREEN, LAVORA J	0.112	R1	1D

MI14.111.010.0060	332 4TH AVE NW	CITY OF MINOT	0.427	R3B	7D
MI24.238.180.0010	36 1ST ST NE	E2 INVESTMENTS INC	0.122	M1	3
MI24.313.020.0182	36 3RD ST NE	SINEW MANAGEMENT GROUP, LLC	0.165	M2	4A
MI24.238.170.0240	40 1ST ST SE	BURLINGTON NORTHERN & SANTA FE	1.105	M1	25B
MI23.021.380.0060	400 4TH ST SW	CAMERON INDOOR PROPERTIES, LLC	0.317	CBD	14D
MI24.015.000.0021	400 E CENTRAL AVE	BRICK + MORTAR DISTRICT, LLP	0.385	CBD	16
MI24.B92.000.0010	401 MAIN ST S	NORTH CENTRAL CAPITAL, LLC	0.401	CBD	7A
MI24.313.030.0090	405 E CENTRAL AVE	CKJ REAL ESTATE, LLC	0.344	CBD	5A
MI13.474.000.0010	405 RAILWAY AVE	CITY OF MINOT	0.511	M1	2A
MI13.342.000.0040	408 1ST ST NW	LAKE TO PRAIRIE INVESTMENTS, LLC	0.207	R3B	9D
MI24.312.020.0070	408 1ST ST SE	BRODELL, ELIZABETH G	0.241	R3B	7A
MI13.288.253.0020	408 N BROADWAY	TRUE NORTH PROPERTIES, LLC	0.416	C2	8D
MI13.314.010.0060	408 WALDERS ST	LOWE'S PRINTING, INC	0.172	C2	8D
MI13.337.000.0100	409 1ST ST NE	KRAFT, JAMES P	0.158	R3B	10D
MI23.021.370.0170	409 5TH ST SW	PB RENTALS, LLC	0.115	R3B	13D
MI23.021.380.0200	409 BURDICK EXPY W	HAAS, RAYMOND E & CLARICE A	0.432	CBD	14D
MI13.341.000.0050	409 MAIN ST N	BURCKHARD, RANDY J	0.22	R3B	9D
MI24.238.190.0020	41 1ST ST NE	BURLINGTON NORTHERN & SANTA FE	0.172	M2	2
MI13.210.250.0090	410 1ST ST NE	BAEHM, TODD A	0.161	R3B	11D
MI24.317.170.0051	410 1ST ST SW	TRINITY HEALTH	1.469	CBD	16D
MI23.021.390.0061	410 3RD ST SW	MONTANA DAKOTA UTILITIES CO	0.005	CBD	15D
MI13.334.030.0050	410 MAIN ST N	CITY OF MINOT	0.161	R3B	10D
MI13.314.010.0021	411 1ST ST NW	BOUNTING, TRISTA L	0.103	R3B	8D
MI23.021.370.0150	411 5TH ST SW	IRMEN, RITA J	0.115	R3B	13D
MI13.210.250.0100	412 1ST ST NE	JOERN, SCOTT & BONNIE	0.161	R3B	11D
MI23.021.390.0080	412 3RD ST SW	HOLEN, TAMMY	0.115	CBD	15D
MI23.021.380.0080	412 4TH ST SW	LOUSER, BRENT A & BRIAN L	0.115	R3B	14D
MI13.314.010.0070	412 WALDERS ST	FIRST LUTHERAN CHURCH	0.172	R3B	8D
MI13.337.000.0110	413 1ST ST NE	FISHER, TROY L & LORI A	0.158	R3B	10D
MI13.210.250.0040	413 2ND ST NE	GRAFF, SCOTT	0.186	R3B	11D
MI23.021.390.0150	413 4TH ST SW	LOUSER, BRIAN L & BRENT A	0.344	R3B	15D
MI13.342.000.0030	414 1ST ST NW	LER, BONNIE S	0.241	R3B	9D
MI24.312.020.0080	414 1ST ST SE	FUEGMANN, LINDA K LIFE ESTATE	0.134	R3B	7A
MI14.263.000.0040	414 4TH ST NW	URBAN RENEWAL AGENCY OF MINOT	0.193	R2B	7D
MI13.334.030.0040	414 MAIN ST N	CITY OF MINOT	0.161	R3B	10D
MI23.021.370.0101	414 PARK ST	VERRY, STANLEY SPENCER	0.172	C2	13D
MI13.314.010.0160	415 1ST ST NW	MCCORMACK, HELEN A	0.172	R3B	8D
MI13.210.250.0030	415 2ND ST NE	PARISIEN, GREGORY L & ERICKSON, TAMARA L	0.161	R3B	11D
MI13.341.000.0040	415 MAIN ST N	FIELDER, HUNTER	0.184	R3B	9D
MI24.312.020.0180	415 MAIN ST S	PROVIDENCE HOLDINGS MINOT, LLC	0.321	CBD	7A
MI13.210.250.0110	416 1ST ST NE	BRENTUP, BRADLEY J & KAY M	0.161	R3B	11D
MI14.262.000.0060	416 3RD ST NW	CITY OF MINOT	0.224	R2B	7D
MI23.021.380.0100	416 4TH ST SW	DAKUTAK, DANIEL N., SR.	0.115	R3B	14D
MI13.314.010.0080	416 WALDERS ST	FIRST LUTHERAN CHURCH OF MINOT	0.172	R3B	8D
MI13.314.010.0150	417 1ST ST NW	STONE COLD PROPERTIES, LLC	0.172	R3B	8D
MI24.312.020.0100	418 1ST ST SE	COCHRANE, KEITH M & SHEILA K	0.134	R3B	7A
MI14.262.000.0040	418 3RD ST NW	CITY OF MINOT	0.083	R2B	7D
MI14.263.000.0030	418 4TH ST NW	SUMMERS, HARRIETTA J	0.145	R2B	7D
MI13.334.030.0030	418 MAIN ST N	LIPP, STEVEN N & LAVINIA	0.161	R3B	10D
MI13.314.010.0090	418 WALDERS ST	FIRST LUTHERAN CHURCH OF MINOT	0.172	R3B	8D
MI13.337.000.0120	419 1ST ST NE	DANIELS, PATRICIA A	0.158	R3B	10D
MI13.341.000.0030	419 MAIN ST N	DOUGLAS, ANNA & CHRISTOPHER	0.184	R3B	9D
MI23.021.380.0120	419 PARK ST	BILLEHUS, BRENT & GEFROH, MARLA	0.115	R3B	14D
MI24.313.030.0020	420 1ST AVE NE	CITY OF MINOT	0.344	M1	5A
MI13.342.000.0020	420 1ST ST NW	CARLSON, RAY L & ELAINE D	0.207	R3B	9D
MI14.262.000.0030	420 3RD ST NW	MITZ, DESTIN M	0.083	R2B	7D
MI23.021.390.0100	420 3RD ST SW	REHAB SERVICES, INC	0.115	CBD	15D
MI13.314.010.0100	420 WALDERS ST	FIRST LUTHERAN CHURCH OF MINOT	0.172	R3B	8D
MI13.314.010.0140	421 1ST ST NW	GUILFORD, JASON & MERIDETH	0.172	R3B	8D
MI13.210.250.0020	421 2ND ST NE	ROBERTS, KOREY & RACHEL	0.161	R3B	11D
MI13.341.000.0020	421 MAIN ST N	PIETSCH, DALE L	0.184	R3B	9D
MI14.263.000.0021	422 4TH ST NW	PEREZ- HERNANDEZ, ALEX X & PEREZ, EVELYN A	0.101	R2B	7D
MI13.336.000.0030	422 MAIN ST N	LACKEY, EVAN	0.129	R3B	10D

MI13.337.000.0130	423 1ST ST NE	ROLLINGS, AMY LOU TRUST	0.115	R3B	10D
MI24.312.020.0150	423 MAIN ST S	PROVIDENCE HOLDINGS MINOT, LLC	0.241	C1	7A
MI13.210.250.0130	424 1ST ST NE	VANDYKE, ROBERT K & TAMMI J	0.321	R3B	11D
MI24.312.020.0120	424 1ST ST SE	MERCK, DANIEL F & KATINA A	0.215	R3B	7A
MI13.100.062.0000	424 3RD ST NE	GCM DAKOTA PROPERTIES, LLC	0.63	M1	2A
MI14.263.000.0022	424 3RD ST NW	SHAIA, RANDY; SNYDER, TONY & MORRISON, JAMES	0.044	R2B	7D
MI13.336.000.0020	424 MAIN ST N	SISK, BOUDYNE J	0.121	R3B	10D
MI13.314.010.0111	424 WALDERS ST	CITY OF MINOT	0.061	C2	8D
MI13.314.010.0130	425 1ST ST NW	SKOGEN, DEREK & ELIZABETH	0.172	R3B	8D
MI13.210.250.0010	425 2ND ST NE	CARTER, JOSHUA R	0.161	R3B	11D
MI23.021.370.0070	425 BURDICK EXPY W	VERRY, STEVEN	0.402	CBD	13D
MI13.341.000.0010	425 MAIN ST N	RENNICH, TIMOTHY S & BONNIE J	0.184	R3B	9D
MI24.326.000.0010	425 MAIN ST S	CXL, LLC	0.172	R3B	7A
MI14.079.000.0011	425 N BROADWAY	MIKKELSON, BROCK & TAYLOR	0.207	C2	7D
MI13.342.000.0010	426 1ST ST NW	CORNELIUS, ANGEL & ROBERT	0.207	R3B	9D
MI14.263.000.0011	426 3RD ST NW	BRODELL, LLOYD A	0.062	R2B	7D
MI14.263.000.0012	426 4TH ST NW	ROISE PROPERTIES, LLP	0.083	R2B	7D
MI13.337.000.0140	427 1ST ST NE	KOSSAN, JACOB	0.12	R3B	10D
MI14.079.000.0020	427 N BROADWAY	MIKKELSON, BROCK & TAYLOR	0.118	C2	7D
MI24.326.000.0062	428 1ST ST SE	HARDING, SHIRLEY COLE	0.219	R3B	7A
MI24.326.000.0061	430 1ST ST SE	CITY OF MINOT	0.057	R3B	7A
MI14.E56.000.0020	430 4TH ST NW	VANNATTA, SHEREEN	0.2169	R2	7D
MI23.021.370.0130	430 5TH AVE SW	SANDERS PROPERTIES, LLC	0.172	R3B	13D
MI13.953.030.0332	430 N BROADWAY	CONGREGATIONAL UNITED CHURCH	0.524	C2	8D
MI23.021.370.0190	431 BURDICK EXPY W	MITZ PROPERTIES, LLC	0.156	CBD	13D
MI14.079.000.0030	433 N BROADWAY	MIKKELSON, BROCK W & TAYLOR L	0.118	C2	7D
MI14.E56.000.0010	434 4TH ST NW	MINOT AREA COMMUNITY LAND TRUST	0.2666	R2	7D
MI14.079.000.0040	435 N BROADWAY	5TH AVE INVESTMENTS, LLC	0.134	C2	7D
MI14.079.000.0050	437 N BROADWAY	5TH AVE INVESTMENTS, LLC	0.134	C2	7D
MI13.F95.060.0010	4TH AVE NE	CITY OF MINOT	0.104	P	4D
MI13.F95.030.0010	4TH AVE NE	CITY OF MINOT	0.123	P	9D
MI13.F95.040.0010	4TH AVE NE	CITY OF MINOT	0.113	P	11D
MI13.F95.020.0010	4TH AVE NW	CITY OF MINOT	0.15	P	8D
MI24.E69.000.0020	5 3RD ST NE	FARMERS UNION OIL COMPANY	0.298	M1	25B
MI24.238.030.0240	5 W CENTRAL AVE	CITY OF MINOT	0.964	CBD	5
MI13.100.050.0070	500 3RD ST NE	HIECO PROPERTIES, LLC	0.321	C1	1D
MI24.275.000.0011	500 E CENTRAL AVE	CENTRAL AVENUE PROPERTIES, LLC	1.061	M1	16
MI13.100.050.0050	501 4TH ST NE	ALLEN, PAUL & ALETTA	0.453	M1	1D
MI14.079.000.0070	501 N BROADWAY	KERIAN, JOHN F	0.134	C2	3B
MI24.326.000.0071	502 1ST ST SE	SUDBRINK, ANDREW J	0.152	R3B	7A
MI13.100.050.0080	504 3RD ST NE	HIECO PROPERTIES, LLC	0.161	C1	1D
MI24.853.000.0010	504 E CENTRAL AVE UNIT A	HEIDE PROPERTIES 2 LLP	0	M1	16
MI24.853.000.0020	504 E CENTRAL AVE UNIT B	HEIDE PROPERTIES 2 LLP	0	M1	16
MI13.192.220.0024	505 3RD ST NE	FIVE STAR HOLDINGS, LLC	0.105	C1	4D
MI24.326.000.0030	505 MAIN ST S	BEACH, ALEXANDER J & SEVERSON, NICOLE M	0.344	R3B	7A
MI24.326.000.0081	506 1ST ST SE	BEVANS, LORENE	0.152	R3B	7A
MI13.192.220.0012	507 3RD ST NE	FIVE STAR HOLDINGS, LLC	0.185	C1	4D
MI24.326.000.0040	507 MAIN ST S	WHALEN, FRANK	0.172	R3B	7A
MI14.261.000.0071	508 3RD ST NW	DOVE, GABRIELLE	0.138	R3B	3B
MI24.598.000.0020	508 E CENTRAL AVE	DAVIS PROPERTIES, LLC	0.54	C2	16
MI13.192.220.0022	509 3RD ST NE	FIVE STAR HOLDINGS, LLC	0.19	C1	4D
MI24.327.000.0062	510 1ST ST SE	BURLEY, KEVIN C & DEBRA A	0.152	R1	7A
MI24.327.000.0064	511 MAIN ST S	BLOOM, MICAH & SARA	0.18	R3B	7A
MI13.209.000.0022	512 2ND ST NE	PIFHER, BENJAMIN M	0.115	R3B	4D
MI14.261.000.0080	512 3RD ST NW	HYMEL, RENE E III & AMANDA J	0.147	R3B	3B
MI24.327.000.0063	514 1ST ST SE	WHORLEY, CHRISTOPHER C	0.191	R1	7A
MI13.192.220.0031	514 2ND ST NE	JAMES, WILLIAM	0.17	R3	4D
MI13.192.220.0042	516 2ND ST NE	MODIN, ROLAND	0.133	R3B	4D
MI13.100.050.0090	516 3RD ST NE	VALLEY ST, LLC	0.161	C1	1D
MI24.185.000.0053	516 E CENTRAL AVE	TRANBY, SCOTT & TERRI	0.022	M1	16
MI24.328.000.0010	517 MAIN ST S	WALKER, WENDY K	0.152	R3B	7A

MI24.327.000.0061	518 1ST ST SE	DOUBLE THE BACK PROPERTY GROUP, LLC	0.336	R1	7A
MI24.327.000.0021	520 1ST ST SE	DOUBLE THE BACK PROPERTY GROUP, LLC	0.152	R1	7A
MI13.192.220.0011	521 3RD ST NE	PRAIRIE PROPERTIES	0.151	C1	4D
MI24.185.000.0051	524 E CENTRAL AVE	DAVIS PROPERTIES, LLC	0.179	M1	16
MI24.185.000.0030	526 E CENTRAL AVE	SIMENSEN, KADEE	0.153	R3B	17
MI24.185.000.0021	528 1/2 E CENTRAL AVE	SIMENSEN, KADEE	0.0339	R3B	17
MI24.498.020.0280	528 E CENTRAL AVE	SIMENSEN, KADEE	0.059	R3B	17
MI11.288.253.0070	530 20TH AVE NW	NORTH DAKOTA STATE FOR MSU	5.24	R1	1E
MI24.185.000.0010	530 E CENTRAL AVE	CITY OF MINOT	0.01	R3B	17
MI24.238.040.0030	6 1ST ST SW	BUSETH PROPERTY HOLDINGS, LLC	0.08	CBD	4
MI13.336.000.0010	6 5TH AVE NE	DAY, CHRISTOPHER M	0.072	R3B	10D
MI24.238.190.0240	6 MAIN ST N	LARSEN, MIKE	0.161	CBD	2
MI24.238.030.0030	6 MAIN ST S	HARRIS, DEBBIE S	0.08	CBD	5
MI13.100.020.0090	600 3RD ST NE	PINKS PROPERTIES, LLC	0.321	C2	2D
MI13.338.000.0021	600 N BROADWAY	WESTLIE MOTOR COMPANY	0.845	C2	6D
MI13.192.210.0044	601 3RD ST NE	MAGANDY, MONA	0.114	C1	3D
MI24.328.000.0020	601 MAIN ST S	BLAIR, KYLE D & CHRISTINA M	0.16	R3B	7A
MI14.260.000.0010	602 3RD ST NW	SSW, INC	0.13	C2	3B
MI24.498.020.0260	602 E CENTRAL AVE	WAHLSTROM, PETER J	0.075	R3B	17
MI24.327.000.0040	603 MAIN ST S	NEIGUM, BRANDON	0.123	R3B	7A
MI14.260.000.0020	604 3RD ST NW	LARSON, STUART	0.13	R3B	3B
MI24.498.020.0251	604 E CENTRAL AVE	HOFFMAN, RYAN	0.043	R3B	17
MI13.192.210.0042	605 3RD ST NE	ALSTON, CHRISTIAN A	0.114	C1	3D
MI13.100.020.0072	605 4TH ST NE	DK VENTURES I	0.172	C2	2D
MI24.327.000.0030	605 MAIN ST S	DUCHSHERER, ANDREW B	0.119	R3B	7A
MI14.F54.000.0020	605 N BROADWAY	TITA, LLC	0.724	C2	3B
MI13.192.210.0060	606 2ND ST NE	WARD, JOAN	0.171	R3B	3D
MI14.260.000.0030	606 3RD ST NW	LARSON, C STUART & MARY A	0.13	R3B	3B
MI24.498.020.0252	606 E CENTRAL AVE	OPPERUDE, ROBBIE	0.046	R3B	17
MI24.327.000.0050	607 MAIN ST S	WKG INVESTMENTS, LLC	0.123	R3B	7A
MI24.326.000.0102	608 1ST ST SE	KINNEY, DONALD J	0.109	R1	7A
MI13.192.210.0070	608 2ND ST NE	CONDER, SAMANTHA K	0.171	R3B	3D
MI14.260.000.0040	608 3RD ST NW	NESS, LOREN C & JAN M	0.163	R3B	3B
MI13.E86.000.0010	609 3RD ST NE	CONEJO, ALEJANDRO	0.171	RM	3D
MI24.326.000.0101	609 MAIN ST S	PARDON, EDDIE D	0.133	R1	7A
MI13.630.000.0030	610 3RD ST NE	CABOOSE REAL ESTATE, LLC	0.177	C1	2D
MI24.498.020.0240	610 E CENTRAL AVE	GREENLEE, NATASHA L	0.151	R3B	17
MI24.326.000.0111	612 1ST ST SE	DRECHSEL, KEVIN A	0.109	R1	7A
MI13.192.210.0080	612 2ND ST NE	HAYES, WENDY S	0.171	R3B	3D
MI13.338.000.0025	612 WALTERS ST	WESTLIE MOTOR COMPANY	1.033	C2	6D
MI13.192.210.0032	613 3RD ST NE	CHRISTIANSON, MICHAEL T & ANGELA M	0.171	C1	3D
MI13.100.020.0050	613 4TH ST NE	KOLOBAKKEN, MCLEAN	0.161	R1	2D
MI13.630.000.0020	614 3RD ST NE	CABOOSE REAL ESTATE, LLC	0.206	C1	2D
MI13.340.010.0042	615 1ST ST NW	DALBY, KYLE	0.172	R3B	6D
MI13.100.020.0040	615 4TH ST NE	HALSETH, BETTY J	0.161	R1	2D
MI24.326.000.0112	615 MAIN ST S	DEPRIEST, ISAAC & BURTCH, JESSICA	0.094	R1	7A
MI13.192.210.0090	616 2ND ST NE	RIEGER, THOMAS W	0.171	R3B	3D
MI14.260.000.0061	616 3RD ST NW	NESS, LOREN C & JAN M	0.15	R3B	3B
MI24.498.020.0231	616 E CENTRAL AVE	FLETCHER, CRYSTAL	0.227	R3B	17
MI13.100.020.0030	617 4TH ST NE	STEVENS, KENNETH R & DEANNE A	0.161	R1	2D
MI13.630.000.0010	618 3RD ST NE	HABITAT FOR HUMANITY NORTHERN LIGHTS, INC	0.1	C1	2D
MI13.340.010.0050	619 1ST ST NW	BRANIGIN, MICHAEL & HALVERSON, DAWN & TODD L	0.172	R3B	6D
MI13.192.210.0031	619 3RD ST NE	NYBAKKEN, BRUCE T & BARBARA C	0.171	C1	3D
MI24.326.000.0120	619 MAIN ST S	NESS, JAN M & LOREN C	0.164	R1	7A
MI14.F54.000.0010	619 N BROADWAY	TITA, LLC	0.671	C2	3B
MI24.498.020.0212	620 E CENTRAL AVE	OFSTHUN, DUANE L LIFE ESTATE	0.098	R3B	17
MI13.100.020.0020	621 4TH ST NE	KIRCHOFNER, DARLA & KLEEN, JASON	0.161	R1	2D
MI24.326.000.0130	621 MAIN ST S	WEISHAAR, ROGER & SHARON	0.144	R1	7A
MI13.192.210.0101	622 2ND ST NE	MODIN, ROLAND	0.085	R3B	3D
MI24.498.020.0211	622 E CENTRAL AVE	OFSTHUN, DUANE L LIFE ESTATE	0.097	R3B	17
MI14.079.000.0170	623 N BROADWAY	SSW, INC	0.709	C2	3B
MI13.100.020.0140	624 3RD ST NE	CARSON, THOMAS R	0.321	C1	2D

MI24.498.020.0200	624 E CENTRAL AVE	FARAI LP	0.203	R3B	17
MI13.340.010.0060	625 1ST ST NW	HOLLOWAY, TREVOR	0.172	R3B	6D
MI13.100.020.0010	625 4TH ST NE	THOMAS FAMILY PROPERTIES, LLC	0.161	R1	2D
MI13.192.210.0111	626 2ND ST NE	NIELSEN, BREEIN M	0.104	R3B	3D
MI24.953.010.0320	626 E CENTRAL AVE	WARD COUNTY	0.203	R3B	17
MI13.340.010.0070	627 1ST ST NW	WESTERENG, MARK	0.172	R3B	6D
MI13.192.210.0020	627 3RD ST NE	NYBAKKEN, BRUCE & BARBARA	0.342	C1	3D
MI13.340.010.0080	631 1ST ST NW	MATTSON, KATY A	0.172	R3B	6D
MI24.F10.000.0020	7 3RD ST SE	SCHMIDT, GAYLIN & NADEAN & MELLUM, DEBORAH J LIVING TRUST	0.677	CBD	16
MI14.260.000.0063	700 3RD ST NW	NESS, JAN M & LOREN C	0.163	R3B	3B
MI24.498.020.0190	700 E CENTRAL AVE	SLORBY, TOM P & ROBERT J	0.222	R3B	17
MI13.A36.000.0010	700 N BROADWAY	INVESTORS MANAGEMENT & MARKETING INC	0.598	C2	6D
MI13.A36.000.0020	700 WALTERS ST	J & J PROPERTIES	0.594	C2	6D
MI13.340.010.0090	701 1ST ST NW	KILLAM, FRANKLIN H	0.172	R3B	6D
MI14.260.000.0062	702 3RD ST NW	NESS, LOREN C & JAN M	0.163	R3B	3B
MI13.340.010.0100	705 1ST ST NW	MODIN, ROLAND	0.172	R3B	6D
MI14.E27.000.0020	706 3RD ST NW	ROSENTHAL HOMES, LLC	0.069	R3B	3B
MI24.498.020.0180	706 E CENTRAL AVE	KEAVENY-FAINE, WENDY M	0.24	R3B	17
MI14.E27.000.0010	708 3RD ST NW	ROSENTHAL HOMES, LLC	0.069	R3B	3B
MI24.498.020.0170	708 E CENTRAL AVE	LUCIER, CAROL J	0.228	R3B	17
MI13.340.010.0110	709 1ST ST NW	MUELLER, MATTHEW	0.172	R3B	6D
MI24.498.020.0160	712 E CENTRAL AVE	HAGER, JEROME J & KAREN A	0.126	R3B	17
MI13.338.000.0022	712 N BROADWAY	BARTSCH PROPERTIES, LLP	0.485	C2	6D
MI14.259.010.0063	714 3RD ST NW	BINNING, VANNA K & JEREMIAH	0.276	R3B	3B
MI13.340.010.0131	715 1ST ST NW	DOWNES, JUDY KAYE LIFE ESTATE	0.337	R3B	6D
MI14.288.253.0250	715 N BROADWAY	BARTSCH, ROBERT & LINDA L	0.062	C2	3B
MI14.259.010.0061	718 3RD ST NW	LARSON, BETTY J	0.138	R3B	3B
MI13.193.010.0021	720 N BROADWAY	THE "O"RIGINAL, LLP	0.534	C2	6D
MI13.D47.000.0020	721 1ST ST NW	KLEIN PROPERTIES, LLC	0.12	R3C	6D
MI14.259.010.0052	721 N BROADWAY	BARTSCH, ROBERT & LINDA L	0.498	C2	3B
MI14.288.253.0320	733 N BROADWAY	BARTSCH, ROBERT & LINDA L	0.122	C2	3B
MI24.313.030.0071	8 4TH ST NE	RYAN, JAMES T & STEVENS, ARDETH K	0.086	C2	5A
MI24.238.030.0050	8 MAIN ST S	STADICK, VALERIE A	0.161	CBD	5
MI14.259.010.0065	800 3RD ST NW	DK VENTURES I	0.143	R3B	3B
MI13.192.110.0031	801 1ST ST NW	MCCULLOUGH, TYLER J	0.135	R1	5D
MI13.192.110.0022	805 1ST ST NW	DEVINE, JOHN MICHAEL	0.165	R1	5D
MI14.259.010.0031	806 3RD ST NW	WEBER, ARNO F & SHARON K	0.22	R3B	3B
MI14.259.010.0040	809 N BROADWAY	INTEGRATED PROPEPTIES, LLC	0.243	C2	3B
MI13.202.000.0060	810 N BROADWAY	MINI MART, INC	0.413	C2	5D
MI14.259.010.0022	812 3RD ST NW	COLVERT, LYLE T & JANICE D LIFE ESTATE	0.138	R3B	3B
MI14.259.010.0010	815 N BROADWAY	INTEGRATED PROPERTIES, LLC	0.238	C2	3B
MI14.259.010.0021	816 3RD ST NW	FIVE STAR HOLDINGS, LLC	0.138	R3B	3B
MI24.238.200.0140	9 MAIN ST N	CORRIDOR INVESTORS, LLC	0.163	CBD	1
MI24.238.200.0120		CORRIDOR HOLDINGS, INC	0.08	CBD	1
MI24.238.200.0081		SOO LINE RAILROAD COMPANY	0.191	M1	1
MI23.021.210.0180		BERTSCH PROPERTIES, LLC	0.115	CBD	1C
MI23.021.210.0200		BERTSCH PROPERTIES, LLC	0.115	CBD	1C
MI14.288.153.0290		MINOT INVESTMENT GROUP, LLC	4.2	C2	1E
MI14.288.153.0211		MINOT STATE COLLEGE	26	R1	1E
MI13.288.153.0300		MINOT INVESTMENT GROUP LLC	1.06	C2	1E
MI11.133.010.0042		AVA75, LLC	0.343	C2	1F
MI24.102.220.0071		SOO LINE RAILROAD COMPANY	0.044	M1	3
MI24.E18.000.0020		SM REAL ESTATE	0.344	M1	3
MI24.238.040.0202		CITY OF MINOT	0.005	CBD	4
MI24.313.020.0082		WOLSKY, DENNIS & ELIZABETH	0.344	M2	4A
MI24.238.150.0150		BOWMAN & ASSOCIATES LLC	0.241	CBD	6A
MI13.193.010.0010		THE "O"RIGINAL, LLP	0.358	C2	6D
MI24.102.300.0070		SOO LINE RAILROAD COMPANY	0.172	M1	7
MI37.540.000.0040		CITY OF MINOT	0.367	CBD	7
MI24.327.000.0022		PARDON, EDDIE D	0.096	R1	7A
MI14.288.253.0040		ND STATE HIGHWAY DEPARTMENT	0.114	C2	7D
MI14.288.253.0051		ND STATE HIGHWAY DEPARTMENT	0.103	C2	7D

MI14.288.253.0052		ND STATE HIGHWAY DEPARTMENT	0.205	C2	7D
MI14.288.253.0011		CITY OF MINOT	0.365	P	7D
MI14.259.050.0011		CITY OF MINOT	0.176	C2	7D
MI13.314.010.0050		SHOMENTO, DAVID A & TARRYLL J	0.172	R3B	8D
MI24.963.000.0020		BRICK + MORTAR DISTRICT, LLP	0.46	C2	16
MI24.015.000.0023		TRI STATE LAND COMPANY	0.704	M1	16
MI24.042.010.0091		BURLINGTON NORTHERN & SANTA FE	1.148	M1	25B

Letter of Support – Ward County



April 16th, 2024

City of Minot Community Development Department
Attn: Brian Billingsley
P.O. Box 5006
Minot, ND 58702

Mr. Billingsley,

Please accept this letter of continued support for the City of Minot Renaissance Zone program.

At our meetings on March 19, 2024 and April 2, 2024, the Ward County Board of Commissioners voted to approve the following amendments to the Minot Renaissance Zone:

- 1) The creation of an eight (8) year property tax abatement benefit with a minimum investment of 150% of a property's true and full value.
- 2) The allowance for a second island.
- 3) A five-year time extension to the Minot Renaissance Zone program.
- 4) Declare blocks 2C and 40C as completed blocks and annex Blocks 1F and 2F on North Broadway into the Minot Renaissance Zone.

The approval of additional Renaissance Zone blocks will not only revitalize deteriorating areas within the Renaissance Zone, but also help the City expand economic activities in these areas to meet the demands of an expanding community.

As part of the continuing growth within the City of Minot, the Ward County Commissioners encourage the Division of Community Services to extend the City of Minot Renaissance Zone program for another five years with the amendments listed above.

Sincerely,

John Fjeldahl
Commission Chairman

Ward County * P.O. Box 5005 * Minot, ND 58702-5005

LETTER OF SUPPORT – MINOT PUBLIC SCHOOLS



Dr. Mark Vollmer, Superintendent
mark.vollmer@minot.k12.nd.us

215 2nd St. SE • Minot, ND 58701
Phone 701-857-4422 • Fax 701-857-4432

April 12, 2024

City of Minot Community Development Department
Attn: Brian Billingsley
P.O. Box 5006
Minot, ND 58702

Mr. Billingsley,

Please accept this letter of continued support for the City of Minot Renaissance Zone program.

At our meeting on April 11, 2024, the Minot Public School Board voted to approve the following amendments to the Minot Renaissance Zone:

- 1) The creation of an eight (8) year property tax abatement benefit with a minimum investment of 150% of a property's true and full value.
- 2) The allowance for a second island.
- 3) A five-year time extension to the Minot Renaissance Zone program.
- 4) Declare blocks 2C and 40C as completed blocks and annex Blocks 1F and 2F on North Broadway into the Minot Renaissance Zone.

The approval of additional Renaissance Zone blocks will not only revitalize deteriorating areas within the Renaissance Zone, but also help the City expand economic activities in these areas to meet the demands of an expanding community.

As part of the continuing growth within the City of Minot, the Minot Public School Board encourages the Division of Community Services to extend the City of Minot Renaissance Zone program for another five years with the amendments listed above.

Sincerely,

Dr. Mark Vollmer
Superintendent

Final Draft Markup – April 2024

2024

Development Plan



City of Minot
Community Development
Department

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I. INTRODUCTION

As if by Magic:

Changing seasons, westward expansion, and a deep coulee rising out of a meandering river valley -- they all led to Minot's prolific early growth. In the fall of 1886, winter forced construction of the Great Northern Railroad to stop for the season. Their location was a few miles short of a yet-to-be-constructed bridge project over the Gasman Coulee. The end of the line quickly transformed into a logistics and support center for the next year's construction push, and just like that -- as if by magic -- Minot was born.

A Growing Opportunity:

The changes from dirt streets and boardwalks to modern infrastructure and a rising skyline mark Minot's progression from its early years to the middle of the 20th Century. While not immune to the larger economic cycles, Minot's growth in both place and prosperity through this period was the byproduct of new opportunity and the hard work of those realizing it.

The Seasons of Change:

When it started, if it ended, and what caused it are common conversations, but there's no arguing a period of Minot's more recent history is marked by harder times. Interstate highways changed shipping logistics and operations; the railroads followed suit and much of their local operations left Minot's core commercial and industrial district. Auto-centric development patterns and unacknowledged costs made outward investment more attractive than upward. Hard decades for farming didn't help. More recently, many point to the ever-present problem of losing talent and experience to places of better opportunity. Certainly, there are other factors, too, but there's no denying Minot's arc changed dramatically in the second half of its first century.

Shaped by Water:

And of course, there's the river. It's impossible to talk about Minot without framing it around water and the Souris River. The unpredictably irregular rise of the river and the seemingly never-ending efforts to hold it back mark the stories and development of every Minot generation. But even with the memory of our most recent and significant community trauma still fresh, we're working to reimagine our relationship with our river in more positive terms.

The Place:

The City of Minot is the Ward County seat and the fourth largest community in North Dakota. Minot was founded in 1887 as a stop along the Great Northern Railway and early on garnered the nickname "Magic City" due to its rapid growth. The City of Minot today serves as a regional trade center for northwest North Dakota, areas of eastern Montana and some communities in the Canadian Provinces of Manitoba and Saskatchewan.

The City of Minot is served by three US highways, two major freight railroads, passenger rail, bus lines, the largest commercial airport in North Dakota and several smaller freight and charter services. In addition, Minot serves as an agricultural and fossil fuels hub and is home to Minot Air Force Base. The City of Minot is approximately 27.741 square miles in size and according to City-data.com had a population of ~~48,377~~^{47,997} in ~~the 2020~~²⁰¹⁹ census, which is up from the 2010 figure of 40,888. Minot's current population allows for up to 42 blocks within our Renaissance Zone.



II. DESCRIPTION OF THE PROPOSED RENAISSANCE ZONE

1. *Provide a map that identifies the boundaries of the proposed zone and provide a narrative explaining why this area was selected. Include a discussion of the conditions to be rectified. Also, number the blocks up to 42; identify vacant lots and/or undeveloped lots proposed to be included; and identify and describe each government tax exempt building if half blocks are to be claimed.*

The Proposed Renaissance Zone consists of the following phases:

- Phase I (2001): Twenty-three (23) blocks (six qualifying as half blocks) generally located in the old downtown commercial and residential area of Minot.
- Phase II (2006): Seven (7) blocks located in areas north and south of the original zone.
- Phase III (2010): Six (6) blocks (two qualifying as half blocks), which include a three block island north of the original zone and an area west of the original zone and two deleted blocks known as #12 & #13.
- Phase IV (2014): Two (2) blocks, one to the north of the downtown district along 3rd St SE, and south of the downtown district, at the corner of Main St and 2nd Ave SE.
- Phase V (2015): Two (2) blocks located north and south of Burdick Expressway West.
- Phase VI (2020): Seventeen (17) blocks (1 qualifying as a half block) generally located along the north side of 4th Ave, both sides of 3rd St NE, the east side of Broadway, and blocks on both sides of Burdick west of Main Street.
- Phase VII (2024): Two (2) blocks located along the west side of North Broadway. This phase constitutes a first island. This plan supports the development of up to two islands.

A total of ~~197~~ blocks (1A, 1B, 2B, 2C, 3A, 4B, 5B, 6B, 12, 13, 15, 18, 19, 20, 21, 22, 23, ~~& 24 & 40C~~) have been declared complete and have been removed from the official Minot Renaissance Zone map. The City has an official count of ~~4240.5~~ blocks designated in the Renaissance Zone as of 20240. ~~A total of 1.5 blocks are not designated.~~ This number can increase as our population grows or whenever the City declares a block complete and removes it from the official map.

The purpose for selecting these blocks is to revitalize the once bustling economic and social activity center of the city, which had generally been deteriorating since commercial relocation began over ~~fifty~~ ~~thirty~~ years ago, and the North Broadway corridor. Much of the area consists of older housing, commercial buildings and some industrial uses. Although, there are still housing that need exterior improvements, there is evidence of new housing construction and investment. There are also indications of investment in retail and office buildings. With the advent of streetscape improvements and new streets within much of the downtown area, more investment in terms of cosmetic exterior façade improvements would help to complete the revitalization of the area. The flood of 2011 affected many of the properties within the Renaissance Zone and for this reason, the Board is looking to the future making revisions.

A description of each government tax-exempt building for the half blocks claimed is included with the attached inventory of properties. The City Council approved the original Renaissance Zone on February 5, 2001. Subsequent hearings to accept new blocks were held on November 6, 2006 and April 12, 2010. The City Council approved these changes to the Renaissance Zone on November 6, 2006 and May 3, 2010.

Meetings were held to make adjustments to the original blocks on January 29, 2014. New blocks were assigned on May 27th, 2015. The previous limit of 23 blocks was raised to 34 blocks due to an increase in population. In September 2015, seven (7) blocks were added and six (6) were relocated. In December 2015, two (2) more blocks were placed and 11 held in reserve. On May 6, 2019, the Minot City Council voted to remove fourteen (14) completed blocks from the zone. On September 7, 2020, the Minot City Council approved adding seventeen (17) blocks to the Minot Renaissance Zone.

On November 7, 2021, the City Council approved a five-year extension of the Renaissance zone along with the addition of 1.5 blocks along North Broadway. On _____, 2024, the Minot City Council approved a _____ year extension to the zone along with the annexation of two additional blocks along North Broadway.

2. *Provide a complete inventory of the properties, by address and block number, within the zone and identify those properties the city intends to consider for projects. Include a description of the current use or status and condition of the potential project properties.*

There are a total of 477 eligible properties within the Minot Renaissance Zone. A complete inventory of properties indicating condition is attached. Initial properties, for example, identified for development or redevelopment include the following:

- Planet Pizza/Bar on Top located at 220 Broadway South in Block 12:
 - Assessed: in 2002 at \$234,800; in 2024 ~~at \$1,710,000~~ ~~548,000~~
- Mixed Use Building (Office/Residential) located at 7 3rd St SE in Block 16:
 - Assessed: in 2002 at \$43,000; in 2024 ~~at \$2,449,000~~ ~~1,871,000~~
 - ~~Beaver Ridge Mixed Use Building (Retail/Residential) located at 120 11th Ave NW in Block 1B:~~
 - ~~Tax Exempt: in 2011 at \$129,000; in 2021 \$4,362,000 (owned by college, mostly exempt).~~
- Main Street Books (Retail) located at 16 Main Street S. in Block 5:
 - Assessed in 2006 at \$87,800; in 2024 at \$162,000.
- Mixed Use Building (Commercial/Residential) located at 23 2nd Ave. SE in Block 10:
 - Assessed in 2008 at \$56,600; in 2024 at \$375,000
- Starving Rooster Mixed Use Building (Restaurant/Residential) located at 30 1st St. NE in Block 3:
 - Assessed in 2013 at \$140,100; in 2024 ~~at \$1,619,000~~ ~~349,000~~

The proposed development or redevelopment of properties within the Renaissance Zone consisted of, or will consist of, property improvements and rehabilitation, associated with commercial or residential

redevelopments. The development or redevelopment of these properties, which include apartment buildings, retail, and office, will consist of rehabilitation and improvements in an effort to increase the overall value and appearance of the area.

3. *Provide a list of the natural and historical assets/sites in the zone, the location of each, and a description of how they will fit into and be enhanced by the zone.*

A historical resource assessment of properties located within the Minot Original Town site was conducted circa 1985 and is attached as part of this Development Plan. The majority of the proposed zone lies within the original town site of the City of Minot and subsequently contains many older buildings with unique construction and design characteristics. Much of the area lends itself to redevelopment as it relates to the historical characteristics contained therein. It is the intent of the City of Minot to preserve those historical characteristics to the best of its ability. Where applicable and practical, the City of Minot, in cooperation with respective developers, may consult with the State Historical Society of North Dakota, the Ward County Historical Society and/or area architects for guidance in preserving the historical assets within the proposed zone.

4. *Provide a description of any local regulatory burdens that may affect renovation of historic properties and the incorporation of mixed-use development, and how these burdens will be eased for developers and investors.*

The local regulatory burden which may affect renovation of historic properties and the incorporation of mixed-use development is zoning. A new downtown zoning district has been adopted that will invite more innovation and mixed uses and further changes are being contemplated. It will encourage renovation that is consistent with architectural preservation where practicable. Another potential burden will be the advent of new flood maps in ~~2025~~2018 which may contain the downtown area within 100-500 year flood areas, but will also be mitigated by flood control improvements.



III. MANAGEMENT OF THE RENAISSANCE ZONE

1. *Describe how the jurisdiction will administer all zone activities, to include a description of the promotion, development and management strategies to maximize investment in the zone; how it will monitor all activities and projects; and how it will gather and maintain all reportable information.*

The City of Minot will administer all zone activities through the ~~City's~~ City Manager Department and Community Development Department. ~~Both The Community Development Department~~ will conduct a visual survey periodically to monitor the physical conditions of buildings within the Zone and will work with the local Downtown Business Association to survey customers about their perception of the businesses located within the Zone. The Economic Development Administrator, ~~under the general supervision of the City Manager and~~ Community and Economic Development Director, administers the day-to-day activities of the zone.

Individual files will be kept for each project/activity taking place in the zone and will include, but not limited to: applicant information; project proposals and costs; financial assistance provided; tax incentives, exemptions and credits requested and/or received; and an analysis of potential impact on state and local taxes.

The City of Minot ~~Economic Development Administrator~~ Community Development Department will be responsible for:

- Verification of primary residence through auto licensing and utility bills such as Cable TV, and notification of application to County tax department (including the property tax abatement period) by letter after final approval.
- Collecting a copy of the city council minutes to document project approval.
- Maintaining the physical and digital records for the program.
- Providing annual reporting and other requirements to North Dakota Department of Commerce.
- Website development and mailing activities to market and promote the program.

Information dissemination, application and eligibility determination will be the responsibility of the ~~Economic Development Administrator~~ Community Development Department. The ~~Administrator~~ Community Development Department will market the Zone through its website, the Downtown Business Association, the Minot Area Chamber EDC, and through the city's Public Information Officer. Promotional, development and management strategies to maximize investment in the zone will include the following:

- Direct mailings to owners of property in the zone.
- Direct mailings to the Minot Area Board of Realtors.
- Direct mailings to the Minot Area Builders Association.
- Public Information Notices in the City's official newspaper.

- Posting on the City's [social media sites](#) ~~Facebook Page~~.
- Weekly City updates (~~Newsletters~~ [Radio/Internet show](#)).

The City of Minot contracts with Minot Area Chamber EDC (MACEDC) to market the region for business and economic growth. An approved Renaissance Zone will provide MACEDC with additional incentives to offer businesses expanding or relocating in the Zone.

A Renaissance Zone Review Board is instituted to develop and review all applications and/or proposals. The Board shall be composed of eleven (11) members nominated by the Mayor and appointed by the Minot City Council for a term of three (3) years. Board appointments shall be selected from the following areas of interest:

- Three at-large representatives from the private sector.
- Two representatives from the financial sector.
- One representative from the Minot Housing Authority.
- One representative from the Minot Area Council of the Arts.
- One representative from the Minot Board of Realtors.
- One representative from the Downtown Business & Professional Association.
- One representative from the Minot Association of Builders.
- One representative from the Minot Area Chamber EDC.

The Renaissance Zone Review Board will review all applications and provide a recommendation to the Minot City Council for final authorization. The Renaissance Zone Review Board will set regularly scheduled meetings, which will be open to the public. City staff shall post meeting agendas in accordance with the City's public notification policies.

2. *Describe what measures the city will take to assure that it does not actively recruit businesses for its zone from other North Dakota cities.*

While promotion, development and recruiting efforts will include many strategies yet to be determined, they will not actively recruit businesses for the approved zone from other North Dakota cities. In an effort to provide some level of assurance this does not occur, the [Economic Development Administrator](#) ~~Community Development Department~~ will be responsible for the completion of a review of each application for zone incentives, including due diligence, to determine project feasibility and, where applicable, a historical overview of a particular business. The Renaissance Zone Review Board and the Minot City Council will adopt a policy that will not include active recruitment of businesses to be located in the zone from other North Dakota cities.

3. *Describe how the jurisdiction will assure that all construction, renovation, and remodeling will comply with the State Building Code, Energy Code, and ADAAG.*

The City of Minot will assure that all construction, renovation and remodeling projects receiving zone incentives will comply with the State and Locally Adopted Building Codes, State Energy Code, and the

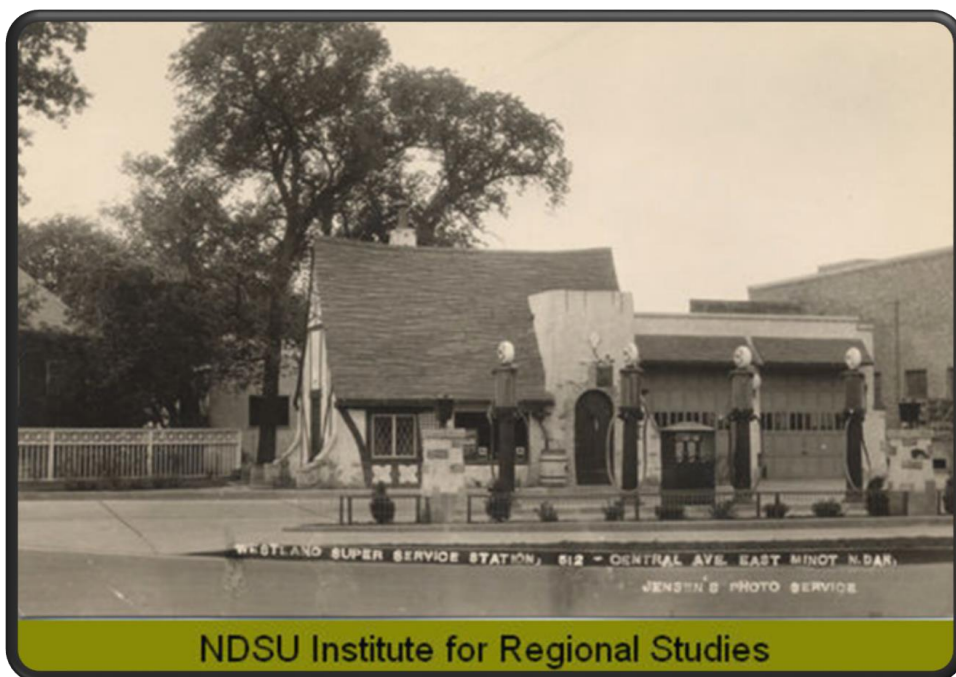
Americans with Disabilities Act Accessibility Guidelines (ADAAG) through their existing building permitting and inspection office. Construction, renovation and remodeling projects receiving zone assistance will, where applicable, require a certification from the project architect that construction, renovation and/or remodeling taking place will conform to ADAAG.

4. *Describe how the jurisdiction will assure that approved projects don't involve the restructuring of ownership of existing zone buildings, simply to make a taxpayer eligible for tax exemptions and/or credits, without real benefit to the jurisdiction.*

The City of Minot makes this assurance through its review and due diligence process outlined. The ~~Economic Development Administrator~~ Planning Department will offer a critical review of each application to the Renaissance Zone Review Board, who then has the opportunity to research project benefits to the City. Recommendations for approval of Zone projects will then be forwarded to the City Council, where again Council members will have the opportunity to research project benefits to the City. All Renaissance Zone Review Board and City Council meetings are open to the public for project review and public comment. It is not the intent of the City of Minot to generously offer Zone incentives without comparable return on investment from proposed projects.

Project Completion of Blocks 18, 19, 20, 21, 22, and 23:

Due to the proposed flood wall and buyout of properties within blocks 18-23, these blocks are deemed complete. It is the intent that the transfer of these blocks will promote development and redevelopment of other adjacent blocks to increase the overall value and appearance of the area.



NDSU Institute for Regional Studies

SENSITIVE WORLD SCENARIO

WESTLAND SUPER SERVICE STATION, 612 - CENTRAL AVE. EAST MINOT, N.D.

IV. VISION, GOALS AND OBJECTIVES OF THE ZONE

1. Describe the jurisdiction's vision, goals and objectives, and proposed outcomes for the zone. Describe the relationship of the goals and objectives to the current overall plans for the jurisdiction. Attach a copy of the jurisdiction's comprehensive plan or strategic plan:

The vision, goals and objectives established in this Plan are consistent with the City of Minot Comprehensive Plan, last updated in 2023~~12~~. Chapter ~~86~~ of the 20~~40~~~~12~~ Comprehensive Plan lists the goals and objectives for ~~economic development~~~~the Central Business District (CBD), which encompasses a majority of the Renaissance Zone~~ and are consistent with the goals below.

Vision:

The City of Minot's vision for the Zone is that of a transformed district where utilization of commercial, residential and ~~light~~ industrial resources are maximized while maintaining the historic attractiveness of the area and quality of life attributes of the entire City.

Goal and Objectives:

The City of Minot's goal for this Plan is to develop and structure a Renaissance Zone that will:

- i. Facilitate development, redevelopment and rehabilitation of the area.
 - a. Refine provisions for parking for current and future businesses, employees and visitors by assessing the demand and supply of all parking spaces downtown by the end of 202~~63~~.
 - b. Encourage all building owners in the Zone to maintain their buildings in a suitable manner bringing a majority of buildings into code compliance by the end of 20~~29~~~~25~~ as part of a purposeful incentive program for rehabilitation.
 - c. Encourage the preservation and if necessary, the restoration of at least 10 historic buildings in the CBD by 20~~29~~~~25~~.
 - d. Offer financial incentives, various tax exemptions and credits to at least ~~15~~~~20~~ establishments in order to enhance desirable economic, residential and recreational opportunities through capital investment within the Zone by the end of 20~~29~~~~23~~.
- ii. Encourage mixed use development.
 - a. Encourage a mix of office, retail, services, government and residential uses in the Renaissance Zone through innovative zoning districts by the end of 20~~29~~~~25~~.
- iii. Promote the return of economic vitality to the area.
 - a. Develop a program that will result in ~~5~~~~10~~ new businesses locating in the CBD by the end of 20~~29~~~~23~~.

- iv. Create a thriving city center that will become a commercial, residential and recreational destination for residents and visitors to the City.

- a. ~~Identify one or two alternative areas for a downtown public gathering space by the end of 2023.~~

- a.b. Integrate findings of the Riverfront and Center Plan, the downtown Brownfields Plan, downtown Placemaking Plan, and the Minot 2040 Comprehensive Plan into a cohesive strategy for downtown by 2040.

2. *Describe the intended duration of the Zone and describe why that amount of time is needed.*

The City of Minot believes that, due to the extensive capital investment necessary to transform the area combined with the stigma of the area by business and residential interests, ~~fifteen~~thirty years may be necessary to achieve the City's vision for the area. A complete replacement of downtown's century old in-ground infrastructure took three years and was only completed in 2017. ~~More time will be needed due to the property damage caused by the 2011 flood.~~

3. *Describe the milestones and benchmarks for managing and monitoring the progress of the zone.*

The City of Minot plans to track activity and progress through building permits issued and their improvement value, the number of projects approved and value of assistance/incentives granted, and the property values of the area. Other outputs include the number of parking spaces supplied, the number of new businesses, the number of customers whose perception of the downtown is good to very good, the number of historic buildings preserved, the number of mixed uses in the downtown, and sales increases exceeding increases in taxes paid in the CBD. Ultimately, the property value assessment may prove to be the best outcome indicator regarding zone progress.

Additionally, planned development/redevelopment of single-family homes and the river corridor area should consist of at least ~~five~~five approved or pending projects by year ~~2029~~25.

Thereafter, the City aims to approve projects at an average rate of ~~two or three~~four per year.

It is the City's goal that the value of property in the zone will increase at a rate greater than that of the City as a whole and the City will, if practical, periodically conduct an assessment of the zone to determine growth of property values.

4. *Support Multigenerational Value.*

The end products of renovation should support ~~L~~longevity & ~~R~~reuse. Many Renaissance Zone buildings and properties stretch far back into Minot's history. Their structural sturdiness and repurposable design are key elements of their multigenerational usefulness. Extending the useful life of a property and developing buildings and land with the purpose of being repurposable are outcomes that increase ROI to taxpayers.

5. *Act with Transparency & Instill Trust.*

The goals and objectives of the program are more likely to be achieved through the continued influence of program incentives on project development. As such, ongoing support for the program both locally and at the state level are essential to success.

V. SELECTION OF NON-RESIDENTIAL PROJECTS IN THE ZONE

For properties other than single-family primary residences, describe the selection process and criteria the jurisdiction will use to select projects within the zone to qualify for tax exemptions and credits, and describe how the process and criteria support the jurisdiction's goals and objectives for the zone.

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Project proposals will be submitted to the Planning Department for eligibility screening.

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1. Eligibility criteria for all potential projects are established as follows:

- a. Consistency with the Renaissance Zone Development Plan.
- b. Consistency with the City of Minot 2040 Comprehensive Plan.
- c. Conformance with applicable City Ordinances.
- d. Properties may not have been the beneficiary of a previous zone project for the same purpose.
- e. Not for Non-Conforming Uses. When zoning uses are changed, some uses may not be permitted by right except that they may be "grandfathered" in. Since the city's intent is to eliminate that use, no expansion or improvement to that use is warranted, therefore no Renaissance Zone incentive shall be offered for a non-conforming use.
- f. Purchases, leases or improvements may not be made prior to application approval.

2. Additional eligibility criteria for commercial rehabilitation:

- a. Rehabilitation of property must be at least fifty percent of the current true and full value to be eligible for a five year property tax exemption. Rehabilitation of property at a rate greater than 150% of the current true and full value is eligible for an eight (8) year property tax exemption. At least eighty percent of the investment made must consist of capital improvements such as structural, weatherization, electrical, plumbing, heating, ventilation, central air conditioning system improvements and exterior improvements to cornices, roof gables, window sills, awnings, entryways, removal of non-historic materials, exterior painting, brick masonry cleaning and the reduction of incompatible signage. Capital improvements do not include cosmetic repairs such as floor coverings, furnishings, and interior painting or cabinetry improvements/replacement. See Rehabilitation Criteria for Commercial Property on page 25 and Renaissance Renovation/Purchasing on page 27.
- b. It is the intent of the City of Minot to encourage historic preservation and high-quality development. Preserving the fenestration (door and window openings) of the original architecture is one step that a property owner can take for their existing historic or contributing building to blend harmoniously with other structures in downtown. Therefore, when an

applicant is replacing windows and doors, the original window and door openings shall be preserved and appropriately styled and sized replacements shall be installed. This requirement may not apply where there is a functional issue such as an entrance or access. Masonry shall be properly maintained and the introduction of materials inappropriate to the period, such as vinyl siding, is discouraged in areas visible from the street. Like-for-like in appearance such as aluminum clad windows or cellular PVC for wood may be considered. Boarded windows and door openings visible from the street are inappropriate.

- c. An applicant's time and labor (sweat equity) towards a Renaissance Zone project is not an eligible expense.

3. Additional eligibility criteria for new commercial construction:

3.

- a. An applicant's time and labor (sweat equity) towards a Renaissance Zone project is not an eligible expense.

4. Additional eligibility criteria for newly purchased buildings:

- a. See Tax Exemption Chart in Appendix A of Renaissance Zone Application Packet.

Level of Re-investment* as a Percentage of the City's Assessed Building Value	Percentage of Property Tax Exemption
Less than 10%	0%
10% to 24%	40%
25% to 34%	60%
35% to 49%	80%
50% and More**	100%

*Includes ONLY capital improvements cost, not the purchase of the property and must adhere to the criteria listed on [page 25](#)

**Projects meeting or exceeding the 50% re-investment level required for commercial investment rehabilitation project will be classified as a purchase with major improvements project and will be eligible for the same incentives as a rehabilitation project as stated on [page 26](#).

5. Additional eligibility criteria for commercial leases:

- a. Proposed lease must not be executed prior to application approval.

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6. Property Tax Exemptions for Approved Projects:

- a. Property tax exemptions may be granted up to 100% of the current true and full value, excluding land, to any property for a business or investment purpose.
- b. Property tax exemptions may be granted up to 100% of the value of newly constructed buildings, less the value of any buildings on the same site demolished after Zone approval.
- c. All property tax exemptions may be granted for a period up to ~~five~~eight (8) years and are exclusive of the land on which buildings are situated.

7. Renaissance Zone Board and City Council Review

- a. If the proposal is determined to be eligible, it will be presented at the next regularly scheduled Renaissance Zone Review Board meeting. The Board will further review the application using the following criteria:

a.

- b. Historic significance and aesthetic value of the existing building (or building to be constructed) and the extent to which necessary exterior and surrounding grounds improvements are made to eliminate visibly deteriorated conditions.

i.

- c. The condition of the property and the extent to which life expectancy is increased. Life expectancy of the property is, within reason, expected to be increased by at least ~~thirty~~twenty years.

ii.

- d. The project's ability to demonstrate a positive return on investment to the City and State in terms of economic, recreational and/or aesthetic value. Economic value should be determined in real dollars. To establish recreational and/or aesthetic value, the project proposal must demonstrate such value(s) outweigh the investment of credits and/or exemptions requested, either in terms of real dollars or some other measurable criteria.

iii.

- e. Public comments prior to and at the meeting.

e.

- b. The Board, at its option, may recommend ~~deny~~of the application as submitted, request additional information, recommend ~~approve~~ale the application, or recommend ~~approve~~ale the application with conditions and forward its recommendation to the Minot City Council. The Minot City Council, at its option, may deny the application as submitted, send the application

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back to the Renaissance Zone Review Board for additional information or approve the application with or without conditions. Upon approval of an application by the City Council, the application will be forwarded to the North Dakota Commerce Department Division of Community Services for final consideration.

The Board and City Council reserve the right to reject any project in which the benefit to the applicant outweighs its benefit to the community goals of extending the life of the building and improving its usability and livability. Substantial renovations are favored over minimal or cosmetic repairs.

c.

- d. Ineligible project proposals include the following:
- i. Proposals determined non-compatible with the City's Comprehensive Plan.
 - ii. Businesses whose primary income is derived from selling adult entertainment.
 - iii. Businesses whose primary income is derived from leasing space for storage or warehousing.
 - iv. Uses that are non-conforming with current zoning even if "grandfathered" in.

7.8. State Income Tax Exemptions for Approved Commercial Projects:

a. There are two elements to program benefits. One is a local property tax exemption that is administered directly by the City of Minot under the supervision of the North Dakota Commerce Department's Division of Community Services grants zone status and provides general administration of the zones. The other is a state income tax credit. The latter is administered by the North Dakota Office of State Tax Commissioner.

- b. Projects that may be eligible for state income tax credits include:
- i. Commercial properties including multifamily residential.
 - ii. Historic preservation.

c. All commercial projects may exempt 100% of their income (only income derived from the physical location in the RZ) up to \$500,000 annually for each of the 5 years. Applicants may refer to the Renaissance Zone Tax Incentives Guidelines issued by the department.

8.9. Deadline for Completion of Commercial and Residential Work:

- a. Recognizing that the program is intended to incentivize an applicant to promptly complete work and that work in process may be unsightly, all applicants have three years from the date of approval of their application to complete qualified work.
- b. A single extension of up to one-year each may be requested in writing from the Renaissance Zone Review Board for sufficient reason such as loss of a tenant, medical hardship, damage to the property by uncontrollable event, etc. along with a reasonable work schedule for completion prior to expiration of the application's approval. A second and final one-year

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extension may be requested in writing from the City Council prior to expiration of the first extension. The work will be considered complete when a full (not temporary) Certificate of Occupancy is issued or it is established that an unoccupied space has HVAC, access, rough plumbing, etc. and is prepared to go to final fit out for a tenant.

— Appeals. ÷

- c. A rejection of an extension by the Board may be appealed by a written letter summarizing the issues to the City Council within 60 days of the written rejection.

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VI. SELECTION OF RESIDENTIAL PROJECTS IN THE ZONE

1. For purchases and rehabilitation of single-family homes, the selection process needs to describe how potential homeowners will be identified and how the zone authority will verify primary residence. Homeowners and potential homeowners located within the zone will be notified by the Community Development Department as such and available incentives, credits and exemptions that are available. Primary residence determination will be concluded according to North Dakota State Law as contained in the North Dakota Century Code. In order to verify primary residence, the City may review and/or request the following:

• City utility billings.

•

• Federal and State income tax returns.

•

• Physical occupancy of the home.

•

• Deed.

•

• Documentation from the City of Minot Assessor's Office.

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1. Eligibility criteria for all potential projects are established as follows:

a. Consistency with the Renaissance Zone Development Plan.

a-

b. Consistency with the City of Minot 2040 Comprehensive Plan and applicable City Ordinances.

c. Property owner must maintain the property as his/her primary place of residence.

d. Property must be zoned according to its actual use.

e. Taxpayer may not have been the beneficiary of a previous zone project for the same purpose.

f. Purchases, leases or improvements may not be made prior to application approval.

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2. Additional eligibility criteria for residential rehabilitation:

a. Rehabilitation of property must be at least twenty percent of the current true and full value of the building for residential use. At least eighty percent of the investment made must consist of capital improvements such as structural, weatherization, electrical, plumbing, heating, ventilation, central air conditioning system improvements, exterior improvements to cornices, roof gables, window sills, doors, porches, stairwells, dormers, removal of non-historic materials and exterior painting. See Rehabilitation Criteria for Residential Property on page 26 and Renaissance Renovation/Purchasing on page 27.

~~1.~~

~~2.~~b. Not more than twenty percent of the total investment may consist of capital improvements to detached outbuildings.

— An applicant's time and labor (sweat equity) towards a Renaissance Zone project is not an eligible expense.

c.

3.

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iii. Additional eligibility criteria for new residential construction:

iv.a. An applicant's time and labor (sweat equity) towards a Renaissance Zone project is not an eligible expense.

4. Property tax exemptions for approved projects:

v. Property tax exemptions may be granted up to 100% of the current true and full value, excluding land, to any property for a business or investment purpose.

a.

vi.

vii. Property tax exemptions may be granted up to 100% of the value of newly constructed buildings, less the value of any buildings on the same site demolished after Zone approval.

b.

c. All property tax exemptions are granted for a period up to five years and are exclusive of the land on which buildings are situated.

viii.

ix.d. If residential property is not to be used as the applicant's primary residence, the 50% commercial requirement for rehabilitation is required.

5. Renaissance Zone Board and City Council Approval:

a. If the proposal is determined to be eligible, it will be presented at the next regularly scheduled Renaissance Zone Review Board meeting. The Board will further review the application using the following criteria:

i. Historic significance and aesthetic value of the existing residence (or residence to be constructed) and the extent to which the visible exterior and surrounding grounds are improved.

i.

ii. The exterior of the property must, at a minimum, have all deteriorated conditions removed and replaced with appropriate materials and architectural features that match existing style.

ii.

iii. The extent to which the life expectancy of the residence is extended. Life expectancy of the residence should reasonably be expected to be increased by ~~thirty~~ **twenty** years or more as a result of the improvements made.

x.

b. ~~The Board, at its option, may recommend denial of the application as submitted, request additional information, recommend approve the application, or approve the application with conditions and forward its recommendation to the Minot City Council. The Minot City Council, at~~

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its option, may deny the application as submitted, send the application back to the Renaissance Zone Review Board for additional information or approve the application. Upon approval of an application by the City Council, the application will be forwarded to the North Dakota Division of Community Services for final consideration.

c. The Board and City Council reserve the right to reject any project in which the benefit to the applicant outweighs its benefit to the community goals of extending the life of the building and improving its usability and livability. Substantial renovations are favored over minimal or cosmetic repairs.

d. Ineligible project proposals include the following:

- i. Proposed determined non-compatible with the City's Comprehensive Plan.
- ii. Businesses whose primary income is derived from selling adult entertainment.
- iii. Businesses whose primary income is derived from leasing space for storage or warehousing.
- iv. Uses that are non-conforming with current zoning even if "grandfathered" in.

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VII. — RENAISSANCE FUND CORPORATION

The City of Minot has, at the present time, elected to not create a Renaissance Fund Corporation. The City does, however, reserve the right to create, develop or contract with a Renaissance Fund Corporation in the future. The intent is to find mechanisms to fund and incentivize downtown capital and building improvements.

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VIII. LOCAL COMMENT

1. *Provide the results of at least one legal public hearing. If more than one public hearing is held, provide the results of each. Identify how many people attended the hearing.*

TBD

2. *Describe issues raised at the public hearing and how the jurisdiction handled them.*

TBD

3. *Describe the efforts to involve the public and results.*

TBD

4. *Provide evidence of community support and commitment from residential and business interests.*

TBD

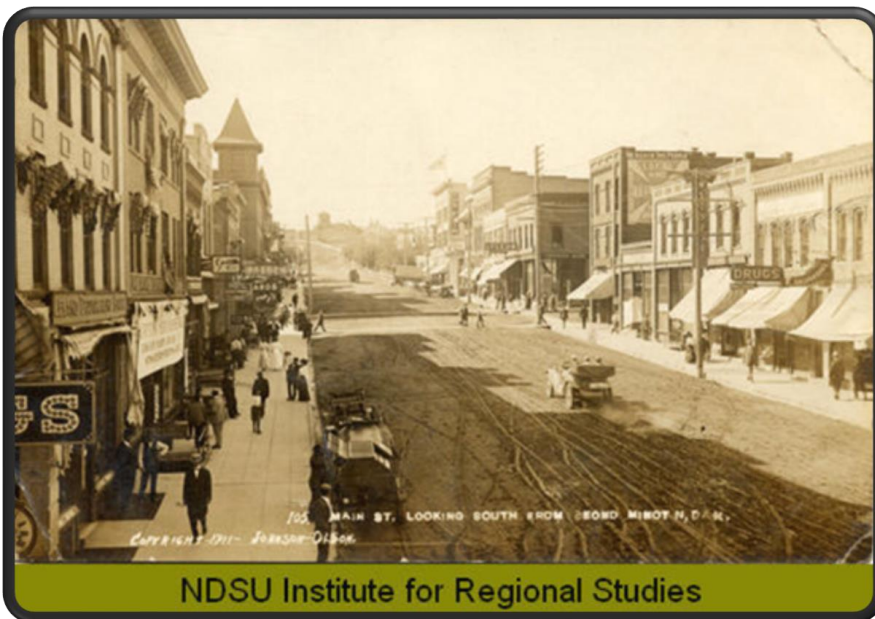
5. *Provide a resolution from the city agreeing to provide the tax exemptions and credits provided for in HB 1492 in Sections 4, 5, 6, and 7.*

See attached Resolution.

VIII. CREDITS, EXEMPTIONS AND BENEFITS EXTENDED TO APPROVED PROJECTS

Approved projects will be extended all income and financial institution tax incentives available under the North Dakota Renaissance Zone Act. Additionally, the following local incentives will be made available:

- Property tax exemptions may be granted up to 100% on the value added to any primary residential or commercial property.
- Property tax exemptions may be granted up to 100% of the value of newly constructed primary residential or commercial property, less the value of any buildings on the same site demolished after Zone approval.
- All property tax exemptions may be granted for a period up to five years and are exclusive of the land upon which buildings are situated.



Property Inventory and Current Use

Commented [BB1]: GIS staff is updating this section.

The proposed Renaissance Zone for the City of Minot was previously constrained to the West by 3rd St. SW, to the north by the Railroad line, to the South by 3rd Avenue and to the East by 8th St. NE. With the 2020 expansion, the Zone now exists of 477 properties and is physically constrained as follows:

- North Boundary: ~~University Avenue~~ ^{24th} Avenue NW
- South Boundary 7th Avenue SE
- East Boundary 8th Street NE
- West Boundary 5th Street SW

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The ~~477~~ properties are divided into nine (9) zoning categories:

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M1 (Light Industrial)	41 properties zoned accordingly, seven of which are single-family homes. Principal use is for heavy commercial establishments and non-nuisance industries.
M2 (Heavy Industrial)	15 properties zoned accordingly. Principal use is for heavy commercial and industrial establishments, which may create some nuisance and are neither properly associated with nor compatible with residential, institutional and neighborhood commercial and service establishments. There are several vacant industrial buildings in the Zone.
R1 (Single Family Residential)	14 properties zoned accordingly. Principal use is for single-family dwellings and related residential neighborhood uses.
R2 (Two-Family)	19 properties zoned accordingly. Principal use is for two-family dwellings and related residential neighborhood uses.
RM (Med. Density Residential)	143 properties zoned accordingly, thirty of which are single-family homes. Principal use is for multi-family dwelling and similar high-density residential development.
C1 (Limited Commercial)	30 properties zoned accordingly. Principal use is for commercial and service uses to serve residential districts.
C2 (General Commercial)	45 properties zoned accordingly. Principal use is established as a heavy commercial district located in close proximity to major thoroughfares or highways in order that highway service types of land use can be provided and is designed to furnish a wide range of retail services and goods.

CBD (Central Business District) 170 properties zoned accordingly. Principal use is for commercial and service uses.

P (Public) Zero (0) properties zoned accordingly. Principal use is to retain and provide land areas owned by the local government for public use.

Current Land Use:

Of the 477 properties located within the Renaissance Zone, 176 of them are for residential use, such as single-family and multi-family, including multiplex living and apartments.

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The Zone contains 35 vacant parcels most of which are located in industrial and residential areas. Some of the structures have been razed and those with structures are unoccupied.

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There are sixfive (65) active blocks and three (3) completed blocks containing Government buildings, subsequently counting as half blocks in the proposed Zone, some of which are completed:

Block 5: The block is entirely zoned CBD and contains the Central Parking Garage, which is owned and maintained by the City of Minot.

Block 8: The block is completely zoned CBD with properties consisting of Rehab Services on the West side, law offices and the US Federal Building on the East side.

Block 11: The block is completely zoned CBD and comprises parking with a combination of business uses, the Mouse River Players Theater and the Carnegie Center, owned by the City of Minot.

Block 26B: This block is entirely zoned CBD and contains on the west side the Renaissance Parking ramp, owned by the City of Minot; the east side contains the former Wells Fargo Building (future site of City Hall) and its parking lot.

Block 7D: This block is predominantly zoned C2, but the city owns a water pump house in this block.

Block 1E: This block contains the Grand Hotel and North Hill Bowl. Minot State University owns 26 acres of land in the block that contains one building and parking spaces for their athletic complexes.

Block 2B: The block is primarily comprised of Minot State University and the Lutheran Cemetery. *This block is completed.*

Block 5B: The block is entirely comprised of the City of Minot Auditorium & Armory, former City Hall, the Police Station and parking lots. *This block is completed.*

Block 15: The block is comprised predominately by the Ward County Building that holds the county library and various offices. Two of the six parcels are owned by the Minot Daily News and used as a parking lot. *This block is completed.*

Rehabilitation Criteria for Commercial Property

Additional eligibility criteria for rehabilitation of commercial property:

Rehabilitation of property must be at least **fifty percent (50%)** of the current true and full value. At least **eighty percent (80%)** of the investment made must consist of capital improvements such as structural, weatherization, electrical, plumbing, heating, ventilation, central air conditioning system improvements and exterior improvements to cornices, roof gables, window sills, awnings, entryways, removal of non-historic materials, exterior painting, brick masonry cleaning and the reduction of incompatible signage. Capital improvements do not include cosmetic repairs such as floor coverings, furnishings, and interior painting or cabinetry improvements/replacement.

Percentage off

Property Tax*	Type of Capital Improvement
75 -100%	Weatherization – siding, windows, insulation, doors & roof, Major structural/foundation – basement wall, exterior cosmetic improvements**
50 - 75%	Major electrical – wiring, new fuse boxes, code compliance Major plumbing – pipes and fittings behind walls**
25 - 50%	Minor electrical – fixtures, GFIC** Minor plumbing – fixtures, exposed lines** Minor structural – drywalls or repair of foundation cracks** Landscaping – additional, miscellaneous***
0 – 25%	Mechanical – Heat, ventilation, central air conditioning**

* Excludes land value

** Plus a combination of items listed below

*** Miscellaneous includes Driveways, access walkways, retaining walls & privacy fencing

Before final sign off for submission to City Council and State, applicant must receive Certificate of Occupancy (C of O) for the whole building. Up to 1/3 of a building may remain without a C of O if it is ready with wiring, plumbing and HVAC for a tenant to fit out.

Rehabilitation Criteria for Residential Property

Additional eligibility criteria for rehabilitation of Residential property:

Rehabilitation of property must be at least twenty percent of the current true and full value. At least eighty percent of the investment made must consist of capital improvements such as structural, weatherization, electrical, plumbing, heating, ventilation, central air conditioning system improvements, exterior improvements to cornices, roof gables, window sills, doors, porches, stairwells, dormers, removal of non-historic materials and exterior painting. Capital improvements do not include cosmetic repairs such as floor coverings, furnishings, and interior painting or cabinetry improvements/replacement.

Percentage off

Property Tax*	Type of Capital Improvement
75 -100%	Weatherization – siding, windows, insulation, doors & roof, major structural/foundation – basement wall, exterior improvements to cornices, roof gables, window sills, doors, porches, stairwells, dormers, removal of non-historic materials and exterior painting. **
50 - 75%	Major electrical – wiring, new fuse boxes, code compliance** Major plumbing – pipes and fittings behind walls**
25 - 50%	Minor electrical – fixtures, GFIC** Minor plumbing – fixtures, exposed lines** Minor structural – drywalls or repair of foundation cracks** Landscaping – additional, miscellaneous***
0 – 25%	Mechanical – Heat, ventilation, central air conditioning**

* Excludes land value

** Plus a combination of items listed below

*** Miscellaneous includes driveways, access walkways, retaining walls & privacy fencing

Before final sign off for submission to the City Council and State, applicant must receive Certificate of Occupancy (C of O) for the whole building.

Renaissance Renovation/Purchasing

Once an applicant submits the documents for the Renaissance five-year exemption, the City Assessor's office has several steps that it needs to perform prior to approval and after the permit completion.

- If the five year or eight year exemption is for renovation, once the documents are submitted, the Assessor's office should appraise the property for its' current true and full value. This value will be the base for giving the percentage of exemption.
- After the five-year or eight year exemption is approved, the building owner will need to notify the Assessor's office to perform a final inspection on the permit. Even though the building is frozen at a reduced value, each year the Assessor's office reports how much exemption are given.
- After the five-year or eight year period expires, the Assessor's office goes back to the building to reappraise the building to the current market conditions.
- If the five-year or eight year exemption is for purchasing a building in the renaissance area, the Assessor's office would need to research if the transfer was an Arms Length¹ transaction. This eliminates sales between relatives, trades, and many other factors. These are not considered Arm's Length transaction.
- If the transaction is Arm's Length, once the documents are submitted, the Assessor's office should appraise the property for its' current and true and full value. This value will be the base for giving the percentage of exemption.
- If during the time period, the new owners would like to renovate the building, the building owner will need to notify the Assessor's office to perform a final inspection on the permit. Even though the building is frozen at a reduced value, each year the Assessor's office reports the amount of the exemption given.

After the five-year or eight year tax exemption period expires, the Assessor's office will go back to the building to reappraise the home to the current market conditions.

¹ A transaction freely arrived at in the open market, unaffected by abnormal pressure or by the absence of normal competitive negotiation as might be true in the case of transaction between related parties.

*Includes ONLY capital improvements cost, not the purchase of the property and must adhere to the criteria listed on pages 25 and 26.

**Projects meeting or exceeding the 50% re-investment level required for commercial/investment rehabilitation project will be classified as a purchase with major improvements project and will be eligible for the same incentives as a rehabilitation project as stated on page 25.

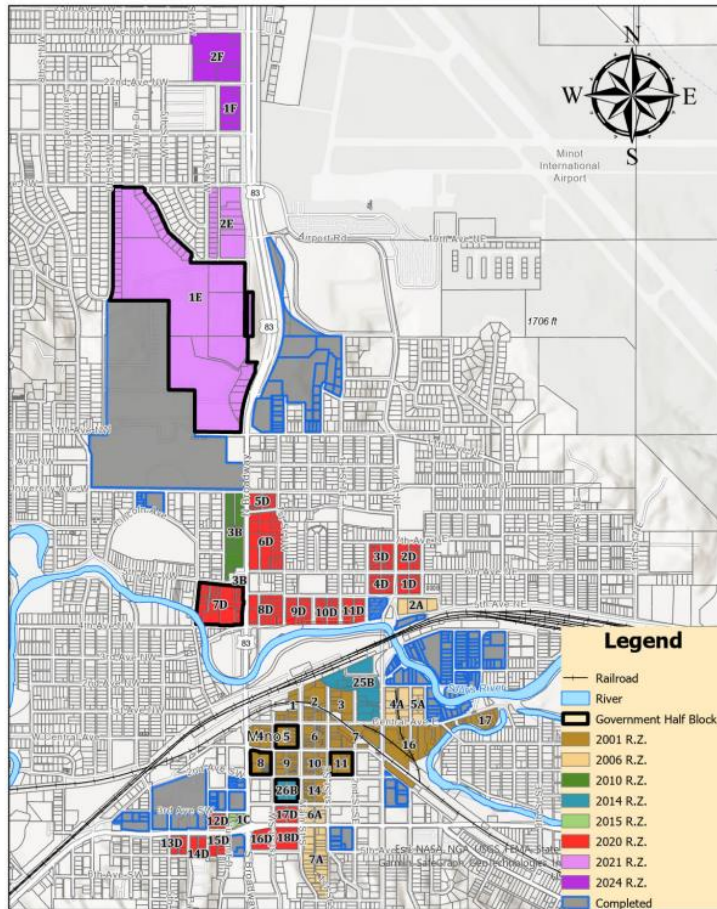
[Fee Schedule](#)

Application fee for single-family residence: \$150

Application fee for all other types of structures: \$500

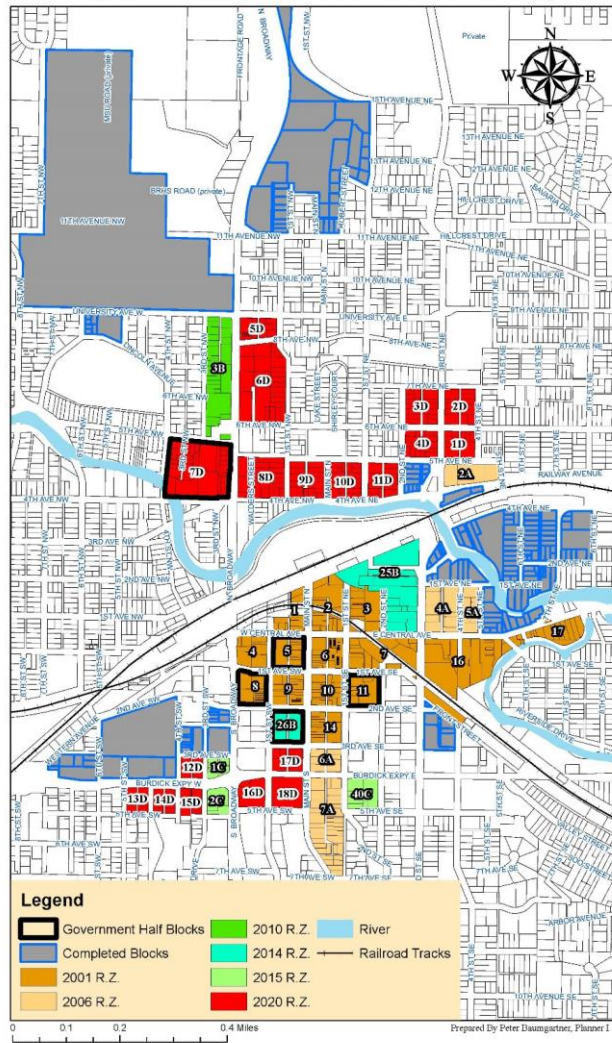
Map

City of Minot Renaissance Zone Map



Map created April 16, 2024

City of Minot Renaissance Zone Map



Inventory

To be inserted upon adoption.

Letters of Support – Ward County



April 16th, 2024

City of Minot Community Development Department
Attn: Brian Billingsley
P.O. Box 5006
Minot, ND 58702

Mr. Billingsley,

Please accept this letter of continued support for the City of Minot Renaissance Zone program.

At our meetings on March 19, 2024 and April 2, 2024, the Ward County Board of Commissioners voted to approve the following amendments to the Minot Renaissance Zone:

- 1) The creation of an eight (8) year property tax abatement benefit with a minimum investment of 150% of a property's true and full value.
- 2) The allowance for a second island.
- 3) A five-year time extension to the Minot Renaissance Zone program.
- 4) Declare blocks 2C and 40C as completed blocks and annex Blocks 1F and 2F on North Broadway into the Minot Renaissance Zone.

The approval of additional Renaissance Zone blocks will not only revitalize deteriorating areas within the Renaissance Zone, but also help the City expand economic activities in these areas to meet the demands of an expanding community.

As part of the continuing growth within the City of Minot, the Ward County Commissioners encourage the Division of Community Services to extend the City of Minot Renaissance Zone program for another five years with the amendments listed above.

Sincerely,

John Fjeldahl
Commission Chairman

Ward County * P.O. Box 5005 * Minot, ND 58702-5005

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LETTER OF SUPPORT – MINOT PUBLIC SCHOOLS



Dr. Mark Vollmer, Superintendent
mark.vollmer@minot.k12.nd.us

215 2nd St. SE • Minot, ND 58701
Phone 701-857-4422 • Fax 701-857-4432

April 12, 2024

City of Minot Community Development Department
Attn: Brian Billingsley
P.O. Box 5006
Minot, ND 58702

Mr. Billingsley,

Please accept this letter of continued support for the City of Minot Renaissance Zone program.

At our meeting on April 11, 2024, the Minot Public School Board voted to approve the following amendments to the Minot Renaissance Zone:

- 1) The creation of an eight (8) year property tax abatement benefit with a minimum investment of 150% of a property's true and full value.
- 2) The allowance for a second island.
- 3) A five-year time extension to the Minot Renaissance Zone program.
- 4) Declare blocks 2C and 40C as completed blocks and annex Blocks 1F and 2F on North Broadway into the Minot Renaissance Zone.

The approval of additional Renaissance Zone blocks will not only revitalize deteriorating areas within the Renaissance Zone, but also help the City expand economic activities in these areas to meet the demands of an expanding community.

As part of the continuing growth within the City of Minot, the Minot Public School Board encourages the Division of Community Services to extend the City of Minot Renaissance Zone program for another five years with the amendments listed above.

Sincerely,

Dr. Mark Vollmer
Superintendent

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Minot Renaissance Zone Development Plan Update

Presented by: Brian Billingsley, AICP, Community & Economic Development Director

Background

- Adopted in 2001
- 105 Applications
 - 83 Completed Projects
 - 10 Pending Projects
 - 12 Incomplete or Denied Projects



Program Impact

Project Name	Property Address	Construction Year	Pre-Construction Property Value	2024 Property Value
Planet Pizza	220 Broadway S.	2002	\$234,800	\$1,710,000
Renaissance Center	7 3 rd Street SE	2002	\$43,000	\$2,449,000
Main Street Books	16 Main Street S.	2006	\$87,800	\$162,000
Mixed Use Building	23 2 nd Ave. SE	2008	\$56,600	\$375,000
Starving Rooster Mixed Use Building	30 1 st St. NE	2013	\$140,100	\$1,619,000

SB 2391 – Renaissance Zone Amendment

- Adopted during the 2023 Legislative Session.
 - Senate: 41-5-1
 - House: 77-15-1
- Offers an eight (8) year benefit when at least 75% of a property's full and true value is invested with improvements.
- Allows up to a ten year time extension.
- Permits the creation of a second island.
- Allows a previous beneficiary to apply for another benefit 30 years after the previous benefit has expired.

Approval Process for Development Plan

- Must seek the approval of the County Commissioners and School Board prior to adoption.
- Must hold a public hearing prior to adoption.
- Development Plan must be approved by the North Dakota Commerce Department.

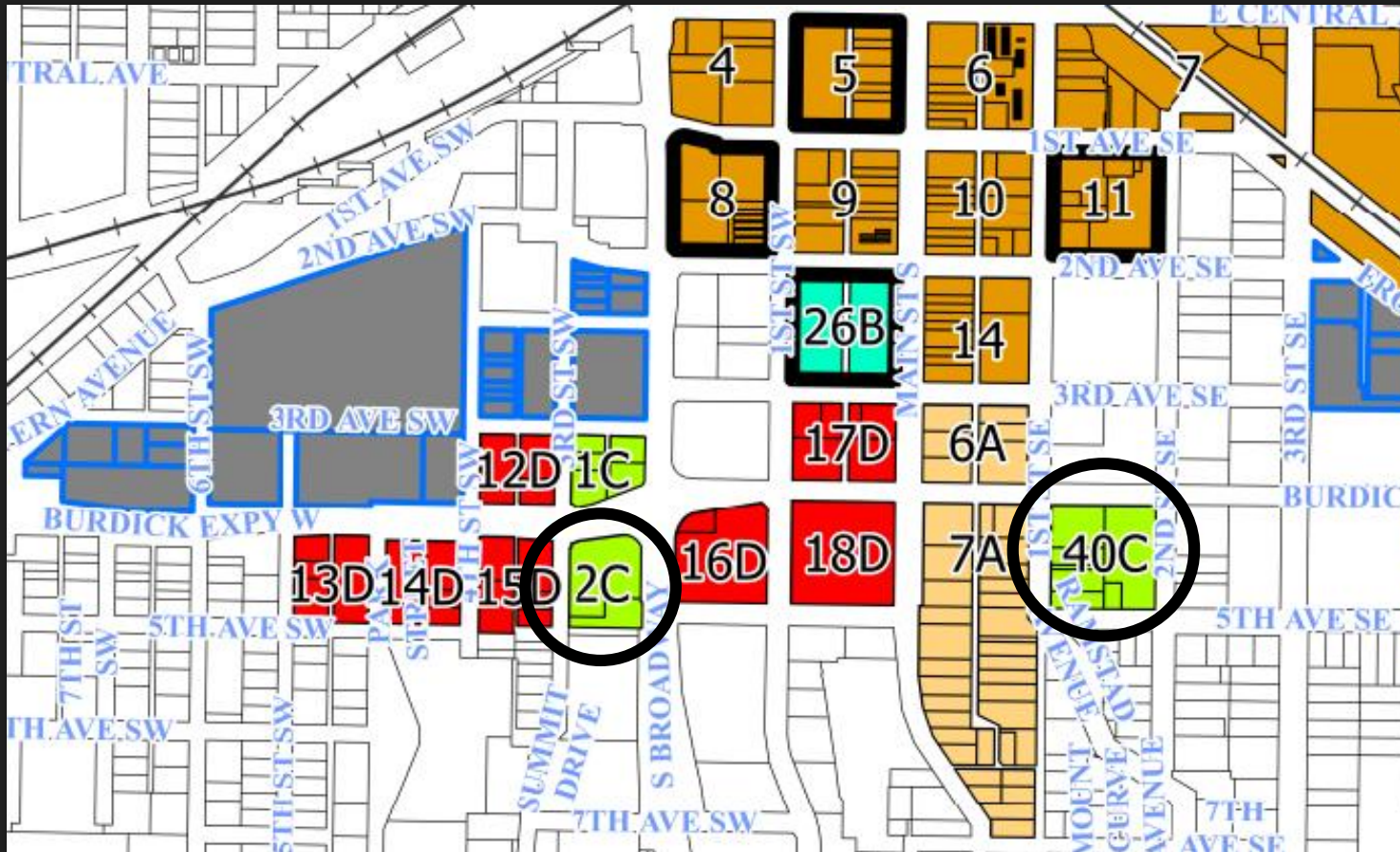
Staff's Proposal to County & School Board

- Adopt an Eight (8)-Year Benefit with a minimum investment amount of 75% of a property's true and full value for non-residential projects.
- Adopt a second island (area that is not contiguous to the zone).
- Grant a ten (10)-year time extension to the zone.
- Allow a specific property to receive another benefit after 30-years have lapsed from the completion date of the original benefit.
- Amend the Minot Renaissance Zone Map to include two (2) new blocks (1F and 2F) and declare two (2) blocks as completed blocks (2C and 40C).

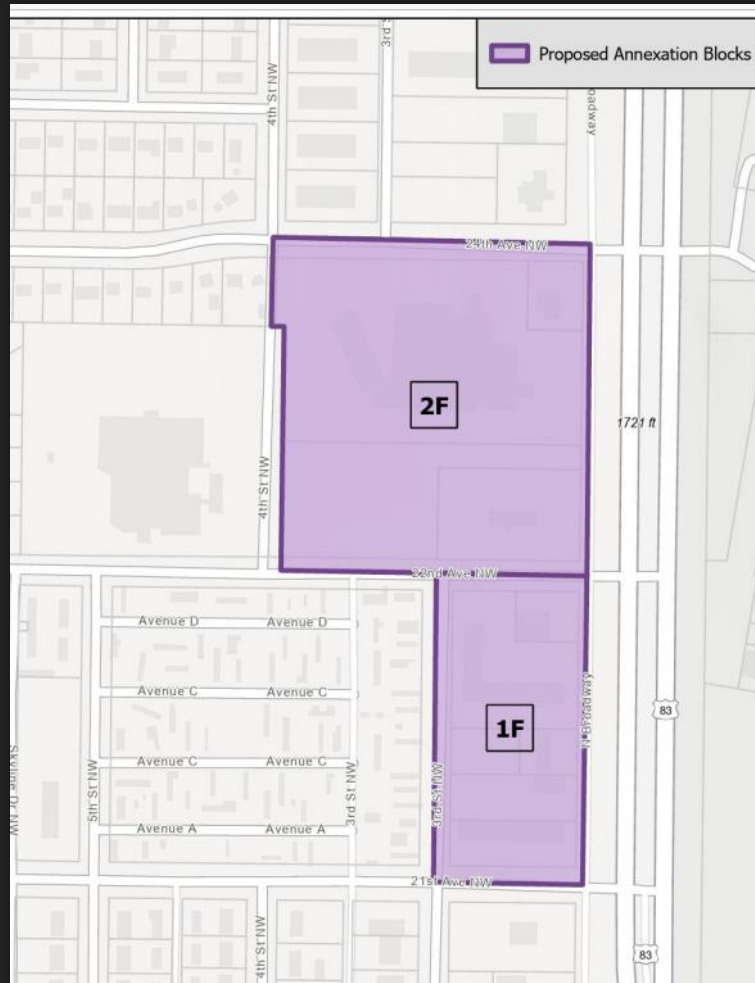
What Was Approved?

- Adopt an Eight (8)-Year Benefit with a minimum investment amount of ~~75%~~ **150%** of a property's true and full value for non-residential projects.
- Adopt a second island (area that is not contiguous to the zone).
- Grant a ~~ten (10)~~ **five (5)**-year time extension to the zone.
- **Do not** allow a specific property to receive another benefit after 30-years have lapsed from the completion date of the original benefit.
- Amend the Minot Renaissance Zone Map to include two (2) new blocks (1F and 2F) and declare two (2) blocks as completed blocks (2C and 40C).

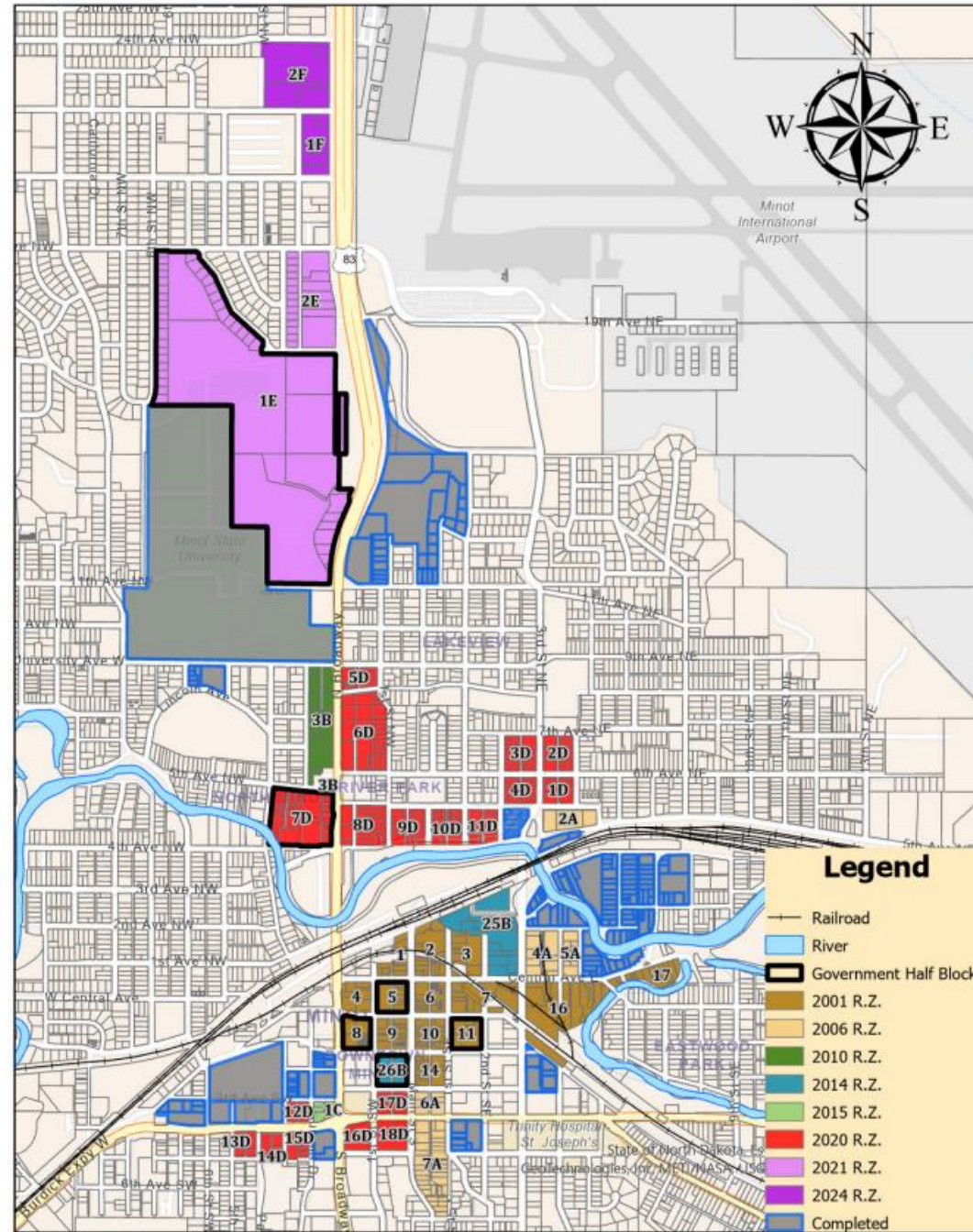
Map Amendment – Completed Blocks



Map Amendment – New Blocks



City of Minot Renaissance Zone Map



City Council Aspirations

- Dynamic and Flourishing – The Minot Renaissance Zone has a proven record of fostering renewal in downtown Minot.
- Resilient and Prepared – The Minot Renaissance Zone prevents the spread of slum in blight in aging neighborhoods.
- Safe and Welcoming – The Minot Renaissance Zone encourages the revitalization of historic buildings and makes Minot more appealing to residents and visitors.
- Excellent and Connected – The Minot Renaissance Zone makes Minot more attractive to investors, entrepreneurs, small business owners, and corporations and improves the quality of life in Minot.

Recommendation

- The Renaissance Zone Review Board recommends that the City Council adopt the 2024 Development Plan.
- Council should also authorize staff to submit the Development Plan to the North Dakota Commerce Department for ratification.



Thank You

On April 15, 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 5:40 pm.

ROLL CALL

Members Present:

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

Members Absent:

None

PLEDGE OF ALLEGIANCE

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

MAYOR'S REPORT

Mayor Ross attended an FFA annual awards banquet, Public Works Director interviews, Spring Party at MSU, a Board of Equalization meeting, Department Head meeting, Assistant City Manager award ceremony, a meeting with the Minot Park District, Job Corp Graduation, Guns 'N' Hoses game, a housing development meeting, a MHS soccer game, a retirement celebration, DBPA quarterly meeting, and a prairie vigilance exercise on MAFB.

CITY MANAGER'S REPORT

Harold Stewart submitted a written report to the council.

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

Alderman Jantzer moved the City Council close the public hearing and 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.

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

5.2 PUBLIC HEARING: TEXT AMENDMENT - 2024 SPRING ORDINANCE CLEAN-UP

Alderman Pitner moved the City Council close the public hearing and approve the ordinance on first reading for a zoning text amendment in alignment with the Planning Commission recommendation.

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

CONSENT ITEMS

Alderman Pitner moved the City Council approve consent items 6.1-6.6,6.8-6.12.

6.1 CITY COUNCIL MINUTES - Approved the minutes of the April 1, 2024, Regular City Council meeting and the April 9, 2024, Board of Equalization meeting.

6.2 ORDINANCES – Approval of the following ordinances considered for 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

(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. 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).

6.4 GAMING SITE AUTHORIZATION RENEWALS - Approve the gaming site authorization for the following organizations to conduct games of chance during the license year of July 1, 2024 through June 30, 2025 at the following locations:

Beulah Convention & Visitors Center

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

Prairie Grit Adaptive Sports

- Sammy's Pizza (400 N Broadway)
- Applebee's (2302 15th St SW)

Aggie Foundation

- Off the Vine (15 S Main St)
- Army's 2.0 (12 3rd St SE)
- Best Kept Secret (2400 10th St SW)

Minot Junior Golf Association

- Bootlegerz (515 20th Ave SE Suite 2B)
- Rangers Lounge (1218 S Broadway)
- Capri Bar (2030 Burdick Expwy E)
- Dakota Lounge (1525 31st Ave SW)
- Lucky Strike Casino (1901 N Broadway)

MSU Beaver Boosters Inc.

- Sports on Tap (220 S Broadway)
- Poor Farm (201 37th Ave SW)
- Lamplighter Lounge (200 16th St SW)

6.5 MINOR SUBDIVISION PLAT - Approve a minor subdivision plate in Attachment A to create Commercial West 2nd Addition.

6.6 AUTHORIZE ADVERTISEMENT FOR AUCTION/DEMOLITION OF FLOOD BUYOUT PROPERTIES – Authorize advertisement for auction and/or demolition of the property located at 1623 8th Ave SE, Minot, ND 58701.

6.8 FY2023 LOCAL EDWARD BYRNE JUSTICE ASSISTANCE GRANT - It is recommended City Council approve the acceptance of the FY2023 Local Edward Byrne Memorial Justice Assistance Grant (JAG); authorize the Mayor to sign the Memorandum of Understanding; and 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.

6.9 CONSULTING ENGINEERING - PRAIRIE ENGINEERING TASK ORDER (4782) - Approve a task order for Prairie Engineering to provide engineering support services for street lighting and traffic signals as requested by the Engineering Department; approve a task order for Prairie Engineering to provide construction engineering services for Street Lighting District 65; and authorize the Mayor to sign the task orders.

6.10 NDDOT COMMUNITY WAYFINDING AGREEMENT - Approve the Community Wayfinding Agreement with the North Dakota Department of Transportation; and authorize the Mayor to sign the agreement.

6.11 CORRECTED RATES AND CHARGES RESOLUTION - Approve the corrected rates and charges resolution and authorize the Mayor to sign the corrected resolution.

6.12 PROPERTY MAINTENANCE SMALL ARTICULATING LOADER – BUCKET EXCHANGE (4768) - Approve the exchange of the small articulating loader winged blade attachment for a bucket attachment; and approve a budget amendment allocating funds for the tradein value and the purchase of the bucket attachment.

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

6.7 2024 STRUCTURE DEMOLITION/SITE RESTORATION CONTRACT AWARD – 309 1ST AVE NE

Alderwoman Evans moved the City Council remove this item from the agenda.

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

ACTION ITEMS

7.1 USED FIRE ENGINE BUDGET REQUEST – APPROVED

Alderwoman Olson moved the City Council approve the purchase of a used fire engine and waive the City of Minot procurement requirements; and approve a budget amendment of \$400,000 for the purchase and up fit of a used fire engine on first reading.

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

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

Alderman Jantzer moved the 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 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.

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

7.3 APPOINTMENT OF PUBLIC WORKS OPERATIONS DIRECTOR – APPROVED

Alderman Pitner moved the City Council approve the appointment of Bryan Banfill as the Public Works Operations Director.

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

7.4 ADOPT MINOT HOUSING NEEDS AND MARKET ASSESSMENT STUDY – APPROVED

Alderman Pitner moved the 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.

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

Alderwoman Evans asked Tom Leighton to add the affordable housing numbers if available to the report.

PERSONAL APPEARANCES

Billi Gunderson spoke to the City Council about ADA accessibility.

MISCELLANEOUS AND DISCUSSION ITEMS

9.1 CPSM STUDY PRESENTATION

Mark Piland, with the Center for Public Safety Management, presented to the City Council on the Fire and EMS Analysis study performed. Jarrod Burguan, also with CPSM, presented to the City Council on the Police Operations and Data Analysis study performed.

LIAISON REPORTS

Alderman Pitner attended the Alcohol Ordinance Review and Rewrite Committee meeting, a Department Head meeting, he discussed the Renaissance Zone updates, and work with Visit Minot. Alderman Jantzer attended an MPO meeting and mentioned an upcoming Task Force 21 Symposium next week. Alderman Burlingame and Alderwoman Evans had no meetings to report on.

Alderwoman Olson attended an MPO meeting, a SBPC Executive Board meeting, and mentioned an upcoming Liaison Committee meeting. Alderman Podrygula mentioned an upcoming Minot Commission on Aging meeting, attended an Emergency Preparedness meeting, and went to observe the Fire Department do Swift Water Rescue training.

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 8:33 pm.

For the full April 15, 2024 Regular City Council meeting video, see: [\(1171\) Minot City Council Meeting 4/15/24 - YouTube](#).

ATTEST: _____
Mikayla McWilliams, City Clerk

APPROVED: _____
Thomas Ross, Mayor

On April 15, 2024, a Special Meeting of the Minot City Council was held in the Council Chambers at City Hall. Mayor Ross called the meeting to order at 4:45 pm.

ROLL CALL

Members Present:

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

Members Absent:

None

PLEDGE OF ALLEGIANCE

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

EXECUTIVE SESSION: POTENTIAL LAND PURCHASE

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

The topic and purpose of the executive session is to allow the City Council to discuss negotiating strategy and provide negotiating instructions to its attorneys and other negotiators regarding a potential contract for which negotiation is likely to occur in the immediate future. An open meeting on this topic would have an adverse fiscal effect on the bargaining position of the City. At this time, a motion would be in order to discuss agenda item number 3 & 4 in executive session.

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

The executive session will be recorded and all members of the Council are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the Council will occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session.

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

At this time the Council will relocate to the City Council conference room adjoining Council Chambers. During the executive session, members of the public attending the meeting are welcome remain in Council Chambers. We anticipate adjourning the executive session, and returning to the dais to reconvene the open portion of this meeting, at approximately 5:15 pm.

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

At 5:31 pm, Alderman Pitner moved the City Council adjourn the executive session and return to the dais in Council Chambers. Motion seconded by Alderwoman Olson, and carried the following roll call vote: ayes: Burlingame, Evans, Jantzer, Olson, Pitner, Podrygula, Ross; nays: none.

ADJOURNMENT

There being no further business, Alderwoman Olson moved the City Council meeting be adjourned. Motion seconded by Alderman Jantzer and carried unanimously. The meeting adjourned at 5:32 pm.

For the full April 15, 2024 Special City Council meeting video, see: [\(1171\) Minot City Council Meeting 4/15/24 - YouTube](#).

ATTEST: _____
Mikayla McWilliams, City Clerk

APPROVED: _____
Thomas Ross, Mayor

ORDINANCE NO: 5956

**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: April 15, 2024

PASSED SECOND READING: May 6, 2024

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 5957

**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: April 15, 2024

PASSED SECOND READING: May 6, 2024

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 5958

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: April 15, 2024

PASSED SECOND READING: May 6, 2024

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO: 5959

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

PASSED FIRST READING: April 15, 2024

PASSED SECOND READING: May 6, 2024

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk

ORDINANCE NO. 5960

**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:

April 15, 2024

PASSED SECOND READING:

May 6, 2024

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Thomas Ross, Mayor

ORDINANCE NO. 5961

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:

April 15, 2024

PASSED SECOND READING:

May 6, 2024

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Thomas Ross, Mayor

ORDINANCE NO: 5962

**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: April 15, 2024

PASSED SECOND READING: May 6, 2024

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Thomas Ross, Mayor



TO: Mayor Tom Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: May 6, 2024

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Souris Valley Pheasants Forever to conduct a raffle on June 6, 2024 at The Spot (6 2nd St NE).
2. Kiddie Korral 2.0 Child Care Center to conduct a raffle on June 11, 2024 at Kiddie Korral 2.0 Child Care Center (3524 Burdick Exwy E).
3. Hometown Hero Outdoors to conduct a raffle on June 30, 2024 at the Broadway Liquors (1030 N Broadway).
4. Minot FFA Alumni to conduct a calendar raffle for July 2024 at Gary Lucy Residence (1917 Skyline Dr).
5. MSU Native American Cultural Awareness Club to conduct a raffle on April 26 & 27, 2024 at the MSU Dome (500 University Ave W).
6. Seven Special Event Permits for The Poor Farm (201 37th Ave SW).
7. Two Special Event Permits for Sports on Tap (220 S Broadway).
8. Special Event Permit for The Starving Rooster (30 1st St NE).
9. Eight Special Event Permits for The Spot (6 2nd St SE).
10. Special Event Permit for On the Rocks (614 3rd St NE).
11. Three Special Event Permits for The Blue Rider (105 2nd Ave SW).

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

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

1. The payment by the applicant of a nonrefundable fee of twenty-five dollars (\$25.00).
2. The submission by the applicant, as part of the application required by the city clerk, of a brief narrative explaining:
 - a. The nature of the occasion for the permit (e.g., wedding dance, trade show or promotion, etc.); and

- b. The steps which will be undertaken by the permittee to restrict the sale to, and consumption of, alcoholic beverages by minors at such occasion.
3. The written approval by the chief of police of the issuance of the permit.
4. A permit issued pursuant to this subsection may not be used for the off-sale of alcoholic beverages.

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

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

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

IV. IMPACT:

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

V. ALTERNATIVES

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

VI. TIME CONSTRAINTS: N/A

VII. LIST OF ATTACHMENTS: None

Home Department Description: Airport	
Name	Gross Pay
Baier, Jamison T	\$ 3,993.62
Brock, Vanessa M	\$ 3,984.25
Brock, William	\$ 4,421.61
Choi, Alex M	\$ 5,984.35
Clark, Benjamin P	\$ 3,981.01
Davis, Brandon	\$ 4,953.97
Depriest, Isaac	\$ 4,391.34
Dickson, Earnest edward	\$ 4,834.72
Draper, David	\$ 5,239.17
Eckman, Jennifer Kristin	\$ 11,839.18
Hernandez, Joe	\$ 4,217.86
Kaminski, Thomas	\$ 3,801.21
Klein, Craig A	\$ 4,143.27
Long, Jessica	\$ 6,268.23
McCuaig, Tyler	\$ 3,114.09
Moody, Sharon	\$ 4,393.78
Norby, Judy	\$ 3,781.97
Ortiz-Pabon, Nelson	\$ 4,375.64
Porreca, Michael C	\$ 1,341.44
Rafala, Michael	\$ 5,711.89
Romanick, Maria C	\$ 6,585.62
Schriock, Brittany R	\$ 3,311.91
Takashige, Alec N	\$ 5,352.31
Urban, Randy N	\$ 3,313.61
Warbis, Conner Joseph	\$ 1,445.66

Home Department Description: Assessors	
Name	Gross Pay
Druse, Damon	\$ 8,360.03
Kamrowski, Ryan L	\$ 9,305.26
Lovelace, Daniel D	\$ 6,610.28
Maragos, Sheila M	\$ 6,944.22
Nelson, Chelsy	\$ 3,731.45
Schlecht, Dustin J	\$ 7,116.84

Home Department Description: Cemetery	
Name	Gross Pay
Roteliuk, Rondel R	\$ 6,775.19
Sanford, Allison Beth	\$ 5,061.06
Seifert, James R	\$ 4,323.67
Zietz, Cole J	\$ 4,027.46

Home Department Description: City Attorney

Name	Gross Pay
Dickerson, Corbin	\$ 8,024.30
Henjum, Nathaniel	\$ 4,436.43
Horst, Nancy	\$ 5,378.57
Schmitz, Nick	\$ 7,450.95
Stalheim, Stefanie	\$ 11,327.26

Home Department Description: City Council

Name	Gross Pay
Burlingame, Scott	\$ 1,190.04
Evans, Carrie L	\$ 1,190.04
Jantzer, Mark J	\$ 1,190.04
Olson, Lisa M	\$ 1,190.04
Pitner, Paul	\$ 1,190.04
Podrygula, Stephan	\$ 1,190.04
Ross, Thomas	\$ 1,500.00

Home Department Description: City Manager

Name	Gross Pay
Joyce, Thomas C	\$ 13,447.96
Kleen, Jennifer LeAnn	\$ 6,585.28
Kvigne, T	\$ 4,801.83
McWilliams, Mikayla	\$ 6,115.38
Obenchain, Bryan	\$ 5,043.81
Schraeder, Ann M	\$ 4,744.74
Stewart, Harold Leroy	\$ 15,655.34

Home Department Description: City Shop

Name	Gross Pay
Anderson, Robbie	\$ 4,221.87
Doyle, April S	\$ 3,665.24
Headrick, Jesse	\$ 3,675.18
Hermanson, Brook A	\$ 4,331.14
Horinka, Brian L	\$ 8,798.17
Marsh, Timothy D	\$ 5,115.37
Ortmann, Donald G	\$ 6,085.42
Rivera, Frank R	\$ 4,317.65
Sampson, Jody S	\$ 6,712.94
Smith, Zachary Thomas	\$ 2,987.74
Whetstine, Koby W	\$ 4,757.99

Home Department Description: Dispatch

Name	Gross Pay
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Name	Gross Pay
Alves, Jeanne E	\$ 6,170.41
Bjertness, Lacie J	\$ 6,905.35
Brown, Justice	\$ 4,144.48
Christie, Sean A	\$ 7,374.82
Evans, Amy	\$ 4,327.11
Haugan, Margaret H	\$ 7,450.95
Lausch, Jacqueline	\$ 5,563.20
Lonis, Ashleigh	\$ 4,555.69
Mindt, Haley Marie	\$ 3,570.65
Monk, Harry	\$ 3,390.38
Moreno, Christina Rachel	
Newman, Samantha	\$ 4,592.60
ONeill, Renae Dawn	\$ 4,377.13
Perius, Juana	\$ 8,362.06
Roehm, Brandi	\$ 3,841.44
Schmidt, Lindsey Marie	
Schoen, Molly	
Sorensen, Elizabeth A	\$ 7,676.24
Van Hill, Shanlya M	\$ 6,509.22

Home Department Description: Engineering	
Name	Gross Pay
Erickson, Aleesha L	\$ 6,717.40
Foley, Taylor	\$ 4,436.43
Hernandez, Gabriel	\$ 2,281.36
Hoffart, Jesse	\$ 6,750.19
Huettl, Emily	\$ 2,729.72
King, Matthew R	\$ 6,750.19
Meyer, Lance E	\$ 12,191.88
Okeson, Coy Lewis	\$ 129.92
Ramos, Nicole	\$ 5,671.49
Romann, Alicia A	\$ 5,018.81
Steckler, Thomas E	\$ 7,450.95
Swartz-Dahl, Sami	\$ 4,776.83
Vorgitch, Julia	\$ 4,436.43

Home Department Description: Finance	
Name	Gross Pay
Burns, Callie S	\$ 6,115.38
Grabow, Randi L	\$ 5,019.14
Lakefield, David	\$ 12,558.64
Molina, Crystal R	\$ 4,664.88
Nerem, Laurisa	\$ 4,328.00
Olson, Jaelee	\$ 3,776.43
Schmidt, Susan	\$ 3,930.23

Name	Gross Pay
Shatara, Jenna	\$ 1,448.10
Shefstad, Brittany J	\$ 5,405.09
Shelkey, Melody L	\$ 7,294.23
Stein, Jeanne	\$ 6,750.19
Van Grinsven, Kristin	\$ 6,268.23
Variste, Jeanny	\$ 4,373.69
Zeece, Holly	\$ 5,405.09
Zelinski, Jenna M	\$ 8,048.89

Home Department Description: Fire - Administration	
Name	Gross Pay
Babinchak, Jason A	\$ 8,430.15
Berg, Lorie A	\$ 5,751.23
Brown, Robby	\$ 6,292.47
Hammer, Stuart	\$ 6,370.17
Kronschnabel, Kelli	\$ 12,533.64
Seifert, Travis J	\$ 6,848.24
Summers, Dana W	\$ 5,990.79
Weber, Brent A	\$ 8,430.15

Home Department Description: Fire Control	
Name	Gross Pay
Aberle, Christopher	\$ 8,008.06
Allen, Scott	\$ 5,122.19
Anderson, Joseph	\$ 4,385.42
Angelo, Jason	\$ 5,509.45
Baker, Griffin Joseph	\$ 4,441.64
Beck, Kyle W	\$ 7,911.51
Bell, Ryan A	\$ 4,666.79
Berntson, Austin	\$ 5,229.88
Blackwood, Robert	\$ 5,673.91
Boechler, Matthew A	\$ 4,308.22
Burgess, Justin T	\$ 7,417.96
Burns, Austin T	\$ 8,157.52
Christen, Tyler P	\$ 4,526.33
Coleman, Alexander	\$ 6,348.74
Croxall, Jeremy M	\$ 6,772.89
Degele, Travis W	\$ 8,413.79
Dockter, James	\$ 5,955.09
Eull, Mitchell	\$ 6,157.54
Fernandez, Jacob S	\$ 4,916.55
Filkins, Jacob E	\$ 5,940.66
Fylling, Jacob	\$ 4,962.73
Garberg, Tully D	\$ 5,794.51
Ghent, Tyler	\$ 3,903.48

Name	Gross Pay
Gilliss, Shane	\$ 8,347.84
Givens, Andrew	\$ 4,346.16
Hanselman, Andrew J	\$ 8,515.21
Hanson, Jonathan	\$ 5,380.77
Hanson, Myles	\$ 5,150.36
Hardy, Glen A	\$ 9,289.01
Hayden, Jameson	\$ 4,547.75
Kristiansen, Hans	\$ 7,393.44
Laks, Damon	\$ 5,463.15
Laskowski, Paul J	\$ 8,481.40
Lentz, Jacob W	\$ 7,366.40
Mathieson, Mark	\$ 5,086.91
Maxwell, Mason W	\$ 10,747.21
Meadows, Casey D	\$ 7,187.03
Meadows, Jaydee	\$ 5,086.92
Meyer, Trent	\$ 3,903.48
Nerem, Jesse	\$ 5,577.79
Newman, Phillip	\$ 5,331.72
Olson, Joshua	\$ 5,250.36
Orr, Jeremiah	\$ 5,476.87
Peterson, Aaron P	\$ 7,467.10
Raymond, Daniel	\$ 6,511.68
Rice, Alec D	\$ 4,273.72
Rohrbach, Robert A	\$ 6,006.25
Ross, Michael T	\$ 4,260.32
Rostberg, Casey	\$ 6,104.41
Safranski, Dustin M	\$ 7,053.91
Schill, Kyle	\$ 4,962.73
Schriock, Kerry W	\$ 7,551.63
Shoemaker, Charles	\$ 6,194.87
Sickles, Chad	\$ 5,515.69
Staples, Kayden	\$ 4,067.53
Tancabel, Andrew	\$ 5,476.87
Taylor, Matthew	\$ 4,163.88
Tougas, Brady W	\$ 5,476.47
Urban, Augustus	\$ 5,380.77
Walhood, Bradley	\$ 5,086.91
Walter, Devin M	\$ 7,602.34
West, Jason	\$ 7,692.34
Zabka, Aaron	\$ 5,122.19

Home Department Description: Human Resources

Name	Gross Pay
Jundt, Lisa R	\$ 10,269.72
Porterfield, Monica L	\$ 6,140.38

Name	Gross Pay
Scott, Courtney K	\$ 4,921.75
Thurston, Brittany	\$ 6,293.23

Home Department Description: IT	
Name	Gross Pay
Albertson, Alec	\$ 6,165.79
Herslip, Jacob	\$ 4,129.30
Knudsvig, Miles	\$ 5,218.81
McKibben, Jason S	\$ 8,906.89
Podolski, Tyler	\$ 4,145.19
Ulrickson, Paul M	\$ 8,690.88

Home Department Description: Inspections	
Name	Gross Pay
Bischof, Duran	\$ 5,820.60
Degroot, Gage	\$ 7,414.49
Dodge, Cindy J	\$ 1,117.41
Falkinburg, Delores D	\$ 4,911.39
Hancock, Thomas	\$ 1,746.00
Kilichowski, Owen J	\$ 6,059.53
Kimball, Michelle L	\$ 5,273.71
Murphy, Michael J	\$ 6,919.22
Sickler, Laurie A	\$ 4,896.21
Tillema, Luke	\$ 9,078.31
Walker, Richard E	\$ 6,919.22

Home Department Description: Landfill	
Name	Gross Pay
Akin, Dwayne S	\$ 3,733.65
Anderson, Melissa Ann	\$ 3,056.73
Boucher, Robbie R	\$ 4,890.97
Bullard-Wolf, Christina	\$ 5,237.65
Bullard-Wolf, Travis D	\$ 4,824.19
Curelo, Steven	\$ 4,222.39
Foster, Krystle A	\$ 3,150.09
Hammer, Lorne R	\$ 9,079.30
Helgeson, David	\$ 4,665.58
Reimche, Tyler J	\$ 5,975.54
Shefstad, Allen	\$ 6,083.39
Zuck, Darren S	\$ 5,162.85

Home Department Description: Library	
Name	Gross Pay
Aberle, Craig S	\$ 3,600.77

Name	Gross Pay
Anderson, Brandon	\$ 631.35
Bercier, Georgianna	\$ 1,115.93
Brown, Leah M	\$ 1,311.09
Carswell, Pamela E	\$ 4,755.51
Fagerland, Benjamin	\$ 659.02
Hensley, Holly	\$ 1,698.75
Humble, Katie	\$ 542.33
Huseth, Valerie	\$ 3,457.19
Julson, Marcia G	\$ 4,328.34
Kranz, Martina Louise	\$ 567.13
Lien, Kathryn	\$ 3,144.74
Miller, Emily	\$ 33.26
Monley, Randi D	\$ 4,542.24
Moya, Zhaina	\$ 7,135.52
Ostlund, Emily	\$ 4,234.78
Pecoraro, Betty	\$ 1,629.24
Pikka, Joshua	\$ 5,813.70
Possen, Lacey A	\$ 3,900.09
Sartain, Zephyrique	\$ 491.02
Schneibel, Veronica	\$ 4,110.56
Stenglein, Amy	\$ 829.01
Timothy, Scott D	\$ 5,486.64
Wheeler, Mary P	\$ 5,413.25
Williams, David J	\$ 1,119.40
Williams, Jillian	\$ 970.28
Wolf, Julie M	\$ 3,547.41
Ziegler, Kassandra M	\$ 3,369.57

Home Department Description: Municipal Court

Name	Gross Pay
Beall, Ashley	\$ 4,618.16
Glines, Morgan	\$ 300.00
Nishek, Laurie	\$ 5,144.63
Tallman, Nicole	\$ 4,272.38
Terry, Faron	\$ 300.00
Tinkle, Staci	\$ 3,095.60

Home Department Description: National Disaster Recover

Name	Gross Pay
Barrette, Anthony	\$ 4,547.75
Plank, Christopher J	\$ 5,820.60

Home Department Description: Planning

Name	Gross Pay
Billingsley, Brian	\$ 11,053.04

Name	Gross Pay
Diedrichsen, Douglas Craig	\$ 8,224.54
Falconer, Daniel	\$ 4,660.67
Hornberger, Hannah L.	\$ 3,682.75
Rosenthal, Jonathan	\$ 2,528.34
Zietz, Marjorie	\$ 5,378.57

Home Department Description: Police - Administration

Name	Gross Pay
Bachmeier, Kendra	\$ 2,989.14
Chapman, David J	\$ 8,430.15
Church, Jenna J	\$ 3,218.43
Foley, Jared S	\$ 8,172.46
Gessner, Cheryl K	\$ 5,843.21
Guthrie, Trisha K	\$ 4,339.89
Haug, Shane M	\$ 8,640.88
Klug, John M	\$ 11,053.04
Kolnes, Kimberly	\$ 3,218.44
McLeod, Matthew T	\$ 8,430.15
Olson, Ashley	\$ 4,347.12
Roberts, Christine L	\$ 4,896.22
Sandusky, Caisee M	\$ 7,327.88
Schmidt, Denise	\$ 2,996.46
Shaw, Jarred	\$ 6,443.07
Stanfield, Carrie A	\$ 5,620.88
Sumlin, Robbie M	\$ 7,096.56
Sundbakken, Jason J	\$ 9,776.36
Watne, Mitchell R	\$ 5,473.06
Williams, Brian	\$ 6,956.66

Home Department Description: Police - Investigations

Name	Gross Pay
Asham, Carmen L	\$ 8,056.77
Bonney, Erin L	
Casarez, Andres	\$ 7,123.89
Denovio, William	\$ 5,394.18
Dyke, Darren M	\$ 8,640.88
Eisenzimmer, Cameon	
Guerton, Kristin	\$ 6,381.20
Hanks, Elijah	\$ 6,270.55
Heringer, Rebecca	\$ 4,703.28
Johnson, Charles S	\$ 8,432.46
Johnson, Greg W	\$ 7,635.61
Lentz, Stephanie M	\$ 7,073.48
Miller, Gannon E	\$ 6,164.67
Plessas, Dale J	\$ 9,537.95

Name	Gross Pay
Roach, Andrew	\$ 7,509.01

Home Department Description: Police - Patrol	
Name	Gross Pay
Adelman, Shane	\$ 6,629.07
Andrade, Memorie	\$ 6,358.98
Asham, Carmen L	\$ 8,056.77
Bach, Kolbe M	\$ 6,115.48
Bambenek, Jason L	\$ 7,444.40
Bartlett, Alec	\$ 2,102.62
Batteiger, Daniel W	\$ 6,931.45
Becker, Krysta	\$ 6,559.42
Berentson, Taylor	\$ 5,234.70
Black, Winston	\$ 2,133.38
Boswell, Jordan	\$ 5,061.09
Boyungs JR, Craig	\$ 4,868.77
Burghardt, Thomas	\$ 4,972.87
Burns, Paul C	\$ 7,724.23
Burtch, Tyler R	\$ 5,294.71
Carter, Ronald	\$ 7,040.20
Casarez, Andres	\$ 7,123.89
Connole, Michael W	\$ 7,492.33
Denovio, William	\$ 5,394.18
Evans, Amy	\$ 4,327.11
Gladback, Belinda	\$ 6,665.13
Gomez, Jose Steven	\$ 2,043.20
Gonzales, Daniel	\$ 3,883.83
Hall, Cullen	\$ 5,551.32
Harrington, Alexander D	\$ 5,734.21
Hathaway, Eric	\$ 4,802.03
Haug, Shane M	\$ 8,640.88
Hess, Andrew M	\$ 5,445.89
Hugg, Anthony	\$ 6,128.18
Jensen, Taylor A	\$ 9,028.16
Kiss, Sarah	\$ 4,643.73
Knutson, Zachary W	\$ 5,370.79
Labodda, Seth	\$ 5,538.38
Lakoduk, Ross Allen Macklin	\$ 7,393.33
Lovro, Mary Sanford	\$ 3,834.95
McLeod, Matthew T	\$ 12,610.61
Mehlhoff, Andrew K	\$ 1,003.09
Miller, Cody	\$ 5,910.25
Miller, Gannon E	\$ 6,164.67
Myers, Zackery Colin	\$ 6,874.65
Nielsen, Michael Anthony	\$ 2,043.20

Name	Gross Pay
Noyes, Joshua D	\$ 8,252.24
Olson, Jacob	\$ 8,737.71
Pfeiffer, Peggy	\$ 4,300.68
Pollman, Dana	\$ 8,437.25
Presley, Jessica L	\$ 5,845.78
Reis, Shawn	\$ 7,229.69
Roach, Andrew	\$ 7,509.01
Roberts, Bobby R	\$ 4,816.79
Ruelle, Tyler J	\$ 8,516.27
Schoenrock, Stephen J	\$ 7,874.00
Shaide, Kristian	\$ 6,544.25
Shaw, Jarred	\$ 6,443.07
Somerville, Amanda M	\$ 5,497.31
Squyres, Heidi	\$ 2,855.36
Stanfield, Carrie A	\$ 5,620.88
Stebbleton, Tatum	\$ 4,441.67
Strandemo, Cole A	\$ 8,824.56
Suarez, Jonathan	\$ 4,842.48
Sullivan, Christian	\$ 5,297.56
Sumlin, Robbie M	\$ 7,096.56
Sundheim, Justin C	\$ 9,776.36
Washington, Anthony L	\$ 7,074.01
Watne, Mitchell R	\$ 5,473.06
Wegner, Shawn P	\$ 8,798.17
Wheeler, Daniel B	\$ 8,179.53
Wilkes, Jordan R	\$ 5,519.61
Williams, Brian	\$ 6,956.66

Home Department Description: Property Maintenance	
Name	Gross Pay
Coughlin, Brent	\$ 3,586.07
Eichstadt, Jacob	\$ 4,844.45
Espe, Scott A	\$ 3,585.39
Frazier, Eric	\$ 4,804.96
Heizelman, Grant L	\$ 6,766.56
Knatterud, Dena M	\$ 3,733.64
Lee, Rebecca	\$ 2,576.04
Randash, Shawn A	
Rice, Alec D	\$ 4,273.72
Sickler, Kevin	\$ 8,798.17
Smith, Samuel Allen	\$ 3,200.30
West, Samantha M	\$ 3,306.66

Home Department Description: Public Works - Administra	
Name	Gross Pay

Name	Gross Pay
Cofell, Benjamin H	\$ 7,828.21
Cuypers, Anthony J	\$ 4,018.60
Hoyt, Kari L	\$ 5,539.89
Jensen, Debra	\$ 3,465.26
Meyer, Veronica M	\$ 8,640.88
Schettler, Tristan	\$ 5,273.30
Sorenson, Jason S	\$ 11,652.95

Home Department Description: Sanitation	
Name	Gross Pay
Arriola, Joseph E	\$ 5,098.14
Hamel, Scott	\$ 5,333.54
Hammer, Reid	\$ 4,732.17
Ingold, Douglas A	\$ 4,761.21
Kraft, Joshua B	\$ 7,102.96
Lakoduk, Daltyn J	\$ 4,979.07
Marten, Harold L	\$ 4,455.97
Oange, Zephaniah N	\$ 4,731.89
Reynolds, Nicholas R	\$ 6,413.46
Shurtleff, Michael J	\$ 3,963.32
Simonson, Christopher A	\$ 4,974.82

Home Department Description: Sewer Pumping	
Name	Gross Pay
Allen, Bryce J	\$ 3,552.37
Brevik, Dax	\$ 4,784.24
Cimino, Robert Paul	\$ 4,299.02
Keller, Eric J	\$ 6,713.87
Kuglin, Troy D	\$ 5,144.65
LaValley, Christopher	\$ 3,218.44
Marmon, Shannon L	\$ 5,731.88
Olstad, Karlain L	\$ 3,552.37
Sloboden, Timothy J	\$ 5,731.87

Home Department Description: Storm-Sewer	
Name	Gross Pay
Espe, Mark W	\$ 6,192.78
Heizelman, Dean A	\$ 3,920.19
Herslip, Christopher C	\$ 3,920.19
Hogencamp, Matthew	\$ 3,063.56
Iglesias, Adrian	\$ 4,836.79
Johnson, Colby	\$ 3,063.56
Kueffler, Alexander	\$ 3,063.57

Home Department Description: Street Department	
Name	Gross Pay
Anderson, Dustin Dale	\$ 1,461.28
Braaten, Kevin A	\$ 8,640.88
Choquette, Marc F	\$ 5,342.35
Ciccarelli, Robert S	\$ 3,927.36
Edwards, Nicholas S	\$ 4,120.25
Foster, Jacob	\$ 5,139.68
Fredericksen, Brandon L	\$ 5,535.23
Funke, Danny J	\$ 1,589.70
Grant, Zachary L	\$ 6,725.30
Gruse, Richard	\$ 3,063.56
Harvey, Dale A	\$ 5,487.00
Heizelman, Dean A	\$ 3,920.19
Herslip, Christopher C	\$ 3,920.19
Herzog, Rodney	\$ 3,643.75
Huntzinger, Brian D	\$ 5,007.92
Lower, Robert	\$ 3,924.32
MacKay, Brooke	\$ 4,119.47
Monk, Harry	\$ 3,390.38
Monley, Lucus	\$ 4,780.54
Neuhalfen, Scott J	\$ 4,122.15
Oberdick, Wilfred	\$ 4,122.29
Oswalt, Matthew	\$ 3,933.68
Patterson Jr., Rex	\$ 3,009.82
Reynolds, Nicholas R	\$ 6,413.46
Sanchez, David L	\$ 3,560.74
Scofield, Garrett D	\$ 6,454.73
Skinner, Lehmann	\$ 4,658.47
Torres, Diego Enrique	\$ 3,372.53
Vind, Roger T	\$ 5,285.65
Votava, Jon Jared	\$ 2,989.50
Wood, Justin G	\$ 5,421.31

Home Department Description: Traffic	
Name	Gross Pay
Behrens, Jeffrey W	\$ 6,155.42
Bieger, Michael	\$ 3,379.36
Degenstein, Joseph	\$ 4,454.86
Derr, Nathan P	\$ 4,457.13
Joersz, Stephen	\$ 9,141.31
Rodman, David F	\$ 7,078.90
Sanchez, David L	\$ 3,560.74
Steen, Jeffery	\$ 1,583.64

Home Department Description: Transit/Bus

Name	Gross Pay
Billings, Angelique M	\$ 2,092.92
Billings, Douglas E	\$ 3,844.90
Cooper, Dean	\$ 1,923.83
Cutaiar, Joseph	\$ 6,292.47
Hochsprung, Kory	\$ 4,901.13
Newbury, Tina M	\$ 4,262.44
Robinson, Nicole	\$ 3,364.54
Schalesky, Marty	\$ 3,319.00
Shekleton, Michael	\$ 4,394.86
Sigurdson, Debbie	\$ 4,756.77
Tinkle, Staci	\$ 3,095.60

Home Department Description: Utility Billing

Name	Gross Pay
Duchscherer, Haili	\$ 4,245.43
Dutenhafer, Miranda S	\$ 5,255.14
Grilley, Jamie N	\$ 3,312.48

Home Department Description: Water Distribution

Name	Gross Pay
Bell, Ryan A	\$ 4,666.79
Bergrude, Carson	\$ 3,243.37
Brandt, Kelly G	\$ 1,794.08
Burckhard, Terry	\$ 3,243.37
Burnley, Cory	\$ 3,218.43
Christianson, Kurt A	\$ 5,375.34
Finken, Chad G	\$ 5,415.74
Gable, Joseph shane	\$ 689.39
Hudson, Kasey L	\$ 5,187.38
Kelly, Kevin J	\$ 5,390.91
Knoop, Scot M	\$ 5,144.65
Lockyer, Cody M	\$ 4,251.14
Opperrude, Darin B	\$ 3,560.52
Randash, Brian K	\$ 6,305.38
Reisenauer, Rick	\$ 4,654.33
Reynolds, John E	\$ 7,637.26
Rieke, Dustin B	\$ 5,486.22
Robinson, Derek	\$ 4,714.32
Schnase, Cyndi J	\$ 3,318.01
Sloboden, Jacob	\$ 3,552.38
Westergaard, Steve B	\$ 5,765.75
Wiggins, Kaitlynn	\$ 3,552.37

Home Department Description: Water Treatment Plant	
Name	Gross Pay
Andrysiak, Richard J	\$ 4,776.83
Dinsmoore, Marissa R	\$ 3,536.52
Fjeld, Debra A	\$ 1,076.80
Haider, Mark A	\$ 5,957.26
Hall, Steven M	\$ 1,432.35
Herd, Peter J	\$ 3,748.79
Kittelson, Collin	\$ 4,447.57
Kopp, Timothy J	\$ 5,273.29
Lopez, Ryan	\$ 4,123.22
O'Keefe, Kevin	\$ 4,660.67
Paddock, Mark A	\$ 8,455.83
Parton, Janet L	\$ 5,332.39
Pederson, Robert A	\$ 5,365.90
Plesuk, Sara Dawn	\$ 3,226.01
Racine, Riley	\$ 3,378.93
Reimche, Keith R	\$ 5,462.47
Rensland, Brandon T	\$ 5,663.56
Seifert, Justin R	\$ 6,627.28
Sims, Aaron	\$ 3,178.93
Solberg, Stuart	\$ 1,356.98
Walker, James Alonso	\$ 4,121.15

Grand Totals

Total \$ 2,625,024.57

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

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

Electronic Payments:

AFLAC	16,105.87
BCBS	690,070.84
BCBS Rebate	-
Federal Tax Withholding	-
Deferred Comp	39,795.95
NDPERS	264,250.73
Empower	99,845.43
Verendrye	66,589.33
Montana Dakota Utilities	33,879.48
Xcel Energy	161,835.92
Discovery Benefits	13,448.79
Job Service	4,611.26
Provident Life (Unum)	363.08
Unum Group Insurance	58,693.21
ADP Payroll taxes wire 4/12/24 and 4/26/2024	287,601.26
ADP Payroll Wage garnishment 4/12/24 and 4/25/2024	14,439.95
ADP Payroll Taxes wire Alderman	-
ADP Payroll Taxes wire Pension 4/30/24	1,400.24
ADP CC Payroll Taxes	68,656.63
State Treasurer	-
Stop payment Check # 299841	30.00
Stop payment Check #	-
CFP-ASA interest	-
ADP FEES ADP PAYROLL FEES CCD 925029963318	6,917.17

Total	\$ <u>1,828,535.14</u>
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Monthly Bills Paid

Check Date	Check Run	Check Number	Vendor Name	Payee Name	Comment	Check Amount	Void Amount
03/28/2024	JV032824	300139	ABSOLUTE COMFORT, INC.		HVAC service at Radio Building	\$52.50	\$0.00
	JV032824	300140	ACKERMAN ESTVOLD		CHILDREN'S LIBRARY REMODEL	\$4,010.04	\$0.00
	JV032824	300141	ADVANCED BUSINESS METHODS		Copier Maintenance	\$1,327.20	\$0.00
	JV032824	300142	AMERICAN TRUCK & TRAILER, LLC		--; SHOP SUPPLIES	\$147.13	\$0.00
	JV032824	300143	AMERICAN WELDING & GAS, INC.		Carbon Dioxide	\$4,667.63	\$0.00
	JV032824	300144	APH/AUTO VALUE		TUBE	\$19.98	\$0.00
	JV032824	300146	BALCO UNIFORM COMPANY, INC.		Ballistic rifle plates	\$28,094.00	\$0.00
	JV032824	300147	BAYCOM, INC.		Havis Docking Station for PD P	\$843.00	\$0.00
	JV032824	300148	BRADY MARTZ		KALIX COMPLIANCE REPORT	\$1,775.00	\$0.00
	JV032824	300149	BUTLER MACHINERY CO.		STRIP; WEAR STRIP	\$804.35	\$0.00
	JV032824	300150	CENTRAL TRENCHING, INC.			\$139.65	\$0.00
	JV032824	300250	CITY OF MINOT		Dylan Wagner Restitution MI-20	\$185.00	\$0.00
	JV032824	300151	CRAFT BUILDERS, INC.		Interior Office Wall Relocate	\$3,000.00	\$0.00
	JV032824	300152	DACOTAH PAPER CO.		Trash Can Liners & Shop Towels	\$3,107.46	\$0.00
	JV032824	300153	DAKOTA FENCE		Safety railings	\$930.00	\$0.00
	JV032824	300154	DAKOTA FLUID POWER, INC.		009; SWIVEL, 90* #16 6801-16-1	\$4,957.34	\$0.00
	JV032824	300155	DECOMM VENTURES, LP		MOT TASK ORDER #2 - AIR	\$2,400.00	\$0.00
	JV032824	300157	EAPC		SERVIC BROADWAY CIRCLE - EAPC	\$1,705.17	\$0.00
	JV032824	300158	ELDORADO NATIONAL - CALIFORNIA		BAR; FRT SWAY BAR	\$932.70	\$0.00
	JV032824	300159	EMPLOYEE ONE TIME PAY	Andres Casarez Jr	IACP Wellness & Safety Confere	\$331.00	\$0.00
	JV032824	300160	EMPLOYEE ONE TIME PAY	Andrew Roach	BCI Drug Basic	\$265.50	\$0.00
	JV032824	300161	EMPLOYEE ONE TIME PAY	Bill DeNovio	Alex Tech Job fair	\$106.20	\$0.00
	JV032824	300162	EMPLOYEE ONE TIME PAY	Bill DeNovio	VOID AFTER UPDATE 04/18/2024	\$0.00	\$331.00
	JV032824	300163	EMPLOYEE ONE TIME PAY	Brian Horinka	CTAA Legislative Fly In	\$314.40	\$0.00
	JV032824	300164	EMPLOYEE ONE TIME PAY	Brittany Shefstad	GFOA Training	\$379.20	\$0.00
	JV032824	300165	EMPLOYEE ONE TIME PAY	Caisee Sandusky	IACP Wellness & Safety Confere	\$405.30	\$0.00
	JV032824	300166	EMPLOYEE ONE TIME PAY	Chad Sickles	Tuition Reimbursement Advanced	\$942.30	\$0.00
	JV032824	300167	EMPLOYEE ONE TIME PAY	Damon Druse	NDAOO Winter Workshop	\$76.70	\$0.00
	JV032824	300168	EMPLOYEE ONE TIME PAY	Douglas Diedrichsen	APA National Conference (Hotel	\$316.80	\$0.00
	JV032824	300169	EMPLOYEE ONE TIME PAY	Holly Zeece	GFOA Trainings	\$395.00	\$0.00
	JV032824	300170	EMPLOYEE ONE TIME PAY	Jeff Behrens	ATSSA How-To	\$64.90	\$0.00
	JV032824	300171	EMPLOYEE ONE TIME PAY	Joshua Noyes	IACP Wellness & Safety Confere	\$361.00	\$0.00
	JV032824	300172	EMPLOYEE ONE TIME PAY	Kristin Guerton	IACP Wellness & Safety Confere	\$413.35	\$0.00
	JV032824	300173	EMPLOYEE ONE TIME PAY	Luke Tillema	NDBOA - Spring Seminar - Fargo	\$135.70	\$0.00
	JV032824	300174	EMPLOYEE ONE TIME PAY	Micheal Bieger	ATSSA How-To	\$64.90	\$0.00
	JV032824	300175	EMPLOYEE ONE TIME PAY	Michelle Kimball	NDBOA - Spring Seminar - Fargo	\$135.70	\$0.00
	JV032824	300176	EMPLOYEE ONE TIME PAY	Mike Murphy	NDBOA - Spring Seminar - Fargo	\$135.70	\$0.00
	JV032824	300177	EMPLOYEE ONE TIME PAY	Nathan Derr	ATSSA How-to	\$64.90	\$0.00
	JV032824	300178	EMPLOYEE ONE TIME PAY	Randi Grabow	GFOA Training- Minneapolis per	\$395.00	\$0.00
	JV032824	300179	EMPLOYEE ONE TIME PAY	Shane Haug	Training (1st day traveled to	\$323.00	\$0.00

JV032824	300180	EMPLOYEE ONE TIME PAY	Shawn Reis	IACP Wellness & Safety Confere	\$331.00	\$0.00
JV032824	300181	EMPLOYEE ONE TIME PAY	Stephen Joersz	Transportation Research Board	\$534.70	\$0.00
JV032824	300182	EMPLOYEE ONE TIME PAY	Tom Joyce	ARIB Conference	\$578.01	\$0.00
JV032824	300183	EMPLOYEE ONE TIME PAY	Travis Seifert	Final Inspection ARFF Truck	\$777.11	\$0.00
JV032824	300184	ENERBASE		Fuel 20.891	\$28,093.15	\$0.00
JV032824	300185	ENVIRONMENTAL SERVICES. LTD		Sludge scrapers	\$472.04	\$0.00
JV032824	300187	FIRST WESTERN INSURANCE		PAYMENT FOR INVOICE 158516	\$42.00	\$0.00
JV032824	300188	FLEETMIND SOLUTIONS. INC.		March Fleetmind Software Agree	\$2,120.01	\$0.00
JV032824	300189	G & P COMMERCIAL SALES		Floor Scrubber	\$2,313.80	\$0.00
JV032824	300190	GALE		Large Print Books	\$25.60	\$0.00
JV032824	300191	GALLS, LLC		uniform parts for new hires	\$1,298.54	\$0.00
JV032824	300192	GEFROH ELECTRIC		Power Outlet Installed - Fire	\$292.40	\$0.00
JV032824	300193	GENERAL ONE TIME PAY	Carl Davidson	Rachelle Millard Restitution M	\$30.00	\$0.00
JV032824	300194	GENERAL ONE TIME PAY	Carmela Seright	Overpayment on parking ticket	\$30.00	\$0.00
JV032824	300195	GENERAL ONE TIME PAY	Darrin Mosser	Rhonda McGillis Restitution MI	\$50.00	\$0.00
JV032824	300196	GENERAL ONE TIME PAY	EZ Money	Vincent Anderson Restitution M	\$2.94	\$0.00
JV032824	300197	GENERAL ONE TIME PAY	Hobby Lobby	Janna Steen Restitution MI-202	\$25.00	\$0.00
JV032824	300198	GENERAL ONE TIME PAY	International Inn Inc	Tax owed/ (due) for 10/2023-12	\$372.81	\$0.00
JV032824	300199	GENERAL ONE TIME PAY	Jennifer Demshur Baker	Chase Toulou Restitution MI-20	\$25.00	\$0.00
JV032824	300200	GENERAL ONE TIME PAY	Julli Nissen	Paid for a book that later fou	\$17.99	\$0.00
JV032824	300201	GENERAL ONE TIME PAY	Kevina Click	Wendy Beston Restitution MI-20	\$20.00	\$0.00
JV032824	300202	GENERAL ONE TIME PAY	Kevina Click	Wendy Beston Restitution MI-20	\$50.00	\$0.00
JV032824	300203	GENERAL ONE TIME PAY	Lavaun Mackey	Asher Culver Restitution MI-20	\$5.00	\$0.00
JV032824	300204	GENERAL ONE TIME PAY	Maria A. Zietz	Thomas Chafin Restitution MI-2	\$10.00	\$0.00
JV032824	300205	GENERAL ONE TIME PAY	Michaela L Young	Richard Graham Restitution MI-	\$50.00	\$0.00
JV032824	300206	GENERAL ONE TIME PAY	Minot Investment Group	Tax owed/ (due) for 10/2023-12	\$36.02	\$0.00
JV032824	300207	GENERAL ONE TIME PAY	Mya L. Hanson	Kevin Schmidt Restitution MI-2	\$145.56	\$0.00
JV032824	300208	GENERAL ONE TIME PAY	North Dakoata Child Support	Cornelius Young Restitution MI	\$20.00	\$0.00
JV032824	300209	GENERAL ONE TIME PAY	North Dakota Child Support	Cornelius Young Restitution MI	\$5.00	\$0.00
JV032824	300210	GENERAL ONE TIME PAY	North Dakota Child Support	Vincent Anderson Restitution M	\$7.06	\$0.00
JV032824	300211	GENERAL ONE TIME PAY	Rebecca Ronde	RHC #9952 (1) cemetery lot bac	\$120.00	\$0.00
JV032824	300212	GENERAL ONE TIME PAY	Rodney B Neuhalfen	Justin Holland Restitution MI-	\$50.00	\$0.00
JV032824	300213	GENERAL ONE TIME PAY	Shannon L. Hoff	Travis Legg Restitution MI-202	\$10.00	\$0.00
JV032824	300214	GENERAL ONE TIME PAY	Teresa Hunt	Alex Pittenger Restitution MI-	\$25.00	\$0.00
JV032824	300215	GENERAL ONE TIME PAY	WSI ND Workforce Safety & Insurance	Todd P Johnson Restitution MI-	\$50.00	\$0.00
JV032824	300216	GENERAL ONE TIME PAY	Zumiez	Tyrel Littleswallow Restitutio	\$21.00	\$0.00
JV032824	300217	GENERAL TRADING		CRIMP; FITTING	\$101.72	\$0.00
JV032824	300218	GERDAU RECYCLING		--; SHOP SUPPLIES	\$476.14	\$0.00
JV032824	300219	GOLDEN RULE CREATIONS		Shoulder Patches for Police De	\$1,137.99	\$0.00
JV032824	300221	GS SYSTEMS, INC AND AFFILIATES		AVEVA Flex Subscription	\$11,451.00	\$0.00
JV032824	300222	HARLOW'S BUS SALES, INC.		018; 215089 WASHER NOZZLE FOR	\$84.11	\$0.00
JV032824	300223	HAWKINS, INC.		fluoride	\$2,411.64	\$0.00

JV032824	300224	HIGH POINT NETWORKS. LLC	eSaaS, ESSM and M365 backup	\$2,855.00	\$0.00
JV032824	300225	HOUSTON ENGINEERING. INC.	/M MINOT TRAFFIC BUILDING RELOCAT	\$12,068.88	\$0.00
JV032824	300226	HP, INC.	4 Computers	\$3,546.00	\$0.00
JV032824	300227	HP, INC.	Additional Computers for the W	\$2,578.00	\$0.00
JV032824	300228	INFAX, INC.	BRIGHTSIGN EVID REPLACEMENTS	\$4,263.00	\$0.00
JV032824	300229	INLAND TRUCK PARTS CO	SOLENOID; GARBAGE TRUCK PTO	\$677.85	\$0.00
JV032824	300230	INTERNATIONAL CITY MANAGEMENT ASSOCIATION DET	SO City manager pension	\$624.56	\$0.00
JV032824	300231	INTERSTATE BATTERY SYSTEM	007; YELLOW TOP BATTERY SC31DS	\$302.85	\$0.00
JV032824	300232	JOHN BEAN TECHNOLOGIES CORP -	jet bridge 3 vertical drive mo	\$2,387.48	\$0.00
JV032824	300233	JOHN BEAN TECHNOLOGIES CORP -	Replacing jet bridge 5 right s	\$5,415.81	\$0.00
JV032824	300220	JOHN DEERE FINANCIAL	REFLECTOR; LH REAR REFLECTOR J	\$19.81	\$0.00
JV032824	300156	LANCE LENTON	SNOW REMOVAL 3/3 & 3/4	\$8,000.00	\$0.00
JV032824	300234	LOCATORS & SUPPLIES	Blue flagging tape.	\$51.10	\$0.00
JV032824	300235	M & S SHEET METAL, INC.	Heat Pump at PD	\$801.51	\$0.00
JV032824	300236	M-B COMPANIES, INC	Unit 327/328 caster wheel asse	\$1,913.20	\$0.00
JV032824	300237	MAD DOG BROKERAGE INC	67.30 Tons Salt	\$6,789.90	\$0.00
JV032824	300238	MAIN ELECTRIC CONSTRUCTION	Replacement VFD for 13th St. L	\$235,977.23	\$0.00
JV032824	300239	MAINTENANCE PLUS, INC	VOID AFTER UPDATE 04/05/2024	\$0.00	\$3,720.00
JV032824	300240	MARCO, INC.	Marco Copier Maintenance INV 1	\$192.50	\$0.00
JV032824	300264	MAX PATZNER	Mural Deposit	\$2,500.00	\$0.00
JV032824	300241	MCMMASTER-CARR	FREIGHT	\$35.32	\$0.00
JV032824	300242	MENARDS	35X35X22 FLAM LIQ CABINET	\$649.99	\$0.00
JV032824	300243	MIDWEST TAPE	Children's DVDs	\$16.49	\$0.00
JV032824	300244	MILLER LAW OFFICE, P.C.	Joshua Giambaresi Crt App Att	\$937.50	\$0.00
JV032824	300245	MINOT AUTO	009; HOSE CLAMP-5/8 SIZE 4	\$433.88	\$0.00
JV032824	300246	MINOT BASEBALL LLC	2024 ADVERTISING AGREEMENT FOR	\$3,347.50	\$0.00
JV032824	300247	MINOT COMMISSION ON AGING	COMMISSION ON AGING SERVICE AG	\$12,875.00	\$0.00
JV032824	300248	MINOT EMPLOYEE DONATIONS	Minot Employee Donations	\$834.51	\$0.00
JV032824	300249	MINOT PARK DISTRICT	March 2024 State Aid to Park	\$52,151.91	\$0.00
JV032824	300251	MOBILE MINI	MOBILE MINI STORAGE	\$825.20	\$0.00
JV032824	300252	MOWBRAY & SONS	CONTAINERS PREVENTATIVE MAINTENANCE	\$7,755.00	\$0.00
JV032824	300253	MR. LAWN	CONTR Lawn Fertilization/Weed Contro	\$925.00	\$0.00
JV032824	300254	NAPA AUTO PARTS	ROTOR; REAR ROTORS	\$2,476.59	\$0.00
JV032824	300255	ND DEPT OF WATER RESOURCES	MAR 2024 WATER FROM NAWS	\$2,150,406.64	\$0.00
JV032824	300256	ND FRATERNAL ORDER OF POLICE	Police Union Due's/ Legal Defe	\$1,498.50	\$0.00
JV032824	300257	NORMONT EQUIPMENT CO	WHEEL	\$383.00	\$0.00
JV032824	300258	NORTHERN PLAINS EQUIPMENT CO., INC.	FILTER-TRANS; HYD FILTER	\$449.50	\$0.00
JV032824	300259	NORTHWEST TIRE AND RETREAD	--; ALIGNMENT	\$3,428.63	\$0.00
JV032824	300260	NORTHWESTERN EQUIPMENT	VALVE ASSY; 2 WAY DUMP/RELIEF	\$940.00	\$0.00
JV032824	300261	O'DAY EQUIP., INC.	Fuel farm pump repair assembli	\$31,839.00	\$0.00
JV032824	300262	O'REILLY AUTO PARTS	FOG CAPSULE	\$152.18	\$0.00
JV032824	300186	PARKLAND USA CORPORATION	008; MOBIL DTE EXCEL 46	\$407.69	\$0.00
JV032824	300263	PATRIOT FIRE & SAFETY INC.	PAYMENT FOR INVOICE INV-2026	\$25,289.04	\$0.00

JV032824	300145	PEC SOLUTIONS LLC		CARD READER FOR SRE DOOR	\$12,190.24	\$0.00
JV032824	300287	POSTMASTER		VOID AFTER UPDATE 03/28/2024	\$0.00	\$1,600.00
JV032824	300265	PRAIRIE ENGINEERING, P.C.		Invoice 10397	\$1,300.00	\$0.00
JV032824	300266	PRINGLE & HERIGSTAD. P.C.		Ashley Capers Crt App Att Fee	\$1,027.50	\$0.00
JV032824	300267	PRO INDUSTRIAL LLC		Crane and overhead hoist inspe	\$5,146.73	\$0.00
JV032824	300268	PROCOLLECT		PROCOLLECT FEES	\$267.48	\$0.00
JV032824	300269	PROTECH		PRO TECH INTEGRATIONS LLC -	\$50.00	\$0.00
JV032824	300270	INTEGRATIONS. LLC		SE		
JV032824	300270	PROVIDENT LIFE &		MARCH 2024 PROVIDENT LIFE	\$363.08	\$0.00
JV032824	300271	ACC INS CO		PREM		
JV032824	300271	RDO EQUIPMENT		COMMERCIAL COUPLER,	\$15,683.85	\$0.00
JV032824	300272	REFUND ONE TIME	1ST MINOT MANAGEMENT	HYDRAULICS		
JV032824	300272	PAY		UB 200041 238 14TH	\$50.15	\$0.00
JV032824	300273	REFUND ONE TIME	IPM	UB 99164 3300 BROADWAY	\$534.93	\$0.00
JV032824	300274	PAY				
JV032824	300274	REFUND ONE TIME	KNIGHT, SHELLY	UB 20292 904 8TH	\$70.00	\$0.00
JV032824	300275	PAY				
JV032824	300275	REFUND ONE TIME	MOUNTAIN PRIME 2018 LLC	UB 10396 1013 6TH	\$54.65	\$0.00
JV032824	300276	PAY				
JV032824	300276	RFS, LLC		Backflow testing	\$2,661.00	\$0.00
JV032824	300277	SANITATION		015; ELGIN CANVAS	\$2,028.26	\$0.00
JV032824	300278	PRODUCTS				
JV032824	300278	SERTOMA CLUB OF		Sertoma Quarter 2 2024 dues	\$125.00	\$0.00
JV032824	300279	MINOT				
JV032824	300279	SHORT ELLIOTT		WETLAND MITIGATION	\$14,015.00	\$0.00
JV032824	300280	HENDRICKSON. INC		CONSTRUCTIO		
JV032824	300280	SOLTIS BUSINESS		SHIPPING CHARGE--UPS	\$42.00	\$0.00
JV032824	300281	FORMS CO.		REDIRECT		
JV032824	300281	SOURIS RIVER JOINT		Rural Acquisition - Iris Swedl	\$391.50	\$0.00
JV032824	300282	WATER RESOURCE				
JV032824	300282	SWANSTON		BELT; ELEVATOR BELT	\$1,775.07	\$0.00
JV032824	300283	EQUIPMENT				
JV032824	300283	COMPANIES				
JV032824	300283	TITAN MACHINERY		Backhoe Impact Breakers	\$33,700.00	\$0.00
JV032824	300284	TRINITY HEALTH		CPR Certification Cards - Invo	\$1,587.75	\$0.00
JV032824	300285	UNITED MAILING		POSTAGE/SHIPPING	\$487.20	\$0.00
JV032824	300286	SERVICE				
JV032824	300286	UNUM LIFE		MARCH 2024 PREMIUM	\$4,657.77	\$0.00
JV032824	300288	INSURANCE				
JV032824	300288	VALS CYCLERY		Bike Patrol equipment and bicy	\$22,950.00	\$0.00
JV032824	300289	VESSCO, INC.		Valve	\$335.82	\$0.00
JV032824	300290	VISIT MINOT		March 2024 Motor Vehicle Tax	\$17,413.83	\$0.00
JV032824	300291	WALLWORK TRUCK		--; CORE	\$952.38	\$0.00
JV032824	300292	CENTER MINOT				
JV032824	300292	WEST RIVER STRIPING		2023 PAVEMENT MARKINGS	\$234,796.18	\$0.00
JV032824	300293	COMPANY				
JV032824	300293	WESTLIE FORD		STEERING WHEEL	\$513.65	\$0.00
JV032824	300294	WESTLIE TRUCK		SWITCH; PARK BRAKE PRESSURE	\$485.02	\$0.00
JV032824	300294	CENTER		SW		
FSA0324	100005417	WEX HEALTH, INC		March 2024 Discovery Benefits	\$124.17	\$0.00
FSA0324	100005418	WEX HEALTH, INC		March 2024 Discovery Benefits	\$342.22	\$0.00
FSA0324	100005419	WEX HEALTH, INC		March 2024 Discovery Benefits	\$208.82	\$0.00
FSA0324	100005420	WEX HEALTH, INC		March 2024 Discovery Benefits	\$262.76	\$0.00
FSA0324	100005421	WEX HEALTH, INC		March 2024 Discovery Benefits	\$242.50	\$0.00
FSA0324	100005422	WEX HEALTH, INC		March 2024 Discovery Benefits	\$677.30	\$0.00
FSA0324	100005423	WEX HEALTH, INC		March 2024 Discovery Benefits	\$554.10	\$0.00
FSA0324	100005424	WEX HEALTH, INC		March 2024 Discovery Benefits	\$1,455.61	\$0.00
FSA0324	100005425	WEX HEALTH, INC		March 2024 Discovery Benefits	\$103.54	\$0.00
FSA0324	100005426	WEX HEALTH, INC		March 2024 Discovery Benefits	\$1,430.00	\$0.00
FSA0324	100005427	WEX HEALTH, INC		March 2024 Discovery Benefits	\$78.34	\$0.00
FSA0324	100005428	WEX HEALTH, INC		March 2024 Discovery Benefits	\$49.23	\$0.00
FSA0324	100005429	WEX HEALTH, INC		March 2024 Discovery Benefits	\$25.00	\$0.00
FSA0324	100005430	WEX HEALTH, INC		March 2024 Discovery Benefits	\$151.46	\$0.00
FSA0324	100005431	WEX HEALTH, INC		March 2024 Discovery Benefits	\$358.74	\$0.00
FSA0324	100005432	WEX HEALTH, INC		March 2024 Discovery Benefits	\$621.51	\$0.00
FSA0324	100005433	WEX HEALTH, INC		March 2024 Discovery Benefits	\$287.15	\$0.00
FSA0324	100005434	WEX HEALTH, INC		March 2024 Discovery Benefits	\$198.09	\$0.00
FSA0324	100005435	WEX HEALTH, INC		March 2024 Discovery Benefits	\$187.09	\$0.00
FSA0324	100005436	WEX HEALTH, INC		March 2024 Discovery Benefits	\$683.64	\$0.00
FSA0324	100005437	WEX HEALTH, INC		March 2024 Discovery Benefits	\$419.00	\$0.00
FSA0324	100005438	WEX HEALTH, INC		March 2024 Discovery Benefits	\$122.16	\$0.00
FSA0324	100005439	WEX HEALTH, INC		March 2024 Discovery Benefits	\$1,213.36	\$0.00

04/02/2024	FSA0324	100005441	WEX HEALTH, INC	March 2024 Discovery Benefits	\$330.88	\$0.00
	FSA0324	100005442	WEX HEALTH, INC	March 2024 Discovery Benefits	\$457.57	\$0.00
	FSA0324	100005443	WEX HEALTH, INC	March 2024 Discovery Benefits	\$49.00	\$0.00
	FSA0324	100005444	WEX HEALTH, INC	March 2024 Discovery Benefits	\$39.54	\$0.00
	FSA0324	100005445	WEX HEALTH, INC	March 2024 Discovery Benefits	\$214.93	\$0.00
	JV032824	300295	WORLD BOOK, INC.	Children's Books	\$229.99	\$0.00
	AFLA0424	100005416	AFLAC	March payment 2024	\$16,105.87	\$0.00
	EM032924	100005449	EMPOWER TRUST COMPANY. LLC	Empower Retirement 03/29/2024	\$28,593.27	\$0.00
	JV040224	300296	HP, INC.	Final Request for PO for WCNTF	\$961.01	\$0.00
	DC032924	100005448	ND PUBLIC EMPLOYEES	Def Comp 03.29.2024	\$13,183.65	\$0.00
04/04/2024	JV040124	300297	RETIREMENT SYSTEM ROSENBAUER	ARFF Truck - VIN	\$748,752.00	\$0.00
	NDRE0324	100005446	MINNESOTA. LLC ND PUBLIC EMPLOYEES	#1R94AF684RW4 March 2024 ND PERS RETIREMENT	\$264,250.73	\$0.00
	JV040124	300297	RETIREMENT SYSTEM ROSENBAUER	ARFF Truck - VIN	\$748,752.00	\$0.00
04/05/2024	ADP0424	100005472	ADP, INC	ADP Payroll Services for March	\$6,757.37	\$0.00
	ADP0424	100005473	ADP, INC	ADP Payroll Services for March	\$159.80	\$0.00
	PM040524	100005469	MINOT PARK DISTRICT	Park Mass 04.05.2024	\$1,413.74	\$0.00
04/11/2024	JV041124	300298	1 CALL SEPTIC SERVICES. INC	Recycling Transport x5 Trips	\$15,240.84	\$0.00
	JV041124	300299	ACKERMAN ESTVOLD	2024 EDISON SRTS EASEMENT	\$96,445.00	\$0.00
	JV041124	300300	ACME TOOLS	ACQU LOCK NUT; SHEAR BOLT LOCK NUT	\$11.52	\$0.00
	JV041124	300301	ADVANCED BUSINESS METHODS	2023-2028 COPIER AGREEMENT	\$1,247.45	\$0.00
	JV041124	300302	ALEXA ROSTVEDT	2024 Edison SRTS Easement	\$594.60	\$0.00
	JV041124	300303	ALLEN FOCKE	2024 Edison SRTS Easement	\$300.00	\$0.00
	JV041124	300304	AMANDA LANG	2024 Edison SRTS Easement	\$315.00	\$0.00
	JV041124	300305	AMERICAN WELDING & GAS. INC.	Carbon Dioxide	\$4,547.00	\$0.00
	JV041124	300308	APEX ENGINEERING GROUP	4577 - BEL AIR/WASHINGTON SAF	\$9,003.75	\$0.00
	JV041124	300309	APH/AUTO VALUE	BELT; FHP BELT	\$38.49	\$0.00
	JV041124	300310	APPLE BOOKS, LLC	Children's Books	\$997.92	\$0.00
	JV041124	300311	AQUA-PURE, INC.	Phosphate	\$81,344.00	\$0.00
	JV041124	300313	AT&T	Wifi Hotspots	\$359.43	\$0.00
	JV041124	300314	AXON ENTERPRISE, INC.	Axon Fleet	\$32,508.00	\$0.00
	JV041124	300315	BAKER & TAYLOR BOOKS	Books	\$4,773.94	\$0.00
	JV041124	300316	BARR ENGINEERING	4618.1 BARR ENG LITTLE ROOSEVE	\$936.00	\$0.00
	JV041124	300318	BAYCOM, INC.	Panasonic CF33 Tablets for PD	\$31,456.00	\$0.00
	JV041124	300319	BEVERLY WARD	2024 Edison SRTS Easement	\$300.00	\$0.00
	JV041124	300320	BUTLER MACHINERY CO.	002; TAIL LIGHT BULBS FOR CATS	\$196.15	\$0.00
	JV041124	300321	C&C PLUMBING AND HEATING	Boiler Service Call	\$275.00	\$0.00
	JV041124	300322	CABB PROPERTIES, LLC	2024 Edison SRTS Easement	\$471.60	\$0.00
	JV041124	300323	CAPITAL ONE	--; SHOULDER BOLT	\$11.59	\$0.00
	JV041124	300324	CAVCOM, LLC	Hazmat suit communications ada	\$4,490.00	\$0.00
	JV041124	300325	CDM SMITH	CDM SMITH CONTRACT - NDR	\$77,407.00	\$0.00
	JV041124	300331	CENTER FOR PUBLIC SAFETY	CPSM PUBLIC SAFETY ASSESSMENT	\$11,200.00	\$0.00
	JV041124	300326	MANAGEMENT LLC CENTRAL MACHINING&PUMP	COMMERCIAL HUB COUNTERBORE	\$120.00	\$0.00
	JV041124	300327	CHRISTOPHER ECKER	2024 Edison SRTS Easement	\$300.00	\$0.00
	JV041124	300418	CITY OF MINOT	Riel Allery Restitution MI-202	\$410.00	\$0.00
	JV041124	300328	CODY LEE SMITH	2024 Edison SRTS Easement	\$300.00	\$0.00
	JV041124	300329	CODY MCMANIGAL	2024 Edison SRTS Easement	\$661.20	\$0.00
	JV041124	300330	COOKIES FOR YOU	OFFICE SPACE RENTAL	\$900.00	\$0.00
	JV041124	300332	CRAFT BUILDERS, INC.	Building #5 Repairs	\$7,229.00	\$0.00
	JV041124	300333	DAKOTA FIRE EXTINGUISHER	AED Service - New Battery	\$1,278.70	\$0.00
	JV041124	300334	DAKOTA FLUID POWER. INC.	--; HYD HOSE	\$1,839.47	\$0.00
	JV041124	300335	DALTON HARVEY	2024 Edison SRTS Easement	\$315.00	\$0.00

JV041124	300336	DANIEL MIERS		2024 Edison SRTS Easement	\$471.00	\$0.00
JV041124	300337	DAVID VAN		2024 Edison SRTS Easement	\$314.40	\$0.00
JV041124	300338	SWERINGEN DIAMOND TRUCK		AIR VALVE	\$53.85	\$0.00
JV041124	300339	EQUIPMENT DOMESTIC VIOLENCE		Crisis Center Fees for March 2	\$1,052.53	\$0.00
JV041124	300340	CRISIS CENTER DONALD LADNER		2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300341	DONNA HAMPTON		2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300342	DORSEY & WHITNEY		Services Rendered through Febr	\$6,006.00	\$0.00
JV041124	300344	DOUGLAS GOETZ		2024 Edison SRTS Easement	\$1,257.00	\$0.00
JV041124	300345	DR. ANTHONY		Critical Hire	\$25.00	\$0.00
JV041124	300346	TATMAN EIDE BAILLY LLP		ANNUAL INDEPENDENT FINANCIAL A	\$48,401.00	\$0.00
JV041124	300347	EMPLOYEE ONE TIME PAY	Brent Weber	Community Risk Reduction Inter	\$106.20	\$0.00
JV041124	300348	EMPLOYEE ONE TIME PAY	Brian Billingsley	Governor's Award Ceremony	\$175.56	\$0.00
JV041124	300349	EMPLOYEE ONE TIME PAY	Dana Summers	Community Risk Reduction Inter	\$106.20	\$0.00
JV041124	300350	EMPLOYEE ONE TIME PAY	Joshua Pikka	Computers in Libraries Confere	\$300.20	\$0.00
JV041124	300351	EMPLOYEE ONE TIME PAY	Krystle Foster	TAKING DEPOSIT TO CITY HALL	\$66.33	\$0.00
JV041124	300352	EMPLOYEE ONE TIME PAY	Melissa Anderson	FR TAKING DEPOSIT TO CITY HALL	\$25.80	\$0.00
JV041124	300353	EMPLOYEE ONE TIME PAY	Minot Public Safety Cadets	FR Support trip to the Rochester	\$8,000.00	\$0.00
JV041124	300354	EMPLOYEE ONE TIME PAY	Randi Monley	Power-Up Conference	\$258.99	\$0.00
JV041124	300355	EMPLOYEE ONE TIME PAY	Randi Monley	Mileage (little legends, grand	\$28.61	\$0.00
JV041124	300356	EMPLOYEE ONE TIME PAY	Riley Racine	CDL Permit written exam and pe	\$20.00	\$0.00
JV041124	300357	EMPLOYEE ONE TIME PAY	Robby Brown	Community Risk Reduction Inter	\$106.20	\$0.00
JV041124	300358	EMPLOYEE ONE TIME PAY	Stuart Hammer	Community Risk Reduction Inter	\$106.20	\$0.00
JV041124	300359	ENERBASE		Fuel-12.978	\$34,366.05	\$0.00
JV041124	300360	FACTORY MOTOR		004; WIPER BLADE WW2101PF	\$625.27	\$0.00
JV041124	300362	PARTS FASTENAL COMPANY		BOLT	\$59.04	\$0.00
JV041124	300363	FIRST DISTRICT		FIRST DISTRICT HEALTH UNIT SER	\$26,500.00	\$0.00
JV041124	300364	HEALTH UNIT FIRST INTERNATIONAL BANK & TRUST		Fire Union Due's	\$759.00	\$0.00
JV041124	300365	FIRST WESTERN		Insurance Premium for 2024 ARF	\$1,038.00	\$0.00
JV041124	300367	INSURANCE G & P COMMERCIAL		Custodial Supplies	\$357.87	\$0.00
JV041124	300368	SALES GALE		Large Print Books	\$24.79	\$0.00
JV041124	300369	GALLS, LLC		Polo shirt for ACO/PCO	\$1,260.00	\$0.00
JV041124	300370	GENERAL ONE TIME PAY	Hallis V Laub	VOID AFTER UPDATE 04/12/2024	\$0.00	\$10.00
JV041124	300371	GENERAL ONE TIME PAY	Hallis V. Laub	Hallis V. Laub Restitution MI-	\$10.00	\$0.00
JV041124	300372	GENERAL ONE TIME PAY	Hobby Lobby	Janna Steen Restitution MI-202	\$25.00	\$0.00
JV041124	300373	GENERAL ONE TIME PAY	Jennifer Demshur Baker	Chase Toulou Restitution MI-20	\$25.00	\$0.00
JV041124	300374	GENERAL ONE TIME PAY	Tamara Sivertson	Adrianna Herrera Restitution M	\$30.00	\$0.00
JV041124	300375	GENERAL TRADING		009; 3/4 SAE 45* SWIVEL FE	\$135.24	\$0.00
JV041124	300376	GERDAU RECYCLING		STEEL; STEEL AS NEEDED	\$227.20	\$0.00
JV041124	300377	GOETTLE LAW, PLLC		April 2024 Retainer	\$3,500.00	\$0.00
JV041124	300378	GOOSENECK IMPLEMENT		WHEEL; MOWER DECK ROLLER WHEEL	\$240.98	\$0.00
JV041124	300379	COMPANY GRAYMONT WESTERN		Lime	\$64,543.78	\$0.00
JV041124	300380	US INC. H.A. THOMPSON &		City Hall HVAC-Service Call	\$5,373.88	\$0.00
JV041124	300381	SONS. INC. HAWKINS, INC.		fluoride	\$2,411.64	\$0.00

JV041124	300382	HIGH POINT NETWORKS. LLC	eSaaS, ESSM and M365 backup (A	\$2,855.50	\$0.00
JV041124	300383	HOME OF ECONOMY	FUEL TANK HOSE 3/4" X 20`	\$49.99	\$0.00
JV041124	300384	HOUSTON ENGINEERING. INC.	TRINITY CAMPUS REPLAT	\$6,534.59	\$0.00
JV041124	300385	INFORMATION TECHNOLOGY DEPARTMENT	DP 521 - WAN Access Pol. Sub.	\$6,385.10	\$0.00
JV041124	300386	INTERNATIONAL CITY MANAGEMENT ASSOCIATION DET	City manager pension	\$631.40	\$0.00
JV041124	300306	JANET B ANDERSON	Consulting Fees	\$342.00	\$0.00
JV041124	300366	JARED STEVEN FOLEY	2024 Edison SRTS Easement	\$396.00	\$0.00
JV041124	300387	JAY WAHLUND	2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300388	JEAN LARSON	2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300389	JEFFREY WILLIAMSON	2024 Edison SRTS Easement	\$435.00	\$0.00
JV041124	300390	JET LINE SALES & SERVICE. LLC	Training	\$9,918.00	\$0.00
UM041124	100005450	JOB SERVICES OF NORTH DAKOTA	Quarter 1 Unemployment Insuran	\$4,611.26	\$0.00
JV041124	300391	JULIE WOLF	2024 Edison SRTS Easement	\$328.20	\$0.00
JV041124	300392	KALIX	Confidential Document Shreddin	\$152.98	\$0.00
JV041124	300393	KARA DEL RIO	2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300394	KATHERINE KLEIN	2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300395	KEVINS AUTO BODY	bow repair	\$1,203.02	\$0.00
JV041124	300396	KIMBALL MIDWEST	PIN; HAIR PIN	\$43.98	\$0.00
JV041124	300397	KIWANIS CLUB OF MINOT	Kiwanis Q2 Membership Fee - In	\$150.00	\$0.00
JV041124	300398	KLJ ENGINEERING, LLC	4398 - CITY HALL RETAINING WAL	\$6,207.15	\$0.00
JV041124	300343	LANCE LENTON	SNOW REMOVAL MARCH 25 & 29. 20	\$8,000.00	\$0.00
JV041124	300400	LINDSAY B. JOHANNES	2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300401	LTP ENTERPRISES, INC	Mechanical seal for NHBS pump	\$6,279.08	\$0.00
JV041124	300402	LYNNETTE KORGEL	2024 Edison SRTS Easement	\$1,285.20	\$0.00
JV041124	300403	M-B COMPANIES, INC	SPRAY; VARIABLE RATE DEFLECTOR	\$631.45	\$0.00
JV041124	300405	MAD DOG BROKERAGE INC	101.60 Tons Salt	\$10,250.42	\$0.00
JV041124	300406	MAIN ELECTRIC CONSTRUCTION	40 streetlight base replacemen	\$41,238.00	\$0.00
JV041124	300317	MARCHUS-BATTERIES PLUS	BATTERY; CRS 3V BATTERY	\$8.49	\$0.00
JV041124	300407	MARY LOU ALBERT	2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300399	MATTHEW BENDER & COMPANY. INC.	ND Court Rules 2024-2025	\$142.70	\$0.00
JV041124	300408	MATTHEW RUHLAND	2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300409	MATTSON CONSTRUCTION	BROADWAY CIRCLE - MATTSON CONS	\$80,524.47	\$0.00
JV041124	300410	MIDSTATES WIRELESS, INC.	Repairs for portable radios	\$270.00	\$0.00
JV041124	300411	MIDWEST TAPE	Streaming Service	\$2,374.80	\$0.00
JV041124	300404	MINOT AREA CHAMBER EDC	MACEDC SERVICE AGREEMENT	\$46,637.50	\$0.00
JV041124	300412	MINOT AREA COUNCIL OF THE ARTS, INC	2024 MINOT AREA COUNCIL OF THE ARTS	\$3,333.33	\$0.00
JV041124	300413	MINOT AUTO	BEARING; BEARING	\$84.44	\$0.00
JV041124	300414	MINOT COMMISSION ON AGING	COMMISSION ON AGING SERVICE AG	\$12,875.00	\$0.00
JV041124	300415	MINOT EMPLOYEE DONATIONS	Minot Employee Donations	\$827.26	\$0.00
JV041124	300416	MINOT RURAL FIRE DEPT	Propane for Training Grounds	\$624.32	\$0.00
JV041124	300417	MINOT WELDING INC	Patch west lime auger trough	\$3,783.75	\$0.00
JV041124	300419	MOWBRAY & SONS	HVAC REPAIRS (VESTIBULE HEAT B	\$2,086.76	\$0.00
JV041124	300420	NANCY ANDERSEN	2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300421	NAPA AUTO PARTS	FILTER-FUEL; FUEL FILTER	\$3,441.01	\$0.00
JV041124	300422	ND DEPT OF TRANSPORTATION	4563 - BURDICK EXPY VIADUCT	\$16,399.44	\$0.00
JV041124	300423	ND ONE CALL, INC.	RE MAR 2024 LOCATE TICKETS	\$239.45	\$0.00
JV041124	300424	NEW HALI-BRITE, INC.	WATER. Airfield runway windsock repla	\$185.00	\$0.00

JV041124	300425	NEW VISION SECURITY, LLC		Annual Fire Monitoring Fee - C	\$420.00	\$0.00
JV041124	300426	NORTH DAKOTA FIREFIGHTER'S MILESTIME		Membership Dues	\$25.00	\$0.00
JV041124	300427	NORTHWEST TIRE AND RETREAD		TIRE; ELDORADO DRIVE TIRE	\$2,953.90	\$0.00
JV041124	300428	O'DAY EQUIP., INC.		Fuel farm jet a gearbox/motor	\$3,556.39	\$0.00
JV041124	300429	ONE CALL CONCEPTS, INC.		Invoice 4034216	\$406.10	\$0.00
JV041124	300430	OTIS ELEVATOR COMPANY		MAINTENANVE SERVICE CONTRACT 2	\$26,316.96	\$0.00
JV041124	300431	PAIGE MCCRORY		2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300361	PARKLAND USA CORPORATION		008; 5-30 MOTOR OIL	\$1,981.24	\$0.00
JV041124	300432	PATRICK REINER		2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300312	PEC SOLUTIONS LLC		ARCHKEY TECH SUPPORT	\$276.00	\$0.00
JV041124	300433	PHILLIP BUSCH		2024 Edison SRTS Easement	\$307.20	\$0.00
JV041124	300434	PRO INDUSTRIAL LLC		Annual crane inspections	\$3,852.15	\$0.00
JV041124	300435	PROTECH INTEGRATIONS. LLC		Fire Alarm Fee	\$150.00	\$0.00
JV041124	300436	RACHAEL KREBS		2024 Edison SRTS Easement	\$438.60	\$0.00
JV041124	300437	RDO EQUIPMENT		008; HYGARD	\$488.96	\$0.00
JV041124	300438	REFUND ONE TIME PAY	ADKINS, AMIE	UB 94008 1116 27TH	\$11.01	\$0.00
JV041124	300439	REFUND ONE TIME PAY	ALLEN, ERIC	UB 82208 1304 27TH	\$9.63	\$0.00
JV041124	300440	REFUND ONE TIME PAY	GOODMAN, DIANA	UB 5862 440 20TH	\$211.86	\$0.00
JV041124	300441	REFUND ONE TIME PAY	HOFFER, TIM	UB 18304 928 39TH	\$50.00	\$0.00
JV041124	300442	REFUND ONE TIME PAY	PECK, RAEGAN	UB 18164 811 36TH	\$50.00	\$0.00
JV041124	300443	REFUND ONE TIME PAY	SCHROEDER, KENNEDY	UB 2212 1904 8TH	\$71.10	\$0.00
JV041124	300444	REFUND ONE TIME PAY	SCOW, TORI	UB 14434 1129 6TH	\$10.46	\$0.00
JV041124	300445	ROBERT TRIBITT		2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300446	ROBERT TUTTLE JR.		2024 Edison SRTS Easement	\$686.40	\$0.00
JV041124	300447	ROGER NEUHALFEN		2024 Edison SRTS Easement	\$495.00	\$0.00
JV041124	300448	ROLLKALL TECHNOLOGIES LLC		monthly Subscription to RollKa	\$28.00	\$0.00
JV041124	300449	SANITATION PRODUCTS		--; LIGHT BOX FOR REAR OF PACK	\$313.84	\$0.00
JV041124	300450	SCHOLASTIC, INC.		Children's Books	\$67.01	\$0.00
JV041124	300451	SERTOMA CLUB OF MINOT		2nd Quarter Dues	\$125.00	\$0.00
JV041124	300452	SHARE CORPORATION		Sweeping Compound	\$265.74	\$0.00
JV041124	300453	SOURIS BASIN PLANNING COUNCIL		SBPC SERVICE AGREEMENT 2024	\$1,666.00	\$0.00
JV041124	300454	SRF CONSULTING GROUP		4753 - 16TH ST INTER REHAB TAS	\$60,648.41	\$0.00
JV041124	300455	STEPHEN YOUNG		2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300456	STEVEN FOGARTY		2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300457	SUBSURFACE SOLUTIONS		Marker ball locator.	\$1,814.20	\$0.00
JV041124	300458	SWANSTON EQUIPMENT COMPANIES		HOSE ASSEMBLY; HYDRAULIC HOSE	\$242.74	\$0.00
JV041124	300459	TARYN HAMMER		2024 Edison SRTS Easement	\$486.00	\$0.00
JV041124	300460	THE DICKINSON PRESS		1 yr Newspaper Subscription	\$194.29	\$0.00
JV041124	300461	THE IRIS COMPANIES		BADGE PRINTER SUPPLIES	\$412.60	\$0.00
JV041124	300462	THE SALVATION ARMY		2024 Edison SRTS Easement	\$495.00	\$0.00
JV041124	300463	TIMOTHY KNUTSON		2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300464	TODD TRUEBLOOD		2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300465	TYLER TECHNOLOGIES, INC.		53401 - MAIN - MAIN	\$700.00	\$0.00
JV041124	300466	UNITED MAILING SERVICE		POSTAGE/SHIPPING	\$5,316.08	\$0.00
JV041124	300467	VICTOR BEALS		2024 Edison SRTS Easement	\$300.00	\$0.00
JV041124	300468	VINCENT HORNER		2024 Edison SRTS Easement	\$799.80	\$0.00
JV041124	300469	VISIT MINOT		LODGING TAXES COLLECTED	\$27,619.15	\$0.00

	JV041124	300470	WALLWORK TRUCK		Credit was put in twice	\$1,988.51	\$0.00
	JV041124	300471	CENTER MINOT WARD COUNTY		January 2024 Inmate Invoice WC	\$9,600.00	\$0.00
	JV041124	300472	AUDITOR WESTLIE FORD		RIVET; PLASTIC PUSH IN RIVET	\$113.29	\$0.00
	JV041124	300473	WESTLIE TRUCK		HOSE ASSEMBLY; -6 AIR BRAKE	\$162.73	\$0.00
	JV041124	300474	CENTER WORKING FIRE		HO Shipping Charges for Station F	\$829.01	\$0.00
	JV041124	300307	FURNITURE & MATTRESS CO. INC.				
04/12/2024	EM041224	100005518	ZACHARY JOHN SHOY EMPOWER TRUST		Change out center draw valves Empower Retirement 04/12/2024	\$215.03 \$34,548.92	\$0.00 \$0.00
	JV041224	300475	COMPANY. LLC. GENERAL ONE TIME	Casey S. Skedsvold	Terrance Dale Johnson Restitut	\$50.00	\$0.00
	JV041224	300476	PAY GENERAL ONE TIME	Goodwill	Patrick Fennell Restitution MI	\$8.96	\$0.00
	JV041224	300477	PAY GENERAL ONE TIME	Jim Johnson	Ricky Steen Restitution MI-202	\$100.00	\$0.00
	JV041224	300478	PAY GENERAL ONE TIME	John August Jones-Hatton	Kyran Johnson Restitution MI-2	\$116.67	\$0.00
	JV041224	300479	PAY GENERAL ONE TIME	Katelynn Bowen	Bryan E. Steier Restitution MI	\$25.00	\$0.00
	JV041224	300480	PAY GENERAL ONE TIME	Kum & Go	Patrick Fennel Restitution MI-	\$11.05	\$0.00
	JV041224	300481	PAY GENERAL ONE TIME	Lavaun Mackey	Asher Culver Restitution MI-20	\$25.00	\$0.00
	JV041224	300482	PAY GENERAL ONE TIME	Minot Park District	Stephen Brewer Restitution MI-	\$60.00	\$0.00
	JV041224	300483	PAY GENERAL ONE TIME	North Dakota Child Support	Vincent Anderson Restitution M	\$5.00	\$0.00
	JV041224	300484	PAY GENERAL ONE TIME	Rodney Brian Neuhalphen	Justin Hoiland Restitution MI-	\$50.00	\$0.00
	JV041224	300485	PAY GENERAL ONE TIME	Rodney Neuhalphen	Justin Hoiland Restitution MI-	\$50.00	\$0.00
	JV041224	300486	PAY GENERAL ONE TIME	Schatz Crossroads	Patrick Fennel Restitution MI-	\$6.89	\$0.00
	JV041224	300487	PAY GENERAL ONE TIME	State Farm Claims	Kyran Johnson Restitution MI-2	\$116.67	\$0.00
	JV041224	300488	PAY GENERAL ONE TIME	State Farm Claims	Kyran Johnson Restitution MI-2	\$1,341.18	\$0.00
	JV041224	300489	PAY GENERAL ONE TIME	Teresa Hunt	Alexnder Pittinger Restitution	\$25.00	\$0.00
	JV041224	300490	PAY GENERAL ONE TIME	U.S. Postal Service	Logan Cassell Restitution MI-2	\$50.00	\$0.00
	DC041224	100005520	PAY ND PUBLIC		Def Comp 04.12.2024	\$13,233.65	\$0.00
	JV041224	300491	EMPLOYEES RETIREMENT SYSTEM		Victoria Miljoc Restitution MI	\$142.50	\$0.00
	JV041224	300492	PRINGLE & HERIGSTAD. P.C.		3529 - FLOOD CONTROL DESGN	\$370,666.23	\$0.00
04/25/2024	WEX0324	100005552	SOURIS RIVER JOINT WATER RESOURCE		MOLU March 2024 WEX/FSA	\$285.60	\$0.00
	JV042624	300493	WEX HEALTH, INC		Sing Solution Invoice 232641	\$522.21	\$0.00
04/26/2024	JV042624	300494	3D SPECIALTIES, INC		tape measure x2 4in drop hitch	\$341.94	\$0.00
	JV042624	300495	ACME TOOLS ADVANCED FIRST AID, INC.		AED REPLACEMENT PARTS	\$351.00	\$0.00
	JV042624	300496	AIRSIDE SOLUTIONS		ADB led light bar x5	\$880.10	\$0.00
	JV042624	300497	AMERICAN TRUCK & TRAILER. LLC		3/8" HOOK	\$54.12	\$0.00
	JV042624	300498	AMERICAN WELDING & GAS. INC.		Carbon Dioxide	\$4,647.50	\$0.00
	JV042624	300500	APEX ENGINEERING GROUP		16TH ST SW RECONSTRUCTION APEX	\$42,515.50	\$0.00
	JV042624	300501	AUTO ZONE 6843		BRAKES; REAR BRAKE HOSE	\$9.59	\$0.00
	JV042624	300502	BALCO UNIFORM COMPANY. INC.		Radio Pouches for new hires	\$74.88	\$0.00
	JV042624	300503	BRIGHTLY SOFTWARE, INC		Assets Essentials Enterprise	\$4,250.19	\$0.00
	JV042624	300505	BRYAN WHITFIELD		Project # 4577 Easement Paymen	\$1,108.87	\$0.00
	JV042624	300506	C&C PLUMBING AND HEATING		Boiler Service - Sanitation BI	\$1,785.00	\$0.00
	JV042624	300507	CAPITAL ONE		3"X27" STAMPED RATCHET STRAPS	\$549.90	\$0.00
	JV042624	300508	CAROLINA SOFTWARE		WasteWorks Software Support- 2	\$475.00	\$0.00

JV042624	300577	CITY OF MINOT		Kaitlyn McGillis Restitution M	\$60.00	\$0.00
JV042624	300509	CLUTE OFFICE EQUIP., INC.		Clute Officer Equipment serv	\$735.50	\$0.00
JV042624	300510	CUMMINS POWER, LLC		Water Plant Generator repair	\$176.80	\$0.00
JV042624	300511	DAKOTA FENCE		Handrailing Replacement	\$14,275.00	\$0.00
JV042624	300512	DAKOTA FLUID POWER. INC.		2" HYDRAULIC DRAIN HOSE	\$625.14	\$0.00
JV042624	300513	DAKOTALAND AUTOGLASS		WINDSHIELD CHIP REPAIR	\$50.00	\$0.00
JV042624	300514	DEVILS LAKE FIRE DEPARTMENT		Registration for NDFA Conferen	\$100.00	\$0.00
JV042624	300515	DIAMOND TRUCK EQUIPMENT		TAILGATE CONTROL	\$62.50	\$0.00
JV042624	300516	DR. ANTHONY TATMAN		Critical Hire	\$25.00	\$0.00
JV042624	300517	ECOLAB PEST ELIMINATION DIVISION		Pest Control - Water / Waste W	\$94.04	\$0.00
JV042624	300518	ELDORADO NATIONAL - CALIFORNIA		SPRING; ELDORADO FRONT SPRING	\$1,041.18	\$0.00
JV042624	300519	ELECTRIC SERVICE		Establish an electric. outlet	\$105.00	\$0.00
JV042624	300520	EMPLOYEE ONE TIME PAY	Andrew Roach	BCI Drug Basic (3/11-3/15)	\$265.50	\$0.00
JV042624	300521	EMPLOYEE ONE TIME PAY	Bill DeNovio	Crime Scene Basic	\$481.00	\$0.00
JV042624	300522	EMPLOYEE ONE TIME PAY	Brian Billingsley	ICSC Conference	\$279.00	\$0.00
JV042624	300523	EMPLOYEE ONE TIME PAY	BRIAN HORINKA	TRIPSPARK IGNITE CONFERENCE- P	\$313.40	\$0.00
JV042624	300524	EMPLOYEE ONE TIME PAY	Daniel Raymond	Tuition Reimbursement Fire Gro	\$729.00	\$0.00
JV042624	300525	EMPLOYEE ONE TIME PAY	Danny Raymond	EMS Conference	\$177.00	\$0.00
JV042624	300526	EMPLOYEE ONE TIME PAY	Dave Rodman	TCC Traffic Cabinet, Controlle	\$70.80	\$0.00
JV042624	300527	EMPLOYEE ONE TIME PAY	JON JARED VOTAVA	CDL testing	\$20.00	\$0.00
JV042624	300528	EMPLOYEE ONE TIME PAY	Kory Hochsprung	Thermo King Training	\$419.00	\$0.00
JV042624	300529	EMPLOYEE ONE TIME PAY	Nick Schmitz	IMLA Mid- Year Seminar	\$375.02	\$0.00
JV042624	300530	EMPLOYEE ONE TIME PAY	Zhaina Moya	Public Library Association	\$311.30	\$0.00
JV042624	300531	ENERBASE		APRIL 1 2024 FUEL	\$53,477.42	\$0.00
JV042624	300532	FACTORY MOTOR PARTS		001; AIR FILTER 6891/88891/P53	\$564.27	\$0.00
JV042624	300535	FASTENAL COMPANY		013; M-10 WASHER	\$2.81	\$0.00
JV042624	300536	FIRE EQUIPMENT CO.		Fire Extinguisher Service - An	\$1,311.50	\$0.00
JV042624	300537	FIRST INTERNATIONAL BANK & TRUST		Fire Union Due's	\$759.00	\$0.00
JV042624	300538	FLEETMIND SOLUTIONS. INC.		April Fleetmind Software Agree	\$2,120.01	\$0.00
JV042624	300539	FORCE AMERICA		HARNESS; 5100EX 3 DIN HARNESS	\$558.55	\$0.00
JV042624	300540	FUELMaster SYN- TECH SYSTEMS. INC.		Repair fuel tank	\$825.00	\$0.00
JV042624	300541	G & P COMMERCIAL SALES		Map Handles, Hand Soap	\$128.85	\$0.00
JV042624	300542	GALLS, LLC		shirts for patrol	\$1,264.13	\$0.00
JV042624	300543	GENERAL ONE TIME PAY	Jade R Carson	Christopher Bean Restitution M	\$75.00	\$0.00
JV042624	300544	GENERAL ONE TIME PAY	Joann Wenzel Estate	Lot buy back	\$650.00	\$0.00
JV042624	300545	GENERAL ONE TIME PAY	Joshua Reinholdt	Joshua Reinholdt overpayment R	\$50.53	\$0.00
JV042624	300546	GENERAL ONE TIME PAY	Katelynn Bowen	Bryan Steir Restitution MI-202	\$25.00	\$0.00
JV042624	300547	GENERAL ONE TIME PAY	Kenneth C. Hewitt	Overpayment PD Citation E00483	\$28.00	\$0.00
JV042624	300548	GENERAL ONE TIME PAY	Marla Ann Zietz	Thomas Chafin Restitution MI-2	\$10.00	\$0.00
JV042624	300549	GENERAL ONE TIME PAY	Midwest Vision	Newsy Davis Restitution MI-202	\$30.00	\$0.00

JV042624	300550	GENERAL ONE TIME PAY	North Dakota Child Support	Phillip Lenoir Restitution MI-	\$70.00	\$0.00
JV042624	300551	GENERAL ONE TIME PAY	Robert Mizera	10x24 frt rim w/tire Deere G	\$1,600.00	\$0.00
JV042624	300552	GENERAL ONE TIME PAY	Wal-Mart	Roddora Duchaine Restitution M	\$7.49	\$0.00
JV042624	300553	GENERAL TRADING		011; ANTISEIZE (BRUSH ON)	\$168.42	\$0.00
JV042624	300554	GERDAU RECYCLING		STEEL; STEEL AS NEEDED	\$512.46	\$0.00
JV042624	300555	GILLIG, LLC		BATTERY; BATTERY EQUALIZER	\$1,082.39	\$0.00
JV042624	300556	GOETTLE LAW, PLLC		May 2024 Services	\$3,500.00	\$0.00
JV042624	300558	GRANITE SPRINGS CO.		Distilled water for the lab	\$144.40	\$0.00
JV042624	300559	H.A. THOMPSON & SONS. INC.		Replacement Heat Pumps in Dent	\$10,600.45	\$0.00
JV042624	300560	HAWKINS, INC.		fluoride	\$20,647.41	\$0.00
JV042624	300561	HOIST AND CRANE SERVICES. INC.		Repair hoist	\$2,761.20	\$0.00
JV042624	300562	HOUSTON ENGINEERING. INC.		UTILITY RATE MODEL DEVELOPMENT	\$136,830.22	\$0.00
JV042624	300563	INTERNATIONAL CITY MANAGEMENT ASSOCIATION RET		City manager pension	\$624.56	\$0.00
JV042624	300564	INTERSTATE BATTERY SYSTEM		BATTERY; AGM BATTERY	\$379.90	\$0.00
JV042624	300565	JLG ARCHITECTS		JLG ARCHITECTS - NDR	\$735.00	\$0.00
JV042624	300557	JOHN DEERE FINANCIAL		030; BLADE 22" TCU51118 FITS J	\$88.68	\$0.00
JV042624	300566	KLJ ENGINEERING, LLC		4398 - CITY HALL RETAINING WAL	\$940.26	\$0.00
JV042624	300567	LANGUAGE LINE SERVICES		Feb.March 2024 Language interp	\$106.24	\$0.00
JV042624	300568	LINDE GAS & EQUIPMENT INC		Duplicate payment --; GOGGLES	\$538.57	\$0.00
JV042624	300569	LOCATORS & SUPPLIES		Rain gear, eye protection, Ear	\$676.00	\$0.00
JV042624	300570	MAIN ELECTRIC CONSTRUCTION		Airfield vault generator no po	\$18,744.16	\$0.00
JV042624	300571	MCMASTER-CARR		BOLT; 12 PT HEX SOCKET	\$47.04	\$0.00
JV042624	300578	MELANIE MOORE		Heavy Equipment Operator Promo	\$60.00	\$0.00
JV042624	300572	MENARDS		QC GARDEN HOSE ADAPTER	\$36.84	\$0.00
JV042624	300573	MINOT AUTO		16G-16FJX	\$2,186.86	\$0.00
JV042624	300574	MINOT EMPLOYEE DONATIONS		Minot Employee Donations	\$822.94	\$0.00
JV042624	300575	MINOT PARK DISTRICT		April 2024 State Aid to Park	\$36,463.86	\$0.00
JV042624	300576	MINOT PLUMBING & HEATING CO. INC.		Sump Basin Replacement-City Ha	\$33,230.83	\$0.00
JV042624	300579	NAPA AUTO PARTS		010; 3M UTILITY CLOTH 80 GRADE	\$8,932.35	\$0.00
JV042624	300580	ND DEPT OF ENVIRONMENTAL QUALITY		State Lab Tests	\$526.78	\$0.00
JV042624	300581	ND DEPT OF WATER RESOURCES		HSPS ELECTRICITY USAGE FEB 202	\$64,259.27	\$0.00
JV042624	300582	ND FRATERNAL ORDER OF POLICE		Police Union Due's/ Legal Defe	\$1,566.00	\$0.00
JV042624	300583	NORTH COUNTRY SPORTSWEAR		Department Staff Clothing	\$582.00	\$0.00
JV042624	300584	NORTHERN PLAINS EQUIPMENT CO.. INC.		Tractor Maintenance	\$15,925.14	\$0.00
JV042624	300585	NORTHWEST TIRE AND RETREAD		CART TIRE	\$3,579.56	\$0.00
JV042624	300586	O'REILLY AUTO PARTS		CLEANER; BRAKE CLEAN	\$64.56	\$0.00
JV042624	300587	OLSON'S TOWING		March 2024 Towing Invoice	\$1,771.00	\$0.00
JV042624	300534	PARKLAND USA CORPORATION		008; DIESEL EXHAUST FLUID	\$6,951.52	\$0.00
JV042624	300588	PATRIOT FIRE & SAFETY INC		Pump for Brush Truck	\$1,131.05	\$0.00
JV042624	300589	PERFORMANCE KENNELS. INC		Tug rewards for K9 class - Bac	\$252.00	\$0.00
JV042624	300604	PHIL SCHULTZ		BOOKKEEPING INVOICE MARCH & AP	\$400.00	\$0.00
JV042624	300590	PRAIRIE SUPPLY		--; SHOP SUPPLIES	\$899.39	\$0.00
JV042624	300591	PRINGLE & HERIGSTAD. P.C.		Jason Allee Court App Att Fee	\$600.00	\$0.00

	JV042624	300592	PROCOLLECT		MAR 24 UB PROCOLLECT	\$362.98	\$0.00
	JV042624	300593	PROTECH		PRO TECH INTEGRATIONS LLC -	\$128.00	\$0.00
	JV042624	300594	INTEGRATIONS. LLC		SE		
	JV042624	300595	RDO EQUIPMENT		644K 4WD LOADER	\$2,184.60	\$0.00
	JV042624	300595	REFUND ONE TIME	GUTIERREZ, NICKOLAS	UB 1266 1703 16TH	\$6.12	\$0.00
	JV042624	300596	PAY				
	JV042624	300596	REFUND ONE TIME	HOULE, JENNIFER	UB 99408 3700 WHITE PINE	\$6.45	\$0.00
	JV042624	300597	PAY				
	JV042624	300597	REFUND ONE TIME	KNIGHT, SHELLY	UB 20292 904 8TH	\$70.00	\$0.00
	JV042624	300598	PAY				
	JV042624	300598	REFUND ONE TIME	LORDSON, JOSEPH	UB 17836 105 18TH	\$30.69	\$0.00
	JV042624	300599	PAY				
	JV042624	300599	REFUND ONE TIME	MEADOWLARK HOMES	UB 100808 3511 11TH	\$33.43	\$0.00
	JV042624	300600	PAY				
	JV042624	300600	REFUND ONE TIME	REINHOLDT, JOSHUA	GB Customer ID 4049 Bill #1794	\$50.53	\$0.00
	JV042624	300601	PAY				
	JV042624	300601	REFUND ONE TIME	Theodore Roosevelt Medora	UB 200027 1 7TH	\$119.40	\$0.00
	JV042624	300602	PAY	Foundation			
	JV042624	300602	REFUND ONE TIME	WALTER, NOAH	UB 54586 701 10TH	\$15.86	\$0.00
	JV042624	300603	PAY				
	JV042624	300603	SANITATION		HYD VALVE	\$7,217.12	\$0.00
	JV042624	300605	PRODUCTS				
	JV042624	300605	SHORT ELLIOTT		SEH DESIGN TXY C/C3	\$37,555.00	\$0.00
	JV042624	300606	HENDRICKSON. INC		RECONSTRUC		
	JV042624	300606	SIGN SOLUTIONS USA		Sign Solutions - Invoice 41053	\$1,552.09	\$0.00
	JV042624	300607	SIGNS TODAY		SIGN FOR BROADWAY CIRCLE	\$176.00	\$0.00
	JV042624	300504	SIMON MOORE		Unit A45 radio strip P3 mic r	\$275.00	\$0.00
	JV042624	300608	SOLTIS BUSINESS		36 T shirts and 20 Hoodies	\$497.80	\$0.00
	JV042624	300609	FORMS CO.				
	JV042624	300609	STALLION AIR,		Compress Valve Assembly	\$702.82	\$0.00
	JV042624	300610	INC. ORPORATED				
	JV042624	300610	SVL SERVICE		Heat Exchanger Filters	\$2,032.00	\$0.00
	JV042624	300611	CORPORATION				
	JV042624	300611	SWANSTON		CYLINDER; BROOM CYLINDER	\$6,009.68	\$0.00
	JV042624	300612	EQUIPMENT				
	JV042624	300612	COMPANIES				
	JV042624	300612	TERMINAL SUPPLY CO.		CAP; ELECTRICAL CAP	\$237.55	\$0.00
	JV042624	300613	THE RETAIL COACH,		Retail Recruitment & Developme	\$13,750.00	\$0.00
	JV042624	300614	LLC				
	JV042624	300614	THOMSON REUTERS-		April 2024 Subscription	\$387.00	\$0.00
	JV042624	300615	WEST PAYMENT				
	JV042624	300615	UNITED		Signal LED 2024 Yearly Replace	\$10,860.00	\$0.00
	JV042624	300533	TRAFFIC CONTROL				
	JV042624	300533	CORPORATION		Replacement Heat Pump - Police	\$3,476.23	\$0.00
	JV042624	300616	TRANE U.S. INC.		UB BULK MAIL CHECK - RETURN	\$5,000.00	\$0.00
	JV042624	300617	U.S. POST OFFICE		TO		
	JV042624	300617	UNITED MAILING		POSTAGE/SHIPPING	\$344.18	\$0.00
	JV042624	300618	SERVICE				
	JV042624	300618	VISIT MINOT		April 2024 Motor Vehicle Tax	\$4,730.35	\$0.00
	JV042624	300619	WALLWORK TRUCK		--; CORE	\$11,128.90	\$0.00
	JV042624	300620	CENTER MINOT				
	JV042624	300620	WAYNE LARCOMBE		Project # 4577 Easement Paymen	\$543.97	\$0.00
	JV042624	300621	WESTLIE FORD		TIE ROD; INNER TIE ROD KIT	\$395.09	\$0.00
	JV042624	300622	WESTLIE TRUCK		RADIATOR; RADIATOR SURGE	\$3,036.44	\$0.00
	JV042624	300499	CENTER		TANK		
	JV042624	300499	ZACHARY JOHNSHOY		Check power to SSCP-2	\$197.41	\$0.00
04/29/2024	JV042824	300627	ADVANCED BUSINESS		2023-2028 COPIER AGREEMENT	\$1,247.45	\$0.00
	JV042924	300623	METHODS				
	JV042924	300623	EMPLOYEE ONE TIME	Dana Summers	VOID AFTER UPDATE 04/29/2024	\$0.00	\$308.60
	JV042824	300628	PAY				
	JV042824	300628	EMPLOYEE ONE TIME	Dana Summers	IAAI Annual Conference	\$308.60	\$0.00
	JV042924	300624	PAY				
	JV042924	300624	GENERAL ONE TIME	Keala Mare	VOID AFTER UPDATE 04/29/2024	\$0.00	\$1,381.96
	JV042924	300625	PAY				
	JV042924	300625	GENERAL ONE TIME	Ward County Narcotics Task	VOID AFTER UPDATE 04/29/2024	\$0.00	\$4,000.00
	JV042824	300629	PAY	Force			
	JV042824	300629	GENERAL ONE TIME	Keala Mare	Candidate for Interview Econom	\$1,381.96	\$0.00
	JV042824	300630	PAY				
	JV042824	300630	GENERAL ONE TIME	Ward County Narcotics Task	Refund of Px Survey Funds	\$4,000.00	\$0.00
	JV042924	300626	PAY	Force			
	JV042924	300626	POST BOARD		VOID AFTER UPDATE 04/29/2024	\$0.00	\$90.00
	JV042824	300631	POST BOARD		POST Licensing for new officer	\$90.00	\$0.00
					Total	\$6,277,014.73	\$11,441.56

Posting date	Transaction date	Supplier	Amount
3/27/2024	3/25/2024	Menards Minot Nd	80.47
3/27/2024	3/25/2024	Menards Minot Nd	29.98
3/27/2024	3/25/2024	All Safe Industries	566.18
3/27/2024	3/25/2024	Menards Minot Nd	26.94
3/27/2024	3/25/2024	Marketplace Foods S	239.52
3/27/2024	3/25/2024	Officemax/Depot 6513	392.44
3/27/2024	3/25/2024	Menards Minot Nd	17.98
3/27/2024	3/25/2024	Softchoice Corporation	7,074.24
3/27/2024	3/25/2024	Office Depot #1090	56.97
3/27/2024	3/26/2024	Macs Minot, Nd	13.99
3/27/2024	3/26/2024	Amzn Mktp Us	114.99
3/27/2024	3/26/2024	At&t Payment	407.76
3/27/2024	3/26/2024	Smokes4less Minot	12.86
3/27/2024	3/26/2024	Padi Americas	230.00
3/27/2024	3/26/2024	Eb 2024 Nddeqndwpcc	69.54
3/27/2024	3/26/2024	Delta Air	857.20
3/27/2024	3/26/2024	In *forza Forensics, Llc	828.00
3/27/2024	3/26/2024	Acme Tools Minot	1.36
3/27/2024	3/26/2024	Macs Minot, Nd	13.98
3/27/2024	3/26/2024	Animalsincvet.Com	117.68
3/27/2024	3/26/2024	Runnings Of Monticello	80.52
3/27/2024	3/26/2024	Home Of Economy-#4	899.98
3/27/2024	3/26/2024	Cdl School Online	89.00
3/27/2024	3/26/2024	Amzn Mktp Us	15.99
3/27/2024	3/26/2024	Amzn Mktp Us	321.10
3/27/2024	3/26/2024	Amzn Mktp Us	8.99
3/27/2024	3/26/2024	Amzn Mktp Us	60.35
3/28/2024	3/25/2024	Menards Minot Nd	(2.38)
3/28/2024	3/25/2024	Menards Minot Nd	(140.96)
3/28/2024	3/26/2024	Hampton Inn Bismarck	96.30
3/28/2024	3/26/2024	Menards Minot Nd	25.94
3/28/2024	3/26/2024	Shell Oil10083966019	41.07
3/28/2024	3/26/2024	Menards Minot Nd	67.30
3/28/2024	3/26/2024	Menards Minot Nd	25.22
3/28/2024	3/26/2024	Menards Minot Nd	5.49
3/28/2024	3/26/2024	The Home Depot #3703	8.29
3/28/2024	3/26/2024	Menards Minot Nd	49.82
3/28/2024	3/27/2024	Ems Education	90.00
3/28/2024	3/27/2024	National Association Of S	550.00
3/28/2024	3/27/2024	Amzn Mktp Us	218.00
3/28/2024	3/27/2024	Padi Americas	230.00
3/28/2024	3/27/2024	At&t Payment	275.64
3/28/2024	3/27/2024	Amzn Mktp Us	595.99
3/28/2024	3/27/2024	Eb 2024 Nddeqndwpcc	46.36
3/28/2024	3/27/2024	Padi Americas	230.00
3/28/2024	3/27/2024	Sigma Aldrich Us	399.45

3/28/2024	3/27/2024 At&t Payment	91.88
3/28/2024	3/27/2024 In *industrial Chem Labs	304.28
3/28/2024	3/27/2024 In *dakota Fire Extinguis	599.83
3/28/2024	3/27/2024 Grainger	515.89
3/28/2024	3/27/2024 Nd Environmental Quali	1.25
3/28/2024	3/27/2024 Nd Dept Of Environment	50.00
3/28/2024	3/27/2024 Amazon.Com*rh1i66uu1	7.69
3/28/2024	3/28/2024 Amzn Mktp Us	126.99
3/28/2024	3/28/2024 Amzn Mktp Us	155.98
3/28/2024	3/28/2024 Amzn Mktp Us	396.12
3/29/2024	3/27/2024 Rhi Supply Minot	776.85
3/29/2024	3/27/2024 Butler Machinery Company	174.65
3/29/2024	3/27/2024 Napa Parts 0027632	13.98
3/29/2024	3/27/2024 Menards Minot Nd	328.00
3/29/2024	3/27/2024 Carquest Auto	2.84
3/29/2024	3/27/2024 Kwik Trip #1020	36.89
3/29/2024	3/28/2024 Jcpenney 1976	236.98
3/29/2024	3/28/2024 Home Of Economy-#4	4.99
3/29/2024	3/28/2024 McKissock	399.00
3/29/2024	3/28/2024 Adobe *adobe	21.49
3/29/2024	3/28/2024 Batteries Plus #0639	89.30
3/29/2024	3/28/2024 Harbor Freight Tools3246	34.99
3/29/2024	3/28/2024 Amzn Mktp Us	9.67
3/29/2024	3/28/2024 Adobe *adobe	21.49
3/29/2024	3/28/2024 Core & Main - Nd002	2,784.90
3/29/2024	3/28/2024 Schocks Safe And Lock Se	32.50
3/29/2024	3/28/2024 Badgeandwallet.Com	171.00
3/29/2024	3/28/2024 Amazon.Com*ra9j48qy2	182.01
3/29/2024	3/28/2024 Signstoday, Inc	789.50
3/29/2024	3/28/2024 Staples Inc	554.68
4/1/2024	3/28/2024 Menards Minot Nd	15.82
4/1/2024	3/28/2024 Carquest Auto	80.95
4/1/2024	3/28/2024 Carquest Auto	25.98
4/1/2024	3/28/2024 Bound Tree Medical Llc	250.48
4/1/2024	3/28/2024 Napa Parts 0027632	95.88
4/1/2024	3/28/2024 Officemax/Depot 6513	73.16
4/1/2024	3/28/2024 Officemax/Depot 6513	78.65
4/1/2024	3/28/2024 Officemax/Depot 6513	(78.65)
4/1/2024	3/28/2024 M & T Fire & Safety	178.24
4/1/2024	3/28/2024 North Prairie Rural Wate	54.46
4/1/2024	3/28/2024 Fedex272707858201	46.75
4/1/2024	3/28/2024 Softchoice Corporation	174.96
4/1/2024	3/29/2024 Jcpenney 1976	(56.99)
4/1/2024	3/29/2024 Amzn Mktp Us	89.98
4/1/2024	3/29/2024 Amzn Mktp Us	28.99
4/1/2024	3/29/2024 Lawson Products	97.32
4/1/2024	3/29/2024 Hampton Inns	761.07

4/1/2024	3/29/2024 Cenex-Farmers Union Oil	44.12
4/1/2024	3/29/2024 Menards Minot Nd	77.46
4/1/2024	3/29/2024 Amazon.Com*m60879yb3	80.70
4/1/2024	3/29/2024 Ndpoa.Org	50.00
4/1/2024	3/29/2024 Hampton Inns	761.07
4/1/2024	3/29/2024 Amzn Mktp Us	60.30
4/1/2024	3/29/2024 Marathon Petro57133	35.43
4/1/2024	3/29/2024 Cornerstone Ford	608.46
4/1/2024	3/29/2024 Kwik Trip #458	23.35
4/1/2024	3/29/2024 Radisson Hotels	534.65
4/1/2024	3/29/2024 Office Depot #1079	27.78
4/1/2024	3/29/2024 Office Depot #1090	153.90
4/1/2024	3/30/2024 Autopay/Dish Ntwk	202.10
4/1/2024	3/30/2024 Nfpa Natl Fire Protect	114.99
4/1/2024	3/30/2024 Cenex-Harleys Arrowhead	45.58
4/2/2024	3/31/2024 Cenex-Express Mart	28.18
4/2/2024	3/31/2024 Kwik Trip #1020	37.40
4/2/2024	3/31/2024 Country Inn & Suites A	744.10
4/2/2024	3/31/2024 Marathon Petro261917	38.96
4/2/2024	4/1/2024 Amzn Mktp Us	42.79
4/2/2024	4/1/2024 Bemobile Minot Mall	104.94
4/2/2024	4/1/2024 Delta Air	30.00
4/2/2024	4/1/2024 Usps Po 3762880701	18.81
4/2/2024	4/1/2024 Target 00000851	356.99
4/2/2024	4/1/2024 Amzn Mktp Us	48.98
4/2/2024	4/1/2024 Issuu	252.00
4/2/2024	4/1/2024 Atlantic Radio Telephone	558.17
4/2/2024	4/1/2024 Padi Americas	230.00
4/2/2024	4/1/2024 Home Of Economy-#4	93.98
4/2/2024	4/1/2024 Deluxe *	557.02
4/2/2024	4/1/2024 Societyforhumanresource	264.00
4/2/2024	4/1/2024 Electric Pump- Inc.	557.26
4/2/2024	4/1/2024 Amzn Mktp Us	151.86
4/2/2024	4/2/2024 Amzn Mktp Us	8.49
4/2/2024	4/2/2024 Dmi* Dell K-12/Govt	937.81
4/3/2024	4/1/2024 Menards Minot Nd	14.97
4/3/2024	4/1/2024 Officemax/Depot 6513	24.99
4/3/2024	4/1/2024 Hobby Lobby #382	134.97
4/3/2024	4/1/2024 Napa Parts 0027632	304.94
4/3/2024	4/1/2024 Menards Minot Nd	25.41
4/3/2024	4/1/2024 Menards Minot Nd	73.66
4/3/2024	4/1/2024 Menards Minot Nd	164.93
4/3/2024	4/1/2024 Carquest Auto	33.27
4/3/2024	4/1/2024 North Prairie Rural Wate	520.16
4/3/2024	4/1/2024 Apco International Inc	375.00
4/3/2024	4/1/2024 Economy Auto Glass	375.00
4/3/2024	4/1/2024 Ck Holiday # 06431	370.00

4/3/2024	4/1/2024 Network Fleet, Inc.	476.13
4/3/2024	4/2/2024 Kohls #1497	76.96
4/3/2024	4/2/2024 Smartsign	223.05
4/3/2024	4/2/2024 Margo Supplies Llc	238.95
4/3/2024	4/2/2024 Acme Tools Minot	4,999.00
4/3/2024	4/2/2024 Lyft *ride Mon 11pm	25.99
4/3/2024	4/2/2024 Signstoday, Inc	140.00
4/3/2024	4/2/2024 Delta Air	457.20
4/3/2024	4/2/2024 Imla	550.00
4/3/2024	4/2/2024 Macs Minot, Nd	17.07
4/3/2024	4/2/2024 Column Public Notice	57.72
4/3/2024	4/2/2024 Column Public Notice	90.48
4/3/2024	4/2/2024 Column Public Notice	278.46
4/3/2024	4/2/2024 Gerdau Ameristeel Minot	317.40
4/3/2024	4/2/2024 Tlo Transunion	282.00
4/3/2024	4/2/2024 Harbor Freight Tools3246	915.97
4/3/2024	4/2/2024 Usps.Com Clicknship	9.30
4/3/2024	4/2/2024 Amzn Mktp Us	210.39
4/3/2024	4/2/2024 Www.Apwa.Net	3,381.00
4/3/2024	4/2/2024 Amzn Mktp Us	34.98
4/4/2024	4/2/2024 Fedex272930424434	18.46
4/4/2024	4/2/2024 United	906.92
4/4/2024	4/2/2024 Sp Firestationfurnit	(829.01)
4/4/2024	4/2/2024 Menards Minot Nd	41.76
4/4/2024	4/2/2024 Menards Minot Nd	22.57
4/4/2024	4/2/2024 Menards Minot Nd	34.95
4/4/2024	4/2/2024 Menards Minot Nd	175.16
4/4/2024	4/2/2024 Menards Minot Nd	32.97
4/4/2024	4/2/2024 Fedex272924717089	49.37
4/4/2024	4/2/2024 Fedex272866498700	11.45
4/4/2024	4/3/2024 Sq *arcadia Cognerati	650.00
4/4/2024	4/3/2024 Core & Main - Nd002	2,299.58
4/4/2024	4/3/2024 Macs Minot, Nd	2.23
4/4/2024	4/3/2024 The Ups Store 1423	12.00
4/4/2024	4/3/2024 Amzn Mktp Us	94.05
4/4/2024	4/3/2024 Tmg Business Services	409.50
4/4/2024	4/3/2024 Street Crimes	450.00
4/4/2024	4/3/2024 Ameraproduc	137.01
4/4/2024	4/3/2024 Swanston Equip Minot	73.77
4/4/2024	4/3/2024 Column Public Notice	124.02
4/4/2024	4/3/2024 Llrm	150.00
4/4/2024	4/3/2024 Lowes Printing	1,230.50
4/4/2024	4/3/2024 Allianz Travel Ins	65.18
4/4/2024	4/3/2024 Delta Air	609.20
4/4/2024	4/3/2024 Delta Air	609.20
4/4/2024	4/3/2024 Holiday Stations 0132	40.40
4/4/2024	4/3/2024 Dxp Enterprises	3,170.00

4/4/2024	4/4/2024 Amzn Mktp Us	16.23
4/4/2024	4/4/2024 Uline	4,953.59
4/5/2024	4/3/2024 Napa Parts 0027632	13.99
4/5/2024	4/3/2024 Rhi Supply Minot	47.85
4/5/2024	4/3/2024 Napa Parts 0027632	21.98
4/5/2024	4/3/2024 The Home Depot #3703	5.28
4/5/2024	4/3/2024 Menards Minot Nd	746.00
4/5/2024	4/3/2024 Menards Minot Nd	18.49
4/5/2024	4/3/2024 Menards Minot Nd	82.74
4/5/2024	4/3/2024 Carquest Auto	258.96
4/5/2024	4/3/2024 Officemax/Depot 6513	71.85
4/5/2024	4/3/2024 The Home Depot 3703	238.30
4/5/2024	4/3/2024 Butler Machinery Company	169.11
4/5/2024	4/3/2024 Napa Parts 0027632	11.99
4/5/2024	4/3/2024 Menards Minot Nd	441.99
4/5/2024	4/4/2024 North Country Sports	347.76
4/5/2024	4/4/2024 Linde Gas & Equipment Inc	60.26
4/5/2024	4/4/2024 Amzn Mktp Us	(16.23)
4/5/2024	4/4/2024 Amzn Mktp Us	69.74
4/5/2024	4/4/2024 Amzn Mktp Us	799.57
4/5/2024	4/4/2024 Seat Covers Unlimited	257.60
4/5/2024	4/4/2024 Intl Code Council Inc	(402.00)
4/5/2024	4/4/2024 Exxon Red Carpet West Acr	46.89
4/5/2024	4/4/2024 Intl Code Council Inc	(402.00)
4/5/2024	4/4/2024 Harbor Freight Tools3246	73.46
4/5/2024	4/4/2024 In *american Truck & Trai	15.48
4/5/2024	4/4/2024 Amzn Mktp Us	118.98
4/5/2024	4/4/2024 Sellmark Corporation	1,218.98
4/5/2024	4/4/2024 Schocks Safe And Lock Se	12.00
4/5/2024	4/4/2024 Amzn Mktp Us	220.09
4/5/2024	4/4/2024 4imprint, Inc	1,329.70
4/5/2024	4/4/2024 In *dakota Fire Extinguis	1,081.43
4/5/2024	4/4/2024 Factory Motor Parts (93)	200.40
4/5/2024	4/4/2024 Acme Tools Minot	379.00
4/5/2024	4/4/2024 Padi Americas	230.00
4/5/2024	4/4/2024 Linde Gas & Equipment Inc	73.45
4/5/2024	4/4/2024 North Country Sports	276.89
4/5/2024	4/4/2024 Border States Industries	556.38
4/5/2024	4/4/2024 Nddot-DI-Minot	18.00
4/8/2024	4/4/2024 Rhi Supply Minot	20.23
4/8/2024	4/4/2024 Rhi Supply Minot	68.12
4/8/2024	4/4/2024 Ramada Hotel & Conferenc	114.00
4/8/2024	4/4/2024 Ramada Hotel & Conferenc	113.00
4/8/2024	4/4/2024 Ramada Hotel & Conferenc	113.00
4/8/2024	4/4/2024 Ramada Hotel & Conferenc	113.00
4/8/2024	4/4/2024 Officemax/Depot 6513	51.78
4/8/2024	4/4/2024 Menards Minot Nd	62.47

4/8/2024	4/4/2024 Shell Oil10089583016	29.55
4/8/2024	4/4/2024 Menards Minot Nd	(41.76)
4/8/2024	4/4/2024 Menards Minot Nd	42.69
4/8/2024	4/4/2024 Menards Minot Nd	(5.99)
4/8/2024	4/4/2024 Menards Minot Nd	319.84
4/8/2024	4/4/2024 Menards Minot Nd	17.43
4/8/2024	4/4/2024 Butler Machinery Company	405.08
4/8/2024	4/4/2024 Menards Minot Nd	79.96
4/8/2024	4/4/2024 United	22.00
4/8/2024	4/4/2024 United	22.00
4/8/2024	4/4/2024 United	758.25
4/8/2024	4/4/2024 United	22.00
4/8/2024	4/4/2024 Awg 2557	26.96
4/8/2024	4/4/2024 United	758.25
4/8/2024	4/4/2024 United	22.00
4/8/2024	4/5/2024 Adobe *adobe	21.49
4/8/2024	4/5/2024 Delta	30.00
4/8/2024	4/5/2024 Amzn Mktp Us	171.55
4/8/2024	4/5/2024 Spi*directv Service	152.99
4/8/2024	4/5/2024 In *dakota Fire Extinguis	75.99
4/8/2024	4/5/2024 In *dakota Fire Extinguis	63.95
4/8/2024	4/5/2024 The Public Safety Stor	523.52
4/8/2024	4/5/2024 Menards Minot Nd	69.35
4/8/2024	4/5/2024 Verizonwrlss	212.50
4/8/2024	4/5/2024 Menards Minot Nd	71.07
4/8/2024	4/5/2024 Nd Dept Of Environment	50.00
4/8/2024	4/5/2024 Nd Environmental Quali	1.25
4/8/2024	4/5/2024 Sp Sweepscrub.Com	150.19
4/8/2024	4/5/2024 Verizonwrlss	125.01
4/8/2024	4/5/2024 Verizonwrlss	29.35
4/8/2024	4/5/2024 Verizonwrlss	71.85
4/8/2024	4/5/2024 Rhi Supply Minot	27.13
4/8/2024	4/5/2024 Tfs*fishersci Ecom Hus	278.15
4/8/2024	4/5/2024 Scheels Minot	204.80
4/8/2024	4/5/2024 Macs Minot, Nd	7.12
4/8/2024	4/5/2024 Core & Main - Nd002	172.00
4/8/2024	4/5/2024 Amzn Mktp Us	29.97
4/8/2024	4/5/2024 Main Electric Constructn	572.97
4/8/2024	4/5/2024 Prairie Supply Inc	55.00
4/8/2024	4/5/2024 Fastenal Company 01ndmin	50.84
4/8/2024	4/5/2024 Linde Gas & Equipment Inc	565.07
4/8/2024	4/5/2024 Westlie Ford - Minot	70.57
4/8/2024	4/5/2024 Acme Tools Minot	397.36
4/8/2024	4/5/2024 Menards Minot Nd	19.99
4/8/2024	4/5/2024 Cenex-Farmers Union Oil	20.08
4/8/2024	4/6/2024 Sonesta Columbus 1154	1,190.15
4/8/2024	4/6/2024 United	35.00

4/8/2024	4/6/2024 Amzn Mktp Us	111.60
4/8/2024	4/6/2024 Amzn Mktp Us	14.75
4/8/2024	4/6/2024 Carquest Auto	108.15
4/8/2024	4/6/2024 Amzn Mktp Us	419.97
4/8/2024	4/6/2024 Amazon.Com*qe1522b93	246.98
4/8/2024	4/6/2024 Radisson Hotel Bismarc	328.50
4/8/2024	4/6/2024 Blackstonelibrary.Com	695.88
4/8/2024	4/6/2024 Holiday Station Store	61.50
4/8/2024	4/6/2024 Dmi* Dell K-12/Govt	56.87
4/8/2024	4/6/2024 Innovative Office Solutio	920.00
4/8/2024	4/7/2024 Little River Trading Pos	54.76
4/8/2024	4/7/2024 Lyft *ride Sat 2am	36.61
4/8/2024	4/7/2024 Usabluebook	41.56
4/8/2024	4/7/2024 Delta Air	35.00
4/9/2024	4/7/2024 Bobs Valley Market	35.95
4/9/2024	4/7/2024 Officemax/Depot 6513	17.19
4/9/2024	4/7/2024 Hyatt Hotels	3.11
4/9/2024	4/7/2024 Country Inn & Suites A	744.10
4/9/2024	4/7/2024 Kwik Trip #1020	21.63
4/9/2024	4/8/2024 470 Auto Value - Minot	57.99
4/9/2024	4/8/2024 Amzn Mktp Us	436.67
4/9/2024	4/8/2024 Paypal	150.00
4/9/2024	4/8/2024 Amzn Mktp Us	243.99
4/9/2024	4/8/2024 The Ups Store 1423	188.86
4/9/2024	4/8/2024 Arrowhead Ace	23.99
4/9/2024	4/8/2024 Sq *the Bark Porch Inc	120.00
4/9/2024	4/8/2024 Lowes Printing	225.80
4/9/2024	4/8/2024 All American Trophies & S	72.00
4/9/2024	4/8/2024 Petsmart # 1719	30.05
4/9/2024	4/8/2024 Column Public Notice	129.48
4/10/2024	4/8/2024 Napa Parts 0027632	141.50
4/10/2024	4/8/2024 Northern Plains Equipmen	217.00
4/10/2024	4/8/2024 Menards Minot Nd	96.96
4/10/2024	4/8/2024 Military Names Llc	20.00
4/10/2024	4/8/2024 The Home Depot #3703	109.85
4/10/2024	4/8/2024 Simonson Trave	68.12
4/10/2024	4/8/2024 Fedex273142402780	38.01
4/10/2024	4/8/2024 The Computer Store	419.99
4/10/2024	4/8/2024 Menards Minot Nd	79.52
4/10/2024	4/8/2024 Menards Minot Nd	11.12
4/10/2024	4/9/2024 Usps Po 3762880701	31.96
4/10/2024	4/9/2024 Amzn Mktp Us	22.99
4/10/2024	4/9/2024 Padi Americas	230.00
4/10/2024	4/9/2024 Clute Office Equipment	714.05
4/10/2024	4/9/2024 Srt Communications, Inc	670.85
4/10/2024	4/9/2024 Amzn Mktp Us	350.05
4/10/2024	4/9/2024 Www.Dqeready.Com	349.91

4/10/2024	4/9/2024 Macs Minot, Nd	129.99
4/10/2024	4/9/2024 Schocks Safe And Lock Se	77.90
4/10/2024	4/9/2024 Rdoce Min 020107	292.56
4/10/2024	4/9/2024 Rdoce Min 020107	4.16
4/10/2024	4/9/2024 Lowes Garden Center	56.25
4/10/2024	4/9/2024 Ludlum Measurements	169.00
4/10/2024	4/9/2024 Deluxe *	(38.86)
4/10/2024	4/9/2024 Amzn Mktp Us	65.98
4/10/2024	4/9/2024 Staples Inc	29.58
4/10/2024	4/9/2024 Intl Code Council Inc	295.00
4/10/2024	4/10/2024 Amzn Mktp Us	72.00
4/10/2024	4/10/2024 Sq *arcadia Cognerati	650.00
4/11/2024	4/9/2024 Prairie Supply Inc	630.84
4/11/2024	4/9/2024 Ward County Recorder	40.00
4/11/2024	4/9/2024 Officemax/Depot 6513	93.28
4/11/2024	4/9/2024 Menards Minot Nd	11.95
4/11/2024	4/9/2024 Menards Minot Nd	27.95
4/11/2024	4/9/2024 Collaborative Summer Libr	117.36
4/11/2024	4/9/2024 Menards Minot Nd	42.43
4/11/2024	4/9/2024 Menards Minot Nd	40.92
4/11/2024	4/9/2024 Menards Minot Nd	49.54
4/11/2024	4/9/2024 Menards Minot Nd	18.99
4/11/2024	4/9/2024 Clubhouse Hotel & Suit	107.00
4/11/2024	4/9/2024 Menards Minot Nd	11.97
4/11/2024	4/10/2024 Conoco - Oles Country Str	59.56
4/11/2024	4/10/2024 Portcatello Supply Depot	405.78
4/11/2024	4/10/2024 Fastenal Company 01ndmin	309.43
4/11/2024	4/10/2024 Ndsu-Ext Pest Pro	125.00
4/11/2024	4/10/2024 Hulu 877-8244858 Ca	86.98
4/11/2024	4/10/2024 Tmg Business Services	11,729.25
4/11/2024	4/10/2024 Municipay*service Fee	1.50
4/11/2024	4/10/2024 Srt Communications, Inc	9,571.80
4/11/2024	4/10/2024 Srt Communications, Inc	955.85
4/11/2024	4/10/2024 Core & Main - Nd002	59.90
4/11/2024	4/10/2024 B&h Photo 800-606-6969	350.72
4/11/2024	4/10/2024 Py *swanson & Warcup, Ltd	3,335.00
4/11/2024	4/10/2024 Py *swanson & Warcup, Ltd	276.00
4/11/2024	4/10/2024 Py *swanson & Warcup, Ltd	493.00
4/11/2024	4/10/2024 Core & Main - Nd002	1,205.40
4/11/2024	4/10/2024 North Country Mercantile	229.60
4/11/2024	4/10/2024 Amzn Mktp Us	153.96
4/11/2024	4/10/2024 Amzn Mktp Us	262.69
4/11/2024	4/10/2024 Vistaprint Corporate Solu	162.30
4/12/2024	4/10/2024 Menards Minot Nd	1,256.64
4/12/2024	4/10/2024 Marketplace Foods	61.11
4/12/2024	4/10/2024 Demco Inc	487.80
4/12/2024	4/10/2024 Menards Minot Nd	148.06

4/12/2024	4/10/2024 Menards Minot Nd	24.47
4/12/2024	4/10/2024 Iape	175.00
4/12/2024	4/10/2024 Menards Minot Nd	359.96
4/12/2024	4/10/2024 Butler Machinery Company	501.89
4/12/2024	4/10/2024 Menards Minot Nd	14.37
4/12/2024	4/10/2024 Northern Plains Equipmen	(15,925.14)
4/12/2024	4/10/2024 Northern Plains Equipmen	15,925.14
4/12/2024	4/10/2024 Menards Minot Nd	127.97
4/12/2024	4/10/2024 Kwik Trip #1020	38.15
4/12/2024	4/11/2024 Rdoce Min 020107	1,610.70
4/12/2024	4/11/2024 Amzn Mktp Us	47.95
4/12/2024	4/11/2024 Cenex-Harleys Arrowhead	260.00
4/12/2024	4/11/2024 Amzn Mktp Us	46.99
4/12/2024	4/11/2024 Arrowhead Ace	12.89
4/12/2024	4/11/2024 Ndrin-Nd Land Records	30.00
4/12/2024	4/11/2024 Schocks Safe And Lock Se	18.00
4/12/2024	4/11/2024 Napa Parts 0027632	256.89
4/12/2024	4/11/2024 Rdoce Min 020107	659.87
4/12/2024	4/11/2024 At&t Payment	305.58
4/12/2024	4/11/2024 At&t Payment	450.99
4/12/2024	4/11/2024 In *minot Association Of	475.00
4/12/2024	4/11/2024 Delta Air	35.00
4/12/2024	4/11/2024 Autozone 6860	75.60
4/12/2024	4/11/2024 Acme Tools Minot	122.59
4/15/2024	4/11/2024 United	35.00
4/15/2024	4/11/2024 Delta	35.00
4/15/2024	4/11/2024 Delta	35.00
4/15/2024	4/11/2024 Grand Forks Fire Equip	425.96
4/15/2024	4/11/2024 Menards Minot Nd	23.94
4/15/2024	4/11/2024 Menards Minot Nd	41.30
4/15/2024	4/11/2024 Menards Minot Nd	38.48
4/15/2024	4/11/2024 Rhi Supply Minot	194.03
4/15/2024	4/11/2024 Butler Machinery Company	207.84
4/15/2024	4/11/2024 Grand Forks Fire Equip	160.00
4/15/2024	4/11/2024 Hyatt Hotels	2.57
4/15/2024	4/12/2024 Officemax/Depot 6513	133.94
4/15/2024	4/12/2024 Exxon Wolf Point #1405	40.04
4/15/2024	4/12/2024 Cenex-Mountain View Co-O	32.40
4/15/2024	4/12/2024 Amzn Mktp Us	67.98
4/15/2024	4/12/2024 Staybridge Suites	1,019.80
4/15/2024	4/12/2024 Precision Roller	287.95
4/15/2024	4/12/2024 Officemax/Depot 6513	195.85
4/15/2024	4/12/2024 The Ups Store 1423	185.02
4/15/2024	4/12/2024 Hyatt Hotels	3.11
4/15/2024	4/12/2024 Menards Minot Nd	89.99
4/15/2024	4/12/2024 Menards Minot Nd	23.91
4/15/2024	4/12/2024 Dacotah Paper Co	782.28

4/15/2024	4/12/2024 Adobe *adobe	29.99
4/15/2024	4/12/2024 Eb 2024 Bakken Human	108.55
4/15/2024	4/12/2024 Staybridge Suites	1,019.80
4/15/2024	4/12/2024 Tfs*fishersci Ecom Hus	74.49
4/15/2024	4/12/2024 Scheels Minot	99.98
4/15/2024	4/12/2024 Dollar General #24428	58.05
4/15/2024	4/12/2024 Locators & Supplies Inc	159.50
4/15/2024	4/12/2024 Border States Industries	184.08
4/15/2024	4/12/2024 Sherwin Williams 703380	288.25
4/15/2024	4/12/2024 Fedex273295314940	13.95
4/15/2024	4/12/2024 Spartan Firearms	(57.00)
4/15/2024	4/12/2024 The Home Depot #3703	119.00
4/15/2024	4/12/2024 Spartan Firearms	63.00
4/15/2024	4/12/2024 Menards Minot Nd	75.94
4/15/2024	4/12/2024 All American Trophies & S	588.00
4/15/2024	4/12/2024 Holiday Stations 0171	28.52
4/15/2024	4/12/2024 Exxon Jamestown I-94	48.02
4/15/2024	4/12/2024 Kwik Trip #1020	38.12
4/15/2024	4/13/2024 Vzwrlls*apocc Visb	40.01
4/15/2024	4/13/2024 Menards Minot Nd	12.99
4/15/2024	4/13/2024 Ph Lodging	800.48
4/15/2024	4/13/2024 Galls	848.60
4/15/2024	4/13/2024 Wal-Mart #1636	90.81
4/15/2024	4/13/2024 Padi Americas	184.00
4/15/2024	4/13/2024 Vzwrlls*apocc Visb	3,461.88
4/15/2024	4/13/2024 Vioc Hf0005	117.73
4/15/2024	4/14/2024 Zoom.Us 888-799-9666	15.99
4/15/2024	4/14/2024 Dollar General #23515	34.78
4/15/2024	4/14/2024 Sams Club #4933	330.66
4/15/2024	4/14/2024 Cenex-Harleys Arrowhead	44.45
4/15/2024	4/14/2024 Cenex Zip Trip	47.56
4/16/2024	4/14/2024 Menards Minot Nd	7.93
4/16/2024	4/14/2024 Menards Minot Nd	39.84
4/16/2024	4/14/2024 Menards Minot Nd	11.78
4/16/2024	4/14/2024 Country Inn & Suites A	488.60
4/16/2024	4/14/2024 Kwik Trip #1020	30.16
4/16/2024	4/15/2024 Kfyr	1,032.00
4/16/2024	4/15/2024 Ecolab Inc	94.04
4/16/2024	4/15/2024 Amazon.Com*io7nu0403	247.47
4/16/2024	4/15/2024 Amzn Mktp Us	98.00
4/16/2024	4/15/2024 Amazon.Com*yz8u49uj3	67.45
4/16/2024	4/15/2024 Vals Cyclery	789.90
4/16/2024	4/15/2024 All American Trophies & S	46.45
4/16/2024	4/15/2024 Amzn Mktp Us	91.31
4/16/2024	4/15/2024 Rdoce Min 020107	32.80
4/16/2024	4/15/2024 Asfpm	660.00
4/16/2024	4/15/2024 Hach Company	256.49

4/16/2024	4/15/2024 In *industrial Chem Labs	598.96
4/16/2024	4/15/2024 All American Trophies & S	18.00
4/16/2024	4/15/2024 Vzwrlls*apocc Visb	440.11
4/16/2024	4/15/2024 Macs Minot, Nd	75.98
4/17/2024	4/15/2024 Menards Minot Nd	21.99
4/17/2024	4/15/2024 Red Wing Shoes #825	200.00
4/17/2024	4/15/2024 American Association O	275.00
4/17/2024	4/15/2024 Menards Minot Nd	39.99
4/17/2024	4/15/2024 West Oaks Animal Hospital	303.00
4/17/2024	4/15/2024 Dollar General #24123	45.00
4/17/2024	4/15/2024 Menards Minot Nd	72.94
4/17/2024	4/16/2024 Column Public Notice	205.92
4/17/2024	4/16/2024 Column Public Notice	563.16
4/17/2024	4/16/2024 Amzn Mktp Us	65.00
4/17/2024	4/16/2024 4imprint, Inc	435.03
4/17/2024	4/16/2024 Amazon.Com*rj5183gc3	41.21
4/17/2024	4/16/2024 Fastenal Company 01ndmin	105.00
4/17/2024	4/16/2024 Quadient Leasing Usa P	1,279.23
4/17/2024	4/17/2024 Amzn Mktp Us	53.54
4/17/2024	4/17/2024 Eb Ndlets 2024 Confer	25.00
4/18/2024	4/16/2024 Officemax/Depot 6513	42.65
4/18/2024	4/16/2024 Delta Air	827.20
4/18/2024	4/16/2024 Holiday Inn Express Hote	652.20
4/18/2024	4/16/2024 Office Depot #1090	59.99
4/18/2024	4/17/2024 All American Trophies & S	65.00
4/18/2024	4/17/2024 Home Of Economy-#4	49.99
4/18/2024	4/17/2024 Amzn Mktp Us	61.26
4/18/2024	4/17/2024 Power Process Equip 3611	35.00
4/18/2024	4/17/2024 Vzwrlls*apocc Visb	380.01
4/18/2024	4/17/2024 Home Of Economy-#4	49.99
4/18/2024	4/17/2024 Acme Tools Minot	39.98
4/18/2024	4/17/2024 Amzn Mktp Us	21.78
4/18/2024	4/17/2024 Gerdau Ameristeel Minot	112.86
4/18/2024	4/17/2024 Rdoce Min 020107	589.56
4/18/2024	4/17/2024 North Country Sports	10.00
4/18/2024	4/17/2024 North Country Sports	40.00
4/18/2024	4/17/2024 Schocks Safe And Lock Se	32.20
4/18/2024	4/17/2024 At&t Payment	407.44
4/18/2024	4/17/2024 Mitchell1/Snap-On Us	4,794.05
4/19/2024	4/17/2024 Menards Minot Nd	9.76
4/19/2024	4/17/2024 Napa Parts 0027632	42.45
4/19/2024	4/17/2024 Menards Minot Nd	14.77
4/19/2024	4/17/2024 Menards Minot Nd	209.96
4/19/2024	4/17/2024 Rhi Supply Minot	50.59
4/19/2024	4/17/2024 Paypal	150.00
4/19/2024	4/17/2024 Menards Minot Nd	85.34
4/19/2024	4/17/2024 Prairie Supply Inc	60.00

4/19/2024	4/18/2024 Mn Vly Testing Labs	125.00
4/19/2024	4/18/2024 General Trading Company	13.97
4/19/2024	4/18/2024 Acme Tools Minot	557.84
4/19/2024	4/18/2024 Oreilly 5967	47.98
4/19/2024	4/18/2024 Amzn Mktp Us	42.99
4/19/2024	4/18/2024 Amzn Mktp Us	161.25
4/19/2024	4/18/2024 In *dakota Fire Extinguis	30.00
4/19/2024	4/18/2024 Home Of Economy-#4	2.69
4/19/2024	4/18/2024 Amzn Mktp Us	356.89
4/19/2024	4/18/2024 Amzn Mktp Us	24.98
4/19/2024	4/18/2024 Home Of Economy-#4	20.99
4/19/2024	4/18/2024 Ferguson Entprs 3094	35.11
4/19/2024	4/18/2024 Acme Tools Minot	43.97
4/19/2024	4/18/2024 Galls	80.10
4/19/2024	4/18/2024 Playaway Products Llc	361.20
4/19/2024	4/18/2024 Blackstonelibrary.Com	30.95
4/19/2024	4/18/2024 Amzn Mktp Us	24.36
4/19/2024	4/18/2024 In *dakota Fire Extinguis	70.94
4/19/2024	4/18/2024 Holiday Stations 0469	40.51
4/19/2024	4/18/2024 Holiday Stations 0469	41.52
4/19/2024	4/18/2024 Holiday Stations 0469	45.50
4/19/2024	4/18/2024 Gdp*national Police Canin	40.00
4/19/2024	4/18/2024 Acme Tools Minot	272.24
4/19/2024	4/18/2024 Cdw Govt #qt34108	1,149.46
4/19/2024	4/18/2024 Scheels Minot	44.97
4/22/2024	4/18/2024 Superiorcourtlapublicacce	4.75
4/22/2024	4/18/2024 Menards Minot Nd	14.08
4/22/2024	4/18/2024 The Home Depot #3703	47.19
4/22/2024	4/18/2024 Menards Minot Nd	70.88
4/22/2024	4/18/2024 Bound Tree Medical Llc	84.38
4/22/2024	4/18/2024 The Home Depot #3703	56.95
4/22/2024	4/18/2024 United	22.00
4/22/2024	4/18/2024 United	22.00
4/22/2024	4/18/2024 United	51.50
4/22/2024	4/18/2024 United	51.50
4/22/2024	4/18/2024 Cenex-Enerbase	36.25
4/22/2024	4/18/2024 Cenex-Enerbase	13.52
4/22/2024	4/18/2024 Cenex-Enerbase	29.00
4/22/2024	4/18/2024 Kwik Trip #1020	44.80
4/22/2024	4/18/2024 Virgin Hotels Nashvill	1,576.05
4/22/2024	4/18/2024 Menards Minot Nd	16.44
4/22/2024	4/19/2024 Nd State Fair-Main Off	400.00
4/22/2024	4/19/2024 Amazon Ret* 111-174614	79.99
4/22/2024	4/19/2024 Amazon.Com*131wm5ty3	798.84
4/22/2024	4/19/2024 Enerbase	40.32
4/22/2024	4/19/2024 Amzn Mktp Us	580.46
4/22/2024	4/19/2024 Acme Tools Minot	289.52

4/22/2024	4/19/2024 Home Of Economy-#4	54.99
4/22/2024	4/19/2024 Hampton Inns	982.33
4/22/2024	4/19/2024 Mowbray & Son Inc	3,869.08
4/22/2024	4/19/2024 Fire Safety Usa Inc	280.00
4/22/2024	4/19/2024 Menards Minot Nd	83.63
4/22/2024	4/19/2024 Menards Minot Nd	31.48
4/22/2024	4/19/2024 Menards Minot Nd	48.81
4/22/2024	4/19/2024 Cenex-Farmers Union Oil	31.36
4/22/2024	4/19/2024 Hampton Inns	982.33
4/22/2024	4/19/2024 Core & Main - Nd002	68.95
4/22/2024	4/19/2024 Menards Minot Nd	71.76
4/22/2024	4/19/2024 Pilot 489	30.00
4/22/2024	4/19/2024 Cenex-Schmidt C-Stores	38.07
4/22/2024	4/20/2024 Amzn Mktp Us	18.39
4/22/2024	4/20/2024 Amzn Mktp Us	18.39
4/22/2024	4/20/2024 Amzn Mktp Us	50.03
4/22/2024	4/20/2024 Att	50.93
4/22/2024	4/20/2024 Caseys #3369	40.75
4/22/2024	4/20/2024 Holiday Stations 0345	55.32
4/22/2024	4/20/2024 Pilot_00590	50.00
4/22/2024	4/20/2024 Menards Minot Nd	19.92
4/22/2024	4/20/2024 Acme Tools Minot	1,537.36
4/22/2024	4/20/2024 Acme Tools Minot	1,457.44
4/22/2024	4/20/2024 Caseys #3533	32.37
4/22/2024	4/20/2024 Amzn Mktp Us	85.29
4/22/2024	4/21/2024 Amzn Mktp Us	24.99
4/22/2024	4/21/2024 Wal-Mart #4569	28.63
4/22/2024	4/21/2024 Usabluebook	61.65
4/22/2024	4/21/2024 Omni Shoreham	1,168.76
4/22/2024	4/21/2024 Cenex Zip Trip	44.74
4/22/2024	4/21/2024 Dmi* Dell K-12/Govt	886.54
4/23/2024	4/21/2024 Grand Forks Fire Equip	1,752.74
4/23/2024	4/21/2024 Kwik Trip #433	45.79
4/23/2024	4/21/2024 Cenex-Enerbase	43.07
4/23/2024	4/21/2024 Caseys #3366	54.00
4/23/2024	4/21/2024 Kwik Trip #433	48.50
4/23/2024	4/21/2024 Kwik Trip #433	50.03
4/23/2024	4/21/2024 Cenex-Enerbase	41.50
4/23/2024	4/21/2024 Caseys #3366	50.75
4/23/2024	4/21/2024 Cenex-Enerbase	45.50
4/23/2024	4/21/2024 Caseys #3366	50.23
4/23/2024	4/21/2024 Country Inn & Suites A	693.00
4/23/2024	4/21/2024 Uspca	50.00
4/23/2024	4/22/2024 Adobe *adobe	21.49
4/23/2024	4/22/2024 Amzn Mktp Us	53.97
4/23/2024	4/22/2024 Amzn Mktp Us	8.48
4/23/2024	4/22/2024 Amzn Mktp Us	14.75

4/23/2024	4/22/2024 At&t Payment	275.40
4/23/2024	4/22/2024 Overhead Door Company Of	103.50
4/23/2024	4/22/2024 Core & Main - Nd002	5,232.00
4/23/2024	4/22/2024 Bestbuycom806932433343	79.99
4/23/2024	4/22/2024 Flash Valet	1,650.00
4/23/2024	4/22/2024 Lowes Printing	289.45
4/23/2024	4/22/2024 Petco 2605	113.92
4/23/2024	4/22/2024 Hach Company	102.00
4/23/2024	4/22/2024 At&t Payment	91.80
4/23/2024	4/22/2024 Misu-Business Office	360.00
4/23/2024	4/22/2024 At&t Payment	2,073.50
4/23/2024	4/22/2024 Grainger	142.00
4/23/2024	4/22/2024 Paypal	75.00
4/23/2024	4/22/2024 Sp Planetizen Store	699.00
4/23/2024	4/22/2024 Cummins Osm	1,540.00
4/23/2024	4/22/2024 Dollar General #24123	40.25
4/23/2024	4/22/2024 Wm Supercenter #1636	161.20
4/23/2024	4/22/2024 Acme Tools Minot	29.97
4/24/2024	4/22/2024 The Home Depot #3703	24.95
4/24/2024	4/22/2024 Menards Minot Nd	19.92
4/24/2024	4/22/2024 Napa Parts 0027632	72.99
4/24/2024	4/22/2024 Military Names Llc	23.00
4/24/2024	4/22/2024 Menards Minot Nd	92.81
4/24/2024	4/22/2024 Kwik Trip #1020	28.88
4/24/2024	4/22/2024 Napa Parts 0027632	23.96
4/24/2024	4/23/2024 Amzn Mktp Us	74.04
4/24/2024	4/23/2024 Macs Minot, Nd	34.62
4/24/2024	4/23/2024 Amzn Mktp Us	13.48
4/24/2024	4/23/2024 Amazon.Com*nv0s58bc3	100.82
4/24/2024	4/23/2024 Tractor-Supply-Co #0130	69.99
4/24/2024	4/23/2024 Loves #0849 Outside	39.98
4/24/2024	4/23/2024 Delta Air	30.00
4/24/2024	4/23/2024 Nor*northern Tool	549.99
4/24/2024	4/23/2024 Delta Air	632.20
4/24/2024	4/23/2024 Flash Valet	1,650.00
4/24/2024	4/23/2024 Flash Valet	1,710.36
4/24/2024	4/23/2024 Verizonwrlss	345.18
4/24/2024	4/23/2024 Holiday Stations 0399	57.41
4/24/2024	4/23/2024 Amzn Mktp Us	457.79
4/24/2024	4/23/2024 Samsclub 8172 Gas	47.17
4/24/2024	4/23/2024 Exxon Jamestown I-94	55.00
4/24/2024	4/23/2024 Amzn Mktp Us	315.98
4/24/2024	4/23/2024 Gdp*national Police Canin	20.00
4/24/2024	4/23/2024 Cdw Govt #qv90087	678.66
4/24/2024	4/23/2024 Cdw Govt #qv99105	904.88
4/24/2024	4/23/2024 Amzn Mktp Us	264.58
4/24/2024	4/24/2024 Amzn Mktp Us	161.89

4/24/2024	4/24/2024 Teex Ecommerce	1,200.00
4/24/2024	4/24/2024 Teex Ecommerce	1,200.00
4/24/2024	4/24/2024 Lyft *ride Wed 3am	84.99
4/24/2024	4/24/2024 Dmi* Dell K-12/Govt	1,320.44
4/24/2024	4/24/2024 Dmi* Dell K-12/Govt	1,320.44
4/25/2024	4/23/2024 Menards Minot Nd	70.73
4/25/2024	4/23/2024 Rhi Supply Minot	50.38
4/25/2024	4/23/2024 Menards Minot Nd	17.23
4/25/2024	4/23/2024 Menards Minot Nd	40.96
4/25/2024	4/23/2024 Zoro Tools Inc	17.24
4/25/2024	4/23/2024 Bismarck Staybridge Suit	107.00
4/25/2024	4/23/2024 Bismarck Staybridge Suit	107.00
4/25/2024	4/23/2024 Bismarck Staybridge Suit	107.00
4/25/2024	4/23/2024 Best Western St Cloud	361.53
4/25/2024	4/23/2024 Best Western St Cloud	361.53
4/25/2024	4/23/2024 Best Western St Cloud	361.53
4/25/2024	4/24/2024 All American Trophies & S	24.00
4/25/2024	4/24/2024 Amzn Mktp Us	(18.39)
4/25/2024	4/24/2024 Amzn Mktp Us	(18.39)
4/25/2024	4/24/2024 Fbi Leeda Inc	350.00
4/25/2024	4/24/2024 Amzn Mktp Us	189.99
4/25/2024	4/24/2024 Packtrack	140.00
4/25/2024	4/24/2024 Amzn Mktp Us	10.47
4/25/2024	4/24/2024 Sp Sweepscrub.Com	105.16
4/25/2024	4/24/2024 Amzn Mktp Us	65.56
4/25/2024	4/24/2024 Grainger	0.97
4/25/2024	4/24/2024 Grainger	53.15
4/25/2024	4/24/2024 Sherwin Williams 703380	132.29
4/25/2024	4/24/2024 Arrowhead Ace	68.97
4/25/2024	4/24/2024 Cdl School Online	89.00
4/25/2024	4/25/2024 Amzn Mktp Us	37.99
4/26/2024	4/24/2024 Menards Minot Nd	35.97
4/26/2024	4/24/2024 Budget Music And Video	338.97
4/26/2024	4/24/2024 Officemax/Depot 6513	27.88
4/26/2024	4/24/2024 Kwik Trip #1020	43.45
4/26/2024	4/24/2024 Zoro Tools Inc	92.98
4/26/2024	4/24/2024 Menards Minot Nd	43.96
4/26/2024	4/24/2024 Doubletree By Hilton At	182.38
4/26/2024	4/24/2024 Doubletree By Hilton At	202.44
4/26/2024	4/24/2024 Menards Minot Nd	209.23
4/26/2024	4/24/2024 The Home Depot 3703	366.38
4/26/2024	4/24/2024 Menards Minot Nd	22.44
4/26/2024	4/24/2024 Kwik Trip #1020	46.99
4/26/2024	4/24/2024 Fedex273826060752	12.25
4/26/2024	4/25/2024 Cdl School Online	89.00
4/26/2024	4/25/2024 Border States Industries	120.11
4/26/2024	4/25/2024 Amazon Mar* 111-267715	287.70

4/26/2024	4/25/2024 Att	344.58
4/26/2024	4/25/2024 State Bar North Dakota	35.00
4/26/2024	4/25/2024 Gdp*national Police Canin	60.00
4/26/2024	4/25/2024 Home Of Economy-#4	161.95
4/26/2024	4/25/2024 Att	766.87
4/26/2024	4/25/2024 Fei, Inc.	2,432.28
4/26/2024	4/25/2024 Rdoce Min 020107	58.42
4/26/2024	4/25/2024 Amzn Mktp Us	100.90
4/26/2024	4/25/2024 Spectrum Fitness	975.00
4/26/2024	4/25/2024 Sq *pratheepan Shanthirar	45.00
4/26/2024	4/25/2024 Hach Company	458.10
4/26/2024	4/25/2024 Att	193.66
4/26/2024	4/25/2024 Fastenal Company 01ndmin	8.32
4/26/2024	4/25/2024 Att	459.65
4/26/2024	4/25/2024 Att	183.60
4/26/2024	4/26/2024 Amzn Mktp Us	290.00
4/29/2024	4/25/2024 Rhi Supply Minot	10.00
4/29/2024	4/25/2024 Rhi Supply Minot	10.00
4/29/2024	4/25/2024 Menards Minot Nd	5.57
4/29/2024	4/25/2024 Kwik Trip #1020	43.02
4/29/2024	4/25/2024 Menards Minot Nd	66.07
4/29/2024	4/25/2024 American Association O	495.00
4/29/2024	4/25/2024 The Home Depot #3703	159.80
4/29/2024	4/25/2024 Fedex273842372095	51.79
4/29/2024	4/25/2024 Nena	60.00
4/29/2024	4/25/2024 Nena Online	75.00
4/29/2024	4/25/2024 Nena	60.00
4/29/2024	4/25/2024 Nena Online	839.00
4/29/2024	4/26/2024 Acme Tools Minot	18.99
4/29/2024	4/26/2024 Carquest Auto	6.68
4/29/2024	4/26/2024 Amzn Mktp Us	440.91
4/29/2024	4/26/2024 Petro Serve Usa 083	50.00
4/29/2024	4/26/2024 Country Inn & Suites A	318.90
4/29/2024	4/26/2024 Spi*directv Service	164.98
4/29/2024	4/26/2024 Amzn Mktp Us	99.99
4/29/2024	4/26/2024 Amzn Mktp Us	48.99
4/29/2024	4/26/2024 Dmv Arrowhead Shopping C	15.00
4/29/2024	4/26/2024 Dmv Arrowhead Shopping C	75.50
4/29/2024	4/26/2024 Dmv Arrowhead Shopping C	13.00
4/29/2024	4/26/2024 North Country Mercantile	44.97
4/29/2024	4/26/2024 Amazon.Com*5t1a12rr3	18.39
4/29/2024	4/26/2024 Doubletree By Hilton At	(21.58)
4/29/2024	4/26/2024 Doubletree By Hilton At	(0.06)
4/29/2024	4/26/2024 Doubletree By Hilton At	(20.06)
4/29/2024	4/26/2024 Doubletree By Hilton At	196.60
4/29/2024	4/26/2024 Doubletree By Hilton At	218.24
4/29/2024	4/26/2024 Officemax/Depot 6513	50.98

4/29/2024	4/26/2024 Marketplace Foods	52.33
4/29/2024	4/26/2024 Delta Air	30.00
4/29/2024	4/26/2024 Gaylord Palms Rsrt Cc	262.20
4/29/2024	4/27/2024 Marathon Petro57133	51.18
4/29/2024	4/27/2024 Municipay*service Fee	2.00
4/29/2024	4/27/2024 Municipay*service Fee	1.50
4/29/2024	4/27/2024 Municipay*service Fee	1.50
4/29/2024	4/27/2024 Costco Whse#1380	47.56
4/29/2024	4/27/2024 Napa Parts 0027632	64.87
4/29/2024	4/27/2024 Amzn Mktp Us	66.97
4/29/2024	4/27/2024 Amzn Mktp Us	27.58
4/29/2024	4/27/2024 Amazon Marketpla* 7485	30.94
4/29/2024	4/27/2024 Petsmart # 1585	30.52
4/29/2024	4/27/2024 Staples Inc	55.96
4/29/2024	4/28/2024 Adobe *adobe	21.49
4/29/2024	4/28/2024 Amzn Mktp Us	80.95
4/29/2024	4/28/2024 Adobe *adobe	21.49
4/29/2024	4/28/2024 Petsmart #2754	24.80
4/29/2024	4/28/2024 Holiday Station Store	44.23
4/29/2024	4/28/2024 Delta Air	79.99
4/29/2024	4/28/2024 Delta	1,147.20
4/29/2024	4/28/2024 Delta	1,147.20
		230,966.20



TO: Mayor Tom Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: May 6, 2024

SUBJECT: GAMING SITE AUTHORIZATION RENEWALS

I. RECOMMENDED ACTION

It is recommended City Council approve the gaming site authorization for the following organizations to conduct games of chance during the license year of July 1, 2024 through June 30, 2025 at the following locations:

Our Redeemer's Lutheran Brethren Church

- Our Redeemer's Lutheran Church and Christian School (700 16th Ave SE)

North Dakota Association of the Disabled

- Drop Zone (101 S Main St)

American Foundation for Wildlife

- Landing Bar and Bottleshop (2015 N Broadway)

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

Background

Site approval by the City Council is required as a precondition to obtain a state games of chance license. Each organization submits documentation annually in order to conduct games of chance at locations throughout the city of Minot. These locations have submitted documentation and received approval from the Police Chief.

IV. IMPACT:

Fiscal Impact:

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

V. ALTERNATIVES

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

VI. TIME CONSTRAINTS

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

VII. LIST OF ATTACHMENTS

A. None

BEING ALL OF OUTLOT 27 AND AN UNPLATTED PORTION OF THE
NE $\frac{1}{4}$ SW $\frac{1}{4}$, NW $\frac{1}{4}$ SE $\frac{1}{4}$, SW $\frac{1}{4}$ SE $\frac{1}{4}$ AND THE SE $\frac{1}{4}$ SW $\frac{1}{4}$ SECTION 32,
TOWNSHIP 155 N, RANGE 82 W, WARD COUNTY, NORTH DAKOTA
TO THE CITY OF MINOT, NORTH DAKOTA

DESCRIPTION:

Know all men by these presents that Wayne & Lauren Johnson, being Owners and Proprietors, of Outlot 27, and Marvin Avery and Arlene Avery, Jordan E. Avery, Katherine A. Avery and Michelle Robinson, being Owners and Proprietors, of an Unplatted Portion of the NE $\frac{1}{4}$ SW $\frac{1}{4}$, NW $\frac{1}{4}$ SE $\frac{1}{4}$, SW $\frac{1}{4}$ SE $\frac{1}{4}$ AND THE SE $\frac{1}{4}$ SW $\frac{1}{4}$ Section 32, Township 155 N, Range 82 W, Ward County, North Dakota, being more particularly described as follows:

Beginning at the Northwest Corner of Outlot 27, a Plat being on file at the Ward County Recorder's Office; Thence S 89°31'21" E, on the North Line of said Outlot 27, a distance of 1314.48 FT, to the Southeast Corner of Lot 3, of Laviolette Addition, a Plat being on file at the Ward County Recorder's Office; Thence N 44°15'46" W, on the East Line, of said Lot 3, a distance of 767.87 FT, to a Point being on the Westerly Right of Way Line of Ward Co. Rd. 19; Thence S 48°30'44" E, on said Westerly Right of Way Line, a distance of 58.10 FT; Thence along a Curve to the Left on said Westerly Right of Way Line, said Curve having a Length of 363.09 FT, a Radius of 1336.90 FT, and a Delta Angle of 15°33'41"; Thence S 61°35'46" E, on said Westerly Right of Way Line, a distance of 737.25 FT, to the Northwest Corner of Outlot 25, a Plat being on file at the Ward County Recorder's Office; Thence S 6°26'55" W, on the West Line, of said Outlot 25, a distance of 411.24 FT, to the Southwest Corner, of said Outlot 25; Thence S 81°56'45" E, on the South Line, of said Outlot 25, a distance of 198.18 FT, to the Southeast Corner, of said Outlot 25; Thence S 11°44'32" E, on a Westerly Line, of Lot 1, of Avery's Addition, a Plat being on file at the Ward County Recorder's Office, a distance of 228.08 FT, to the Northwest Corner, of Outlot 28, a Plat being on file at the Ward County Recorder's Office; Thence S 10°42'40" W, on a Westerly Line, of said Outlot 28, a distance of 352.65 FT, to a Point being on a Property Line of Outlot 26, a Plat being on file at the Ward County Recorder's Office; Thence N 85°41'32" W, on a Property Line, of said Outlot 26, a distance of 142.62 FT, to a Property Corner, of said Outlot 26; Thence N 82°41'33" W, on a Property Line, of said Outlot 26, a distance of 171.55 FT, to a Property Corner, of said Outlot 26; Thence S 86°30'17" W, on a Property Line, of said Outlot 26, a distance of 160.02 FT, to a Property Corner, of said Outlot 26; Thence S 56°56'07" W, on a Property Line, of said Outlot 26, a distance of 119.99 FT, to a Property Corner, of said Outlot 26; Thence S 20°52'33" W, on a Property Line, of said Outlot 26, a distance of 123.96 FT, to a Property Corner, of said Outlot 26; Thence S 33°22'17" W, on a Property Line, of said Outlot 26, a distance of 122.18 FT, to a Point being on the South Line, of the Southwest Quarter, of said Section 32; Thence N 89°28'05" W, on the South Line, of the Southwest Quarter, of said Section 32, a distance of 1226.36 FT, to the Southwest Corner, of the Southeast Quarter of the Southwest Quarter, of said Section 32; Thence N 0°45'02" E, on the West line of the Southeast Quarter of the Southwest Quarter, of said Section 32, a distance of 980.16 FT, to the Southwest Corner, of said Outlot 27; Thence N 0°44'29" E, on the West Line, of said Outlot 27, a distance of 339.94 FT, to the Point of Beginning.

Said described tract, of land contains 54.23 Acres more or less. Have caused the same to be surveyed and platted as shown hereon, to be known as Avery's 2nd Addition, to the City of Minot, North Dakota, the owners hereunto affixed their signatures.

Wayne Johnson
Wayne Johnson

Lauren Johnson
Lauren Johnson

Marvin I Avery
Marvin I Avery

Arlene D Avery
Arlene D Avery

STATE OF NORTH DAKOTA, COUNTY OF Ward

On this 18 Day of January, 2024, before me, a Notary Public in and for said State, Appeared Wayne & Lauren Johnson, well known to be the persons described in the foregoing description and acknowledged to me that they executed the same on their own free act and deed.

My commission expires

LYNDA LANGSETH
Notary Public
State of North Dakota
My Commission Expires July 14, 2026

Lynnda Langseth
Notary Public, State of North Dakota

STATE OF NORTH DAKOTA, COUNTY OF _____

On this 24 Day of January, 2024, before me, a Notary Public in and for said State, Appeared Marvin I & Arlene D Avery, well known to be the persons described in the foregoing description and acknowledged to me that they executed the same on their own free act and deed.

JENNIFER A ANDERSON
Notary Public
Minnesota
My Commission Expires Jan 31, 2028

Jennifer A Anderson
Notary Public, State of North Dakota

SURVEYOR'S CERTIFICATE

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

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

STATE OF NORTH DAKOTA, COUNTY OF Ward

On this 18 Day of January, 2024, before me, a Notary Public in and for said State, Appeared Thomas R. Leshovsky, Registered Professional Land Surveyor, well known to be such, and acknowledged to me that he executed the foregoing Surveyor's Certificate as his own free act and deed.

My commission expires

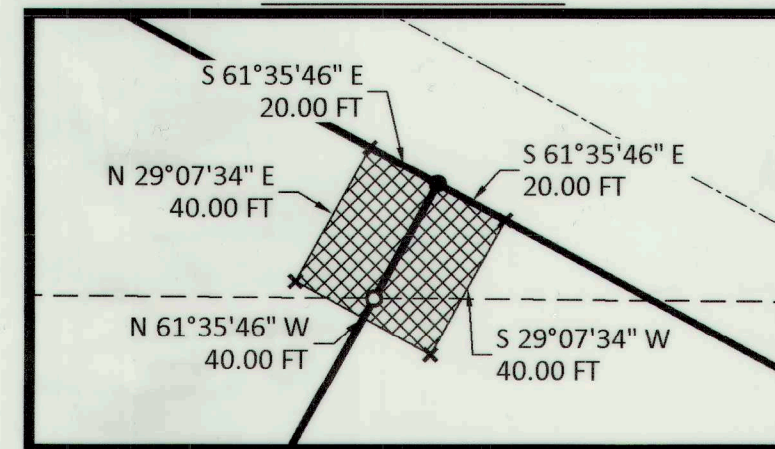
KIMBERLY J P FLATEN
Notary Public
State of North Dakota
My Commission Expires May 31, 2027

Kimberly J P Flaten
Notary Public, State of North Dakota

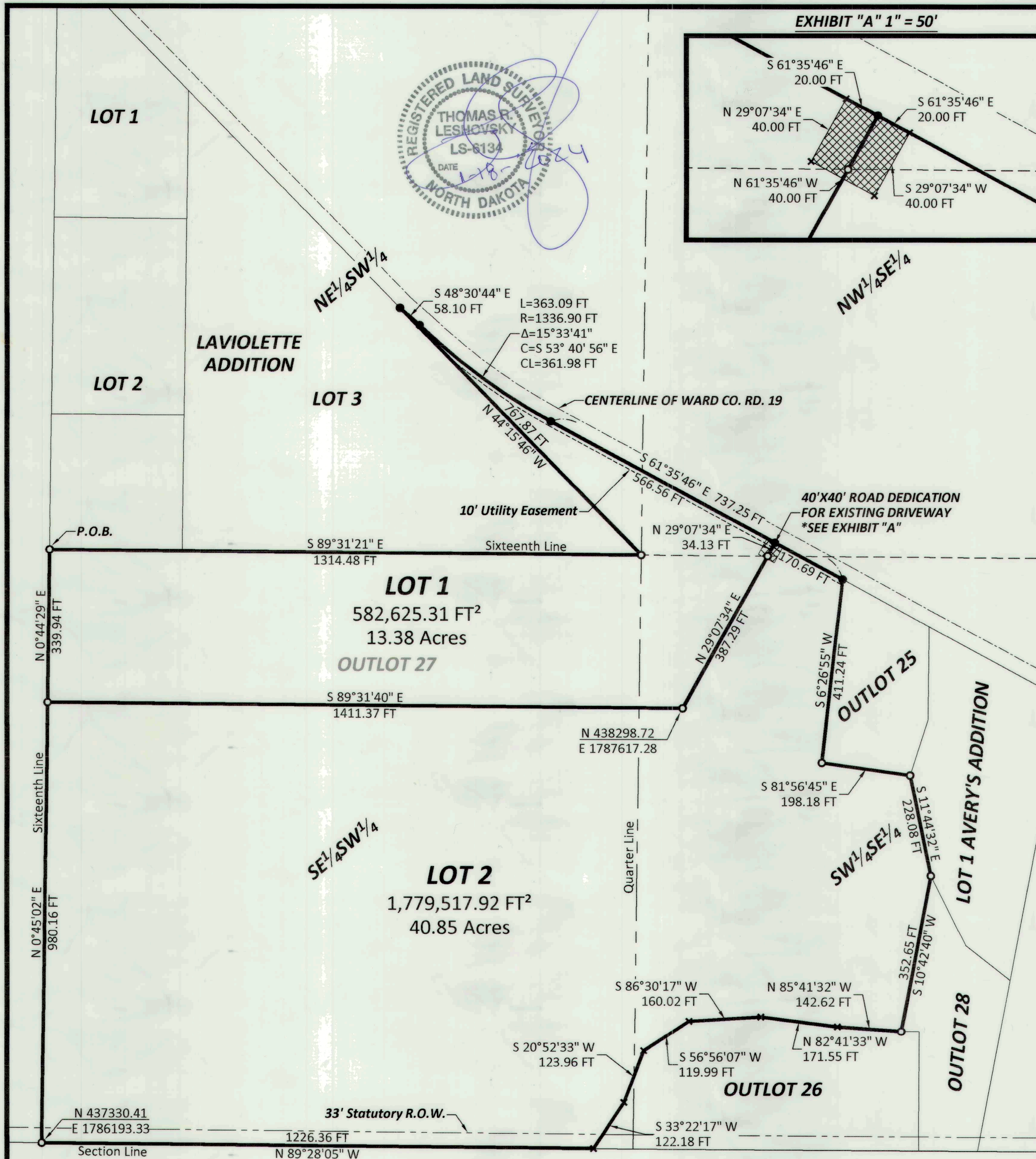
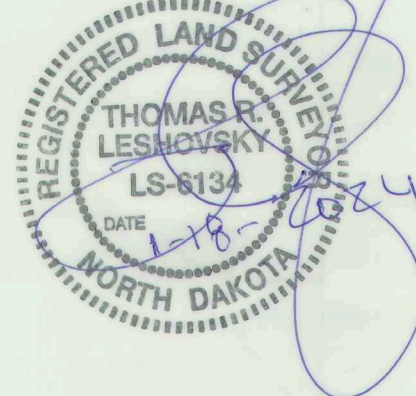
WOLD
ENGINEERING, P.C.

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

EXHIBIT "A" 1" = 50'



NW $\frac{1}{4}$ SE $\frac{1}{4}$



NOTES:

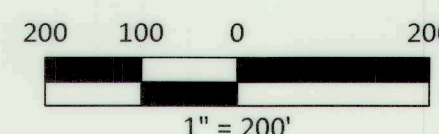
- Plat is subject to all prior Easements of Record.
- Bearings and Distances may vary from previous plats due to different methods of measurement.
- A 10' Utility Easement is on the streetside of every Lot.
- State Plane Coordinates shown are North Dakota (North Zone) NAD83 U.S. Feet (Unless Otherwise Noted). NGS OPUS Solution was used to establish coordinates.

- - Denotes Property Corner Set 18" - #5 Rebar w/ RLS Cap #6134
- - Denotes Property Corner Found
- x - Denotes Traverse Point

APPROVAL

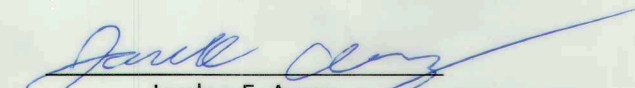
I hereby certify that the Plat shown hereon has been approved by the Minot Planning Commission and the Minot City Council.

Approved: _____, 2024
Minot City Engineer



AVERY'S 2ND ADDITION TO THE CITY OF MINOT, NORTH DAKOTA

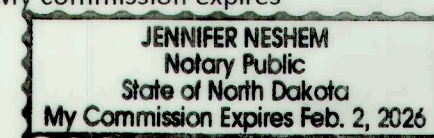
BEING ALL OF OUTLOT 27 AND AN UNPLATTED PORTION OF THE
NE $\frac{1}{4}$ SW $\frac{1}{4}$, NW $\frac{1}{4}$ SE $\frac{1}{4}$, SW $\frac{1}{4}$ SE $\frac{1}{4}$ AND THE SE $\frac{1}{4}$ SW $\frac{1}{4}$ SECTION 32,
TOWNSHIP 155 N, RANGE 82 W, WARD COUNTY, NORTH DAKOTA
TO THE CITY OF MINOT, NORTH DAKOTA

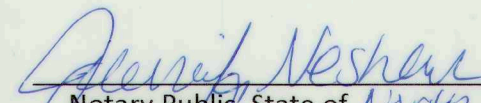

Jordan E. Avery

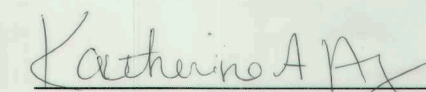
STATE OF North Dakota COUNTY OF Ward

On this 13th Day of February, 2024, before me, a Notary Public in and for said State, Appeared Jordan E. Avery, well known to be the person described in the foregoing description and acknowledged to me that he executed the same on his own free act and deed.

My commission expires



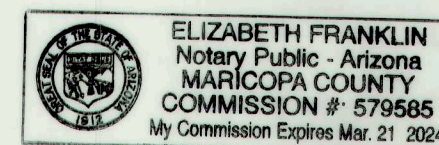

Notary Public, State of North Dakota

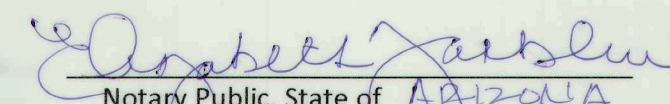

Katherine A. Avery

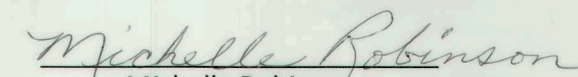
STATE OF Arizona COUNTY OF Maricopa

On this 5th Day of Feb., 2024, before me, a Notary Public in and for said State, Appeared Katherine A. Avery, well known to be the person described in the foregoing description and acknowledged to me that she executed the same on her own free act and deed.

My commission expires 3/21/2024




Notary Public, State of ARIZONA

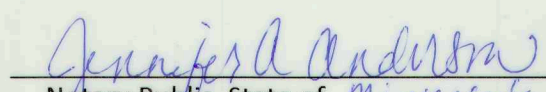

Michelle Robinson

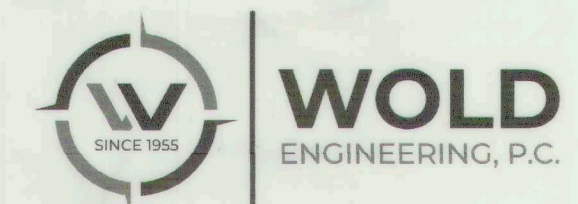
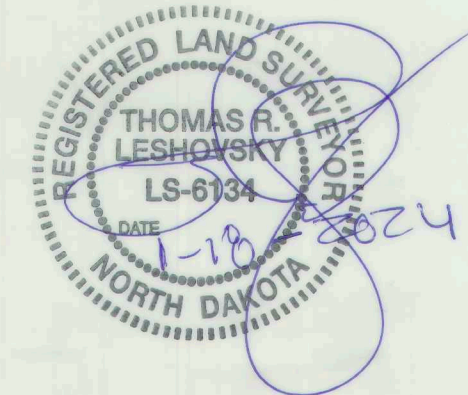
STATE OF Minnesota COUNTY OF Hubbard

On this 24 Day of January, 2024, before me, a Notary Public in and for said State, Appeared Michelle Robinson, well known to be the person described in the foregoing description and acknowledged to me that she executed the same on her own free act and deed.

My commission expires 1/31/2028



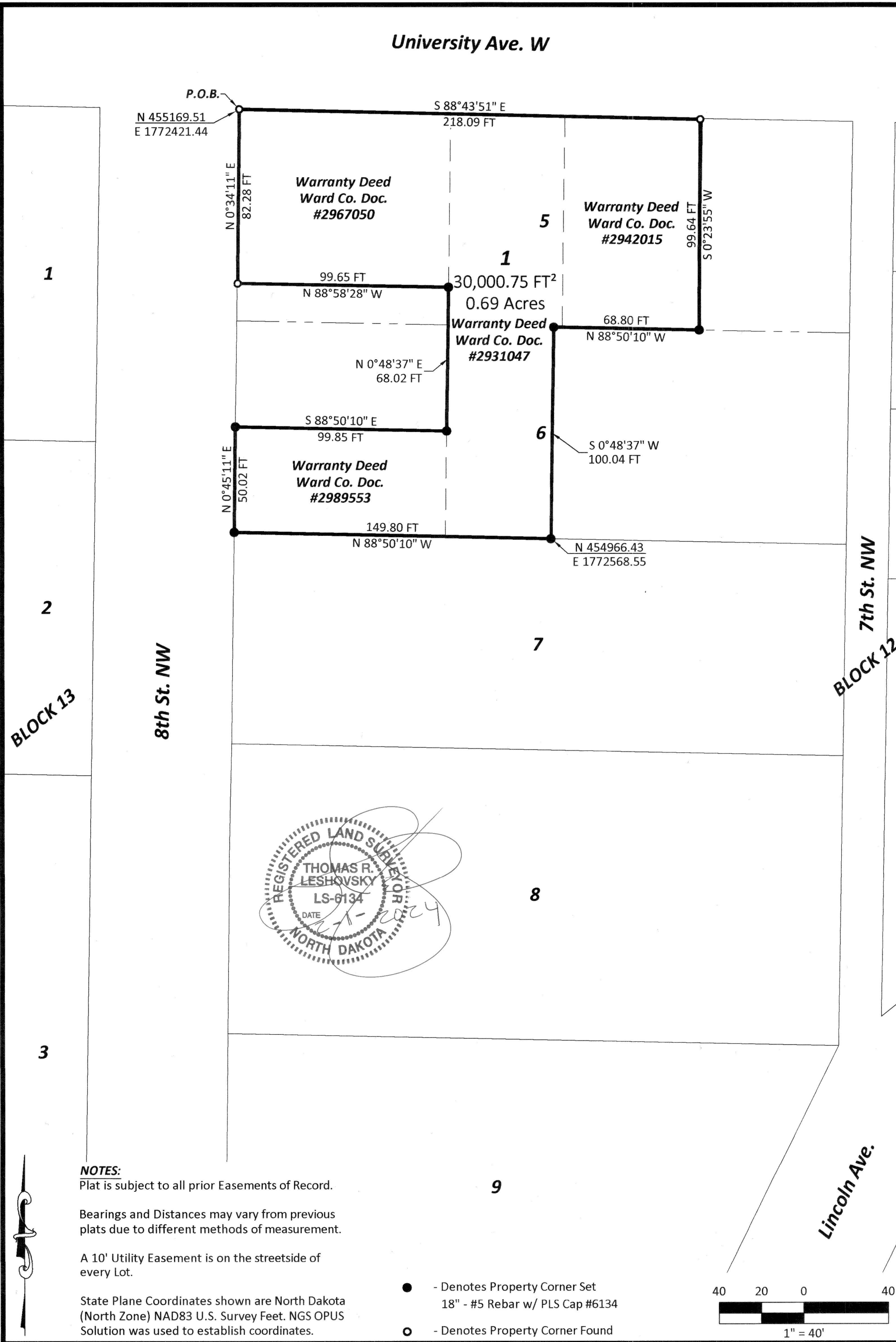

Notary Public, State of Minnesota



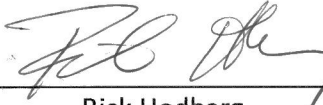
915 East 11th Street - PO Box 237 - Bottineau, ND 58318
110 8th Avenue Southwest - Minot, ND 58701
316 Eastdale Drive - PO Box 1277 - Bismarck, ND 58502

NORTH MINOT 7TH ADDITION TO THE CITY OF MINOT, NORTH DAKOTA

BEING PORTIONS OF LOTS 5 AND 6, BLOCK 12, OF NORTH MINOT,
TO THE CITY OF MINOT, NORTH DAKOTA



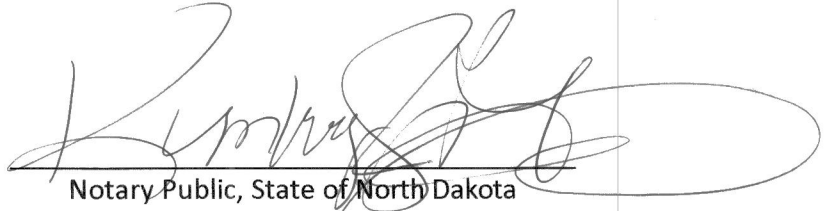
DESCRIPTION:
Know all men by these presents that Minot State University Development Foundation, being Owners and Proprietors, of Portions of Lots 5 and 6, Block 12, of North Minot, to the City of Minot, Ward County, North Dakota, being more particularly described as follows:
Beginning at the Northwest Property Corner, of Lot 5, Block 12, of North Minot, a Plat being on file at the Ward County Recorder's Office; Thence S 88°43'51" E, on the North Line, of said Lot 5, a distance of 218.09 FT; Thence S 0°23'55" W, a distance of 99.64 FT, to a Point being on the South Line, of said Lot 5; Thence N 88°50'10" W, on the South Line, of said Lot 5, a distance of 68.80 FT; Thence S 0°48'37" W, a distance of 100.04 FT, to a Point being on the South Line, of Lot 6, of said Block 12; Thence N 88°50'10" W, on the South Line, of said Lot 6, a distance of 149.80 FT, to the Southwest Property Corner of said Lot 6; Thence N 0°45'11" E, on the West Line, of said Lot 6, a distance of 50.02 FT; Thence S 88°50'10" E, a distance of 99.85 FT; Thence N 0°48'37" E, a distance of 68.02 FT; Thence N 88°58'28" W, a distance of 99.65 FT, to a Point being on the West Line, of said Lot 5; Thence N 0°34'11" E, on the West Line, of said Lot 5, a distance of 82.28 FT, to the Point of Beginning.
Said described tract, of land contains 0.69 Acres more or less. Have caused the same to be surveyed and platted as shown hereon, to be known as North Minot 7th Addition, to the City of Minot, the owners hereunto affixed their signatures.


Rick Hedberg
President - Minot State University
Development Foundation

STATE OF NORTH DAKOTA, COUNTY OF Ward
On this 15 Day of April, 2024, before me, a Notary Public in and for said State, Appeared Rick Hedberg, well known to be the person described in the foregoing description and acknowledged to me that he executed the same on his own free act and deed.

My commission expires

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


Notary Public, State of North Dakota

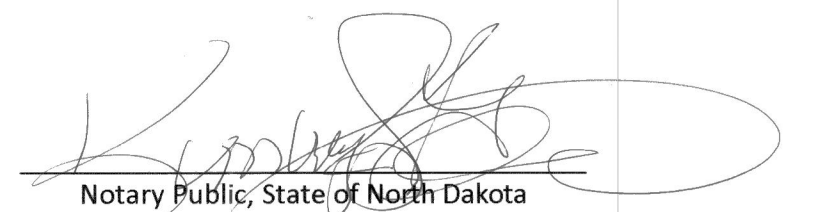
SURVEYOR'S CERTIFICATE
I, Thomas R. Leshovsky, a duly Registered Professional Land Surveyor, do hereby certify that I have Surveyed and Platted, the Foregoing described land. That Lots, Distances, Areas and Locations as shown on the foregoing Plat and in the Description Thereof, are true and correct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

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

STATE OF NORTH DAKOTA, COUNTY OF Ward
On this 15 Day of February, 2024, before me, a Notary Public in and for said State, Appeared Thomas R. Leshovsky, Registered Professional Land Surveyor, well known to be such, and acknowledged to me that he executed the foregoing Surveyor's Certificate as his own free act and deed.

My commission expires

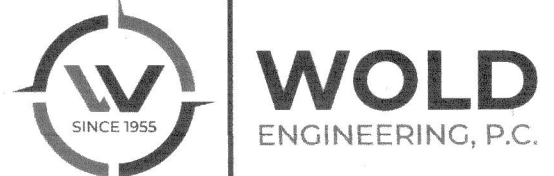
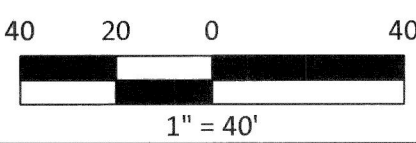
KIMBERLY J P FLATEN
Notary Public
State of North Dakota
My Commission Expires May 31, 2027


Notary Public, State of North Dakota

APPROVAL
I hereby certify that the Plat shown hereon has been approved by the Minot Planning Commission and the Minot City Council.
Approved: _____, 2024
Minot City Engineer

NOTES:
Plat is subject to all prior Easements of Record.
Bearings and Distances may vary from previous plats due to different methods of measurement.
A 10' Utility Easement is on the streetside of every Lot.
State Plane Coordinates shown are North Dakota (North Zone) NAD83 U.S. Survey Feet. NGS OPUS Solution was used to establish coordinates.

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



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



TO: Mayor
Members of the City Council

FROM: Kelli Kronschnabel, Fire Chief

DATE: May 6, 2024

SUBJECT: GREAT RIVER FEDERAL CREDIT UNION DONATION

I. RECOMMENDED ACTION

Amend 2024 annual budget to increase fire control - operational supplies for the purchase of safety equipment for the bike patrol with the generous donation from Great River Federal Credit Union.

II. DEPARTMENT CONTACT PERSONS

Kelli Kronschnabel, Fire Chief 857-4740

III. DESCRIPTION

A. Background

Fire Department received a donation from Great River Federal Credit Union. This funding to be used towards additional safety equipment to illuminate our bike patrol personnel.

B. Proposed Project

This additional funding will allow us to purchase additional illumination for our personnel that are riding the bikes to allow for them to be seen by motorists.

C. Consultant Selection

IV. IMPACT:

A. Strategic Impact:

This project has been fully funded by grant dollars and this additional funding will aid in getting a few additional lights to illuminate our personnel for safety.

B. Service/Delivery Impact:

C. Fiscal Impact:

Amend the 2024 annual budget to increase the Fire Control – Operational Supplies from the donations.

10031000-46102 \$700.00 Great River Federal Credit Union donation

V. CITY COUNCIL ASPIRATIONS

Safe and welcoming; resilient and prepared

VI. ALTERNATIVES

VII. TIME CONSTRAINTS

VIII. LIST OF ATTACHMENTS

A. Letter from Great River Credit Union



April 11, 2024

To whom it may concern:

My name is Susan Bergman, I am the Branch Manager at Great River Federal Credit Union. I have been talking with Andrew Hanselman and Great River would like to donate \$700 to the Minot Fire Dept bike patrol program. Please let me know if there are any questions.

Susan L Bergman | *Branch Manager*
2401 North Broadway, Minot, ND 58703

Main: 701.852.3866 • **Direct:** 320.202.7368

Web: www.greatriverfcu.org • **Fax:** 701.852.4311



www.GreatRiverFCU.org |



320.252.5393





ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE
GENERAL FUND DONATION REVENUES AND INCREASE THE OPERATIONAL
SUPPLIES EXPENDITURES FOR THE FIRE DEPARTMENT DUE TO A DONATION
FROM GREAT RIVER FEDERAL CREDIT UNION.**

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

- §1: An ordinance amending the 2024 annual budget to increase the General Fund donation revenues and increase the operational supplies expenditures for the Fire department:

10000000-33400		\$700
10031000-46102		700

- §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: David Lakefield, City Finance Director

DATE: May 6, 2024

SUBJECT: PLEDGED ASSETS, DECEMBER 31, 2023 (REVISED)

I. RECOMMENDED ACTION

Recommend approval of the revised Pledged assets as of December 31, 2023, due to the Pledged assets being received from one of the banks at a later date.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, City Finance Director	857-4784
Melody Shelkey, City Treasurer	857-4771

III. DESCRIPTION

A. Background

Section 21-04-11 of the North Dakota Century code requires securities pledged for deposits by banking institutions be approved by the City Council annually. Due to the City receiving information from First International Bank and Trust later than expected for the City's certificate of deposits held there in 2023.

IV. IMPACT:

A. Strategic Impact:

Approval needed in order to follow North Dakota Century Code.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

N/A

V. CITY COUNCIL ASPIRATIONS

The City Council aspiration achieved through this is Resilient and Prepared. This allows for the City to remain in compliance with North Dakota Century Code for deposit accounts the City has.

VI. ALTERNATIVES

N/A

VII. TIME CONSTRAINTS

N/A

VIII. LIST OF ATTACHMENTS

a. Pledged Assets as of December 31, 2023 (Revised)

CITY OF MINOT, NORTH DAKOTA
SCHEDULE OF DEPOSITORY SECURTIY PLEDGES
31-Dec-23

BANK	DUE DATE	AMOUNT
BRAVERA BANK		
Total Securites Pledged	Various	\$ 33,914,745.00
Total		<u>33,914,745.00</u>
FIRST INTERNATIONAL BANK		
Pledged securites	Various	13,317,323.54
Insured cash sweep; all FDIC insured		<u>-</u>
		<u>13,317,323.54</u>
WELLS FARGO		
GNMA		<u>612,565.55</u>
Total Securties Pledged		<u>612,565.55</u>
FIRST WESTERN BANK & TRUST		
Insured cash sweep; all FDIC insured		<u>-</u>
		<u>-</u>
Total Pledged		<u><u>\$ 47,844,634.09</u></u>



TO: Mayor Thomas Ross
Members of the City Council

FROM: Jason Sorensen, Utilities Director

DATE: May 6, 2024

SUBJECT: DISPOSAL OF EXCESS EQUIPMENT UTILIZING

I. RECOMMENDED ACTION

Recommend approval for the disposal of the below listed excess vehicles/equipment. Items will either be sold at the city auction at the Police Department impound lot or using an online surplus auction. Auction details will be advertised in the Minot Daily News and available on the city website.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

We are requesting to dispose of the following surplus equipment in accordance with Sec 2-4 of the Minot Municipal code:

Unit Number	Description	Serial No
2120	2014 FORD PI SEDAN	1FAHP2MKXEG175303
313	1986 IDAHO NORLAND SNOWPLOW	011321
3820	2014 FORD PI SEDAN	1FAHP2MK6EG175301
594	2006 UNK TRAILER	32
596	1997 MINOT SHORING TRAILER	33
7030	1985 GMC 70	1GBL7D1Y3FV111520
7070	1979 IHC 1854	AA185JHA30444
709	1979 IHC 1854	AA185JHA30427
751	2002 HUSTLER 6400 MOWER	01116014
752	1992 EXCEL 640 D	6873351
7830	1996 UNK TRAILER	ND 7137
8010	2006 FORD SD F250 XL	1FTSX21556ED10537
A762	1986 BOBCAT TRAILER	ND76563
B709	1978 WAUSAU SIDE DEL PLOW	STB2846-2323-8
B710	2000 LITTLE FALLS SNOWPLOW	4638T00
P160	2018 FORD PI UTILITY	1FM5K8AR1JGB47797
P180	2017 FORD PI SEDAN	1FAHP2MK7HG122787
P350	2011 JEEP LIBERTY	1J4PN2GK3BW542576
P450	2013 FORD PI SEDAN	1FAHP2M85DG128585
P600	2020 FORD PI UTILITY	1FM5K8AB7LGA83125
1012	1977 AMG 6935B	9635B000435
1014	1977 AMG 6935B	9635B000437
20500	1977 Ford F150	1FTDF18W0VKD29484
712	1996 Ford LNT 8000	1FDYW82EXTVA07551

B. Proposed Project

Equipment items that have been cannibalized and rendered unusable will be sold at the semi-annual police auction and the other vehicles and equipment will be sold using an online auction site similar to the Gov Deals site that has been used in the past for the sale of surplus equipment.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

There would be no cost to the city to use this website to sell our excess equipment. The winning bidder would pay an additional administrative fee in addition to their bid. The amount invoiced to the winning bidder will include the gross sale amount of the item, the administrative fee, any special fees and sales taxes, if any. The auctioneer will collect all fees from the buyer and pay the city the gross sale amount for each item.

V. CITY COUNCIL ASPIRATIONS

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

VI. ALTERNATIVES

N/A

VII. TIME CONSTRAINTS

VIII. LIST OF ATTACHMENTS



TO: Mayor Tom Ross
Members of the City Council

FROM: Jason Sorenson, Utilities Director

DATE: May 6, 2024

SUBJECT: WESTFIELD WATERMAIN REPLACEMENT AWARD OF BID (4817)

I. RECOMMENDED ACTION

1. Recommend council award the bid for the Westfield Watermain Replacement Project to Dig It Up Backhoe Service, Inc. for the lowest bid of \$4,774,694.00 contingent on the receipt of a DWSRF loan.
2. Recommend council authorize the mayor to sign contract documents on behalf of the City.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director 857-4740

III. DESCRIPTION

A. Background

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

On Tuesday, April 9, 2024, bids were opened for the Westfield Watermain Replacement Project. Below is a copy of the bid tabulation:

Westfield Watermain Replacement Project Bid Tabulation City Project #4817	
Engineers Estimate: \$3,899,817.00	
Bidder	Total Bid
Dig It Up Backhoe Service, Inc.	\$4,774,694.00
Post Construction, Inc.	\$5,090,832.00
Kemper Construction Co.	\$5,216,105.00
Wagner Construction, Inc.	N/A

The lowest responsible bid was received from Dig It Up Backhoe Service, Inc. in the amount of \$4,774,694.00.

B. Proposed Project

The projects for 2024 will consist of about 6,500 feet of watermain replacement around the area of Westfield Ave.

C. Consultant Selection

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

IV. IMPACT:

A. Strategic Impact:

N/A

B. Service/Delivery Impact:

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

C. Fiscal Impact:

Project Costs

Engineer's Estimate	\$3,899,817.00
Contractor's Bid	\$4,774,694.00

Project Funding

Public Works applied for a 60% cost share grant through DWR for the design of this project and will apply for another grant for the construction portion. The remaining construction costs will be funded using a Drinking Water State Revolving Fund (DWSRF) loan.

V. CITY COUNCIL ASPIRATIONS

This item achieves the aspiration of Resilient and Prepared.

VI. ALTERNATIVES

N/A

VII. TIME CONSTRAINTS

N/A

VIII. LIST OF ATTACHMENTS

1. Bid Review Letter

April 18, 2024

Veronica Meyer, PE
Senior Project Manager
1025 31st St. SE
Minot, ND 58701

Subject: Westfield Watermain Replacement Project Bid Review Letter
City Project No. 4817
HEI Project No. 6027-0095

Dear Veronica:

We have completed our review of the bids received for construction of the Westfield Watermain Replacement project. Please find attached to this letter the bid tabulation for the three sealed bids that were submitted through the Quest vBid system on April 9, 2024.

Four bids total were received. However, one was rejected, and another was held unopened until further review by the City Attorney. The bid from Wagner Construction did not include a Contractor's License in accordance with the bidding requirements, and was rejected. Another bid from Dig It Up Backhoe Service included a modified Bid Form that was held for approval from the City Attorney, without revealing the bid price. After review by the City Attorney, it was determined that the submitted Bid Form included all of the original Bid Form content and was acceptable for consideration. Thus, the three opened bids were evaluated for conformance with the bidding requirements as listed in the Instructions to Bidders and Bid Form. All of the bids received are summarized in the following table:

Contractor	Bid Total	Amount Greater Than Low Bid
Dig It Up Backhoe Service, Inc. Minot, ND	\$ 4,774,694.00	\$ --
Post Construction, Inc. Minot, ND	\$ 5,090,832.00	\$ 316,138.00
Kemper Construction Co. Minot, ND	\$ 5,216,105.00	\$ 441,411.00
Wagner Construction, Inc. International Falls, MN	Not Opened	\$ N/A
ENGINEER'S OPCC	\$ 3,899,817.00	(\$ 874,877.00)

Dig It Up Backhoe Service, Inc.

- 1) A valid 5% Bid Bond, Power of Attorney, Acknowledgement of Principal, and Acknowledgement of Surety were uploaded with the bid.
- 2) A valid ND Contractor's License was uploaded with the bid.
- 3) Acknowledgement of Addendums #1 & #2 by a bidder is a requirement of the Quest vBid system prior to uploading a bid.
- 4) The Bid Form formatting was altered by Dig It Up so they could enter their bid prices into the bid schedule table. The City Attorney has determined that the Bid Form is still valid as it include the original content

and language in an altered format. The Bid Form was signed by Travis Bohl as President of Dig It Up Backhoe Service, Inc.

- 5) A list of subcontractors and suppliers was also uploaded with the bid.

Post Construction, Inc.

- 1) A valid 5% Bid Bond, Power of Attorney, Acknowledgement of Principal, and Acknowledgement of Surety were uploaded with the bid.
- 2) A valid ND Contractor's License was uploaded with the bid.
- 3) Acknowledgement of Addendums #1 & #2 by a bidder is a requirement of the Quest vBid system prior to uploading a bid.
- 4) The Bid Form was properly executed and signed by Conley Post as President of Post Construction Inc.
- 5) A list of subcontractors and suppliers was also uploaded with the bid.
- 6) No bid irregularities were found.

Kemper Construction, Co.

- 1) A valid 5% Bid Bond, Power of Attorney, Acknowledgement of Principal, and Acknowledgement of Surety were uploaded with the bid.
- 2) A valid ND Contractor's License was uploaded with the bid.
- 3) Acknowledgement of Addendums #1 & #2 by a bidder is a requirement of the Quest vBid system prior to uploading a bid.
- 4) A list of subcontractors and suppliers was provided with the bid.
- 5) A signed Bid Form was properly executed, but only the signature page of the Bid Form was uploaded with the bid. In reviewing the EJCDC documents, this does not appear to be a non-conforming issue as it would with the Bid Bond. This could be reviewed further with the City Attorney, but at this point it does not affect the lowest submitted bid.

Dig It Up Backhoe Service's bid is approximately 6.6% lower than the bid submitted by Post Construction. However, the Dig It Up bid is approximately 22.4% higher than HEI's Opinion of Probable Construction Cost for the project. When comparing the Dig It Up bid to the HEI OPCC, the largest differences for the cost increase are related to the watermain installation. The 8-inch PVC pipe bid item is 50% higher than estimated for an additional \$485,025.00. Similarly, the installation of the new 3/4" curb stop valves unit price was 87% higher than estimated for an additional \$294,000.00.

After talking with the Contractors that submitted bids, the biggest reason for the increase was due to labor costs with the inclusion of the Davis-Bacon wage determination included as part of the DWSRF Specification Package. This was noted to add an additional \$500,000 to \$800,000 in labor expenses on the project. Additionally, from a call with Core & Main regarding pipe material costs, it was noted that PVC resin has seen its typical 15% increase this spring, with another increase possible within the next month or two. The unit prices used in HEI's OPCC were based on bid prices seen on similar projects within the past couple of years. The previous projects that were used as a basis for the construction cost did not include Davis-Bacon wage rates so that impact was underestimated.

The fact that the three opened bids were only separated by 9.25% seems to indicate that they were competitive bids given the current market and the inclusion of the Davis-Bacon wage rates. If this contract amount exceeds the amount available with the current funding sources, another option would be to award the project and then eliminate a portion of the project area from the contract.

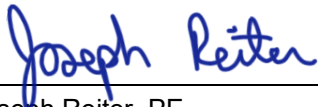
The basis for our award recommendation includes criteria for bidder “responsiveness” and “responsibility”. In light of the City Attorney approving the submitted Bid Form, and in accordance with Article 18 of the Instructions to Bidders, Dig It Up Backhoe Service of Minot, ND submitted the lowest responsive bid. Therefore, HEI recommends award of the contract to Dig It Up Backhoe Service for the bid price of \$4,774,694.00. After concurrence of the contract award by the Minot City Council and the DWSRF funding agency, Houston Engineering, Inc. will provide a completed Notice of Award for execution by Mayor Tom Ross followed by delivery to the Contractor with the agreement, bonds, and insurance documents for execution.

The Notice to Proceed will be discussed at the preconstruction conference, and issuance will be contingent upon the satisfactory completion and submission of the contract documents by the Contractor and the City’s legal counsel review.

If you have any questions or require additional information, please contact me at (701) 852-7931 or by e-mail at jreiter@houstoneng.com.

Sincerely,

HOUSTON ENGINEERING, INC.



Joseph Reiter, PE
Project Engineer



TO: Mayor Tom Ross
Members of the City Council

FROM: Jason Sorenson, Utilities Director

DATE: May 6, 2024

SUBJECT: BUDGET AMENDMENT TO PURCHASE SEWER REPAIR TOOL

I. RECOMMENDED ACTION

1. Recommend council approve the sole source procurement and ratify the purchase of the Quick Lock sewer repair equipment.
2. Recommend council approve the budget amendment to move funds from Water/Sewer Department Materials and Supplies to Capital Equipment to make the purchase.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director 701-857-4140

III. DESCRIPTION

A. Background

Sewer Repairs are a regular part of the work performed by the Water/Sewer Department staff. Many times, the repair is a simple small hole in a sewer main, but this requires a major excavation to ensure a safe trench for workers to access the main to make the repairs. Additionally, during sewer rehab projects where lining is utilized, spot repairs need to be performed to ensure the liner will pass through a damaged section of pipe.

B. Proposed Project

There is a newer tool and technology in the market to make sewer repairs safer and much more efficient. Using the sewer televising equipment already utilized by the department a thin stainless steel sleeve is pushed through the pipe to the point of repair and expanded in place to seal the failed section.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

Ensuring the public has reliable sewer infrastructure is an ongoing objective and this tool helps make repairs quickly.

B. Service/Delivery Impact:

Residents expect reliable infrastructure. Having tools like the Quick Lock allow the Sewer Department to make repairs quickly to keep services operating.

C. Fiscal Impact:

Project Costs

Quick Lock sewer repair tool	\$10,123.99
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Project Funding

Funding for this purchase wasn't contemplated in the 2024 budget. The sewer rehab project alone will have a few spot repairs to be performed. The unit price for spot repairs is \$900/ft. Each repair can easily cost \$5,000+ so this purchase should pay for itself this construction season alone. Adequate funds are available in Dpmt Materials and Supplies account.

V. CITY COUNCIL ASPIRATIONS

This item achieves the council aspiration of resilient and prepared

VI. ALTERNATIVES

N/A

VII. TIME CONSTRAINTS

N/A

VIII. LIST OF ATTACHMENTS

A. Budget Amendment

ORDINANCE NO:

AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE WATER DISTRIBUTION DEPARTMENT CAPITAL EQUIPMENT EXPENDITURES AND DECREASE THE WATER DISTRIBUTION DEPARTMENT OPERATING EXPENDITURES FOR THE PURCHASE OF A QUICK LOCK SEWER REPAIR TOOL.

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

- §1: An ordinance amending the 2024 annual budget to increase the water distribution department capital equipment expenditures and decrease the water distribution department operating expenditures for the purchase of a quick lock sewer repair tool:

14061000-46102		(\$10,124)
14061000-57500		10,124

- §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



Sole Source Checklist up to \$50,000

Item to be purchased: Quick Lock sewer repair equipment

Account Number: 14061000-46101

City of Minot Project #: N/A

Purchasing Agent

Check which instance is applicable for the sole source purchase:

Material, product, or item is regarded as one-of-a-kind. ☒

The item or product is a manufacturer direct sale with no distributors. ☐

The item or product is a patented or proprietary item. ☒

The purchase is necessary for repairing or replacing parts or components of existing City assets or equipment. ☒

Explanation for why the goods are the only goods that meet the department needs:

The Quick Lock is the only alternative to installing spot repairs in sewer mains. This equipment attaches to the departments current sewer camera.

Why is the vendor the only practicable source available from which to obtain the required goods?

Jetline is the only vendor in the mid-west for the Quick Lock.

Explanation as to whether the proposed price is fair and reasonable:

The cost is a tenth of the price of conventional digging sewer repair.

Explanation that a particular supplier or service is required to standardize or maintain standardization with the department for purposes or reducing financial expenses or simplifying administration:

The Quick Lock system for sewer main repairs will allow the Sewer department to make badly needed repair without digging. This is the future of sewer repairs for the City of Minot.

Explanation that a particular supplier or vendor is required to be used to match equipment, materials, or supplies currently in use:

This is the only vendor that supplies the Quick Lock equipment.

Explanation of whether the vendor possesses exclusive and/or predominant capabilities or the items contained a patented feature providing superior utility not obtainable from similar products:

Vendor is the only provider of the Quick Lock sewer repair system in the Mid-west

Department Head Approval:

Jason Sorenson

Purchasing Office

Are all requirements met? Yes ☒ No ☐

Approvals

City Manager/Finance Director Approval:

Purchasing Agent completes purchase. Include copy of sole source purchase approval with invoice for payment.



TO: Mayor Tom Ross
Members of the City Council

FROM: Jason Sorenson, Utilities Director

DATE: May 6, 2024

SUBJECT: UNIVERSITY WATERMAIN REPLACEMENT AWARD OF BID (4816)

I. RECOMMENDED ACTION

1. Recommend council award the bid for the University Watermain Replacement Project to Strata Corporation for the lowest bid of \$3,996,985.00 contingent on the receipt of a DWSRF loan.
2. Recommend council authorize the mayor to sign contract documents on behalf of the City.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director 857-4140

III. DESCRIPTION

A. Background

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

On Thursday, April 25, 2024, bids were opened for the University Watermain Replacement Project. Below is a copy of the bid tabulation:

University Watermain Replacement Project Bid Tabulation City Project #4816	
Engineers Estimate: \$3,275,801.00	
Bidder	Total Bid
Strata Corporation	\$3,996,985.00
Post Construction, Inc.	\$4,245,240.50
Kemper Construction Co.	\$4,406,227.50
Wagner Construction, Inc.	\$4,922,542.00

The lowest responsible bid was received from Strata Corporation in the amount of \$3,996,985.00.

- B. Proposed Project
The projects for 2024 will consist of about 5,500 feet of watermain replacement around the area of University Ave.
- C. Consultant Selection
Houston Engineering was competitively selected for a master water services engineering agreement and approved by Council in September of 2022 to provide general water system design, modeling and construction services on water related projects in Minot.

IV. IMPACT:

- A. Strategic Impact:
N/A
- B. Service/Delivery Impact:
Replacement projects such as this will improve water quality and fire flows to areas they occur in.
- C. Fiscal Impact:

Project Costs

Engineer's Estimate	\$3,275,801.00
Contractor's Bid	\$3,996,985.00

Project Funding

Public Works applied for a 60% cost share grant through DWR for the design of this project and will apply for another grant for the construction portion. The remaining construction costs will be funded using a Drinking Water State Revolving Fund (DWSRF) loan.

V. CITY COUNCIL ASPIRATIONS

This item achieves the aspiration of Resilient and Prepared.

VI. ALTERNATIVES

N/A

VII. TIME CONSTRAINTS

N/A

VIII. LIST OF ATTACHMENTS

1. Bid Review Letter

April 29, 2024

Veronica Meyer, PE
Senior Project Manager
1025 31st St. SE
Minot, ND 58701

Subject: University Watermain Replacement Project Bid Review Letter
City Project No. 4816
HEI Project No. 6027-0094

Dear Veronica:

We have completed our review of the bids received for construction of the University Watermain Replacement project. Please find attached to this letter the bid tabulation for the four sealed bids that were submitted through the Quest vBid system on April 25, 2024.

The three lowest bids were evaluated for conformance with the bidding requirements as listed in the Instructions to Bidders and Bid Form. All of the bids received are summarized in the following table:

Contractor	Bid Total	Amount Greater Than Low Bid
Strata Corporation Grand Forks, ND	\$ 3,996,985.00	\$ --
Post Construction, Inc. Minot, ND	\$ 4,245,240.50	\$ 248,255.50
Kemper Construction Co. Minot, ND	\$ 4,406,227.50	\$ 409,242.50
Wagner Construction, Inc. International Falls, MN	\$ 4,922,542.00	\$ 925,557.00
ENGINEER'S OPCC	\$ 3,275,801.00	(\$ 721,184.00)

Strata Corporation

- 1) A valid 5% Bid Bond, Power of Attorney, Acknowledgement of Principal, and Acknowledgement of Surety were uploaded with the bid.
- 2) A valid ND Contractor's License was uploaded with the bid.
- 3) Acknowledgement of Addendums #1 & #2 by a bidder is a requirement of the Quest vBid system prior to uploading a bid.
- 4) The Bid Form was properly executed and signed by Steve Griffin as Vice President of Strata Corporation.
- 5) A list of subcontractors and suppliers was also uploaded with the bid.
- 6) No bid irregularities were found.

Post Construction, Inc.

- 1) A valid 5% Bid Bond, Power of Attorney, Acknowledgement of Principal, and Acknowledgement of Surety were uploaded with the bid.
- 2) A valid ND Contractor's License was uploaded with the bid.

- 3) Acknowledgement of Addendums #1 & #2 by a bidder is a requirement of the Quest vBid system prior to uploading a bid.
- 4) The Bid Form was properly executed and signed by Conley Post as President of Post Construction Inc.
- 5) A list of subcontractors and suppliers was also uploaded with the bid.
- 6) No bid irregularities were found.

Kemper Construction, Co.

- 1) A valid 5% Bid Bond, Power of Attorney, Acknowledgement of Principal, and Acknowledgement of Surety were uploaded with the bid.
- 2) A valid ND Contractor's License was uploaded with the bid.
- 3) Acknowledgement of Addendums #1 & #2 by a bidder is a requirement of the Quest vBid system prior to uploading a bid.
- 4) A list of subcontractors and suppliers was provided with the bid.
- 5) The Bid Form was properly executed and signed by Steve Farden as President of Kemper Construction Company.
- 6) No bid irregularities were found.

Strata Corporation's bid is approximately 6.2% lower than the bid submitted by Post Construction. However, the Strata bid is approximately 22% higher than HEI's Opinion of Probable Construction Cost for the project. When comparing the Strata bid to the HEI OPCC, the largest bid item difference is for the removal of the existing watermain pipe at roughly \$151,000 more than estimated. However, two of the four bids had a pipe removal cost nearly identical to the estimate and the other two bids were 10x-15x higher. This bid item is for a relatively simple scope of work to remove and dispose of the existing pipe as noted on the plans and the bid price variance may just include a higher profit margin from two of the bidders. In general, there was a wide range of bid items that were \$20,000-\$70,000 more in total cost when compared to the OPCC that resulted in the overall increase above the total project estimate.

During a call with Strata Corporation, it was noted that the Davis-Bacon minimum labor rate requirements and material cost increases were a major factor in the price of the bid. Strata also mentioned that they evenly distributed the cost increases across the bid items rather than focus the increase on singular items as reflected in the other received bids. When compared to the recent City of Minot Westfield Watermain Replacement bid prices, the low bid price had a nearly identical percentage increase above the OPCC estimate. The Westfield bidders indicated the same Davis-Bacon wages and PVC pipe cost increases that resulted in the higher bid prices. As with the Westfield estimate, the OPCC estimate for this project underestimated the impact of the increased labor rates. If this contract amount exceeds the amount available with the current funding sources, another option would be to eliminate a portion of the project area from the contract.

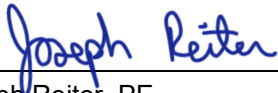
The basis for our award recommendation includes criteria for bidder "responsiveness" and "responsibility". In accordance with Article 18 of the Instructions to Bidders, Strata Corporation of Grand Forks, ND submitted the lowest responsive bid. Therefore, HEI recommends award of the contract to Strata Corporation for the bid price of \$3,996,985.00. After concurrence of the contract award by the Minot City Council and the DWSRF funding agency, Houston Engineering will provide a completed Notice of Award for execution by Mayor Tom Ross followed by delivery to the Contractor with the agreement, bonds, and insurance documents for execution.

The Notice to Proceed will be discussed at the preconstruction conference, and issuance will be contingent upon the satisfactory completion and submission of the contract documents by the Contractor and the City's legal counsel review.

If you have any questions or require additional information, please contact me at (701) 852-7931 or by e-mail at jreiter@houstoneng.com.

Sincerely,

HOUSTON ENGINEERING, INC.

A handwritten signature in blue ink that reads 'Joseph Reiter'.

Joseph Reiter, PE
Project Engineer

BID TABULATION
City of Minot University Watermain Replacement Project
HEI Project 6027-0094
City of Minot Project No. 4816

Engineer: Houston Engineering, Inc.
3900 13th Avenue SE
Minot, ND 58701
Phone (701) 852-7931

Bid Opening: April 25, 2024
Time: 10:00 am

Bid Schedule A				Engineer's OPCC		Strata Corporation		Post Construction Inc		Kemper Construction Co.		Wagner Construction	
Item No.	Description	Unit	Quantity	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Mobilization	LS	1	\$ 185,000.00	\$ 185,000.00	\$ 275,000.00	\$ 275,000.00	\$ 115,000.00	\$ 115,000.00	\$ 59,516.00	\$ 59,516.00	\$ 471,000.00	\$ 471,000.00
2	Temporary Traffic Control	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 32,000.00	\$ 32,000.00	\$ 25,000.00	\$ 25,000.00	\$ 22,576.00	\$ 22,576.00	\$ 19,250.00	\$ 19,250.00
3	Erosion Control	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 20,000.00	\$ 20,000.00	\$ 15,000.00	\$ 15,000.00	\$ 9,688.00	\$ 9,688.00	\$ 14,000.00	\$ 14,000.00
4	Temporary Water Service	LS	1	\$ 50,000.00	\$ 50,000.00	\$ 75,000.00	\$ 75,000.00	\$ 85,000.00	\$ 85,000.00	\$ 90,000.00	\$ 90,000.00	\$ 145,000.00	\$ 145,000.00
5	Remove Gate Valve and Box (All Sizes)	EA	23	\$ 300.00	\$ 6,900.00	\$ 2,200.00	\$ 50,600.00	\$ 300.00	\$ 6,900.00	\$ 1,957.00	\$ 45,011.00	\$ 350.00	\$ 8,050.00
6	Remove Fire Hydrant with Gate Valve	EA	9	\$ 550.00	\$ 4,950.00	\$ 2,800.00	\$ 25,200.00	\$ 550.00	\$ 4,950.00	\$ 1,875.00	\$ 16,875.00	\$ 1,100.00	\$ 9,900.00
7	Partial Removal of Fire Hydrant and Gate Valve	EA	1	\$ 500.00	\$ 500.00	\$ 2,500.00	\$ 2,500.00	\$ 1,900.00	\$ 1,900.00	\$ 2,250.00	\$ 2,250.00	\$ 1,100.00	\$ 1,100.00
8	Remove Curb Stop and Box	EA	90	\$ 450.00	\$ 40,500.00	\$ 1,200.00	\$ 108,000.00	\$ 350.00	\$ 31,500.00	\$ 688.00	\$ 61,920.00	\$ 175.00	\$ 15,750.00
9	Remove Pipe (All Watermain, Excludes Service Lines)	LF	5583	\$ 3.00	\$ 16,749.00	\$ 30.00	\$ 167,490.00	\$ 2.50	\$ 13,957.50	\$ 44.50	\$ 248,443.50	\$ 3.00	\$ 16,749.00
10	4" C900 DR 18 PVC Watermain	LF	14	\$ 115.00	\$ 1,610.00	\$ 250.00	\$ 3,500.00	\$ 272.00	\$ 3,808.00	\$ 186.00	\$ 2,604.00	\$ 400.00	\$ 5,600.00
11	6" C900 DR 18 PVC Watermain	LF	142	\$ 120.00	\$ 17,040.00	\$ 138.00	\$ 19,596.00	\$ 276.00	\$ 39,192.00	\$ 338.00	\$ 47,996.00	\$ 250.00	\$ 35,500.00
12	8" C900 DR 18 PVC Watermain	LF	5464	\$ 150.00	\$ 819,600.00	\$ 140.00	\$ 764,960.00	\$ 295.00	\$ 1,611,880.00	\$ 248.50	\$ 1,357,804.00	\$ 257.00	\$ 1,404,248.00
13	4" Gate Valve w/Box	EA	3	\$ 3,500.00	\$ 10,500.00	\$ 4,500.00	\$ 13,500.00	\$ 7,500.00	\$ 22,500.00	\$ 39,598.00	\$ 118,794.00	\$ 2,800.00	\$ 8,400.00
14	6" Gate Valve w/Box	EA	1	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,700.00	\$ 7,700.00	\$ 6,960.00	\$ 6,960.00	\$ 3,500.00	\$ 3,500.00
15	8" Gate Valve w/Box	EA	21	\$ 5,500.00	\$ 115,500.00	\$ 5,900.00	\$ 123,900.00	\$ 9,000.00	\$ 189,000.00	\$ 9,586.00	\$ 201,306.00	\$ 4,300.00	\$ 90,300.00
16	Water Service 3/4" Curb Stop w/Box, Brass, and Reconnection to Existing Water Service Line	EA	84	\$ 2,400.00	\$ 201,600.00	\$ 2,800.00	\$ 235,200.00	\$ 4,250.00	\$ 357,000.00	\$ 2,503.00	\$ 210,252.00	\$ 2,250.00	\$ 189,000.00
17	Water Service 1" Curb Stop w/Box, Brass, and Reconnection to Existing Water Service Line	EA	6	\$ 2,500.00	\$ 15,000.00	\$ 4,300.00	\$ 25,800.00	\$ 3,900.00	\$ 23,400.00	\$ 3,167.00	\$ 19,002.00	\$ 3,000.00	\$ 18,000.00
18	Reconnect Existing Water Service Line to Watermain with Service Saddle and Corporation Stop (All Types and Sizes)	EA	90	\$ 1,000.00	\$ 90,000.00	\$ 1,800.00	\$ 162,000.00	\$ 1,500.00	\$ 135,000.00	\$ 1,874.00	\$ 168,660.00	\$ 700.00	\$ 63,000.00
19	3/4" Water Service Pipe	LF	174	\$ 90.00	\$ 15,660.00	\$ 130.00	\$ 22,620.00	\$ 300.00	\$ 52,200.00	\$ 271.00	\$ 47,154.00	\$ 94.00	\$ 16,356.00
20	1" Water Service Pipe	LF	30	\$ 95.00	\$ 2,850.00	\$ 150.00	\$ 4,500.00	\$ 302.00	\$ 9,060.00	\$ 412.00	\$ 12,360.00	\$ 102.00	\$ 3,060.00
21	Fire Hydrant Assembly with 6" Gate Valve and Tee Connection to Main	EA	10	\$ 14,000.00	\$ 140,000.00	\$ 14,250.00	\$ 142,500.00	\$ 21,000.00	\$ 210,000.00	\$ 18,235.00	\$ 182,350.00	\$ 15,000.00	\$ 150,000.00
22	Connect to Existing Watermain	EA	16	\$ 7,000.00	\$ 112,000.00	\$ 2,400.00	\$ 38,400.00	\$ 12,000.00	\$ 192,000.00	\$ 12,029.00	\$ 192,464.00	\$ 11,000.00	\$ 176,000.00
23	Polystyrene Insulation (4" Thickness)	SF	200	\$ 5.00	\$ 1,000.00	\$ 12.00	\$ 2,400.00	\$ 35.00	\$ 7,000.00	\$ 14.00	\$ 2,800.00	\$ 8.00	\$ 1,600.00
24	Remove Concrete Curb and Gutter (All Types)	LF	2026	\$ 8.00	\$ 16,208.00	\$ 20.00	\$ 40,520.00	\$ 8.00	\$ 16,208.00	\$ 8.50	\$ 17,221.00	\$ 17.00	\$ 34,442.00
25	Remove Concrete Sidewalk	SY	1071	\$ 10.00	\$ 10,710.00	\$ 25.00	\$ 26,775.00	\$ 8.00	\$ 8,568.00	\$ 26.50	\$ 28,381.50	\$ 45.00	\$ 48,195.00
26	Remove Concrete Driveway	SY	117	\$ 12.00	\$ 1,404.00	\$ 28.00	\$ 3,276.00	\$ 8.00	\$ 936.00	\$ 38.50	\$ 4,504.50	\$ 40.00	\$ 4,680.00
27	Remove Concrete Valley Gutter	SY	81	\$ 12.00	\$ 972.00	\$ 28.00	\$ 2,268.00	\$ 8.00	\$ 648.00	\$ 42.00	\$ 3,402.00	\$ 40.00	\$ 3,240.00
28	Remove Bituminous Pavement (All Thicknesses)	SY	10250	\$ 11.00	\$ 112,750.00	\$ 16.00	\$ 164,000.00	\$ 8.00	\$ 82,000.00	\$ 8.50	\$ 87,125.00	\$ 22.00	\$ 225,500.00
29	Concrete Curb and Gutter (Type 1)	LF	2026	\$ 60.00	\$ 121,560.00	\$ 88.00	\$ 178,288.00	\$ 65.00	\$ 131,690.00	\$ 80.00	\$ 162,080.00	\$ 120.00	\$ 243,120.00
30	4" Concrete Sidewalk(+10%)	SY	757	\$ 135.00	\$ 102,195.00	\$ 185.00	\$ 140,045.00	\$ 105.00	\$ 79,485.00	\$ 119.00	\$ 90,083.00	\$ 172.00	\$ 130,204.00
31	6" Concrete Sidewalk (At Driveways and ADA Ramps)	SY	439	\$ 150.00	\$ 65,850.00	\$ 198.00	\$ 86,922.00	\$ 120.00	\$ 52,680.00	\$ 144.00	\$ 63,216.00	\$ 194.00	\$ 85,166.00
32	6" Concrete Pavement (Driveways)	SY	102	\$ 150.00	\$ 15,300.00	\$ 215.00	\$ 21,930.00	\$ 154.00	\$ 15,708.00	\$ 242.00	\$ 24,684.00	\$ 188.00	\$ 19,176.00
33	6" Concrete Valley Gutter	SY	100	\$ 150.00	\$ 15,000.00	\$ 275.00	\$ 27,500.00	\$ 145.00	\$ 14,500.00	\$ 175.00	\$ 17,500.00	\$ 194.00	\$ 19,400.00
34	Hot Bituminous Pavement Superpave FAA 43, PG 58S-28	SY	10228	\$ 65.00	\$ 664,820.00	\$ 62.00	\$ 634,136.00	\$ 31.50	\$ 322,182.00	\$ 46.50	\$ 475,602.00	\$ 86.00	\$ 879,608.00
35	Concrete Curb (Type 1 At ADA Ramps)	LF	10	\$ 55.00	\$ 550.00	\$ 130.00	\$ 1,300.00	\$ 75.00	\$ 750.00	\$ 86.00	\$ 860.00	\$ 158.00	\$ 1,580.00
36	6" Pigmented Imprinted Concrete	SF	229	\$ 60.00	\$ 13,740.00	\$ 60.00	\$ 13,740.00	\$ 33.00	\$ 7,557.00	\$ 51.50	\$ 11,793.50	\$ 206.00	\$ 47,174.00
37	Detectable Warning Panels	SF	630	\$ 75.00	\$ 47,250.00	\$ 80.00	\$ 50,400.00	\$ 75.00	\$ 47,250.00	\$ 62.00	\$ 39,060.00	\$ 90.50	\$ 57,015.00
38	Seeding and Hydro-Mulch	SY	1208	\$ 6.00	\$ 7,248.00	\$ 5.50	\$ 6,644.00	\$ 12.00	\$ 14,496.00	\$ 5.50	\$ 6,644.00	\$ 15.00	\$ 18,120.00
39	Adjust Manhole Casting (All Types)	EA	11	\$ 850.00	\$ 9,350.00	\$ 3,000.00	\$ 33,000.00	\$ 750.00	\$ 8,250.00	\$ 950.00	\$ 10,450.00	\$ 1,200.00	\$ 13,200.00
	BID SCHEDULE A SUBTOTAL				\$ 3,083,366.00		\$ 3,750,410.00		\$ 3,961,855.50		\$ 4,169,392.00		\$ 4,695,183.00

Bid Schedule B				Engineer's OPCC		Strata Corporation		Post Construction Inc		Kemper Construction Co.		Wagner Construction	
Item No.	Description	Unit	Quantity	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
40	Remove Storm Catch Basin or Manhole (All Sizes, All Types)	EA	15	\$ 1,000.00	\$ 15,000.00	\$ 1,850.00	\$ 27,750.00	\$ 2,500.00	\$ 37,500.00	\$ 1,125.00	\$ 16,875.00	\$ 1,000.00	\$ 15,000.00
41	Remove Storm Sewer Pipe (All Sizes, All Types)	LF	341	\$ 15.00	\$ 5,115.00	\$ 65.00	\$ 22,165.00	\$ 35.00	\$ 11,935.00	\$ 11.50	\$ 3,921.50	\$ 25.00	\$ 8,525.00
42	Storm Sewer Pipe (15" RCP)	LF	314	\$ 130.00	\$ 40,820.00	\$ 190.00	\$ 59,660.00	\$ 225.00	\$ 70,650.00	\$ 188.50	\$ 59,189.00	\$ 161.00	\$ 50,554.00
43	Storm Sewer Manhole (48" Manhole)	EA	3	\$ 8,500.00	\$ 25,500.00	\$ 14,300.00	\$ 42,900.00	\$ 12,000.00	\$ 36,000.00	\$ 11,587.00	\$ 34,761.00	\$ 12,000.00	\$ 36,000.00
44	Storm Catch Basin and Casting (2'x3' Structure and R-3067-L Inlet)	EA	8	\$ 9,000.00	\$ 72,000.00	\$ 7,500.00	\$ 60,000.00	\$ 12,000.00	\$ 96,000.00	\$ 9,489.00	\$ 75,912.00	\$ 7,000.00	\$ 56,000.00
45	Remove and Replace Storm Casting - R-3067-L (2'x6')	EA	3	\$ 5,000.00	\$ 15,000.00	\$ 3,200.00	\$ 9,600.00	\$ 3,500.00	\$ 10,500.00	\$ 1,515.00	\$ 4,545.00	\$ 1,500.00	\$ 4,500.00
46	Double Catch Basin Modification and Casting - R-3295-2L (2'x6')	EA	1	\$ 8,500.00	\$ 8,500.00	\$ 12,500.00	\$ 12,500.00	\$ 4,000.00	\$ 4,000.00	\$ 7,192.00	\$ 7,192.00	\$ 8,600.00	\$ 8,600.00
	BID B SCHEDULE TOTAL				\$ 181,935.00		\$ 234,575.00		\$ 266,585.00		\$ 202,395.50		\$ 179,179.00

	Bid Schedule C			Engineer's OPCC		Strata Corporation		Post Construction Inc		Kemper Construction Co.		Wagner Construction	
Item No.	Description	Unit	Quantity	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
47	Water Service Pipe - Lead Line Replacement (All Sizes)	LF	60	\$ 175.00	\$ 10,500.00	\$ 200.00	\$ 12,000.00	\$ 280.00	\$ 16,800.00	\$ 574.00	\$ 34,440.00	\$ 803.00	\$ 48,180.00
	BID C SCHEDULE TOTAL				\$ 10,500.00		\$ 12,000.00		\$ 16,800.00		\$ 34,440.00		\$ 48,180.00

	TOTAL OF ALL BID SCHEDULES				\$ 3,275,801.00		\$ 3,996,985.00		\$ 4,245,240.50		\$ 4,406,227.50		\$ 4,922,542.00
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TO: Mayor Tom Ross
Members of the City Council

FROM: Jason Sorenson, Utilities Director

DATE: May 6, 2024

SUBJECT: 2024 AWARD OF FUEL BID (4857)

I. RECOMMENDED ACTION

1. Recommend council award the bid for fuel to Farstad as a primary supplier and Enerbase as a secondary supplier.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director

III. DESCRIPTION

A. Background

Public Works orders fuel for use by all of the city departments. This is dispensed from tanks located at the public works facility. Annual amounts consist of approximately 70,000 gallons of unleaded gas, 70,000 gallons of #1 or winter master diesel and 70,000 gallons of #2 or summer diesel. Quantities are delivered by the tanker load by the suppliers and are in quantities from 6,000 to 9,000 gallons at a time. With the limited storage capacity, it is important that fuel be available within 24 hours' notice to provide a reliable supply during snow season.

B. Proposed Project

On April 19, 2024, the Public Works Department opened bids for providing the City with approximately 210,000 gallons of diesel and unleaded gas. Farstad submitted a bid of \$0.0025/gal over rack price for winter blend diesel, \$0.001 for summer blend diesel and \$0.001/gal for unleaded. Enerbase submitted a bid of \$0.0075/gal over rack for all fuels.

The bids submitted appear to meet all of the requirements of the bid specifications. Award is recommended to both companies due to volatility in the fuel markets and delivery shortages that occur from time to time. This will ensure an approved secondary vendor will be able to make deliveries during shortages or other issues.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

N/A

B. Service/Delivery Impact:

If deliveries are not provided within 24hours, as stated in the bid documents, departments operations could be jeopardized.

C. Fiscal Impact:

Project Costs

Fuel is a commodity that fluctuates with market conditions. Vendors will supply fuel to the City of Minot at market price or “rack price” plus markup and delivery. If all 210,000 gallons of fuel are delivered the markup from Farstad amounts to \$315 and \$1,575 for Enerbase

Project Funding

Each department that uses fuel has funds budgeted in their 2024 budget.

V. CITY COUNCIL ASPIRATIONS

This agenda item achieves the council aspiration of resilient and prepared.

VI. ALTERNATIVES

N/A

VII. TIME CONSTRAINTS

N/A

VIII. LIST OF ATTACHMENTS



TO: City Council
FROM: Stefanie Stalheim, City Attorney
DATE: May 6, 2024
SUBJECT: **Appointment of Special City Attorney, Stephanie Davis**
Municipal Court Case Nos. MI-2024-CR-00364/MI-2024-TR-01277/1278
Transfer to District Court pending

I. RECOMMENDED ACTION

- A. Consent and approve of the appointment of Stephanie Davis, Assistant Ward County States Attorney, to act as Special Assistant City Attorney in Minot Municipal Court Case Nos. MI-2024-CR-00364, MI-2024-TR-01277, and MI-2024-TR-1278.
- B. Authorize the City Attorney and Mayor to sign any necessary paperwork to complete the appointment.

II. DEPARTMENT CONTACT PERSONS

Stefanie Stalheim 857-4755

III. DESCRIPTION

- A. Background
A city staff member was issued citations in the above captioned cases. Given the same, a conflict has arisen in regard to our ability to prosecute the matter.
- B. Proposed Project
The City Attorney recommends retaining outside counsel to prosecute this matter on behalf of the City.
- C. Consultant Selection
The City Attorney contacted the Ward County State's Attorney's Office and Assistant Ward County State's Attorney Stephanie Davis indicated she would be willing and available to prosecute this matter for the City.

IV. IMPACT:

- A. Strategic/Service/Delivery Impact:
Approving the appointment will allow prosecution of this matter to continue without delay.
- B. Fiscal Impact:
Any anticipated expenses will be limited to actual costs (ex: travel, cost to create exhibits, etc.) and should be able to be absorbed by the existing City Attorney budget.

V. CITY COUNCIL ASPIRATIONS

Adopting the proposed recommendation and continuing prosecution of this case without delay achieves the City Council's aspirations to stay safe, welcoming, resilient, and prepared.

VI. ALTERNATIVES

- A. The City Council could direct the City Attorney to locate alternate conflict counsel.
- B. The City Council could direct the City Attorney not to retain conflict counsel.

VII. TIME CONSTRAINTS

The defendant has retained defense counsel, who has removed this matter to District Court. The City Attorney recommends appointing conflict counsel appointed in this matter within the month to ensure we have counsel available to prosecute this matter and respond to any motions that are filed.

VIII. LIST OF ATTACHMENTS

- A. *Appointment of Special Assistant City Attorney*
- B. *Appointment and Oath of Special City Attorney (pleading)*

IN DISTRICT COURT

NORTH CENTRAL JUDICIAL DISTRICT

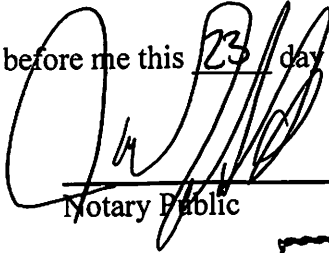
APPOINTMENT AND OATH OF SPECIAL CITY ATTORNEY

1

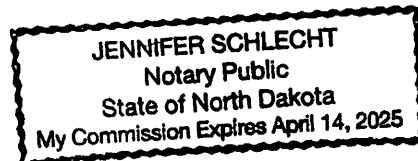


Stephen Davis, ND Bar No. 06866
Special Assistant City Attorney
P.O. Box 5005
Minot, ND 58702-5005
Telephone: (701) 857-6480
Facsimile: (701) 857-6580
E-service: 51wardsa@wardnd.com

Subscribed and sworn to before me this 23 day of April by Stephanie Davis.



Notary Public





APPOINTMENT OF SPECIAL ASSISTANT CITY ATTORNEY

I, Stefanie Stalheim, City Attorney for the City of Minot, do hereby appoint Stephanie Davis, or her designee, as Special Assistant City Attorney for the City of Minot to prosecute Minot Municipal Case Nos. MI-2024-TR-01277, MI-2024-TR-01278, and MI-2024-CR-00364/Ward County Case No. 51-2024-CR-00739.

Dated this ____ day of _____, 20__.

Stefanie Stalheim
City Attorney

Minot City Council hereby consents and approves of the appointment.

Dated this ____ day of _____, 20__.

Thomas Ross
Mayor

I accept said appointment.

Dated this 23 day of April, 2024.

Stephanie F Davis
Stephanie Davis, ND Bar No. 06866
Special Assistant City Attorney



TO: Mayor
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: May 6, 2024

SUBJECT: SPECIAL ASSISTANT CITY ATTORNEY – LEGISLATIVE SERVICES

I. RECOMMENDED ACTION

1. Approve and authorize the Mayor to sign the Consulting and Legal Services Agreement between the City of Minot and Shane Goettle.
2. Continue the appointment of Shane Goettle as Special Assistant City Attorney.

II. DEPARTMENT CONTACT PERSONS

Harold Stewart – (701) 857-4750
Stefanie Stalheim – (701) 857-4755

III. DESCRIPTION

The City of Minot has previously retained Shane Goettle to provide legal services for the purpose of handling state government affairs and to advise and consult, as needed and requested, on the interface of local, state, and federal resources associated with flood recovery and protection, and city growth associated with energy impacts. The Agreement before the City Council also includes managing other projects, as assigned.

Attorney Goettle's responsibilities pursuant to the proposed agreement include, among other things: representing the City of Minot before, during, and after the legislative session; coordinating and/or providing testimony on behalf of the City of Minot; and communicating with state officials and departments on behalf of the City of Minot. Attorney Goettle also provides a monthly activity report to the City. The proposed agreement commences June 1, 2024 and expires May 31, 2026.

IV. IMPACT:

There is no increase in the fees proposed under the proposed agreement. Attorney Goettle's contract maintains the existing cost structure of \$3,500 per month during non-legislative session months and \$7,500 per month during legislative session months.

This expense and service has been budgeted for 2024 under 10014000-43020. There is a 10-day notice by either party which allows for termination of the contract. Therefore, should future funding become unavailable to sustain the contract, the City could terminate the agreement.

V. CITY COUNCIL ASPIRATIONS

In approving this recommendation, the City Council achieves its aspiration to be Excellent and Connected.

VI. ALTERNATIVES

1. The City could not enter into the Agreement with Attorney Goettle.

2. The City could consider other attorneys to provide this service. However, Attorney Goettle has extensive and in-depth knowledge of Minot and Statewide legislative issues as well as excellent working relationships with the staff and area legislators.

VII. TIME CONSTRAINTS

Attorney Goettle's current contract expires on May 31, 2024.

VIII. LIST OF ATTACHMENTS

- A. Proposed Consulting and Legal Services Agreement

CONSULTING AND LEGAL SERVICES AGREEMENT

This Agreement is made between the City of Minot, North Dakota (hereafter "Minot") and Goettle Law, PLLC (hereafter "Goettle").

In consideration for the covenants herein, the parties have entered into this Agreement under the terms and conditions set forth below.

1. Agreement. Minot hereby contracts with Goettle on an availability retainer to designate Shane Goettle as Special Assistant City Attorney for the following purposes: to advise, consult and manage state government affairs; to advise and consult, as needed and requested, on the interface of local, state and federal resources associated with flood recovery and protection, and city growth associated with energy impacts; and to advise, consult and manage other projects as assigned.

2. Qualifications. During the term of this Agreement, Shane Goettle shall remain licensed to practice law and meet any other requirements established by the State of North Dakota for Goettle to: represent the City of Minot's state government affairs needs; to advise and consult on flood related and city growth matters; and to advise, consult and manage other projects as assigned.

3. Minot's Responsibilities. Minot will share strategies and develop a work plan for Goettle to utilize. Minot will inform Goettle of its wishes in accordance with its state government affairs agenda, as well as flood and/or growth-related issues, and other projects as assigned. Minot agrees to maintain regular and ongoing contact with Goettle.

4. Goettle's Responsibilities. Goettle agrees to provide state governmental affairs and consulting support within the state of North Dakota. The services to be provided shall include the following when requested by Minot:

- a. Legislative representation of Minot during the 2025 Legislative Session.
- b. Coordinating and providing committee testimony on a limited basis when a Minot representative is unavailable.
- c. Maintaining legislative contacts as well as contacts with other appropriate government offices as needed, including the Governor's Office, the Attorney's General Office, Department of Trust Lands, Aeronautics Commission, Treasurer's Office, Tax Department, Water Commission, Department of Water Resources, and other relevant departments of state government.
- d. Maintaining regular and ongoing contact with designated representatives of Minot.
- e. Tracking and monitoring the progress of interim initiatives, studies and legislative committees, and state legislative bills that are identified as being of special interest to Minot.
- f. Providing a monthly activity report.

5. Term. The term of this Agreement shall commence June 1, 2024, and shall remain in full force and effect for two (2) years through the 2025 Legislative Session and until May 31, 2026. This Agreement may be renewed in writing by Minot and Goettle on or before the expiration of the Agreement. This Agreement may be terminated by either party at any time without cause upon ten (10) days written notice to the other party. Goettle may terminate this Agreement on ten (10) days written notice if Minot fails to make payments to Goettle for services provided under the terms of this Agreement as outlined herein, provided Minot shall have the opportunity to fully cure such non-payment within the ten (10) day notice period. After the effective date of termination by either party, no further payments under this Agreement will be payable or paid.

6. Compensation. In consideration for two years of retained Services provided under this Agreement, Minot shall pay to Goettle: three thousand five hundred dollars (\$3,500) per month from June 1, 2024, through December 31, 2024; seven thousand five hundred dollars (\$7,500) per month during the North Dakota legislative session of 2025 (January February, March and April 2025); and three thousand five hundred dollars (\$3,500) per month from May 1, 2025, through May 31, 2026.

The first payment shall be made on or before on or before June 1, 2024, and thereafter on or before the first (1st) of each month, with the last payment due on or before May 1, 2026.

In addition, Minot will also reimburse Goettle's expenses. Expenses would need to be approved by a representative of Minot prior to incurring those costs and would need to be supported by appropriate documentation. Minot will provide the necessary reimbursement to Goettle for the approved expenses. Goettle should send billing invoices either by mail or email to:

	City of Minot
Attention:	City Attorney's Office
Address:	P.O. Box 5006
	Minot, ND 58702-5006
Email:	attorney@minotnd.gov

7. Notice. Any notice required by this Agreement shall be deemed to be duly given when mailed by certified mail, postage prepaid, addressed to the recipient thereof at the address given below or such other address as may be subsequently designated in writing by either party to the other party:

If to Goettle:	Shane Goettle Goettle Law, PLLC P.O. Box 572 Mandan, ND 58554
If to Minot:	City Manager City of Minot P.O. Box 5006 Minot, ND 58702-5006

8. Miscellaneous.

- a. This Agreement shall be governed and interpreted under the laws of the State of North Dakota.
- b. No waiver by either party or any term or provision of this Agreement shall be deemed to be a waiver of any other term or provision.
- c. This Agreement contains the entire understanding of all prior negotiations and understandings, which are superseded hereby and merged into this Agreement.
- d. This Agreement is not assignable by either party without the prior written consent of the other party. Goettle may assign duties to any licensed associate under its supervision.
- e. This Agreement may not be amended or modified orally at any time, but only by written Agreement of the parties.
- f. This Agreement confirms any earlier oral agreements for which services have been provided by Goettle.

City of Minot

By: _____

Date: _____

Goettle Law, PLLC



By: _____
Shane Goettle
Member Manager

Date: 4/26/2024



TO: City Council
FROM: Nick Schmitz, Assistant City Attorney
DATE: April 25, 2024
SUBJECT: **Taxi Ordinance**

I. RECOMMENDED ACTION

Adopt ordinance on first reading regarding the taxi business.

II. DEPARTMENT CONTACT PERSONS

Stefanie Stalheim, City Attorney	857-4755
Nick Schmitz, Assistant City Attorney	857-4755
Harold Stewart, City Manager	857-4750
Tom Joyce, Assistant City Manager	857-4750
John Klug, Chief of Police	857-9800

III. DESCRIPTION

A. Background

Taxi fare rates have not been updated for the City of Minot in several years. A representative with a local taxi operator approached the City about getting the fare schedule updated to more closely match current market conditions. The resolution updates the maximum fares that can be charged by taxi operators. In conjunction with the fare update, several ordinance provisions related to taxicabs also needed updating prior to the fare resolution being considered.

The resolution should be considered by City Council at the second reading of the ordinance.

B. Proposed Project

The City must decide how it wants the processes for licensing, inspection, exam, and enforcement as well as other areas of the law impacting the taxi business will be structured. The City must also decide if it wants to update the taxi fare rates and if so, what the new fare rate structure should be.

C. Consultant Selection

No consultant retained.

IV. IMPACT:

A. Strategic/Service/Delivery Impact:

If approved, the ordinance update and subsequent fare resolution will provide taxi operators with a specific path with regard to licensing, inspection, and exam as well as City staff with enforcement direction. The fare structure will also allow taxi operators to be competitive in the market.

B. Fiscal Impact:

There is no direct fiscal impact to the City. Staff time will be periodically dedicated to administering the licensing and inspecting of taxicabs.

V. CITY COUNCIL ASPIRATIONS

Updating the taxi ordinances and fare structure achieves the City Council's goals of having a dynamic and prosperous city as well as being safe and welcoming and connected.

VI. ALTERNATIVES

- A. City Council could offer amendments to the proposed ordinance.
- B. City Council could decline to pass the proposed ordinance.
- C. City Council could table the ordinance.
- D. City Council could direct staff to bring back additional research and information for its consideration regarding this matter.

VII. TIME CONSTRAINTS

- A. The fares that taxi operators can charge cannot be raised until there is action by the City Council.

VIII. LIST OF ATTACHMENTS

- A. Proposed Ordinance
- B. Proposed Resolution



ORDINANCE NO. ____

AN ORDINANCE AMENDING SECTION 30-15 (CONTROL BY THE CITY COUNCIL), SUBSECTION (A) OF SECTION 30-19 (FARES; AMOUNT; POSTING), SECTION 30-31 (APPEALS TO CITY COUNCIL), AND SECTION 30-41 (SAFETY INSPECTION REQUIRED), ALL OF DIVISION 1 (GENERALLY), ARTICLE II (TAXICABS), CHAPTER 30 (VEHICLES FOR HIRE) OF THE CITY OF MINOT CODE OF ORDINANCES TO SET FARES TO BE CHARGED BY TAXICAB OPERATORS BY RESOLUTION AND TO MAKE GENERAL UPDATES TO REFLECT PRESENT PRACTICES.

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

WHEREAS, NDCC § 40-05.1-06 provides that the City shall have the power to implement home rule powers by ordinance, including the power to fix the fees, number terms, conditions, duration, and manner of issuing and revoking licenses in the exercise of its governmental police powers; and

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

WHEREAS, NDCC § 40-05-01(27) gives the governing body of a municipality the power to license, tax, regulate, and prescribe the rates charged by taxi drivers and the operation of taxicabs; and

WHEREAS, the City of Minot now desires to modify ordinances relating to fares to be charged by taxicab operators within the City of Minot to confirm those fares are established by resolution and to make general updates to reflect present practices; and

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

§1. That Section 30-15 (Control by the City Council), Division 1 (Generally), Article II (Taxicabs), Chapter 30 (Vehicles for Hire) of the Code of Ordinances, City of Minot, North Dakota, is hereby amended to read as follows:

Sec. 30-15 – Licensing; inspection; exam; enforcement

The chief of police, or their delegate, shall develop and conduct the City's process for licensing and inspecting taxicabs, examining applicants for taxicab driver licenses, and enforcing the provisions of this article.

§2. That subsection (a) of Section 30-19 (Fares; amount; posting), Division 1 (Generally), Article II (Taxicabs), Chapter 30 (Vehicles for Hire) of the Code of Ordinances, City of Minot, North Dakota, is hereby amended to read as follows:

Sec. 30-19. – Fares; amount; posting

- (a) The maximum fares to be charged by taxicab operators shall be as established by resolution from time to time by the city council. The resolution establishing the schedule of fares shall be filed in the office of the city clerk.

§3. That Section 30-31 (Appeals to city council) of Division 1 (Generally), Article II (Taxicabs), Chapter 30 (Vehicles for Hire) of the Code of Ordinances, City of Minot, North Dakota, is hereby amended to read as follows:

Sec. 30-31. - Appeals to city council.

Any person deeming himself aggrieved by a decision of the chief of police or their delegate, with respect to the application of any administrative provisions of this article may appeal therefrom to the city council.

§4. That Section 30-41 (Safety inspection required), Division 1 (Generally), Article II (Taxicabs), Chapter 30 (Vehicles for Hire) of the Code of Ordinances, City of Minot, North Dakota, is hereby amended to read as follows:

Sec. 30-41. – Safety inspection required.

As a prerequisite for the issuance of a license the taxicab to be licensed must undergo a safety inspection within thirty (30) days prior to the issuance of the license. If the city license is currently in effect with respect to the taxi cab then the taxicab must undergo one safety inspection during the license year within two (2) business days after the licensee receives oral or written notice from the chief of police or their delegate to submit the licensed vehicle to the inspection. Moreover, the chief of police or their delegate shall require that approximately one-half (½) of the licensed taxicabs will undergo an additional safety inspection each year. The vehicles required to undergo a second inspection shall be chosen at random and the time of inspection may be randomly chosen. The chief of police shall by way of regulation establish the nature and number of tests to be administered as part of the safety inspection. If a taxicab passes the inspection the person conducting the inspection shall so certify in writing. If a taxicab fails a safety inspection it shall not be used as a taxicab until it has been certified. No certificate shall be considered valid unless it has been issued by a person who has been approved by the chief of police or their delegate as being competent to perform such inspections.

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

PASSED FIRST READING: _____

PASSED SECOND READING: _____

ATTEST:

Mikayla McWilliams, City Clerk

APPROVED:

Thomas Ross, Mayor



ORDINANCE NO. ____

AN ORDINANCE AMENDING SECTION 30-15 (CONTROL BY THE CITY COUNCIL), SUBSECTION (A) OF SECTION 30-19 (FARES; AMOUNT; POSTING), SECTION 30-31 (APPEALS TO CITY COUNCIL), AND SECTION 30-41 (SAFETY INSPECTION REQUIRED), ALL OF DIVISION 1 (GENERALLY), ARTICLE II (TAXICABS), CHAPTER 30 (VEHICLES FOR HIRE) OF THE CITY OF MINOT CODE OF ORDINANCES TO SET FARES TO BE CHARGED BY TAXICAB OPERATORS BY RESOLUTION AND TO MAKE GENERAL UPDATES TO REFLECT PRESENT PRACTICES.

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

WHEREAS, NDCC § 40-05.1-06 provides that the City shall have the power to implement home rule powers by ordinance, including the power to fix the fees, number terms, conditions, duration, and manner of issuing and revoking licenses in the exercise of its governmental police powers; and

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

WHEREAS, NDCC § 40-05-01(27) gives the governing body of a municipality the power to license, tax, regulate, and prescribe the rates charged by taxi drivers and the operation of taxicabs; and

WHEREAS, the City of Minot now desires to modify ordinances relating to fares to be charged by taxicab operators within the City of Minot to confirm those fares are established by resolution and to make general updates to reflect present practices; and

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

§1. That Section 30-15 (Control by the City Council), Division 1 (Generally), Article II (Taxicabs), Chapter 30 (Vehicles for Hire) of the Code of Ordinances, City of Minot, North Dakota, is hereby amended to read as follows:

Sec. 30-15 – Control by the city council Licensing; inspection; exam; enforcement.

The chief of police, or their delegate, shall develop and conduct the City's process for licensing and inspecting of taxicabs, the examining of applicants for licenses to drive taxicabs driver licenses, the licensing of taxi drivers and the enforcing of the provisions of this article shall be under the control of the city council.

- §2. That subsection (a) of Section 30-19 (Fares; amount; posting), Division 1 (Generally), Article II (Taxicabs), Chapter 30 (Vehicles for Hire) of the Code of Ordinances, City of Minot, North Dakota, is hereby amended to read as follows:**

Sec. 30-19. – Fares; amount; posting

(a) The maximum fares to be charged by taxicab operators shall be as established by resolution from time to time by the city council. The resolution establishing the schedule of fares shall be kept current and shall be filed in the office of the city auditor clerk.

- §3. That Section 30-31 (Appeals to city council) of Division 1 (Generally), Article II (Taxicabs), Chapter 30 (Vehicles for Hire) of the Code of Ordinances, City of Minot, North Dakota, is hereby amended to read as follows:**

Sec. 30-31. - Appeals to city council.

Any person deeming himself aggrieved by a ruling decision of the city auditor chief of police or their delegate, with respect to the application of any administrative provisions of this article may appeal therefrom to the city council.

- §4. That Section 30-41 (Safety inspection required), Division 1 (Generally), Article II (Taxicabs), Chapter 30 (Vehicles for Hire) of the Code of Ordinances, City of Minot, North Dakota, is hereby amended to read as follows:**

Sec. 30-41. – Safety inspection required.

As a prerequisite for the issuance of a license the taxicab to be licensed must undergo a safety inspection within thirty (30) days prior to the issuance of the license. If the city license is currently in effect with respect to the taxi cab then the taxicab must undergo one safety inspection during the license year within two (2) business days after the licensee receives oral or written notice from the chief of police or his their delegate to submit the licensed vehicle to the inspection. Moreover, the chief of police or his their delegate shall require that approximately one-half (1/2) of the licensed taxicabs will undergo an additional safety inspection each year. The vehicles required to undergo a second inspection shall be chosen at random and the time of inspection may be randomly chosen. The chief of police shall by way of regulation establish the nature and number of tests to be administered as part of the safety inspection. If a taxicab passes the inspection the person conducting the inspection shall so certify in writing. If a taxicab fails a safety inspection it shall not be used as a taxicab until it has been certified. No certificate shall be considered valid unless it has been issued by a person who has been approved by the city council chief of police or their delegate as being competent to perform such inspections.

§5. 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



RESOLUTION NO. ____

A RESOLUTION ESTABLISHING THE FARES TO BE CHARGED BY TAXICAB OPERATORS PURSUANT TO SECTION 30-19 (FARES; AMOUNT; POSTING), DIVISION 1 (GENERALLY), ARTICLE II (TAXICABS), CHAPTER 30 (VEHICLES FOR HIRE) OF THE CITY OF MINOT CODE OF ORDINANCES, CITY OF MINOT, NORTH DAKOTA.

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

WHEREAS, NDCC § 40-05.1-06 provides that the City shall have the power to implement home rule powers by ordinance, including the power to fix the fees, number terms, conditions, duration, and manner of issuing and revoking licenses in the exercise of its governmental police powers; and

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

WHEREAS, NDCC § 40-05-01(27) gives the governing body of a municipality the power to license, tax, regulate, and prescribe the rates charged by taxi drivers and the operation of taxicabs; and

WHEREAS, Minot City Ordinance Section 30-31(a) states that the fares to be charged by taxicab operators shall be as established by resolution from time to time by the city council; and

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

§1. The maximum fares charged by taxicab operators are hereby established for the City of Minot:

Seating Fee: \$5.00
Per Mile Rate: \$2.75
Wait Time: \$0.75/per minute
Extra Person of same party: \$5.00
Minimum Ride: \$10.00

§2. This Resolution shall be effective upon approval of the City Council and shall remain in effect until modified or terminated by the City Council.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2024.

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Thomas Ross, Mayor



TO: Mayor Ross and City Council
FROM: Brian Billingsley, AICP, Community & Economic Development Director
DATE: April 26, 2024
SUBJECT: **APPROVE TIME EXTENSION FOR APPLICATION FI-8 (BIG M BUILDING)**

I. RECOMMENDED ACTION

City Council should approve a time extension request for Big M Minot, LLC to December 31, 2024.

II. DEPARTMENT CONTACT PERSONS

Brian Billingsley, Comm. & Economic Dev. Director 857-4147

III. DESCRIPTION

A. Background

On July 23, 2023, the City Council entered into an agreement for a 10 year forgivable loan for the rehabilitation of the Big M Building. The original agreement specified that the project be completed by January 20, 2024. This amendment will change the project completion date to December 31, 2024.

B. Proposed Project

The applicant, Big M Minot, LLC, is completely rehabilitating the building for future commercial and residential usage.

IV. IMPACT:

A. Strategic Impact:

The changes will allow the applicant to accommodate longer wait times for the delivery of building materials. The interior demolition and the removal of asbestos also took longer than anticipated.

B. Service/Delivery Impact:

There will be no changes to the service delivery.

C. Fiscal Impact:

There will be no additional commitment of resources.

V. CITY COUNCIL ASPIRATIONS

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

VI. ALTERNATIVES

- A. City Council can defer this back to the Renaissance Zone Review Board for further review.
- B. City Council can table this request and ask the applicant to provide additional information.
- C. City Council can reject this request which would end the application.

VII. TIME CONSTRAINTS

- A. None

VIII. LIST OF ATTACHMENTS

- A. Written Request
- B. Executed Contract



**First Amendment to the Façade Improvement Program Loan Agreement
by and between the City of Minot and Big M Minot, LLC**

THIS FIRST AMENDMENT to the Façade Improvement Program Loan Agreement ("Agreement") between the City of Minot ("City") and Big M Minot, LLC ("Property Owner"), for funding to improve their façade is made and entered into effective this _____ day of _____, 2024 (the "Amendment Effective Date"), by and between the City and Property Owner (each a "Party" and collectively "the Parties").

WHEREAS, the City and the Property Owner entered into a Façade Improvement Program Loan Agreement effective July 23, 2023;

WHEREAS, the July 23, 2023 Agreement concerns façade improvements made to the following property:

NAME OF BUSINESS/DESCRIPTION OF PROPERTY: Big M Minot, LLC

ADDRESS OF PROPERTY TO BE IMPROVED: 123 1st Street SW

PARCL ID: MI24.238.060.0150

LEGAL DESCRIPTION: ORIGINAL MINOT ADDITION LOTS 13, 14, 15 & SOUTH 3.2' OF LOT 16 BLOCK 6

WHEREAS, Paragraph 2.b. on page 2 of the Agreement requires the Project to be completed by January 20, 2024; and

WHEREAS, the Property Owner has asked the City Council to allow the Project completion deadline to be extended to December 31, 2024 due to difficulty in obtaining necessary building materials; and

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein, the Parties, intending to be legally bound, hereby agree to amend paragraph 2.b. on page 2 of the Agreement as follows, effective as of the Amendment Effective Date:

- b. Project Completion. The Project shall be completed on or before December 31, 2024. The City Council, in its reasonable discretion, may allow extension due to inclement weather or difficulty in obtain building materials.

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

All terms and provisions of the Agreement not amended hereby, either expressly or by necessary implication, shall remain in full force and effect. From and after the date of this Amendment, all references to the term "Agreement" in this Amendment or the original Agreement shall also include the terms contained in this Amendment. To the extent there should be any conflict between the terms of the Agreement and this Amendment, the terms and provisions of this Amendment shall govern and control.

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

Dated: _____, 20____.

CITY OF MINOT

By:

Thomas Ross

Its: Mayor

STATE OF NORTH DAKOTA)
) SS.
COUNTY OF WARD)

The foregoing instrument was acknowledged before me on _____, 20____ by Mayor Thomas Ross on behalf of the City of Minot.

Notary Public

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Dated: April 19, 2024.

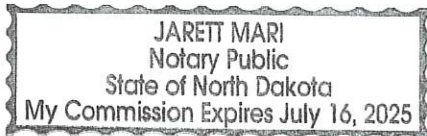
PROPERTY OWNERS

By: [Signature]
Its: President

By: [Signature]
Its: Treasurer

STATE OF NORTH DAKOTA)
) SS.
COUNTY OF WARD)

The foregoing instrument was acknowledged before me on April 19th, 2024
by Jarett Mari on behalf of Big M Minot, LLC, PROPERTY OWNER.



[Signature]
Notary Public

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TO: Mayor Tom Ross
Members of the City Council

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

DATE: May 6, 2024

SUBJECT: ART IN THE RIGHT-OF-WAY – E CENTRAL AVE AND 1ST STREET E

I. RECOMMENDED ACTION

1. Recommend the Council approve the concept, by Prairie Sky Breads, to install “Art in the Right-of-Way” inside the painted bulb-outs at the E Central Avenue and 1st Street E intersection and
2. Authorize city staff to execute an encroachment permit.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

In the 2022 construction season, the Engineering Department installed painted bump-outs at the intersection of E Central Avenue and 1st Street E. This improvement was intended to visually imitate other bump-outs in downtown Minot, to reduce the frequency of vehicles parking in the crosswalk and to improve pedestrian safety.

In March 2023, Council approved this concept with the Minot Area Council of the Arts but the implementation was never achieved.

B. Proposed Projects

The City of Minot Engineering Department is again proposing the opportunity to provide an ‘art in the right-of-way’ style project. Prairie Sky Breads reached out to the Engineering Department about the art in the right-of-way project. The implementation would be funded by Prairie Sky Breads and could be apart of a service project for the Magi United Day.

A layout of the proposed design is included as an attachment.

C. Consultant Selection

N/a

IV. IMPACT:

A. Strategic Impact:

N/a

B. Service/Delivery Impact:

N/a

C. Fiscal Impact:

The City of Minot will not be providing funds for material and installation costs. With an encroachment permit, the City does have the authority to remove the painted bump-outs at the permit holders expense. Staff time will be needed to ensure that the design complies with roadway design requirements.

Prairie Sky Breads will provide all material and installations costs related to this Art in the Right-of-Way project.

V. CITY COUNCIL ASPIRATIONS

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

VI. ALTERNATIVES

1. Council could choose to reject this proposed project. This would effectively end the concept.
2. Council could choose to direct staff to team with a different partner. Requests for Proposals or Requests for Qualifications could be sought to evaluate and select a partner. This could delay art in the right-of-way installation.
3. Council could choose to dedicate city funds to this project. This could provide an opportunity for improved materials or methods.

VII. TIME CONSTRAINTS

Prairie Sky Breads has mentioned that this service idea could be implemented on Tuesday, March 7th as part of the Magi United Day. A delay in approval would require the applicant to redetermine their method of installation.

VIII. LIST OF ATTACHMENTS

- A. Applicant Art in the Right-of-Way Concept



May 6, 2024

ART IN THE RIGHT-OF-WAY – E CENTRAL AVE AND 1ST STREET E

Appendix A – Prairie Sky Breads Painted Bump-Out Concept





TO: Mayor Thomas Ross
Members of the City Council

FROM: Stephen Joersz, PE, PTOE, Traffic Engineer

DATE: May 6, 2024

SUBJECT: STREET AND ALLEY SPEED LIMIT ORDINANCE

I. RECOMMENDED ACTION

Approve the attached ordinance on first reading clarifying the 25 miles-per-hour speed on all streets and avenues in the City unless otherwise posted, and establishing a 15 miles-per-hour speed limit in alleys.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer	857-4100
Stefanie Stalheim, City Attorney	857-4755
Stephen Joersz, Traffic Engineer	857-4100

III. DESCRIPTION

A. Background

Aside from special speed limits that are established by City Council under Section 20-2(a)(1), the City of Minot follows the speed limitations set by North Dakota Century Code § 39-09-02.

North Dakota Century Code 39-09-02 states that the speed limit for any highway in a business district or in a residence district or in a public park is 25 miles-per-hour, unless a different speed is designated and posted by local authorities.

B. Proposed Project

The intent behind this ordinance is to establish a statutory speed limit of 15 miles-per-hour for all alleys within the City of Minot, and to clarify that the speed limit on all streets and avenues in the City is 25 miles-per-hour unless there is signage clearly establishing otherwise.

The City of Minot has several alleys that are posted for 15 miles-per-hour - but not every alley has this posting. The intent behind this ordinance is to create a statutory speed limit of 15 miles-per-hour for all alleys within the City of Minot, and to clarify that the speed limit on all streets and avenues in the City is 25 miles-per-hour unless there is signage clearly establishing otherwise. The proposed ordinance also allows the engineering department to post 15 miles-per-hour speed limit signs without the need for individual council approval for each specific alley.

C. Consultant Selection

N/a

IV. IMPACT:

- A. Strategic Impact:
A safer and more uniform traffic speed control throughout the City of Minot.
- B. Service/Delivery Impact:
N/A
- C. Fiscal Impact:
N/A

V. CITY COUNCIL ASPIRATIONS

Safe and Welcoming

VI. ALTERNATIVES

1. City Council could choose not to pass the ordinance. This would require staff to approach council with individual ordinances when 15 miles-per-hour speed limits for alleys are requested.
2. City Council could choose to modify the proposed ordinance. Coordinantion with the City Attorney is recommended to ensure that compliance with the City of Minot Code of Ordinances is followed.

V. TIME CONSTRAINTS

N/A

VI. LIST OF ATTACHMENTS

- A. Proposed Ordinance



ORDINANCE NO. ____

AN ORDINANCE AMENDING SECTION 20-6(a)(32) (SPEED LIMITATIONS), DIVISION 1 (MOVING OFFENSES), ARTICLE II (SUBSTANTIVE OFFENSES), AND SECTION 20-52 (WHEN SIGN POSTING REQUIRED BEFORE ENFORCEMENT PERMITTED), ARTICLE III (RULES OF CONSTRUCTION, TRIAL PROCEDURE AND EVIDENCE), CHAPTER 20 (MOTOR VEHICLES AND TRAFFIC) OF THE CITY OF MINOT CODE OF ORDINANCES TO CONFIRM SPEED LIMITS FOR STREETS, AVENUES, AND ALLEYS AND WHEN SIGN POSTING IS REQUIRED FOR ENFORCEMENT.

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

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

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

WHEREAS, the City of Minot now desires to modify its ordinances relating to speed limits on various streets and alleys in the City; and

WHEREAS, the City of Minot also desires to modify its ordinances relating to when sign posting is required before enforcement is permitted; and

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

§1. That Section 20-6(a)(32) of Division 1 (Moving Offenses), Article II (Substantive Offenses), Chapter 20 (Motor Vehicles and Traffic), Code of Ordinances, City of Minot, North Dakota, is hereby amended to read as follows:

(32) 39-09-02 (Speed Limitations).

(1) It shall be unlawful for the driver of a vehicle to drive the same at a speed exceeding the following on a street, avenue, or alley, except in instances where a different speed is specified in ordinance, by the laws of this state, or as established from time to time pursuant to Sec. 20-2(a) and Sec. 20-2(b) of this Chapter:

a. Twenty-five (25) miles per hour on all streets and avenues of this city, except that on streets and avenues where signs are in place giving notice thereof, it shall be lawful to drive at the speed therein posted.

b. Fifteen (15) miles per hour in an alley. For the purposes of Section 20-6(a)(32), an alley is defined as a street or avenue that is a narrow passageway between buildings or behind yards or is a street or avenue designated an alley by the City of Minot Engineer or his designee.

c. For a violation of Ordinance No. 20-6(a)(32), a fee is hereby established as follows:

SPEED ZONES 55 MPH OR LESS:	
1-5 miles over limit	\$10.00
6-10 miles over limit	\$10.00 plus \$2.00/each mph over 5 mph over limit
11-15 miles over limit	\$20.00 plus \$2.00/each mph over 10 mph over limit
16-20 miles over limit	\$30.00 plus \$4.00/each mph over 15 mph over limit
21-25 miles over limit	\$50.00 plus \$6.00/each mph over 20 mph over limit
26-35 miles over limit	\$80.00 plus \$6.00/each mph over 25 mph over limit
36-45 miles over limit	\$140.00 plus \$6.00/each mph over 35 mph over limit
46+ miles over limit	\$200.00 plus \$10.00/each mph over 45 mph over limit
SPEED ZONES GREATER THAN 55 but less than 70 MPH:	
1-10 miles over limit	\$4.00/each mph over limit
11-15 miles over limit	\$40.00 plus \$10.00/each mph over 10 mph over limit
16-20 miles over limit	\$90.00 plus \$10.00/each mph over 15 mph over limit
21-25 miles over limit	\$140.00 plus \$10.00/each mph over 20 mph over limit
26-35 miles over limit	\$190.00 plus \$10.00/each mph over 25 mph over limit
36-45 miles over limit	\$290.00 plus \$10.00/each mph over 35 mph over limit
46+ mph over limit	\$390.00 plus \$10.00/each mph over 45 mph over limit
SPEEDING IN SCHOOL ZONE with children present:	
1-10 miles over limit	\$80.00
11+ miles over limit	\$80.00 plus \$2.00/each mph over 10 mph over limit
SPEEDING IN CONSTRUCTION ZONE - workers present and posted "minimum fee \$80.00":	
1-10 miles over limit	\$160.00
11+ miles over limit	\$160.00 plus \$4.00/each mph over 10 mph over limit

§2. That Section 20-52 (When sign posting required before enforcement permitted), Article III (Rules of Construction, Trial Procedure and Evidence) of Chapter 20 (Motor Vehicles and Traffic) of the Code of Ordinances, City of Minot, North Dakota, is hereby amended to read as follows:

Sec. 20-52. – When sign posting required before enforcement permitted.

No restriction in this chapter pertaining to speed limits, restrictions on parking, traffic-control devices (other than crosswalks, pedestrian safety zones, and lane markings), weight limitations, or limitations with respect to the types of vehicles permitted upon certain streets, shall be enforced until there shall have been erected the traffic-control device itself or a sign post so designed and located that it gives a warning to the reasonably observant person of common intelligence of the nature of the restriction to be enforced, provided that, however, the restriction on U-turns within the Central Business District shall apply without sign posting or without the erection of a traffic-control device prohibiting U-turns. Likewise, section 20-6(a)(32) and section 20-22 shall be enforced without prior posting of signs. The specific posting provisions of section 20-24.2(b) shall govern over the foregoing more general provisions of this section.

§3. 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



TO: Mayor
Members of the City Council

FROM: Lisa Jundt, Human Resource Director

DATE: May 6, 2024

SUBJECT: TITLE VI MASTER PLAN, TITLE VI ASSURANCES AND TITLE VI NON-DISCRIMINATION ADA POLICY STATEMENT

I. RECOMMENDED ACTION

Approve updated Title VI Master Plan, Title VI Assurances and Title VI Non-Discrimination and ADA Policy Statement; and further, authorize the Mayor and Human Resource Director to sign the required documents.

II. DEPARTMENT CONTACT PERSONS

*Lisa Jundt, Human Resource Director (701)857-4753
Lance Meyer, City Engineer (701)857-4101*

III. DESCRIPTION

A. Background

The City of Minot is committed to compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related regulations and statutes. As part of this requirement the City must periodically update its Title VI Master Plan including the Title VI Assurances and Title VI Non-Discrimination and ADA Policy Statement. The last update took place in 2020.

B. Proposed Project

NA

C. Consultant Selection

NA

IV. IMPACT:

A. Strategic Impact:

NA

B. Service/Delivery Impact:

NA

C. Fiscal Impact:

NA

V. CITY COUNCIL ASPIRATIONS

This statute aligns with the City Council aspiration of safe and welcoming.

VI. ALTERNATIVES

NA

VII. TIME CONSTRAINTS

NA

VIII. LIST OF ATTACHMENTS

- A. *Memo*
- B. *Update Title VI Master Plan*
- C. *Title VI Assurances and Title VI Non-Discrimination-ADA Policy Statement*



Title VI Plan

March 2024 FINAL DRAFT

Title VI Coordinator

Lisa Jundt, Director of Human Resources

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

(701)-857-4753

lisa.jundt@minotnd.gov

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I. EQUAL EMPLOYMENT OPPORTUNITY ACT (EEO)

A. Equal Employment Opportunity (EEO) Report

The City of Minot is an equal opportunity employer and has employment policies that adhere to the Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA).

Bi-annually, the City of Minot submits an EEO-4 Report on the demographics of its workforce. This is a required report for employers of 15 or more employees.

There is also EEO information submitted voluntarily by applicants of all posted positions. That information goes with the applicant if they become an employee.

The City of Minot is an equal opportunity employer and does not discriminate against or exclude any particular class of people based on race, color, religion, sex, national origin, age, disability, or genetic information. Vacancies are advertised on the City of Minot website, which is accessible to both internal and external candidates.

B. Organization, Staffing, and Responsibilities

The City of Minot is governed by a Mayor and six (6) Member City Council. The Mayor is a voting member, elected at large for a four (4)-year term. The Members of the City Council are elected at large for four (4)-year terms with one half of the Members elected biennially. The City is also served by several volunteer boards and commissions.

The City of Minot is a full-service entity and includes the departments of Assessor, Airport, City Attorney, Community and Economic Development, Engineering, Finance, Fire, Human Resources, Library, Municipal Court, Police, Public Works and Office of Resilience.

Positions on the City of Minot's council, commissions, boards, and committees are elected or appointed and are listed below. The organization members will be polled annually and given an opportunity to self-attest to their race and gender.

The City Clerk for the City of Minot ensures that notices for public meetings reach all segments of the impacted community. The Title VI coordinator will assist to identify the effective media platforms to share announcements and notices.

Announcements are made in social media, general circulation newspapers, community newspapers, email broadcasts, and posted at the City Building public areas.

C. Purposes and Responsibilities

City Council

The City Council has the sole authority to pass and adopt rules and regulations concerning the organization, management, and operation of all the departments of the city and the other agencies created by it for the administration of the city's affairs. Reference: NDCC Sec. 40-05-01

Planning Commission

The Planning Commission consults and advises public officials, public utility companies, civic, educational, professional and other organizations, and citizens in assisting with planned development of the City and surrounding area. The Commission recommends programs for specific improvements and financing, to the appropriate officials as needed. [Planning Commission | Minot, ND \(minotnd.gov\)](#)

Library Board

The Library Board of Directors governs library operations. Board members are appointed by the governing body and must be residents of Minot. One appointee must be a member of the City Council or a designated representative. Meetings are held on the fourth Thursday of each month, unless rescheduled. [Library Board | Minot, ND \(minotnd.gov\)](#)

Other Boards and Committees

The City of Minot has many other boards and committees composed of citizens of Minot. [Boards & Committees | Minot, ND \(minotnd.gov\)](#)

D. Selection Process

Selection for various boards and committees starts with a citizen submitting a volunteer form through an online link, indicating their interest to serve on a specific board. The Mayor reviews the volunteer applications, and initiates an appointment to City Council for approval, as volunteer vacancies become available.

E. EEOC Reporting for Publicly Held Meetings

The Civil Rights Act of 1964 and related nondiscrimination authorities require the city of Minot to ensure everyone has the opportunity to comment on the transportation programs and activities that may affect their community.

The City of Minot monitors attendance to ensure equal opportunity at all publicly held meetings, by providing voluntary attendance survey forms at each meeting. This survey is for affirmative action purposes only. It will aid in monitoring attendance, determining demographics being reached, and how to announce future meetings to the public.

II. AMERICANS WITH DISABILITIES ACT (ADA)

A. Title VI Coordinator

The Title VI Coordinator is charged with the responsibility for implementing, monitoring, and ensuring the City's compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Proactively ensures that the City is in compliance with nondiscrimination requirements of Title VI and reports to City of Minot leadership on the status of Title VI compliances.
2. Responds promptly to requests by Federal Authorities for data and records and for the scheduling of compliance reviews and other meetings to determine compliance with Title VI and related requirements.
3. Process the disposition of Title VI complaints received by the City and forward them to the applicable Federal Authorities within 15 days of receipt, together with any actions taken to resolve the matter.
4. Provides applicable Federal Authority with updates regarding its response and status of early resolution efforts to complaints concerning Title VI and related requirements (49 CFR Part 21, Appendix C(b)(3)), including resolution efforts.
5. Coordinates data collection to evaluate whether racial or ethnic groups are unequally benefited or impacted by City programs. The data will be regularly assessed and readily available upon request (49 CFR § 21.9(b) & (c)). Data collection methods may include but are not limited to optional demographic questions in City customer satisfaction surveys, customer complaints, City event sign-in sheets, bids/proposals for City contracts, and other methods.
6. Maintains demographic data for members of appointed planning and advisory bodies for the Airport and identifies any disparities compared to the community. Provides information to the membership selecting official/committee, particularly when vacancies occur.
7. Collect statistical data (race, color, sex, age, disability, or national origin) of participants in and beneficiaries of City programs, e.g., relocates, affected citizens, and impacted communities.
8. Conduct Title VI reviews of construction contractors, consultant contractors, suppliers, and other recipients of contracts administered through the City.
9. Annually reviews City Title VI Plan program directives and, where applicable, includes Title VI language and related requirements. Disseminate information throughout the staff and City leadership.
10. Conduct training programs on Title VI and other related statutes, including anti-harassment training, language, and assistance resources and practices, collecting and assessing demographic data, reporting Title VI complaints and other required program-specific notifications for City employees and, which include the following: Advise all employees of the availability of

the Title VI Plan on the City of Minot's Intranet, post the Title VI Plan on the City of Minot Internet, post the Title VI Plan on employee bulletin boards at City of Minot worksites, inform all employees that a copy of the Title VI Plan is available upon request and instruct all new employees about the Title VI Plan during orientation. See appendix for department-specific sponsor responsibilities.

11. Prepare a yearly report of Title VI accomplishments and goals, as required.
12. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English, and post the Title VI Plan on the City of Minot web page.
13. Conduct post-grant approval reviews of City programs and applicants for compliance with Title VI requirements.
14. Identify and take corrective action to help eliminate discrimination.
15. Establish procedures to promptly resolve identified Title VI deficiencies. Document remedial actions agreed to be necessary. Provide remedial actions within 90 days of identification of a deficiency.
16. Establish, maintain, and coordinate a Limited English Proficiency Plan as detailed within this document.
17. Ensure federally sponsored programs have and maintain a Community Participation Plan (CPP).
18. Maintains a copy of 49 CFR Part 21 for inspection by any person asking for it during normal working hours (49 CFR 21, Appendix C (b)(2)(i)).

B. ADA Coordinator

The Americans with Disabilities Act (ADA) of 1990 is a companion civil rights legislation with the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against people with disabilities. ADA implementing regulations to Title II of the act prohibit discrimination in the provision of services, programs, and activities by state and local governments such that "...No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity." 28 CFR § 35.130(a).

The City of Minot will make every reasonable accommodation to provide an accessible meeting facility for all persons and ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others, 28 CFR §35.160. Individuals may request appropriate provisions, auxiliary aids, or services (such as sign language, interpreter, accessible parking, or materials in alternative format) by contacting the Title VI/ADA Coordinator from the contact information on the Title VI Plan cover page.

The Americans with Disabilities Act requires public agencies with more than 50 employees to create and maintain a transition plan. The City of Minot employs more than 50 employees; for information about the City of Minot's ADA transition plan, please contact Title VI Coordinator. Contact information is listed on Title VI Plan cover page.

As the Americans with Disabilities Act is companion civil rights legislation with the Civil Rights Act of 1964, all disability-related complaints will follow the complaint procedures and forms as outlined in the City of Minot Title VI and Nondiscrimination Program.

Complaints about violations of ADA by units of state and local governments may also be filed directly with the US Department of Justice. For assistance, please call the toll-free ADA Information Line at 800-514-0301 (voice) or 800-514-0383 (TTY) or go to <http://www.ada.gov/>.

C. DBE Liaison Officer For the Airport

The DBE (Disadvantaged Business Enterprise) Liaison Officer shall have direct, independent access to the Mayor as the Chief Executive Officer for the City of Minot concerning DBE program matters. The liaison officer is responsible for implementing all aspects of our DBE program. The City will provide adequate staff to administer the program in compliance with this part.

For more information, about the DBE program, go to motairport.com/224/DBE

D. City of Minot Title VI/Nondiscrimination and ADA Policy Statement

The City of Minot is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and statutes. The City assures that no person or group(s) of persons shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the City of Minot, regardless of whether those programs and activities are federally funded or not. In addition to Title VI, there are other nondiscrimination statutes which include sex, age, and disability. These requirements define an over-arching Title VI/Nondiscrimination and ADA Program.

The City of Minot also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. In addition, the City will provide meaningful access to services for persons with Limited English Proficiency for language assistance free of charge to the person upon request.

Additionally, the City of Minot agrees, among other things, to understand the communities surrounding or in the flight path of its Airport, as well as customers that use the Airport. Anytime communities may be impacted by programs or activities, the City of Minot takes-action to involve them and the general public in the decision-making process.

In the event the City of Minot distributes federal-aid funds to a subrecipient, the City will include Title VI language in all written agreements and will monitor for compliance.

The City of Minot's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21.

Anyone who needs additional information or believes that he or she has been discriminated against should the City of Minot Title VI Coordinator and ADA Coordinator from the contact information listed on the Title VI Plan cover page. TTY users may call Relay North Dakota at 711 or 1 800-366-6888 (toll-free).

III. LIMITED ENGLISH PROFICIENCY PLAN

A. Introduction

This Limited English Proficiency Plan (LEP) has been prepared to address the City of Minot's responsibilities as a sub-recipient of federal financial assistance as they relate to the needs of individuals with LEP language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 USC 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

Executive Order 13166, titled ***Improving Access to Services for Persons with Limited English Proficiency***, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients, clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies that receive federal funds, including all the City of Minot and its sub-recipients.

B. Plan Summary

The City of Minot has developed this LEP to help identify reasonable steps for providing language assistance to individuals with LEP who wish to access the services provided. As defined in Executive Order 13166, LEP related individuals are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP individuals that assistance is available.

In order to prepare this plan, the City of Minot used the four-factor LEP analysis, which considers the following factors:

1. The number or proportion of LEP persons served or encountered in the City of Minot.
2. The frequency with which LEP individuals come in contact with the program, activity, or services.
3. The nature and importance of the program, activity, or service provided by the program.
4. The resources available to the Recipient and costs.

C. Meaningful Access: Four-Factor Analysis

1. The Number or proportion of LEP related individuals served or encountered in the eligible service population.

The City of Minot is a local public agency with a defined service area as follows: areas within the boundaries of the city of Minot. Services may be provided by a

specific area as follows: police, fire, administration, public works, airport, library, and municipal court. The City of Minot's defined service area does not include the public school district or the park district.

All previous contacts with LEP persons were identified by language along with the type of service provided for the reporting period, January 1, 2023, through December 31, 2023. This includes documenting phone inquiries or office visits. The following contacts occurred.

To date, the City of Minot has had no requests for interpreters and no requests for translated program documents. City of Minot staff have had very little contact with LEP persons.

The City of Minot attempted to identify LEP minority populations that are eligible beneficiaries who may be underserved because of existing language barriers.

The City of Minot utilized the following data resource to identify LEP populations:

- US Census for the City of Minot
- 2018-2022 American Community Survey 5-Year Estimates
 - o The City of Minot staff reviewed the 2018-2022 American Community Survey 5-Year Estimates for the City of Minot and determined that 2,893 individuals in the city of Minot (6.4 % of the population) speak a language other than English at home. Of those, 803 individuals have limited English proficiency; that is, they speak English less than "very well" or "not at all." This is only 1.6 % of the overall population in the City of Minot.
 - o The languages of those 803 individuals are as follows:

Language	Total who speak English Less than very well
Spanish	286
Indo-European languages	79
Other Unspecified languages	280
Other Asian and Pacific Island languages	158

2. The nature and importance of services provided by the City of Minot to the LEP population.

There is no large geographic concentration of any type of LEP individuals in the service area for the City of Minot. The overwhelming majority of the population, 93.6% speak English. As a result, there are few social service, professional and leadership organizations within the City of Minot service area that focus on outreach to LEP individuals. The Minot City Council and staff are most likely to encounter LEP individuals through office visits and phone conversations.

The City of Minot determined the importance of its services for the LEP population in its service area by reviewing and considering the following factors, including the identification of vital documents.

Identification of Vital Documents

- A document will be considered vital if it contains information that is critical for obtaining federal services and/or benefits or is required by law.
- Examples:
 - o Applications
 - o Consent and complaint forms,
 - o Notices of rights and disciplinary action
 - o Notices advising LEP persons of the availability of free language assistance
 - o Written tests that assess competency for a particular license, job, or skill for which English competency is not required
 - o Letters or notices that require a response from the beneficiary or client
 - o In larger documents, the translation of vital information contained within the document will suffice and need not be translated in its entirety.
 - o Outreach docs: It is difficult to determine if a vital lack of awareness may effectively deny LEP persons access. It's important to continually survey/assess the needs of eligible service populations to determine what outreach materials are critical to translate.

The City of Minot provides a Request for Reasonable Accommodations form for individuals to request services for oral or written translations as determined by the Four-Factor Analysis or defined by Safe Harbor requirements. Safe Harbor applies to written translations only.

Vital documents will be translated when a significant number of percentages of the population eligible to be served or likely to be directly affected by the program/activity need services or information in a language other than English to communicate effectively. If the English language version is posted on the City of Minot website, the translation will be posted on the website.

The City of Minot considered the importance of immediate and long-term effects of a delay in written translations. Most services have several days to weeks allowed for comment or completion.

3. The resources available to the Recipient and costs.

City of Minot is contracted with Propio Language Services, to provide interpretation for LEP individuals. Languages will be interpreted through a telephone interpreter line for which the City would pay a fee.

Oral telephonic and written interpreter services are provided free of charge for the people served.

4. Language Assistance

A person who does not speak English as their primary language or who has a limited ability to read, write, speak, or understand English may be a LEP person and may be entitled to language assistance with respect to City of Minot services.

Language assistance can include interpretation, which means an oral or spoken transfer of a message from one language into another language, and/or translation, which means the written transfer of a message from one language into another language.

After applying the four-factor analysis, the City of Minot has examined the following language assistance options and identified which methods will provide the City of Minot with an effective LEP Plan.

5. Language Assistance Services

- Post notice of the LEP Plan and availability of interpretation or translation services free of charge.
- All City staff will be provided with “I Speak” cards to assist in identifying the language interpretation needed if the occasion arises.
- All City staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.
- When the City of Minot sponsors an informational meeting or event, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee’s ability to speak and understand English. Although translation may not be able to be provided at the event, it will help identify the need for future events.

D. Language Assistance Measures

Although there is a very low percentage of LEP individuals in the City of Minot, that is, persons who speak English “not well” or “not at all”, the City will strive to offer the following measures:

- City staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English.

- The following resources will be available to accommodate LEP person:
 - o Language interpretation will be accessed through a telephone interpretation service.

E. Annual Staff Training

Training includes how to obtain language assistance services and communication with interpreters and translators.

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of the “I Speak” cards.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.

F. Monitoring

The City of Minot will update the LEP Plan as required. The plan has been updated with data from the 2020 US Census and is available when higher concentrations of LEP individuals are present in the City of Minot service area. Updates will include the following:

- The number of encountered LEP persons, by language, who received language assistance services annually.
- The frequency of encounters with LEP persons
- The current/primary language of LEP populations in the service area.
- Determine whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective.
- Determine whether the City of Minot's financial resources are sufficient to fund language assistance resources needed.
- Determine whether the City of Minot fully complies with the goals of this LEP Plan.
- Determine the number and type of complaints received concerning the needs of LEP individuals.
- Determine whether staff are knowledgeable about City of Minot LEP procedures.

G. Dissemination of the City of Minot LEP Plan

- Post the City of Minot LEP Plan to their website.
- Post City of Minot LEP Plan in all City Buildings and employee breakrooms.
- Post “I Speak” cards at the front desks/doors of City offices to aid staff in notifying LEP persons of the LEP Plan and how to access language services.

IV. TITLE VI COMPLAINTS

A. Title VI/ADA Complaint Procedure

This procedure outlines the Title VI and ADA complaint procedures related to providing programs, services, and benefits. It does not deny the Complainant the right to file formal complaints with the applicable state or federal agency or to seek private counsel for complaints alleging discrimination, intimidation, or retaliation of any kind that is prohibited by law.

Title VI of the Civil Rights Act of 1964 and Titles II and III of the Americans with Disabilities Act of 1990 requires that no person in the United States shall, on the grounds of disability, race, color, or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Any person who believes that they have been subjected to discrimination may file a written complaint with the City of Minot. Complaints must be filed within 180 calendar days of the alleged incident.

The Complainant may download the complaint form from the CITY OF MINOT website ([Title-VI---Civil-Rights-Complaint \(minotnd.gov\)](#)) or request the complaint form from the Title VI Coordinator.

The complaint will include the following information:

- a. Name, address, and telephone number of the Complainant.
- b. The basis of the complaint, i.e., race, color, national origin, sex, elderly or disabled.
- c. The date or dates on which the alleged discriminatory event or events occurred.
- d. The nature of the incident that led the Complainant to feel discrimination was a factor.
- e. Names, addresses, and telephone numbers of persons who may have knowledge of the event.
- f. Other agencies or courts where a complaint may have been filed and a contact name.
- g. Complainant's signature and date.
- h. If the Complainant is unable to write a complaint, City of Minot staff will assist the Complainant.
- i. The complaint may be mailed or faxed to the following address: City of Minot, 10 3rd Ave SW, Minot, ND 58701 or (701) 857-4751 (Fax)
- j. The complaint may be sent via email to lisa.jundt@minotnd.gov. Complainant also has the right within the 180-day timeframe to file a Title VI or ADA claim with the appropriate agency:

North Dakota Department of Transportation Civil Rights Division 608 E Boulevard Ave. Bismarck, ND 58507-0700 Phone: (701) 328-2576 TTY: 711 or (800) 366-6888 Email: civilrights@nd.gov	United States Department of Transportation (USDOT) Departmental Office of Civil Rights US Department of Transportation Office of Civil Rights 1200 New Jersey Ave., SE. Washington, DC 20590 Phone: (202) 366-4648 Fax: (202) 366-5575 TTY/Assistive Device: (202) 366-9696
FHWA North Dakota Division Office 4503 Coleman St. N., Suite 205 Bismarck, ND 58503 Phone: (701) 250-4204 Fax: (701) 250-4395 Email: NorthDakota.fhwa@dot.gov	USDOJ - Race, Color, National Origin Complaints Federal Coordination and Compliance Section - NWB Civil Rights Division US Department of Justice (USDOJ) 950 Pennsylvania Avenue, NW. Washington, DC 20530 Phone: (888) 848-5306 (English and Spanish) (202) 307-2222 (voice) (202) 307-2678 (TDD)
United States Department of Transportation (FHWA) Federal Highway Administration US Department of Transportation Office of Civil Rights 1200 New Jersey Ave., SE. 8th Floor E81-105 Washington, DC 20590 Phone: (202) 366-0693 Fax: (202) 366-1599 TTY: (202) 366-5132 Email: CivilRights.FHWA@dot.gov	USDOJ - ADA Complaints US Department of Justice (USDOJ) 950 Pennsylvania Avenue, NW. Civil Rights Division Disability Rights Section – 1425 NYAV Washington, DC 20530 Fax: (202) 307-1197 ADA Information Line: (800) 514-0301 (voice) or (800)514-0383 (TTY) Main Section Telephone Number: (202) 307-0663 (voice and TTY)
Federal Transit Administration (FTA) Office of Civil Rights Attention: Complaint Team East Building, 5th Floor - TCR 1200 New Jersey Ave., SE. Washington, DC 20590 Phone: (888) 446-4511	Federal Aviation Administration Office of Civil Rights (ACR-4) 800 Independence Avenue SW Washington DC, 20591 (718)553-3297 Complaint link: https://www.faa.gov/about/office_org/headquarters_offices/acr/external-discrimination-complaints/form

Internal Complaint Referral. All Title VI complaints received by departments must be promptly forwarded to the Coordinator within five business days of receipt.

The City of Minot will begin an investigation and will contact the Complainant in writing no later than fifteen (15) working days after receipt of the Title VI complaint or five (5) days after receipt of the ADA complaint. The Complainant will be notified within 30 days if additional information is required to investigate the complaint. If the Complainant fails

to provide the requested information on a timely basis, the City of Minot may administratively close the complaint. The City of Minot may also decide not to proceed with, or continue a complaint investigation if the same allegations and issues of the complaint have been addressed in a recently closed investigation or by previous federal court decisions.

The City of Minot will use its best effort to complete the investigation of Title VI and ADA complaints within sixty (60) calendar days of receipt of the complaint. A written investigation report will be prepared by the investigator; the report shall include a summary description of the incident, findings, and recommendations for disposition. In each case, the Coordinator will consult with the Legal Counsel regarding the investigation and the report. Legal counsel will ensure that the report is consistent with the applicable Title VI nondiscrimination requirements.

The Title VI Coordinator will forward the report of the investigation and recommendations to the City Manager for final agency decision. Also included in the report will be a copy of the complaint and all documentation pertaining to the complaint.

At the completion of the investigation, the Complainant and respondent will receive a copy of the investigation including a letter of findings, determination of the investigation and any applicable resolution. The letter transmitting the findings and any applicable resolution will state City's conclusion regarding whether unlawful discrimination occurred and will describe the Complainant's appeal rights.

Intimidation and Retaliation are prohibited. City of Minot employees, contractors, and tenants will not intimidate or retaliate against a person who has filed a complaint alleging discrimination.

Appeal Rights. The Complainant must be notified of their right to appeal the findings or determinations and of the procedures and requirements for an appeal:

- The Complainant may appeal in writing to the Minot City Manager
- The written appeal must be received within ten (10) business days after mailing of the written decision.
- The written appeal must contain all arguments, evidence, and documents supporting the basis for the appeal.
- The Minot City Manager will issue a final written decision in response to the appeal.

This complaint procedure is shared with the public through the following methods:

Websites, In-person, and Other Distribution Methods

Minot Airport Additional Procedures

Initial FAA Notification. A copy of each Title VI complaint will be forwarded to the FAA within 15 days of initial receipt (not the date that the Title VI Coordinator was notified). The airport staff supporting the Title VI Coordinator will forward a copy of the complaint and a statement describing all actions taken to resolve the matter and the results thereof to the FAA Civil Rights staff. (Note: complaints based on disability do not have to be forwarded to FAA.) To transmit complaint information to the FAA, the Coordinator will [describe contacts and process – it is preferred for the information to be uploaded to the FAA Civil Rights Connect System, which issues automated notifications to FAA staff]. The Coordinator will also seek technical assistance from the FAA, as needed, throughout the complaint intake, investigation, and resolution process.

Cooperation with FAA. The Coordinator will promptly investigate all Title VI complaints, including those referred by the FAA for investigation. If the FAA is investigating a complaint against the City of Minot, the Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

A summary of the investigation report, any appeal, or follow-up actions will be sent to the FAA via the FAA Civil Rights Connect System.

B. Title VI Yearly Reporting Practice

At the end of each fiscal year, the City of Minot will have a yearly complaint reporting log. This will list all Title VI complaints that have come in during that time frame.

The City of Minot will identify and implement measures to reduce the chances of similar discrimination in the future.

V. TITLE VI PROGRAM MONITORING ACTIVITIES

Subrecipient Monitoring

The Title VI Recipient Checklist/Form and the Title VI Subrecipient Monitoring Checklist/ Form will be completed on an annual basis and provided to appropriate federal agencies requiring them at appropriate times. The Forms are a Word document and provide additional detail to accompany the checklist, which is saved in Excel. The suggested review period is in January to cover activities of the prior year (January- December). A representative from the City of Minot Human Resources Department and/or an assigned City personnel will complete the Title VI Recipient Checklist to ensure the City's Title VI procedures and plan follow federal regulations. The DBE Liaison Officer will follow up with the City personnel to ensure the City's checklist is completed. The DBE Liaison Officer will also complete the Title VI Subrecipient Monitoring Checklist to ensure that the City's Title VI processes and plan are being carried out. At a minimum, both checklists will be collected and saved by the DBE Liaison Officer for review annually. If requested by a federal agency, the checklists may also be uploaded to TrAMS or sent directly to the Title VI Oversight Agent at FTA Region 8 or another location. The following pages provide the questions and framework for the checklists as mentioned above.

Additional Title VI Requirements for Public Transit

1. Public Participation Plan

Minot City Transit is committed to ensuring it serves the community fairly, consistently and in the most cost-efficient and appropriate manner using available resources. Federal and State government mandate public involvement because it helps to guide department decisions in providing public transportation services. Public involvement also benefits Minot City Transit and the public by allowing for the development of services that meet the needs of area citizens/customers. Through conversation and collaboration with riders, prospective riders, and local human service agencies, Minot City Transit continually assesses the quality of its service, measures potential impacts from Minot City Transit proposed initiatives and ensures that it is providing valuable services to the residents and visitors of the City of Minot. Public participation is a vital part of the process. The City of Minot Voluntary Attendance Sheet (see attachment 2) will be utilized to collect statistical data for public participation.

Purpose of the Public Participation Plan

As part of the Title VI Program, Minot City Transit, a division of the City of Minot, is bolstering its public participation processes and enhancing its strategies for engaging under-served groups, including those with limited English. This plan outlines the importance of and provides guidelines for involving the public in Minot City Transit's planning efforts to ensure that all groups are represented and their needs considered.

Public Participation Process

A public participation process will be considered at the earliest stages of any Minot City

Transit project that may impact the general public and/ or potential riders. As the scope of the projects vary in time and size, the public participation process may vary for each, as well as the extent of public participation.

The Federal government mandates public involvement prior to raising fares, implementing major reductions in service, or applying for grants/loans to finance transportation improvement projects. Minot City Transit will insure there is a 30-day notice and comment period prior to any reduction in service or increase in fares.

Minot City Transit's public participation process ensures that:

1. Information about public participation opportunities will be advertised and/ or posted appropriately. Any public members with concerns or interests will have an appropriate opportunity to participate in decisions about Minot City Transit services and will be notified of these opportunities to provide input.
2. At the beginning of all projects staff will determine which strategies might have the highest potential to encourage public participation and best serve all those affected or possibly affected by the project, including those in the under-served communities. At any time during the project, it may be reevaluated and if appropriate, additional public participation activities will be explored.
3. Community involvement and contribution will be included in the development of the plans, passenger amenities and improvements at Minot City Transit
4. Comments and concerns of all persons or groups participating in the process will be considered in the development of the plans and locations of transit services and amenities.
5. At any time, members of the public are welcome to submit comments or concerns to Minot City Transit via email (pwclerk@minotnd.org); in person at the Minot City Transit office in the Public Works Department building, 1025 31st Ave SE, Minot ND; by mail at P.O Box 5006, Minot, ND 58701; or by calling Minot City Transit at (701) 857-4148.

Public Participation Outreach Options

Minot City Transit uses several strategies to provide interested parties with reasonable opportunities to be involved in the planning process. The following is a non-inclusive list of participation strategies and techniques that have been utilized:

1. Posting and/or distributing notices and/or flyers at key community locations and in buses; notifying stakeholders such as Health and Human Service Agencies, Minot Public Schools, and Minot State University.
2. Monthly Minot City Council meetings are open to the public for questions or comment on any Minot City Transit Services.
3. Partner with community-based organizations and/or agencies for targeted outreach; hold a facilitated discussion or question and answer session using visual aids such as maps, charts, illustrations, and/or photographs; hold meetings at varied dates, times and locations to ensure that all riders and

potential riders in the Minot City Transit service area have equal access and opportunity to participate.

4. Rider surveys and interviews on board the transit vehicles; electronic surveys via website.
5. Utilize local media and news sources to inform the public of participation opportunities; news releases; public service announcements.
6. Posting information on the City of Minot website; posting on social media sites.

Minot City Transit is committed to serving the community and will continue providing public participation opportunities and outreach activities as well as execute various strategies to monitor the service area's transit needs against services provided and future plans.

Minot City Transit's Public Presence and Assistance

In the past Minot City Transit has used various ways to engage, train, and distribute information to the public.

1. Conducting "Travel Training" for potential riders in order to help them understand how to use the website, ride the bus and interpret the bus route schedule
2. Attending coordination meetings with other local transportation agencies such as Souris Basin Transportation.
3. Coordinating with human service agencies to attend or present information at meetings.
4. Participates in other community events such as senior center health fairs and other informational events provided by local human service agencies.
5. **FIXED ROUTE SERVICE STANDARDS** (Only applicable if Fixed Route System)

2. Fixed Route Service Standards

Vehicle Load Standards

The average of all loads during the peak operating periods should not exceed 1.3 passengers/seat.

The average of all loads during non-peak operating periods should not exceed 1.0 passenger/seat.

Vehicle Headway Standards

Minot City Transit operates all of its routes on a one-hour headway standard.

On-Time Performance Standards

Minot City Transit's "on-time" performance standard prohibits vehicles from departing the transfer center at the Minot City Auditorium earlier than the posted departure time. Minot City Transit operates on a flag-stop type service. As there are no actual bus stops Minot City Transit strives to complete all routes "on time".

Service Availability Standards

Minot City Transit is a public transportation system, operating 6 fixed routes within Minot city limits Monday through Friday from 7:00 a.m. until 7:00 p.m. Minot City Transit contracts with Souris Basin Transportation to provide complimentary para-transit service within Minot city limits.

VI. GOALS AND ACCOMPLISHMENTS

Goals: City of Minot goals cited for 2024.

1. Provide a good response to the City of Minot's Title VI plan during any potential audit.
2. Collaborate with the council, commissions, boards, and committees to provide information by explaining the forms and their purpose to encourage participation.
3. Prepare and present for all-staff training during the year.
4. Continue to update the City of Minot's Title VI plan.
5. Continue to update the City of Minot's ADA plan.
6. Gather updated census information as available.
7. Monitor the NDDOT Title VI website for any required form updates and make changes to posted documents as needed.

Accomplishments: During the triennial period, here are the accomplishments obtained by the City of Minot in compliance with the Title VI program.

1. The thorough review and update of the City of Minot Title VI Plan.
2. The City of Minot employees reviewed annual training material on Title VI and Limited English Proficiency.
3. Ensured continued interpretive services and the providing of updated information to departments and employees.

Training:

New employee orientation incorporates Title VI training. Topics include:

- Title VI and related laws prohibit discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age
- Title VI complaints must be forwarded to the Coordinator
- Protections against retaliation for filing civil rights complaints or related actions
- Title VI notices must be displayed throughout the all City public facilities
- All contracts must include Title VI clauses
- Language interpretation and translation services
- Cultural and community relations sensitivity training
- Anti-harassment training

Refresher information will be provided annually.

APPENDIX A OF THE TITLE VI ASSURANCES

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Non-discrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Recipient or the Federal Highway Administration as appropriate and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. withholding payments to the Contractor under the contract until the Contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B OF THE TITLE VI ASSURANCES

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the City of Minot will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of the Federal-Aid Highway Program, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the City of Minot all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the City of Minot and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the City of Minot, its successors and assigns.

The City of Minot, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the City of Minot will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of

breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C OF THE TITLE VI ASSURANCES

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by City of Minot pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be 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.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, City of Minot will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, City of Minot will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the City of Minot and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D OF THE TITLE VI ASSURANCES

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by City of Minot pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") 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 (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, City of Minot will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, City of Minot will there upon revert to and vest in and become the absolute property of City of Minot and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E OF THE TITLE VI ASSURANCES

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

E. Appendix F Airport Specific Provisions

1. Title VI Policy Statement¹

City of Minot assures that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), creed, or age, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), Section 520 of the Airport and Airway Improvement Act of 1982, and related authorities (hereafter, "Title VI and related requirements"), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives U.S. Department of Transportation (DOT) funding. Title VI also prohibits retaliation for asserting or otherwise participating in claims of discrimination.

City of Minot further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not. The Airport Sponsor agrees, among other things, to understand the communities surrounding or in the flight path, as well as customers that use the airport. Anytime communities may be impacted by programs or activities the **City of Minot** will take action to involve them and the general public in the decision-making process.

City of Minot requires nondiscrimination assurances, as prescribed by FAA, from each tenant, contractor, and concessionaire providing an activity, service, or facility at the airport. Assurances must be included in any related lease, contract, or franchise agreement between **City of Minot** and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

Lisa Jundt, Title VI Coordinator, available at (701)857-4753 and lisa.jundt@minotnd.gov is responsible for overseeing the Airport Sponsor's compliance with Title VI and the point of contact for all airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.

Signature

[Director Name]

[Director Title]

Effective Date

3-Year Expiration Date

In addition to the Coordinator and City's leadership, the following people also assist with our Title VI program requirements specifically for the city's Airport:

Staff Supporting Title VI Program	Airport Sponsor Program / Office
Jessica Long – Airport Business and Development Manager	MinotMinot International Airport

¹ This policy supports the City of Minot's commitment to the community's diverse demographics.

The City has the following airport program sub-recipients:

Sub-Recipients_

None

As of the date of this plan, **the City** has the following pending applications for Federal financial assistance for Airport projects:

Federal Source	Grant Number	Amount
NONE	NONE	NONE

In addition, the **City's Airport's** sub-recipients have the following pending applications for Federal financial assistance (either directly from the FAA or passed through the State DOT).

Federal Source	Grant Number	Amount
<i>None</i>		

Updated information for pending and awarded grant applications will be available through the following methods:

Federal Source	Grant Award Information Available at:
<i>FAA-Dakota Minnesota ADO</i>	<i>Mark Holzer mark.holzer@faa.gov</i>

The Coordinator has not requested and received access to the Title VI portion of the FAA Civil Rights Connect System (<https://faa.civilrightsconnect.com/>); however, Airport staff supporting Title VI Program, Jessica Long has received access to the Title VI portion of the Civil Rights Connect System.

The City of Minot will conspicuously display the FAA-provided Unlawful Discrimination Poster in all public areas on airport property, including those with pedestrian activity.

The Coordinator ensures that these posters are visible, accessible,¹ and maintained. The poster template is available at [Unlawful Discrimination Poster \(faa.gov\)](#), and a completed copy is attached. See Section 15 Appendix.

Posters are displayed in the terminal and other areas on City of Minot Airport property, including the following locations:

Terminal/FBO/Concessions/ Other Locations	Quantity in Pre-Security Area	Quantity in Post-Security Area	Additional Quantities
Security Office, BSO, and Travel Center Pre-Security Gate 6 Elevator, Gate 4, and Gate 2	3	3	0

"Affected Communities" means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path. The City of Minot Administration Department contacts leaders and representatives in Affected Communities directly to confirm effective media platforms to reach all Affected Communities² and provide important feedback on translated materials. The office maintains records of all such notices and the efforts made to reach each of the Affected Communities.

City of Minot will create a detailed CPP by **ENTER DATE**. A copy of the plan will be available at (URL).

To ensure that the community is effectively informed of and able to participate in public hearings, Minot International Airport includes public notices translated into appropriate languages, including for any language spoken by a significant number or proportion of the Affected Community population that has limited English proficiency (LEP). Such social media postings and notices will include directions for obtaining an interpreter, free of charge, for public hearings. 28 CFR § 42.405(d). See Limited English Proficiency (LEP) Section.

Community Statistics

Title VI regulations require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, the City of Minot will be able to identify, understand, and engage with communities. In doing so, the City of Minot needs to know about communities eligible to be served, actually or potentially affected, benefited, or burdened by the City of Minot's airport program.

² We will not subject any persons to discrimination based on race, color, national origin, age, sex, or creed. The term "protected communities" is used within this Title VI Plan to highlight the requirements of Title VI, 49 U.S.C. § 47123, the Age Discrimination Act of 1975, and, in some instances, includes low- income populations under Executive Order 12898.

Affected Communities ³	Population
<i>City of Minot</i>	47,759

(Hereafter, the above communities will be referred to collectively as "the Affected Communities").

We have identified the following facts about the Affected

Communities: Low-Income Communities⁴.

A low-income area is an identifiable group of persons living in geographic proximity whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations

and Low-Income Populations," the City of Minot is collecting information about affected and potentially affected low- income communities. According to the US Census Bureau Poverty in the United States: 2022, Table B-5, number, and percentage of people in Poverty by State using 3 Year Average, the overall poverty level for the state of North Dakota is approximately 11.5 %. The poverty rate remains similar compared with the rest of the state of North Dakota.

Affected Communities	Poverty Rate
<i>City of Minot</i>	<i>11.3 %</i>

Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows⁵:

Affected Community: Minot, ND **Total Affected Community Population: 47,759**

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
<i>White</i>	<i>39,258</i>	<i>82.2%</i>
<i>Black or African American</i>	<i>2149</i>	<i>4.5%</i>
<i>American Indian or Alaska Native</i>	<i>812</i>	<i>1.7%</i>
<i>Asian</i>	<i>1051</i>	<i>2.2%</i>
<i>Native Hawaiian or other Pacific Islander</i>	<i>48</i>	<i>0.1%</i>
<i>Hispanic or Latino</i>	<i>3534</i>	<i>7.4%</i>
<i>Two or More, races</i>	<i>3534</i>	<i>7.4%</i>
<i>White alone, not Hispanic or Latino</i>	<i>37968</i>	<i>79.5%</i>

³ "Affected communities" means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

We have identified the following facts about the Affected

Communities: Low-Income Communities⁴.

A low-income area is an identifiable group of persons living in geographic proximity whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," the City of Minot is collecting information about affected and potentially affected low- income communities. According to the US Census Bureau Poverty in the United States: 2022, Table B-5, number, and percentage of people in Poverty by State using 3 Year Average, the overall

poverty level for the state of North Dakota is approximately 11.5 %. The poverty rate remains similar compared with the rest of the state of North Dakota.

Affected Communities	Poverty Rate
<i>City of Minot</i>	<i>11.3 %</i>

Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows⁵:

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<i>Two or More, races</i>	<i>3534</i>	<i>7.4%</i>
<i>White alone, not Hispanic or Latino</i>	<i>37968</i>	<i>79.5%</i>

⁴ Low-income data must be collected to assist in our compliance with Environmental Justice requirements (not Title VI requirements). For example, this data will be utilized in our Community Participation Plan (CPP) to help ensure the meaningful involvement of low-income communities in airport programs and activities.

⁵ Recommend using demographic groups from the U.S. Census.

Beneficiary Diversity.

Demographic information is collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the Airport through voluntary disclosures.

Potential or Known Community Impacts

Projects or services receiving federal financial assistance have the potential to touch so many aspects of American life. Thus, in general, no City of Minot activity must have a discriminatory disparate impact on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age. This means that policies or procedures that have a disparate impact would require a well- documented, substantial, legitimate, nondiscriminatory justification, summarized below. Impacts to protected

communities must be avoided or minimized to the extent possible. No project with a discriminatory impact on protected communities will be undertaken.⁶

The following airport facilities are already in use or under construction and are expected to be in use within the next three years.

Existing Airport Facilities	Affected Community Impacted by Operation of the Facility
<i>Commercial Passenger Terminal</i>	<i>None</i>
<i>Terminal Public Parking lots</i>	<i>None</i>
<i>Snow Removal Equipment Building</i>	<i>None</i>
<i>Runway 13-31</i>	<i>None</i>
<i>Runway 08-26</i>	<i>None</i>
<i>Taxiway A</i>	<i>None</i>
<i>Taxiway B</i>	<i>None</i>
<i>Taxiway C</i>	<i>None</i>
<i>Taxiway D</i>	<i>None</i>
<i>Taxiway E</i>	
<i>Taxiway F</i>	<i>None</i>
<i>Passenger Terminal Apron</i>	<i>None</i>
<i>General Aviation Apron</i>	<i>None</i>
<i>ARFF Building 3</i>	<i>None</i>
<i>Cargo Apron</i>	<i>None</i>
<i>T Hangars 1-15</i>	<i>None</i>
<i>Private Hangars</i>	<i>None</i>
<i>Airport Access/Service Road System</i>	<i>None</i>

⁶ In order to carry out an alternative with a discriminatory impact, the airport sponsor must demonstrate that there was a substantial legitimate justification for the decision. The sponsor must also show that alternatives with less discriminatory impacts were meaningfully considered and rejected for legitimate reasons.

The following airport facility projects (including all alternatives) are in construction or expected to be in construction within the next three years:

Airport Facility Construction Projects	Affected Community Impacted by Construction of the Facility
Wildlife Hazard Mitigation Phase 1-2	<i>None</i>
Reconstruct Taxiway B2	<i>None</i>
T-Hangar Pavement Repair	<i>None</i>
Terminal Roadway and Parking Study	<i>None</i>
Electrical Vault Rehab/Equipment	<i>None</i>
Wildlife Hazard Removal – Phase 3	<i>None</i>
Reconstruct Taxiway C	<i>None</i>
GA Access Road Rehab and Construction- Phase 1	<i>None</i>
Runway 8 Approach Clearing	<i>None</i>

Runway 8/26 Rehab and Taxiway B Phase 1	None
G A Access Road Rehab and Construction- Phase 1-2	None
T-Hangar Replacement	None
Terminal Roadway and Parking – Phase 2	None

We have analyzed the above existing facilities and facility construction projects for disparate impacts on the basis of race, color, or national origin (including LEP) in Affected Communities. The following have disparate impacts:

Facilities or Construction Projects with Disparate Impacts	Affected Community Impacted	Impact Can Be Eliminated?
None		

Justifications: None

Facilities or Construction Projects	Justification
None	

Transportation

49 Part CFR 21 Appendix C (a)(1)(ix)

In the Community Statistics section of this plan, we identified Affected Communities and provided demographic and related data for the community populations. The minority and disadvantaged community areas located within the Affected Communities are identified below. Other minority and disadvantaged community areas that are near the Airport but not within Affected Communities are also identified below.

We have coordinated with Minot City Transit to encourage them to provide transit service access between the airport and these areas.

The following chart identifies existing and planned transit services connecting the airport employment centers with the identified minority and disadvantaged community areas.

Minority and/or Disadvantaged Community Areas	Transit Service	Planned or Existing
Minot City Transit	Fixed-Route buses	Existing
Souris Basin Transportation	Paratransit vans	Existing

Minority Businesses

49 CFR 21 Appendix C (a)(1)(x)

Bids for airport concessions and other business opportunities are solicited from area minority and woman-owned businesses through the following methods:

Airport Business Opportunity	Minority Business Outreach Methods
<i>Restaurant Concessionaire</i>	<i>Advertised (Public Notice) through local newspaper of record, published on City and Airport Websites, and direct outreach to known ACDBEs on the NDDOT website (Unified Certification Program for ND).</i>
<i>Parking Management Company</i>	<i>Advertised (Public Notice) through local newspaper of record, published on City and Airport Websites, advertised nationally in the American Association of Airport Executives website, and direct outreach to known ACDBEs on the NDDOT website (Unified Certification Program for ND). Currently filled with qualified ACDBE.</i>
<i>Car Rental Concessions</i>	<i>Bid would be advertised (Public Notice) through the local newspaper of record, published on City and Airport Websites, and direct outreach to known ACDBEs on the NDDOT website (Unified Certification Program for ND).</i>
<i>Airport Advertising</i>	<i>Once available bid opportunity will be advertised (Public Notice) through the local newspaper of record, published on City and Airport Websites and direct outreach to known ACDBEs on the NDDOT website (Unified Certification Program for ND).</i>

Selections comply with Title VI, Part 21, and related requirements. Information on the award process and documentation for specific bid decisions is kept with the Minot Airport administration.

Initial FAA Notification. A copy of each Title VI complaint will be forwarded to the FAA within 15 days of initial receipt (not the date that the Coordinator was notified). The Coordinator will forward a copy of the complaint and a statement describing all actions taken to resolve the matter and the results thereof to the FAA Civil Rights staff. (Note: complaints based on disability do not have to be forwarded to FAA.) To transmit complaint information to the FAA, the Coordinator will work with the Assistant Airport Director, who will upload the information to the FAA using the FAA Civil Rights Connect System, which issues automated notifications to FAA staff. The Coordinator, assisted by the Assistant Airport Director or designee, will also seek technical assistance from the FAA, as needed, throughout the complaint intake, investigation, and resolution process.

Forwarding Report and Response to Complainant. At the completion of the investigation, the Complainant and respondent will receive a letter of findings and determination of the investigation and any applicable resolution. The letter transmitting the findings and any applicable resolution will state the City of Minot's conclusion regarding whether unlawful discrimination occurred and will describe the Complainant's appeal rights. A summary of the investigation report, any appeal, or follow-up actions will be sent to the FAA via the FAA Civil Rights Connect System.

Completed Unlawful Discrimination Poster

Unlawful Discrimination Poster (faa.gov)

FAA Notification. The Coordinator will notify FAA of any pending investigations and reviews, including:

- **Compliance reviews or audits concerning civil rights requirements**
- **Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements**

Title VI complaints must be forwarded to FAA contacts within 15 days of receipt. For all other civil rights investigations, the City of Minot must notify FAA contacts of any new investigations prior to grant execution.

At regular intervals, the Coordinator will provide FAA contacts with status updates for the investigations and reviews until completed. For each existing investigation or review completed within five years of this plan, the Coordinator will also provide a statement about the outcome unless previously provided.



Title IV Complaint

Individual or Organization Against Whom the Complaint is Made:

Basis of the Discrimination (check all that apply):

☐ Race ☐ Age ☐ National Origin ☐ Disability ☐ Limited English Proficiency

☐ Color ☐ Sex ☐ Status with Respect to Public Assistance/Income Status

Reason for complaint: (Describe in detail when, where, and how the alleged discrimination occurred.) Attach additional sheets, if needed.

Remedy Sought:			
Signature:		Date:	
Name (print):		Telephone Number:	
Address:		City:	State: Zip Code:

Send To: City of Minot
 Title VI Coordinator –Lisa Jundt
 PO Box 5006
 Minot ND 58702-5006
 701-857-4753
 FAX 701-857-4782
 Email: hr@minotnd.org



Request for Reasonable Accommodation

Name (print):		Telephone Number:	
Address:		City:	State: Zip Code:

Email Address: _____
Preferred Method of Contact: ☐ Day Phone ☐ Email ☐ USPS
Type of Event: ☐ Public Meeting/Public Hearing ☐ Training ☐ Other (specify) _____ Date of Event: _____ and/or Date Needed: _____ Location of Event: _____

Do you need Language Assistance for Limited English Proficiency (LEP)? ☐ YES ☐ NO

Language Assistance:

- ☐ Oral Interpretation – (specify language) _____
- ☐ Written Translation – (specify language) _____

Name of Documents _____
For Office Use Only Services Provided: _____

Do you need Accommodation for a Disability? ☐ YES ☐ NO

Types of Accommodation:

- ☐ Interpreter for Deaf – (specify ASL, tactile, etc.) _____
- ☐ Assistive Listening Device – (specify) _____
- ☐ Physical location accessible for persons with a physical mobility impairment.
- ☐ Other (specify) _____

Nature of Disability (Medical documentation may be requested)

- ☐ Physical Mobility Impairment – (specify) _____
- ☐ Speech Impairment – (specify) _____
- ☐ Visual Impairment – (specify) _____
- ☐ Hearing Impairment – (specify) _____
- ☐ Other (specify) _____

Alternative Format (Indicate first, second, third choice if possible)

Date Needed: _____

- | | |
|---|--|
| ☐ Braille _____

☐ Large Print (font point size) _____

☐ CD/Flash Drive _____ | ☐ Audio Recording – MP3 _____

☐ Other (specify) _____ |
|---|--|

Name of Documents
For Office Use Only The Accommodation Requested is: ☐ Granted as requested ☐ Granted with Change -see additional Information ☐ Denied – see additional information

Send To: City of Minot
 Title VI/ADA Coordinator –Lisa Jundt
 PO Box 5006
 Minot ND 58702-5006
 701-857-4753
 FAX 701-857-4782
 Email: hr@minotnd.org

City of Minot

Title VI Complaint Reporting Log

<u>Date</u>	<u>Name of Complainant</u>

Voluntary Attendance Sheet

Meeting/Topic: Regular City Council	Date: 1/3/2023	Place: Council Chambers
--	----------------	-------------------------

☐ Male ☐ Female ☐ Disabled ☐ White Black ☐ Asian ☐ Hispanic African Indian/Alaskan ☐ Native Hawaiian or other Pacific Islander

☐ Male ☐ Female ☐ Disabled ☐ White Black ☐ Asian ☐ Hispanic African Indian/Alaskan Native
☐ Native Hawaiian or other Pacific Islander

☐ Male ☐ Female ☐ Disabled ☐ White Black ☐ Asian ☐ Hispanic ☐ African Indian/Alaskan Native
☐ Native Hawaiian or other Pacific Islander

☐ Male ☐ Female ☐ Disabled ☐ White Black ☐ Asian ☐ Hispanic African Indian/Alaskan Native ☐ Native Hawaiian or other Pacific Islander

☐ Male ☐ Female ☐ Disabled ☐ White Black ☐ Asian ☐ Hispanic African Indian/Alaskan Native
☐ Native Hawaiian or other Pacific Islander

☐ Male ☐ Female ☐ Disabled
 ☐ White ☐ Black ☐ Asian ☐ Hispanic ☐ African Indian/Alaskan Native
☐ Native Hawaiian or other Pacific Islander

☐ Male ☐ Female ☐ Disabled ☐ White Black ☐ Asian ☐ Hispanic African Indian/Alaskan Native
☐ Native Hawaiian or other Pacific Islander

☐ Male ☐ Female ☐ Disabled ☐ White ☐ Black ☐ Asian ☐ Hispanic ☐ African Indian/Alaskan Native
☐ Native Hawaiian or other Pacific Islander



The City of Minot is committed to providing nondiscriminatory service. No person shall, on the basis of a person's national origin, race, color, disability, sex, age, and/or income status, be excluded from participation or be subjected to discrimination or harassment by the City of Minot or any of its locations.

Contact Lisa Jundt, Director of Human Resources and Title VI Coordinator for the City of Minot, at 701-857-4753 or lisa.jundt@minotnd.gov to request additional information on our nondiscrimination obligations or to file a complaint.

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The City of Minot, North Dakota (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Federal-Aid Highway Program.

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The City of Minot, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance

is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the City of Minot also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the Federal Highway Administration's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Federal Highway Administration. You must keep records, reports, and submit the material for review upon request to the Federal Highway Administration, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The City of Minot gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal-Aid Highway Program. This ASSURANCE is binding on City of Minot, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal-Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Thomas Ross

Name (Type/print)

City of Minot

Recipient: City

Signature Mayor

Date

City of Minot, RECIPIENT
APPENDIX A OF THE TITLE VI ASSURANCES

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Non-discrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Recipient or the Federal Highway Administration as appropriate and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the Contractor under the contract until the Contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

City of Minot
APPENDIX B OF THE TITLE VI ASSURANCES

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the City of Minot will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of the Federal-Aid Highway Program, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the City of Minot all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the City of Minot and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the City of Minot, its successors and assigns.

The City of Minot, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the City of Minot will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

City of Minot
APPENDIX C OF THE TITLE VI ASSURANCES

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY,
FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by City of Minot pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be 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.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, City of Minot will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, City of Minot will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the City of Minot and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

City of Minot
APPENDIX D OF THE TITLE VI ASSURANCES

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE
ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by City of Minot pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") 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 (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, City of Minot will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, City of Minot will there upon revert to and vest in and become the absolute property of City of Minot and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

City of Minot
APPENDIX E OF THE TITLE VI ASSURANCES

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

City of Minot, North Dakota

TITLE VI/NONDISCRIMINATION AND ADA POLICY STATEMENT

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin. Specifically, 42 USC 2000d states that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." In addition to Title VI, there are other Nondiscrimination statutes which include: Section 162(a) of the Federal-Aid Highway Act of 1973 (23 USC 324) (sex), Age Discrimination Act of 1975 (age), and Section 504 of the Rehabilitation Act of 1973/ADA of 1990 (disability). Taken together, these requirements define an over-arching Title VI/Nondiscrimination and ADA Program. Title VI and the additional Nondiscrimination requirements are applicable to programs receiving federal financial assistance due to the Civil Rights Restoration Act of 1987.

There are two Presidential Executive Orders that place further emphasis upon the Title VI protections of race and national origin. Executive Order 12898 ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations. Executive Order 13166 directs recipients of Federal financial assistance that to ensure compliance with Title VI, they must take reasonable steps to ensure that limited English proficiency persons have meaningful access to their programs.

I, as Human Resource Director of the City of Minot, I am personally committed to and support taking all steps to ensure that no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, disability, limited English proficiency, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by City of Minot, its recipients, sub recipients, and contractors.

The City of Minot Human Resource Director is appointed as the Title VI Coordinator and ADA Coordinator and is granted the authority to develop, administer, and monitor the Title VI/Nondiscrimination and ADA Program as promulgated.

Further, I sub-delegate and charge the City Engineer with the responsibilities to ensure compliance with Title VI/Nondiscrimination and ADA Program requirements in their respective program areas.

Anyone who believes that he or she has been discriminated against should contact Lisa Jundt Title VI Coordinator and Lisa Jundt, ADA Coordinator, City of Minot, PO Box 5006 Minot, ND 58702-5006 at 701-857-4753. TTY users may call Relay North Dakota at 711 or 1-800-366-6888 (toll free).

Lisa Jundt
City of Minot

Date



TO: Mayor
Members of the City Council

FROM: Lisa Jundt, Human Resource Director

DATE: April 1, 2024

SUBJECT: LANGUAGE INTERPRETATION SERVICES AGREEMENT

I. RECOMMENDED ACTION

Approve the contract with Propio LS, LLC for language interpretation services; and further, authorize City staff to sign the contract on the City's behalf.

II. DEPARTMENT CONTACT PERSONS

Lisa Jundt, Human Resource Director, (701)857-4753

III. DESCRIPTION

A. Background

The City of Minot is required to comply with Title VI of the Civil Rights Act of 1964 due to receipt of federal funding. A component of Title VI requires that the City have a Limited English Proficiency Plan (LEP) in place, to address those residents who may need language assistance to use City services or participate in public meetings. The City is in the process of updating their current LEP due to becoming an entitlement City. This update requires that we provide available language interpretation services if needed, regardless of if the services are ever used. This contract will address any deficiencies in that plan.

B. Proposed Project

Provide on-demand phone interpretation services and written document translation services as needed.

C. Consultant Selection

The City of Minot was able to access the same rates as the contract already in place for the City of Bismarck.

IV. IMPACT:

A. Strategic Impact:

As an entitlement City we have an obligation to provide equal access to services for residents.

B. Service/Delivery Impact:

This contract will improve service delivery for the City.

C. Fiscal Impact:

Costs for this contract are strictly based on service provided. To date, the City has not received a request for these services so the fiscal impact is anticipated to be limited. In the event there is a request for services in 2024, the costs will be allocated from the Human Resource professional services budget.

Project Funding

10013000-43300 Other Professional Services

V. CITY COUNCIL ASPIRATIONS

This contract, and the applicable services, align with City Council aspiration of safe and welcoming.

VI. ALTERNATIVES

N/A

VII. TIME CONSTRAINTS

This is needed to complete the Title VI Master plan and LEP. The draft has been forwarded to NDDOT for review and consideration.

VIII. LIST OF ATTACHMENTS

A. *Memo*

B. *Propio Services Contract*



PROPIO LANGUAGE SERVICES AGREEMENT

Propio LS, LLC, ("Propio") and "Client", identified below, agree that the terms and conditions shown below will apply to services provided by Propio.

Client:	City of Minot
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TERMS OF SERVICE

1. TERM OF AGREEMENT.

Initial Term Length	3 years
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This Agreement will become effective upon the Initial Term Effective Date and will continue in effect for the duration of the initial term, outlined above. Upon the expiration of the initial term, this Agreement will automatically renew for one-year periods unless either party provides written cancellation notice to the other at least sixty (60) days prior to the expiration of the current contract. Upon receipt of a timely cancellation notice by either party, this agreement will terminate sixty (60) days from the date of notice.

2.FEES. During the Term of this Agreement, usage charges for Interpreter, Translator, or Language Services will be billed monthly at the rates set forth in Attachment B, Rate Sheet, incorporated herein by this reference. Document and website translation services and other content/language related services such as subtitling, closed captioning, voiceover, transcription, localization engineering, documents 508 Compliance, software development, and braille translation and/or printing; along with interpreting services such as simultaneous conference/event interpretation, CART, tactile or gesture sign language, or Certified Deaf Interpreter services will be scoped and bid upon request.

3.PAYMENT TERMS. Client agrees to pay all properly invoiced charges for Interpreting, Translation, or other Language Services within 30 days of the invoice date. Interest will accrue from the date on which payment is due at a rate equal to the lesser of 1.5% per month or the maximum rate permitted by applicable law. On occasion, not all End User Data associated with a call may be collected for multiple reasons, including the refusal or inability of the caller to provide the requested information. Missing End User Data will not be reason to deny payment of service to Propio for services that have been rendered. Invoices will be sent to the Client billing address shown in Attachment A, or to such other address as Client may specify by giving written notice to Propio. Client agrees to report any invoice disputes within 30 days of the invoiced date. Propio shall not be considered liable for any dispute reported after 30 days from invoiced date.

4.USE OF SERVICE. Client represents that Client will not use the Interpreter, Translator, or Language Services in any manner that may violate any applicable statute or government regulation. Client will indemnify, defend and hold Propio, its affiliates, and their respective successors harmless from any claim or action whatsoever arising from the use of Interpreter Services in any manner prohibited by this Section.

Client agrees that all translation orders approved by its staff are considered billable. Client shall be solely and fully responsible for charges resulting from approved translation orders either approved in Propio's online platforms or by email, whether or not such use is authorized. The Client agrees not to disclose translation platform access to other parties unless prior written approval from Propio is received.

5.UNAUTHORIZED USE OF SERVICE. Client agrees that all interpreting calls directed from its staff to Propio are authorized to receive billable interpreting services. Client shall be solely and fully responsible for charges resulting from interpreting calls directed to Propio from its staff, whether or not such use is authorized. The Client agrees not to disclose the phone number to other parties unless prior written approval from Propio is received.

6.REIMBURSEMENT: Client may on occasion request Propio staff to travel. Client and Propio must agree and approve the expenses to be reimbursed in full, prior to travel arrangements being made.

7.LIMITED WARRANTIES.

A.Propio will perform Interpreter, Translator, or Language Services in a professional manner. Except as otherwise set forth above, Propio makes no representation, warranty, or guarantee, express or implied, about Interpreter, Translator, or Language Services. Propio does not warrant the availability of interpreters or translators at all times, and Propio specifically disclaims any warranty or condition of merchantability or fitness for a particular purpose. Client recognizes that over-the-phone consecutive interpretations may not be entirely accurate in all cases. Propio may monitor or record calls for quality assurance.

8.LIMITATION OF LIABILITY.

A.For purposes of the exclusive remedy and limitations of liability set forth in this section, "Propio" shall be deemed to include Propio, its affiliates, and their respective successors, directors, officers, employees, agents, representatives, suppliers, interpreters, and translators (whether employees or independent contractors), and "damages" will refer collectively to all injury, damage, loss or expense incurred.

B.Except for obligations under section 3 (Payment Terms), and to the extent not prohibited by applicable law:



10. CONFIDENTIALITY. Propio will not disclose any information derived from Client's communications, may use it only for purposes specifically contemplated in this Agreement, and will treat it with the same degree of care as it does its own confidential information, but with no less than reasonable care. These obligations do not apply to information, which is or becomes generally known to the public through no act or omission of Propio. If Propio, its agents or employees have been requested or are required (by oral questions, interrogatories, requests for information or documents, subpoena, civil investigative demand or similar process) to disclose any such communications or else stand liable for contempt or suffer other legal censure or penalty, then Propio, its agents or employees so compelled may disclose such information pursuant to that request or requirement without liability hereunder.

11. NON-SOLICITATION. Client agrees that for one year after termination, whether voluntary or involuntary, not to directly or indirectly, on its own or behalf of another individual or entity, a) solicit the employees of Propio or any of its subsidiaries or affiliates or other interfere with the employment relationship between Propio and its employees. b) Client also agrees not to solicit, induce or entice any agent, consultant, contractor, or interpreter/translator of Propio's, with whom the Client has access to during the course of this Agreement, to terminate or alter their relationship with Propio.

12. RECORDING POLICY. As an electronic communications service provider, Propio LS, LLC, under 18 US Code § 2511 (2)(c)(d), records calls for quality monitoring purposes only. Recording access is controlled by a role-based security system and is granted only to authorized Propio personnel. Recordings are protected both while in-motion and at-rest using symmetrical AES256 encryption. Recordings are destroyed within 60 days of service.

Propio is required to maintain strict compliance with various state and federal laws including but not limited to Telephone Recordings Laws and HIPAA regulations, as such, strict privacy, security, and confidentiality policies govern the management, access and destruction of this data. Consequently, Propio does not provide call recordings to clients or any outside third party unless legally compelled to do so and is provided a court or administrative order, such as a subpoena.

13. NOTICES. All notices required or permitted to be given under this Agreement must be in writing and delivered in person or by means evidenced by a delivery receipt to the other party at the address shown in Attachment A and will be effective upon receipt.

14. ASSIGNMENT. Client may not assign or otherwise transfer any of its rights or obligations under this Agreement without the prior written consent of Propio.

15. TERMINATION.

A. If (i) Client fails to pay any charge when due and the failure continues for seven (7) days after receipt by Client of written notice of the failure from Propio or (ii) Client fails to perform or observe any other material term or condition of this Agreement and the failure continues for thirty (30) days after receipt by Client of written notice of the failure from Propio, then in either case Client shall be in default and Propio may terminate this Agreement and exercise any available rights or remedies.

B. If Propio fails to perform or observe any material term or condition of this Agreement and the failure continues for thirty (30) days after receipt of written notice of the failure from Client, Propio shall be in default, and Client may terminate this Agreement and exercise any available rights or remedies.

16. ENTIRE AGREEMENT. This Agreement is the parties' entire agreement relating to its subject matter. It supersedes all prior or contemporaneous oral or written communications, proposals, conditions, representations, and warranties and prevails over any conflicting or additional terms of any quote, order, acknowledgment, or other communication between the parties relating to its subject matter during the term of this Agreement. No modification to this Agreement will be binding unless in writing and signed by an authorized representative of each party. If any provision, or part thereof, in this Agreement, is held to be invalid, void, or illegal, it shall be severed from this Agreement and shall not affect, impair, or invalidate any other provision or part thereof, and it shall be replaced by a provision which comes closest to the severed provision, or part thereof, in language and intent, without being invalid, void, or illegal.

17. SURVIVAL OF OBLIGATIONS. The obligations of the parties under this Agreement by which their nature should continue beyond the termination or expiration of this Agreement will remain in effect after termination or expiration.

18. NO THIRD-PARTY BENEFICIARIES. Neither this Agreement nor the provision of Interpreter Services shall be construed to create any duty or obligation on the part of Propio to any third parties, including, without limitation, any persons participating in or the subject of conversations for

Signatures on page to follow

Intentionally left blank

City of Minot

Accepted by:

Signature

Type or Print Name

Title

Date

Propio LS, LLC

Accepted by:

Signature

Type or Print Name

Title

Date

Attachment A

RATE SHEET

Interpreting Services:

On-Demand Phone Interpretation		
Language	Price	Unit
Spanish	0.55	Per minute
Non-Spanish*	0.75	Per minute
LEP Direct Dial (Elective Options by Account)		
Spoken Languages		Per minute (in addition to stated standard rate)
On-Demand Video Interpretation		
Spanish	0.85	Per minute
Non-Spanish*	0.85	Per minute
American Sign Language (ASL)	1.69	Per minute

1.ON-DEMAND OVER-THE-PHONE INTERPRETATION

- a.Propio provides remote on-demand interpreting services in hundreds of languages as outlined on the Language Availability List*.
- b.Connect time is considered to begin from the instant the language and client account number is identified and ends at the time an interpreter accepts the call effectively beginning the service request. Propio connects participants with a first in queue process.
- c.Connect times may vary significantly depending on the language and the availability of contracted interpreters at the time of call.
- d.Each call placed internationally will incur an additional charge.

2.SCHEDULED OVER-THE-PHONE INTERPRETATION

- a.Clients may schedule phone appointments with interpreters in specific languages. The designated minimum for scheduled phone services are 30 minutes, requested duration, or physical worked time--whichever is greater. Billing is based on the established minimum, requested duration or physical time worked whichever greater.
- b.Service requests should be placed a minimum of 24 hours in advance.
- c.Services not cancelled 24 hours in advance of the scheduled start time, will result in the designed minimum being charged.

3.ON-DEMAND VIDEO INTERPRETATION

- a.On-demand video interpretation is performed on the Propio One platform.
- b.Connect time is considered to begin from the instant the language and client account number is identified to the time an interpreter accepts the call to begin the service request. Propio connects participants on a first in queue process.
- c.Connect times may vary significantly depending on the language and the availability of contracted interpreters at the time of call.

4.ONSITE/IN-PERSON CONSECUTIVE SERVICES

- a.Onsite/In-Person services are billed on a monthly basis. Billing for spoken language services are based on the designated minimum (2 hours) or time worked, whichever is greater. The designated minimum for American Sign Language is the requested duration, established minimums (2 hours) or time worked, whichever is greater. Services performed in excess of the defined minimum will be billed in 15-minute increments thereafter.
- b.Scheduled business hours are 8:00 a.m. – 5:00 p.m. CST, Monday through Friday. Premiums are charged, in addition to the standard rate, for request that are outside scheduled business hours, on federal holidays or for spoken language requests placed less than 24 hours in advance and ASL requests not placed 48 hours in advance of the requested start time.
- c.Services for spoken languages not cancelled with 24 hours' minimum cancellation notice will result in the designed minimum being charged. For American Sign Language (ASL), a minimum cancellation notice of 48 hours is required.



Written Document Translation Services:

Written Document Translation			
English (United States)	Spanish	\$0.13	Per word
English (United States)	Arabic	\$0.15	Per word
English (United States)	German	\$0.25	Per word
English (United States)	Persian (Iran)	\$0.19	Per word
English (United States)	French (Canada)	\$0.26	Per word
English (United States)	French (France)	\$0.25	Per word
English (United States)	Hindi	\$0.15	Per word
English (United States)	Hmong	\$0.22	Per word
English (United States)	Haitian (Creole)	\$0.27	Per word
English (United States)	Italian	\$0.20	Per word
English (United States)	Japanese	\$0.26	Per word
English (United States)	Karen	\$0.27	Per word
English (United States)	Korean	\$0.19	Per word
English (United States)	Nepali	\$0.21	Per word
English (United States)	Polish	\$0.18	Per word
English (United States)	Portuguese (Brazil)	\$0.15	Per word
English (United States)	Portuguese (Portugal)	\$0.17	Per word
English (United States)	Russian	\$0.16	Per word
English (United States)	Somali	\$0.22	Per word
English (United States)	Swahili	\$0.21	Per word
English (United States)	Tagalog	\$0.24	Per word
English (United States)	Ukrainian	\$0.17	Per word
English (United States)	Vietnamese	\$0.15	Per word
English (United States)	Chinese (Simplified, PRC)	\$0.16	Per word
English (United States)	Chinese (Traditional, Taiwan)	\$0.18	Per word
English (United States)	All Other Languages	Quoted by Project	Per word
Minimum Project Fee		\$75.00	Per language per project
Desktop Publishing/Formatting		\$55.00	Per hour (if applicable)
Rush Processing		15%	% Of increase to the total invoice
Translation Into English		15%	% Of increase to per word rate
508 PDF Remediation		\$3.75	Per Page
Translation Memory Discounts (TTM)			
Exact Match & Repetitions		70%	Discount
Fuzzy Match Discounts		60%	Discount with 99-95% matches
		50%	Discount with 94-85% matches
		30%	Discount with 84-75% matches

6. WRITTEN TRANSLATION SERVICES

Client agrees standard turnaround time for translation projects with fewer than 6,000 words is three (3) to five (5) business days from project approval, based on the size and complexity of the project. A dedicated Project Manager will communicate the expected delivery date for each project as part of the cost estimate or quote. Rush processing fees require written approval in advance.

Client shall have a thirty (30) day inspection period following the delivery of completed work to report any issues or concerns. Client acknowledges that translation sometimes involves preferential choices where more than one word or phrase might be used to say the same thing (e.g., "large" and "big"). Propio will correct errors or omissions reported during the inspection period at no cost to Client and will make preferential changes at Client's expense and Propio's discretion. A separate invoice will be issued for any preferential changes upon the completion of those changes. Changes requested after the inspection period shall be considered a new project and are subject to a new project quote.

Client agrees to use Propio's secure online portal, Vu, for receiving Translation Services—including, but not limited to, uploading source/native documents, receiving and approving quotes, communication regarding projects, and receiving completed projects.

Propio agrees to provide training regarding the use of Vu and will assign a dedicated translation Project Manager to Client to manage Client's translation projects and to assist clients, as needed.



7. DOCUMENT TRANSLATION BILLING

Translation Services are invoiced upon delivery of the completed work to the Client. Invoices are delivered via email in .pdf format and contain the following information: invoice date, invoice number, "bill to" address, person/department who ordered the service, PO number (if applicable), description of services rendered, quantity, rate, and total amount due. For translation of documents, the "quantity" is set to "1" for each document translated and the "rate" displays the total amount due for that document, based on the approved price quotation. Detailed information regarding per word fees and translation memory discounts applied is available within the project quotation. For hourly services, such as desktop publishing or layout work, the "quantity" will be the number of hours billed and the "rate" will display the hourly rate. For per item fees, such as translation certifications, the quantity will be set based on the number of items received. Terms are Net 30 from invoice date.

a. For projects quoted at \$30,000.00 USD or more, Propio requires a 50% down payment prior to the commencement of work. The remaining balance shall be invoiced upon delivery of the completed work to the client.

b. Advance payments, periodic payments, and/or other unique terms and conditions may be included for some projects, based on size of project, length of project, and other factors. Such requirements, if any, will be stated in the project quote. Acceptance of the project quote shall be deemed acceptance of those terms and conditions as a supplement to the terms and conditions of this Agreement.

c. Client reserves the right to cancel a project at any time prior to completion. To cancel a project, Client must contact the Propio Project Manager assigned to the project using the Vu messaging system or email. Cancellation shall be considered received upon written confirmation by the Project Manager or four (4) business hours after the cancellation notice is sent, whichever occurs first. When a project is cancelled prior to completion, Client shall be responsible to pay for work completed prior to cancellation. In the unusual circumstance where Propio was required to incur expenses applicable to the entire project prior to cancellation and cannot recover unused funds from the vendor at issue, Client shall be responsible for the entire expense paid.

d. The client agrees that performing an internal review does not affect the invoicing process. The project is considered delivered once Propio makes translated documents available in Vu and notifies the requester.

e. Past due invoice(s) may result in Client's account being placed on credit hold and services discontinued until the account is brought back to current status.

Other services can be scoped and bid upon request.

Signatures on page to follow

City of Minot

Propio LS, LLC

Accepted by:

Accepted by:

Signature

Signature

Type or Print Name

Type or Print Name

Title

Title

Date

Date



TO: Mayor Tom Ross
Members of the City Council

FROM: Capt. Dale Plessas

DATE: May 6th, 2024

**SUBJECT: BID AWARD AND BUDGET AMENDMENT – REMOTE CONTROL ROBOT
UPGRADE – BOMB SQUAD (2023200010)**

I. RECOMMENDED ACTION

- Recommend Council award the bid to Remotec, Inc in the amount of \$224,271.00.
- Recommend Council approve the proposed budget amendment on first reading.
- Authorize the Police Chief to sign any necessary documentation.

II. DEPARTMENT CONTACT PERSONS

John Klug, Chief of Police	857-9800
Dale Plessas, Captain	857-9868

III. DESCRIPTION

Background

The Minot City Council previously approved the Minot Area Bomb Squads application to, and award of the FY 2023 State Homeland Security Grant Program, in the amount of \$220,000.00. Due to delays caused by the award and procurement process, the cost associated with this project has increased and the sole bid received was \$224,271.00, or \$4,271.00 over the project allotment. As a result, a budget amendment is being requested, from the operating budget of the Bomb Squad, in the amount of \$4,271.00 to account for the added expense.

Proposed Project

The Minot Area Bomb Squad was awarded the FY2023 State Homeland Security grant to upgrade the teams aging robot platform. The current Remotec Andros F6b platform is reaching the end of life and is considered obsolete. The proposed project would upgrade the existing platform to the Remotec Andros Spartan platform. This upgrade would refurbish the robot platform with state of the art equipment and extend the life of the platform for many years to come. Due to the considerable expense of purchasing a new system, upgrading to the current platform was determined to be the most economically viable option to maintaining our current remote capabilities.

Consultant Selection

N/A

IMPACT:

Strategic Impact:

The Minot Area Bomb Squad provides emergency response to a variety of hazardous devices and dangerous material incidents in the Minot region. Strategically placed bomb squads, such as the Minot Area Bomb Squad, are a critical component of the nation's homeland security plan. The

remote-control robot is a critical piece of equipment for observing, managing and mitigating hazardous situations. The robot platform is such a critical piece of safety equipment that it is required for FBI certification of the bomb squad.

Service/Delivery Impact:

The proposed project will revitalize an obsolete robot platform, transitioning it into a state-of-the-art platform that will provide increased performance, operability, and durability for years to come. This system will not only maintain the Bomb Squads’ current capabilities but, with increased functionality, will increase them.

Fiscal Impact:

<u>Project Costs</u>	
Proposed upgrade	\$224,271.00
Advertising charge	\$71.00
<u>Project Funding</u>	
FY2023 State Homeland Security Grant Funding	
Capital Budget	<u>\$220,000.00</u>
	\$4,342.00

Recommend budget amendment of \$4,271.00 from the operational budget (10021000-46102) to the capital budget.

V. CITY COUNCIL ASPIRATIONS

Safe and Welcoming
Resilient and Prepared

VI. ALTERNATIVES

The council could reject the bid acceptance and decide not to fund this project, resulting in the obsolete robot platform becoming inoperable at its end-of-life, resulting in reduction of bomb squad capabilities and potential loss of FBI certification.

The Council could decline the bid proposal and require the bomb squad look for other options to replace the obsolete robot, but this would result in further delay and likely result in higher equipment costs or reduction in robot system capability.

VII. TIME CONSTRAINTS

The proposed bid expires on June 10, 2024.

VIII. LIST OF ATTACHMENTS

- A.** Proposed Budget Adjustment
- B.** Remotec Bid

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE
POLICE DEPARTMENT CAPITAL EQUIPMENT EXPENDITURES AND DECREASE
THE POLICE DEPARTMENT OPERATING EXPENDITURES FOR THE BOMB
SQUAD ROBOT UPGRADE AWARD OF BID.**

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

- §1: An ordinance amending the 2024 annual budget to increase the Police department capital equipment expenditures and decrease the Police department operating expenditures for the Bomb Squad robot upgrade award of bid:

10021000-46102		(\$4,342)
42020000-57500	2023200010	4,342

- §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

353 JD Yarnell Industrial Parkway
Clinton, TN 37716

April 1, 2024

City of Minot Clerk
Sgt. Taylor Jensen
PO Box 5006
Minot, ND 58701

Subject: Bid Notification Number: 11094853-Minot PD F6B Andros Explosive Ordinance Disposal Robot Upgrade

Sgt. Jensen,

Remotec, Inc. ("Remotec") is pleased to provide our response to the City of Minot's Police Department Bid #11094853 for a F6B Upgrade robot.

Our response includes the follow:

- 1) Quote 8943-B F6B to Spartan Upgrade with Remotec standard terms and conditions
- 2) Andros Spartan Brochure

Our proposal is valid for 90 days from receipt and governed by Remotec's standard terms and conditions.

Should you have any technical questions, please contact Brad Callahan at Bradley.callahan@peraton.com or at 865.621.0391. For any contractual questions, please contact me at cynthia.williams@peraton.com or at 865.712.7826.

Sincerely,



Cynthia Williams
Contract Administrator

REMOTEC, INC. SERVICE DEPARTMENT QUOTE

353 J.D. Yarnell Pkwy
Clinton, TN 37716
Phone: (865) 621-0391
Fax: (865) 483-1436
E-mail: bradley.callahan@peraton.com
Attn: Brad Callahan

CMPNY: Minot Police Department
ATTN: Sgt. Taylor Jensen
ADDR:

Minot, ND

PHONE: 701-822-1093
FAX:
Email: [Taylor Jensen <taylor.jensen@minotnd.gov>](mailto:Taylor.Jensen@minotnd.gov)

PAGE 1 OF 1

Date: 3-12-2024

Terms: Net 30 Days

Prices are F.O.B. Clinton, TN

Delivery: TBD at the time of order

This pricing is valid for 90 days.

ROBOT MODEL:F6B to Spartan Upgrade
ROBOT S/N: FB18490-01Y000615

QUOTE #:8943-B

RMA#

ITEM	DESCRIPTION	PART NO.	QTY.	UNIT PRICE	TOTAL PRICE
	Upgrade F6 SN:	E2461-0100	1		
	F6B to Spartan Vehicle Upgrade				
A	F6 TO SPARTAN UPG - RECEIVE, EVAL TEARDOWN				\$ -
		LABOR2	7	\$ 162.00	\$ 1,134.00
					\$ -
B	Refurb Chassis Components (Lift and Drive Motor/Gear Package)				\$ -
B1	UPG DRIVE MOTORS - PARTS AND LABOR	LABOR2	2	\$ 162.00	\$ 324.00
1	SERVICE GEARS				\$ -
					\$ -
	If the robot is not F6B then add:				\$ -
1	Drive Motor Connector (2 required)	CON-HDP26-18-6SN	0	\$ 21.00	\$ -
2	Drive motor Circuit Breaker (2 required)	CCTBKR-100A	0	\$ 63.00	\$ -
3	Amplifier Connector (2 required)	CON-HDP24-18-6PN	0	\$ 15.00	\$ -
					\$ -
B2	LIFT PACK UPG - PARTS AND LABOR	LABOR2	2	\$ 162.00	\$ 324.00
1	SERVICE GEARS				\$ -
					\$ -
	If the robot is not F6B then add:				\$ -
1	Lift Drive Plate Assembly (2 required)	B2455-1005	0	\$ 552.00	\$ -
2	Lift Bearing Plate (2 required)	C2457-1037	0	\$ 154.00	\$ -
3	Membrane Pot (2 required)	2463-1030	0	\$ 133.00	\$ -
4	Wiper Plunger (2 required)	2470-1076	0	\$ 45.00	\$ -
5	Wiper mount block (2 required)	2463-1077	0	\$ 53.00	\$ -
6	Spring Retainer (2 required)	2463-1078	0	\$ 30.00	\$ -
7	LED Lamp Assembly for P/T (requires item 8)	C3865-3620	0	\$ 1,944.00	\$ -

8	LED Lamp Bracket	B3865-0183	0	\$ 43.00	\$ -
C	Spartan Vehicle Upgrade Includes:				
	The F6 Upgraded to Spartan Vehicle	SPARTAN UPG 0100	1	\$ 148,960.00	\$ 148,960.00
	New Electronics Housing				\$ -
	New 8 DOF Manipulator				\$ -
	Position Feedback with User Presets				\$ -
	Cameras				\$ -
	- Surveillance color camera with white light and IR LED's and Pan / Tilt (Continuous pan)				\$ -
	- Gripper palm camera				\$ -
	- Front and rear drive cameras				\$ -
	- Color arm camera				\$ -
	Accessory Interface Mount (includes adapter for legacy accessories)				\$ -
	Vehicle Battery Pack includes 9 BB2590 Batteries				\$ -
	Tool Kit				\$ -
	Pneumatic Wheel Kit				\$ -
	Training at Remotec and Course Fee for Onsite				
	Final Assy	LABOR2	20	\$ 162.00	\$ 3,240.00
	Testing	LABOR2	5	\$ 162.00	\$ 810.00
	Closeout	LABOR2	1	\$ 162.00	\$ 162.00
C2	This upgrade also comes with:				
1	Operator Control Unit Includes:	2463-8700-X	1	\$ 17,535	\$ 17,535
	- Ruggedized Laptop with Touchscreen				\$ -
	- Docking Station				\$ -
	-2 BB2590 Battery	BATTERY-BR-BB2590			\$ -
	-Pelican Case				\$ -
2	Dual Pan Disrupter Mount Assembly	2470-5220	1	\$ 6,220	\$ 6,220.00
3	2 channel STI (4 channel available upon request)	INIT-2CH-FX	1	\$ 2,416	\$ 2,416.00
4	Tension Roller Spacers	B2021-1062	10	\$ 32.00	\$ 320.00
5	Vehicle Charger Assembly	CHGR-035	2		
C3	This assumes the reuse of :				
1	ORIGINAL F6B Hybrid Radio ** below required				\$ -
2	Freewave Modules	RADIO-FW-MM2-MR-R	2	\$ 1,102.00	\$ 2,204.00
3	Lexan Covers	2463-8513	2	\$ 27.00	\$ 54.00
4	NMO 900	LARSEN-NMO 900	2	\$ 81.00	\$ 162.00
5	Cable SMAJ	CBL-SMAJ-MMCXP-01	2	\$ 188.00	\$ 376.00
6	Connector SMA	CON-SMA-COAX-002	2	\$ 35.00	\$ 70.00
7	**ORIGINAL F6B Fiber Optic Cable Reel Assembly (if applicable)				\$ -
	**Required for F/O reuse	2463-9626	1	\$ 1,091.00	\$ 1,091.00
8	ORIGINAL F6B Camera Extend Assembly				\$ -
9	ORIGINAL F6B Surveillance Pan and Tilt Camera				\$ -
	Replacment costs are detailed below.				\$ -
					\$ -
D	Optional SPARTAN Upgrade Items:				
1	Legacy Switchbox Style Controller	2463-8150	0	\$ 9,720.00	\$ -
2	Andros Game Style Controller	2470-8080	0	\$ 3,270.00	\$ -
3	24" Touchscreen Monitor	MONITOR-15	0	\$ 1,191.00	\$ -
4	SPARE Articulator Tracks (4 tracks = one full set)	2463-1013-FT	2	\$ 608.00	\$ 1,216.00
5	SPARE Drive Tracks (2 tracks = one full set)	B2400-1013-FT	0	\$ 293.00	\$ -
6	SPARTAN Wheel Assy. (Tire,Tube and Rim) R	2463-0113	1	\$ 135.00	\$ 135.00
7	SPARTAN Wheel Assy. (Tire,Tube and Rim) L	2463-0114	1	\$ 135.00	\$ 135.00

8	SPARE BB2590 Battery	BATTERY-BR-BB2590	11	\$ 808.00	\$ 8,888.00
9	NEW Vertical Camera Extend Assembly	2463-3080	1	\$ 4,542.00	\$ 4,542.00
10	NEW Mast/Arm Pan and Tilt Assembly (if required)	2463-5000	1	\$ 15,908.00	\$ 15,908.00
11	Antenna Bracket (required if both items 9&10 are added)	2463-8523	1	\$ 112.00	\$ 112.00
12	Thermal Camera for Arm Pan and Tilt Assembly	2463-5375	0	\$ 6,994.00	\$ -
13	Paint/Powder Coat	N/A-P1	0	\$ 13,681.00	\$ -
14	F6 Style Camera Pan/Tilt Assembly	C3865-5030	0	\$ 7,452.00	\$ -
E Accessories					
1	Power Hawk Assembly	2471-7500		\$ 39,665	\$ -
	Includes the following:				\$ -
	- Power Hawk Unit	POWERHAWK-004			\$ -
	- Power Hawk Kit				\$ -
	- Case For Power Hawk	CASE-024			\$ -
2	Rear Receiver Hitch	2455-7580	1	\$ 572.00	\$ 572.00
3	Radio Control Assembly	2463-8480-XXXXX	0	\$ 50,595.00	\$ -
4	Laser Sight Mount (reuse of Laser Assembly)	2471-5269	2	\$ 96.00	\$ 192.00
5	Sighting Kit Mount (reuse of Sighting Camera)	2470-3813	1	\$ 151.00	\$ 151.00
6	Laser Assembly	2471-5172	0	\$ 505.00	\$ -
7	Camera Sighting Kit	2470-3825	0	\$ 973.00	\$ -
8	Receiver Grip Assy. (Gripper Block)	B2461-5850	0	\$ 258	\$ -
9	X-Ray Assembly (fits Golden X-Ray Systems) Works with drum & "bread-maker" style film	2470-3807	0	\$ 1,901	\$ -
10	Contamination Smear Assembly (For swab sampling)	C7045-7600	0	\$ 1,190	\$ -
11	PAN Disrupter	DISRUPTER-003**	0	\$ 4,150	\$ -
12	PAN Disrupter Kit With Aluminum Stand	DISRUPTER-004-A**	0	\$ 7,092	\$ -
13	PAN Disrupter, T3, Titanium	DISRUPTER-005**	0	\$ 5,443	\$ -
14	PAN Disrupter Electric Breech	BRCH-ELEC-KIT-PAN	0	\$ 4,437	\$ -
15	Dual Disrupter Mount Assembly (for Royal Arms or Neutrex 29mm/20mm - Please Specify)	2470-6130	0	\$ 2,064	\$ -
16	Shock Tube Initiator, Four Channel	INIT-4CH-FX	0	\$ 3,429	\$ -
17	37mm and 40 mm Breacher Mount Assembly	E7055-6090	0	\$ 3,892	\$ -
18	Breacher, GL6, 40 mm, rifled barrel	BR-GL6-40MM**	0	\$ 6,194	\$ -
19	Breacher, GL65, 40 mm, rifled barrel (long cartridge)	BR-GL65-40MM**	0	\$ 5,922	\$ -
20	Breacher-L6-37mm, smooth bore	BR-L6-37MM**	0	\$ 4,877	\$ -
21	Breacher-L8-37mm, smooth bore (long cartridge)	BR-L8-37MM**	0	\$ 5,026	\$ -
22	BR-SL65-37mm (Sage or Arwen Ammo only)	BR-SL65-37MM**	0	\$ 3,457	\$ -
23	Electric Breach T3 Disrupter	BREACH-ELECT-T3	0	\$ 3,817	\$ -
24	Picatinny Rail Claw Assembly	D7045-2726	0	\$ 1,866	\$ -
25	Picatinny Rail Cable Cutter Assembly	C7040-7030	0	\$ 511	\$ -
26	Circular Saw Assembly (Battery included)	7057-7070-1	0	\$ 2,175	\$ -
27	Reciprocating Saw Assembly (Battery included)	7057-7080-1	0	\$ 2,175	\$ -
28	Drill Assembly (Battery included)	7057-7040-1	0	\$ 2,519	\$ -
29	Charge Dropper	2470-3830	0	\$ 1,035	\$ -
30	BLOCK ACCESSORY TOOL SYSTEM	BATS3-REM-ANDROS	0	\$ 9,112	\$ -
31	Ideal Mini Gander	MINIGANDER	0	\$ 7,779	\$ -
32	Drawbar Package (Does NOT include receiver hitch)	C2461-7590	0	\$ 842	\$ -
33	Ideal Electric release HEADD Hitch (Requires Drawbar Package)	HITCH-001	0	\$ 2,219	\$ -
34	Water Disrupter Deployer Kit	C2461-7585	0	\$ 2,232	\$ -
35	Spare Parts Kit (per robot)	2463-0164	0	\$ 32,880	\$ -
36	Spartan Arm and Chassis Service Kit	2463-0153	0	\$ 1,140	\$ -

F	Extended Warranty Option				\$ -
1	Year 2 Extended Warranty	MAINTENANCE-001	0	\$ 5,940.00	\$ -
2	Third Year Extended Warranty Contract	MAINTENANCE-001	0	\$ 5,940.00	\$ -
3	Fourth Year Extended Warranty Contract	MAINTENANCE-002	0	\$ 7,587.00	\$ -
4	Fifth Year Extended Warranty Contract	MAINTENANCE-003	0	\$ 7,587.00	\$ -
5	Sixth Year Extended Warranty Contract	MAINTENANCE-004	0	\$ 8,667.00	\$ -
6	5 Years of Extended Warranty (Year 2 Through 6)	MAINTENANCE-005	0	\$ 30,181.00	\$ -
G	SHIPPING COSTS (location dependant)				\$ -
1	Shipping To and From Remotec	N/A	1	\$ 2,000.00	\$ 2,000.00
2	Shipping from Customer Site to Remotec ONLY	N/A	0		\$ -
3	Shipping Remotec to Customer Site ONLY	N/A	0		\$ -
4	3 Way Shipping	N/A	0	\$ -	\$ -
5	Reusable Crate (Requires 3 Way Shipping)	CRATE-006	0	\$ 2,770.00	\$ -
6	Customer Pickup/Dropoff **NO FEE INCURRED**	N/A			\$ -
H	Training				\$ -
1	2 Days Operator/Maintenance Training at REMOTEC (maximum class size is 6 people) (Included in Item C)	TRAINING-001	0		\$ -
2	2 Days Onsite Operator/Maintenance Training	TRAINING-001	1	\$ 5,018.00	\$ 5,018.00
	(travel cost only-course fee is included in item C)				\$ -

TOTAL COST \$ 224,271.00

- (1) Prices listed are for sales in U.S.A. only. Export prices are available upon request.
- (2) Add travel, labor and subsistence costs if training is located at customer's facility.
- (3) All products have a one-year warranty. Extended Maintenance Contracts are available.
- (4) Prices are based upon acceptance of REMOTEC's Terms and Conditions (attached). Any deviation from these conditions may result in a price increase.
- (5) Pricing does not include any taxes, fees or other related items unless specifically called out.

A. DEFINITIONS

"Seller" means REMOTEC, Inc.

"Buyer" means the other party to this agreement that is purchasing the goods subject to these terms and conditions.

B. ACCEPTANCE/AGREEMENT

All orders are subject to factory acceptance. Additional or different terms or any attempt by the Buyer to vary, in any degree, any of the terms of this sales agreement form shall be deemed material and are objected to or rejected, but this sales agreement form shall not operate as a rejection of the Buyer's offer unless it contains variances in the terms of the description, quantity, price or delivery schedule of the goods.

C. LIMITED WARRANTY

Seller covenants and agrees that the work and equipment delivered under this order shall be free from defects in material and workmanship at the time of delivery. Whenever Seller is acting as a reseller of the products of another manufacturer, Seller provides this warranty solely as a "pass-through" warranty on behalf of the original equipment manufacturer (OEM). Seller will, at its sole options, repair, correct, or replace (or facilitate such repair, correction or replacement by the OEM), F.O.B. point of manufacture, any such work or equipment which proves to be defective, provided that Seller is given written notice of any such defect no later than one (1) year after being shipped (as hereafter defined) by Seller. Seller will conduct the defect investigation of the work and/or equipment at the installation site and repair, correct or replace the defective item at such site or at its designated facility. Repair correction or replacement in the manner provided above shall constitute complete fulfillment of all Seller's obligations under this assurance. Such assurance shall not apply to design or to any equipment or parts which have been subjected to accident, misuse or unauthorized alteration, to normal wear (which includes components with innately limited life), or to defects caused by not complying with Seller's installation and service requirements (if the failed equipment or parts were not installed by Seller).

This assurance shall apply to and include the correction of Technical Data pertinent to defective work and equipment to the extent-delineated hereinabove, but in no event to include computer software.

The product may contain reconditioned material. Reconditioned material meets or exceeds all required specifications and is fully covered under the product warranty.

If the repair, correction or replacement of work, or equipment is not within the scope of this clause, then Seller shall require a separate purchase order from the Buyer perform the work.

The warranty provided by Seller herein is exclusively limited to the products manufactured by Seller, specifically the REMOTEC® ANDROS Robot. Warranties, if any, associated with all other products are exclusively and expressly limited to those warranties provided by the manufacturers of such products which are by their terms available to Seller's customers.

The installation or use of any third-party accessory, assembly, radio and or tool not tested and approved by Seller's for use on Seller products will cause the warranty on the Seller's products to be voided.

THE FOREGOING COVENANTS ARE EXCLUSIVE AND ARE IN LIEU OF ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR PURPOSE, OR OTHER WARRANTY OF QUALITY, WHETHER EXPRESS, STATUTORY OR IMPLIED. IN NO EVENT SHALL SELLER BE LIABLE FOR SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.

D. CANCELLATION/TERMINATION

Contract may be terminated at any time by either Party by providing a 90-day written notice of termination. As such, the Contract shall terminate with no further financial obligation of the Customer with respect to payment of obligation due after 90 days from the date of such notice.

E. PROPRIETARY INFORMATION

All drawings, diagrams, specifications, and other materials furnished by Seller and identified as proprietary, relating to the use and service of articles furnished hereunder and the information therein, are proprietary to Seller (or in cases where Seller is acting as a reseller, such information is proprietary to the OEM). Buyer may not reproduce or distribute such materials except to Buyer's employees who may use the articles as part of their duties. Seller will treat drawings, specifications, or data furnished by Buyer in connection with this order as proprietary, when identified as such, in connection with this purchase.

F. DELIVERY/ACCEPTANCE

The promised delivery date is the best estimate possible based upon current and anticipated manufacturing capabilities of when the product will be shipped. Seller assumes no liability for loss, damage, or consequential damages due to delay.

G. CLAIMS/NOTICE OF DEFECTS

Failure of the Buyer to object in writing to any merchandise within 30 days after receipt thereof will constitute complete acceptance by Buyer of such merchandise. Rejected material must be returned to Seller, F.O.B. Origin, within 45 days after receipt and with prior authorization from Seller. Seller may (at its option) recondition or replace the rejected material to meet Buyer's specifications within a reasonable time period after receipt. Claims for shipping damage must be made with the carrier.

H. FORCE MAJEURE

Fulfillment of this order is contingent upon the availability of materials. Seller shall not be liable for any delay in delivery or for non-delivery in whole or in part caused by the occurrence of any contingency beyond the control of either Seller or suppliers to Seller including but not limited to war, sabotage, acts of civil disobedience, failure or delay in transportation, act of any Government or agency or subdivision thereof, judicial action, labor dispute, fire, accident, explosion, epidemic, quarantine, restrictions, storm, flood, earthquake, acts of God, shortage of labor, fuel, raw material or machinery, or technical failure where Seller has exercised ordinary care in the prevention thereof.

I. PAYMENT TERMS

Domestic:

For purchase orders less than a \$100K, payment terms are net 30 days upon receipt of invoice.

For purchase orders greater than \$100K, Buyer has two options for payment and must select one upon Seller's receipt of the order.

Option 1: 60% of contract value due upon receipt of contract and the remaining 40% due within 30 days after the entire order is completed and shipped.

Option 2: Upon successful inspection of **each** completed product (robot, radio, camera, laser assembly, disruptor, etc.) at Seller's location, invoice will be submitted to the Buyer for payment due within 30 days.

Seller reserves the right to assess late charges on US accounts due past 30 days at the rate of 18% per annum except to the extent restricted by applicable law. If at Buyer's request or to meet Buyer's requirements, training is scheduled to occur more than 30 days after vehicle/product completion, Seller may, at its discretion, charge Buyer a storage fee of \$50.00 per month per vehicle, or \$50.00 per month per other end item, and assess late charges in accordance with those terms as stipulated herein.

International:

All payments to Seller are required to be fully paid in advance at the time of contract acceptance by Seller. If a Reseller, payment terms are 60% of contract value due upon contract acceptance by Seller, and the remaining 40% due within 30 days of successful inspection of completed product at Seller's location for all international orders with a value greater than \$1,000 US. Late charges will be assessed on international accounts due past 30 days at the rate of 20% per annum.

J. REMEDIES IN THE EVENT OF CANCELLATION OR DEFAULT

In the event the Buyer cancels this order, or becomes overdue on its account payable to Seller by failing to pay for this order when due in accordance with the terms hereof, in addition to the charges assessed to the Buyer pursuant to Paragraphs D and I of this Agreement, the Buyer shall be required to pay all costs of collection, including, whether suit be brought or not, attorney fees, court costs, collection expenses, and other expenses which Seller may incur or pay in the prosecution of defense of its rights hereunder, whether in judicial proceedings at law or in equity, including bankruptcy court and appellate proceedings, or whether out of court.

K. GENERAL PROVISIONS

Any cause of action arising from this agreement, or breach of it, must be commenced after the cause of action occurs within the statute of limitations period allowed under applicable law. Seller reserves the right to correct any stenographical or clerical errors in any of the writings issued by it. The terms and conditions of sale and any description on the face of Seller's writings constitute a complete and exclusive statement of the terms and conditions of the sale of the goods by Seller to Buyer. Buyer may not assign any rights to, or delegate any performance owed under the agreement without the written consent of Seller, which shall not be unreasonable withheld.

L. LIMITATION OF LIABILITY

Notwithstanding any contrary provision contained in this or any other agreement, Seller shall not be responsible to Buyer in contract or tort (including negligence) or otherwise for any indirect, incidental, special or consequential damages of whatsoever nature, or for attorney's fees, loss of use, loss of market share, or lost profits however these are characterized. Seller shall not be liable to Buyer for an amount, which in combination with all claims by Buyer against Seller under this agreement exceeds the value of this sales agreement. In any event, the liability of Seller to Buyer, whether in contract, tort (including negligence) or under any warranty, or otherwise, is exclusively limited to the remedies expressly provided under the terms of this agreement, in lieu of any and all other remedies at law or in equity.

M. COMPLIANCE WITH LAW

Buyer agrees to comply with all applicable U.S. Government, state, and local statutes, laws, and regulations, including without limitation the Arms Export Control Act, Foreign Corrupt Practices Act, Federal Aviation Administration (FAA) regulations on the use and operation of Unmanned Aircraft Systems (UASs), and all applicable export regulations, and hereby agrees to indemnify and hold harmless Seller from any and all liability, loss, or damage caused by Buyers' violation of any such statutes, laws, or regulations.

N. INDEPENDENT CONTRACTOR

Under the provisions of this Agreement, the parties shall act solely as independent contractors, and nothing contained herein, express or implies, shall at any time be construed to create any other relationship.

O. APPLICABLE LAW

This Agreement shall be governed by, and construed in accordance with, the laws of the State of Tennessee, except with regard to its rules concerning choice of law.

P. SHIPPING POINT

All goods are shipped FOB Clinton, Tennessee 37716, United States of America.

Q. BUYER'S RESPONSIBILITIES

Buyer agrees to comply with all applicable U.S. Government, state, and local statutes, laws, and regulations, including without limitation the Arms Export Control Act, Foreign Corrupt Practices Act, Federal Aviation Administration (FAA) regulations on the use and operation of Unmanned Aircraft Systems (UASs), and all applicable export regulations, and hereby agrees to indemnify and hold harmless Seller from any and all liability, loss, or damage caused by Buyers' violation of any such statutes, laws, or regulations.

Buyer shall be solely responsible for the proper training of personnel, use of all products and shall properly train its operators in the safe use of all products. Seller will not be liable for any damages and improper training of the product, and Buyer hereby agrees to indemnify, defend, and hold harmless Seller from any and all claims, liability, loss, or damage, resulting from the use of any item purchased by Buyer, its officers, directors, employees, subcontractors, agents or any third party. Should the Agency want to liquidate the asset, Buyer will work with the Seller to remove proprietary and ITAR/EAR controlled items.

REMOTEC®

DOMESTIC SALES TERMS AND CONDITIONS

Buyer may not resell items purchased from Remotec, nor may it pledge any such items as collateral to secure a third-party loan or other financing, without Seller's prior written consent.

R. INDEMNIFICATION FOR USE

Each Party shall be responsible for and bear the costs of all claims including third party claims, liabilities, losses or damages, arising from each Party's respective negligent or intentional acts or omissions under the Order or use of product(s) delivered under the Order.

S. EXPORT

The Buyer shall not re-export or transfer any export-controlled goods or information (e.g. technical data) from the United States ("U.S.") to any non-U.S. person, country, government, or entity without first complying with all the requirements of the ITAR or EAR, as applicable. Any Party requesting U.S. Government authorization to export export-controlled information provided by the other Party under this agreement must first obtain the disclosing Party's written consent. Written consent by the disclosing Party, however, shall not relieve the other Party of its obligations to comply with U.S. export control laws and regulations.

T. TITLE AND RISK OF LOSS

Title to all equipment provided hereunder shall pass to Customer upon payment of all amounts due PERATON under this Agreement. Risk of loss shall be borne by PERATON until delivery to the Customer's site. Customer shall pay any personal property taxes, which may be assessed on the equipment beginning at the time of purchase.

ANDROS SPARTAN

Unmanned Ground Vehicle System

The Andros™ Spartan was designed based on the success, reliability, and versatility of the 6 series platform—our flagship platform.

The Andros Spartan incorporates the same proven chassis design of the Andros™ F6 and adds the highly dexterous manipulation capabilities of the Andros™ FX.

Preserving the legacy of the Andros™ 6 series, the Andros Spartan integrates new technologies, optimizes the user experience, and reduces time on target. These updates are what make the Andros Spartan an industry leader.

VEHICLE AND CHASSIS

- Dual articulating tracks with quick release wheels provide modular mobility for both indoor and outdoor use
- Spartan is powered by nine BB2590 batteries; vehicle speed of 3.3 mph (5.3 kph) and a runtime of more than six hours

EIGHT DEGREES OF FREEDOM MANIPULATOR

- The addition of a roll joint between the elbow and wrist provides the ability to access areas with limited space as well as maneuver around vehicles that have traditionally required a large working area
- Spartan has a significantly increased object lift capacity and a greater dexterity for handling more challenging missions
- The addition of a gripper palm camera with lights and range estimator allow for faster, more accurate grasping

OPERATOR CONTROL UNIT

- Consists of a ruggedized laptop with game-style controller and optional large, external touchscreen
- 3-D vehicle avatar helps operators view and visualize the configuration of the arm and articulators
- Up to four cameras can be viewed at the same time and single camera mode offers three picture-in-picture camera windows that can be moved and resized
- Diagnostic and maintenance information is provided via touch screen graphics



TECHNICAL SPECIFICATIONS

Dimensions

- Height: 55" (1397 mm)
- Width: 29" (737 mm); 17.5" (445 mm) w/out wheels
- Length: 42" (1066 mm) tracks up

Weight

- 600 lbs (272 kg)

Mobility

- Articulated tracks with position feedback and quick-release wheels
- Slope: 45° incline and 37° stairs
- Speed: 0-3.4 mph (0-5.3 kph)
- Traverse: gap opening up to 21" (533 mm) and obstacles up to 18" (635 mm)
- Turning: 55" (1397 mm)

Manipulator

- Variable speed control for precision
- Dual-sided quick change accessory mounting system
- Torso Rotate: +/-150° with position feedback
- Shoulder: 221° w/position feedback

- Elbow: 223° w/position feedback
- Upper Arm Roll: +/-170° w/position feedback
- Wrist Pitch: 215° w/position feedback
- Wrist Extend: 6" (152.4 mm)
- Grip Rotate: 360° continuous w/feedback
- Gripper: 0" - 8" (0-203 mm) open/close
- Gripper Force: 0-125 psi (0-609 kPa)
- Gripper Range Estimator: 3.9" - 31.5" (10-80 cm)
- Lifting: 275 lbs at 18" (125 kg at 457 mm); 80 lbs (36 kg) at full extension
- Vertical Reach: 126" (3.2 m) with tracks down and arm fully extended
- Horizontal Reach: 73" (1.9 m) from front of vehicle chassis

Cameras

- **Surveillance:**
 - Extra low light color pan/tilt/zoom with full 360° continuous pan, 180° tilt
 - Auto/manual focus and iris
 - LED lights with remote switching from white to IR
 - Vertical Surveillance Camera Extend: 24" (609 mm)
- **Arm:**
 - Color camera that switches to B&W in low light conditions
 - Optional surveillance pan/tilt camera with optional thermal camera
- **Front and Rear Drive:**
 - Color camera that switches to B&W in low light conditions with fixed focus and auto iris
 - Sensitive to IR illumination
- **Palm Camera:**
 - Color camera that switches to B&W in low light conditions with fixed focus and auto iris
 - Sensitive to IR illumination
- **Optional Thermal Camera:**
 - Mounted in surveillance pan/tilt
- **Optional Tool Camera:**
 - B&W low light with fixed focus and auto iris
- **Optional laser enhancing lens:**
 - Sensitive to IR illumination

Operator Control Unit

- Ruggedized COTS (commercial off the shelf) laptop w/touchscreen
- Game-style controller
- BB2590 battery with 110VAC/220VAC charger
- Optional legacy style switchbox controller

Audio

- Two-way audio system with weatherproof speaker and microphone

Communication

- 1200' (366 m) fiber optic cable reel
- 5W—license required
 - 1000 m+ line of sight
 - 500 m non line of sight

Electrical

- 7 Isolated Firing Circuits: 24VDC
- Power Supply: 32VDC
 - 9 BB2590 batteries, 92aH
 - 110VAC/220VAC charger, 2 six-bay BB250

Environmental

- Designed to meet IP65
- Sealed, weather resistant enclosure
- Wet or dry surfaces
- Operating temperatures -20°C to +50°C

Accessories

- Supports Andros legacy accessories including cutting, breaching, sensing, investigating, and hauling

Other

- 2.5 days of operator/maintenance training in Clinton, TN
- One year limited warranty

CONTACT US

To learn more about our products and get answers to your questions, contact our sales department:

remotecsales@peraton.com

865.269.1244





TO: Mayor Tom Ross
Members of the City Council

FROM: Chris Plank, NDR Grant Manager

DATE: 5/6/2024

SUBJECT: NDSWC COST-SHARE REIMBURSEMENT AGREEMENT

I. RECOMMENDED ACTION

City staff recommend the Council to approve and authorize the Mayor to sign the Agreement for Cost-Share Reimbursement City of Minot 23-25 Biennium Mouse River Enhanced Flood Protection Project Contract

II. DEPARTMENT CONTACT PERSONS

*Chris Plank, NDR Grant Manager 701-857-1553
Jason Sorenson EI, Utilities Director 701-857-4768*

III. DESCRIPTION

A. Background

The Souris River Joint Board (SRJB) (Sponsor) is requesting cost-share for construction and acquisition costs for their 2023-2025 Biennium Mouse River Enhanced Flood Protection Project. During the 2023 legislative session, \$76.1 million was appropriated for the Mouse River Flood Control Project through Senate Bill 2020, Section 14. The Project is located in the City of Minot, North Dakota, as well as rural areas in the Mouse River Valley. As in previous requests, Sponsor has been completing acquisition activities associated with future project phases and requests approval of reimbursement for those costs that have been incurred.

IV. IMPACT:

A. Strategic Impact:

The acquisition of property is essential to the construction of future flood protection. This contract meets the requirements of the Water Commission's cost-share policy. It provides 75% of eligible costs for acquisitions, including acquisition costs previously incurred.

B. Service/Delivery Impact:

Continuous eminent domain service coverage is important to ensure property acquisitions proceed in a timely manner. Failing to do so may cause delays in flood control projects.

C. Fiscal Impact: Cost Share Funding Summary

Project	Agreement	Cost-Share	Request	Recommend
Acquisitions – inside Minot	City	75%	\$9,750,000 – inside Minot	\$9,750,000 – inside Minot
Total			\$9.75 million	\$9.75 million

V. **CITY COUNCIL ASPIRATIONS**

Approving the Recommended Action would meet the City Council’s aspiration of being resilient and prepared.

VI. **ALTERNATIVES**

ALT 1 – City Council can authorize the Mayor to sign the contract allowing construction to begin/continue

Alt 2 – City Council could deny the request. This would stop all current and future activities.

VII. **Documents**

A. Agreement for Cost-Share Reimbursement Agreement

**Agreement for Cost-Share Reimbursement
City of Minot
23-25 Biennium Mouse River Enhanced Flood Protection Project**

1. PARTIES. This agreement is between the State of North Dakota (State), by and through the State Water Commission (Commission), and the City of Minot (Sponsor).

2. PROJECT DESCRIPTION AND LOCATION. Sponsor is seeking funding for costs associated with the property acquisitions inside of the City of Minot for the Mouse River Enhanced Flood Protection Project (Project). Cost-share may be applied towards acquisitions completed in advance of 23-25 Commission authorization. Project is in the City of Minot, Ward County, North Dakota.

3. COMMISSION'S RESPONSIBILITY AND INTENT. Commission will provide Sponsor with cost-share, not to exceed \$9,750,000, as approved by Commission on April 11, 2024, to reimburse 75 percent of the actual eligible acquisition costs incurred in Project. Commission cost-share is contingent on availability of funds and conditions of this agreement. Commission's intent in providing this funding to Sponsor is to assist Sponsor financially with Project costs. Sponsor retains sole and absolute discretion in the manner and means of carrying out Project, except to the extent specified in this agreement.

4. SPONSOR'S RESPONSIBILITIES. Sponsor must:

- a. Complete Project.
- b. Provide continued maintenance for Project.
- c. Ensure all applicable permits (federal, state, and local) are obtained.
- d. Acquire all title to land and easements for Project.
- e. Comply with all North Dakota laws governing the requirements for competitive bids, advertising, and awarding of contracts for construction of Project.
- f. Maintain a Project file containing relevant documents and correspondence generated during the course of Project. Commission is not responsible for maintaining a Project file.
- g. Provide a progress report to Commission at least every four years if the term of Project exceeds four years.
- h. Notify Commission of any changes to Project funding, including additional funding or funding sources. Cost-share may be modified based on the revised local share.
- i. Prior to signature, inform Commission and any other relevant party regarding Project of any errors, misinterpretations, changes,

modifications, miscalculations, incorrect Project descriptions, or any other information stated herein that is inaccurate.

- j. Notify Commission of litigation related to Project. If Project becomes the subject of litigation before all funds have been disbursed, the Secretary may withhold funds until the litigation is concluded.

5. ELIGIBLE COSTS. Commission has sole discretion to determine eligible costs and availability of Commission funds. Additional information is outlined in Commission's cost-share policy. Commission will not cost-share in litigation costs unless there has been a separate authorization.

6. PAYMENT. Commission will make partial payments upon receipt and approval of Sponsor's written request. Sponsor must provide Commission verification of actual costs and a Project status report with each payment request. A Commission representative may inspect Project to determine whether the work satisfies Commission's cost share requirements before Commission makes payment(s) to Sponsor. Request for final payment must include verification of Project completion as requested by Commission.

7. INDEMNIFICATION. Sponsor must require all subcontractors, other than state employed subcontractors, before commencement of an agreement between Sponsor and the subcontractor, to defend, indemnify, and hold harmless State, from and against claims based on the vicarious liability of State or its agents, but not against claims based on State's negligence or intentional misconduct. This obligation to defend, indemnify, and hold harmless does not extend to professional liability claims arising from professional errors and omissions. The legal defense provided by subcontractor to State under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for State is necessary. Subcontractor also agrees to reimburse State for all costs, expenses, and attorneys' fees incurred if State prevails in an action against subcontractor in establishing and litigating the indemnification coverage required herein. This obligation continues after the termination of this agreement.

8. INSURANCE. Sponsor must secure and keep in force during the term of this agreement, from an insurance company, government self-insurance pool, or government self-retention fund authorized to do business in North Dakota, commercial general liability with minimum limits of liability of \$500,000 per person and \$2,000,000 per occurrence.

In addition, Sponsor must require all subcontractors, other than state employed subcontractors, before commencement of an agreement between Sponsor and the subcontractor, to secure and keep in force during the term of this agreement, from insurance companies authorized to do business in North Dakota, the following insurance coverages:

- a. Commercial general liability, including premises or operations, contractual, and products or completed operations coverages (if applicable), with minimum liability limits of \$2,000,000 per

- occurrence.
- b. Automobile liability, including Owned (if any), Hired, and Non-owned automobiles, with minimum liability limits of \$500,000 per person and \$2,000,000 per occurrence.
- c. Workers' compensation coverage meeting all statutory requirements. The policy must provide coverage for all states of operation that apply to the performance of this contract.
- d. If subcontractor is domiciled outside State, employer's liability or "stop gap" insurance of not less than \$2,000,000 as an endorsement on the workers' compensation or commercial general liability insurance.

The insurance coverages listed above must meet the following additional requirements:

- e. Any deductible or other similar obligation under the policies is the sole responsibility of the subcontractor. The amount of any deductible is subject to approval by State.
- f. This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A-" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. Less than an "A-" rating must be approved by the State. The policies must be in form and terms approved by the State.
- g. State will be defended, indemnified, and held harmless to the full extent of any coverage actually secured by the subcontractor in excess of the minimum requirements set forth above. The duty to defend, indemnify, and hold harmless State under this agreement is not limited by the insurance required in this agreement.
- h. State must be endorsed on the commercial general liability policy, including any excess policies, as additional insured. State must have all the benefits, rights, and coverages of an additional insured under these policies that are not limited to the minimum limits of insurance required by this agreement or by the contractual indemnity obligations of Sponsor.
- i. The insurance required in this agreement, through a policy or endorsement, must include:
 - (1) A "Waiver of Subrogation" waiving any right to recovery the insurance company may have against State;
 - (2) A provision that subcontractor's insurance coverage is primary (i.e., pay first) as respects any insurance, self-insurance, or self-retention maintained by State and that any insurance, self-insurance, or self-retention maintained by State must be in excess of the subcontractor's insurance and must not contribute with it;
 - (3) Cross liability/severability of interest for all policies and endorsements;
 - (4) The legal defense provided to State under the policy and any

- endorsements must be free of any conflicts of interest, even if retention of separate legal counsel for State is necessary;
- (5) The insolvency or bankruptcy of the insured subcontractor must not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured subcontractor from meeting the retention limit under the policy.

- j. Failure to provide insurance as required in this agreement is a material breach of contract entitling State to terminate this agreement immediately.

9. BREACH. Violation of any provision of this agreement by Sponsor constitutes breach of this agreement. A breach obligates Sponsor to reimburse Commission for all funds paid to Sponsor and relieves Commission of all obligations under this agreement.

10. AGREEMENT BECOMES VOID. This agreement is void if not signed and returned by Sponsor within 60 days of Commission's signature.

11. TERMINATION.

- a. Commission may terminate this agreement effective upon delivery of written notice to Sponsor, or a later date as may be stated in the notice, under any of the following conditions:
 - (1) If Commission determines an emergency exists.
 - (2) If funding from federal, state, or other sources is not obtained and continued at levels sufficient to provide the funds necessary to comply with this agreement. The parties may modify this agreement to accommodate a reduction in funds.
 - (3) If federal or state laws or rules are modified or interpreted in a way that the services are no longer allowable or appropriate for purchase under this agreement or are no longer eligible for the funding proposed for payments authorized by this agreement.
 - (4) If any license, permit, or certificate required by law, rule, or this agreement is denied, revoked, suspended, or not renewed.
 - (5) If Sponsor does not submit a timely progress report under 3.(g.), or the Commission determines after reviewing a progress report that Project has not made sufficient progress.
 - (6) If Commission determines that continuing the agreement is no longer necessary or would not produce beneficial results commensurate with the further expenditure of public funds.

- b. Any termination of this agreement is without prejudice to any obligations or liabilities of either party already accrued prior to termination.
- c. The rights and remedies of any party provided in this agreement are not exclusive.

12. APPLICABLE LAW AND VENUE. This agreement is governed by and construed under the laws of State. Any action to enforce this agreement must be adjudicated exclusively in the District Court of Burleigh County, North Dakota.

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

14. SPOILIATION – PRESERVATION OF EVIDENCE. Sponsor agrees to promptly notify Commission of all potential claims that arise or result from this agreement. Sponsor must also take all reasonable steps to preserve all physical evidence and information that may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and grants to Commission the opportunity to review and inspect the evidence, including the scene of an accident.

15. NONDISCRIMINATION. Sponsor agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), N.D.C.C. title 34, and all applicable federal and state laws, rules, and policies relating to nondiscrimination, accessibility, and civil rights.

16. MERGER AND MODIFICATION. This agreement constitutes the entire agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified within this agreement. This agreement may not be modified, supplemented, or amended in any manner, except by written agreement signed by both parties.

**NORTH DAKOTA STATE WATER
COMMISSION**

By:



ANDREA TRAVNICEK, PH.D.
Secretary

Date: 04/21/2024

CITY OF MINOT

By:

TOM ROSS
Mayor

Date: _____



TO: Mayor Tom Ross
Members of the City Council

FROM: Chris Plank, NDR Grant Manager

DATE: 5/6/24

**SUBJECT: APPROVE THE FIRST EXTENSION TO THE CONTRACT ASSIGNMENT
AGREEMENT BETWEEN CITY OF MINOT AND MATTSON CONSTRUCTION**

I. RECOMMENDED ACTION

Approve the construction contract amendment and authorize the Mayor to sign the amendment

II. DEPARTMENT CONTACT PERSONS

Chris Plank, NDR Grant Manager 701-857-1553

III. DESCRIPTION

A. Background

The termination of the Subrecipient agreement between Project BEE and Mattson Construction has caused delays in the construction of the Broadway Circle Project located at 1901 S Broadway, Minot, ND 58701. The original AIA contract shows a substantial completion date of July 1, 2023, with the exception of those items required for closeout. This amendment extends the contracts substantial completion date from July 1, 2023 to October 24, 2024, with the exception of those items required for closeout. In addition, this extension designates the City's NDR Program Manager as the City's Representative under the Contract.

IV. IMPACT:

A. Strategic Impact:

Quality, sustainable housing can be frequently vulnerable especially for low/moderate individuals after a disaster and some residents do not have the resources to recover from disasters. Investment in long term resilience has proven to be a smart investment for communities and is essential for sustainable growth.

B. Service/Delivery Impact:

This project is designed to impact low/moderate income individuals by providing affordable housing along with assisting those families in crisis.

C. Fiscal Impact:

CDBG-DR along with Allocation #1 funds in the amount of \$6,115,458.00 along with \$1.3 million of City reserve funds have been allocated for this project.

V. CITY COUNCIL ASPIRATIONS

This project aligns with the City Council's aspiration of being Resilient and Prepared.

VI. ALTERNATIVES

The Council can reject the extension and keep the original completion date of July 1, 2023. Any construction not completed would remain uncompleted

VII. TIME CONSTRAINTS

Extending the deadline would allow construction to continue and to be completed by the new deadline of October 24, 2024.

VIII. LIST OF ATTACHMENTS

- a. Mattson Contract Extension*
- b. Mattson Construction Contract*
- c. Mattson Contract Assignment*



AIA® Document A101® – 2017

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the 26th day of April in the year 2022
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

Project BEE
400 E Central Avenue
Suite 302
Minot, ND 58701
Telephone Number: (701) 838-1812

and the Contractor:
(Name, legal status, address and other information)

Mattson Construction Co.
4321 East Burdick Expy
Minot, ND 58701
Telephone Number: 701-852-3293

for the following Project:
(Name, location and detailed description)

Broadway Circle Project BEE
1901 S Broadway
Minot, ND 58701
EAPC Project# 20204441

The Architect:
(Name, legal status, address and other information)

Engineers-Architects, P.C. (herein known as EAPC Architects Engineers)
2080 36th Ave SW, Suite 210
Minot, ND 58701
Telephone Number: 701-839-4547
Fax Number: 701-839-4545

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101®-2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201®-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init.

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TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
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EXHIBIT A INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

- ☐ The date of this Agreement.
- ☒ A date set forth in a notice to proceed issued by the Owner.
- ☐ Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

(Check one of the following boxes and complete the necessary information.)

Init.

☐ Not later than () calendar days from the date of commencement of the Work.

☒ By the following date: July 1, 2023.

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
-----------------	-----------------------------

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be seven million five hundred forty thousand (\$ 7,540,000.00), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price
N/A	

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement. (Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
N/A		

§ 4.3 Allowances, if any, included in the Contract Sum:
(Identify each allowance.)

Item	Price
Natural Playground	\$25,000.00

§ 4.4 Unit prices, if any:
(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
Removal of unsatisfactory soil and replacement with satisfactory soil material	CY	\$40.00

§ 4.5 Liquidated damages, if any:
(Insert terms and conditions for liquidated damages, if any.)

N/A

§ 4.6 Other:
(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

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ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the thirtieth day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the thirtieth day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than thirty (30) days after the Architect receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™–2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017; and
- .5 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

10%

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§ 5.1.7.1.1 The following items are not subject to retainage:
(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:
(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

Article 9.6.9 of the Supplementary Conditions.

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:
(Insert any other conditions for release of retainage upon Substantial Completion.)

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201-2017.

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201-2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

§ 5.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.
(Insert rate of interest agreed upon, if any.)

0 %

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201-2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.
(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

Init.

§ 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

☒ [X] Arbitration pursuant to Section 15.4 of AIA Document A201–2017

☐ [] Litigation in a court of competent jurisdiction

☐ [] Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:

(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)

N/A

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner's representative:

(Name, address, email address, and other information)

Elizabeth Larsen
400 E Central Avenue
Suite 302
Minot, ND 58701

Email Address: liz@projectbeend.org

§ 8.3 The Contractor's representative:

(Name, address, email address, and other information)

Tim Ahmann, Project Manager
4321 E Burdick Expy
Minot, ND 58701
Phone Number: 701-852-3293

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(1112239188)

Email Address: tim@projectdelivery.com

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™-2017 Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201-2017, may be given in accordance with AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with AIA Document E203-2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

§ 8.7 Other provisions:

N/A

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A101™-2017, Exhibit A, Insurance and Bonds
- .3 AIA Document A201™-2017, General Conditions of the Contract for Construction

.5 Drawings

GENERAL

- G001 COVER SHEET
- G100A BUILDING A CODE PLAN & INFORMATION
- G100B BUILDING B CODE PLAN & INFORMATION
- G100C BUILDING C CODE PLAN & INFORMATION

CIVIL

- C100 COVER SHEET
- C200 GENERAL NOTES & LEGENDS
- C300 SURVEY OVERLAY & DEMOLITION PLAN
- C400 OVERALL SITE PLAN
- C500 UTILITY PLAN
- C600 GRADING PLAN
- C700 EROSION & SEDIMENT CONTROL PLAN
- C800 DETAILS
- C801 DETAILS
- C802 DETAILS

LANDSCAPE

- L100 LANDSCAPE PLAN

STRUCTURAL

- S001 STRUCTURAL GENERAL NOTES
- S002 STRUCTURAL LEGENDS AND ABBREVIATIONS

Init.

S201A FOUNDATION/SLAB PLAN – BUILDING A
 S201B FOUNDATION/SLAB PLAN – BUILDING B
 S201C FOUNDATION/SLAB PLAN – BUILDING C
 S202B ROOF FRAMING PLAN – BUILDING B
 S202C SECOND FLOOR FRAMING PLAN – BUILDING C
 S203C ROOF FRAMING PLAN – BUILDING C
 S301B SHEARWALL PLAN – BUILDING B
 S301C SHEARWALL PLAN – BUILDING C
 S501 PICNIC SHELTER PLANS
 S601 TYPICAL FOUNDATION DETAILS
 S602 FOUNDATION DETAILS
 S701 TYPICAL FRAMING DETAILS
 S702 FRAMING DETAILS

ARCHITECTURAL

A001 GENERAL ARCHITECTURAL NOTES
 A021 WALL TYPES
 A041 ARCHITECTURAL SITE PLAN
 A042 SITE DETAILS
 A101A BUILDING A DEMOLITION PLAN
 A201A BUILDING A FLOOR PLAN
 A201B BUILDING B FLOOR PLAN
 A201C BUILDING C FIRST FLOOR PLAN
 A202C BUILDING C SECOND FLOOR PLAN
 A221A BUILDING A ROOF PLAN
 A221B BUILDING B ROOF PLAN
 A221C BUILDING C ROOF PLAN
 A301A BUILDING A REFLECTED CEILING PLAN
 A301B BUILDING B REFLECTED CEILING PLAN
 A301C BUILDING C REFLECTED CEILING PLANS
 A401A BUILDING A EXTERIOR ELEVATIONS
 A401B BUILDING B EXTERIOR ELEVATIONS
 A401C BUILDING C EXTERIOR ELEVATIONS
 A421B BUILDING B BUILDING SECTIONS
 A421C BUILDING C BUILDING SECTIONS
 A441B BUILDING B WALL SECTIONS
 A441C BUILDING C WALL SECTIONS
 A442C BUILDING C STAIR PLANS & SECTIONS
 A443C BUILDING C ELEVATOR PLANS, SECTIONS & DETAILS
 A601 CASEWORK DETAILS
 A701A BUILDING A ENLARGED PLANS & INTERIOR ELEVATIONS
 A710B BUILDING B ENLARGED PLANS & INTERIOR ELEVATIONS
 A711B BUILDING B ENLARGED UNIT PLANS & INTERIOR ELEVATIONS
 A720C BUILDING C ENLARGED PLANS & INTERIOR ELEVATIONS
 A721C BUILDING C ENLARGED PLANS & INTERIOR ELEVATIONS
 A722C BUILDING C ENLARGED PLANS & INTERIOR ELEVATIONS
 A801 DOOR SCHEDULES, DOOR & WINDOW TYPES & DETAILS
 A802 DOOR AND WINDOW DETAILS

INTERIORS

A901A FINISH FLOOR PLAN BUILDING A
 A901B SHELTER FINISH FLOOR PLAN
 A901C LMI FINISH FLOOR PLAN

FIRE PROTECTION, PLUMBING & MECHANICAL SHEET INDEX

FPM01 LEGEND SHEET

Init.

FIRE PROTECTION

F101 FIRST FLOOR FIRE PROTECTION DEMOLITION PLAN
F201A FIRST FLOOR FIRE PROTECTION PLAN
F201B FIRST FLOOR FIRE PROTECTION SHELTER
F201C FIRST & SECOND FLOOR FIRE PROTECTION PLANS LMI
F601 DETAILS

PLUMBING

P100A UNDERGROUND DEMOLITION PLUMBING PLAN -BUILDING A
P101A FIRST FLOOR PLUMBING DEMOLITION PLAN -BUILDING A
P200A UNDERGROUND PLUMBING PLAN - BUILDING A
P200B UNDERGROUND PLUMBING PLAN - BUILDING B
P200C UNDERGROUND PLUMBING PLAN BUILDING C
P201A FIRST FLOOR PLUMBING PLAN - BUILDING A
P201B FIRST FLOOR PLUMBING PLAN - BUILDING B
P201C PLUMBING PLANS BUILDING C
P601 PLUMBING DETAILS
P801 PLUMBING SCHEDULES

MECHANICAL

M101A FIRST FLOOR MECHANICAL DEMOLITION PLAN
M301A FIRST FLOOR VENTILATION PLAN - BUILDING A
M301B FIRST FLOOR VENTILATION PLAN - BUILDING B
M301C FIRST & SECOND FLOOR VENTILATION PLANS BUILDING C
M321A ROOF PLAN - BUILDING A
M501 HEATING FLOR DIAGRAMS
M601 MECHANICAL DETAILS
M801 MECHANICAL SCHEDULES
M802 MECHANICAL SCHEDULES

ELECTRICAL

E001 ELECTRICAL SYMBOLS AND ABBREVIATIONS LEGEND
E100 ELECTRICAL SITE PLAN
E101A ELECTRICAL DEMOLITION PLANS
E201A BUILDING A POWER & SYSTEMS PLAN
E201B BUILDING B POWER, SYSTEMS & LIGHTING PLANS
E201C BUILDING C - FIRST & SECOND FLOOR POWER & SYSTEMS
E301A BUILDING A LIGHTING PLAN
E301C BUILDING C FIRST & SECOND FLOOR LIGHTING PLAN
E401B ENLARGED FLOOR PLANS - B
E401C ENLARGED FLOOR PLANS - C
E501 SCHEDULES, DETAILS AND RISER DIAGRAMS
E502 SCHEDULES, DETAILS AND RISER DIAGRAMS
E503 SCHEDULES, DETAILS AND RISER DIAGRAMS
E504 SCHEDULES

Number	Title	Date
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.6 Specifications

DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS

00 0200	INVITATION TO BID
00 1000	INSTRUCTION TO BIDDERS

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00 1001	SUPPLEMENTARY INSTRUCTIONS TO BIDDERS
00 2000	INFORMATION AVAILABLE TO BIDDERS
00 3000	FORMS
00 3001	SPECIAL PROJECT INSTRUCTIONS
00 7000	AIA DOCUMENT A201, GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION
	ARTICLE 16 – SUPPLEMENTARY CONDITIONS
00 7300	CDBG FUNDED PROJECTS SUPPLEMENTARY GENERAL CONDITIONS
00 9000	COVID-19 REQUIREMENTS

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01 1200	MULTIPLE CONTRACT SUMMARY
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01 2200	UNIT PRICES
01 2300	ALTERNATES
01 2500	SUBSTITUTION PROCEDURES
01 2600	CONTRACT MODIFICATION PROCEDURES
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01 3300	SUBMITTAL PROCEDURES
01 4000	QUALITY REQUIREMENTS
01 5000	TEMPORARY FACILITIES AND CONTROLS
01 6000	PRODUCT REQUIREMENTS
01 7300	EXECUTION
01 7700	CLOSEOUT PROCEDURES
01 7823	OPERATION AND MAINTENANCE DATA
01 7839	PROJECT RECORD DOCUMENTS

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02 4119	SELECTIVE DEMOLITION
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DIVISION 03 – CONCRETE

03 3000	CAST IN PLACE CONCRETE
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DIVISION 04 – MASONRY

04 2613	MASONRY VENEER
04 7300	MANUFACTURED STONE VENEER

DIVISION 05 – METALS

05 5000	METAL FABRICATIONS
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DIVISION 06 – WOOD, PLASTICS, AND COMPOSITES

06 1000	ROUGH CARPENTRY
06 1600	SHEATHING
06 1760	METAL PLATE CONNECTED WOOD TRUSSES
06 6400	PLASTIC PANELING

DIVISION 07 – THERMAL AND MOISTURE PROTECTION

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07 2500	WEATHER BARRIERS
07 2600	VAPOR RETARDERS
07 3113	ASPHALT SHINGLES
07 4619	STEEL SIDING
07 7100	ROOF SPECIALTIES
07 8413	PENETRATION FIRESTOPPING
07 9200	JOINT SEALANTS

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08 1213	KNOCK DOWN HOLLOW METAL FRAMES
08 1416	FLUSH WOOD DOORS
08 3110	ACCESS DOORS & FRAMES
08 3313	COILING COUNTER DOORS
08 3613	SECTIONAL DOORS
08 4313	ALUMINUM-FRAMED STOREFRONTS
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08 8000	GLAZING
08 8813	FIRE-RATED GLAZING

DIVISION 09 – FINISHES

09 2116.23	GYPSUM BOARD SHAFT WALL ASSEMBLIES
09 2900	GYPSUM BOARD
09 3013	CERAMIC TILING
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09 6513	RESILIENT BASE AND ACCESSORIES
09 6516	RESILIENT SHEET FLOORING
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10 1423.16	ROOM-IDENTIFICATION PANEL SIGNAGE
10 2600	WALL AND DOOR PROTECTION
10 4413	FIRE PROTECTION CABINETS
10 4416	FIRE EXTINGUISHERS
10 5500.13	USPS-DELIVERY POSTAL SPECIALTIES
10 8010	TOILET AND BATH ACCESSORIES
10 9160	CLOSET SPECIALTIES

DIVISION 11 – EQUIPMENT

11 3013	RESIDENTIAL APPLIANCES
---------	------------------------

DIVISION 12 – FURNISHINGS

12 2113	HORIZONTAL LOUVER BLINDS
12 3530	RESIDENTIAL CASEWORK
12 3623.13	PLASTIC-LAMINATE-CLAD COUNTERTOPS

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DIVISION 14 – CONVEYING EQUIPMENT

14 2400 HYDRAULIC ELEVATORS

DIVISION 20 – BASIC MECHANICAL REQUIREMENTS

20 0513 COMMON MOTOR REQUIREMENTS
20 0516 EXPANSION FITTINGS AND LOOPS FOR PIPING
20 0517 SLEEVES AND SLEEVE SEALS FOR PIPING
20 0518 ESCUTCHEONS FOR PIPING
20 0519 METERS AND GAGES FOR PIPING
20 0523 VALVES
20 0529 HANGERS AND SUPPORTS FOR PIPING AND EQUIPMENT
20 0548 VIBRATION CONTROLS
20 0553 IDENTIFICATION
20 0716 EQUIPMENT INSULATION
20 0719 PIPING INSULATION

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21 1313 WET PIPE FIRE SPRINKLER SYSTEMS

DIVISION 22 – PLUMBING

22 1116 DOMESTIC WATER PIPING
22 1119 DOMESTIC WATER PIPING SPECIALTIES
22 1120 DIGITAL DOMESTIC WATER TEMPERING AND RECIRCULATION SYSTEM
22 1316 SANITARY WASTE AND VENT PIPING
22 1319 SANITARY WASTE PIPING SPECIALTIES
22 3400 FUEL-FIRED, DOMESTIC-WATER HEATERS
22 4100 RESIDENTIAL PLUMBING FIXTURES
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23 0593 TESTING, ADJUSTING, AND BALANCING FOR HVAC
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23 0923 HVAC INSTRUMENTATION CONTROLS
23 0923.11 CONTROL VALVES
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23 0923.30 VARIABLE FREQUENCY CONTROLLERS
23 0993.11 SEQUENCE OF OPERATIONS FOR HVAC DDC
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23 2116 HYDRONIC PIPING SPECIALTIES
23 2123 HYDRONIC PUMPS
23 2300 REFRIGERANT PIPING
23 2513 WATER TREATMENT FOR CLOSED-LOOP HYDRONIC SYSTEMS
23 3113 METAL DUCTS
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23 3713 DIFFUSERS, REGISTERS, AND GRILLES
23 3720 HVAC LOUVERS
23 3813 COMMERCIAL-KITCHEN HOODS

Init.

23 5216	CONDENSING BOILERS
23 6200	PACKAGED COMPRESSOR AND CONDENSER UNITS
23 7200	AIR-TO-AIR ENERGY RECOVERY EQUIPMENT
23 7423.13	PACKAGED, DIRECT-FIRED, OUTDOOR, HEATING-ONLY MAKEUP-AIR UNITS
23 8126	SPLIT-SYSTEM AIR-CONDITIONERS
23 8216.11	HYDRONIC AIR COILS
23 8219	FAN COIL UNITS
23 8236	FINNED-TUBE RADIATION HEATERS
23 8239.13	CABINET UNIT HEATERS
23 8239.16	PROPELLER UNIT HEATERS

DIVISION 26 – ELECTRICAL

26 0000	ELECTRICAL GENERAL REQUIREMENTS
26 0100	BASIC MATERIALS AND METHODS
26 0400	ELECTRIC SERVICE
26 0519	LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES
26 0526	GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS
26 0529	HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS
26 0533	RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS
26 0553	IDENTIFICATION FOR ELECTRICAL SYSTEMS
26 0923	LIGHTING CONTROL DEVICES
26 2414	PACKAGED METER CENTERS
26 2416	PANELBOARDS
26 2726	WIRING DEVICES
26 2813	FUSES
26 2816	ENCLOSED SWITCHES AND CIRCUIT BREAKERS
26 2913	ENCLOSED CONTROLLERS
26 5100	INTERIOR LIGHTING
26 5619	LED EXTERIOR LIGHTING

DIVISION 27 – COMMUNICATIONS

27 1100	COMMUNICATIONS EQUIPMENT ROOM FITTINGS
27 1500	COMMUNICATIONS HORIZONTAL CABLING

DIVISION 28 – ELECTRONIC SAFETY AND SECURITY

28 2300	VIDEO SURVEILLANCE
28 3111	DIGITAL, ADDRESSABLE FIRE-ALARM SYSTEM

Section	Title	Date	Pages
.7	Addenda, if any:		
Number	Date	Pages	
Addendum No. 1	03.24.2022	1	
Addendum No. 2	03.29.2022	63	
Addendum No. 3	03.31.2022	33	
Addendum No. 4	04.01.2022	16	
Addendum No. 5	04.06.2022	19	
Addendum No. 6	04.08.2022	7	
Addendum No. 7	04.08.2022	4	
Addendum No. 8	04.11.2022	2	

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User Notes:

(1112239188)

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.8 Other Exhibits:

(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

☐ AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this Agreement.)

☐ The Sustainability Plan:

Title	Date	Pages
-------	------	-------

☒ Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
Article 16	Supplementary Conditions	03.15.2022	8
CDBG Funded Projects	Supplementary General Conditions	03.31.2022	20

.9 Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™-2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

Bid Form, Exhibit B, Attached

This Agreement entered into as of the day and year first written above.


OWNER (Signature)

Elizabeth Larsen, Executive Director
(Printed name and title)


CONTRACTOR (Signature)

Terry Mattson, Vice President
(Printed name and title)

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Document A101® – 2017 Exhibit A

Insurance and Bonds

This Insurance and Bonds Exhibit is part of the Agreement, between the Owner and the Contractor, dated the 26th day of April in the year 2022
(In words, indicate day, month and year.)

for the following **PROJECT**:
(Name and location or address)

Broadway Circle Project BEE
1901 S Broadway
Minot, ND 58701

THE OWNER:
(Name, legal status and address)

Project BEE
400 E Central Avenue
Suite 302
Minot, ND 58701

THE CONTRACTOR:
(Name, legal status and address)

Mattson Construction Co.
4321 East Burdick Expy
Minot, ND 58701

TABLE OF ARTICLES

- A.1 GENERAL
- A.2 OWNER'S INSURANCE
- A.3 CONTRACTOR'S INSURANCE AND BONDS
- A.4 SPECIAL TERMS AND CONDITIONS

ARTICLE A.1 GENERAL

The Owner and Contractor shall purchase and maintain insurance, and provide bonds, as set forth in this Exhibit. As used in this Exhibit, the term General Conditions refers to AIA Document A201™–2017, General Conditions of the Contract for Construction.

ARTICLE A.2 OWNER'S INSURANCE

§ A.2.1 General

Prior to commencement of the Work, the Owner shall secure the insurance, and provide evidence of the coverage, required under this Article A.2 and, upon the Contractor's request, provide a copy of the property insurance policy or policies required by Section A.2.3. The copy of the policy or policies provided shall contain all applicable conditions, definitions, exclusions, and endorsements.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Document A201®–2017, General Conditions of the Contract for Construction. Article 11 of A201®–2017 contains additional insurance provisions.

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§ A.2.2 Liability Insurance

The Owner shall be responsible for purchasing and maintaining the Owner's usual general liability insurance.

§ A.2.3 Required Property Insurance

§ A.2.3.1 Unless this obligation is placed on the Contractor pursuant to Section A.3.3.2.1, the Owner shall purchase and maintain, from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located, property insurance written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the entire Project on a replacement cost basis. The Owner's property insurance coverage shall be no less than the amount of the initial Contract Sum, plus the value of subsequent Modifications and labor performed and materials or equipment supplied by others. The property insurance shall be maintained until Substantial Completion and thereafter as provided in Section A.2.3.1.3, unless otherwise provided in the Contract Documents or otherwise agreed in writing by the parties to this Agreement. This insurance shall include the interests of the Owner, Contractor, Subcontractors, and Sub-subcontractors in the Project as insureds. This insurance shall include the interests of mortgagees as loss payees.

§ A.2.3.1.1 **Causes of Loss.** The insurance required by this Section A.2.3.1 shall provide coverage for direct physical loss or damage, and shall not exclude the risks of fire, explosion, theft, vandalism, malicious mischief, collapse, earthquake, flood, or windstorm. The insurance shall also provide coverage for ensuing loss or resulting damage from error, omission, or deficiency in construction methods, design, specifications, workmanship, or materials. Sub-limits, if any, are as follows:

(Indicate below the cause of loss and any applicable sub-limit.)

Causes of Loss

Sub-Limit

§ A.2.3.1.2 **Specific Required Coverages.** The insurance required by this Section A.2.3.1 shall provide coverage for loss or damage to falsework and other temporary structures, and to building systems from testing and startup. The insurance shall also cover debris removal, including demolition occasioned by enforcement of any applicable legal requirements, and reasonable compensation for the Architect's and Contractor's services and expenses required as a result of such insured loss, including claim preparation expenses. Sub-limits, if any, are as follows:

(Indicate below type of coverage and any applicable sub-limit for specific required coverages.)

Coverage

Sub-Limit

§ A.2.3.1.3 Unless the parties agree otherwise, upon Substantial Completion, the Owner shall continue the insurance required by Section A.2.3.1 or, if necessary, replace the insurance policy required under Section A.2.3.1 with property insurance written for the total value of the Project that shall remain in effect until expiration of the period for correction of the Work set forth in Section 12.2.2 of the General Conditions.

§ A.2.3.1.4 **Deductibles and Self-Insured Retentions.** If the insurance required by this Section A.2.3 is subject to deductibles or self-insured retentions, the Owner shall be responsible for all loss not covered because of such deductibles or retentions.

§ A.2.3.2 **Occupancy or Use Prior to Substantial Completion.** The Owner's occupancy or use of any completed or partially completed portion of the Work prior to Substantial Completion shall not commence until the insurance company or companies providing the insurance under Section A.2.3.1 have consented in writing to the continuance of coverage. The Owner and the Contractor shall take no action with respect to partial occupancy or use that would cause cancellation, lapse, or reduction of insurance, unless they agree otherwise in writing.

§ A.2.3.3 Insurance for Existing Structures

If the Work involves remodeling an existing structure or constructing an addition to an existing structure, the Owner shall purchase and maintain, until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, "all-risks" property insurance, on a replacement cost basis, protecting the existing structure against direct physical loss or damage from the causes of loss identified in Section A.2.3.1, notwithstanding the undertaking of the Work. The Owner shall be responsible for all co-insurance penalties.

Init.

§ A.2.4 Optional Extended Property Insurance.

The Owner shall purchase and maintain the insurance selected and described below.

(Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. For each type of insurance selected, indicate applicable limits of coverage or other conditions in the fill point below the selected item.)

- ☐ **§ A.2.4.1 Loss of Use, Business Interruption, and Delay in Completion Insurance**, to reimburse the Owner for loss of use of the Owner's property, or the inability to conduct normal operations due to a covered cause of loss.
- ☐ **§ A.2.4.2 Ordinance or Law Insurance**, for the reasonable and necessary costs to satisfy the minimum requirements of the enforcement of any law or ordinance regulating the demolition, construction, repair, replacement or use of the Project.
- ☐ **§ A.2.4.3 Expediting Cost Insurance**, for the reasonable and necessary costs for the temporary repair of damage to insured property, and to expedite the permanent repair or replacement of the damaged property.
- ☐ **§ A.2.4.4 Extra Expense Insurance**, to provide reimbursement of the reasonable and necessary excess costs incurred during the period of restoration or repair of the damaged property that are over and above the total costs that would normally have been incurred during the same period of time had no loss or damage occurred.
- ☐ **§ A.2.4.5 Civil Authority Insurance**, for losses or costs arising from an order of a civil authority prohibiting access to the Project, provided such order is the direct result of physical damage covered under the required property insurance.
- ☐ **§ A.2.4.6 Ingress/Egress Insurance**, for loss due to the necessary interruption of the insured's business due to physical prevention of ingress to, or egress from, the Project as a direct result of physical damage.
- ☐ **§ A.2.4.7 Soft Costs Insurance**, to reimburse the Owner for costs due to the delay of completion of the Work, arising out of physical loss or damage covered by the required property insurance: including construction loan fees; leasing and marketing expenses; additional fees, including those of architects, engineers, consultants, attorneys and accountants, needed for the completion of the construction, repairs, or reconstruction; and carrying costs such as property taxes, building permits, additional interest on loans, realty taxes, and insurance premiums over and above normal expenses.

§ A.2.5 Other Optional Insurance.

The Owner shall purchase and maintain the insurance selected below.

Init.

(Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance.)

☐ **§ A.2.5.1 Cyber Security Insurance** for loss to the Owner due to data security and privacy breach, including costs of investigating a potential or actual breach of confidential or private information. (Indicate applicable limits of coverage or other conditions in the fill point below.)

☐ **§ A.2.5.2 Other Insurance**
(List below any other insurance coverage to be provided by the Owner and any applicable limits.)

Coverage

Limits

ARTICLE A.3 CONTRACTOR'S INSURANCE AND BONDS

§ A.3.1 General

§ A.3.1.1 Certificates of Insurance. The Contractor shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Article A.3 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the Owner's written request. An additional certificate evidencing continuation of commercial liability coverage, including coverage for completed operations, shall be submitted with the final Application for Payment and thereafter upon renewal or replacement of such coverage until the expiration of the periods required by Section A.3.2.1 and Section A.3.3.1. The certificates will show the Owner as an additional insured on the Contractor's Commercial General Liability and excess or umbrella liability policy or policies.

§ A.3.1.2 Deductibles and Self-Insured Retentions. The Contractor shall disclose to the Owner any deductible or self-insured retentions applicable to any insurance required to be provided by the Contractor.

§ A.3.1.3 Additional Insured Obligations. To the fullest extent permitted by law, the Contractor shall cause the commercial general liability coverage to include (1) the Owner, the Architect, and the Architect's consultants as additional insureds for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Contractor's negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner's general liability insurance policies and shall apply to both ongoing and completed operations. To the extent commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 07 04, CG 20 37 07 04, and, with respect to the Architect and the Architect's consultants, CG 20 32 07 04.

§ A.3.2 Contractor's Required Insurance Coverage

§ A.3.2.1 The Contractor shall purchase and maintain the following types and limits of insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below:

(If the Contractor is required to maintain insurance for a duration other than the expiration of the period for correction of Work, state the duration.)

§ A.3.2.2 Commercial General Liability

§ A.3.2.2.1 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than one million and 00/100 dollars (\$ 1,000,000.00) each occurrence, two million and 00/100 dollars (\$ 2,000,000.00) general aggregate, and two million and 00/100 dollars (\$ 2,000,000.00) aggregate for products-completed operations hazard, providing coverage for claims including

- .1 damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;

Intt.

- .2 personal injury and advertising injury;
- .3 damages because of physical damage to or destruction of tangible property, including the loss of use of such property;
- .4 bodily injury or property damage arising out of completed operations; and
- .5 the Contractor's indemnity obligations under Section 3.18 of the General Conditions.

§ A.3.2.2 The Contractor's Commercial General Liability policy under this Section A.3.2.2 shall not contain an exclusion or restriction of coverage for the following:

- .1 Claims by one insured against another insured, if the exclusion or restriction is based solely on the fact that the claimant is an insured, and there would otherwise be coverage for the claim.
- .2 Claims for property damage to the Contractor's Work arising out of the products-completed operations hazard where the damaged Work or the Work out of which the damage arises was performed by a Subcontractor.
- .3 Claims for bodily injury other than to employees of the insured.
- .4 Claims for indemnity under Section 3.18 of the General Conditions arising out of injury to employees of the insured.
- .5 Claims or loss excluded under a prior work endorsement or other similar exclusionary language.
- .6 Claims or loss due to physical damage under a prior injury endorsement or similar exclusionary language.
- .7 Claims related to residential, multi-family, or other habitational projects, if the Work is to be performed on such a project.
- .8 Claims related to roofing, if the Work involves roofing.
- .9 Claims related to exterior insulation finish systems (EIFS), synthetic stucco or similar exterior coatings or surfaces, if the Work involves such coatings or surfaces.
- .10 Claims related to earth subsidence or movement, where the Work involves such hazards.
- .11 Claims related to explosion, collapse and underground hazards, where the Work involves such hazards.

§ A.3.2.3 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Contractor, with policy limits of not less than one million and 00/100 dollars (\$ 1,000,000.00) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles along with any other statutorily required automobile coverage.

§ A.3.2.4 The Contractor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as the coverages required under Section A.3.2.2 and A.3.2.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ A.3.2.5 Workers' Compensation at statutory limits.

§ A.3.2.6 Employers' Liability with policy limits not less than five hundred thousand and 00/100 dollars (\$ 500,000.00) each accident, one million and 00/100 dollars (\$ 1,000,000.00) each employee, and one million dollars and 00/100 dollars (\$ 1,000,000.00) policy limit.

§ A.3.2.7 Jones Act, and the Longshore & Harbor Workers' Compensation Act, as required, if the Work involves hazards arising from work on or near navigable waterways, including vessels and docks

§ A.3.2.8 If the Contractor is required to furnish professional services as part of the Work, the Contractor shall procure Professional Liability insurance covering performance of the professional services, with policy limits of not less than (\$) per claim and (\$) in the aggregate.

§ A.3.2.9 If the Work involves the transport, dissemination, use, or release of pollutants, the Contractor shall procure Pollution Liability insurance, with policy limits of not less than (\$) per claim and (\$) in the aggregate.

§ A.3.2.10 Coverage under Sections A.3.2.8 and A.3.2.9 may be procured through a Combined Professional Liability and Pollution Liability insurance policy, with combined policy limits of not less than (\$) per claim and (\$) in the aggregate.

§ A.3.2.11 Insurance for maritime liability risks associated with the operation of a vessel, if the Work requires such activities, with policy limits of not less than (\$) per claim and (\$) in the aggregate.

§ A.3.2.12 Insurance for the use or operation of manned or unmanned aircraft, if the Work requires such activities, with policy limits of not less than (\$) per claim and (\$) in the aggregate.

§ A.3.3 Contractor's Other Insurance Coverage

§ A.3.3.1 Insurance selected and described in this Section A.3.3 shall be purchased from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below:

(If the Contractor is required to maintain any of the types of insurance selected below for a duration other than the expiration of the period for correction of Work, state the duration.)

§ A.3.3.2 The Contractor shall purchase and maintain the following types and limits of insurance in accordance with Section A.3.3.1.

(Select the types of insurance the Contractor is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. Where policy limits are provided, include the policy limit in the appropriate fill point.)

☒ § A.3.3.2.1 Property insurance of the same type and scope satisfying the requirements identified in Section A.2.3, which, if selected in this section A.3.3.2.1, relieves the Owner of the responsibility to purchase and maintain such insurance except insurance required by Section A.2.3.1.3 and Section A.2.3.3. The Contractor shall comply with all obligations of the Owner under Section A.2.3 except to the extent provided below. The Contractor shall disclose to the Owner the amount of any deductible, and the Owner shall be responsible for losses within the deductible. Upon request, the Contractor shall provide the Owner with a copy of the property insurance policy or policies required. The Owner shall adjust and settle the loss with the insurer and be the trustee of the proceeds of the property insurance in accordance with Article 11 of the General Conditions unless otherwise set forth below:

(Where the Contractor's obligation to provide property insurance differs from the Owner's obligations as described under Section A.2.3, indicate such differences in the space below. Additionally, if a party other than the Owner will be responsible for adjusting and settling a loss with the insurer and acting as the trustee of the proceeds of property insurance in accordance with Article 11 of the General Conditions, indicate the responsible party below.)

☐ § A.3.3.2.2 Railroad Protective Liability Insurance, with policy limits of not less than (\$) per claim and (\$) in the aggregate, for Work within fifty (50) feet of railroad property.

☐ § A.3.3.2.3 Asbestos Abatement Liability Insurance, with policy limits of not less than (\$) per claim and (\$) in the aggregate, for liability arising from the encapsulation, removal, handling, storage, transportation, and disposal of asbestos-containing materials.

☒ § A.3.3.2.4 Insurance for physical damage to property while it is in storage and in transit to the construction site on an "all-risks" completed value form.

☐ § A.3.3.2.5 Property insurance on an "all-risks" completed value form, covering property owned by the Contractor and used on the Project, including scaffolding and other equipment.

Int.

[] § A.3.3.2.6 Other Insurance

(List below any other insurance coverage to be provided by the Contractor and any applicable limits.)

Coverage

Limits

§ A.3.4 Performance Bond and Payment Bond

The Contractor shall provide surety bonds, from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located, as follows:

(Specify type and penal sum of bonds.)

Type

Payment Bond

100% Contract Sum

Performance Bond

100% Contract Sum

Payment and Performance Bonds shall be AIA Document A312™, Payment Bond and Performance Bond, or contain provisions identical to AIA Document A312™, current as of the date of this Agreement.

ARTICLE A.4 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Insurance and Bonds Exhibit, if any, are as follows:

Init.

EXHIBIT B

BID FORM

PROJECT: Broadway Circle

BID OPENING DATE: Tuesday, April 12, 2022

BID OPENING TIME: 2 PM CST

BID OPENING PLACE: EAPC Architects Engineers
2080 36th Ave SW, Suite 210
Minot, ND 58701

TO THE OWNER: Project BEE
400 E Central Avenue, Suite 302
Minot, ND 58701

I have received the Drawings and Specifications for the Broadway Circle Contract for EAPC Project No. 20204441, Broadway Circle, to be erected at Minot, ND.

I have also received Addenda Nos. 1-8 and have included their provisions in my Bid. I have examined both the documents and the site and submit the following Bid:

I will do the Single Prime Construction work for the lump sum price of Seven million five hundred forty thousand dollars (\$ 7,540,000.00).

SCHEDULE OF VALUES

I have included the following costs in the Bid above and their scheduled value is as follows:

1. Item No.1 Residential Appliances \$94,775.00
2. Item No.2 Picnic Shelter \$15,000.00
3. Item No.3 Natural Playground \$46,470.00
4. Item No.4 Cost to enclose NW suite including shaft wall on south wall and restroom 125 and separate electric, water and sewer service \$21,000

Costs include material, labor, all applicable taxes and fees for a turn key installation.

ALTERNATIVES.

I will include the following alternates as specified additions to or deductions from the above Base Bid, for changes in dollars and time listed:

EAPC Project 20204441

FORMS
ADDENDUM NO. 6

00 3000

Alternate No. 1, Brick Alternate

Add \$ \$70,900

Add 15 Calendar Days.

UNIT COSTS.

I will include authorized unit cost work as specified to be added to or deducted from the above Base Bid, for changes in dollars and time listed:

Unit Cost A, Removal of unsatisfactory soil and replacement with satisfactory soil material

Add \$ 40.⁰⁰ / CY

Add 10 Calendar Days.

In submitting this Bid, I agree:

1. To hold my bid open for 30 calendar days after its' opening.
2. To accept the provisions of the Instructions to Bidders regarding disposition of Bid Security.
3. To enter into and execute a Contract, if awarded on the basis of this bid, and to furnish Guarantee Bonds in accord with the Instructions to Bidders.
4. To accomplish the work in accord with the Contract Documents.
5. To substantially complete the Work in the Base Bid according to the following schedule: (See Supplementary Conditions for Liquidated Damages.)

To substantially complete the Work in the Base Bid by July 1, 2023.

6. The Bidder understands that he/she is bidding on a Contract funded with Federal dollars and administered by the City of Minot, North Dakota. The Bidder understands that debarment by either the City of Minot or the Federal government will make him/her ineligible.
7. The Bidder understands that all work must be completed in accordance with CDBG program requirements, including Section 3.
8. Bidder hereby certifies that work performed will meet or exceed Federal, State, and Local regulations. Proposer understands that failure to meet or exceed applicable codes, standards, and specifications may result in debarment from future federally funded construction contracts.
9. The Bidder identified above, in compliance with your Advertisement for Bids, having examined the Bidding Documents and being familiar with all of the conditions surrounding the proposed project, including the availability of supervision, materials and labor, hereby proposes to furnish all supervision, labor, materials, equipment, and supplies and to complete the project in accordance with the Contract Documents, within the time set forth therein and at the prices stated below. These prices are to cover all

expenses incurred in performing the work required under the Contract Documents, of which this Bid is a part.

10. Bidder understands that at least 10% of project funds will be retained for 30 days pending completion of the Final Inspection and Verification. Failure to complete punch list items or warranty work during this time will result in forfeiture of the 10% retainage.

I have attached the required Bid Security.

11. Bidder accepts all of the terms and conditions of the Bidding Documents. Bidder will sign the Agreement and submit the required Bonds and other documents required by the Bidding Documents within the specified timelines.

12. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into a Contract with Owner in the form included with the Bidding Documents to perform all Work, including the assumption of all obligations, duties, and responsibilities necessary to the successful completion of the Contract and the furnishing of all materials and equipment required to be incorporated in and form a permanent part of the Work; tools, equipment, supplies, transportation, facilities, labor, superintendence, and services required to perform the Work; and, Bonds, insurance and submittals; all as indicated or specified in the Bidding Documents.

13. In submitting this Bid, Bidder makes all representations required by the Instructions to Bidders and other Bidding Documents, and further warrants and represents that:

- (a) Bidder has familiarized himself with the Work required by the Bidding Documents, the locale where the Work is to be performed, local labor conditions and all laws, regulations, and other factors affecting performance of the Work, and having satisfied himself of the expense and difficulties attending performance of the Work.
- (b) Bidder has given the Program Administrator written notice of the Bidding Documents requirements that might restrict competition or be ambiguous and the written resolution thereof by Program Administrator is acceptable to Bidder.
- (c) Bidder has given Program Administrator written notice of all conflicts, errors, or discrepancies that it has discovered in the Bidding Documents and the written resolution thereof by Program Administrator is acceptable to Bidder.
- (d) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or a corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for himself any advantage over any other Bidder or over Owner.
- (e) Bidder employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Bidder whose services in connection with the construction of the public building or project or in securing the public contract were in the regular course of their duties for Bidder.

- (f) No part of the contract price received by Bidder was paid or will be paid to any persons, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Bidder whose services in connection with construction of the public building or project were in the regular course of their duties for Bidder.
- (g) Neither Bidder nor any member of his company has divulged information regarding said Bid or any data relative thereto to any other person, firm, or corporation.
- (h) Neither the Bidder nor any of its proposed Subcontractors at any tier is on the List of Parties Excluded from Federal Procurement of Non-Procurement Programs promulgated in accordance with Executive Orders 12549 and 12689, 'Debarment and Suspension', as set for the at 2 CFR Part 2424 and 2 CFR Part 180.
- (i) All statements contained in said Bid are true and correct.
- (j) Bidder will use the Subcontractors listed in Attachment A of this Bid Form in performing the Work, and will use no other Subcontractors without prior approval of the Program Administrator.
- (k) A Bid Bond with Power of Attorney in the amount of 5% of the Bid is attached and made a part of this Bid.

14. Submit the following documents with your bid:

- a. Attachment A- Subcontractor Workforce
- b. Attachment B- Nepotism Statement
- c. Attachment C- Non-Collusion Statement
- d. Attachment D- Contractor Certificate of Non-Segregated Facilities
- e. Attachment E- Contractor's HUD Section 3 Plan
- f. Attachment F- Equal Employment Opportunity Certificate
- g. Attachment G- Contractor's/Subcontractor's Certification Concerning Labor Standards and Prevailing Wage Requirements.
- h. Current North Dakota Waste Hauler's Permit (MSW)
- i. COVID-19 Form

I have listed below the major Subcontractors whose bids I have used in submitting this Bid:

Mowbray & Sons
Northwestern Electric

Official Address:

4321 E. BURDICK EXPY
MINOT, ND 58701

MATTEON CONSTRUCTION firm name
[Signature] signed by
VPS title

ATTACHMENT A – SUBCONTRACTOR WORKFORCE: Bidders are required to list all Subcontractors, Vendors, and Suppliers anticipated to be used in the Work for this Project. Include approximate percentages of subcontracted work for subcontractors designated as WBE or MBE. Percentage of Work value and total cannot exceed 100%. (Use additional sheets if necessary)

SUBCONTRACTOR/VENDOR/ SUPPLIERS	ADDRESS OF BUSINESS OR OWNER	TYPE OF WORK	TOTAL % OF WORK	WBE %	MBE %
Ackerman Surveying	Minot	Surveying	.4%		
Exc. Inc	Minot	Excavation, Dirtwork	4%		
Keller Paving	Minot	Paving, Concrete	16%		
Holm Masonry	Minot	Masonry	1%		
Minot Lumber	Minot	Building Materials	5%		
Farrah Truss	Minot	Trusses	3%		
BiB Insulation	Minot	Insulation	1%		
Thorsrud	Minot	Building Materials	3%		
Otis	Minot	Elevator	1%		
Woodside	Cavalier	Cabinets	2%		

ATTACHMENT A – SUBCONTRACTOR WORKFORCE: Bidders are required to list all Subcontractors, Vendors, and Suppliers anticipated to be used in the Work for this Project. Include approximate percentages of subcontracted work for subcontractors designated as WBE or MBE. Percentage of Work value and total cannot exceed 100%. (Use additional sheets if necessary)

SUBCONTRACTOR/VENDOR/ SUPPLIERS	ADDRESS OF BUSINESS OR OWNER	TYPE OF WORK	TOTAL % OF WORK	WBE %	MBE %
I Keating	Minot	Flooring	3%		
Rim Painting	Minot	Painting	1%		
Steen	Minot	Water & Sewer	2%		
Amerifence		Fence	2%		
Premier Landscaping	Minot	Landscaping	1%		
Mowbray	Minot	HVAC / Plumbing	21%		
Northwestern Electric	Minot	Electric	7%		



**ATTACHMENT B
NEPOTISM STATEMENT**

**FAILURE TO COMPLETE THIS ATTACHMENT SHALL RESULT IN THE PROGRAM
ADMINISTRATOR DEEMING YOUR BID "NON-RESPONSIVE"**

The Bidder or any officer, if the Bidder is other than an individual, shall state whether Bidder has a relationship, either by blood or marriage, with any official or employee of the City of Minot by completing the following:

If the Bidder is an individual:

_____ I am not related by blood or marriage to any official or employee of the City of Minot

_____ I am related by blood or marriage to the following official(s) or employee(s) of the City of Minot

Name and Title of City Official or Employee: _____

Relationship: _____

If the Bidder is **NOT** an individual:

 X The officers of the company submitting this Bid or proposal are not related by blood or marriage to any official or employee of the City of Minot

_____ The officers of the company submitting this Bid are related by blood or marriage to the following official(s) or employee(s) of the City of Minot

Name and Title of Officer: _____

Employee and Title of City Official or Employee: _____

Relationship: _____



**ATTACHMENT C
NON-COLLUSION STATEMENT**

THE UNDERSIGNED AFFIRM THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT, THAT THIS COMPANY, FIRM, PARTNERSHIP, OR INDIVIDUAL HAS NOT PREPARED THIS BID IN COLLUSION WITH ANY OTHER BIDDER, AND THAT THE CONTENTS OF THIS BID AS TO PRICES, TERMS, OR CONDITIONS OF SAID BID HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS BID.

CONTRACTOR Mattson Construction

ADDRESS 4321 Burdick Expressway East

PHONE (701) 852-3293

FAX N/A

BIDDER (SIGNATURE) 

BIDDER (PRINTED NAME) Tim Ahmann

POSITION WITH COMPANY Senior Estimator

**SIGNATURE OF COMPANY OFFICIAL
AUTHORIZING THIS BID** 

COMPANY OFFICIAL (PRINTED NAME) Terry Mattson

OFFICAL POSITION VP



**ATTACHMENT D
CONTRACTOR CERTIFICATION OF
NON-SEGREGATED FACILITIES**

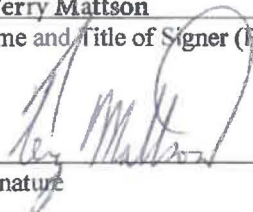
Mattson Construction
Name of Contractor

Broadway Circle 20204441
Project Name and Number

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract
- (b) A written Section 3 Plan was prepared and submitted as part of the Bid proceedings
- (c) Tables A and B of Section 3 will be prepared and submitted upon receipt of the Award of Contract
- (d) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964

Terry Mattson
Name and Title of Signer (Print or Type)


Signature

4/19/27
Date



**ATTACHMENT E
CONTRACTOR'S HUD SECTION 3 PLAN**



(Required if contract exceeds \$200,000)

Section 3 Plan Format

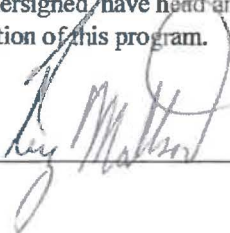
Mattson Construction agrees to implement the following specific affirmative
(Name of Contractor)
action steps directed at increasing the utilization of lower income residents and businesses within the City of
Minot, North Dakota.

- A. To ascertain from the locality's CDBG-DR program official the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of local officials in preparing and implementing this Affirmative Action Plan.
- B. To attempt to recruit from within the City the necessary number of lower income residents through: local advertising media, signs placed at the proposed site for the project, placing notices with the Minot Housing Authority, and community organizations and public or private institutions operating within or servicing the project area.
- C. To maintain a list of all lower income residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible, and if a vacancy exists.
- D. To insert this Section 3 Plan in all subcontractor documents, and to require all subcontractors to submit a Section 3 Plan, including utilization goals and the specific steps planned to accomplish these goals.
- E. To formally contact unions, subcontractors, and trade associations to secure their cooperation for this program.
- F. To ensure that all appropriate project area business concerns are notified of pending sub-contractual opportunities.
- G. To maintain records, including copies of correspondence, memoranda, etc. which document that all of the above affirmative action steps have been taken. Loans, grants, contracts, and subsidies for less than \$200,000 will be exempt.
- H. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 Plan.
- I. To list on Table A information related to subcontracts to be awarded.
- J. To list on Table B total hours worked by all employees, total hours worked by Section 3 employees and total hours worked by targeted Section 3 employees.

City of Minot

As officers and representatives of Mattson Construction
(Name of Contractor)

We, the undersigned, have read and fully agree to this Section 3 Plan, and become a party to the full implementation of this program.

Signature: 

Title: VP

Date: 4/15/22

Signature: 

Title: Senior Estimator

Date: 4/14/22

Signature: _____

Title: _____

Date: _____



ATTACHMENT F EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

Equal Employment Opportunity Certification Excerpt From 41 CFR §60-1.4(b)

U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner

Department of Veterans Affairs
OMB Control No. 2507-0129
(rev. 7/31/2009)

The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

(During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work.

Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally-assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed.

Firm Name and Address

Mattson Construction
4321 E. Burdick Expy
Minot, ND 58701

By

Terry Mattson

Title

VP

form HUD-92010 (3/2008)
VA form 29-421

upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart 1 of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant contract; loan insurance guarantee; refrain from extending any further assistance to the applicant under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

Excerpt from HUD Regulations

200.410 Definition of term "applicant"

- (a) In multifamily housing transactions where controls over the mortgage are exercised by the Commissioner either through the ownership of corporate stock or under the provisions of a regulatory agreement, the term "applicant" as used in this subpart shall mean the mortgagee.
- (b) In transactions other than those specified in paragraph (a) of this section, the term "applicant" as used in this subpart shall mean the builder, dealer or contractor performing the construction, repair or rehabilitation work for the mortgagee or other borrower.

200.420 Equal Opportunity Clause to be included in contracts and subcontracts

- (a) The following equal opportunity clause shall be included in each contract and subcontract which is not exempt:
During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of the nondiscrimination clause.

(2) The contractor will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, or national origin.

(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided, advising the said labor union or workers' representative of the contractor's commitments under this section, and shall post copies of the notices in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order 10925 of March 6, 1961, as amended, and of the regulations, and relevant orders of the President's Committee on Equal Employment Opportunity created thereby.

(5) The contractor will furnish all information and reports required by Executive Order 10925 of March 6, 1961, as amended, and by the regulations, and orders of the said Committee or pursuant thereto, and will permit access to his books, records and accounts by all such the Committee for purposes of investigation to ascertain compliance with such regulations and orders.

(6) In the event of the contractor's non-compliance with the nondiscrimination clause of this contract or with any of the said regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or Federally-assisted construction contracts in accordance with procedures authorized in Executive Order 10925 of March 6, 1961, as amended, and such other sanctions may be imposed and remedies invoked as provided in the said Executive Order or by regulations, or order of the President's Committee on Equal Employment Opportunity, or as otherwise provided by law.

(7) The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by regulations, or orders of the President's Committee on Equal Employment Opportunity issued pursuant to Section 303 of Executive Order 10925 of March 6, 1961, as amended, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase orders as HUD may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by HUD, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (b) Except in subcontracts for the performance of construction work at the site of construction, the clause is not required to be inserted in subcontracts below the second tier. Subcontracts may incorporate by reference to the equal opportunity clause.

200.425 Modification in and exemptions from the regulations in this subpart

- (a) The following transactions and contracts are exempt from the regulations in this subpart:

- (1) Loans, mortgages, contracts and subcontracts not exceeding \$10,000.
- (2) Contract and subcontracts not exceeding \$100,000 for standard commercial supplies or raw materials.
- (3) Contracts and subcontracts under which work is to be or has been performed outside the United States and where no recruitment of workers within the United States is involved. To the extent that work pursuant to such contracts is done within the United States, the equal opportunity clause shall be applicable.
- (4) Contracts for the sale of Government property where no appreciable amount of work is involved, and
- (5) Contracts and subcontracts for an indefinite quantity which are not to extend for more than one year if the purchaser determines that the amounts to be ordered under any such contract or subcontract are not reasonably expected to exceed \$100,000 in the case of contracts or subcontracts for standard commercial supplies and raw materials, or \$10,000 in the case of all other contracts and subcontracts.



ATTACHMENT G
CONTRACTOR'S AND SUBCONTRACTOR'S CERTIFICATION CONCERNING LABOR
STANDARDS AND PREVAILING WAGE REQUIREMENTS

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CONTRACTOR'S AND SUBCONTRACTOR'S CERTIFICATION
CONCERNING LABOR STANDARDS & PREVAILING WAGE REQUIREMENTS

TO (APPROPRIATE RECIPIENT)	DATE
c/o Mattson Construction 4321 E. Burdick Expressway Minot, ND 58701	20204441 PROJECT NUMBER (IF ANY)
	Broadway Circle PROJECT NAME

1. The undersigned, having executed a contract with _____
(CONTRACTOR or SUBCONTRACTOR)
for _____
(NATURE OF WORK)
in the amount of \$ _____ in the construction of the above-identified project, certifies that:

a. The Labor Standards Provisions of The Contract For Construction are included in the aforesaid contract.

b. Neither he nor any firm, corporation, partnership or association in which he has a substantial interest is designated as an ineligible contractor by the Comptroller General of the United States pursuant to Section 5.8(b) of the regulations of the Secretary of Labor, Part 5 (29 CFR, Part 5), or pursuant to Section 3(a) of the Davis-Bacon Act, as amended (40 U.S.C. 276a-2(a)).

c. No part of the aforementioned contract has been or will be subcontracted to any subcontractor if such subcontractor or any firm, corporation, partnership or association in which such subcontractor has a substantial interest is designated as an ineligible contractor pursuant to the aforesaid regulatory or statutory provisions.

2. He agrees to obtain and forward to the contractor, for transmittal to the recipient, within ten days after the execution of any Lower tier subcontract, a Subcontractor's Certification Concerning Labor Standards and Prevailing Wage Requirements, executed by the Lower tier subcontractor, in duplicate.

The workmen will report for duty on or about _____ (Date)

3. He certifies that:

a. The Legal name and the business address of the undersigned are:

b. The undersigned is:
☐ A SINGLE PROPRIETORSHIP ☒ A CORPORATION ORGANIZED IN THE STATE OF ND
☐ A PARTNERSHIP ☐ OTHER ORGANIZATION (DESCRIBED): _____

c. THE NAME, TITLE AND ADDRESS OF THE OWNER, PARTNERS OR OFFICERS OF THE UNDERSIGNED ARE:

NAME	TITLE	ADDRESS
Terry Mattson	VP	4321 E. Burdick Expy Minot, ND

- d. The names and addresses of all other persons, both natural and corporate, having a substantial interest in the undersigned, and the nature of the interest are (if none, so state):

NAME	ADDRESS	NATURE OF INTEREST
None		

- e. The names, addresses and trade classifications of all other building construction contractors in which the undersigned has a substantial interest are (if none, so state):

NAME	ADDRESS	TRADE CLASSIFICATION
None		

Subcontractor: _____

By: _____ Date: _____
(Signature)

WARNING

U.S. CRIMINAL CODE, SECTION 1010, TITLE 18, U.S.C., PROVIDES IN PART: "WHOEVER... MAKES, PASSES, UTTERS OR PUBLISHES ANY STATEMENT, KNOWING THE SAME TO BE FALSE... SHALL BE FINED NOT MORE THAN \$5,000 OR IMPRISONED NOT MORE THAN TWO YEARS, OR BOTH."

COVID-19 FORM

I certify that I have read and understood all requirements related to COVID-19 found on <https://ndresponse.gov/covid-19-resources/covid-19-business-and-employer-resources/nd-smart-restart/nd-smart-restart-protocols/large-gatherings> and will be responsible for my employees and my subcontractors to follow said requirements and any future COVID-19 related requirements that the State of North Dakota may enforce.

Official Address:	<u>Mattson Construction</u>	firm name
<u>4321 East Burdick Expressway</u>	<u>Terry Mattson</u>	signed by
<u>Minot, North Dakota 58701</u>	<u>VP</u>	title



NORTH DAKOTA
DEPARTMENT of HEALTH

ENVIRONMENTAL HEALTH SECTION
Gold Seal Center, 918 E. Divide Ave.
Bismarck, ND 58501-1947
701.328.5200 (fax)
www.ndhealth.gov



SOLID WASTE TRANSPORTER PERMIT
PERMIT NUMBER WH-2108

PERMITTEE: Mattson Construction Co.

Pursuant to Chapter 23-29 (Solid Waste Management Act) and Chapter 23-20.3 (Hazardous Waste Management Act) of the North Dakota Century Code (NDCC) and Article 33-20 (Solid Waste Management Rules) and Article 33-24 (Hazardous Waste Management Rules) of the North Dakota Administrative Code (NDAC) a permit is hereby issued by the North Dakota Department of Health to **Mattson Construction Co.** (hereinafter called the Permittee) to transport solid wastes.

The Permittee must comply with all the terms and conditions of this permit. This permit consists of the conditions contained in Modules I and II and applicable rules contained in Articles 33-20 and 33-24 NDAC.

This permit is based on the premise that the information submitted in the permit application dated **March 3, 2017** and subsequent revisions are accurate and that the transportation vehicles and units are in good condition and will be operated as specified in the application, as part of the permit. Any inaccuracies or misrepresentations found in the application may be grounds for the termination or modification of this permit, in accordance with Section 33-20-02.1-06 or Sections 33-24-06-12 through 33-24-06-14 NDAC, or both. The Permittee must inform the North Dakota Department of Health of any deviations from/or changes in the information in the application which would affect the Permittee's ability to comply with the applicable rules or permit conditions.

This permit is effective as of **March 10, 2017** and shall remain in effect until **March 10, 2027**, unless revoked and reissued (Section 33-20-02.1-06 and Section 33-24-06-12 NDAC) or terminated (Section 33-24-06-13 NDAC).

Signature: _____

Curtis L. Erickson, Program Manager
Hazardous Waste Program
Division of Waste Management
North Dakota Department of Health

Date: _____

March 10, 2017

Environmental Health
Section Chief's Office
701.328.5150

Division of
Air Quality
701.328.5188

Division of
Municipal Facilities
701.328.5211

Division of
Waste Management
701.328.5166

Division of
Water Quality
701.328.5210

**Solid Waste Transporter Permit
Permit Number WH-1345**

Permittee: Total Control, Inc.

The North Dakota Department of Health has issued a solid waste transporter permit to the above-listed Permittee. This document serves as registration of the Permittee's regulated activities.

This permit is effective as of **December 26, 2013**, and shall remain in effect until **December 26, 2023**, unless revoked and reissued (Section 33-20-02.1-06 and Section 33-24-06-12 NDAC) or terminated (Section 33-24-06-13 NDAC).

**Solid Waste Transporter Permit
Permit Number WH-1345**

Permittee: Total Control, Inc.

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"General Decision Number: ND20220031 02/25/2022

Superseded General Decision Number: ND20210031

State: North Dakota

Construction Type: Building

County: Ward County in North Dakota.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Note: Contracts subject to the Davis-Bacon Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658. Please note that these Executive Orders apply to covered contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but do not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(2)-(60).

If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:	. Executive Order 14026 generally applies to the contract. . The contractor must pay all covered workers at least \$15.00 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2022.
If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:	. Executive Order 13658 generally applies to the contract. . The contractor must pay all covered workers at least \$11.25 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on that contract in 2022.

The applicable Executive Order minimum wage rate will be adjusted annually. If this contract is covered by one of the Executive Orders and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must still submit a conformance request.

Additional information on contractor requirements and worker protections under the Executive Orders is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Modification Number	Publication Date
0	01/07/2022
1	02/25/2022

B0IL0647-006 01/01/2021

	Rates	Fringes
BOILERMAKER.....	\$ 40.94	28.44

BRND0001-004 05/01/2018

	Rates	Fringes
BRICKLAYER.....	\$ 32.38	13.72

ELEC0714-012 08/30/2021

	Rates	Fringes
ELECTRICIAN (Including Low Voltage Wiring).....	\$ 35.70	11.65+10.5%

ENGI0049-006 05/01/2020

	Rates	Fringes
POWER EQUIPMENT OPERATOR: (Roller).....	\$ 33.15	19.70

IRON0512-014 05/03/2021

	Rates	Fringes
IRONWORKER (REINFORCING AND STRUCTURAL).....	\$ 34.30	31.80

LABR0563-003 05/01/2021

	Rates	Fringes
LABORER (Carpenter Tender).....	\$ 24.52	18.17

PLAS0633-001 05/01/2021

	Rates	Fringes
CEMENT MASON/CONCRETE FINISHER...	\$ 33.88	16.87

PLUM0300-017 05/31/2021

	Rates	Fringes
PLUMBER.....	\$ 35.08	17.65

PLUM0300-020 06/07/2021

	Rates	Fringes
PIPEFITTER.....	\$ 38.19	17.42

SHEE9010-002 06/03/2019

	Rates	Fringes
SHEET METAL WORKER (HVAC Duct Installation Only).....	\$ 30.65	17.60

SUND2012-020 08/18/2014

	Rates	Fringes
CARPENTER.....	\$ 23.66	7.35
FORM WORKER.....	\$ 16.38	6.24
INSULATOR - MECHANICAL (Duct, Pipe & Mechanical System Insulation).....	\$ 17.39	2.10
LABORER: Common or General.....	\$ 18.24	0.00
OPERATOR: Backhoe/Excavator/Trackhoe.....	\$ 23.03	0.00
OPERATOR: Bobcat/Skid Steer/Skid Loader.....	\$ 21.51	0.00
OPERATOR: Crane.....	\$ 27.00	15.65
OPERATOR: Forklift.....	\$ 26.40	13.58
OPERATOR: Loader.....	\$ 21.00	12.45
PAINTER (Brush and Roller).....	\$ 18.18	0.00
TRUCK DRIVER: Dump Truck.....	\$ 20.95	0.00

WELDERS - Receive rate prescribed for craft performing
operation to which welding is incidental.

=====

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

The body of each wage determination lists the classification

and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of ""identifiers"" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than ""SU"" or ""UAVG"" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

Survey Rate Identifiers

Classifications listed under the ""SU"" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- * an existing published wage determination
- * a survey underlying a wage determination
- * a Wage and Hour Division letter setting forth a position on a wage determination matter
- * a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour National Office because National Office has responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

=====

END OF GENERAL DECISION"

State of North Dakota

SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 68

CLASS: A

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **MATTSON CONSTRUCTION CO.** whose address is in MINOT, ND, has filed in this office proper documents for a Contractor License valid until March 1, 2023, and has complied with all requirements of North Dakota Century Code, chapter 43-07.

MATTSON CONSTRUCTION CO. is entitled to bid on and accept contracts as authorized by law under this license without limit as to the value of any single contract project.

Dated: January 19, 2022

A handwritten signature in cursive script, reading "Alvin A. Jaeger".

Alvin A. Jaeger
Secretary of State

CNA SURETY

Bid Bond

Bond No. _____

CONTRACTOR:

(Name, legal status and address)

Mattson Construction Company
4321 Burdick Expressway E
Minot, North Dakota 58701

SURETY: Western Surety Company: South Dakota Corporation

(Name, legal status and principal place of business)

333 S. Wabash Avenue
41st Floor
Chicago, IL 60604

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Project BEE
400 E Central Avenue
Suite 302
Minot, North Dakota 58701

BOND AMOUNT: Five Percent (5%) of Amount of Bid _____

PROJECT:

(Name, location or address, and Project number, if any)

Broadway Circle Project BEE
Minot, North Dakota

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 7th day of April, 2022

(Witness)

(Witness)

Mattson Construction Company

(Principal)

(Seal)

(Title) Terry Mattson, Vice President

Western Surety Company

(Surety)

(Seal)

(Title) Tausha Schmaltz, Attorney-in-Fact

CNA SURETY

Bid Bond

Bond No. _____

CONTRACTOR:

(Name, legal status and address)

Mattson Construction Company
4321 Burdick Expressway E
Minot, North Dakota 58701

SURETY: Western Surety Company: South Dakota Corporation

(Name, legal status and principal place of business)

333 S. Wabash Avenue
41st Floor
Chicago, IL 60604

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OWNER:

(Name, legal status and address)

Project BEE
400 E Central Avenue
Suite 302
Minot, North Dakota 58701

BOND AMOUNT: Five Percent (5%) of Amount of Bid _____

PROJECT:

(Name, location or address, and Project number, if any)

Broadway Circle Project BEE
Minot, North Dakota

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Signed and sealed this 7th day of April, 2022

(Witness)

(Witness)

Mattson Construction Company

(Principal)

(Seal)

(Title) Terry Mattson, Vice President

Western Surety Company

(Surety)

(Seal)

(Title) Tausha Schmaltz, Attorney-in-Fact

Bid Bond

Instructions

GENERAL INFORMATION

Purpose. AIA Document A310—2010 establishes the maximum penal amount that may be due the Owner if the Bidder fails to execute the contract and to provide the required performance and payment bonds, if any. It provides assurance that, if a bidder is offered a contract based on its tendered proposal but fails to enter into the contract, the Owner will be paid the difference in cost to award the contract to the next qualified bidder, so long as the difference does not exceed the maximum penal amount of the bond.

Related Documents. A310 is not incorporated by reference into other AIA documents. For further reference on bonding procedures, see AIA Document A701™—1997, Instructions to Bidders; and AIA Document G612™—2001, Owner's Instructions to Architect.

Use of Non-AIA Forms. AIA Document A310 may be used with any appropriate AIA or non-AIA document. CAUTION SHOULD BE EXERCISED BEFORE ITS USE TO VERIFY ITS COMPLIANCE WITH CURRENT LAWS AND REGULATIONS BY CONSULTING WITH AN ATTORNEY OR A BOND SPECIALIST.

USING A310—2010

Modifications. Particularly with respect to professional or contractor licensing laws, building codes, taxes, monetary and interest charges, arbitration, indemnification, format and font size, AIA Contract Documents may require modification to comply with state or local laws. Users are encouraged to consult an attorney before completing or modifying a document.

In a purchased paper AIA Contract Document, necessary modifications may be accomplished by writing or typing the appropriate terms in the blank spaces provided on the document, or by attaching Supplementary Conditions, special conditions or referenced amendments.

Modifications directly to purchased paper AIA Contract Documents may also be achieved by striking out language. However, care must be taken in making these kinds of deletions. Under NO circumstances should standard language be struck out to render it illegible. For example, users should not apply blocking tape, correction fluid or Xs that would completely obscure text. Such practices may raise suspicion of fraudulent concealment, or suggest that the completed and signed document has been tampered with. Both parties should initial handwritten changes.

Using AIA software, modifications to insert information and revise the standard AIA text may be made as the software permits.

By reviewing properly made modifications to a standard AIA Contract Document, parties familiar with that document can quickly understand the essence of the proposed relationship. Commercial exchanges are greatly simplified and expedited, good faith dealing is encouraged, and otherwise latent clauses are exposed for scrutiny.

AIA Contract Documents may not be retyped or electronically scanned. Retyping can introduce typographic errors and cloud legal interpretation given to a standard clause. Furthermore, retyping and electronic scanning are not permitted under the user's limited license for use of the document, constitute the creation of a derivative work and violate the AIA's copyright.

Identification of the Parties. The Contractor, the Surety, and the Owner should be identified using their respective full names and addresses or legal titles under which the bond is to be executed. The state in which the Surety is incorporated also should be identified in the space provided.

Bond Amount. The dollar amount of the bond should be provided in both written and numerical form.

Project Description. The proposed project should be described in sufficient detail to identify (1) the official name or title of the facility; (2) the location of the site; (3) the proposed building type, size, scope or usage; and (4) the project number required by the owner, if any. A project number may be required by certain public owners to adequately identify the project to which the bond pertains.

Execution of the Bond. The bond must be signed by both the Contractor and the Surety. The parties executing (signing) the bond should print their title and impress their corporate seal, if any. Where appropriate, attach a copy of the resolution or bylaw authorizing the individual to act on behalf of the firm or entity. As to the Surety, this usually takes the form of a power of attorney issued by the Surety company to the bond producer (agent) who signs on its behalf.

ACKNOWLEDGMENT OF PRINCIPAL (INDIVIDUAL)

STATE OF _____
COUNTY OF _____

On this _____ day of _____, in the year 20____, before me personally appeared _____, known to me to be the person who is described in and who executed the foregoing instrument and acknowledged to me that he executed the same.

(Notary Public)

ACKNOWLEDGMENT OF PRINCIPAL (PARTNERSHIP)

STATE OF _____
COUNTY OF _____

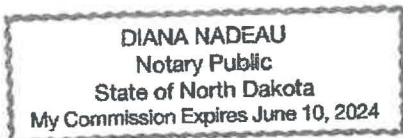
On this _____ day of _____, in the year 20____, before me personally appeared _____, a member of the co-partnership of _____, known to me to be the person who is described in and who executed the foregoing instrument and acknowledged to me that he executed the same as and for the act and deed of the said co-partnership.

(Notary Public)

ACKNOWLEDGMENT OF PRINCIPAL (CORPORATION)

STATE OF North Dakota
COUNTY OF Ward

On this 7th day of April, in the year 2022, before me personally appeared Terry Mattson, known to me to be the Vice President of Mattson Construction Company, the corporation described in and which executed the foregoing instrument, and acknowledged to me that such corporation executed the same.



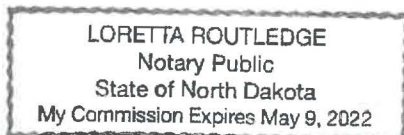
Diana Nadeau

(Notary Public)

ACKNOWLEDGMENT OF SURETY (ATTORNEY-IN-FACT)

STATE OF North Dakota
COUNTY OF Ward

On this 7th day of April in the year 2022, before me personally appeared Tausha Schmaltz, known to me to be the Attorney-in-Fact of Western Surety Company, the company described in and which executed the foregoing instrument; and acknowledged to me that she signed said instrument as Attorney-in-Fact of the said company and subscribed the name of Western Surety Company, thereof as surety, and her own name as Attorney-in-Fact.



Loretta Routledge

(Notary Public)

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Loretta F Routledge, Douglas J Rued, Diane J Peterson, Kristi A Bertsch, Michael D Humphreys, Marilyn D Turner, Karla Henson, Tausha Schmaltz, Cynthia Fernandez, Individually

of Minot, ND, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 9th day of March, 2022.



WESTERN SURETY COMPANY

Paul T. Bruflat, Vice President

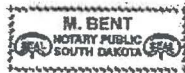
State of South Dakota
County of Minnehaha

} ss

On this 9th day of March, 2022, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026



M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 7th day of April, 2022.



WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

Form F4280-7-2012

Go to www.cnasurety.com > Owner / Obliges Services > Validate Bond Coverage, if you want to verify bond authenticity.

Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

CNA SURETY

Performance Bond

Bond No. 30107208

CONTRACTOR:

(Name, legal status and address)

Mattson Construction Company
4321 Burdick Expressway E
Minot, North Dakota 58701

SURETY: Western Surety Company: South Dakota Corporation

(Name, legal status and principal place of business)

333 S. Wabash Avenue
41st Floor
Chicago, IL 60604

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

AIA Document A312-2010 combines two separate bonds, a Performance Bond and a Payment Bond, into one form. This is not a single combined Performance and Payment Bond.

OWNER:

(Name, legal status and address)

Project BEE
400 E. Central Ave., Ste 302
Minot, North Dakota 58701

CONSTRUCTION CONTRACT

Date: April 26, 2022

Amount: Seven Million, Five Hundred Forty Thousand Dollars & Zero Cents
\$7,540,000.00

Description:

(Name and location)

Broadway Circle Project BEE
1901 S. Broadway
Minot, North Dakota 58701

BOND

Date: April 27, 2022

(Not earlier than Construction Contract Date)

Amount: Seven Million, Five Hundred Forty Thousand Dollars & Zero Cents
\$7,540,000.00

Modifications to this Bond: ☒ None

☐ See Section 16

CONTRACTOR AS PRINCIPAL

Company:

Mattson Construction Company

(Corporate Seal)

SURETY

Company:

Western Surety Company: South Dakota Corporation

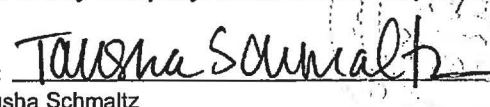
(Corporate Seal)

Signature: 

Name Terry Mattson

and Title: Vice President

(Any additional signatures appear on the last page of this Performance Bond.)

Signature: 

Name Tausha Schmaltz

and Title: Attorney-In-Fact

(FOR INFORMATION ONLY — Name, address and telephone)

AGENT or BROKER:

First Western Insurance
2105 16th St NW
Minot, ND 58703
701-852-5246

OWNER'S REPRESENTATIVE:

(Architect, Engineer or other party:)

Elizabeth Larsen
400 E. Central Ave., Ste 302
Minot, ND 58701
701-838-1812

§ 1 The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.

§ 2 If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except when applicable to participate in a conference as provided in Section 3.

§ 3 If there is no Owner Default under the Construction Contract, the Surety's obligation under this Bond shall arise after

- .1 the Owner first provides notice to the Contractor and the Surety that the Owner is considering declaring a Contractor Default. Such notice shall indicate whether the Owner is requesting a conference among the Owner, Contractor and Surety to discuss the Contractor's performance. If the Owner does not request a conference, the Surety may, within five (5) business days after receipt of the Owner's notice, request such a conference. If the Surety timely requests a conference, the Owner shall attend. Unless the Owner agrees otherwise, any conference requested under this Section 3.1 shall be held within ten (10) business days of the Surety's receipt of the Owner's notice. If the Owner, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement shall not waive the Owner's right, if any, subsequently to declare a Contractor Default;
- .2 the Owner declares a Contractor Default, terminates the Construction Contract and notifies the Surety; and
- .3 the Owner has agreed to pay the Balance of the Contract Price in accordance with the terms of the Construction Contract to the Surety or to a contractor selected to perform the Construction Contract.

§ 4 Failure on the part of the Owner to comply with the notice requirement in Section 3.1 shall not constitute a failure to comply with a condition precedent to the Surety's obligations, or release the Surety from its obligations, except to the extent the Surety demonstrates actual prejudice.

§ 5 When the Owner has satisfied the conditions of Section 3, the Surety shall promptly and at the Surety's expense take one of the following actions:

§ 5.1 Arrange for the Contractor, with the consent of the Owner, to perform and complete the Construction Contract;

§ 5.2 Undertake to perform and complete the Construction Contract itself, through its agents or independent contractors;

§ 5.3 Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and a contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Section 7 in excess of the Balance of the Contract Price incurred by the Owner as a result of the Contractor Default; or

§ 5.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances:

- .1 After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, make payment to the Owner; or
- .2 Deny liability in whole or in part and notify the Owner, citing the reasons for denial.

§ 6 If the Surety does not proceed as provided in Section 5 with reasonable promptness, the Surety shall be deemed to be in default on this Bond seven days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Section 5.4, and the Owner refuses the payment or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.

§ 7 If the Surety elects to act under Section 5.1, 5.2 or 5.3, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. Subject to the commitment by the Owner to pay the Balance of the Contract Price, the Surety is obligated, without duplication, for

- .1 the responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;
- .2 additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Section 5; and
- .3 liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

§ 8 If the Surety elects to act under Section 5.1, 5.3 or 5.4, the Surety's liability is limited to the amount of this Bond.

§ 9 The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators, successors and assigns.

§ 10 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

§ 11 Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within two years after a declaration of Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 12 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears.

§ 13 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

§ 14 Definitions

§ 14.1 Balance of the Contract Price. The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

§ 14.2 Construction Contract. The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and changes made to the agreement and the Contract Documents.

§ 14.3 Contractor Default. Failure of the Contractor, which has not been remedied or waived, to perform or otherwise to comply with a material term of the Construction Contract.

§ 14.4 Owner Default. Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

§ 14.5 Contract Documents. All the documents that comprise the agreement between the Owner and Contractor.

§ 15 If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

§ 16 Modifications to this bond are as follows:

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL

SURETY

Company:

(Corporate Seal)

Company:

(Corporate Seal)

Signature: _____

Name and Title:

Address

Signature: _____

Name and Title:

Address

CNA SURETY

Payment Bond

Bond No. 30107208

CONTRACTOR:

(Name, legal status and address)

Mattson Construction Company
4321 Burdick Expressway E
Minot, North Dakota 58701

SURETY: Western Surety Company: South Dakota Corporation

(Name, legal status and principal place of business)

333 S. Wabash Avenue
41st Floor
Chicago, IL 60604

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

AIA Document A312-2010 combines two separate bonds, a Performance Bond and a Payment Bond, into one form. This is not a single combined Performance and Payment Bond.

OWNER:

(Name, legal status and address)

Project BEE
400 E. Central Ave., Ste 302
Minot, North Dakota 58701

CONSTRUCTION CONTRACT

Date: April 26, 2022

Amount: Seven Million, Five Hundred Forty Thousand Dollars & Zero Cents
\$7,540,000.00

Description:

(Name and location)

Broadway Circle Project BEE
1901 S. Broadway
Minot, North Dakota 58701

BOND

Date: April 27, 2022

(Not earlier than Construction Contract Date)

Amount: Seven Million, Five Hundred Forty Thousand Dollars & Zero Cents
\$7,540,000.00

Modifications to this Bond: ☒ None

☐ See Section 18

CONTRACTOR AS PRINCIPAL

Company:

Mattson Construction Company

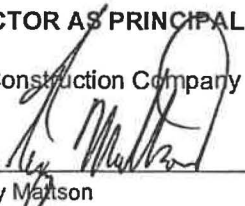
(Corporate Seal)

SURETY

Company:

Western Surety Company: South Dakota Corporation

(Corporate Seal)

Signature: 

Name Terry Mattson

and Title: Vice President

(Any additional signatures appear on the last page of this Payment Bond.)

Signature: 

Name Tausha Schmalz

and Title: Attorney-In-Fact

(FOR INFORMATION ONLY — Name, address and telephone)

AGENT or BROKER:

First Western Insurance
2105 16th St NW
Minot, ND 58703
701-852-5246

OWNER'S REPRESENTATIVE:

(Architect, Engineer or other party:)

Elizabeth Larsen
400 E. Central Ave., Ste 302
Minot, ND 58701
701-838-1812

§ 1 The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner to pay for labor, materials and equipment furnished for use in the performance of the Construction Contract, which is incorporated herein by reference, subject to the following terms.

§ 2 If the Contractor promptly makes payment of all sums due to Claimants, and defends, indemnifies and holds harmless the Owner from claims, demands, liens or suits by any person or entity seeking payment for labor, materials or equipment furnished for use in the performance of the Construction Contract, then the Surety and the Contractor shall have no obligation under this Bond.

§ 3 If there is no Owner Default under the Construction Contract, the Surety's obligation to the Owner under this Bond shall arise after the Owner has promptly notified the Contractor and the Surety (at the address described in Section 13) of claims, demands, liens or suits against the Owner or the Owner's property by any person or entity seeking payment for labor, materials or equipment furnished for use in the performance of the Construction Contract and tendered defense of such claims, demands, liens or suits to the Contractor and the Surety.

§ 4 When the Owner has satisfied the conditions in Section 3, the Surety shall promptly and at the Surety's expense defend, indemnify and hold harmless the Owner against a duly tendered claim, demand, lien or suit.

§ 5 The Surety's obligations to a Claimant under this Bond shall arise after the following:

§ 5.1 Claimants, who do not have a direct contract with the Contractor,

- .1 have furnished a written notice of non-payment to the Contractor, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were, or equipment was, furnished or supplied or for whom the labor was done or performed, within ninety (90) days after having last performed labor or last furnished materials or equipment included in the Claim; and
- .2 have sent a Claim to the Surety (at the address described in Section 13).

§ 5.2 Claimants, who are employed by or have a direct contract with the Contractor, have sent a Claim to the Surety (at the address described in Section 13).

§ 6 If a notice of non-payment required by Section 5.1.1 is given by the Owner to the Contractor, that is sufficient to satisfy a Claimant's obligation to furnish a written notice of non-payment under Section 5.1.1.

§ 7 When a Claimant has satisfied the conditions of Sections 5.1 or 5.2, whichever is applicable, the Surety shall promptly and at the Surety's expense take the following actions:

§ 7.1 Send an answer to the Claimant, with a copy to the Owner, within sixty (60) days after receipt of the Claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed; and

§ 7.2 Pay or arrange for payment of any undisputed amounts.

§ 7.3 The Surety's failure to discharge its obligations under Section 7.1 or Section 7.2 shall not be deemed to constitute a waiver of defenses the Surety or Contractor may have or acquire as to a Claim, except as to undisputed amounts for which the Surety and Claimant have reached agreement. If, however, the Surety fails to discharge its obligations under Section 7.1 or Section 7.2, the Surety shall indemnify the Claimant for the reasonable attorney's fees the Claimant incurs thereafter to recover any sums found to be due and owing to the Claimant.

§ 8 The Surety's total obligation shall not exceed the amount of this Bond, plus the amount of reasonable attorney's fees provided under Section 7.3, and the amount of this Bond shall be credited for any payments made in good faith by the Surety.

§ 9 Amounts owed by the Owner to the Contractor under the Construction Contract shall be used for the performance of the Construction Contract and to satisfy claims, if any, under any construction performance bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Construction Contract are dedicated to satisfy obligations of the Contractor and Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.

§ 10 The Surety shall not be liable to the Owner, Claimants or others for obligations of the Contractor that are unrelated to the Construction Contract. The Owner shall not be liable for the payment of any costs or expenses of any Claimant under this Bond, and shall have under this Bond no obligation to make payments to, or give notice on behalf of, Claimants or otherwise have any obligations to Claimants under this Bond.

§ 11 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

§ 12 No suit or action shall be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the state in which the project that is the subject of the Construction Contract is located or after the expiration of one year from the date (1) on which the Claimant sent a Claim to the Surety pursuant to Section 5.1.2 or 5.2, or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract, whichever of (1) or (2) first occurs. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 13 Notice and Claims to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears. Actual receipt of notice or Claims, however accomplished, shall be sufficient compliance as of the date received.

§ 14 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

§ 15 Upon request by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor and Owner shall promptly furnish a copy of this Bond or shall permit a copy to be made.

§ 16 Definitions

§ 16.1 Claim. A written statement by the Claimant including at a minimum:

- .1 the name of the Claimant;
- .2 the name of the person for whom the labor was done, or materials or equipment furnished;
- .3 a copy of the agreement or purchase order pursuant to which labor, materials or equipment was furnished for use in the performance of the Construction Contract;
- .4 a brief description of the labor, materials or equipment furnished;
- .5 the date on which the Claimant last performed labor or last furnished materials or equipment for use in the performance of the Construction Contract;
- .6 the total amount earned by the Claimant for labor, materials or equipment furnished as of the date of the Claim;
- .7 the total amount of previous payments received by the Claimant; and
- .8 the total amount due and unpaid to the Claimant for labor, materials or equipment furnished as of the date of the Claim.

§ 16.2 Claimant. An individual or entity having a direct contract with the Contractor or with a subcontractor of the Contractor to furnish labor, materials or equipment for use in the performance of the Construction Contract. The term Claimant also includes any individual or entity that has rightfully asserted a claim under an applicable mechanic's lien or similar statute against the real property upon which the Project is located. The intent of this Bond shall be to include without limitation in the terms "labor, materials or equipment" that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental equipment used in the Construction Contract, architectural and engineering services required for performance of the work of the Contractor and the Contractor's subcontractors, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials or equipment were furnished.

§ 16.3 Construction Contract. The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and all changes made to the agreement and the Contract Documents.

§ 16.4 Owner Default. Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

§ 16.5 Contract Documents. All the documents that comprise the agreement between the Owner and Contractor.

§ 17 If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

§ 18 Modifications to this bond are as follows:

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL

SURETY

Company:

(Corporate Seal)

Company:

(Corporate Seal)

Signature: _____

Name and Title:

Address

Signature: _____

Name and Title:

Address

ACKNOWLEDGMENT OF PRINCIPAL (INDIVIDUAL)

STATE OF _____
COUNTY OF _____

On this _____ day of _____, in the year 20____, before me personally appeared _____, known to me to be the person who is described in and who executed the foregoing instrument and acknowledged to me that he executed the same.

(Notary Public)

ACKNOWLEDGMENT OF PRINCIPAL (PARTNERSHIP)

STATE OF _____
COUNTY OF _____

On this _____ day of _____, in the year 20____, before me personally appeared _____, a member of the co-partnership of _____, known to me to be the person who is described in and who executed the foregoing instrument and acknowledged to me that he executed the same as and for the act and deed of the said co-partnership.

(Notary Public)

ACKNOWLEDGMENT OF PRINCIPAL (CORPORATION)

STATE OF North Dakota
COUNTY OF Ward

On this 27th day of April, in the year 2022, before me personally appeared Terry Mattson, known to me to be the Vice President of Mattson Construction Company, the corporation described in and which executed the foregoing instrument, and acknowledged to me that such corporation executed the same.

DIANA NADEAU
Notary Public
State of North Dakota
My Commission Expires June 10, 2024

Diana Nadeau
(Notary Public)

ACKNOWLEDGMENT OF SURETY (ATTORNEY-IN-FACT)

STATE OF North Dakota
COUNTY OF Ward

On this 27th day of April in the year 2022, before me personally appeared Tausha Schmaltz, known to me to be the Attorney-in-Fact of Western Surety Company, the company described in and which executed the foregoing instrument; and acknowledged to me that she signed said instrument as Attorney-in-Fact of the said company and subscribed the name of Western Surety Company, thereof as surety, and her own name as Attorney-in-Fact.

STACEY MACCLENNAN
Notary Public
State of North Dakota
My Commission Expires April 7, 2024

Smaltz
(Notary Public)

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Loretta F Routledge, Douglas J Rued, Diane J Peterson, Kristi A Bertsch, Michael D Humphreys, Marilyn D Turner, Karla Henson, Tausha Schmaltz, Cynthia Fernandez, Individually

of Minot, ND, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 9th day of March, 2022.



WESTERN SURETY COMPANY

Paul T. Bruflat

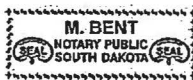
Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 9th day of March, 2022, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026

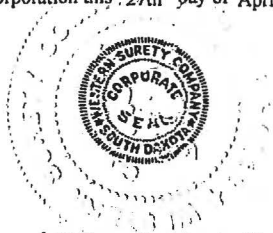


M. Bent

M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 27th day of April, 2022.



WESTERN SURETY COMPANY

L. Nelson

L. Nelson, Assistant Secretary

Form F4280-7-2012

Go to www.cnasurety.com > Owner / Obligor Services > Validate Bond Coverage, if you want to verify bond authenticity.

Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/27/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER First Western Insurance P.O. Box 320 Minot ND 58702-0320		CONTACT NAME: Marilyn Turner PHONE (A/C, No, Ext): (701) 852-5246 FAX (A/C, No): (701) 420-7301 E-MAIL ADDRESS: marilyn.turner@firstwestern.insurance	
INSURED MATTSON CONSTRUCTION COMPANY 4321 Burdick Expy E Minot ND 58701-5503		INSURER(S) AFFORDING COVERAGE INSURER A: EMCASCO Insurance Company INSURER B: Employers Mutual Casualty Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 21407 21415	

COVERAGES

CERTIFICATE NUMBER: CL21122004751

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR	Y	Y	6D15010	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000						
	MED EXP (Any one person) \$ 10,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
B	☒ WORKSITE POLLUTION GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:	Y	Y	6E15010	01/01/2022	01/01/2023	GENERAL AGGREGATE \$ 2,000,000
	PRODUCTS - COMP/OP AGG \$ 2,000,000						
	WKSTE POLLUTION \$ 1,000,000						
	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000						
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY	Y	Y	6J15010	01/01/2022	01/01/2023	BODILY INJURY (Per person) \$
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
	\$						
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000	Y	Y	6D15010 / ND STOP GAP	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 5,000,000
	AGGREGATE \$ 5,000,000						
	\$						
	\$						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	6D15010 / ND STOP GAP	01/01/2022	01/01/2023	PER STATUTE ☐ OTH-ER ☐ EMPLOYERS LIAB
	E.L. EACH ACCIDENT \$ 1,000,000						
	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000						
	E.L. DISEASE - POLICY LIMIT \$ 1,000,000						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: Broadway Circle Project BEE

Additional Insured (Primary and Noncontributory on the General Liability including ongoing and completed operations) and Waiver of Subrogation are in favor of Project BEE (Owner) and Engineers-Architects, PC (EAPC) (Architect) - as required by written contract.

CERTIFICATE HOLDER

CANCELLATION

PROJECT BEE 400 E CENTRAL AVENUE SUITE 302 MINOT ND 58701	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Marilyn D. Turner</i>

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STATE OF NORTH DAKOTA
OFFICE OF STATE TAX COMMISSIONER
RYAN RAUSCHENBERGER, COMMISSIONER

October 29, 2021

Ref: L0569151616

Acct: 0300101-CCT-006

MATTSON CONSTRUCTION CO
4321 BURDICK EXPY E
MINOT ND 58701-5503

(083) 

North Dakota Contractor's Tax Clearance – Expires December 31, 2022.

As of the date of this letter, the North Dakota Office of State Tax Commissioner's records show that the above-named taxpayer does not owe any North Dakota income, sales, use, or gross receipts taxes. This tax clearance does not release the taxpayer from paying any additional income, sales, use, or gross receipts tax that may become due as the result of an audit.

A copy of this Contractor's Tax Clearance may be required to be filed with the North Dakota Secretary of State for contractor licensing purposes. If you enter into a contract with a state or local governmental agency or board, a copy of this Tax Clearance must be provided to that entity.

This is the only copy of the North Dakota Tax Clearance that will be issued and should be retained in your files. It is recommended that you make multiple copies of this document.

Stephen Horgan
Supervisor, Tax Registration

Please Note: If You Are No Longer Doing Business In North Dakota, indicate in the space below the date you ceased operations in this state, sign and date, ***make a copy for your records***, and return this document to our office.

Date Operations Ceased
In North Dakota

Signature

Date



North Dakota Workforce
Safety & Insurance

Bryan Klipfel
Director

Diana Nadeau
Mattson Construction Co
4321 E Burdick Expy
Minot ND 58701-5503

February 15, 2022

**Account
Information**

Employer account number: 41806
Issue date: 02/14/2022
Expiration date: 03/16/2023

Certificate of Payment

**Reason
For Notice**

Workforce Safety & Insurance (WSI) certifies Mattson Construction Co has North Dakota workers' compensation coverage from 01/01/2022 to 12/31/2022. Employees of Mattson Construction Co are entitled to apply for WSI benefits.

Required Action

Employers must post this Certificate of Payment in a conspicuous manner at the workplace. A penalty of \$250 may apply for failure to comply with this requirement. See North Dakota Century Code § 65-04-04.

**Additional
Information**

Coverage under this certificate extends to employers for their North Dakota exposure. Limited coverage may be extended for temporary and/or incidental exposure outside of North Dakota.

WSI may revoke the Certificate of Payment for failure to make required premium payments.

**For More
Information**

Contact customer service at 800-777-5033 or 701-328-3800 with questions.

Class	Classification Description
5410F 5410X 8747 8805	Bldg Const-Inclu Concrete Work Officer/Owner or Family Member Coverage Professional/Business Reps Clerical Office Employees

Sincerely,

Barry Schumacher
Chief of Employer Services

PL5



CONTRACT ASSIGNMENT AGREEMENT

Broadway Circle Construction Contract

This Assignment Agreement (Agreement), is entered into by and between the City of Minot (City/Assignee), a municipal corporation and political subdivision of the State of North Dakota, Project BEE (Project BEE/Assignor), and Mattson Construction Company (Mattson Construction), collectively referred to herein as the Parties, to assign Project BEE's interest in the following construction contract to the City of Minot:

1. AIA Document A101-2017, A Standard Form of Agreement between Owner and Contractor where the basis of payment is a stipulated sum entered into on April 26, 2022 by and between Project BEE, and Mattson Construction Company (Contractor) to construct the Broadway Circle Project BEE located at 1901 S. Broadway, Minot, ND 58701 (EAPC Project # 20204441). This document is attached hereto as Exhibit A, is referred to throughout this Agreement as the "Broadway Circle Construction Contract."

WHEREAS, Project BEE/Assignor entered into three subrecipient agreements with the City/Assignee to construct seventeen affordable rental units for LMI households and to develop a Family Homeless Shelter with six emergency shelter units for LMI households, hereinafter referred to as the "Broadway Circle Project"; and

WHEREAS, Project BEE/Assignor entered into the Broadway Circle Construction Contract with Mattson Construction for the purpose of constructing the Broadway Circle Project; and

WHEREAS, Project BEE/Assignor advised the City that it cannot complete its remaining obligations under its subrecipient agreements with the City/Assignee; and

WHEREAS, Project BEE/Assignor wishes to assign their rights and obligations under the Broadway Circle Construction Contract to the City/Assignee; and

WHEREAS, City/Assignee wishes to assume the majority of Project BEE/Assignor's rights and obligations under the Broadway Circle Construction Contract in order to ensure completion of the Broadway Circle Project; and

WHEREAS, Mattson Construction consents to Project BEE/Assignor assigning most of their rights and obligations under the Broadway Circle Construction Contract to the City/Assignee; and

WHEREAS, assignment of this Agreement will allow the City/Assignee and Mattson Construction Company to continue the Broadway Circle Project under the terms and conditions negotiated in the Broadway Circle Construction Contract and this Agreement; and

NOW, THEREFORE, in consideration of the mutual covenants and promises recorded herein and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties hereby agree as follows:

1. Recitals Incorporated. The recitals set forth above are true and correct, and considered a part of this Agreement.
2. Assignment of Broadway Circle Construction Contract. Project BEE/Assignor and the City/Assignee hereby agree that Project BEE/Assignor shall assign, and City/Assignee shall assume, all of Project BEE/Assignor's rights, titles, and interests, obligations, responsibilities, and duties under the Broadway Circle Construction Contract unless stated otherwise in this Agreement on February 6, 2024 at 8:00 a.m. (Assignment Date).
3. Mutual Agreements and Modifications to Broadway Circle Construction Contract.
 - a. City/Assignee and Mattson Construction mutually agree that that portion of the Broadway Circle Project consisting of buildings A, B, and C are above the 50% mark, and upon execution of this Agreement, the retainage will be paid directly from City/Assignee to Mattson Construction on building A, and the retainage will be reduced to 5% on the remainder of the Broadway Circle Project; and
 - b. City/Assignee will put a 10% contingency in place to ensure any approved future change orders are covered; and
 - c. Building B will not be occupied until construction has been completed on building C. The 5% remaining retainage will not be released until both buildings are complete and receive a certificate of occupancy.
4. Assignment Agreement Contingent upon Execution of Mutual Termination Agreement. Project BEE/Assignor and City/Assignee have also executed a Mutual Termination Agreement dated _____ (Mutual Termination Agreement). The Parties acknowledge, understand, and agree that this Agreement shall be terminable at the City/Assignee's option should Project BEE/Assignor fail to comply with any of the terms and conditions of the Mutual Termination Agreement.
5. Indemnification by Project BEE/Assignor. Notwithstanding the foregoing, Project BEE/Assignor agrees to defend and indemnify City/Assignee and Mattson Construction from any and all claims, actions, judgments, liabilities, proceedings, and costs, including reasonable attorney's fees and other costs of defense and damages resulting from Project BEE/Assignor's performance before and after their assignment of the Broadway Circle Construction Contract to the City/Assignee.
6. Parties Responsible for Costs. The Parties shall be responsible for their own direct and indirect costs associated with this Agreement.
7. Project BEE's Representations and Warranties. Project BEE represents and warrants the following as a material inducement for the City to enter into this Agreement:
 - a. Project BEE is a non-profit organization, validly existing and in good standing under the laws of the State of North Dakota; it has the power and authority necessary to enter into this Agreement and carry out the transactions contemplated herein, and that the execution and delivery of this Agreement to the City will not violate or constitute a default under

the terms and provisions of any agreement, law, or court order to which Project BEE is a party or by which Project BEE is bound.

- b. All actions required to authorize Project BEE to enter into this Agreement have been taken, and that this Agreement is a valid and binding obligation of Project BEE, enforceable in accordance with its terms.
 - c. The person executing this Agreement on behalf of Project BEE has the full power and authority to bind Project BEE to the terms hereof.
8. Non-Litigation Covenant. The release in this Agreement may be plead as a full and complete defense to, and may be used as the basis for an injunction against any action, suit, or other proceeding which may be instituted, prosecuted, or attempted in breach of the release contained herein, and the Parties shall not in any manner challenge this Agreement. Notwithstanding the mutual releases contained in this Agreement, nothing in this Agreement is, nor shall be deemed to be, a release of the obligations, terms, and conditions of this Agreement, and nothing herein shall in any manner limit or otherwise preclude the Parties from commencing an action solely for the purpose of enforcing any obligation, term, or condition of this Agreement.
9. Binding Effect. The terms of this Agreement, including the recitals above, are considered binding and effective promises, agreements, and covenants, fully enforceable by the Parties. This Agreement shall inure to the benefit of the Parties and any of their heirs, successors, personal representatives, officers, and assigns of each.
10. City's Representations and Warranties. The City represents and warrants the following as a material inducement for the City to enter into this Agreement:
- a. The City is a municipal corporation with a home rule charter, existing and in good standing under the laws of the State of North Dakota; that it has all the necessary power and authority to enter into this Agreement and carry out the transactions contemplated herein; and that the execution and delivery hereof and the performance by the City of its obligations hereunder will not violate or constitute a default under the terms and provisions of any agreement, law or court order to which the City is a party or by which the City is bound.
 - b. All actions required to authorize the City to enter into this Agreement have been taken, and that this Agreement is a valid and binding obligation of Project BEE, enforceable in accordance with its terms.
 - c. The person executing this Agreement on behalf of the City has the full power and authority to bind the City to the terms hereof.
11. Notices. Notices, statements, and other communications to be given under the terms of this Agreement shall be delivered in a timely fashion (and in any event within any time limits established elsewhere in this Agreement) and shall be in writing and delivered by hand or sent by U.S. Mail (return receipt requested), and addressed as follows:

- a. To City/Assignee: City of Minot

Attn: City Clerk
P.O. Box 5006
Minot, ND 58702-5006

- b. To Project BEE/
Assignor: Project BEE
205 – 3rd St. SE
Minot, ND 58701
- c. Mattson
Construction: 4321 East Burdick Expy.
Minot, ND 58701

12. Records Maintenance. The Parties agree that this Agreement and all documents relative to this Agreement are subject to North Dakota's open records laws and shall remain accessible to the City upon written request by the City.

13. Waiver. The waiver by either Party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained. No covenant, term or condition of this Agreement shall be deemed to have been waived by either Party, unless such waiver is in writing signed by the Party against whom such waiver is asserted.

14. Successors and Assigns. All of the rights, benefits, duties, liabilities, and obligations of the Parties hereto shall inure to the benefit of and be binding upon their respective successors and assigns.

- a. Transfers and Assignments. The Parties shall not sell, convey, assign, transfer, pledge, or otherwise dispose of all or any part of its interest, if any, in this Agreement, or any of the contractual rights or obligations related to this Agreement without first obtaining the prior written consent of the City.

15. Applicable Law/Venue. This Agreement and all provisions herein shall be construed and enforced in accordance with the laws of the State of North Dakota. Venue for any action arising out of this Agreement shall be in Ward County District Court.

16. Representation by Counsel/Voluntary Nature of Agreement. The Parties acknowledge and represent that they have been, or have waived the opportunity to consult and be, represented by legal counsel in connection with the consideration and execution of this Agreement. The Parties represent and declare that in executing this Agreement, they relied solely upon their own judgment, belief, and knowledge, and after consultation with their legal counsel concerning the nature, extent, and duration of their rights and claims, and that they were not induced into executing this Agreement by any representations not expressly contained or referred to herein. By entering into this Agreement, the Parties acknowledge and expressly warrant and represent to each other that, as a part of the consideration for the promises contained herein, that before executing this Agreement they have fully and completely read its terms and that the terms of this Agreement are fully understood and voluntarily accepted by each Party, without duress or coercion of any kind.

17. Severability. If any provisions of this Agreement, the deletion of which would not adversely affect the receipt of any material benefit by any party hereunder or substantially increase the burden on any party hereto, shall be found invalid or unenforceable to any extent, the same shall be considered severed, and shall not adversely affect the validity or enforceability of the remainder of this Agreement.
18. Further Assurances. The Parties hereby agree to execute and deliver any and all instruments, agreements, documents, and take any other such action as may be necessary and appropriate to carry out the transactions described in this Agreement.
19. Titles and Captions. Titles and captions are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its terms. Reference to section numbers are to sections in this Agreement unless expressly stated otherwise.
20. Entire Agreement. This Agreement sets forth all the covenants, promises, agreements, conditions, and understandings between the Parties, oral or written, relating to the subject matter of this Agreement. Neither Party has made any representations or promises not expressly contained herein. No subsequent alterations, amendments, changes, or additions to this Agreement shall be binding upon a Party unless reduced to writing and signed by a Party's authorized representative.

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed by their undersigned officials as duly authorized,

ASSIGNEE: CITY OF MINOT

ASSIGNOR: PROJECT BEE

Mayor

Title:

Date

Date

Attest:

Attest:

City Clerk

Title:

Date

Date

Attest:

Finance Director, City of Minot

Date

By signing below, Mattson Construction Corporation hereby consents to the assignment of the Broadway Circle Contract from Project BEE/Assignor to the City of Minot/Assignee as described in this Agreement, to include the modifications described in paragraph 3.



Title: VP

Title:

Date Feb 5, 2024

Date



**FIRST AMENDMENT TO THE BROADWAY CIRCLE CONSTRUCTION CONTRACT,
INITIALLY ENTERED INTO BY AND BETWEEN PROJECT BEE AND MATTSON
CONSTRUCTION COMPANY ON APRIL 26, 2022, AND ASSIGNED FROM PROJECT
BEE TO THE CITY OF MINOT**

THIS FIRST AMENDMENT to the Broadway Circle Construction Contract is made and entered into effective May 6, 2024 ("Amendment Effective Date") and is by and between the City of Minot (City) and Mattson Construction Company (Mattson Construction). Throughout this Amendment, the City and Mattson Construction shall be collectively referred to as "the Parties", and each a "Party".

WHEREAS, the City assumed the majority of Project BEE's rights and obligations under the following Broadway Circle Construction Contract in order to ensure construction and completion of seventeen affordable rental units for low to moderate income (LMI) households and to develop a family homeless shelter with six emergency shelter units for LMI households, hereinafter referred to as the "Broadway Circle Project":

1. AIA Document A101-2017, A Standard Form of Agreement between Owner and Contractor where the basis of payment is a stipulated sum entered into on April 26, 2022 by and between Project BEE, and Mattson Construction Company (Contractor) to construct the Broadway Circle Project BEE located at 1901 S. Broadway, Minot, ND 58701 (EAPC Project # 20204441). This document is is referred to throughout this Agreement as the "Broadway Circle Construction Contract."; and

WHEREAS, the Parties desire to now amend the Broadway Circle Construction Contract to extend to Substantial Completion date established in § 3.3.1 of Article 3 (Date of Commencement and Substantial Completion); and

WHEREAS, the Parties desire to now amend the Broadway Circle Construction Contract to designate a new Owner's Representative as established in § 8.2 of Article 8 (Miscellaneous Provisions); and

NOW, THEREFORE, in consideration of the mutual covenants and promises recorded herein and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties intending to be legally bound, hereby agree as follows, effective as of the Amendment Effective Date first written above:

That § 3.3.1 of Article 3 (Date of Commencement and Substantial Completion) in the Broadway Circle Construction Contract establishing the date of substantial completion is hereby deleted and replaced in its entirety with the following:

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work by October 24, 2024.

That § 8.2 of Article 8 (Miscellaneous Provisions) in the Broadway Circle Construction Contract establishing the Owner's Representative is hereby deleted and replaced in its entirety with the following:

§ 8.2 The Owner's Representative:
NDR Program Manager, City of Minot
Address: P.O. Box 5006, Minot, ND 58702-5006
Phone: 701-857-1553
Email: chris.plank@minotnd.gov

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

All terms and provisions of the Agreement not amended hereby, either expressly or by necessary implication, shall remain in full force and effect. From and after the date of this Amendment, all references to the term "Agreement" in this Amendment include the terms contained in the to the original Agreement. To the extent there should be any conflict between the terms of the Agreement and the Amendments to the agreement, the terms and provisions of the most recent Amendment shall govern and control.

IN WITNESS WHEREOF, the Parties hereto have executed this First Amendment to the Broadway Circle Construction Contract, effective as of the Amendment Effective Date.

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed by their undersigned officials as duly authorized,

CITY OF MINOT

MATTSON CONSTRUCTION CO.

Mayor

Title:

Date

Date

Attest:

Attest:

City Clerk

Title:

Date

Date

Attest:

Finance Director, City of Minot

Date



TO: Mayor Tom Ross
Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: May 6, 2024

SUBJECT: CONTRACT AWARDS FOR ELECTRIC VAULT (AIP 3-38-0037-072-2024)

I. RECOMMENDED ACTION

- A. Authorize City staff to award the contract to the lowest compliant bidder, Gefroh Electric, Inc., contingent upon receipt of FAA grant funding; and
- B. Authorize City staff to approve contract for construction administration services to be conducted by Short Elliott Hendrickson (SEH) for the project; and
- C. Direct City staff to apply for additional funding, accept if awarded, and have the Mayor, City Attorney and the Airport Director sign contracts, grants, and necessary documents.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

The airfield electrical vault building was originally constructed in 1993. The building houses infrastructure required for the airfield lighting, including the runway and taxiway edge lighting, signage, and airport navigational aids. Most of the equipment in the building is original to the 1993 construction. It is 30 years old and has exceeded its useful life and needs replacement. Per Table J-4 in the FAA's AIP Handbook, the minimum useful life for airfield electrical/lighting equipment is 10 years. Airport staff have experienced and documented consistent maintenance challenges with the equipment and replacement parts are becoming increasingly challenging to obtain. The current infrastructure in its current condition poses a risk that airfield lighting will become inoperable without notice with the potential delayed maintenance period, potentially causing safety issue and flight delays.

B. Proposed Project

This project will replace or rehabilitate several pieces of equipment inside the existing electrical vault, including six airfield regulators, S-1 cutouts and associated cabinet, ATCT PCL control switch, and vault overhead lighting. The vault rehabilitation will ensure airfield safety by providing a well operating and maintainable lighting system.

The City of Minot received bids on Tuesday, April 16, 2024 at 2pm. Two bids were received. The bids were below the engineer’s estimate. See table below summarizing the bids, as well as the bid tabulation attached as part of this memorandum.

Gefroh Electric (Minot, ND)	\$230,934.00
Main Electric Construction (Minot, ND)	\$308,780.00
Engineer’s Estimate	\$315,000.00

- C. Consultant Selection
SEH is the engineer of record as was approved at the City Council meeting on May 17, 2021.

IV. IMPACT:

- A. Strategic Impact:
Safe use of the airport lighting systems is of utmost importance to providing safe and efficient aviation transportation for the Minot Community.
- B. Service/Delivery Impact:
By designing a solution to address the unreliable and aging airport lighting systems and components, this project will allow for continued safe operations for aviation at the Minot International Airport.
- C. Fiscal Impact:

If the project is not completed Airport operations, including all general aviation, cargo, and commercial services could be shut down in the event the system becomes inoperable due to the age and condition of the electrical vault and the necessity of the equipment for airport operations. This would have a direct negative affect on the airport with a significant decrease in revenues.

The anticipated cost of electrical vault rehab project is outlined below, and it is included in the 2024 CIP for the Minot International Airport:

Base Bid – Electrical Vault Rehab.	\$171,916.00
Alternate 1 – Txy C & Rwy 8/26 Regulators	\$ 50,508.00
Alternate 2 – Vault Fixture Replacements	\$ 8,510.00
Construction TOTAL	\$230,934.00

The anticipated cost for the construction administration is outlined below, and it is included in the 2024 CIP for the Minot International Airport:

<u>Project Costs:</u>	
Project Construction Administration and Labor	\$ 46,579.45
Direct Expenses	\$ 32,720.55

TOTAL

\$ 79,300.00

Project Funding

The funding (90 percent) will come from the FAA Airport Improvement Program (AIP). The airport is expected to receive \$1,663,336.00 of AIP Entitlement funds in FY2024. The North Dakota Aeronautics Commission will contribute 5 percent. It is projected that City of Minot share will be 5 percent. Anticipated project funding is summarized below.

Funding Source (anticipated)	Percentage	Total
FAA Airport Improvement Program (AIP)	90%	\$279,210.60
North Dakota Aeronautics Commission	5%	\$15,511.70
City of Minot	5%	\$15,511.70
TOTAL		\$310,234.00

The Runway 8-26 project has been postponed to FY2025, and budgeted funds for that project have been reallocated to this project as the components in the electrical vault are in critical condition and beyond useful life.

V. CITY COUNCIL ASPIRATIONS

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

VI. ALTERNATIVES

An alternate the City Council could recommend that this project be postponed or denied, resulting in a delay for repairs and the potential for failure of the airport's lighting systems. Failure of airport lighting could result in runway and taxiway closures, causing delays for air traffic control's ability to land and taxi aircraft efficiently.

VII. TIME CONSTRAINTS

The final funding requests are required to be submitted to the FAA and the North Dakota Aeronautics Commission by May 20, 2024. Prior to this deadline it is required to have completed design and bidding.

VIII. LIST OF ATTACHMENTS

- A. Bid Tabulation
- B. SEH Proposal – Construction Admin for Electrical Vault Rehabilitation



TABULATION OF BIDS

2024 Electrical Vault Rehabilitation Minot International Airport SEH No.: MINOT 177332 Bid Date: 2:00 p.m., Tuesday, April 16, 2024				Engineer's Estimate \$315,000.00		Gefroh Electric, Inc. 100 45th Avenue NW Minot, ND 58703 \$230,934.00		Main Electric Construction, Inc. PO Box 936 Minot, ND 58702 \$308,780.00	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Base Bid									
C-105-5.1	Mobilization	LS	1	\$30,000.00	\$30,000.00	\$4,865.00	\$4,865.00	\$10,755.00	\$10,755.00
C-105-5.2	Traffic Provisions / Airport Security & Devices	LS	1	5,000.00	5,000.00	24,270.00	24,270.00	5,140.00	5,140.00
L-125-5.1	Airfield Electrical Vault Removals	LS	1	20,000.00	20,000.00	18,462.00	18,462.00	9,280.00	9,280.00
L-125-5.2	Vault Electrical Systems (S-1 Cutout Cabinet and	LS	1	25,000.00	25,000.00	14,972.00	14,972.00	79,060.00	79,060.00
L-125-5.3	ATCT PCL Switch Replacement	LS	1	5,000.00	5,000.00	1,561.00	1,561.00	1,450.00	1,450.00
L-125-5.4	Vault Electrical Systems Testing	LS	1	10,000.00	10,000.00	6,369.00	6,369.00	3,010.00	3,010.00
L-125-5.5	7.5 KW Regulator	EA	1	20,000.00	20,000.00	20,138.00	20,138.00	26,985.00	26,985.00
L-125-5.6	10 KW Regulator	EA	1	25,000.00	25,000.00	21,215.00	21,215.00	24,250.00	24,250.00
L-125-5.7	15 KW Regulator	EA	1	40,000.00	40,000.00	29,343.00	29,343.00	28,400.00	28,400.00
L-125-5.8	20 KW Regulator	EA	1	50,000.00	50,000.00	30,721.00	30,721.00	32,750.00	32,750.00
Base Bid Total Bid Price				230,000.00		171,916.00		221,080.00	
Alternate 1 - Txy C and Runway 8/26 Regulators									
L-125-5.9	10 KW Regulator	EA	1	25,000.00	25,000.00	19,787.00	19,787.00	27,850.00	27,850.00
L-125-5.10	20 KW Regulator	EA	1	50,000.00	50,000.00	30,721.00	30,721.00	39,650.00	39,650.00
Altnerate 1 Total Bid Price				75,000.00		50,508.00		67,500.00	
Alternate 2 - Vault Fixture Replacements									
L-125-5.11	Vault Fixture In-Kind Replacement	LS	1	10,000.00	10,000.00	8,510.00	8,510.00	20,200.00	20,200.00
Altnerate 2 Total Bid Price				10,000.00		8,510.00		20,200.00	
TOTAL BID PRICE (BASE BID + ALTERNATES 1 & 2)				\$315,000.00		\$230,934.00		\$308,780.00	

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Minot, North Dakota ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective 8/31/2021, this Supplemental Letter Agreement dated _____ authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Electrical Vault Rehabilitation - Construction.

Client's Authorized Representative: Jennifer Eckman, Airport Director

Address: Minot International Airport (MOT)
305 Airport Road Suite 216, Minot ND 58703

Telephone: 701-857-4724 **email:** jennifer.eckman@minotnd.org

Project Manager: Lindsay Reidt, PE

Address: 3535 Vadnais Center Dr.
St. Paul, MN 55110-5196

Telephone: 763-370-4055 **email:** lreidt@sehinc.com

Scope: The Basic Services to be provided by Consultant are included in Attachment A.

Schedule: Services to be initiated at the direction of the City of Minot, with a service completion date no later than June 30, 2025. A schedule is included in Attachment A.

Payment: A retainer in the amount of \$0.00 will be paid in advance of Consultant starting work and will be applied to the final invoice(s). The lump sum fee is \$79,300.00 including expenses and equipment. See Attachment B reflecting the estimate of labor, fees, and expenses.

The payment method, basis, frequency, and other special conditions are set forth in attached Exhibit A-2.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

City of Minot, North Dakota

By: 
Shawn McMahon
Title: Regional Practice Center Leader

By: _____
Title: _____

Exhibit A-2
to Supplemental Letter Agreement
Between City of Minot, North Dakota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated _____

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially. Amendment to be approved by Client in advance via written authorization.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

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ATTACHMENT A
Minot International Airport (MOT)
Minot, North Dakota
2024 Electrical Vault Rehabilitation (AIP 3-38-0037-072-2024)
Scope of Work – Construction Administration, Observation, and Closeout

General – This project will replace or rehabilitate several pieces of equipment inside the existing electrical vault, including six airfield regulators, S-1 cutouts and associated cabinet, ATCT PCL control switch, and vault overhead lighting. Much of the existing equipment was installed in 1993 when the vault was constructed and needs replacement. Airport staff has experienced and documented consistent maintenance challenges with the equipment and replacement parts are becoming increasingly challenging to obtain. The current infrastructure in its current condition poses a risk that airfield lighting will become inoperable without notice with the potential of a delayed maintenance period, potentially causing safety issues and flight delays. The vault rehabilitation will ensure airfield safety by providing a well operating and maintainable lighting system. Per Table J-4 in the AIP Handbook, the minimum useful life for airfield electrical/lighting equipment is 10 years. Contractor access will be through an existing manual gate directly east of the vault building. See attached **Figure 2**.



Figure 1. Project Exhibit

Proposed project schedule:

April 16, 2024 – Open Bids

May 6, 2024 – City of Minot consider Bidding Award, and Construction Administration contract

May 20, 2024 or before – Grant application submittal deadline

Fall/Winter 2024 – Construction

Runway Pavement Maintenance - Project Deliverables – The project deliverables of this scope include the following:

1. Construction inspections
2. Construction administration
3. Contractor coordination
4. Post design services
5. Project record drawings
6. FAA closeout report
7. Project management and meetings

Work Element 1: Construction Administration Services

Specific tasks included with this work element include:

Task 1.1 – Scope Development – SEH will develop the project scope to ensure that necessary aspects of the project are included. Scope development includes coordination with the Sponsor and FAA for scope review, preparation of the final scope, fee proposal development, and contract negotiations. As part of the scope development, SEH will coordinate and obtain scope and fee estimates for subconsultant work including quality assurance testing.

Task 1.2 – Project Administration Services – Office engineering staff, CAD personnel, and administrative staff will assist the construction project team as necessary during construction in response to requests for information, plan or specification clarifications, change orders, and other issues that may arise. Other administrative tasks include project set up and invoicing, internal meetings, progress reports, subconsultant coordination, and contract management.

Task 1.3 – Preparation of Project Files – SEH will develop construction contracts, review Contractor bonding information, and ensure that Sponsor insurance requirements have been met. SEH will coordinate the routing and signature of the construction contracts by the City and the Contractor. Plans, contract documents, and technical specifications will be updated to include all addenda items issued during bidding. SEH will ensure that the Contractor is supplied with adequate copies of the construction plans and project manual.

Task 1.4 – Pre-Construction Activities – One (1) preconstruction meeting will be held before construction.

- The purpose of the pre-construction meeting is to outline and discuss project requirements, administration procedures, airfield pavement surface closure procedures and requirements, schedules, project responsibilities and communication, Disadvantaged Business Enterprise (DBE) reporting, Contractor submittals, and other related NDAC and FAA requirements, as necessary.

SEH will administer the pre-construction meeting, develop the agenda, issue notifications, and record and distribute meeting minutes. Attendees will include the Sponsor, FAA, NDAC,

Contractor, Subcontractors, SEH (Project Manager, Project Engineer, and RPRs), and subconsultant (material testing).

- Task 1.5 – Permit Coordination** – SEH will coordinate and review all applicable permits related to the project construction, including Buy American.
- Task 1.6 – Submittal and Shop Drawing Review** – SEH will coordinate Shop Drawing and Submittal review items required to be submitted by the Contractor for review and approval with the Electrical Engineer (Barr Engineering).
- Task 1.7 – Progress Meetings** – Construction Progress Meetings will be held once a week while construction work is being performed on the airfield. The progress meetings will be attended by SEH staff, including the Project Manager, Project Engineer, Resident Project Representative(s) (RPR), and other staff as needed or required. It is anticipated that 2 in-person progress meetings will occur during construction activities and will require the inclusion of preparatory and meeting documentation work.
- Task 1.8 – Review of Quality Control/Acceptance Testing** – SEH will coordinate applicable QA/QC testing and review in partnership with Barr Engineering (Electrical Engineer Subconsultant), the Contractor, and Airport staff. Non-satisfactory test results will be discussed, and coordination will be completed with the contractor to bring installed equipment into conformance.
- Task 1.9 – Review of Contractor Payroll Forms** – SEH will review weekly payroll reporting by the Contractor to ensure that wage rates comply with the requirements of the federal and state wage rates for the work being performed. The RPR will conduct compliance monitoring of the Contractor's Davis-Bacon Act and DBE contractual obligations, including recording the Contractor/subcontractor employees, type of work being completed, and conducting random interviews.
- Task 1.10 – Calculate Construction Quantities** – SEH will review quantities with the Contractor by phase. Any discrepancies or disagreements regarding completed quantities will be resolved in advance of any partial pay application process. Periodic cost estimates will be developed by SEH to ensure compliance with the overall project budget.
- Task 1.11 – Pay Applications** – SEH will prepare partial pay applications during construction, a final pay application including final agreed upon quantities for all work components, and a pay application releasing retainage to the Contractor once all closeout requirements have been met. Actual completed quantities will be tabulated for use in preparing all pay applications.
- Task 1.12 – Daily Reports** – SEH will maintain a daily log of the construction activities and maintain construction photos for record keeping purposes.
- Task 1.13 – Final Inspection and Punchlist** – SEH will conduct a final inspection after completion of the project. SEH will issue notifications and prepare a punch list of any outstanding items requiring correction. A tracking document will be prepared and progress on the punch list items will be recorded until all issues are resolved.
- Task 1.14 – Record Drawings** – SEH will utilize Contractor and engineering drawings during construction to complete record drawings for the project. The record drawings will incorporate any modifications or additions/subtractions that occurred during construction. The final plan set will be plotted and distributed to the City of Minot for records. Electronic copies will be provided to the City of Minot, NDAC, and the FAA.
- Task 1.15 – Final Quality Control / Quality Assurance Summary** – SEH will prepare and submit the final QC/QA summary for the project.

Work Element 2: Construction Observation

To accommodate the scope of the work and the project schedule, construction observation services include providing an RPR on a full-time basis for the duration of the project, supplemented by assistance from the Project Manager. Specific tasks included with this work element include:

- Task 2.1 – Construction Observation** – SEH will provide daily construction observation for the duration of construction. This project is projected to occur for 18 working days during the fall or

winter of 2024. RPRs, according to the schedule above, will be available to assist in ensuring that construction is performed in accordance with contract documents during this time. The RPR will document and record construction progress through a daily journal. A collective weekly progress report will be developed at the end of the week and submitted to the Sponsor, FAA, NDAC, and other individuals/organizations as needed.

Construction observation will be required in a limited capacity before the start of the project for mobilization activities and again following the project. It is anticipated that one RPR will cover pre and post-construction contractor activities, as needed.

Further duties of the on-site engineering staff include monitoring the Contractor's schedule, safety plan implementation, security plan compliance, general communication, adherence to technical specifications, and project drawing execution.

Task 2.2 – Construction Coordination – The Project Manager will make 2 site visits to the project to assist the onsite engineering staff, review construction activities, and coordinate updates with the Sponsor.

Task 2.3 – Airport Configuration & Safety Coordination – SEH will engage with the airport, FAA, the contractor, and other stakeholders as necessary to coordinate airfield safety during the project while work is completed on the airfield's electrical infrastructure. This will include coordination for NOTAMs, communicating shutdown/commissioning times of airfield lighting circuitry, and ATCT coordination as necessary.

Work Element 3: FAA Reporting and Project Closeout

Task 3.1 – FAA Quarterly Reports - SEH will complete the required FAA quarterly reports starting with grant acceptance through grant closeout. This effort will be specific to the runway rehabilitation project.

Task 3.2 – FAA Closeout Report – SEH will complete the required FAA closeout report following completion of the project to reconcile all project related costs and closeout the FAA grant for the work. This effort will be specific to the runway rehabilitation project.

Task 3.3 – Project Closeout – SEH will work with the Contractor to ensure that all necessary closeout documents are submitted by the Contractor. These include, but are not limited to, lien waivers, wage rate compliance, and other documentation as identified in the specifications.

Task 3.4 – Disadvantaged Business Enterprise (DBE) Requirements – SEH will review and submit the required documentation to confirm the Contractor's compliance with the DBE program and goals for this project or provide evidence of "good faith efforts" to meet DBE requirements.

Work Element 4: Stakeholder Outreach and Project Management – This task includes the tenant and public outreach and the overall project management of Work Elements 1 through 3 noted above. Project Management includes administration of the project, agency and Sponsor meetings, airfield user and tenant outreach meetings, and related project administration tasks.

Task 4.1 – City Meetings –This task includes attendance at Airport or City Council meetings to provide project updates to airport staff or Councilors. The project will require updates at two (2) meetings.

Task 4.2 – Stakeholder Outreach Notices and Newsletters – SEH will develop a construction notice to provide notice of upcoming construction activities and identify impacts to airport operations. SEH will assist the sponsor with newsletter distribution and updates leading up to and throughout construction activities.

Stakeholder outreach will begin upon bidding and award of the project and continue throughout construction completion.

Task 4.3 – Subconsultant Coordination –Scheduling, coordination, project site escorting, and review of subconsultant deliverables, including subcontracts, reports and design data.

Task 4.4 – Overall Project Management –This task includes project coordination and administration, including Sponsor and agency communication, internal meetings, subconsultant oversight, progress reports, budget updates, and monthly invoices.

Subconsultants performing work under this proposal include the following:

1. Barr Engineering. Electrical engineering services will be performed by Barr Engineering out of Bloomington, MN.

April 22, 2024

Mr. Kyle Nelson, PE
Short, Elliott, Hendrickson, Inc.
3535 Vadnais Center Drive
St. Paul, Minnesota 55110

Re: MINOT INTERNATIONAL AIRPORT (MOT) – ELECTRICAL VAULT IMPROVEMENTS
Proposal for Construction Phase Electrical Engineering Services

Dear Kyle:

Thank you for contacting us regarding construction phase services for the MOT Airport vault upgrade project. We are providing this letter to outline our understanding of the project, our proposed scope of services, and our proposed fees for the construction phase of this project.

PROJECT DESCRIPTION

Our understanding is this project is the continuation of the recently designed MOT Airport vault upgrade project, for the construction phase services of this project. Below we outline the proposed scope of services, and associated fees.

SCOPE OF SERVICES

In support of your efforts, Barr proposes to provide the following subconsultant services to SEH:

1. Attend pre-construction meeting in-person.
2. Submittal review.
3. Up to two (2) interim site visits with associated memorandum to observe whether the construction is proceeding within the intent of the design documents, as requested by SEH.
4. Attend up to three (3) interim meetings via teleconference/teams.

5. One site visit for construction observation at final completion with associated memorandum.
6. Respond to RFI's as they arise.
7. Provide record drawing AutoCAD edits as requested.

PROPOSED FEES

Barr Engineering proposes to provide the outlined scope of services to SEH on an hourly basis to a limit of \$21,300 for the indicated scope.

Reimbursable amounts such as automobile mileage are included, and services are billed monthly according to the work completed.

We appreciate this opportunity to continue working with you on this project. Please call with any questions or comments.

Sincerely,

BARR ENGINEERING CO.



Mark E. Ziemer, P.E.
Senior Electrical Engineer

ATTACHMENT B
ESTIMATED FEES AND EXPENSES
2024 ELECTRICAL VAULT REHABILITATION
CONSTRUCTION ADMINISTRATION, OBSERVATION, AND CLOSEOUT
MINOT INTERNATIONAL AIRPORT (MOT)
MINOT, NORTH DAKOTA

Task No.	Task Description	Principal	Project Manager	Project Engineer	Graduate Engineer	Admin Technician	
Construction Administration Services							
1.1	Scope Development	1	2	2			
1.2	Project Administration Services	1	2	4	4		
1.3	Preparation of Project Files		2	2	2		
1.4	Pre-Construction Activities		6	4			
1.5	Permit Coordination		1	2			
1.6	Submittal and Shop Drawing Review			2			
1.7	Progress Meetings	1	4	4			
1.8	Review of Quality Control & Acceptance Testing		1	4			
1.9	Review of Contractor Payroll Forms			4		2	
1.10	Calculate Construction Quantities		1	4			
1.11	Pay Applications		1	4		2	
1.12	Daily Reports		2	4			
1.13	Final Inspection and Punchlist		2	4			
1.14	Record Drawings	1	2	4	8		
1.15	Final Quality Control/Quality Assurance Summary		1	2			
Construction Observation							
2.1	Construction Observation		8	110			
2.2	Construction Coordination		10	2			
2.3	Airport Configuration & Safety Coordination	1	4	4			
FAA Reporting and Project Closeout							
3.1	FAA Quarterly Reports			2		1	
3.2	FAA Closeout Report		1	2	2	1	
3.3	Project Closeout		1	4		1	
3.4	Disadvantaged Business Enterprise (DBE) Requirements		1	2		1	
Stakeholder Outreach and Project Management							
4.1	City/Airport Meetings	1	4				
4.2	Stakeholder Outreach Notices and Newsletters		2	4	4		
4.3	Subconsultant Coordination		6	8		2	
4.4	Overall Project Management	1	8	2		2	
Total hours per labor category		7	72	190	20	12	0

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Principal	7	\$81.60	\$571.19
Project Manager	72	\$52.06	\$3,748.08
Project Engineer	190	\$44.07	\$8,374.21
Graduate Engineer	20	\$41.59	\$831.89
Admin Technician	12	\$35.94	\$431.34

Total Direct Labor Costs: 301 \$13,956.70
Direct Salary Costs plus Overhead \$26,517.73

Total Labor Costs \$40,474.43

Fixed Fee on Labor Costs (15%) \$6,071.16

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Flight	8	\$800.00	\$6,400.00
Per Diem	18	\$175.00	\$3,150.00
Computer Charge	301	\$5.55	\$1,670.55
Reproductions / Miscellaneous	1	\$200.00	\$200.00
Subconsultant - Barr Engineering	1	\$21,300.00	\$21,300.00

Total Expenses \$32,720.55

SUMMARY:

Total Labor Costs + Expenses + Fixed Fee \$79,266.15

Estimated Total \$79,300.00



TO: Mayor Ross and City Council
FROM: Luke Tillema
DATE: May 6, 2024
SUBJECT: **Building Relocation Request to 3200 County Rd 19 S**

I. RECOMMENDED ACTION

It is recommended the Committee and Council approve the relocation of the single-family residence from 19101 72nd St NE, Minot ND, 58701 also known as SE S12-157-82 Tatman-S26 GFD A 160, to 3200 County Rd 19 S, Minot, ND 58701, also known as Olt 27 of SESW SWSE S32-155-82 Nedrose-S4 A 11.74, subject to the following conditions:

1. A ten-thousand-dollar completion bond must be posted with the City of Minot prior to issuance of any permits for this work.
2. Application and approval of mechanical, electrical, plumbing, building permits for all new proposed construction.
3. Coordinate all relocation activities with public utilities and traffic authorities.
4. An approved foundation design in compliance with City of Minot building codes.
5. If required: plumbing, electrical and HVAC systems must be brought into compliance with current code requirements of the City of Minot.
6. All work at the new location must be in compliance with City of Minot building codes and zoning ordinances.
7. The exterior of the structure must be one consistent color arrangement of colors after relocation.

The property must be provided with proper site drainage, and must be landscaped in a manner similar to surrounding properties.

II. DEPARTMENT CONTACT PERSONS

Luke Tillema, Building Official	857-4102
Mike Murphy, Residential Inspector	857-4102
Dusty Schlecht, Property Appraiser	857-4160

III. DESCRIPTION

A. Background

The structure to be moved is a 25' x 60' ranch style house. The house is wood frame construction, with a single attached garage stall. The structure has vinyl siding, asphalt shingles and vinyl windows.

B. Proposed Project

Building relocation from rural area in to the City of Minot (ETJ). Relocated buildings are required to comply with current building codes prior to occupancy. A building permit will be required for the foundation and the required work for current code compliance.

IV. IMPACT:

A. Strategic Impact:

No impact.

B. Service/Delivery Impact:

No impact.

C. Fiscal Impact:

No impact.

V. ALTERNATIVES

- A. No alternatives are applicable.

VI. TIME CONSTRAINTS

- A. All work must begin within 30 days of issuance of moving and building permits and completed within ten months of start date and generally in accordance with the following schedule.
1. Foundation complete within two months.
 2. Structure relocated within four months.
 3. Work required for code compliance completed within six months.
 4. All proposed construction and final clean up completed within ten months.
 5. A Certificate of Occupancy shall be issued when all final inspections are approved by the City of Minot Inspection Department.

VII. LIST OF ATTACHMENTS

- A. Application for Moving a Residential Building, pictures, and site plan.
- B. Letter to homeowners within 150 feet.
- C. Letter to applicant.
- D. Map showing properties affected
- E. Inspectors reports
- F. Assessors report

Application for Moving a Residential Building.....

Minot Code of Ordinances: Chapter 9

GENERAL INFORMATION

Wayne Johnson 701-720-1409 fourjace@yahoo.com
Owner/Agent Phone Number Email
203 28th ST NW Minot ND 58703
Mailing Address
Ranch type House
Type(s) of Structure(s) to be Moved
19101 72nd ST NE
Current Address of Structure(s)
SE 512-157-82 TATMAN-526 GFD A 160
Current Legal Description

NEW LOCATION

3200 county road 19 South AG
New Site Address New Site Zoning
T155N R82W OLT 27 OF SE SW SWSE S-32-155-82
Legal Description of New Site NE Dose-54 A 11.74

THE FOLLOWING HAVE BEEN INCLUDED WITH THIS APPLICATION

- ☒ Pictures of the structure to be moved: what the front of the structure will look like facing the street.
- ☒ Plot plan showing the exact location of where the structure will be positioned on the lot and the distance to all lot lines.
- ☒ A map showing the route the building will take through town. (It should show the actual streets or alleys over which it will be moved.

I understand that this relocation request shall be posted by the City of Minot for a Notice of Public Hearing and that such Notice shall be published in the Official Newspaper designation the date of said hearing. Separate notices shall be sent by certified mail to affected property owners.

Moving Fee:

Residential Use: City Council approval fee: \$450.00

It is further understood that a completion bond in the amount of \$10,000.00 shall be provided to the city upon the approval of this application


Signature of Owner/Agent

3-13-24
Date

Office Use Only

Reviewed By

Date

Permit Number

Receipt Number



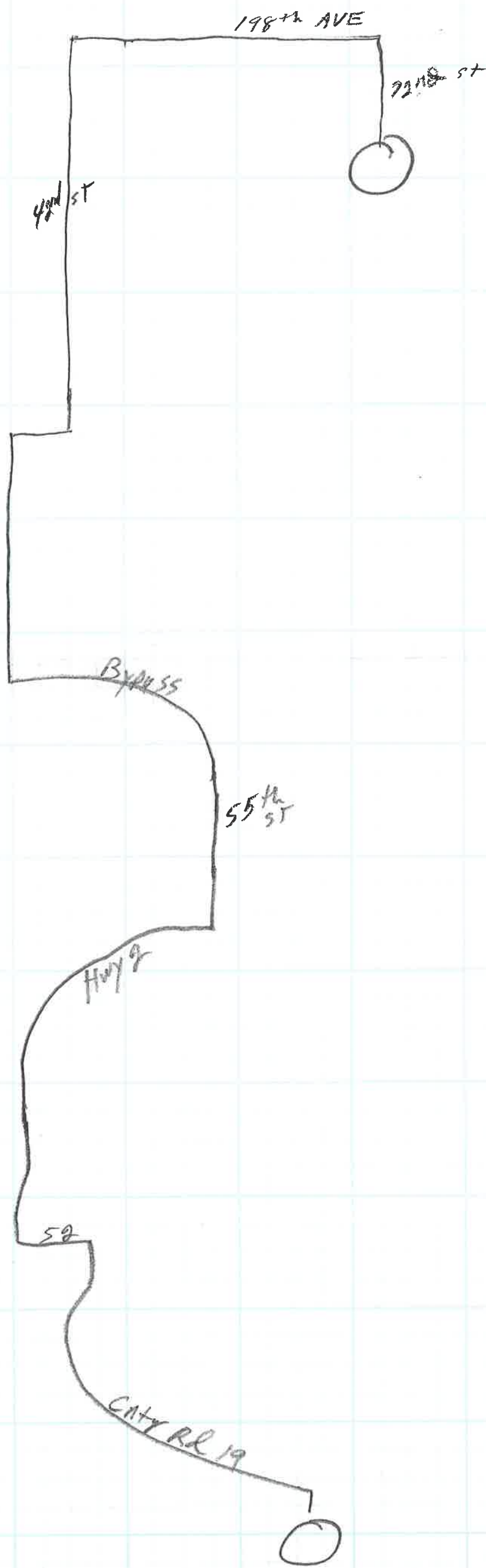














✉ assessor@minotnd.gov

🌐 www.minotnd.gov

📞 701.857.4160

📍 PO BOX 434
Minot ND, 58702

MEMO

DATE: 03/22/2024

TO: Harold Stewart, City Manager

FROM: Dusty Schlecht, Senior Property Appraiser

SUBJECT: Application from Wayne Johnson to move a ranch style house located at 19101 72nd St NE Minot, ND 58703 also known as SE S12-157-82 Tatman-S26 GFD A 160 to 3200 County road 19 South Minot, ND 58701 as known as OLT 27 of SESW S32-155-82 Nedrose-S4 A 11.74.

DESCRIPTION

The application is requesting to move a Ranch style house located at 19101 72nd St NE Minot, ND 58703 also known as SE S12-157-82 Tatman-S26 GFD A 160; to 3200 County Road 19 South Minot, ND 58701 as known as OLT 27 of SESW S32-155-82 Nedrose-S4 A 11.74. The structure to be moved is a 25 'x 60' ranch style house. The house is wood frame construction, with a single attached garage stall. The structure has vinyl siding, asphalt shingles and vinyl windows.

RECOMMENDATION

The area that is under consideration for the moving application is 3200 County Road 19 South Minot, ND 58701. The structure will be placed on a concrete foundation, as per Inspection. The proposed site is in an established subdivision outside of the city limits but still within the 2-mile jurisdiction. The property is zoned "AG" which allows Single Family Residential units. Several neighboring properties have similar single-family residences as well as a mix of commercial properties. The proposed moving location is level at the front of the lot and gradually slopes towards the rear of the parcel. The proposed moving location is just south of the city limits of Minot directly to the east of highway 52 heading towards Logan. The properties in the immediate vicinity were built between the late 1940s through the late 1970s. Approximately 95% of the properties in the vicinity have structures on them. Property values in the area range from approximately \$115,000 for the smaller residential properties to over \$1,200,000 for the largest commercial property.

On a building relocation move, city ordinance requires the Assessor's Office to determine if the structure in consideration to be moved would currently meet 60% of its replacement cost and whether it is compatible with the neighborhood.

The structure has vinyl siding, asphalt roof, and vinyl windows all in above average condition. The actual age of the property is unknown but is estimated to be approximately a 2010 build. We estimate the structure to meet 60% of its replacement cost as per Sec 9-47(b) (c) of the Minot Code of Ordinances.

The subject house was constructed using modern construction methods and is in above average condition. It is our opinion that this structure would fit in with the neighborhood under consideration.

The City of Minot Assessor's Office recommends the move be approved to the proposed site. The Assessor's office recommendation assumes that following the relocation the structure will meet all current building codes and set back requirements as determined by the building officials.

Subject Property:



Subject Property:



Proposed Moving Location:



Proposed Moving Location:



Commercial property across the street east of the proposed moving location:



Residential property southeast of the proposed moving location:



Storage Facility north of the proposed moving location:



Aerial photo of proposed moving location:





BUILDING RELOCATION INSPECTION CHECKLIST

1025 31st Street SE Minot, ND 58701, Phone: 701-857-4102

PROPERTY LOCATION: 19101 72nd St NE

PROJECT NAME: Wayne Johnson house move

EXTERIOR:

1. Are there signs of roof, foundation, wall and structural support failure? NO
2. What is the current condition of shingles and roof vents? asphalt shingles, ridge vent both in good condition
3. Current condition of windows, facia, and trim? Vinyl windows in good condition. Metal facia and soffit in good condition . Wood trim around windows needs painting
4. Current condition of siding, need repair, replacement, or paint? Vinyl siding in good condition. A few pieces of siding are missing

INTERIOR:

1. Are windows in all sleeping rooms egress type (820 Sq. In. Net openable area)? NO All sleeping rooms will need egress windows
2. Are smoke detectors installed and in correct location? No Smoke alarms will need to be updated
3. What is the size and condition of floor supports? 2x12 16"oc Good condition
4. Does the building have fuses or circuit breakers and what size is the electrical panel? N/A
5. What is the type and current condition of wiring? 12/2with ground NM good condition
6. What is the type and current condition of HVAC? N/A

COMMENTS: This is an older ranch style house with attached garage that has had some updates.
It will require new HVAC, Water heater, and electric panel

INSPECTOR'S SIGNATURE: Michael J Murphy Digitally signed by Michael J Murphy
Date: 2024.04.04 15:43:05-00'

DATE: 4-4-2024

Wayne Johnson: You or your representative should appear on behalf of your request at the City Council meeting on Monday May 6, 2024 at 5:30 p.m. in the City Council Chambers. The City Council will be considering your request at that time.

NOTICE OF INTENT TO MOVE BUILDINGS

Wayne Johnson, owner of a single-family dwelling, is requesting to relocate this structure from 19101 72nd St NE to **3200 County Road 19 S** (Olt 27 of SESW SWSE S32-155-82 Nedrose-S4 A 11.74).

Application has been made to the City Council for a moving permit to move this structure, and a public hearing will be held on May 6, 2024 at 5:30 p.m. in City Council Chambers at City Hall (10 3rd Avenue SW).

Anyone objecting to the granting of the permit to move this structure should make their protest known and appear in opposition to the granting of this permit. Further information can be obtained from Luke Tillema, Building Official, at 857-4102.

Publish Legal Ad: April 20, 2024
April 27, 2024
May 4, 2024

Bill to: Inspection Department
City of Minot
10 3rd Avenue SW
Minot, ND 58701

Inspection Department



Inspections@minotnd.gov



www.minotnd.gov



April 8, 2024

Re: Building relocation request

Dear Property Owner:

Please be advised that this office has received a request from Wayne Johnson to relocate a single-family dwelling from 19101 72nd St NE to 3200 County Road 19 South (OLT 27 OF SESW SWSE S32-155-82 NEDROSE-S4 A 11.74). This property is zoned AG, Agricultural.

A public hearing regarding the request will be held on Monday, May 6, 2024. The City Council will be reviewing the request on that day, at 5:30 pm in the City Council Chambers at City Hall. If you wish to appear or give comments concerning the request, you may attend this meeting, or you may present comments to this office at 1025 31st Street SE during normal working hours.

Your aldermen are: Carrie Evans, Stephan Podrygula, Scott Burlingame, Mark Jantzer, Lisa Olson, and Paul Pitner.

Sincerely,

Luke Tillema
Building Official

Enclosures

Certified Mail



701-857-4102



1025 31st St. SE
Minot, ND. 58701















TO: Mayor Tom Ross
Members of the City Council

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

DATE: May 6, 2024

SUBJECT: 16TH STREET SW RECONSTRUCTION ENGINEERING CONTRACT
AMENDMENT 1 (4780)

I. RECOMMENDED ACTION

1. Recommend council approve contract amendment 1 with Apex Engineering Group
2. Authorize the mayor to sign the amendment
3. Approve the budget amendment on 1st reading

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

In March, council authorized the split of the 16th St SW Reconstruction project due to several factors. The project will be constructed as a north and south half, with the south half being slated for construction in 2025 from Burdick Expressway to 14th Avenue SW.

During the course of the preliminary design, several factors have caused changes in the scope of work to Apex's contract that are out of Apex's control. These major factors include:

- An extra 20 weeks of project management due to the extended timeline of the project split, environmental review, and added options from public input
- Overall project complexity largely driven by utility reconstruction and substantial drainage improvement complexity
- Expanded survey needed for pond options
- 5 pond model options designed versus 2 pond model options originally scoped
- Significant amount of time required to develop cost estimates due to project complexity. Done in order to try and obtain additional federal funding.
- Additional environmental engineering required to expand the project area due to pond options
- Significant amount of additional time needed to respond to public input and develop options to respond to the public's requests and then model those options to ensure they are feasible. This work will carry forward to the future north project.

An additional description of the out of scope work is listed in the contract amendment. Staff has reviewed the amendment and found the hours and fees to be accurate and in line with the work performed.

B. Proposed Project

Apex is also prepared to start the final design phase of the project. This phase will take the results of the documented categorical exclusion environmental document and use it as the basis of final design. The project will then be bid through the NDDOT.

The attached contract amendment includes the fees required to pay for the additional scope in the preliminary engineering phase of the project, the design phase of the project, and the construction engineering phase of the project.

C. Consultant Selection

Apex Engineering Group was selected using a qualifications based selection.

IV. IMPACT:

A. Strategic Impact:

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

B. Service/Delivery Impact:

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

C. Fiscal Impact:

In the 2023 budget, \$2,018,629 was budgeted for engineering on this project. Only the preliminary engineering phase of \$698,650 of that amount has been contracted with Apex.

A budget amendment was always planned to bring forward the remaining funds once the final engineering amount was known. Due to the unforeseen issues that have arisen with having to split the project and the increased project complexity, an additional \$121,143 is needed in addition to the remaining 2023 budgeted funds. The amended contract will carry the project through construction.

Project Funding

Funding for the engineering contract comes from Hub City Oil & Gas funds that have been placed into cash reserves. The funded will be taken from cash reserves to pay for the amendment.

V. CITY COUNCIL ASPIRATIONS

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

VI. ALTERNATIVES

Alternative 1: Council could choose to deny the amendment. This will stop the project as engineering cannot continue without a consultant to perform the work.

Alternative 2: Council could ask Apex to reduce their fees. This will likely have negative consequences during construction engineering. The City needs an adequately staffed project during construction to monitor the contractor and document construction activities. Documentation is critical on federally funded projects to ensure compliance with federal funding requirements.

VII. TIME CONSTRAINTS

Staff requests council's approval of the amendment so design work can begin on the project. The design window is extremely tight to make the August 1st plan completion deadline from NDDOT.

VIII. LIST OF ATTACHMENTS
A. Contract Amendment 1

EXHIBIT C—AMENDMENT TO OWNER-ENGINEER AGREEMENT

AMENDMENT TO OWNER-ENGINEER AGREEMENT

Amendment No. 1

Owner: **City of Minot, North Dakota**
Engineer: **Apex Engineering Group, Inc.**
Project: **City Project 4780, 16th Street SW Reconstruction from 14th Ave SW to 2nd Ave SW**
Effective Date of Owner-Engineer Agreement: **May 1, 2023**
Nature of Amendment: (Check those that apply)

- ☒ Additional Services to be performed by Engineer
- ☒ Modifications to services of Engineer
- ☐ Modifications to responsibilities of Owner
- ☒ Modifications of payment to Engineer
- ☐ Modifications to time(s) for rendering services
- ☐ Modifications to other terms and conditions of the Agreement

Description of Modifications:

- A. **Additional Work in Phase I Preliminary Engineering (Attachments A1 & A2):** **\$215,675**
- B. **Phase II Final Design – South Project (14th Ave SW to Burdick Expy) (Attachments B1 thru B4):** **\$460,024**
- C. **Phase III Construction – South Project (14th Ave SW to Burdick Expy): (Attachments C1 & C2):** **\$765,423**

Agreement Summary:

Original agreement amount: **\$698,650.00**
Net change for prior amendments: **\$0.00**
This amendment amount: **\$1,441,122.00**
Adjusted Agreement amount: **\$2,139,772.00**
Change in time for services (days or date, as applicable):

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. The Effective Date of the Amendment is **January 28, 2024**.

Owner
City of Minot, North Dakota
(typed or printed name of organization)

By: _____
(individual's signature)

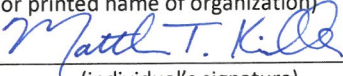
(Attach evidence of authority to sign.)

Date: _____
(date signed)

Name: Thomas Ross
(typed or printed)

Title: Mayor
(typed or printed)

Engineer
Apex Engineering Group, Inc.
(typed or printed name of organization)

By: 
(individual's signature)

(Attach evidence of authority to sign.)

Date: 4-25-24
(date signed)

Name: Matthew T. Kinsella
(typed or printed)

Title: Vice President
(typed or printed)

Attachment A1**Additional Work/Costs on City Project 4780 – Minot 16th St SW****Phase I Preliminary Design****Amendment 1 Request****REVISED 04/25/24**

Task Description	Original Scope for Prelim Design Prepared 05/01/23	Actual Efforts/Costs Incurred As of 04/20/24
General - Phase I Prelim Design Schedule Extension	35 weeks starting 05/24/2023 - DCE by 12/01/2023 - CATEX by 01/26/2024	55 weeks starting 05/24/2023 - Draft DCE by 04/22/2024 - CATEX by 06/16/2024
General - Construction cost/ project complexity	\$12.26 M for entire project - City estimate in Nov 2021 (includes engineering & ROW)	\$14.02 - \$15.20 M for south segment \$10.82 - \$12.35 M for north segment - Apex estimate in April 2024 (includes engineering & ROW)
Task 1.0 Project Management	1.01 Project Development 1.07 Progress Reports, Invoicing 1.05 Project Coordination Mtgs 8 project meetings included	Additional PM time with 20-week schedule extension (coordination, management, prog reports, invoicing, etc.) 15 meetings held to date (as of 02/01/24), 3 more anticipated through April = 18 meetings total (10 additional meetings)
Task 2.0 Survey	2.05 Topo 2.06 CAD Drafting	Additional topo survey needed on south end of project near 14 th Ave SW to cover extended project length due to turn lanes, and to cover additional pond area with development of 2-tiered pond alternative.
Task 4.0 Preliminary Design	4.06 Preliminary Modeling	Modeling – went through multiple revisions/iterations and have taken the model much further than originally scoped. In the south segment we are probably at 80-90% modeled. This will save hours/costs in final design, so we basically just shifted some of that to prelim design. Additional modeling required when 5 th Ave roundabout option was added after Nov 2023 public meeting. Complexity of combining various intersection configurations into all the options, also was more effort than originally estimated.

Description	Original Scope for Prelim Design Prepared 05/01/23	Actual Efforts/Costs Incurred As of 04/20/24
Task 4.0 Preliminary Design	4.13 Preliminary Cost Estimates One (1) set of quantities/cost estimates assumed	Ended up preparing two (2) full set of prelim quantities/cost estimates – first for the Nov 2023 public meeting effort, and a second full set of quantities/estimates after the update to alternatives in Feb 2024. Cost estimates were also split into south and north sections for the 2nd round of estimates in Feb 2024. Also had to further revise the Feb 2024 estimates to split out Burdick Expy intersection costs to request possible NH funding from NDDOT.
Task 5.0 Environmental Doc.	5.02 Aquatic Resource Field Delineation and Report 5.04 Review of Cultural Resource Report 5.05 Draft Documented CATEX	Apex had completed the Draft DCE by end of Feb 2024. It was then put on hold and decision was made to split into 2 DCEs in order to keep south project on track and not delayed by the required noise analysis in north project. Had to expand study area from original to accommodate landowner requests for pond, which required coordination with NDDOT and additional effort for SOV re-solicitation, etc. NDDOT also required that additional field wetland delineation would be required for the expanded area, rather than an office delineation as requested.
Task 6.0 Public Involvement	6.01 Public Input Meeting 94 hours original estimate	Underestimated the number of hours for this task. Actually spent 198 hours – 104 additional hours.
Task 7.0 Prelim H&H	7.03 Prelim Hydraulics/Storm Alts 7.05 Tech Memo Assumed two (2) pond scenarios	Ended up developing/analyzing five (5) pond scenarios. Additional documentation and cost estimates for tech memo. After 04/02/24 meeting with landowner, had to evaluate and develop another pond Scenario 4, and prepare cost estimate for it.
Subconsultant task	Cultural resource survey/report	In its response to the Section 106 Coordination Form, NDDOT stated that a Class III cultural field inventory would be required for the portion of the project south of Burdick Expy. The original scope and budget only included a Class I Literature Review for the entire project area. The City was previously notified of this overage. When study area was expanded to include larger upper retention pond, NDDOT required that Class III field study would be required for the expanded area, rather than a Class I office review as requested.
Subconsultant task	3D visualizations	Visualizations by Classen Graphics will cost \$4,000 more than originally estimated. The City was previously notified of this overage.

Attachment A2
Apex Engineering Group, Inc.
Fee Estimate for Additional Work in Phase I - Preliminary Engineering Services
City of Minot Project 4780 / NDDOT SU-4-989(129) PCN 23860
16th Street SW Reconstruction - 14th Ave SW to 2nd Ave SW
April 25, 2024

Apex Project No. 23.106.0006

Task No.	Classification	Principal	Senior Engineer	Lead Engineer	Design Engineer II	Project Engineer	Graduate Engineer	Sr. Survey Crew Chief	Surveyor I	Lead Env. Planner	Environ. Planner I	Sr. Eng. Tech	Eng. Tech III	Support Staff I	Totals
	Apex Standard Rate (2024)	\$226	\$208	\$195	\$181	\$150	\$137	\$173	\$116	\$177	\$141	\$149	\$118	\$105	
	Task Description	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
1.0	Project Management														
1.01	Project Development and Staff Meetings - additional work		28	4	10	4	4			4			2		56
1.02	Coordination with the City of Minot														0
1.03	Coordination with Subconsultants														0
1.04	Project Coordination Meetings and 30% & 50% Plan Review Meetings (addtl 10 mtgs)		40		40		20			20					120
1.05	QC/QA Reviews														0
1.06	Progress Reports, Invoicing, Contract Administration		24												24
	Task 1 Subtotal	0	92	4	50	4	24	0	0	24	0	0	2	0	200
2.0	Survey														
2.01	Control														0
2.02	Boundary														0
2.03	Cadastral														0
2.04	Locates & Utilities														0
2.05	Topo							14	14						28
2.05	Scanning														0
2.06	CAD Drafting												8		8
	Task 2 Subtotal	0	0	0	0	0	0	14	14	0	0	0	8	0	36
3.0	Traffic Analysis														
3.01	Traffic Data Collection														0
3.02	Operations Analysis														0
3.03	Draft Traffic Operations Report														0
3.04	Incorporate Comments and Final Traffic Operations Report														0
	Task 3 Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4.0	Preliminary Design														
4.01	Collect and Review Information from City														0
4.02	Typical Section Alternatives														0
4.03	Roadway Geometric Alternatives														0
4.04	5th Ave SW Intersection Alternatives														0
4.05	Sidewalk/Path Alternatives														0
4.06	Preliminary Modeling (Civil 3D)				80		160								240
4.07	Identify ROW/Easement Impacts														0
4.08	Work Zone Traffic Control & Phasing														0
4.09	Preliminary Signals, Lighting, & ITS														0
4.10	Preliminary Sanitary Sewer and Watermain Layouts														0
4.11	Review of Geotechnical Report														0
4.12	Prepare 30% and 50% Plan Submittals														0
4.13	Preliminary Cost Estimates		12	80	48		32								172
4.14	Permitting - Section 404 Permit and Floodplain Permit														0
	Task 4 Subtotal	0	12	80	128	0	192	0	0	0	0	0	0	0	412
5.0	Environmental Document														
5.01	Solicitation of Views														0
5.02	Aquatic Resource Field Delineation and Report		2							12	28				42
5.03	Type I Noise Determination Form														0
5.04	Review of Cultural Resource Inventory Report		2							2					4
5.05	Draft Documented CATEX - additional work		4							24	8				36
	Task 5 Subtotal	0	8	0	0	0	0	0	0	38	36	0	0	0	82

Task No.	Classification	Principal	Senior Engineer	Lead Engineer	Design Engineer II	Project Engineer	Graduate Engineer	Sr. Survey Crew Chief	Surveyor I	Lead Env. Planner	Environ. Planner I	Sr. Eng. Tech	Eng. Tech III	Support Staff I	Totals
	Apex Standard Rate (2024)	\$226	\$208	\$195	\$181	\$150	\$137	\$173	\$116	\$177	\$141	\$149	\$118	\$105	
	Task Description	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
6.0	Public Involvement and Stakeholder Coordination														
6.01	Public Input Meeting (1)		16	16	28		16			24	4				104
6.02	Business and Property Owner Meetings														0
6.03	City Council Update - Support for City Staff														0
6.04	3D Visualization and Renderings - Design Support and Review														0
	Task 6 Subtotal	0	16	16	28	0	16	0	0	24	4	0	0	0	104
7.0	Preliminary Hydrologic & Hydraulic Analysis														
7.01	Data Collection and Review														0
7.02	Preliminary Hydrology														0
7.03	Preliminary Hydraulics and Storm Sewer Alternatives		20	160											180
7.04	Splitting N/S costs and depth duration summary		16	80											96
7.05	Technical Memorandum		8	24											32
	Task 7 Subtotal	0	44	264	0	0	0	0	0	0	0	0	0	0	308
8.0	Right of Way Services (assumes 40 landowners, 12 PE parcels, 40 TCE parcels). Other hours/costs not shown here are included in Great West Land Services cost shown below under "Subconsultants."														
8.01	Research and Review Ownership and Title														0
8.02	Prepare ROW Plats (assume 52 parcels)														0
8.03	Waiver Valuations/Appraisals														0
8.04	Prepare ROW Documents and Packets														0
8.05	Property Owner Meetings and Negotiations														0
8.06	Railroad ROW Coordination and Permitting (BNSF and CPR)														0
	Task 8 Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9.0	Preliminary Utility Coordination														
9.01	Preliminary Utility Coordination														0
9.02	Preliminary Utility Conflict Plans														0
9.03	Initial Utility Meeting (via Teams)														0
	Task 9 Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total Labor Hours	0	172	364	206	4	232	14	14	86	40	0	10	0	1142
Total Labor Costs	\$0	\$35,776	\$70,980	\$37,286	\$600	\$31,784	\$2,422	\$1,624	\$15,222	\$5,640	\$0	\$1,180	\$0	\$202,514

Phase I Direct Expenses (All except Subconsultants)	\$0
Phase I Direct Expenses (Subconsultants)	\$13,161
Additional Work in Phase I - Grand Total Fee Estimate	\$215,675

Estimated Direct Expenses - Phase I Preliminary Engineering

Vehicle Mileage Totals	0	\$0.00
Survey Vehicle Mileage Totals	0	\$0.00
Subsistence Totals	0	\$0.00
Lodging Totals	0	\$0.00
Supplies		\$0.00
Miscellaneous Costs		\$0.00

Phase I Direct Expenses Total (All except Subconsultants) \$0.00

Subconsultants:		
Juniper LLC (Class III Field Survey & Expanded Study Area)		\$8,617.00
Classen Graphics (3D Visualization)		\$4,544.00

Amendment 1 to Phase I - Subconsultants Total \$13,161.00

Expense Notes:
1.Meals are payable on a daily per diem basis and limited to \$45.00 per employee per day (Breakfast \$9.00, Lunch \$14.00, Dinner \$22.00).

Attachment B1
Scope Assumptions and Basis for Fee Estimate
Phase II Final Design
Minot 16th Street SW Reconstruction – 14th Ave SW to 2nd Ave SW
Updated: April 17, 2024

General Information

- **Schedule**
 - Phase I Preliminary/Environmental – assumed ~~35 weeks (05/24/2023 to 01/26/2024)~~
55 weeks (05/24/2023 to 06/16/2024)
 - Phase II Final Design – assumed ~~36 weeks (12/11/2023 to 08/16/2024) (7-week overlap with Phase I)~~
15 weeks (05/06/2024 to 08/16/2024) – south segment only
 - Bid Period – assume 12 weeks (08/16/2024 to 11/08/2024 [bid date])
 - Phase III Construction – assumed 24 weeks (05/05/2025 to 10/17/2025)
22 weeks (05/05/2025 to 10/04/2025) – south segment only
- **Construction Cost Estimate & Engineering Budget:**
 - **\$12,189,000 – Apex const cost estimate from April 2024 (south segment only)**
 - \$10,093,144 – City const cost estimate from November 2021
 - \$ 2,018,629 – Engineering Budget (20% of City Cost Estimate)
 - \$ 9,626,000 – estimate from NDDOT 2023-2026 Final STIP
 - \$7,790,000 Federal
 - \$1,836,000 City
- **Subconsultants – Phase II**
 - Odney – Public Outreach, PIC - **hours/costs already included in Phase I contract**
 - Great West Land Services – ROW Acquisition - **hours/costs already included in Phase I contract**
 - Boulder Appraisal – Appraisals - **hours/costs already included in Phase I contract**
 - SRF – Retaining Wall design/plan prep
 - Prairie Engineering – Lighting design/plan prep
- **Other Anticipated Vendor Costs**
 - Title Research Company - **costs already included in Phase I contract**

South Segment: Phase II Final Design – Assumptions and Basis

- **15 week schedule – 05/06/2024 to 08/16/2024 (south segment only) + 12 week bid period**
- **Included:**
 - Task 10.0 Project Management
 - Project Development, Management, and Coordination
 - Project Coordination Meetings (6 assumed – 2 in-person and 4 virtual on MS Teams):
 - Design meeting during site visit – in-person
 - 95% PS&E Plan Review – in-person
 - 4 other monthly coordination meetings during final design (virtual on Teams)
 - QC/QA Reviews
 - Progress Reports, Invoicing, Contract Administration
 - Task 11.0 Final Design
 - Title Sheet & TOC, Scope of Work/Survey Data - Sections 1, 2, & 4
 - Notes - Section 6

- Quantities – Section 8
 - Basis of Estimate – Section 10
 - General Details & Typical Sections - Sections 20 & 30
 - Removals – Section 40
 - Inlet and Manhole Summary – Section 50
 - Storm Sewer Plan and Profile – Section 55
 - Watermain Plan and Profile – Section 56
 - *No hours/costs assumed for south segment*
 - Roadway Plan and Profile/Grading Sheets/ADA – Section 60
 - Wetland Impacts – Section 75
 - *No hours/costs assumed for south segment*
 - Temp & Perm Erosion Control – Sections 76 & 77
 - Retaining Wall Layouts – Section 85 (Supply wall alignment, review SRF plans)
 - 4 walls assumed, 100-200 feet in length, 2-3 feet in height
 - Joint Layouts – Section 90
 - Work Zone Traffic Control – Section 100
 - Signing – Section 110
 - Pavement Marking – Section 120
 - Lighting - Section 140
 - *Review only – Prairie Engineering to design and prepare lighting plans*
 - Signals & ITS - Section 150 & 160
 - Cross Sections – Section 200
 - Final Corridor Modeling (Civil 3D)
 - Construction Estimate and Quantities
 - PS&E Submittal, Corrections, & Final Submittal
 - Addenda & Bid Questions
 - AMG Data and Staking Data
- Task 12.0 Public Involvement
 - Business and Property Owner Meetings – assume 2 trips to Minot for business/property stakeholder (assumed group meetings with individual as needed)
 - City Council Update - Support for City Staff, also includes trip to Minot to attend City Council meeting at which Engineering staff provides the project update
 - Odney – Public Outreach and PIC Services – **Phase II hours/costs already included in Phase I contract**
 - Media Relations
 - Assistance with Business and Property Owner Communications
 - General Public Communications
 - Online Content Development and Management
 - ✓ Updating minotroads.com website during design
 - Task 13.0 Final Hydrology & Hydraulics Analysis
 - Final Storm Storm Sewer Trunk Line and Pond Design
 - Design criteria:
 - ✓ Storm sewer 5-year event on 16th St SW; 10-year event on Burdick Expy
 - Final Inlet Design
 - Design criteria:
 - ✓ Inlets: 10-year event
 - ✓ Estimated 56 inlets
 - Final City Participation Calculations
 - Final Technical Memorandum (Draft and Final)

- Task 14.0 Right of Way Services
 - **Apex Phase II hours/costs already included in Phase I contract**
 - **Great West Land Services hours/costs already included in Phase I contract**
 - **Boulder Appraisal hours/costs already included in Phase I contract**
- Task 15.0 Final Utility Coordination
 - Utility Coordination
 - Utility Conflict Plans and Special Provision
 - Utility Meeting (via Teams)

Attachment B2
Apex Engineering Group, Inc.
Fee Estimate for Phase II - Final Design Services
City of Minot Project 4780 / NDDOT SU-4-989(129) PCN 23860
16th Street SW Reconstruction - 14th Ave SW to Burdick Expwy
(South Segment)
April 17, 2024

Apex Project No. 23.106.0006

Task No.	Classification	Principal	Senior Engineer	Lead Engineer	Design Engineer I	Project Engineer	Graduate Engineer	Sr. Survey Crew Chief	Surveyor I	Lead Env. Planner	Environ. Planner I	Sr. Eng. Tech	Eng. Tech III	Support Staff I	Totals
	Apex Standard Rate (2024)	\$226	\$208	\$195	\$168	\$150	\$137	\$173	\$116	\$177	\$141	\$149	\$118	\$105	
	Task Description	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
10.0	Project Management - Phase II														
10.01	Project Development and Staff Meetings		40	40			16								96
10.02	Coordination with the City of Minot		8	8											16
10.03	Coordination with Subconsultants		8												8
10.04	Coordination with Other Agencies		8												8
10.05	Project Coordination Meetings and 95% PS&E Plan Review Meetings (6 total)		24	48			12						12		96
10.06	QC/QA Reviews	2	8	20	16	16									62
10.07	Progress Reports, Invoicing, Contract Administration	2	24											4	30
	Task 10 Subtotal	4	120	116	16	16	28	0	0	0	0	0	12	4	316
11.0	Final Design and Plan Preparation														
11.01	Title Sheet & TOC, Scope of Work/Survey Data - Sections 1, 2, & 4		2	4			8						8		22
11.02	Notes - Section 6		4	24											28
11.03	Quantities – Section 8			16			40						16		72
11.04	Basis of Estimate – Section 10			2			8								10
11.05	General Details & Typical Sections - Sections 20 & 30			4			40						8		52
11.06	Removals – Section 40			4								40			44
11.07	Inlet and Manhole Summary – Section 50			4			8					40			52
11.08	Storm Sewer Plan and Profile – Section 55			16			16						60		92
11.09	Watermain Plan and Profile – Section 56 (no work assumed for south segment)														0
11.10	Roadway Plan and Profile/Grading Sheets/ADA – Section 60		4	40			80						60		184
11.11	Wetland Impacts – Section 75 (no work assumed for south segment)														0
11.12	Temp & Perm Erosion Control – Sections 76 & 77			8			40					16			64
11.13	Retaining Wall Layouts – Section 85 (Supply wall alignment, review SRF plans)		4	8			16								28
11.14	Joint Layouts – Section 90			16			32								48
11.15	Work Zone Traffic Control – Section 100		4	16			60						16		96
11.16	Signing – Section 110			4			16					16			36
11.17	Pavement Marking – Section 120			4			16						16		36
11.18	Lighting - Section 140 (Review only)		4	4											8
11.19	Signals & ITS - Section 150 & 160		12		80								40		132
11.20	Cross Sections – Section 200			8			40								48
11.21	Corridor Modeling (Civil 3D)			8			160								168
11.22	Construction Estimate and Quantities		4	28			40					40			112
11.23	PS&E Submittal, Corrections, & Final Submittal		4	52			40					40	40	4	180
11.24	Addenda & Bid Questions		4	8			8						8		28
11.25	AMG Data and Staking Data			8			24					40			72
	Task 11 Subtotal	0	46	286	80	0	692	0	0	0	0	232	272	4	1612
12.0	Public Involvement and Stakeholder Coordination														
12.01	Business and Property Owners Meetings		40	40											80
12.02	Website Update - Support to Odney		4	8									8		20
12.03	City Council Update - Support for City Staff		8	8											16
	Task 12 Subtotal	0	52	56	0	0	0	0	0	0	0	0	8	0	116
13.0	Final Hydrologic & Hydraulic Analysis, and Pond Design														
13.01	Final Storm Sewer Trunk Line and Pond Design		24	40			100								164
13.02	Final Inlet Design		16	24			156								196
13.03	Final City Participation Calculations		4	16			40								60
13.04	Technical Memorandum		4	16			40								60
	Task 13 Subtotal	0	48	96	0	0	336	0	0	0	0	0	0	0	480
14.0	Right of Way Services														

Task No.	Classification	Principal	Senior Engineer	Lead Engineer	Design Engineer I	Project Engineer	Graduate Engineer	Sr. Survey Crew Chief	Surveyor I	Lead Env. Planner	Environ. Planner I	Sr. Eng. Tech	Eng. Tech III	Support Staff I	Totals
	Apex Standard Rate (2024)	\$226	\$208	\$195	\$168	\$150	\$137	\$173	\$116	\$177	\$141	\$149	\$118	\$105	
	Task Description	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
	Note: These hours/costs were previously included in Original Phase I Contract.														0
															0
	Task 14 Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15.0	Final Utility Engineering and Coordination														
15.01	Utility Coordination			8			24								32
15.02	Utility Conflict Plans & Special Provision			4			60						40		104
15.03	Utility Meetings (via Teams)		4	4			8								16
	Task 15 Subtotal	0	4	16	0	0	92	0	0	0	0	0	40	0	152

Total Labor Hours	4	270	570	96	16	1148	0	0	0	0	232	332	8	2676
Total Labor Costs	\$904	\$56,160	\$111,150	\$16,128	\$2,400	\$157,276	\$0	\$0	\$0	\$0	\$34,568	\$39,176	\$840	\$418,602

Phase II Direct Expenses (All except Subconsultants)	\$3,912
Phase II Direct Expenses (Subconsultants)	\$37,510

South Segment: Phase II - Grand Total Fee Estimate \$460,024

Estimated Direct Expenses - Phase II Final Design

Vehicle Mileage @ \$0.67 / Mile	Round Trip		No. of Trips	Per Trip	Total	Cost
	From-To			Mileage	Mileage	(@ \$0.67/mi)
Task 10.05 (assume 2 in-person meetings)	Apex Bsmk	Project Site	2	220	440	\$294.80
Task 11.0 (assume 2 site visits during final design)	Apex Bsmk	Project Site	2	220	440	\$294.80
Task 12.0 (assumes 3 visits - 2 stakeholder mtgs, 1 City Council)	Apex Bsmk	Project Site	3	220	660	\$442.20
Task 14.0 Right of Way (previously included in Phase I original contract)	Apex Bsmk	Project Site	0	220	0	\$0.00
Vehicle Mileage Totals					1,540	\$1,031.80

Survey Vehicle Mileage @ \$1.00 / Mile			Round Trip	Per Trip	Total	Cost
From-To		No. of Trips	Mileage	Mileage		(@ \$1.00/mi)
Apex Bsmk	Project Site	0	0		0	\$0.00
On-Site Travel		0	0		0	\$0.00
Survey Vehicle Mileage Totals					0	\$0.00

Subsistence (\$45 / day / person max)		No. of days	No. of people	Total No. of per diems	Cost (@ \$45/day)
Task 10.05 (assume 2 in-person meetings)		2	2	4	\$180.00
Task 11.0 (assume 2 site visits during final design)		2	2	4	\$180.00
Task 12.0 (assumes 3 visits - 2 stakeholder mtgs, 1 City Council)		3	2	6	\$270.00
Task 14.0 Right of Way (previously included in Phase I original contract)		0	0	0	\$0.00
Subsistence Totals				14	\$630.00

Lodging (\$125 / night)	Lodging Location	No. of nights	No. of people	Total No. of nights	Cost (@ \$125/night)
Task 10.05 (assume 2 in-person meetings)	Minot	1	2	2	\$250.00
Task 11.0 (assume 2 site visits during final design)	Minot	1	2	2	\$250.00
Task 12.0 (assumes 3 visits - 2 stakeholder mtgs, 1 City Council)	Minot	3	2	6	\$750.00
Task 14.0 Right of Way (previously included in Phase I original contract)	Minot	0	0	0	\$0.00
Lodging Totals				10	\$1,250.00

Supplies	\$500.00
Miscellaneous Costs	\$500.00

Phase II Direct Expenses Total (All except Subconsultants) \$3,911.80

Subconsultants:	
Odney (Public Outreach, PIC services)	Hours/cost through final design already included in Phase I original contract
Great West Land Services (ROW Acquisition)	Hours/cost through final design already included in Phase I original contract
Boulder Appraisal (Basic Data Book & 2 Appraisals)	Hours/cost through final design already included in Phase I original contract

Task No.	Classification	Principal	Senior Engineer	Lead Engineer	Design Engineer I	Project Engineer	Graduate Engineer	Sr. Survey Crew Chief	Surveyor I	Lead Env. Planner	Environ. Planner I	Sr. Eng. Tech	Eng. Tech III	Support Staff I	Totals
	Apex Standard Rate (2024)	\$226	\$208	\$195	\$168	\$150	\$137	\$173	\$116	\$177	\$141	\$149	\$118	\$105	
	Task Description	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
	Prairie Engineering (Lighting Design and Plan Preparation)						\$7,200.00								
	SRF (Retaining Wall Design and Plan Preparation)						\$30,310.00								
Phase II - Subconsultants Total							\$37,510.00								



Prairie Engineering P.C.
Mechanical and Electrical Consulting Engineers
Minot and Bismarck, North Dakota

1905 17th Street SE
Minot, North Dakota 58701
Ph: 701-852-6363 Fx: 701-839-7085

PROJECT NO. 24031
DATE: March 29, 2024

AUTHORIZATION AND AGREEMENT FOR ENGINEERING SERVICES

CLIENT: Apex Engineering Group

Contact Name: Matt Kinsella

Billing Address: 4733 Amber Valley Parkway South
Fargo, ND 58104

PROJECT DATA:

Job Title: Minot 16th St SW Reconstruction.

Description of Work: Street lighting upgrade and minor traffic signal system modifications.

Estimated Area (SF): NA

Estimated Budget: NA

ENGINEERING SERVICES:

Design Phase: Provide design analysis, plans, specifications, and unit quantity estimate for demolition of existing lighting system and installation of new street lighting. Minor modifications to the existing traffic signal system at 16th and Burdick.

Construction Phase: Shop drawing review and project coordination. Interim site inspections if required. Final inspection and report. Electronic update for "As-Built" drawings.

ENGINEERING FEES:

Design Phase Services: Hourly as per attachment, not to exceed \$7,200

Construction Phase Services: Hourly as per attachment, not to exceed \$2,000.

OTHER CONSIDERATIONS:

Invoices will be submitted for services and reimbursable expenses and are due within 30 days of when rendered.

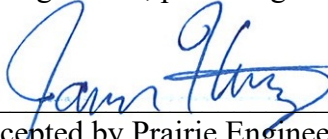
Prairie Engineering, P.C. agrees to keep in force during the term of this agreement, and for at least twelve months thereafter from, professional liability insurance covering its liability for acts, errors, or omissions in providing or failing to provide professional services, with a per-claim coverage of \$2,000,000.00 and aggregate coverage of \$2,000,000.00. The present policy is effective October 1, 2023 through October 1, 2024.

Owner/Engineer agreement shall not be binding on Consultant unless Consultant has been furnished with copy of same and has accepted provisions contained therein.

A copy of the Owner/Engineer agreement has been reviewed and accepted as part of this agreement.

_____ YES X NO

If terms are agreeable, please sign and return one copy.

BY: 
Accepted by Prairie Engineering, P.C.

DATE: 03/29/2024

BY: _____ DATE: _____



Hourly Rates/Expense Rates
Effective January 1, 2024

Principal	\$200 Per Hour
Senior Engineer	\$145 Per Hour
Engineer	\$105 - \$135 Per Hour
Designer	\$80 - \$135 Per Hour
Secretary/Accounting	\$70 Per Hour
Reproduction: Blueprints	\$2.50/Sheet or Cost from Commercial Printer Plus 10%
Reproduction: Specifications	\$0.20/Sheet or Cost from Commercial Printer Plus 10%
Mileage	\$0.70 Per Mile
Postage, Telephone, Office Supplies	Cost Plus 10%
Outside Consultants (if required)	Invoice Plus 10%

SRF Consulting Group, Inc.

Work Tasks and Person-Hour Estimates

Client: Apex Engineering / City of Minot
Project: 16th St SW Reconstruction in Minot, ND



Subconsultants:

16434.PP

<u>TASK NO.</u>	<u>SUMMARY OF TASKS</u>
1	STRUCTURAL



Subconsultants: 16434.PP

SRF CONSULTING GROUP, INC.

SRF Consulting Group, Inc.

Client: Apex Engineering / City of Minot

Project: 16th St SW Reconstruction in Minot, ND

Subconsultants:

16434.PP



TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
ESTIMATE OF DIRECT NON-SALARY EXPENSES:												
	MILEAGE:	Personal Vehicles		0	Miles @	\$0.655						\$0.00
	RENTAL VEHICLE											\$0.00
	MEALS:			0	Meals @	\$11.00						\$0.00
	LODGING:	Hotel		0	Nights @	\$100.00						\$0.00
	REPRODUCTION:	Copy Duplication		0	Copies @	\$0.10						\$0.00
		Color Copies		0	Copies @	\$0.35						\$0.00
		Bond Prints		0	Prints @	\$6.00						\$0.00
		Mylar Prints		0	Prints @	\$12.00						\$0.00
	COURTHOUSE COPIES:			0	Copies @	\$1.00						\$0.00
	PRINTING:											\$0.00
	SUPPLIES:											\$0.00
	COMMUNICATIONS:	Mail, Express, Etc.										\$0.00
		Cell Phone Charges		0	Minutes @	\$0.30						\$0.00
SRF EXPENSES:												\$0.00

SRF Consulting Group, Inc.

Client: Apex Engineering / City of Minot

Project: 16th St SW Reconstruction in Minot, ND

Subconsultants:

16434.PP



TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
SUMMARY OF COSTS:		PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT		TOTALS
1	STRUCTURAL	\$ 12,700.00	\$ -	\$ 8,200.00	\$ -	\$ -	\$ 5,120.00	\$ -	\$ 3,480.00	\$ 810.00		\$30,310.00
TOTALS		\$12,700.00	\$0.00	\$8,200.00	\$0.00	\$0.00	\$5,120.00	\$0.00	\$3,480.00	\$810.00		\$30,310.00

SRF Consulting Group, Inc.
Client: Apex Engineering / City of Minot
Project: 16th St SW Reconstruction in Minot, ND
Subconsultants:

Work Tasks and Person-Hour Estimates



16434.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
SUMMARY OF HOURS:		PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	
1	STRUCTURAL	50	-	40	-	-	40	-	24	5		\$159.00
TOTALS		50	0	40	0	0	40	0	24	5		\$159.00

Attachment C1
Scope Assumptions and Basis for Fee Estimate
Phase III Construction
Minot 16th Street SW Reconstruction – 14th Ave SW to 2nd Ave SW
Updated: April 17, 2024

General Information

- **Schedule**
 - Phase I Preliminary/Environmental – assumed ~~35 weeks (05/24/2023 to 01/26/2024)~~
55 weeks (05/24/2023 to 06/16/2024)
 - Phase II Final Design – assumed ~~36 weeks (12/11/2023 to 08/16/2024) (7-week overlap with Phase I)~~
15 weeks (05/06/2024 to 08/16/2024) – south segment only
 - Bid Period – assume 12 weeks (08/16/2024 to 11/08/2024 [bid date])
 - Phase III Construction – assumed 24 weeks (05/05/2025 to 10/17/2025)
22 weeks (05/05/2025 to 10/04/2025) – south segment only
- **Construction Cost Estimate & Engineering Budget:**
 - **\$12,189,000 – Apex const cost estimate from April 2024 (south segment only)**
 - \$10,093,144 – City const cost estimate from November 2021
 - \$ 2,018,629 – Engineering Budget (20% of City Cost Estimate)
 - \$ 9,626,000 – estimate from NDDOT 2023-2026 Final STIP
 - \$7,790,000 Federal
 - \$1,836,000 City
- **Subconsultants – Phase III**
 - Material Testing Services – testing
 - Odney – Public Outreach, PIC
 - Prairie Engineering – Lighting inspection support, shop drawing review

South Segment: Phase III Construction – Assumptions and Basis

- **22 week schedule – 05/05/2025 to 10/04/2025 (south segment only)**
- **Staffing assumptions for construction:**

○ Senior Engineer:	2 Trips x 16 Hrs. / Trip + 14 hrs admin, closeout =	46 Hours
○ Lead Engineer:	16 Trips x 16 Hrs. / Trip + 74 hrs admin, closeout =	330 Hours
○ Project Engineer:	22 Weeks x 64 Hrs. / Week + 334 hrs admin, closeout =	1,742 Hours
○ Graduate Engineer:	18 Weeks x 50 Hrs. Week + 116 hrs admin, closeout =	1,016 Hours
○ Engineering Technician:	12 Weeks x 50 Hrs. Week =	600 Hours
○ Survey Crew:	274 crew-hours	
- **Included:**
 - Task 16.0 Construction Administration
 - Project Development, Management, and Coordination
 - Coordination with City and Contractor
 - Site Visits and QC/QA Reviews
 - Change Orders and Shop Drawing Review
 - Invoicing

- Task 17.0 Construction Inspection
 - Earthwork / Grading / Aggregate Base
 - Underground Utilities (Storm, Sanitary, Water)
 - Concrete Paving/General Inspection
 - Traffic Control / Erosion Control Inspection
 - Permanent Signing / Pavement Marking
 - Street Lighting / Traffic Signal Inspection
 - Materials Testing Coordination / Plant Inspection
 - Record Keeping & Quantities
- Task 18.0 Construction Surveying
 - Earthwork / Grading /Aggregate Base
 - Concrete Paving / Curb & Gutter
 - Utilities
 - Misc. Items
- Task 19.0 Project Closeout
 - Final Acceptance and Payment
 - Final Records Submittal

Attachment C2
Apex Engineering Group, Inc.
Fee Estimate for Phase III - Construction Engineering & Administration Services
City of Minot Project 4780 / NDDOT SU-4-989(129) PCN 23860
16th Street SW Reconstruction - 14th Ave SW to Burdick Expwy
(South Segment)
April 17, 2024

Apex Project No. 23.106.0006

Task No.	Classification	Principal	Senior Engineer	Lead Engineer	Design Engineer II	Project Engineer	Graduate Engineer	Sr. Survey Crew Chief	Surveyor I	Lead Env. Planner	Environ. Planner I	Sr. Eng. Tech	Eng. Tech III	Support Staff I	Totals
	Apex Standard Rate (2024)	\$226	\$208	\$195	\$181	\$150	\$137	\$173	\$116	\$177	\$141	\$149	\$118	\$105	
	Task Description	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
16.0	Construction Administration														
16.01	Internal Project & Staff Meetings		4	20		20	20								64
16.02	Coordination with City Staff		4	18		20									42
16.03	Project Site Visits & QC/QA		30												30
16.04	Coordination w/Contractor & Project Meetings			20		22	16								58
16.05	Coordination with Property / Business Owners			16		40									56
16.06	Change Orders & Shop Drawing Review			16		40									56
	Task 16 Subtotal	0	38	90	0	142	36	0	0	0	0	0	0	0	306
17.0	Construction Inspection														
17.01	Earthwork / Grading / Aggregate Base			80		420	160						160		820
17.02	Underground Utilities (Storm, Sanitary, Water)			20		240	200						200		660
17.03	Concrete Paving/General Inspection			40		300	150						150		640
17.04	Traffic Control / Erosion Control Inspection					120	60						60		240
17.05	Permanent Signing / Pavement Marking					40	20						20		80
17.06	Street Lighting / Traffic Signal Inspection					80	40						10		130
17.07	Materials Testing Coordination / Plant Inspection			20		40	10								70
17.08	Record Keeping & Quantities			40		200	180								420
	Task 17 Subtotal	0	0	200	0	1440	820	0	0	0	0	0	600	0	3060
18.0	Construction Surveying														
18.01	Earthwork / Grading /Aggregate Base							100	100						200
18.02	Concrete Paving / Curb & Gutter							100	100						200
18.03	Utilities							50	50						100
18.04	Misc. Items							24	24						48
	Task 18 Subtotal	0	0	0	0	0	0	274	274	0	0	0	0	0	548
19.0	Project Closeout														
19.01	Final Acceptance & Payment		4	20		80	80								184
19.02	Final Records Submittal		4	20		80	80								184
	Task 19 Subtotal	0	8	40	0	160	160	0	0	0	0	0	0	0	368

Total Labor Hours	0	46	330	0	1742	1016	274	274	0	0	0	600	0	4282
Total Labor Costs	\$0	\$9,568	\$64,350	\$0	\$261,300	\$139,192	\$47,402	\$31,784	\$0	\$0	\$0	\$70,800	\$0	\$624,396

Phase III Direct Expenses (All except Subconsultants)	\$94,027
Phase III Direct Expenses (Subconsultants)	\$47,000
South Segment: Phase III - Grand Total Fee Estimate	\$765,423

Estimated Direct Expenses - Phase III Construction Engineering							
Vehicle Mileage @ \$0.67 / Mile		Round Trip		Per Trip	Total	Cost	
		From-To	No. of Trips	Mileage	Mileage	(@ \$0.67/mi)	
Task 16.0 - Project Management		Apex Bsmk	Project Site	2	220	440	\$294.80
Task 17.0 - Construction Administration & Inspection (Lead Eng)		Apex Bsmk	Project Site	16	320	5,120	\$3,430.40
Task 17.0 - Construction Administration & Inspection (Other Eng Staff)		Apex Bsmk	-	52	220	11,440	\$7,664.80
Task 17.0 - Construction Administration & Inspection (Other Eng Staff)		-	Project Site	312	50	15,600	\$10,452.00
Task 19.0 - Project Closeout		Apex Bsmk	Project Site	2	220	440	\$294.80
		Vehicle Mileage Totals				33,040	\$22,136.80
Survey Vehicle Mileage @ \$1.00 / Mile		Round Trip		Per Trip	Total	Cost	
		From-To	No. of Trips	Mileage	Mileage	(@ \$1.00/mi)	

Task No.	Classification	Principal	Senior Engineer	Lead Engineer	Design Engineer II	Project Engineer	Graduate Engineer	Sr. Survey Crew Chief	Surveyor I	Lead Env. Planner	Environ. Planner I	Sr. Eng. Tech	Eng. Tech III	Support Staff I	Totals
	Apex Standard Rate (2024)	\$226	\$208	\$195	\$181	\$150	\$137	\$173	\$116	\$177	\$141	\$149	\$118	\$105	
	Task Description	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	

Task 18.0 - Construction Survey	Apex Bsmk	-	11	220	2,420	\$2,420.00
Task 18.0 - Construction Survey	-	Project Site	55	50	2,750	\$2,750.00
Survey Vehicle Mileage Totals					5,170	\$5,170.00

Subsistence (\$45 / day / person max)

	No. of days	No. of people	Total No. of per diems	Cost (@ \$45/day)
Task 16.0 - Project Management	8	1	8	\$360.00
Task 17.0 - Construction Administration & Inspection (Lead Eng)	32	1	32	\$1,440.00
Task 17.0 - Construction Administration & Inspection (Other Eng Staff)	104	3	312	\$14,040.00
Task 18.0 - Construction Survey	55	2	110	\$4,950.00
Task 19.0 - Project Closeout	2	2	4	\$180.00
Subsistence Totals			466	\$20,970.00

Lodging (\$125 / night)

	Lodging Location	No. of nights	No. of people	Total No. of nights	Cost (@ \$125/night)
Task 16.0 - Project Management	Minot	4	1	4	\$500.00
Task 17.0 - Construction Administration & Inspection (Lead Eng)	Minot	16	1	16	\$2,000.00
Task 17.0 - Construction Administration & Inspection (Other Eng Staff)	Minot	86	3	258	\$32,250.00
Task 18.0 - Construction Survey	Minot	44	2	88	\$11,000.00
Lodging Totals				362	\$45,750.00

Supplies	\$0.00
Miscellaneous Costs	\$0.00

Phase III Direct Expenses Total (All except Subconsultants)	\$94,026.80
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Subconsultants:

Material Testing Services (Testing)	\$35,000.00
Odney (Public Outreach, PIC services)	\$10,000.00
Prairie Engineering (Lighting inspection and shop drawing review)	\$2,000.00

Phase III - Subconsultants Total	\$47,000.00
----------------------------------	-------------

Expense Notes:

1.Meals are payable on a daily per diem basis and limited to \$45.00 per employee per day (Breakfast \$9.00, Lunch \$14.00, Dinner \$22.00).

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE
ENGINEERING CAPITAL INFRASTRUCTURE EXPENDITURES FOR THE APEX
ENGINEERING AMENDMENT AND APPROVE THE USE OF CAPITAL
INFRASTRUCTURE FUND CASH RESERVES.**

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

- §1: Amend the 2024 annual budget to increase the engineering capital infrastructure for the Apex Engineering amendment, using fund reserves:

41038000-57200	2022400003	\$1,441,122
----------------	------------	-------------

- §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: Lance Meyer, P.E., City Engineer

DATE: May 6, 2024

SUBJECT: 16TH STREET SW RECONSTRUCTION DOCUMENTED CATEGORICAL
EXCLUSION APPROVAL (4780)

I. RECOMMENDED ACTION

1. Recommend council approve the Documented Categorical Exclusion document (DCE) and concur with the concepts proposed. Also, to proceed with Alternative B (Build Option), Pond Scenario 4 (Two-Tiered Pond) \$15,017,400.
2. Authorize the mayor to sign the decision document

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

In April 2023, Apex Engineering Group was hired to perform engineering services for the 16th St SW Reconstruction project. The preliminary engineering phase is now finishing which includes producing an environmental document called a Documented Categorical Exclusion. This is the environmental clearance needed to move the project forward into design.

B. Proposed Project

After council reviews and approves the document, it will go through final review and approval by NDDOT and FHWA. Once approved, right of way acquisitions can begin and final plans can be submitted for review and approval.

C. Consultant Selection

Apex Engineering Group was selected using a qualifications based selection.

IV. IMPACT:

A. Strategic Impact:

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

B. Service/Delivery Impact:

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

- C. Fiscal Impact:
N/A

Project Funding

Funding for the project comes from Federal funds, Hub City Oil & Gas funds and Water/Sewer Reserve funds.

V. CITY COUNCIL ASPIRATIONS

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

VI. ALTERNATIVES

Alternative 1: Council could choose to another alternative listed in the DCE. Staff and Apex have been working with the landowner where the pond will be located attempting to find a configuration that is workable for them and meets the City's design requirements. The recommended option is as close as we can come to meeting all those requirements.

VII. TIME CONSTRAINTS

Staff requests council's approval of the DCE so the document can be submitted for further review and approvals by other agencies.

VIII. LIST OF ATTACHMENTS

- A. Draft Documented Categorical Exclusion Document
- B. Final Public Involvement Report
- C. Presentation from Apex

RECONSTRUCTION

Project No.

SU-CRP-4-989(134)

PCN

23860

16th Street SW
from 14th Avenue SW to Burdick Expressway (US 2B)
Minot, ND

Prepared by

CITY OF MINOT, ND

CITY ENGINEER
Lance Meyer, P.E.

Principal Author: Apex Engineering Group
Environmental Reviewer: Kent Leben, NDDOT LGD

April 2024

RECONSTRUCTION

16TH STREET SW
FROM 14TH AVENUE SW TO BURDICK EXPRESSWAY (US 2B)
MINOT, ND

CERTIFICATION

This document
is preliminary
and not for
construction or
implementation
purposes.

PRELIMINARY

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Appendix B	Environmental Justice Analysis
Appendix C	Type I Project Determination
Appendix D	Endangered Species Act
Appendix E	Preliminary Cost Estimates
Appendix F	Comments From the Draft Documented CATEX (pending)

Supporting Documents

Public Involvement Report
Aquatic Resources Delineation Report
Traffic Operations Report
Cultural Resources Report

A. Project Description

Highway: 16th Street SW

District: Minot District

Limits: 14th Avenue SW to Burdick Expressway

Associated Project PCN(s) and Description(s): PCN 24303 – 16th Street SW from Burdick Expressway (US 2B) to 2nd Avenue SW

When this project was initiated in May 2023, study area boundaries were along 16th Street SW from 14th Avenue SW to 2nd Avenue SW (see **Figure 1**). Environmental field studies (including the aquatic resource delineation and cultural resource survey) and the Public Input Meeting were completed using those boundaries. Following the Public Input Meeting (see Section L. Public Concerns/ Need for Public Input), additional options at the intersection of 5th Avenue SW were analyzed.

During alternative development, it was determined that funding would not be available to construct the entire project corridor. The decision was made to split the project into two at the logical termini location of Burdick Expressway/US 2B (Burdick Expressway). This document evaluates alternatives and potential impacts for the south segment of 16th Street SW, from 14th Avenue SW to Burdick Expressway (inclusive of those intersections).

Figure 1 also shows additional study areas hatched in green, which have arisen during project development. Environmental study updates are pending for these additional study areas.

Table 1 - Traffic Data

South Segment – 14th Avenue SW to Burdick Expressway

	Year	Passengers	Trucks	Totals
Current	2023	12,620	285	12,905
Forecast	2045	15,705	355	16,060

B. Project Schedule

Project: SU-CRP-4-989(134), PCN 23860

Bid Ready: 08/01/2024



Figure 1 – Project Location Map

C. Purpose of Project

The purpose of the project is to:

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

D. Need for Project

Existing Conditions:

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

Deficiencies:

- The existing asphalt pavement on 16th Street SW from 14th Avenue SW to Burdick Expressway has exceeded its useful life and needs to be replaced.
- The existing concrete pavement in the Burdick Expressway/16th Street SW intersection has exceeded its useful life and needs to be replaced.
- No dedicated left turn lanes exist at the 11½ Avenue SW or 14th Avenue SW intersections.
- The storm sewer system south of 11th Avenue SW needs to be extended and a regional detention pond is needed to handle future storm sewer system expansions to the south.
- There is an off-street path present between 14th Avenue SW and Burdick Expressway, however the width of this path varies and does not always meet standards for an off-street shared-use path facility.
- Existing sidewalks and curbs do not meet ADA requirements.
- The existing traffic signal system at 11th Avenue SW is deteriorating and in need of replacement.
- The existing lighting system throughout the corridor is deteriorating and in need of replacement.

E. Scope of Work

	Federal Funds (SU)	Federal Funds (CRP)	City Funds	Total
2024-2027 STIP (Entire Project)	\$7,790,256 (capped)	-----	\$1,835,663	\$9,625,919
2024 DCE (South Segment Only)	\$7,790,256 (capped)	\$347,356 (capped)	\$5,882,588 - \$7,064,888	\$14,020,200 - \$15,202,500

F. Description of Alternatives

- a. Alternative A: No Build
 - Estimated Cost \$0
 - This is the non-preferred alternative as it does not address the project purpose and need.
- b. Alternative B with Pond Scenario 1 (Single Pond) (see **Figure 2**)
 - Estimated cost \$14,020,200
 - Full reconstruction to a five-lane section:
 - o 61-foot wide concrete pavement including gutter pan
 - Four 11-foot wide thru lanes, a 13-foot center left turn lane, and 2-foot wide gutter pans on each side
 - Reconstruction of Burdick Expressway 300 feet east and west of 16th Street SW
 - o Four 12-foot wide thru lanes, an 11-foot wide left turn lane, and 2-foot wide gutter pans on each side
 - 10-foot wide shared use path/ADA ramps along the east side of 16th Street SW
 - New transition speed zone (30 MPH) from 11th Avenue SW to Burdick Expressway
 - Turn lane recommendations from the Traffic Operations Report
 - New traffic signal system at 11th Avenue SW and revised traffic signal at Burdick Expressway
 - New lighting on 16th Street SW
 - New storm sewer trunk line
 - Drainage improvements at 12th Avenue SW, east of 16th Street SW
 - Single retention pond located in the SW quadrant of 16th Street SW and 11th Avenue SW (see **Figure 3**)



Figure 2 – Alternative B

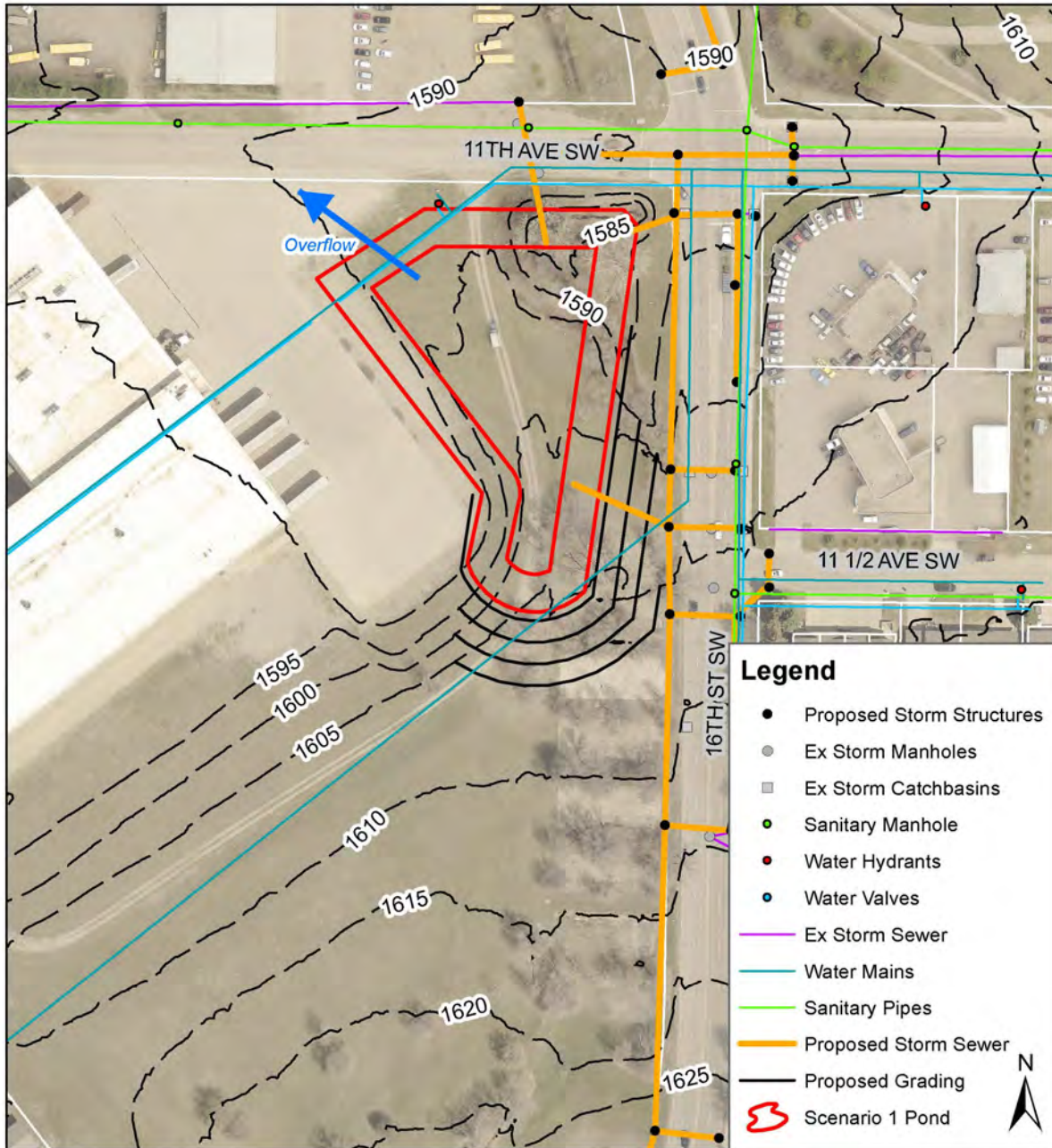


Figure 3 – Pond Scenario 1

- c. Alternative B with Pond Scenario 3A (Two-Tiered Pond)
 - Estimated cost \$15,202,500
 - Same improvements as listed above for Alternative B with Pond Scenario 1 (Single Pond), except:
 - o Two-tiered retention pond with smaller pond located in the SW quadrant of 16th Street SW and 11th Avenue SW, and larger pond located on same property further south (see **Figure 4**)

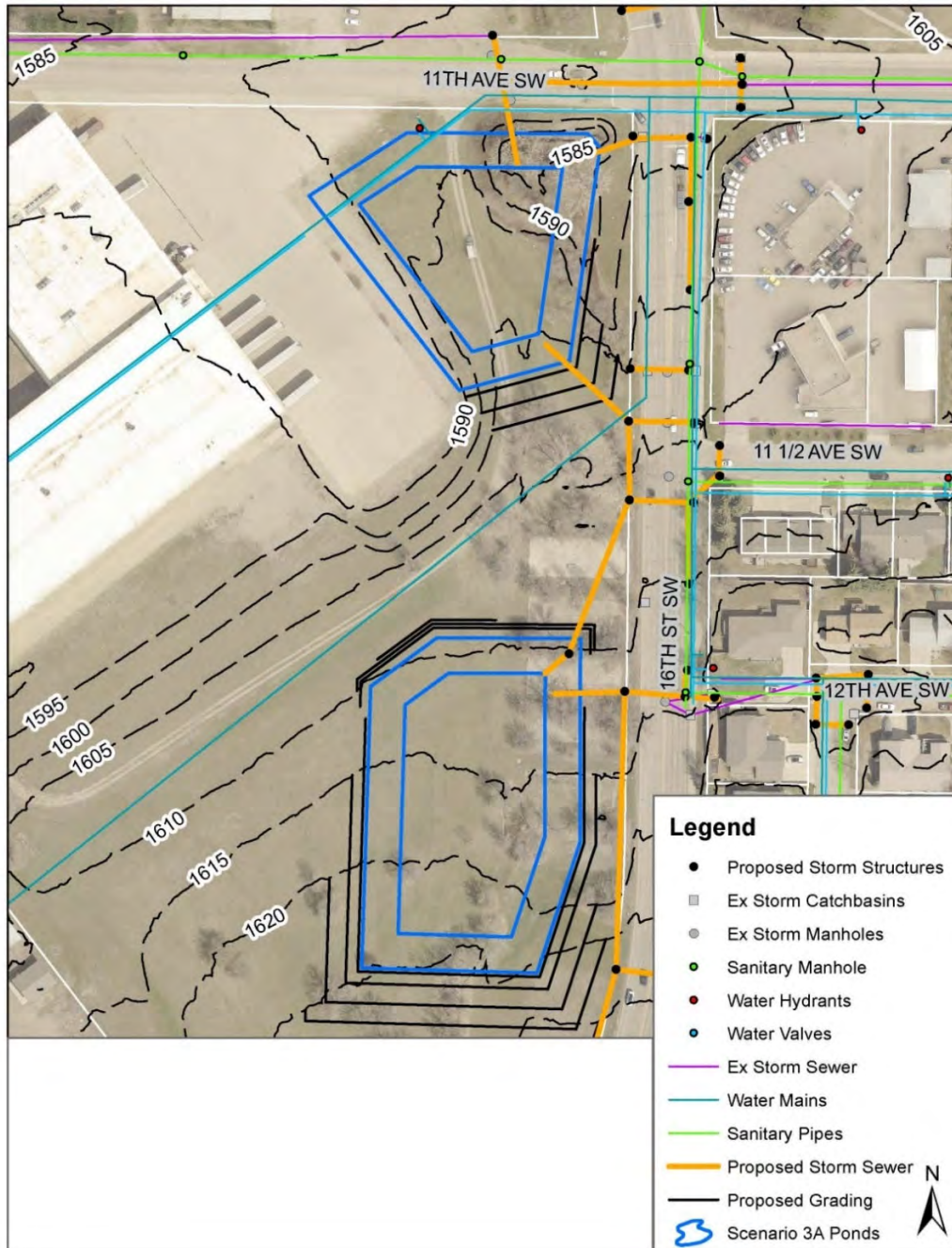


Figure 4 – Pond Scenario 3A

- d. Alternative B with Pond Scenario 4 (Two-Tiered Pond)
 - Estimated cost \$15,017,400
 - Same improvements as listed above for Alternative B with Pond Scenario 1 (Single Pond), except:
 - o Two-tiered retention pond with smaller pond located in the SW quadrant of 16th Street SW and 11th Avenue SW, and larger pond located on same property further south (see **Figure 5**)
 - o Ponds remain on east and south sides of private access road located on the property. This is the landowner's preferred configuration to keep the access road in place.

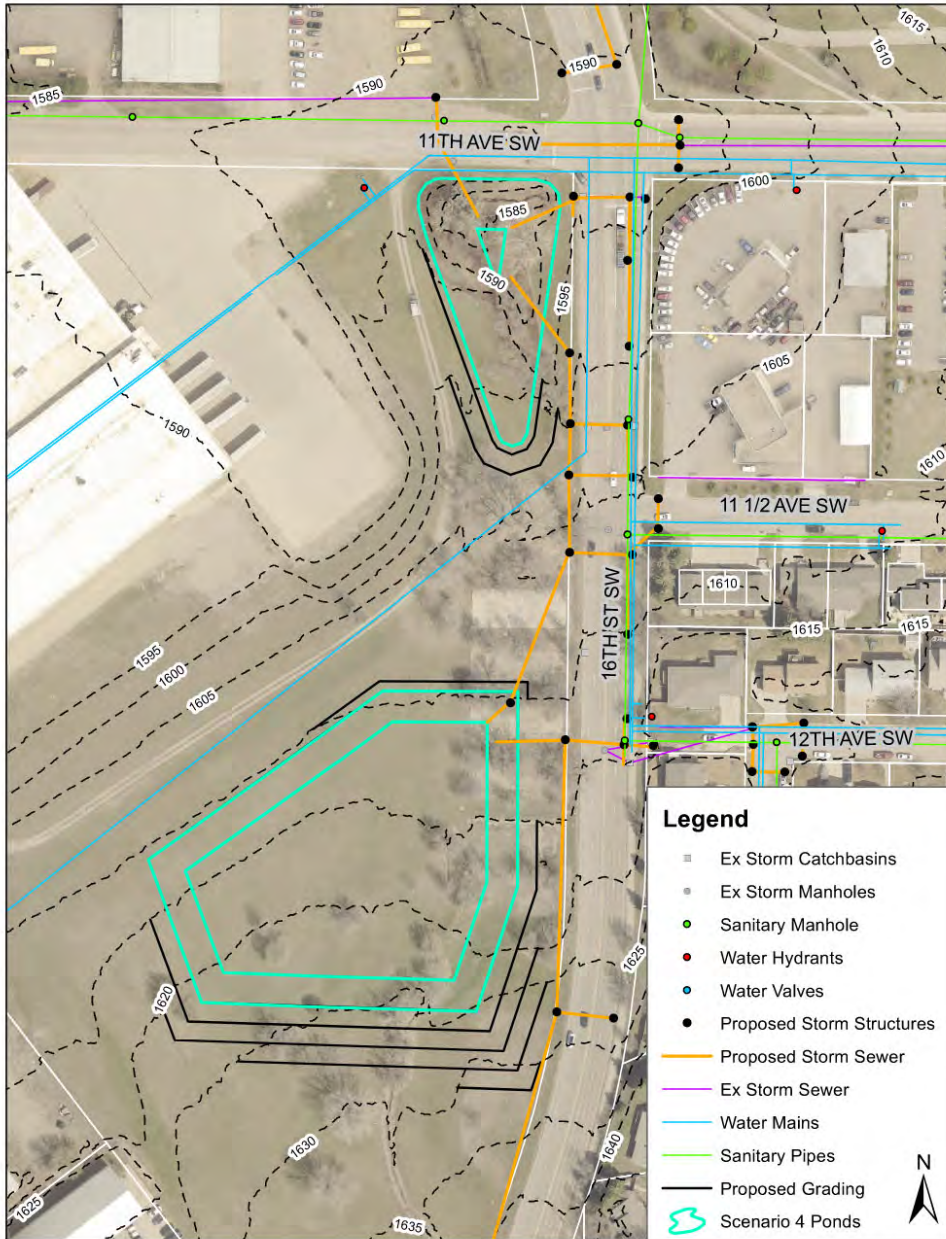


Figure 5 – Pond Scenario 4

G. Work Zone Safety and Mobility Traffic Control

This project is classified as a “non-significant project,” due to it not being on the urban regional system.

To expedite construction, 16th Street SW would be closed during construction. Residential access east of 16th Street SW would be provided by various side streets. Residential access west of 16th Street SW would be provided by a temporary access connection from 18th Street SW to Cook Drive.

The Burdick Expressway intersection would be constructed in phases to allow for one lane of east/west traffic flow. The retention pond would be constructed concurrently with 16th Street SW. Excess material from pond excavation would be hauled off site utilizing Burdick Expressway via 11th Avenue SW.

H. Maintenance Responsibility Discussion

Ownership and maintenance of the corridor improvements would remain the responsibility of the City of Minot.

I. Summary of Engineering Issues

- Construction of any of the three pond scenarios would require acquisition of additional right of way from a private landowner.
- Conversations with this landowner indicate that for Pond Scenario 3A or Pond Scenario 4, they would require the entire remnant area outside of the pond limits on the property to be acquired.
- The landowner also has indicated that Pond Scenario 4 is their preferred configuration, to preserve the private access road on the property.
- There are seven existing concrete pads that lie partially within the right of way, on the west side of 16th Street SW approximately 500 feet south of 11th Avenue SW. These would need to be removed with construction of the project. The landowner has no issues with removal of these concrete pads.
- Residents in the Hunting Estates Addition currently have access to the neighborhood only via 16th Street SW. A temporary access connection from 18th Street SW to Cook Drive would accommodate residents during construction.
- Due to roadway and sidewalk widening along with re-profiling the road, retaining walls would need to be constructed in four locations on the east side of 16th Street SW, behind the shared-use path. The four retaining walls would each be approximately 2-3 feet in height and approximately 100-200 feet in length.
- Coordination would be required with adjacent property owners that have fences, irrigation, or other items located within temporary easements.

J. Summary of Environmental Issues

*Note: Environmental study updates are pending for the additional study areas for this project (as shown on **Figure 1**).*

Aquatic Resources

A field aquatic resource delineation was completed by Nute Bishop of Apex engineering Group and Perry Sullivan of Big Muddy Soil Consulting on June 14 and 15, 2023. No aquatic resources were delineated within the study area.

No wetlands or other waters will be impacted as part of the project. A Section 404 permit from the USACE will not be required.

Cultural Resources

Juniper archaeologists conducted a Class III pedestrian inventory on June 8, 2023. During the inventory, Juniper encountered one new resource. No evidence of three previous site leads were found within the inventory corridor. The newly recorded resource is unevaluated for the National Register of Historic Places.

SHPO concurrence (23-6634) was received for a No Historic Properties Affected determination on October 17, 2023. Refer to **Appendix A**.

Environmental Justice

The US Environmental Protection Agency's Environmental Justice (EJ) Screening and Mapping tool (EJScreen) revealed no readily identifiable minority or low-income populations affected by the project. Refer to **Appendix B**.

Floodplain

No mapped floodplains occur within the project area. No floodplain permit would be required.

Migratory Birds

Measures will be taken to minimize impacts to migratory birds in accordance with the Migratory Bird Treaty Act. Standard Special Provision (SSP 2 Federal Migratory Bird Treaty Act) will be added to the project plans as an environmental commitment.

Noise

The project does not meet the criteria of a Type 1 Project, so a noise analysis is not required. Please refer to **Appendix C**.

Section 4(f) and Section 6(f) Properties

No Section 4(f) properties exist within the project corridor.

One Section 6(f) property is located near the project (LWCF 38-00393, Minot School Park); however, the site is outside of the project limits. Please refer to **Appendix A**.

Threatened and Endangered Species

No critical habitat for piping plover is located within the project area. Due to the existing level of human disturbance (i.e. high traffic/noise levels) and lack of potential habitat, no potential direct or indirect effects to the whooping crane, piping plover, gray wolf, and rufa red knot or designated piping plover critical habitat would occur as a result of the proposed project. A "No Effect" determination is appropriate for whooping crane, piping plover, gray wolf, and rufa red knot and piping plover critical habitat.

Approximately 2.29 acres of tree removal are planned for the project. Due to the tree removal, the project may affect but is not likely to adversely affect the northern long-eared bat (NLEB). Please refer to **Appendix D**.

The following Avoidance and Minimization Measures (AMMs) would be added to the plan sheets regarding the NLEB:

TREE REMOVAL AMM 1

Modify all phases/aspects of the project (e.g., temporary work areas, alignments) to avoid tree removal.

LIGHTING AMM 2

When installing new or replacing existing permanent lights, use downward-facing, full cut-off lens lights (with same intensity or less for replacement lighting); or for those transportation agencies using the BUG system developed by the Illuminating Engineering Society, be as close to 0 for all three ratings with a priority of "uplight" of 0 and "backlight" as low as practicable.

TREE REMOVAL AMM 3

Ensure tree removal is limited to that specified in project plans and ensure that contractors understand clearing limits and how they are marked in the field (e.g., install bright colored flagging/fencing prior to any tree clearing to ensure contractors stay within clearing limits). If any threatened or endangered species are observed within one mile of the proposed project, construction activities will cease and the USFWS, FHWA, and NDDOT ETS will be notified. CM 1 will be added to the plan sheets.

Woody Vegetation

Approximately 2.29 acres of woody vegetation removal are planned for the project. Trees to be removed are within an urban setting and are not located in a riparian area, draw, or forest. Tree replacements would be completed by the City of Minot and would follow the Minot Code of Ordinances, Chapter 29 – Forestry.

Right of Way

Right of way acquisition and temporary easements to accommodate construction would be required with both build alternatives. Amounts are detailed in **Table 2**.

Table 2 - Right of Way Summary

Alternatives	Temporary ROW Needed	Permanent ROW Needed	US Fish & Wildlife Property Interest?	US Forest Service Property Interest?
Alternative A No Build	0 SF	0 SF	No	No
Alternative B w/ Pond Scenario 1	185,328 SF	90,141 SF	No	No
Alternative B w/ Pond Scenario 3A	149,685 SF	381,096 SF	No	No
Alternative B w/ Pond Scenario 4	149,685 SF	381,096 SF	No	No

Table 3 – Summary of Estimated Costs

Alternatives	SU Participating Federal 80.93% City 19.07%	CRP Participating Federal 80.93% City 19.07%	Drainage Federal 72% City 28%	City Non-Participating City 100%	Total Cost
Alternative A No Build	\$0	\$0	\$0	\$0	\$0
Alternative B With Pond Scenario 1 <i>Total Federal SU Funds:</i> <i>Total Federal CRP Funds:</i> <i>Total City Funds:</i>	\$7,060,000	\$795,000	\$3,791,000	\$2,374,200	\$14,020,200 <i>Capped \$7,790,256</i> <i>Capped \$347,356</i> <i>\$5,882,588</i>
Alternative B With Pond Scenario 3A <i>Total Federal SU Funds:</i> <i>Total Federal CRP Funds:</i> <i>Total City Funds:</i>	\$7,064,000	\$795,000	\$4,348,000	\$2,995,500	\$15,202,500 <i>Capped \$7,790,256</i> <i>Capped \$347,356</i> <i>\$7,064,888</i>
Alternative B With Pond Scenario 4 <i>Total Federal SU Funds:</i> <i>Total Federal CRP Funds:</i> <i>Total City Funds:</i>	\$7,062,000	\$795,000	\$4,332,000	\$2,828,400	\$15,017,400 <i>Capped \$7,790,256</i> <i>Capped \$347,356</i> <i>\$6,879,788</i>

1. Cost are inflated to 2025 construction dollars.

2. Estimated costs include 5% contingency, 15% engineering, and estimated right of way costs.

Refer to **Appendix E** for detailed preliminary cost estimates.

K. Comments from the Documented CATEX (pending)

Refer to **Appendix F**.

L. Public Concerns / Need for Public Input

Solicitation of views letters and/or emails were sent to various local, state, and federal agencies with interests within or adjacent to the project area on June 6, 2023. Solicitation of views letters and/or emails and responses can be found in **Appendix A**.

A Public Input Meeting was held at Perkett Elementary School in Minot on November 30, 2023. The meeting was an open house format from 6:00-8:00 PM with a formal presentation at 6:15 PM. A project website, www.minotroads.com, was developed to provide the public with project information and updates. Notification of the Public Input Meeting and all materials were made available on the website. Information regarding the reconstruction of 16th Street SW from the original project boundaries of 14th Avenue SW to 2nd Avenue SW was presented during the meeting. Comments and responses provided during the Public Input meeting are summarized in **Table 4 Summary of Comments/Responses**. Comments included below refer to the original proposed project limits, which included the segments of 16th Street SW both north and south of Burdick Expressway. The Public Involvement Report contains a complete record of comments and responses received.

Table 4 – Summary of Comments/Responses

Topic	Comments	Responses
Roundabout (16)	1. A roundabout at 5th Avenue should also be considered. 2. 5th Avenue intersection will not work without a roundabout at 7th Avenue. 3. Roundabout construction should be phased so 5th and 7th Avenues are not closed at the same time. 4. The roundabout at 7th Avenue is necessary/supported. 5. A roundabout at 7th Avenue would be dangerous/do not support a roundabout.	A roundabout at the 5th Avenue intersection will be further analyzed. The roundabout at 7th Avenue will continue to be carried forward as an option.
Bike Lanes (13)	1. Bike lanes would create additional congestion along 16th Street SW. 2. Bike lanes create safety issues. 3. There is not currently a lot of bike usage along 16th Street SW. 4. Bike lanes are not necessary.	Comments noted.
Road Diet (12)	1. Not in favor of the lane reductions. 2. Vehicles are forced to the inside lanes, causing additional congestion and backups at the intersections. 3. With a growing population and traffic, lanes on roads should not be reduced.	Comments noted.

Traffic Study (12)	1. The traffic study might not have included increased traffic due to the new Trinity Hospital or have been done at the right time of the year to account for traffic from Minot State University. 2. Traffic will increase when Minot North High School moves to four grades. 3. Perkett Elementary School enrollment increased in fall 2023; those numbers were not included in the traffic study. 4. Increases in population at the Air Force Base will increase traffic on the roads in Minot.	Minot State University was still in session when we collected our traffic counts in early May 2023. We contacted Minot Public Schools to verify the actual numbers. Enrollment at Perkett increased by 37 students (10.4%) from Fall 2022 (357 students) to Fall 2023 (394 students).
Construction (10)	1. Phase construction so that 5th Avenue and 7th Avenue intersections are not closed at the same time. 2. Long construction times will add cost to the project. 3. Access into the Perkett neighborhood during construction will be challenging/could cause emergency access problems. 4. Concerns regarding school traffic congestion while construction is occurring.	Construction phasing is preliminary; additional consideration will occur as design progresses. The 7th Avenue intersection would only be closed if a roundabout option was selected. Consideration will be given to only closing one of the 5th Avenue and 7th Avenue intersections at a time.
Signals (6)	1. Dedicated turn light at 2nd Avenue intersection is needed. 2. A protected left turn signal at Burdick is needed.	Signal timing will be incorporated into project design.
Intersection Options (5)	1. Need to keep both left and right turn options at 5th Avenue open. 2. Can a turn lane be created at 5th Avenue?	Comments noted.
US 83 Bypass/5 th Avenue intersection (5)	1. During construction, a lot of traffic will get pushed to the US 83 Bypass. 2. Visibility onto the Bypass from 5th Avenue is poor. 3. Something should be done to increase visibility and safety at the 5th Avenue intersection with US 83 Bypass.	Comments noted.

Table 5 – Comparison of Alternatives

Alternative	Advantages	Disadvantages
Alternative A No Build	• No initial cost • No environmental impacts • No right of way impacts	• Does not meet the purpose and need
Alternative B with Pond Scenario 1	• Provides 30-year pavement design and load carrying capacity • The addition of left turn lanes will assist in reducing potential conflicts with turning traffic • Storm sewer system to improve current drainage issues • Upgraded corridor lighting • Revised turn lane lengths to meet current and future demand • Lowest initial cost of the build alternatives • Provide stormwater detention and reduces flooding duration at 16th St/Burdick intersection • Requires least amount of permanent right of way acquisition of the three pond scenarios	• Utility impacts • Requires right of way acquisition • Single pond system does not meet City requirement of one-foot of freeboard on the 100-year storm event • Higher duration of flooding at the 16th St/Burdick intersection RR underpass than Pond Scenario 3A • Not the preferred pond configuration for landowner
Alternative B with Pond Scenario 3A	• Provides 30-year pavement design and load carrying capacity • The addition of left turn lanes will assist in reducing potential conflicts with turning traffic • Storm sewer system to improve current drainage issues • Upgrades corridor lighting • Revised turn lane lengths to meet current and future demand • Two-tiered pond system meets City requirement of one-foot of freeboard on the 100-year storm event • Lower duration of flooding at the 16th St/Burdick intersection RR underpass than Pond Scenario 1	• Highest initial cost of the build alternatives • Utility impacts • Requires more permanent right of way acquisition than Pond Scenario 1 • Not the preferred pond configuration for landowner

Alternative	Advantages	Disadvantages
Alternative B with Pond Scenario 4	• Provides 30-year pavement design and load carrying capacity • The addition of left turn lanes will assist in reducing potential conflicts with turning traffic • Storm sewer system to improve current drainage issues • Upgrades corridor lighting • Revised turn lane lengths to meet current and future demand • Two-tiered pond system meets City requirement of one-foot of freeboard on the 100-year storm event • Lower duration of flooding at the 16th St/Burdick intersection RR underpass than Pond Scenario 1 • Preferred pond configuration for landowner	• Utility impacts • Requires more permanent right of way acquisition than Pond Scenario 1

I. City Decisions

1. Do you concur with the project concepts as proposed?

_____ Yes

_____ No

2. Which alternative should proceed with the project?

_____ Alternative A
No-Build Alternative (\$0)

_____ Alternative B with Pond Scenario 1
Single Pond (\$14,020,200)

_____ Alternative B with Pond Scenario 3A
Two-Tiered Pond (\$15,202,500)

_____ Alternative B with Pond Scenario 4
Two-Tiered Pond (\$15,017,400)

Amendments/Comments for Project No. SU-CRP-4-989(134):

Thomas Ross, Mayor
City of Minot

Date

II. Environmental Impact Checklist

Environmental Impact Checklist				Alternative B/Pond Scenario 1	Alternative B w/Pond Scenario 3A	Alternative B w/Pond Scenario 4	
				Y/N/A	N/A	Y/N/A	N/A
Right of Way	1.1	If yes:	Will the action require permanent right of way?				
	1.1.1		Number of parcels: Alt. B w/Pond Scenario 1: 4 Alt. B w/Pond Scenario 3A: 3 Alt. B w/Pond Scenario 4: 3				
	1.1.2		Number of Acres: Alt. B w/Pond Scenario 1: 2.07 Alt. B w/Pond Scenario 3A: 8.75 Alt. B w/Pond Scenario 4: 8.75				
	1.1.3		Will the action involve the acquisition of the following: 10 acres or more per linear mile (not an average); or more than 3 acres per bridge, intersection, or interchange?		X		X
	1.1.4		Will the action involve the acquisition of land for hardship or protective purposes, or early acquisition pursuant to Federal acquisition project (23 U.S.C. 108(d))?		X		X
	1.1.5		Will the action require permanent acquisition of Federal fee-title land or trust lands?		X		X
	1.1.5.1		Will the action require relocation of owners or tenants?		X		X
	1.1.5.2		Number of Homes to be Relocated: n/a				
	1.1.5.2		Number of Business to be Relocated: 0				
	1.2		Are there any special property interests such as U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service, U.S. Forest Service, Tribal Lands, Railroad, or State School Lands?		X		X
	1.2.1	If yes:	List the type(s): n/a				
	1.3		Will the action require temporary construction easements?	X		X	
	1.3.1	If yes:	Number of parcels: Alt. B w/Pond Scenario 1: 10 Alt. B w/Pond Scenario 3A: 10 Alt. B w/Pond Scenario 4: 10				
	1.3.1		Number of Acres: Alt. B w/Pond Scenario 1: 4.25 Alt. B w/Pond Scenario 3A: 3.44 Alt. B w/Pond Scenario 4: 3.44				
	1.4		Will the action require any access changes?		X		X
1.5		Will the action require any access changes on Interstate?		N/A		N/A	
Historical and Archaeological Preservation	2.1		Will the action involve disturbance off the roadway surface?	X		X	
	2.2		Will the action involve disturbance to a bridge or bridge rail?		X		X
		If no to both questions:	<i>The proposed action is the type of actions or activities that have No Potential to Affect Historic Properties; no further Section 106 consideration is required. Skip to Resource Category #3.</i>				
		If yes to either of the two questions above:	<i>Please contact the Cultural Resources Section to complete the following information prior to submittal of the checklist and append by reference the Cultural Resources Report and related correspondence; has this been completed?</i>	X		X	
	2.3		Was a Class I File Search completed?	X		X	
	2.4		Was a Class III Survey completed?	X		X	
	2.4.1		Were Sites identified within the Area of Potential Effect (APE)?	X		X	
	2.4.2		SHPO Reference #: [23-6634]	X		X	
	2.4.3		Did SHPO/THPO concur in a Finding of No Historic Properties Affected?	X		X	
	2.4.4		Did SHPO/THPO concur in a No Adverse Effect Determination?		N/A		N/A
	2.4.5		Did SHPO/THPO concur in an Adverse Effect Determination?		N/A		N/A
	2.5		If the action results in an Adverse Effect, the Adverse Effect documentation to FHWA was provided to the Advisory Council of Historic Preservation (ACHP) on: n/a				
	2.5.1		Did the ACHP accept the opportunity to participate?		N/A		N/A
	2.5.2		Resolution of Adverse Effect thru a Memorandum of Agreement was completed on: n/a				
	2.5.3		Were commitments included in the coordination with SHPO/THPO?		N/A		N/A
2.6		Commitments: All borrow must come from an approved source.					
Section 4(f)	3.1		Are there any Section 4(f) properties within and/or adjacent to the action area?		X		X
		If yes:	For the following property types, indicate the name of the 4(f) property or NA:				
	3.1.1		Publicly owned parks? n/a				
	3.1.2		Publicly owned recreation lands and/or facilities? n/a				
	3.1.3		Wildlife or waterfowl refuges? n/a				
	3.1.4		Historic sites (included on or eligible for listing on the National Register of Historic Places)? n/a				
	3.2		Will the action result in a temporary impact?		X		X
		If yes:	Please complete the following questions to determine if there is a temporary occupancy of land which may constitute a use under Section 4(f):				
	3.2.1		Will the duration of the occupancy of the Section 4(f) resource be temporary, i.e. less than the time needed for construction of the action and there will be no change in ownership of the land?		N/A		N/A
	3.2.2		Will the scope of work be minor, i.e., both the nature and magnitude of the changes to the Section 4(f) resource is minimal?		N/A		N/A
	3.2.3		Will there be no anticipated permanent adverse physical impacts, nor will there be interference with the activities or purpose of the resource, on either a temporary or permanent basis?		N/A		N/A
	3.2.4		Will the land being used be fully restored, i.e., the resource must be returned to a condition which is at least as good as that which existed prior to the proposed action?		N/A		N/A
	3.2.5		<i>Has the documented agreement from the appropriate Federal, State, or local officials having jurisdiction over the resource been included?</i>		N/A		N/A
	3.3		Will the action result in a permanent impact?		X		X
		If yes:	A Section 4(f) use will occur; please select from the following documentation types that may be used:				
	3.3.1		<i>De Minimis Impact</i> documentation completed and attached?		N/A		N/A
	3.3.1.1		Public Involvement was completed on? n/a				
	3.3.2		Nationwide Programmatic Section 4(f) documentation completed and attached:		N/A		N/A
		If yes:	<i>Select the type(s) of Nationwide Programmatic that was used below.</i>				
	3.3.2.1		Public Parks, Recreation Lands, and Wildlife and Waterfowl Refuges?		N/A		N/A
3.3.2.2		Historic Sites?		N/A		N/A	
3.3.2.3		Historic Bridges?		N/A		N/A	
3.3.2.4		Net Benefit to a Section 4(f) Property?		N/A		N/A	
3.3.2.5		Public Involvement was completed on? n/a					
3.3.2.5		<i>Negative Declaration for Independent Bikeway or Walkway</i> documentation completed and attached?		N/A		N/A	
3.3.3		<i>*A negative declaration Section 4(f) (May 23, 1977) is only applicable for independent bikeway or walkway construction projects that require use of publicly</i>					
3.3.3		Individual Section 4(f) Evaluation completed and attached?		N/A		N/A	
Section 6(f)	4.1		Does the action affect any recreational property that is encumbered by Land and Water Conservation Funds?		X		X
		If yes:	Indicate the name of the 6(f) property: n/a				
	4.1.1		Are there temporary impacts?		N/A		N/A
	4.1.2		Are there permanent impacts?		N/A		N/A
	4.1.3		<i>Consultation with official with jurisdiction required; has the correspondence, impact map, and mitigation plan been approved and attached?</i>		N/A		N/A

Permits	5.1 If yes: 5.1.1 5.1.2	Will the action require any permits from regulatory agencies?	X		X		X	
		Will the action require a Coast Guard or USACE Individual Permit?		X		X		X
		List the agencies and all required permits:	NDDEQ NDPDES					
Highway Traffic Noise	6.1	Will the action include construction of a highway on new location?		X		X		X
	6.2	Substantial Horizontal Alteration—Will the action reduce the distance between the traffic noise source and the closest receptor by half, between the existing condition to the future build condition?		X		X		X
	6.3	Substantial Vertical Alteration—Will the action remove shielding, therefore exposing the line-of-sight between the receptor and the traffic noise source? This is done by either altering the vertical alignment of the highway or by altering the topography between the highway traffic noise source and the receptor. Projects that incorporate overpasses meet this definition in accordance with 23 CFR 772 .		X		X		X
	6.4	Will the action include the addition of a through-traffic lane(s)? This includes the addition of a through-traffic lane that functions as a High-Occupancy Vehicle (HOV) lane, High-Occupancy Toll (HOT) lane, bus lane, or truck climbing lane.		X		X		X
	6.5	Will the action include the addition of an auxiliary lane, except for when the auxiliary lane is a turn lane? If the additional lane does not increase the number of through-traffic lanes, the definition in accordance with 23 CFR 772 is not met and an analysis is not required. [Auxiliary lanes 2,500 feet or longer meet Type I.]		X		X		X
	6.6	Will the action include the addition or relocation of interchange lanes or ramps added to a quadrant to complete an existing partial interchange?		X		X		X
	6.7	Will the action restripe existing pavement for the purpose of adding a through-traffic lane or an auxiliary lane?		X		X		X
	6.8	Will the action include the addition of a new or substantial alteration of a weigh station, rest stop, ride-share lot or toll plaza?		X		X		X
	If yes to any of the above questions:	The action meets the definition of a Type 1 Project per 23 CFR 772.5 and a noise analysis is required for the entire project area as defined in the environmental document; has the Noise Report been completed and appended by reference?		N/A		N/A		N/A
Threatened / Endangered Species	7.1	Please refer to the Design Manual Reference and Forms for the Section 7 ESA (Endangered Species Act) Guidance. Complete the NDDOT Affect Determination Table. Has the Affect Determination Table been completed?	X		X		X	
	7.2	Based on the Affect Determination Table, was a NDDOT ETS Biologist review required?	X		X		X	
	If no: If yes:	Attach the NDDOT Affect Determination Table and no further action is required.						
		NDDOT Biologist concurred with no effect (excluding the Northern Long Eared Bat [NLEB] in certain situations) ; has the signed Section 7 Affect Determination Package, NDDOT Affect Determination Table, and NLEB documentation (if required) been attached?	X		X		X	
		Programmatic Biological Assessment (PBA) warranted; has the PBA and PBA USFWS Concurrence letter been appended by reference and PBA Project Submittal page been attached?		N/A		N/A		N/A
		Project-specific Biological Assessment (BA) warranted; has the project specific BA been appended by reference and project-specific USFWS Concurrence Letter been attached?		N/A		N/A		N/A
		Will the action may affect, likely to adversely affect federally listed endangered, threatened, or candidate species or proposed or designated critical habitat pursuant to the Endangered Species Act?		X		X		X
Bald & Golden Eagles	8.1	Will the action occur within 0.5 mile of a known nest location? See Bald and Golden Eagle Protection Act Compliance Flowchart for more information. If no, no further action required.		X		X		X
	If yes:	Based on NDDOT Biologist Review and USFWS coordination (if necessary) are any avoidance or minimization measures (AMMs) or special provisions (SPs) required to avoid impacts to eagles? If no, no further action required.		N/A		N/A		N/A
		AMMs or SPs are required to be added to the plan sheets. Coordinate with NDDOT Biologist.						
	8.2	Based on NDDOT Biologist Review and USFWS coordination (if AMMs or SPs cannot be applied to project), will a take permit be needed for project impacts to bald or golden eagles?		N/A		N/A		N/A
Wildlife Accommodation	9.1	Will the project require any of the below work activities?		X		X		X
	If yes:	•Removal/replacement of a bridge, box culvert, cattle pass, structural plate pipe/large diameter culvert (>60 inches) •Slope/erosion/scour repair underneath a bridge •Permanent installation of wildlife-specific exclusionary fencing •Permanent installation of concrete median barriers						
		NDDOT Biologist review required. Has project information been sent to NDDOT Biologist for review and has Biologist response (email/memo) been received?		N/A		N/A		N/A
		Based on NDDOT Biologist Review and Agency SOV responses, are any accommodations for wildlife recommended to be incorporated into the project?		X		X		X
	If yes:	Include recommended wildlife accommodations as Decision Item.						

Migratory Birds	10.1	Will the action require a structure replacement or any of the following activities on a bridge, box culvert, structural plate pipe, cattle pass, or other large diameter culvert where migratory birds are prone to nest?		X		X		X
		• Work done entirely on the deck that would result in perforation of the deck or create strong vibrations that could dislodge nests underneath or on the sides of the structure • Below deck work (including scour/slope repair underneath/adjacent to bridge) • Any work on a box culvert, structural plate pipe, cattle pass, large diameter culvert NOTE - Work done entirely on the bridge deck that does not require the contractor to access areas where birds are nesting (e.g. set up debris containment, etc.) and that would not result in disturbance of nesting adults or eggs or young due to vibrations from equipment or other construction activity, will not require that SSP 2 be added to the plans. If unsure whether or not project would cause disturbance to migratory birds, contact NDDOT Biologist.						
	If yes:	Standard Special Provision required. Include SSP 2 -Are Federal Migratory Bird Treaty Act or other identified avoidance/minimization measures in plan set.						
Floodplain / Floodway	11.1	Will the action occur within a 100 year floodplain?		X		X		X
	If yes:							
	11.1.1	A floodplain permit will be required. Has the floodplain determination from the ND Department of Water Resources (DWR) and FIRM maps been attached?		N/A		N/A		N/A
	11.2	Will the action occur within a regulatory floodway?		X		X		X
	If yes:	A floodway authorization is required from the ND Department of Water Resources (DWR).						
Clean Water Act	12.1	Please refer to the Design Manual Reference and Forms for the Wetland/OW Impact Table Template and attach a completed table for the action. Has a completed Wetland/OW Impact Table been attached? No wetlands on the project.		N/A		N/A		N/A
	12.2	Based on the Wetland/OW Impact Table, is wetland mitigation required?		N/A		N/A		N/A
	If yes:							
	12.2.1	Wetland mitigation proposed onsite requires a conceptual mitigation plan (aerial photo with site boundary). If onsite wetland mitigation is proposed, has the conceptual mitigation plan been attached?		N/A		N/A		N/A
	12.3	Will the action disturb a contiguous area equal to one acre or greater, or disturb multiple sites of activity, that cumulatively have an area of disturbance of one acre or greater?	X		X		X	
Temporary Construction	If yes:	A Construction Stormwater Permit is required: please ensure that the Special Provision 3(14) regarding Temporary Erosion and Sediment Best Management Practices is included in the plan set.						
	12.3.1	Will the action occur in part or entirely on reservation land?		X		X		X
	If yes:	The NPDES Sign will need to be used in the plan set.						
	12.4	Is the action within a small Municipal Separate Storm Sewer System (MS4) regulated community?	X		X		X	
	If yes:							
Temporary Construction	12.4.1	Does the action implement Post-Construction Stormwater Management for New Development and Redevelopment?	X		X		X	
	13.1	Will the action require a roadway, bridge, or ramp closure?	X		X		X	
	13.2	Will the action include a temporary bridge or roadway (i.e. temporary bypass)?	X		X		X	
	13.3	Will the action require a detour?	X		X		X	
	If yes:							
	13.3.1	Distance (miles): 2.1						
		Route: Along Burdick Expressway to US 2/52						
	13.4	Has a description of any of the below been provided in the Work Zone Traffic Control section of the PCE/DCE?	X		X		X	
Temporary Construction		Through traffic dependent businesses. Provisions made to accommodate any local special events or festivals. MOT (Maintenance of Traffic) substantially impacts to environmentally sensitive resources. Any substantial controversy associated with the proposed MOT.						
	13.5	Coordination has been completed with local emergency services, schools, and transit?	X		X		X	

Public Involvement	14.1		Were any Public Meetings conducted or scheduled?	X		X		X	
	If yes:		Identify which type(s):						
	14.1.1		Public Information Meeting						
	14.1.2		Public Input Meeting						
	14.1.3		Public Hearing						
Early Coordination	15.1		Have the Master SOV List, SOV emails (PCE level) letters, and Responses been attached in an Appendix titled Solicitation of Views?	X		X		X	
Environmental Justice (EJ)	16.1		Complete the EJ Analysis Guidance and attach within the appendix. Has the EJ Analysis Guidance been completed and attached?	X		X		X	
	16.2		Are there any readily identifiable minority or low-income populations within the project study area?		X		X		X
	If no:		There are no readily identifiable minority or low-income populations affected by the project.						
	If yes:								
	16.2.1		Will the action cause any disproportionately high or adverse impacts to identified minority and/or low-income populations?		N/A		N/A		N/A
			Substantial or adverse impacts to human health and environment are not expected with the project. Therefore, no disproportionately high or adverse impacts to identified minority or low-income populations would occur.						
Environmental Commitments	17.1		List Environmental Commitments beyond what is included in the Standard Specifications for Road and Bridge Construction: Tree Removal AMM 1 Lighting AMM 2 Tree Removal AMM 3 General AMM 1 EN-2 Threatened and Endangered Species SSP 1 Erosion Control BMPs SSP 2 Federal Migratory Bird Treaty Act						
Air Quality	18.1		Project is not located within or adjacent to USEPA-defined Non-Attainment Area and complies with the State Implementation Plan.						
Economic	19.1		Will the action result in a decrease in business or economic activity along the project corridor?		X		X		X
Farmland	20.1		Will the action convert farmland (prime, unique, other than prime or unique that is of statewide importance or local importance) to nonagricultural use?		X		X		X
	If yes:								
	20.1.1		Does the action involve land disturbance of 10 acres or less per linear mile or 3 acres per bridge, intersection, or interchange outside of the existing right of way or within city limits?		N/A		N/A		N/A
	20.1.2		Pursuant to Section 310 of the General Manual, Subpart A, 403.4(b) (4), the project is exempt from FPPA; no further action is required.						
			Does the action involve land disturbance of 10 acres or more per linear mile or greater than 3 acres per bridge, intersection, or interchange outside of the existing right of way?		X		X		X
	If yes:								
	20.1.2.1		NRCS Consultation is required; has the Farmland Conversion Form been attached?		N/A		N/A		N/A
Hazardous Waste Sites	21.1		Will the action require purchase of right of way or easement that may involve or affect hazardous materials?		X		X		X
	If yes:								
	21.1.1		NDDEQ Consultation required; has the Environmental Site Assessment been completed and appended by reference?		N/A		N/A		N/A
	21.2		Will the action involve construction in an area that contains hazardous materials and/or hazardous waste?		X		X		X
	If yes:								
	21.2.1		NDDEQ Consultation required; has the Environmental Site Assessment been completed and appended by reference?		N/A		N/A		N/A
Land Use	22.1		Will the action be consistent with plans and policies on land use and growth in the area?	X		X		X	
	If yes:								
	22.1.1		List the planning documents consulted. 2040 Comprehensive Plan						
Pedestrians / Bicyclists	23.1		Are existing pedestrian/bicycle facilities in the study area?	X		X		X	
	If yes:								
	23.1.1		Are the existing pedestrian/bicycle facilities included in the local plan?	X		X		X	
	If yes:		List the name of the plan consulted: 2040 Comprehensive Plan						
	23.1.2		Will the action affect existing pedestrian/bicycle facilities?	X		X		X	
	If yes:								
			Temporary	X		X		X	
			Permanent		X		X		X
	23.2		Will the action include proposed pedestrian/bicycle facilities?	X		X		X	
	If yes:								
	23.2.1		Is the proposed pedestrian/bicycle facility included in the local plan?	X		X		X	
	If yes:		List the name of the plan consulted: 2040 Comprehensive Plan						
Social	24.1		Will the action cause a change in neighborhood or community cohesion?		X		X		X
	If yes:								
	24.1.1		Temporary		N/A		N/A		N/A
	24.1.2		Permanent		N/A		N/A		N/A
	24.2		Will the action cause a change in travel patterns or accessibility?	X		X		X	
	If yes:								
	24.2.1		Temporary	X		X		X	
	24.2.2		Permanent		X		X		X
	24.3		Will the action cause an impact (mobility/safety) to the emergency services, schools (bus routes), or transit?	X		X		X	
	If yes:								
	24.3.1		Temporary	X		X		X	
	24.3.2		Permanent		X		X		X
State Scenic Rivers	25.1		Will the action impact the Little Missouri River within the area designated as a State Scenic River, which starts from the ND-SD border and terminates at its juncture with Lake Sakakawea? (-NDCC, Chapter 61-29)		X		X		X
	If yes:		Coordination with State Scenic River Commission is required, attach documentation.						
Visual	26.1		Will the action fit within the existing visual environment; i.e. transportation corridor?	X		X		X	

APPENDICES

Appendix A

Solicitation of Views

SU-4-989(129) PCN 23860 Minot 16th St SW Reconstruction - SOV LIST

Type	Code	Letter	Notes	CTitle	First	Last	Title	Department	Agency	Email	Address	City	State	Zip	Phone	Fax	Date Edited		
STATE	100	5	If it is a county or local govt project-- send Paul D. SFN 52748; he then solicits SHPO	Mr.	Paul	Demers	Cultural Resource Specialist	Cultural Resource Section	ND Department of Transportation	NDOT to send out hard copy letter.	608 E. Boulevard Ave. 600 E. Blvd. Ave.	Bismarck	ND	58505-0700	701-328-4539		08/07/19		
STATE	100	1		Mr.	Nathan	Davis	Executive Director		Indian Affairs Commission	nathan.davis@nd.gov	1st Floor, Judicial Wing, Rm 117	Bismarck	ND	58505-0300			11/09/21		
STATE	100	1		Mr.	Stephen	Herdts	Environmental Program Manager		ND National Guard	stephen.herdts@ndmilitary.mil	PO Box 5511	Bismarck	ND	58505-5511	701-233-2065		10/13/19		
STATE	100	1		Mr.	Justin	Messner	Disaster Recovery Chief		Department of Emergency Services	messner@nd.gov	PO Box 5511	Bismarck	ND	58505	701-328-8107		05/22/19		
STATE	100	1		Mr.	Steve	Dyke	Supervisor		Conservation Section	sd@nd.gov	100 Bismarck Expressway	Bismarck	ND	58501-5095	701-328-6347	701-328-6352	10/13/16		
STATE	100	1		Mr.	Cody	Schulz	Director		ND Parks & Recreation Dept.	cschulz@nd.gov	1600 E. Century Ave., Suite 3	Bismarck	ND	58503-0649	701-328-5357	701-328-5357	01/11/22		
STATE	100	1					Project Reviews		Department of Water Resources	water@nd.gov	900 E. Blvd. Ave.	Bismarck	ND	58505-0850			01/11/22		
STATE	100	1		Dr.	Jodi	Delcator	Soil Conservation Program Director and Specialist		Soil Conservation Committee	jdelcator@nd.gov	NDSU Dept. 7380, PO Box 6050	Fargo	ND	58108-6050	701-233-1861		04/10/23		
STATE	100	1	Use on rural Major Rehabilitation and New/Reconstruction projects	Dr.	Clint	Boyd	Senior Paleontologist		ND Geological Survey	cboyd@nd.gov	600 E. Blvd. Ave.	Bismarck	ND	58505	701-328-8163	701-328-8010	11/09/22		
STATE	100	1 / 4	Letter #1 is the General Letter Letter #2 is Specific UNDEO coordination Do not include in Main merge	Mr.	David	Glatz	Director		ND Department of Environmental Quality	dglatz@nd.gov	4201 Normandy St.	Bismarck	ND	58503-1324	701-328-5150	701-328-5200	01/11/22		
STATE	100	6	Separate SOV letter- do not include in main merge				Project Reviews		Department of Water Resources	dwater@nd.gov	900 E. Blvd. Ave.	Bismarck	ND	58505-0850	701-328-4840		03/08/22		
FEDERAL	100	1	Only send if project is within the Williston or Minot District (ND001).	Mr.	Daniel	Lewis, P.E.	Chief Missile Engineering		Minot Air Force Base	daniel.lewis@nd.af.mil	445 Peacekeeper Place	Minot AFB	ND	58705	701-723-4934		10/13/16		
FEDERAL	100	1		Mr.	Cy	Munas	Cable Affairs Officer		Minot Air Force Base	cy.munas@nd.af.mil	300 Minuteman Drive	Minot AFB	ND	58705	701-723-6053		10/13/16		
FEDERAL	100	1		Mr.	Timothy	LaPointe	Regional Director		Bureau of Indian Affairs	timothy.lapointe@bia.gov	115 4th Ave. SE, Suite 400	Aberdeen	SD	57401			10/13/16		
FEDERAL	100	1		Mr.	Mac	Kress	North Dakota Maintenance Manager		Western Area Power Admin.	mac@wapa.gov	PO Box 1173	Bismarck	ND	58502-1173			03/19/19		
FEDERAL	100	7		Mr.	John	Tarabala	Manager		US Fish & Wildlife Service	john.tarabala@fws.gov	685 Sawyer Road	Upham	ND	58789	701-769-2548		11/07/12		
Transit	100	1		Mr.	Cem	Orlanski	Accountant		Jefferson Lines	cem@jeffersonlines.com	11300 East 26th St	Minneapolis	MN	55404	612-355-3438		02/09/2021		
Transit	100	1		Mr.	Brian	Koniska	Transit Director		Minot, City of	brian.koniska@minotnd.gov	315 2nd Avenue SW	Minot	ND	58701	701-857-4149		02/09/2021		
Transit	100	1		Mr.	Danell	Francis	Executive Director		Southern Basin Transportation Board Inc.	dfrancis@sbti.com	PO Box 2211	Minot	ND	58702	701-857-8008		02/09/2021		
Transit	100	1		Mr.	Lisa	Barlett	Director		Kennecott Wilbur & Smith, Inc.	lbarlett@kwsinc.com	221 N Central Avenue	Kennecott	ND	58740	701-385-4384		02/09/2021		
Transit	100	1		Ms.	Maureen	Wegman	Director		James River Public Transit	maur@jrpct.net	PO Box 1092	Jennings	ND	58460	701-251-2882		02/09/2021		
STATE	200	1	Regrading/ROW acquisition (Major Rehab/Reconstruction)	Mr.	Edward	Murphy	State Geologist		ND Geological Survey	emurphy@nd.gov	600 E. Blvd. Ave.	Bismarck	ND	58505-0840	701-328-8000	701-328-8010	10/13/16		
FEDERAL	200	1		Mr.	Amundson	Erik	Regional Administrator		Department of HUD	erik.amundson@hud.gov	1670 Broadway, Ste. 200	Denver	CO	80202-4813	303-672-5440		9/9/2021		
FEDERAL	200	2	Separate SOV letter- do not include in main merge	Mr.	Benjamin	Schroth	Manager		ND Regulatory Office	CSNRO-CD-ND@usace.army.mil	3319 University Drive	Bismarck	ND	58504			11/12/20		
FEDERAL	200	1	Regrading/ROW acquisition	Mr.	Joel	Galloway	Supervisor		Water Resources Division	jgalloway@usgs.gov	821 E. Interstate Ave.	Bismarck	ND	58501			10/13/16		
ADVOCACY	200	8	Separate SOV letter- do not include in main merge. Use only on projects that have an upcoming public meeting planned for the project.					The Designer or Technical Support Contact shall scan the signed letter, and email it to their respective Administrative Assistant. The Administrative Assistant shall forward the letter to the Advocacy Group using GoDelivery.									09/21/15		
				Advocacy	Group	Contact													
CITY	300	1		Mr.	Harold	Stewart	City Manager		City of Minot	harold.stewart@minotnd.gov	P.O. Box 5006	Minot	ND	58702	701-857-4790				
CITY	300	1		Mr.	Paul	Pitner	Commissioner		City of Minot	paul.pitner@minotnd.gov	P.O. Box 5006	Minot	ND	58702	701-500-3500				
CITY	300	1		Mr.	Tom	Ross	Mayor		City of Minot	mayer@minotnd.gov	P.O. Box 5006	Minot	ND	58702	701-857-4790				
CITY	300	1		Mr.	John	Klug	Police Chief		City of Minot	john.klug@minotnd.gov	P.O. Box 5006	Minot	ND	58702	701-852-6111				
CITY	300	1		Mr.	Lance	Meyer	City Engineer		City of Minot	engineer@minotnd.gov	P.O. Box 5006	Minot	ND	58702	701-857-4100				
CITY	300	1		Ms.	Kelli	Konrschnabel	Fire Chief		City of Minot	kelli.konrschnabel@minotnd.gov	P.O. Box 5006	Minot	ND	58702	701-857-4740				
CITY	300	1		Mr.	Kevin	Black	President	Economic Development		Minot Area Chamber EDC	markv@minotchamberedc.com	P.O. Box 1940	Minot	ND	58702	701-852-4005			
CITY	300	1		Mr.	Mike	Schmitt	President	Park Board		City of Minot	Mike.Schmitt@minotnd.gov	420 3rd AVE SW	Minot	ND	58701	701-857-4136			
CITY	300	1		Ms.	Ely	Desautels	Director	Parks & Recreation		City of Minot	info@minotnd.gov	420 3rd Ave SW	Minot	ND	58701	701-857-4136			
CITY	300	1		Mr.	Dan	Jonasson	Director	Public Works		City of Minot	pw@minotnd.gov	P.O. Box 5006	Minot	ND	58702	701-857-4140			
CITY	300	1		Mr.	Mark	Vollmer	Superintendent	Minot Public Schools		Minot Public School District	mark.vollmer@minot.k12.nd.us	215 2ND ST SE	Minot	ND	58701	701-857-4422			
COUNTY	400	1		Ms.	Marisa	Haman	Auditor/Treasurer	Finance		Ward County	auditor.treasurer@wardnd.com	P.O. Box 5005	Minot	ND	58701				
COUNTY	400	1		Mr.	Tom	Klien	Chairman	Water Resource District		Ward County	tom@wrtd.com	5504 54th Ave SE	Minot	ND	58701	701-720-8508			
COUNTY	400	1		Mr.	Douglas	Administrator	Planning/Zoning Committee		Ward County	planning.zoning@wardnd.com	P.O. Box 5005	Minot	ND	58701	701-838-0787				
COUNTY	400	1		Mr.	Stetson	Myers	District Manager	Soil Conservation District		Ward County	stetson@scd.com	1920 13th St SE	Minot	ND	58701	701-852-5438			
COUNTY	400	1		Mr.	John	Fischel	Chairman	Ward County Commissioners		Ward County	john.fischel@wardnd.com	P.O. Box 5005	Minot	ND	58701	701-725-4396			
COUNTY	400	1		Mr.	Ryan	Summers	911 Coordinator		Ward County	ryan.summers@wardnd.com	P.O. Box 5005	Minot	ND	58701	701-857-6422				
COUNTY	400	1		Dana	Larsen		Highway Engineer/Supervisor		Ward County	dana.larsen@wardnd.com	P.O. Box 5005	Minot	ND	58701	701-838-3801				
COUNTY	400	1		Mr.	Robert	Road	Sheriff		Ward County	robert.road@wardnd.com	225 Third Street, SE	Minot	ND	58701					
STATE	500	1	Use if project is within 5 miles of airport	Mr.	Kyle	Warner	Director		ND Aeronautics Commission	kwarner@nd.gov	PO Box 5020	Bismarck	ND	58502-5020			10/13/16		
FEDERAL	500	1	Use on projects near rail lines					Office of Governmental Affairs	Federal Railroad Administration	frad@dot.gov	1200 New Jersey Avenue SE	Washington	DC	20590					
FEDERAL	500	1	Use if project is within 5 miles of an airport identified in ND Aeronautics Commission Airport Directory (and Airport named in SOV email) OR if a structure (temporary or permanent) is associated with proposed project exceeds 200 feet in height in the State of ND.																
REGIONAL	500	1		Ms.	Briselda	Hernandez	Executive Director	Bismarck Airports District Office	Federal Aviation Administration	briselda.hernandez@faa.gov	2301 University Drive, Bldg 23B	Bismarck	ND	58504			08/19/18		
COMMRCL	600	1		Mr.	Alex	Fornis	Manager	Region 2	Southern Basin Planning Council	info@southernbasin.org	PO Box 2024	Minot	ND	58702	701-255-1882				
COMMRCL	600	1		Mr.	Alex	Fornis	Manager	Public Projects	BNSF Railway Company	alexander.fornis@bnsf.com	80 44th Avenue, NE	Minneapolis	MN	55421	612-361-9572		08/07/19		
COMMRCL	600	1		Mr.	Brian	Osborne	Manager	Public Works - Southern Region	Canadian Pacific Railroad	brian.osborne@cp-rail.ca	120 South 6th Street, Suite 900	Minneapolis	MN	55402	612-330-4555		08/07/19		
COMMRCL	600	1		Mr.	Stephen	Zwert	City of Minot Utilities		City of Minot - Traffic	stephen.zwert@minotnd.gov	PO Box 3006	Minot	ND	58702	701-857-4100				
COMMRCL	600	1		Mr.	John	Reynolds	City of Minot - Water & Sewer		City of Minot - Water & Sewer	john.reynolds@minotnd.gov	1000 11th Street SE	Minot	ND	58701	701-857-4150				
COMMRCL	600	1		Mr.	Randy	Heaton			Midcontinent Communications	randy.heaton@midco.com	717 20th Ave SE	Minot	ND	58701					
COMMRCL	600	1		Mr.	Reggie	Schaan			Midcontinent Communications	reggie.schaan@midco.com	718 20th Ave SE	Minot	ND	58702	701-578-0443				

June 29, 2023

PROJECT NO. SU-4-989(129), PCN 23860
City of Minot Project 4780
16TH STREET SW RECONSTRUCTION
WARD COUNTY

The City of Minot, in cooperation with the North Dakota Department of Transportation and Federal Highway Administration, is proposing a roadway improvement on 16th Street SW from 14th Avenue SW to 2nd Avenue SW in Minot, ND. Please refer to the enclosed Project Location Map.

The project consists of the following:

- Reconstruction and possible roadway widening between 14th Ave SW and Burdick Expy.
- Reconstruction and concrete pavement repair within existing curblines between Burdick Expy and 2nd Ave SW.
- New curb, gutter, and sidewalk.
- Possible realignment/reconfiguration of the 5th Ave SW intersection.
- Shared-use path construction between 14th Ave SW and Burdick Expy.
- New storm sewer, sanitary sewer, and watermain throughout the corridor.
- Proposed retention pond at the SW corner of the 11th Ave SW intersection.
- Traffic signal replacements at the 11th Ave SW and 2nd Ave SW intersections.
- New lighting throughout the corridor.
- Traffic is expected to be detoured during construction.

This project is expected to be constructed during the 2025 construction season.

The project may require permanent and/or temporary right-of-way. The right-of-way required would be in linear strips parallel to the project area.

To ensure that all social, economic, and environmental effects are considered in the development of this project, we are soliciting your views and comments on the proposed project pursuant to Section 102(2) (D) (IV) of the National Environmental Policy Act of 1969, as amended. We are particularly interested in any property which your department may own or have an interest in and which would be adjacent to the proposed roadway improvement. We would also appreciate being made aware of any proposed developments your department may be contemplating in the areas under consideration for the proposed roadway facility. Any information that might help us in our studies would be appreciated.

Information or comments relating to environmental or other matters that you might furnish will be used in determining if this project is a "categorical exclusion" or whether an "Environmental Assessment" or a "Draft Environmental Impact Statement" will be prepared.

It is requested that any comments or information be forwarded to our office on or before July 31, 2023. If no reply is received by this date, it will be assumed that you have no comment on this project.

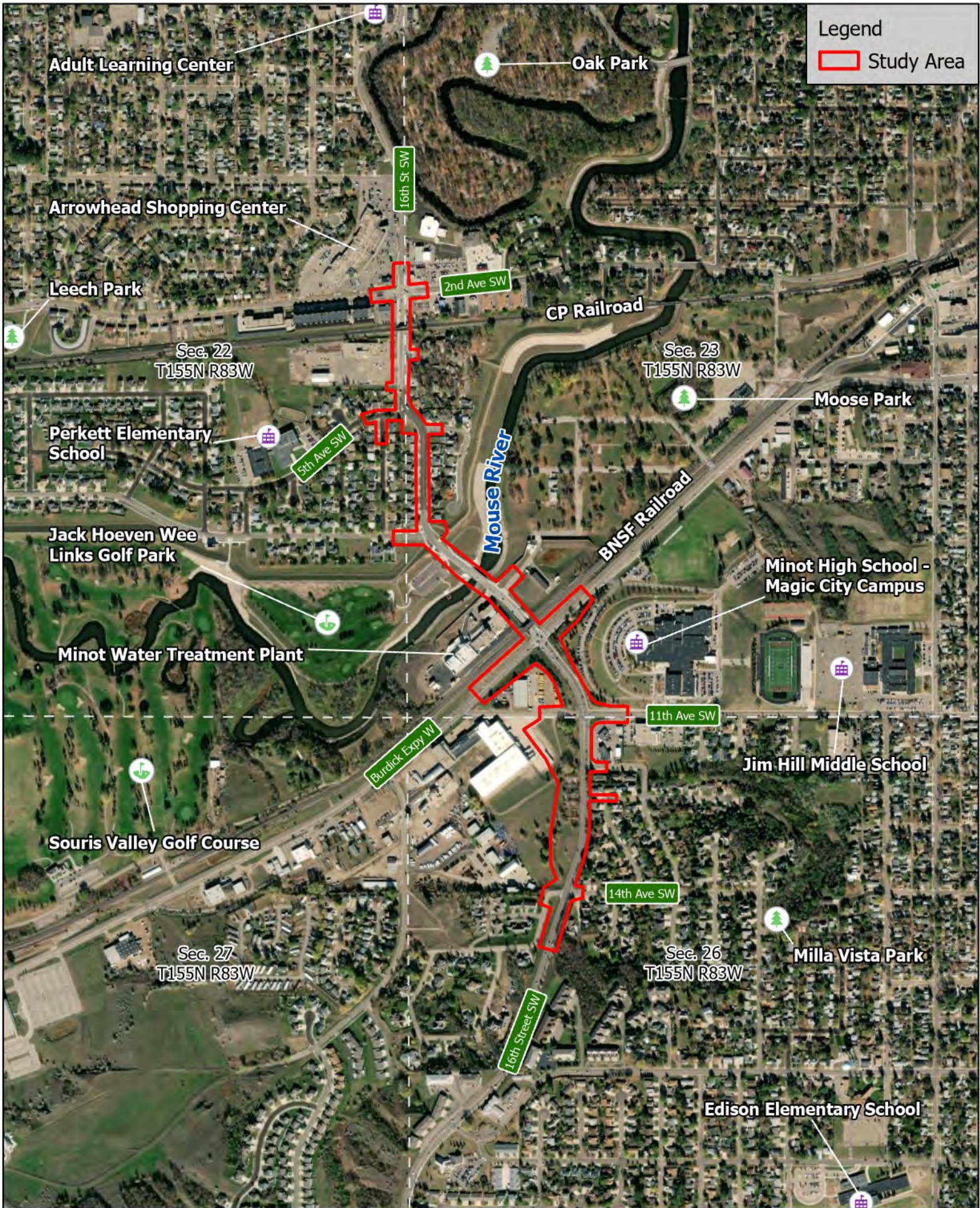
If further information is desired regarding the proposed roadway improvement, please contact Matt Kinsella at Matt.Kinsella@apexenggroup.com or (701) 373-7987 in Fargo, ND.

A handwritten signature in blue ink that reads "Matthew T. Kinsella". The signature is fluid and cursive, with the first name "Matthew" being more prominent than the last name "Kinsella".

MATTHEW T. KINSELLA, PE

MK/nb

Attachment: Project Location Map

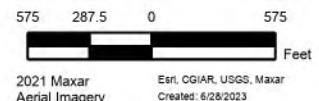


Minot City Limits



Project Location Map

Project No: SU-4-989(129) PCN: 23860
City of Minot Project 4780
16th Street SW Reconstruction
14th Ave SW to 2nd Ave SW



June 29, 2023

EMAILED dglatt@nd.gov

Mr. David Glatt

Director

North Dakota Department of Environmental Quality

4201 Normandy Street

Bismarck, ND 58503-1324

PROJECT NO. SU-4-989(129), PCN 23860
City of Minot Project 4780
16TH STREET SW RECONSTRUCTION
WARD COUNTY

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The project consists of the following:

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- Reconstruction and concrete pavement repair within existing curblines between Burdick Expy and 2nd Ave SW.
- New curb, gutter, and sidewalk.
- Possible realignment/reconfiguration of the 5th Ave SW intersection.
- Shared-use path construction between 14th Ave SW and Burdick Expy.
- New storm sewer, sanitary sewer, and watermain throughout the corridor.
- Proposed retention pond at the SW corner of the 11th Ave SW intersection.
- Traffic signal replacements at the 11th Ave SW and 2nd Ave SW intersections.
- New lighting throughout the corridor.
- Traffic is expected to be detoured during construction.

This project is expected to be constructed during the 2025 construction season.

The project may require permanent and/or temporary right-of-way. The right-of-way required would be in linear strips parallel to the project area.

The following tabulation shows the average daily traffic volumes (ADT) once the new facility is completed and the expected ADT 20 years after completion.

LOCATION	ADT Upon Completion of Improvement (2025)	Forecasted ADT (2045)
16 th Street SW, South of Burdick	13,490	18,180

We believe that these volumes are not of the magnitude that would result in the violation of any Air Quality Standards and the project is consistent with the State Implementation Plan for air quality.

Your concurrence in this determination is requested.

To ensure that all social, economic, and environmental effects are considered in the development of this project, we are soliciting your views and comments on the proposed project pursuant to Section 102(2) (D) (IV) of the National Environmental Policy Act of 1969, as amended. We are particularly interested in any issues pertaining to solid and hazardous waste, municipal wastewater, water quality, and the occurrence of past contamination along the project area.

Information or comments relating to environmental or other matters that you might furnish will be used in determining if this project is a "categorical exclusion" or whether an "Environmental Assessment" or a "Draft Environmental Impact Statement" will be prepared.

It is requested that any comments or information be forwarded to our office on or before July 31, 2023. If no reply is received by this date, it will be assumed that you have no comment on this project.

If further information is desired regarding the proposed roadway improvement, please contact Matt Kinsella at Matt.Kinsella@apexenggroup.com or (701)373-7987 in Fargo, ND.



MATTHEW T. KINSELLA, PE

MK/nb

Attachment: Project Location Map

September 18, 2023

Mr. William Peterson, PhD
ND State Historic Preservation Officer
ND Heritage Center
612 East Boulevard Avenue
Bismarck, ND 58505-0830

Attn: Lisa Steckler, Project Review Coordinator

CONSULTATION ON NDDOT PROJECTS, STATE HIGHWAY SYSTEM

We are initiating consultation on the following Project. This letter is intended to give you information on the proposed project and how we intend to proceed to meet our responsibilities under Section 106 of the National Historic Preservation Act of 1966 (as revised 1992). Further, it is intended to solicit your views pursuant to Section 102(2) (D) (IV) of the National Environmental Policy Act of 1969. We would appreciate your comment on the Project and our planned cultural resource work, and discussion of any concerns you may have regarding historic properties which may be affected by the Project.

NDDOT Project #: SU-4-989(134) **PCN:** 23860
Legal Location: Ward County T155N R83W Sections 22, 23, & 26

Project Type: Reconstruction, new curb gutter and sidewalks, shared-use path construction, new storm sewer, new sanitary sewer, new watermain, retention pond construction, traffic signal replacement, and new lighting.

Purpose and Need: The purpose of the proposed project is to reconstruct the roadway, perform concrete pavement repair, replace underground infrastructure, construct a retention pond, construct a shared-use path, and upgrade sidewalks and curb ramps to ADA requirements. This is needed due to deteriorated pavement condition, aged underground infrastructure, and to improve intersection geometry.

Project Description: The project consists of the following:

- Reconstruction and possible roadway widening between 14th Ave SW and Burdick Expy.
- Reconstruction and concrete pavement repair within existing curblines between Burdick Expy and 2nd Ave SW.
- New curb, gutter, and sidewalk.
- Possible realignment/reconfiguration of the 5th Ave SW intersection.
- Shared-use path construction between 14th Ave SW and Burdick Expy.
- New storm sewer, sanitary sewer, and watermain throughout the corridor.
- Proposed retention pond at the SW corner of the 11th Ave SW intersection.
- Traffic signal replacements at the 11th Ave SW and 2nd Ave SW intersections.
- New lighting throughout the corridor.

- Traffic is expected to be detoured during construction.

The project may require permanent and/or temporary right-of-way. The right-of-way required will be in linear strips parallel to the project area.

APE: The APE is the footprint of the Project with additional ROW mentioned above.

Justification: All project effects will be within the existing ROW as well as any new contiguous ROW which was included in the Class III survey area.

Proposed Cultural Resource Work: No further work is needed.

Justification: Juniper conducted a Class III Cultural Resource Inventory and report (Morrison 2023; ROI: 823) which NDDOT has reviewed and accepted. The Class I Literature Search revealed that the site distribution is dense and included 1,005 cultural resources on file at the time of the file search.

Three previously recorded cultural resources (site leads 32WDx126, 32WDx129, and 32WDx137) were located within the survey areas and revisited during this inventory.

The inventory also recorded one new cultural resource (site 32WD2510). Site 32WD2510 consists of seven concrete pads and is recommended as unevaluated for nomination to the NRHP.

Other Consulting Parties: The TCC is consulted on all NDDOT projects.

Plan for Public Involvement: Solicitation of Views letters were sent on June 29, 2023. A public input meeting is planned to be held in Fall 2023.

We are requesting your concurrence with this finding of ***No Historic Properties Affected*** for the proposed Project as a whole. If you need further information on the proposed project, please contact me.

Sincerely,



Gary Ellis, M.A., R.P.A.
Archaeologist II, NDDOT-ETS(CRS)

June 29, 2023

EMAILED dwrprojectreview@nd.gov
c/o Project Reviews
North Dakota Department of Water Resources
900 E. Boulevard Avenue
Bismarck, ND 58505-0850

PROJECT NO. SU-4-989(129), PCN 23860
City of Minot Project 4780
16TH STREET SW RECONSTRUCTION
WARD COUNTY

The City of Minot, in cooperation with the North Dakota Department of Transportation and Federal Highway Administration, is proposing a roadway improvement on 16th Street SW from 14th Avenue SW to 2nd Avenue SW in Minot, ND. Please refer to the enclosed Project Location Map.

The project consists of the following:

- Reconstruction and possible roadway widening between 14th Ave SW and Burdick Expy.
- Reconstruction and concrete pavement repair within existing curblines between Burdick Expy and 2nd Ave SW.
- New curb, gutter, and sidewalk.
- Possible realignment/reconfiguration of the 5th Ave SW intersection.
- Shared-use path construction between 14th Ave SW and Burdick Expy.
- New storm sewer, sanitary sewer, and watermain throughout the corridor.
- Proposed retention pond at the SW corner of the 11th Ave SW intersection.
- Traffic signal replacements at the 11th Ave SW and 2nd Ave SW intersections.
- New lighting throughout the corridor.
- Traffic is expected to be detoured during construction.

This project is expected to be constructed during the 2025 construction season.

The project may require permanent and/or temporary right-of-way. The right-of-way required would be in linear strips parallel to the project area.

To ensure that all social, economic, and environmental effects are considered in the development of this project, we are soliciting your views and comments on the proposed project pursuant to Section 102(2) (D) (IV) of the National Environmental Policy Act of 1969, as amended. We are particularly interested in any property which your department may own or have an interest in and which would be adjacent to the proposed roadway improvement. We would also appreciate being made aware of any proposed developments your department may be contemplating in the areas under consideration

for the proposed roadway facility. Any information that might help us in our studies would be appreciated. Information or comments relating to environmental or other matters that you might furnish will be used in determining if this project is a "categorical exclusion" or whether an "Environmental Assessment" or a "Draft Environmental Impact Statement" will be prepared.

Please provide information on necessary permits required such as whether the project lies within a floodway or floodplain, lies within "Sovereign Lands", or could affect a dam, dike, or other device. It is requested that any comments or information be forwarded to our office on or before July 31, 2023.

If further information is desired regarding the proposed roadway improvement, please contact Matt Kinsella at Matt.Kinsella@apexenggroup.com or (701)373-7987 in Fargo, ND.



MATTHEW T. KINSELLA, PE

MK/nb

Attachment: Project Location Map

June 29, 2023

EMAILED john_takala@fws.gov

Mr. John Takala

Manager

US Fish and Wildlife Service

681 Salyer Road

Upham, ND 58789

PROJECT NO. SU-4-989(129), PCN 23860

City of Minot Project 4780

16TH STREET SW RECONSTRUCTION

WARD COUNTY

The City of Minot, in cooperation with the North Dakota Department of Transportation and Federal Highway Administration, is proposing a roadway improvement on 16th Street SW from 14th Avenue SW to 2nd Avenue SW in Minot, ND. Please refer to the enclosed Project Location Map.

The project consists of the following:

- Reconstruction and possible roadway widening between 14th Ave SW and Burdick Expy.
- Reconstruction and concrete pavement repair within existing curblines between Burdick Expy and 2nd Ave SW.
- New curb, gutter, and sidewalk.
- Possible realignment/reconfiguration of the 5th Ave SW intersection.
- Shared-use path construction between 14th Ave SW and Burdick Expy.
- New storm sewer, sanitary sewer, and watermain throughout the corridor.
- Proposed retention pond at the SW corner of the 11th Ave SW intersection.
- Traffic signal replacements at the 11th Ave SW and 2nd Ave SW intersections.
- New lighting throughout the corridor.
- Traffic is expected to be detoured during construction.

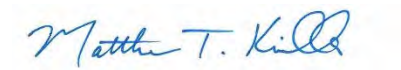
This project is expected to be constructed during the 2025 construction season.

The project may require permanent and/or temporary right-of-way. The right-of-way required would be in linear strips parallel to the project area.

To ensure that all social, economic, and environmental effects are considered in the development of this project, we are soliciting your views and comments on the proposed project pursuant to Section 102(2) (D) (IV) of the National Environmental Policy Act of 1969, as amended. We are particularly interested in any Service Interest property within a ½ mile of either side of the proposed roadway improvement. Any information that might help us in our studies would be appreciated.

It is requested that any comments or information be forwarded to our office on or before July 31, 2023. If no reply is received by this date, it will be assumed that you have no comment on this project.

If further information is desired regarding the proposed roadway improvement, please contact Matt Kinsella at Matt.Kinsella@apexenggroup.com or (701)373-7987 in Fargo, ND.

A handwritten signature in blue ink that reads "Matthew T. Kinsella". The signature is fluid and cursive, with the first name "Matthew" and last name "Kinsella" clearly legible.

MATTHEW T. KINSELLA, PE

MK/nb

Attachment: Project Location Map

June 29, 2023

Advocacy Group Contact

PROJECT NO. SU-4-989(129), PCN 23860
City of Minot Project 4780
16TH STREET SW RECONSTRUCTION
WARD COUNTY

The City of Minot, in cooperation with the North Dakota Department of Transportation and Federal Highway Administration, is proposing a roadway improvement on 16th Street SW from 14th Avenue SW to 2nd Avenue SW in Minot, ND. Please refer to the enclosed Project Location Map.

The project consists of the following:

- Reconstruction and possible roadway widening between 14th Ave SW and Burdick Expy.
- Reconstruction and concrete pavement repair within existing curblines between Burdick Expy and 2nd Ave SW.
- Possible realignment/reconfiguration of the 5th Ave SW intersection.
- New curb, gutter, and sidewalk.
- Shared-use path construction between 14th Ave SW and Burdick Expy.
- New storm sewer, sanitary sewer, and watermain throughout the corridor.
- Proposed retention pond at the SW corner of the 11th Ave SW intersection.
- Traffic signal replacements at the 11th Ave SW and 2nd Ave SW intersections.
- New lighting throughout the corridor.
- Traffic is expected to be detoured during construction.

This project is expected to be constructed during the 2025 construction season.

The project may require permanent and/or temporary right-of-way. The right-of-way required will be in linear strips parallel to the project area.

The purpose of this letter is to provide advanced notice of upcoming highway projects so you have sufficient time to share the information with your constituents and represent their interests. To ensure that all social, economic, and environmental effects are considered in the development of this project, we are soliciting your views and comments on the proposed project. We would appreciate being made aware of any social impacts we should consider for this proposed project.

Greater advanced notice will also encourage more participation of advocates and their constituents at upcoming Public Meetings. A Public Meeting for this project is tentatively scheduled for Fall 2023.

A follow up notice of the exact date, time, and location of the Public Meeting will be forwarded to you approximately 2 weeks prior to the Public Meeting. Additionally, Public Meetings are also advertised in local newspapers, press releases sent to local media, and new releases posted on the NDDOT website.

Any information or comments relating to social or other matters that might help us in our studies would be appreciated.

It is requested that any comments or information be forwarded to our office on or before July 31, 2023. If no reply is received by this date, it will be assumed that you have no comment on this project at this time.

If further information is desired regarding the proposed roadway improvement, please contact Matt Kinsella at Matt.Kinsella@apexenggroup.com or (701) 373-7987 in Fargo, ND.

A handwritten signature in blue ink that reads "Matthew T. Kinsella". The signature is written in a cursive style with a large, stylized 'M' and 'K'.

MATTHEW T. KINSELLA, PE

MK/nb

Attachment: Project Location Map

From: [Fiorini, Alexander James](#)
To: [Matt Kinsella](#)
Subject: RE: NDDOT Project SU-4-989(129), PCN 23860: 16th Street SW Reconstruction in Minot, ND
Date: Thursday, June 29, 2023 2:17:32 PM

Thanks Matt. Look forward to working with you on it!

Alex Fiorini, PE*

Manager Public Projects
o 763.782.3476 M 612.391.9572
Alexander.fiorini@bnsf.com
*Licensed in ND

From: Matt Kinsella <Matt.Kinsella@apexenggroup.com>
Sent: Thursday, June 29, 2023 2:15 PM
To: Fiorini, Alexander James <Alexander.Fiorini@BNSF.com>
Subject: RE: NDDOT Project SU-4-989(129), PCN 23860: 16th Street SW Reconstruction in Minot, ND

EXTERNAL EMAIL

Alex,

We do not anticipate any work or impacts to the BNSF RR underpass structure, just concrete pavement repair and pavement marking to the 16th Street roadway. We may have underground utility work in that area in your ROW however, that is still to be determined. We will certainly coordinate with you and follow the permitting process if we do end up with utility work there.

Thanks,

Matt Kinsella, PE*

Vice President
701.373.7987
*ND, MN, SD, CO

Apex Engineering Group

From: Fiorini, Alexander James <Alexander.Fiorini@BNSF.com>
Sent: Thursday, June 29, 2023 2:09 PM
To: Matt Kinsella <Matt.Kinsella@apexenggroup.com>
Cc: Fiorini, Alexander James <Alexander.Fiorini@BNSF.com>
Subject: RE: NDDOT Project SU-4-989(129), PCN 23860: 16th Street SW Reconstruction in Minot, ND

Matt,

Is this going to have any impacts to BNSF property or the existing underpass structure? All utilities will need separate permits when crossing BNSF.

Alex Fiorini, PE*

Manager Public Projects

o 763.782.3476 m 612.391.9572

Alexander.fiorini@bnsf.com

*Licensed in ND

From: Matt Kinsella <Matt.Kinsella@apexenggroup.com>

Sent: Thursday, June 29, 2023 1:42 PM

Subject: NDDOT Project SU-4-989(129), PCN 23860: 16th Street SW Reconstruction in Minot, ND

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EXTERNAL EMAIL

Please see the attached letter soliciting your views on the proposed roadway improvement project on 16th Street SW in Minot, ND.

Thank you,

Matt Kinsella, PE*

Project Manager

*ND, MN, SD, CO

Apex Engineering Group

4733 Amber Valley Parkway South

Fargo, North Dakota 58104

Office: 701.373.7980

Direct: 701.373.7987

Cell: 701.306.8499

Email: matt.kinsella@apexenggroup.com

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From: [MUNOS, CY I CIV USAF AFGSC 91 MMXS/MMXSFK](#)
To: [Matt Kinsella](#)
Subject: RE: NDDOT Project SU-4-989(129), PCN 23860: 16th Street SW Reconstruction in Minot, ND
Date: Friday, June 30, 2023 8:01:54 AM

Matt,

We have no assets in the project area.

Thanks

Cy Munos
Cable Affairs Officer
91 MMXS/MMXSFK
Minot AFB ND
701-723-6053
701-720-8274

From: Matt Kinsella <Matt.Kinsella@apexenggroup.com>
Sent: Thursday, June 29, 2023 1:42 PM
Subject: [URL Verdict: Neutral][Non-DoD Source] NDDOT Project SU-4-989(129), PCN 23860: 16th Street SW Reconstruction in Minot, ND

Please see the attached letter soliciting your views on the proposed roadway improvement project on 16th Street SW in Minot, ND.

Thank you,

Matt Kinsella, PE*

Project Manager

**ND, MN, SD, CO*

Apex Engineering Group

4733 Amber Valley Parkway South
Fargo, North Dakota 58104

Office: 701.373.7980

Direct: 701.373.7987

Cell: 701.306.8499

Email: matt.kinsella@apexenggroup.com



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From: [Haugen, Samantha](#)
To: [Matt Kinsella](#)
Cc: [Olson, Curt](#); [Roness, Dawn](#)
Subject: RE: NDDOT Project SU-4-989(129), PCN 23860: 16th Street SW Reconstruction in Minot, ND
Date: Monday, July 3, 2023 3:42:29 PM
Attachments: [image001.jpg](#)
[MDU_Notes.docx](#)

Hello Matt,

I've attached some cliff notes I made based on your letter of some potential conflicts MDU could have with the proposed written plans. If you are needing more information please let me know, thank you.

Sam Haugen

Montana Dakota Utilities

Senior Field Operations Coordinator

1130 20th Ave SW

Minot, ND 58701

Cell: 701-389-1890

Office: 701-857-9909



From: Roness, Dawn <dawn.roness@mdu.com>
Sent: Friday, June 30, 2023 11:20 AM
To: Haugen, Samantha <Samantha.Haugen@mdu.com>
Cc: Olson, Curt <curt.olson@mdu.com>
Subject: FW: NDDOT Project SU-4-989(129), PCN 23860: 16th Street SW Reconstruction in Minot, ND

Sam,

Here is a proposed roadway improvement that they are soliciting information back on. Project is slated for 2025.

Thank you,

*Dawn Roness
Field Operations Supervisor
Minot District*

dawn.roness@mdu.com

701 857-9902 office

701 720-0879 mobile

From: Matt Kinsella <Matt.Kinsella@apexenggroup.com>

Sent: Thursday, June 29, 2023 1:42 PM

Subject: NDDOT Project SU-4-989(129), PCN 23860: 16th Street SW Reconstruction in Minot, ND

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Please see the attached letter soliciting your views on the proposed roadway improvement project on 16th Street SW in Minot, ND.

Thank you,

Matt Kinsella, PE*

Project Manager

*ND, MN, SD, CO

Apex Engineering Group

4733 Amber Valley Parkway South

Fargo, North Dakota 58104

Office: 701.373.7980

Direct: 701.373.7987

Cell: 701.306.8499

Email: matt.kinsella@apexenggroup.com

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The project consists of the following:

- Reconstruction and possible roadway widening between 14th Ave SW and Burdick Expy. – MDU has some 4” plastic main facilities running north and south between 12th Ave SW and 11th Ave SW that are in ROW near sidewalk that could be affected based on plans
- Reconstruction and concrete pavement repair within existing curblines between Burdick Expy and 2nd Ave SW. – MDU has 2” steel main facilities in the 5th Ave SW corridor that could be affected based on plans
- New curb, gutter, and sidewalk. MDU would look at replacing any old facilities that would fall under new sidewalk to be relocated to be under boulevard if possible or just updated to prevent disturbing new city infrastructure.
- Possible realignment/reconfiguration of the 5th Ave SW intersection. – MDU as stated above would have 2” steel main facilities in this area that could be affected based on plans
- Shared-use path construction between 14th Ave SW and Burdick Expy.
- New storm sewer, sanitary sewer, and watermain throughout the corridor.
- Proposed retention pond at the SW corner of the 11th Ave SW intersection. – MDU has a 4” steel main that runs East and West through the SW corner of the 11th Ave intersection that could be affected based on plans
- Traffic signal replacements at the 11th Ave SW and 2nd Ave SW intersections. MDU has 4” steel main running east and west through 2nd Ave SW intersection as well and 11th Ave SW intersection that could be affected based on plans
- New lighting throughout the corridor.
- Traffic is expected to be detoured during construction.

Minot, ND

16th Street SW Project

Legend

MDU Gas Line



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FOR DESIGN PURPOSES ONLY
All facilities must be field located prior to construction. MDU assumes no liability for inaccuracies in mapping.

MONTANA-DAKOTA
UTILITIES CO.
A Division of MDU Resources Group, Inc.

From: [Brian Osborne](#)
To: [Matt Kinsella](#)
Subject: RE: NDDOT Project SU-4-989(129), PCN 23860: 16th Street SW Reconstruction in Minot, ND
Date: Monday, July 10, 2023 1:29:35 PM
Attachments: [image001.png](#)
[image004.png](#)

Sounds good thanks

Brian Osborne
Manager Public Works
O- 612-330-4555
C- 612-760-2945
Brian_Osborne@CPR.CA
Canadian Pacific Plaza
120 South 6th Street., Suite 700
Minneapolis, MN 55402



Canadian Pacific Emergency Number: 1-800-716-9132

Canadian Pacific Call-Before-You-Dig: 1-866-291-0741

Call-Before-You-Dig National Hotline: 811

For Faster Processing, Please Use The FRA Public Data Base to Find Subdivision and Mile Post

<https://safetydata.fra.dot.gov/OfficeofSafety/PublicSite/Crossing/Crossing.aspx>

All Utility Permits and Utility Crossing Permits Must Be Submitted at <https://app.railpermitting.com/>

From: Matt Kinsella <Matt.Kinsella@apexenggroup.com>

Sent: Monday, July 10, 2023 12:55 PM

To: Brian Osborne <Brian_Osborne@cpr.ca>

Subject: RE: NDDOT Project SU-4-989(129), PCN 23860: 16th Street SW Reconstruction in Minot, ND

Brian,

I don't believe there is an at-grade crossing with CPR within our project area. The 16th St SW crossing of the CP Rail tracks is grade-separated. I have attached the project location map again for reference. Please let me know if we are mistaken with our understanding of your facilities, thanks
Brian.

Matt Kinsella, PE*

Vice President

701.373.7987

*ND, MN, SD, CO

Apex Engineering Group

From: Brian Osborne <Brian.Osborne@cpkcr.com>

Sent: Monday, July 10, 2023 12:37 PM

To: Matt Kinsella <Matt.Kinsella@apexenggroup.com>

Subject: RE: NDDOT Project SU-4-989(129), PCN 23860: 16th Street SW Reconstruction in Minot, ND

Matt,

Has the City considered helping to replace the crossing surface?

Brian Osborne

Manager Public Works

O- 612-330-4555

C- 612-760-2945

Brian_Osborne@CPR.CA

Canadian Pacific Plaza

120 South 6th Street., Suite 700

Minneapolis, MN 55402



Canadian Pacific Emergency Number: 1-800-716-9132

Canadian Pacific Call-Before-You-Dig: 1-866-291-0741

Call-Before-You-Dig National Hotline: 811

For Faster Processing, Please Use The FRA Public Data Base to Find Subdivision and Mile Post

<https://safetydata.fra.dot.gov/OfficeofSafety/PublicSite/Crossing/Crossing.aspx>

All Utility Permits and Utility Crossing Permits Must Be Submitted at <https://app.railpermitting.com/>

From: Matt Kinsella <Matt.Kinsella@apexenggroup.com>

Sent: Thursday, June 29, 2023 1:42 PM

Subject: NDDOT Project SU-4-989(129), PCN 23860: 16th Street SW Reconstruction in Minot, ND

Please see the attached letter soliciting your views on the proposed roadway improvement project on 16th Street SW in Minot, ND.

Thank you,

Matt Kinsella, PE*

Project Manager

*ND, MN, SD, CO

Apex Engineering Group

4733 Amber Valley Parkway South

Fargo, North Dakota 58104

Office: 701.373.7980

Direct: 701.373.7987

Cell: 701.306.8499

Email: matt.kinsella@apexenggroup.com

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changement et mettre à jour votre liste de contacts. Veuillez noter qu'il s'agit du seul nouveau domaine pour le CPKC. Les courriels provenant de tout autre domaine prétendument du CPKC doivent être traités comme étant suspects. Les adresses électroniques partagées (groupe) et de soutien ne changent pas pour le moment à moins d'avis contraire du détenteur de la boîte de réception. Afin de réduire les perturbations au minimum, les adresses électroniques se terminant par @cpr.ca, @kcsouthern.com et @kcms.com.mx sont encore valides et continueront à être fonctionnelles jusqu'à nouvel avis. Le courrier électronique peut être porteur de virus informatiques. Le destinataire doit donc passer le présent courriel et les pièces qui y sont jointes au détecteur de virus. L'expéditeur et son employeur déclinent toute responsabilité pour les dommages causés par un virus contenu dans le courriel. Le présent message et les pièces qui y sont jointes contiennent des renseignements confidentiels destinés uniquement à la personne ou à l'organisme nommé ci-dessus. Toute diffusion, distribution, reproduction ou utilisation comme référence du contenu du message par une autre personne que le destinataire est formellement interdite. Si vous avez reçu ce courriel par erreur, veuillez le détruire immédiatement et en informer l'expéditeur à l'adresse ci-dessus.

AVISO IMPORTANTE Nos complace comunicarle que las direcciones de correo electrónico de los empleados de CP, KCS y KCSM han cambiado a nuestro nuevo dominios, @cpkcr.com y @cpkcm.mx. Anote esta nueva dirección de correo electrónico y actualice su lista de contactos. Recuerde que este es el único dominio nuevo de CPKC. El correo electrónico de cualquier otro dominio que pretenda ser CPKC debe considerarse sospechoso. Las direcciones de correo electrónico compartidas (de grupo) y de soporte no cambiarán en este momento a menos que el propietario de la bandeja de entrada lo especifique. Para reducir al mínimo las interrupciones, las direcciones de correo electrónico @cpr.ca, @kcsouthern.com y @kcms.com.mx siguen siendo válidas y continuarán recibiendo correo hasta nuevo aviso. Los virus informáticos pueden transmitirse por correo electrónico. El destinatario debe revisar este correo electrónico y cualquier archivo adjunto para detectar la presencia de virus. El remitente y la empresa remitente no asumen ninguna responsabilidad por los daños causados por cualquier virus transmitido por este correo electrónico. Esta transmisión de correo electrónico y cualquier archivo adjunto contienen información confidencial destinada únicamente a la persona o entidad arriba mencionada. Queda terminantemente prohibida cualquier difusión, distribución, copia o acción derivada del contenido de este correo electrónico por parte de cualquier persona que no sea el destinatario previsto. Si ha recibido este correo electrónico por error, elimínelo inmediatamente y notifíquelo al remitente a la dirección de correo electrónico arriba indicada. ----- IMPORTANT NOTICE – AVIS IMPORTANT – AVISO IMPORTANTE -----

----- IMPORTANT NOTICE – AVIS IMPORTANT – AVISO IMPORTANTE ----- We are pleased to advise that CP, KCS and KCSM employee email addresses have changed to our new domains, @cpkcr.com and @cpkcm.mx. Please note the new email address and kindly update your contact list. Please be aware that this is the only new domain for CPKC. Email from any other domain purporting to be CPKC should be treated as suspicious. Shared (group) and support email addresses are not changing at this time unless specifically stated by the inbox owner. In order to minimize disruption, @cpr.ca, @kcsouthern.com and @kcms.com.mx email addresses are still valid and will continue to receive mail until further notice. Computer viruses can be transmitted via email. Recipient should check this email and any attachments for the presence of viruses. Sender and sender company accept no liability for any damage caused by any virus transmitted by this email. This email transmission and any accompanying attachments contain confidential information intended only for the use of the individual or entity named above. Any dissemination, distribution, copying or action taken in reliance on the contents of this email by

anyone other than the intended recipient is strictly prohibited. If you have received this email in error please immediately delete it and notify sender at the above email address. AVIS IMPORTANT Nous sommes heureux de vous informer que les adresses électroniques des employés du CP, de KCS et de KCSM ont été changées afin d'indiquer notre nouveau domaines, @cpkcr.com et @cpkcm.mx. Veuillez prendre note de ce changement et mettre à jour votre liste de contacts. Veuillez noter qu'il s'agit du seul nouveau domaine pour le CPKC. Les courriels provenant de tout autre domaine prétendument du CPKC doivent être traités comme étant suspects. Les adresses électroniques partagées (groupe) et de soutien ne changent pas pour le moment à moins d'avis contraire du détenteur de la boîte de réception. Afin de réduire les perturbations au minimum, les adresses électroniques se terminant par @cpr.ca, @kcsouthern.com et @kcms.com.mx sont encore valides et continueront à être fonctionnelles jusqu'à nouvel avis. Le courrier électronique peut être porteur de virus informatiques. Le destinataire doit donc passer le présent courriel et les pièces qui y sont jointes au détecteur de virus. L'expéditeur et son employeur déclinent toute responsabilité pour les dommages causés par un virus contenu dans le courriel. Le présent message et les pièces qui y sont jointes contiennent des renseignements confidentiels destinés uniquement à la personne ou à l'organisme nommé ci-dessus. Toute diffusion, distribution, reproduction ou utilisation comme référence du contenu du message par une autre personne que le destinataire est formellement interdite. Si vous avez reçu ce courriel par erreur, veuillez le détruire immédiatement et en informer l'expéditeur à l'adresse ci-dessus

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----- IMPORTANT NOTICE – AVIS IMPORTANT – AVISO IMPORTANTE -----

From: [Matt Kinsella](#)
To: [Dan Ryan](#)
Subject: RE: SU-4-989 Conflicts/Cut sheets
Date: Friday, July 21, 2023 2:51:00 PM
Attachments: ~WRD0001.jpg

Hi Dan,

We are just starting the planning stages of the project so we don't have plans yet, or any specifics about UG construction. I can tell you that in the area you highlighted between 11th and 14th Ave SW, we will be fully reconstructing the roadway surface, widening for a bike path, and installing new storm sewer to connect to a new detention pond planned for the SW corner of 11th Ave SW. I don't believe we are anticipating any watermain or sanitary sewer work in that stretch. As we develop more details on this work in the next 4-6 months, I can certainly provide more information at that time.

Thanks,

Matt Kinsella, PE*

Vice President

701.373.7987

**ND, MN, SD, CO*

Apex Engineering Group

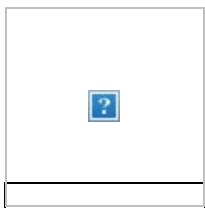
From: Dan Ryan <Dan.Ryan@Midco.com>
Sent: Thursday, July 13, 2023 11:35 AM
To: Matt Kinsella <Matt.Kinsella@apexenggroup.com>
Subject: SU-4-989 Conflicts/Cut sheets

Hi Matt,

Any chance I could get the cut sheet or blueprints on this. I have some underground that needs to be done this year and would like to stay away from any conflicts in the year 2025. I've attach a quick map of the area I will need some underground work done, and information would be helpful.

Thanks

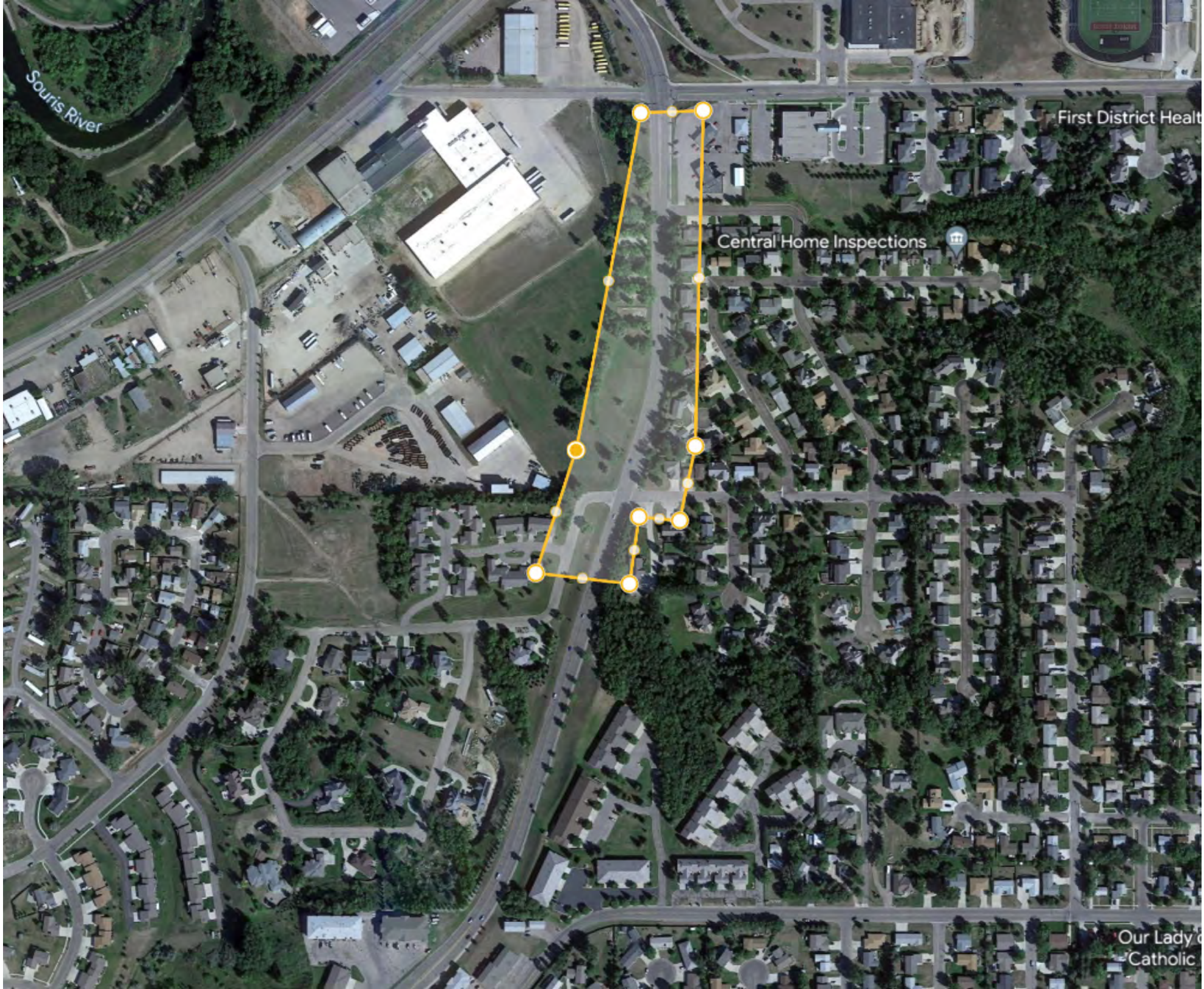
Dan



Dan Ryan
Construction Coordinator III

Office: 7015780460
Dan.Ryan@Midco.com

Midco.com



Souris River

First District Health

Central Home Inspections

Our Lady of
Catholic

July 19, 2023

Matthew Kinsella
Apex Engineering Group
4733 Amber Valley Parkway S
Fargo, ND 58104

Dear Mr. Kinsella:

This is in response to your request for a review of the environmental impacts associated with the Project No. SU-4-089(129), PCN 23860 – 16th Street SW Reconstruction project located in Ward County, ND.

The proposed project has been reviewed by Department of Water Resources staff, and the following comments are provided:

- There is a FEMA National Flood Insurance Program (NFIP) regulatory floodplain identified or mapped where this proposed project is to take place. Impacted areas are designated to be in NFIP Zone AE, with floodway. The State of North Dakota has no formal NFIP permitting authority, as all NFIP permitting decisions are considered by impacted NFIP participating communities, which is the community with zoning authority for the area in question. Please work directly with the local floodplain administrator of the zoning authority impacted to achieve NFIP and community compliance.
- The Mouse River is considered navigable and therefore sovereign to the state of North Dakota. Any project which falls below, under or over the navigable water bodies in North Dakota require authorization from the Department of Water Resources. If there is any impact to the Ordinary High-Water Mark, a permit will be required. The application process requires the completion of the attached permit application, submittal of a map, and simple diagram of what the project may involve. There is no fee for the permit and we recommend about 90 days for processing. The permit lasts for the life of the project including repairs within the original footprint. If you have any questions, please reach out to Tia Dolechek at 701-328-4988, tdolechek@nd.gov or Jerry Heiser at 701.328.4935 or email gheiser@nd.gov.
- The Department of Water Resources' (DWR) Engineering and Permitting Section reviewed the project location and determined that it likely does not require a surface drain permit unless the project impacts sloughs, ponds, lakes (i.e., wetlands) outside of the right-of-way. For more information on these requirements, please visit the Regulation & Appropriation tab on the DWR's website (dwr.nd.gov) or contact the DWR's Regulatory Division at 701-328-4956 or dwrregpermits@nd.gov.
- Initial review indicates the project does not require a conditional or temporary permit for water appropriation. However, if surface water or groundwater will be diverted for construction of the project, a water permit will be required per North Dakota Century Code § 61-04-02. Please consult with the Department of Water Resources Water

Appropriation Division if you have any questions at 701-328-2754 or
appropinfo@nd.gov.

Thank you for the opportunity to provide review comments. Should you have further questions,
please contact me at 701-328-4970 or stevebest@nd.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Best", with a long horizontal flourish extending to the right.

Steven Best
Planner III

SB:dm/1570



AUTHORIZATION TO CONSTRUCT A PROJECT WITHIN SOVEREIGN LANDS OF NORTH DAKOTA

OFFICE OF THE STATE ENGINEER
REGULATORY DIVISION
SFN 61408 (10/2019)

No. S

(OSE USE ONLY)

Project Number **1625**

This application must be submitted to the North Dakota Office of the State Engineer by mail to 900 E Boulevard Ave, Dept. 770, Bismarck, ND 58505-0850, by fax to (701) 328-3696, or by email to sovereignlands@nd.gov. To be complete, this application must include the additional information listed in the instructions on page 3.

If you need any assistance, please contact the Regulatory Division at (701) 328-2752.

OFFICE OF THE
STATE ENGINEER
USE ONLY

**** Additional Sheets May Be Attached If Necessary. ****

Project Will Be Located In Which Water Resource District?

LOCATION DESCRIPTION TO THE NEAREST 40-ACRE TRACT

1/4	1/4	Section	Township	Range																					
Is This Application For Modification Of An Existing Project? ☐ Yes ☐ No		If So, What Year Was Project Constructed?																							
By Whom?																									
Proposed Project Involves <table border="0"><tr><td>☐ Bank Stabilization</td><td>☐ Pipeline Crossing</td><td>☐ Temporary Water Intake</td></tr><tr><td>☐ Boat Ramp</td><td>☐ Recreation</td><td>☐ Perennial Water Intake</td></tr><tr><td>☐ Bridge Construction</td><td>☐ Utility Line Crossing</td><td>☐ Permanent Water Intake Structure</td></tr><tr><td>☐ Fish And Wildlife</td><td>☐ Vegetation Control</td><td>☐ Dredge, Volume _____</td></tr><tr><td>☐ Geotechnical Work</td><td>☐ Water Outfall</td><td>☐ Fill, Volume _____</td></tr><tr><td>☐ Levee/Dike Or Dam</td><td>☐ Waste Lagoon</td><td></td></tr><tr><td colspan="3">☐ Other, Explain _____</td></tr></table>					☐ Bank Stabilization	☐ Pipeline Crossing	☐ Temporary Water Intake	☐ Boat Ramp	☐ Recreation	☐ Perennial Water Intake	☐ Bridge Construction	☐ Utility Line Crossing	☐ Permanent Water Intake Structure	☐ Fish And Wildlife	☐ Vegetation Control	☐ Dredge, Volume _____	☐ Geotechnical Work	☐ Water Outfall	☐ Fill, Volume _____	☐ Levee/Dike Or Dam	☐ Waste Lagoon		☐ Other, Explain _____		
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☐ Levee/Dike Or Dam	☐ Waste Lagoon																								
☐ Other, Explain _____																									
If Proposed Project Involves A Standard Dock (see Supplemental Measurements Sheet For Standard Docks)																									
Standard Dock Dimension Shape																									
A	B	C	D																						
About Water Body																									
Water Body On Which Project Will Be Located																									
Purpose																									
Project Description																									
Contractor (if known)																									
Anticipated Construction Start Date			Completion Date																						

APPLICANT'S CERTIFICATION

I, the undersigned, am applying for authorization as required under North Dakota Century Code (N.D.C.C.) ch. 61-33 from the Office of the State Engineer. I understand that I must comply with N.D.C.C. ch. 61-33 and North Dakota Administrative Code ch. 89-10-01, and that I must adhere to any conditions required by the State Engineer. I acknowledge that my project is accurately described and depicted in this application as I intend to construct it. My signature below acknowledges that I have read and agree to these statements.

PROJECT OWNER

Name of Project Owner			
Address	City	State	ZIP Code
Home Telephone Number	Cell Number		
Email Address			
Signature of Project Owner or Applicant			Date

IF DIFFERENT FROM PROJECT OWNER

Name of Applicant			
Address	City	State	ZIP Code
Home Telephone Number	Cell Number		
Email Address			
Signature of Project Owner or Applicant			Date

INSTRUCTIONS FOR COMPLETING AN AUTHORIZATION TO CONSTRUCT A PROJECT WITHIN SOVEREIGN LANDS OF NORTH DAKOTA UNDER NORTH DAKOTA ADMINISTRATIVE CODE § 89-10-01-04

A person seeking to construct a project within Sovereign Lands of North Dakota requires authorization from the State Engineer before construction or operation of the project. "Sovereign Lands" means those areas, including the beds and islands, lying within the ordinary high water mark of navigable lake and streams.¹ (N.D.C.C. § 61-33-01). The "ordinary high water mark" is that line on navigable waters below which the action of the water prevents the growth of vegetation, or to restrict its growth to predominantly wetland species.

To be complete, the application must include all information listed below:

1. A completed "Application to Construct a Project within Sovereign Lands of North Dakota" form.
2. A detailed map or drawing of the projects location on an aerial photo.
 - i. Size of map must be 8 ½ by 11 inches,
 - ii. Map shall have a north arrow and approximate scale, and
 - iii. Map shall indicate the proposed work on the drawing.
3. If applying for the installation of a standard dock in which the total length of the dock over the surface of the water does exceed twenty-five feet on a river and fifty feet on a lake, please include measurements requested on "Supplemental Measurements Sheet for Standard Docks".
4. If applying for the installation of a standard dock in which the total length of the dock over the surface of the water does not exceed twenty-five feet AND is located on the Missouri River between the Oliver and Morton County line and Lake Oahe wildlife management area, the project only requires registration with the State Engineer. Please complete the "Registration for Placement of a Dock Under 25 Feet-Long on Specified Waters" form (SFN 61441).
5. If applying for the installation or modification (including change in transported liquid) of a pipeline which transports crude oil, natural gas liquids, or any other hazardous liquid, as determined by the State Engineer, the Applicant must first conduct a scour analysis specific to the proposed crossing for project design purposes.²
6. If applying for the installation of riprap or other bank stabilizations, please include a cross sectional drawing of the proposed work which includes the existing and proposed grade and the present location of the water surface.

Further Sovereign Land Permit Guidance:

1. A permit would be required if any portion of the project would occur within, under, or over a navigable water of North Dakota.
2. A permit would be required if any portion of the project would occur below the ordinary high water mark.
3. The permit applicant is responsible for obtaining any other local, state, or federal permits or permissions that may be necessary prior to construction of a project on Sovereign Land.
4. There is no fee administered for a Sovereign Land Permit.
5. Please allow at least 90 days for Sovereign Land Permit processing.
6. Please notify the Office of the State Engineer of project completion at sovereignlands@nd.gov.
7. Unless specified, there is no expiration date on an obtained Sovereign Land Permit.

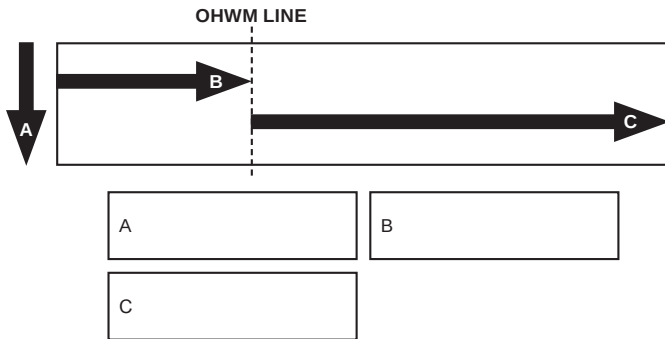
¹ North Dakota's Navigable Waters as of 2018: Missouri River, James River, Sheyenne River, Pembina River, Mouse River, Red River of the North, Bois De Sioux, Knife River, Heart River, Cannonball River, Yellowstone River, Devils Lake, Lake Metigoshe, Painted Woods Lake, Sweetwater Lake, Upper Des Lacs Lake, and Long Lake(Bottineau County). List subject to change.

² The minimum depth-of-burial for pipelines transporting crude oil, natural gas liquids, or any other hazardous liquid as determined by the state engineer must be total calculated scour plus four feet from the bed of the river to top-of-pipe for pipelines crossing the state's navigable rivers. (N.D.C.C. ch.61-63).

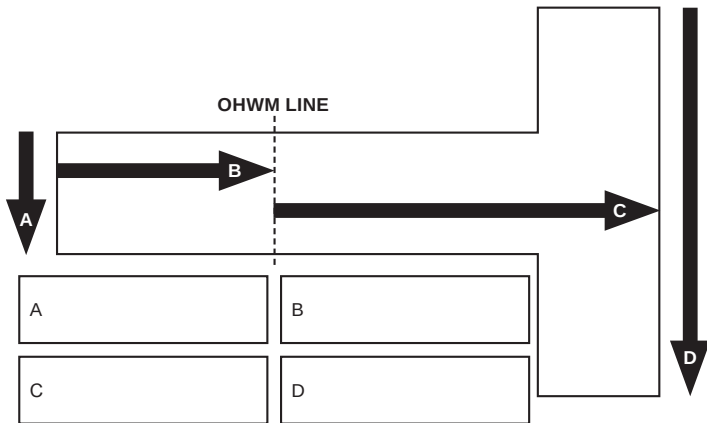
SUPPLEMENTAL MEASUREMENT SHEET FOR STANDARD DOCKS

OHWM = Ordinary High Water Mark

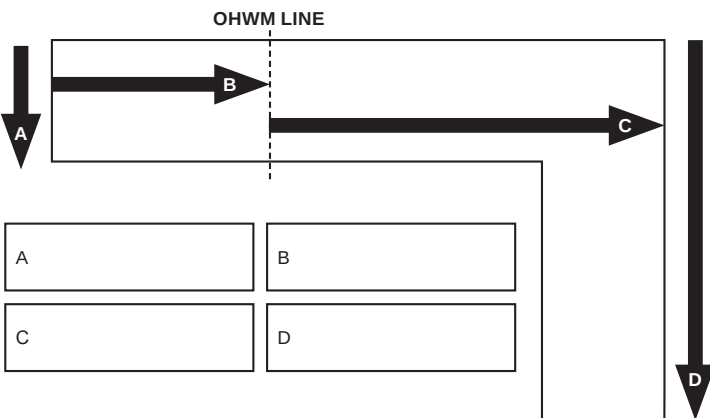
1. STRAIGHT DOCK DIMENSIONS (feet)



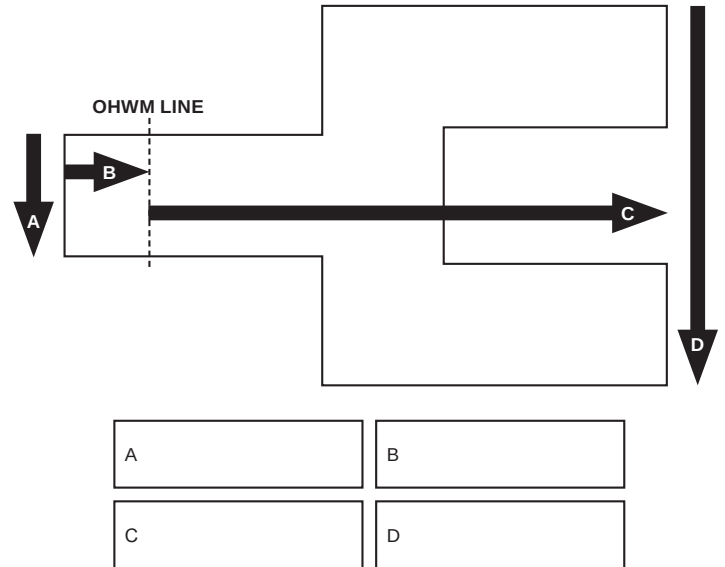
2. T-SHAPE DOCK DIMENSIONS (feet)



3. L-SHAPE DOCK DIMENSIONS (feet)



4. Y-SHAPE DOCK DIMENSIONS (feet)



5. OTHER DOCK SIZE AND DIMENSIONS (feet)

DRAW IMAGE HERE ALONG WITH OHWM LINE

A	B
C	D

STANDARD DOCK CONDITIONS

The following standard conditions will be included on all docks requiring a sovereign land permit.

1. Total length of the dock over the surface of the water does exceed twenty-five feet on a river and fifty feet on a lake. Please include measurements requested on "Supplemental Measurement Sheet for Standard Docks";
2. The dock is owned and operated by the riparian owner or the riparian owner's lessee for the riparian owners or lessee's personal use;
3. The dock is used only for embarkation, debarkation, moorage of boats, water intakes, or recreation;
4. There is no unreasonable interference with navigation or access to an adjacent riparian land owner's property,
5. The dock is connected to a point above the ordinary high watermark by a boardwalk that does not exceed twenty-five (7.6 meters) in length, and is removed from below the ordinary high watermark each fall, and
6. Upon abandonment, the grantee restores the bank as closely as practicable to its original condition.

July 17, 2023

Matthew Kinsella, P.E.
Project Manager
Apex Engineering Group
4733 Amber Valley Pkwy. S
Fargo, ND 58104

Re: Project Code: SU-4-989 (139), PCN 23860, City of Minot Project, 4780 16th St. SW
Reconstruction in Ward County

Dear Mr. Kinsella:

The North Dakota Department of Environmental Quality has reviewed the information concerning the above-referenced project received at the department on June 30, 2023, with respect to possible environmental impacts.

1. Aggregate to be used for road construction should not contain any erionite. Aggregate sources should be tested for erionite following guidelines found at <https://deq.nd.gov/erionite>. For questions regarding erionite testing, please contact the Asbestos Program at 701-328-5166 or asbestos@nd.gov.
2. Care is to be taken during construction activity near any water of the state to minimize adverse effects on a water body. This includes minimal disturbance of stream beds and banks to prevent excess siltation, and the replacement and revegetation of any disturbed area as soon as possible after work has been completed. Caution must also be taken to prevent spills of oil and grease that may reach the receiving water from equipment maintenance and/or the handling of fuels on the site. Guidelines for minimizing degradation to waterways during construction are attached.
3. Projects involving the building and removal of structures over waters of the state (i.e., bridges and culverts) will inspect equipment for oil, gas, diesel, antifreeze, hydraulic fluid, and other petroleum leaks. Leaks will be repaired, and equipment cleaned prior to being allowed onsite. Precautions will be employed to prevent deconstruction material from entering the water. Remove from the water and bank all material belonging to the original bridge within 14 days of project completion. Protect upland, riparian, and adjacent vegetation, except where it is being removed. Exposed riparian areas should be revegetated preferably with native species following completion of work. All riprap must be clean, free from rebar, rubbish, wood and of the appropriate size and shape to withstand the energy of the water.

4. Projects disturbing one or more acres are required to have a permit to discharge stormwater runoff until the site is stabilized by the re-establishment of vegetation or other permanent cover. Further information on the stormwater permit may be obtained from the department's website or by calling the Division of Water Quality (701-328-5210). The city of Minot is required to consider and address post-construction stormwater quality as part of its NDPDES Small Municipal Separate Storm Sewer System (MS4) General Permit obligations. Check with local officials to be sure local MS4 Program considerations are addressed.
5. The construction project overlies the Souris River surficial aquifer, which is a sensitive groundwater area, and is within Minot's source water protection area. Care should be taken to avoid spills of any materials that may have an adverse effect on groundwater quality. All spills must be immediately reported to this department and appropriate remedial actions performed.
6. All necessary measures must be taken to minimize the disturbance of any asbestos-containing material and to prevent any asbestos fiber release episodes. Any facility, including pipelines, that is to be renovated or demolished must be inspected for asbestos. Notification of the department's Division of Waste Management (701-328-5166) is required before any demolition. Removal of any friable asbestos-containing material must be accomplished in accordance with Section 33.1-15-13-02 of the North Dakota Air Pollution Control Rules.
7. All solid waste materials must be managed and transported in accordance with the state's solid and hazardous waste rules. Appropriate efforts to reduce, reuse and/or recycle waste materials are strongly encouraged. As appropriate, segregation of inert waste from non-inert waste can generally reduce the cost of waste management. Further information on waste management and recycling is available from the department's Division of Waste Management at 701-328-5166.

WM – UST Program

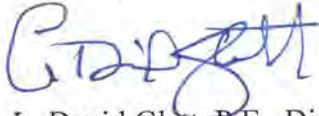
The NDDEQ UST Program does have historical underground storage tanks within a 1/4 mile radius around the project area in Minot, ND. See attached list.

If the construction or demolition will require the removal, installation or replacement of any UST system (tanks, piping or associated components) or the reporting of any release, it will need to follow the TECHNICAL STANDARDS AND CORRECTIVE ACTION REQUIREMENTS FOR OWNERS AND OPERATORS OF UNDERGROUND STORAGE TANKS, CHAPTER 33.1-24-08 regarding notification, installation, closure and compliance. The regulations can be found at <https://www.legis.nd.gov/information/acdata/pdf/33.1-24-08.pdf>

The department owns no land in or adjacent to the proposed improvements, nor does it have any projects scheduled in the area. In addition, we believe the proposed activities are consistent with the State Implementation Plan for the Control of Air Pollution for the State of North Dakota.

If you have any questions regarding our comments, please feel free to contact this office.

Sincerely,

A handwritten signature in blue ink, appearing to read "L. David Glatt". The signature is stylized with a large "L" and a cursive "David".

L. David Glatt, P.E., Director
North Dakota Department of Environmental Quality

LDG: ll

Attach.

Construction and Environmental Disturbance Requirements

The following are the minimum requirements of the North Dakota Department of Environmental Quality for projects that involve construction and environmental disturbance in or near waters of the State of North Dakota. They ensure that minimal environmental degradation occurs as a result of construction or related work which has the potential to affect waters of the state. All projects must be constructed to minimize the loss of soil, vegetative cover, and pollutants (chemical or biological) from a site.

Soils

Prevent the erosion and sediment loss using erosion and sediment controls. Fragile and sensitive areas such as wetlands, riparian zones, delicate flora, and land resources must be prohibited against compaction, vegetation loss and unnecessary damage.

Surface Waters

All construction must be managed to minimize impacts to aquatic systems. Follow safe storage and handling procedures to prevent the contamination of water from fuel spills, lubricants, and chemicals. Stream bank and stream bed disturbances must be contained to minimize silt movement, nutrient upsurges, plant dislocations, and any physical chemicals, or biological disruption. The use of pesticides or herbicides in or near surface waters is allowed under the department's pesticide application permit with notification to the department.

Fill Material

Any fill material placed below the ordinary high-water mark must be free of topsoil, decomposable materials, and persistent synthetic organic compounds; including, but not limited to, asphalt, tires, treated lumber, and construction debris. The department may require testing of fill material. All temporary fills must be removed. Debris and solid waste must be properly disposed or recycled. Impacted areas must be restored to near original condition.

Facility Report

Latitude and Longitude within 0.25 mile(s) of 48.227620 and -101.314599

Friday, July 7, 2023

Facility ID	Facility	Address	City	Region	Facility Type	Latitude	Longitude	Status
3017	City of Minot	900 16th Street SW	Minot	2	Local Government	48.227796	-101.314663	Inactive
4371	Happy Daves	1105 SW 16th Street	Minot	2	Commercial	48.225308	-101.311625	Inactive
Number of Records 2								

July 26, 2023

Apex
Matthew T. Kinsella
4733 Amber Valley Parkway S
Fargo, ND 58104

Re: SU-4-989(129), PCN 23860 – City of Minot Project 4780

Dear Matthew,

The North Dakota Parks and Recreation Department (NDPRD) has reviewed the above-proposed roadway improvement on 16th Street SW in Minot, North Dakota.

NDPRD's scope of authority and expertise covers properties that NDPRD owns, leases, or manages; properties protected under Section 6(f) of the Land and Water Conservation Fund (LWCF); rare plants; and ecological communities established through the Natural Heritage Program.

The project does not appear to affect properties NDPRD owns, leases, or manages.

The projects may affect properties protected under Section 6(f) of the LWCF.

Minot School Park – Project Number 38-00393 is an LWCF project identified near the proposed project's vicinity. Attached is a map identifying the approximate locations. Properties that have received funding from the LWCF program have a designated 6(f) property boundary that carries restrictions on modifications to the property, including but not limited to utilities or any divestiture of land. For additional information regarding LWCF properties, don't hesitate to contact Char Langehaug, ND Parks and Recreation's Department's Grants Coordinator, at cbinstock@nd.gov or 701-328-5364.

A North Dakota Natural Heritage biological conservation database query determines if any current or historical plant or animal species of concern or other significant ecological communities are known to occur within an approximate one-mile radius of the project area. Based on this review, no known plant and animal species of concern or significant ecological communities are documented within or immediately adjacent to the project site.

We appreciate your commitment to rare plant, animal, and ecological community conservation, management, and inter-agency cooperation. For additional information, please contact Kathy Duttonhefner at 701-328-5370, 701-220-3377 (cell), or kgduttonhefner@nd.gov.

Thank you for the opportunity to comment on the proposed project.

Sincerely,



Kathy Duttonhefner, Chief Natural Resources Division

604 E Boulevard Ave Dept. 750 | Bismarck, ND 58505

- LWCF Project
- Animal Species of Concern
- Plant Species of Concern
- Significant Ecological Community
- Approximate Project Location

Land and Water Conservation Fund Projects

<u>Project Name</u>	<u>Project Number</u>
Minot School Park	38-00393

North Dakota Natural Heritage Inventory
Rare Animal and Plant Species and Significant Ecological Communities

State Scientific Name	State Common Name	State Rank	Global Rank	Federal Status	Township Range Section	County	Last Observation	Estimated Representation Accuracy	Precision
Mimus polyglottos	Northern Mockingbird	SU	G5		155N083W - 14	Ward	1948-06-02		S
Mimus polyglottos	Northern Mockingbird	SU	G5		155N083W - 14	Ward	1943-06-02		S



October 17, 2023

Gary Ellis
ND Department of Transportation
608 East Boulevard Avenue
Bismarck, ND 58505-0700

ND SHPO Ref.: 23-6634 "Minot's 16th St. SW Reconstruction Project No. SU-4-989(134), PCN 23860: A Class III Cultural Resource Inventory in Ward County, North Dakota" in portions of [T155N R83W Sections 22, 23, & 26], Juniper 823

Dear Gary,

We reviewed ND SHPO Ref.: 23-6634 "Minot's 16th St. SW Reconstruction Project No. SU-4-989(134), PCN 23860: A Class III Cultural Resource Inventory in Ward County, North Dakota" in portions of [T155N R83W Sections 22, 23, & 26], Juniper 823 and find the report by John G. Morrison acceptable. We concur with a determination of "No Historic Properties Affected" for this project provided it takes place in the location and in the manner described in the documentation and provided all borrow comes from an approved source.

Thank you for the opportunity to review this project. Please include the ND SHPO Reference number listed above in further correspondence for this specific project. If you have any questions please contact Lisa Steckler, Historic Preservation Specialist at (701) 328-3577 or lsteckler@nd.gov

Sincerely,

for William D. Peterson, PhD
State Historic Preservation Officer
(North Dakota)

23-6634

Appendix B

Environmental Justice Analysis

Environmental Justice (EJ) Analysis Guidance

Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-income Populations, dated February 11, 1994, directed “each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations in the United States... The proposed project has federal funding and federal permit requirements and is considered a federal project for purposes of compliance with the Executive Order.”

FHWA Order 6640.23A FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations establishes policies and procedures for the Federal Highway Administration (FHWA) to use in complying with Executive Order 12898. FHWA issued Order 6640.23A on June 14, 2012.

Step 1 – Identify Environmental Justice Study Area

The EJ study area is the geographic area where the proposed project has potential for human health or environmental effects. The study area for the EJ analysis was determined by applying a 0.25-mile buffer to the project limits, including any required detours. Maps of the EJ study area are included at the end of this analysis as part of Step 2.

Step 2 – Readily Identifiable Minority or Low-Income Populations within Study Area

EJ populations include minority and low-income populations.

“Minority” is defined in the US Department of Transportation (DOT) Order 5610.2(a) on Environmental Justice as including “Black or African American, Hispanic, Asian American, American Indian/Alaskan Native and Native Hawaiian or Pacific Islander.” “Minority population” means any readily identifiable groups of minority persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed DOT program, policy, or activity.

“Low-income population” is defined in DOT Order 5610.2(a) as meaning “any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed DOT program, policy, or activity.”

The US Environmental Protection Agency’s (EPA) Environmental Justice Screening and Mapping tool (EJScreen) was used to investigate the presence of readily identifiable low-income or minority populations. EJScreen defines percent low-income as the percent of a block group’s population in households where the household income is less than, or equal to, twice the federal “poverty level.”

The EJ study area was investigated for the presence of readily identifiable:

- minority and/or low-income populations
- community facilities that serve minority and/or low-income populations, and

- businesses that are owned by, employ, and/or serve minority and/or low-income populations.

The investigation included review of demographic data, field review, consultation with knowledgeable local representatives, and public outreach activities, as described below:

Step 2a. – EJScreen Demographic Data

Table 1 - EJScreen Data

Demographic	Project Study Area (including 0.25-mile buffer)	City of Minot
Minority Population	6%	20%
Low-Income Population	14%	24%

Compare the percentages of minority and low-income persons in the EJ study area to the percentages of minority and low-income persons at the city or county (city for urban projects and county for rural projects). If the percentages of the study area are meaningfully greater than those of the city or county, it is a strong indicator of the presence of an EJ population and a closer look at the community context is warranted. A study area where the percentage of either above demographic is 10 percentage points higher than the county or city average; or are greater than 50 percent within the study area would be a strong indicator of populations for purposes of the EJ analysis.

Step 2b. – Field/Office Review, Consultation, or Other Data

According to the US Department of Housing and Urban Development's Affordable Housing locator tool, HUD Resource Locator, no HUD resources are within the study area.

Community facilities that provide services to minority and/or low-income populations within the study area may include: The Center for Family Medicine, Eagles Wings Church, and Minot High School.

Readily-identifiable businesses owned by, and/or serving minority and/or low-income populations within the study area may include: Harley's Convenience Store, 1st International Bank and Trust, Elwood Staffing, Center for Family Medicine, and Marketplace Foods.

SOV letters sent on 06/29/2023 generated no responses that identified facilities or relevant issues that may be impacted by the project.

Step 2c. – Summary of Identification

Based on the data collection from Steps 2a and Step 2b. above:

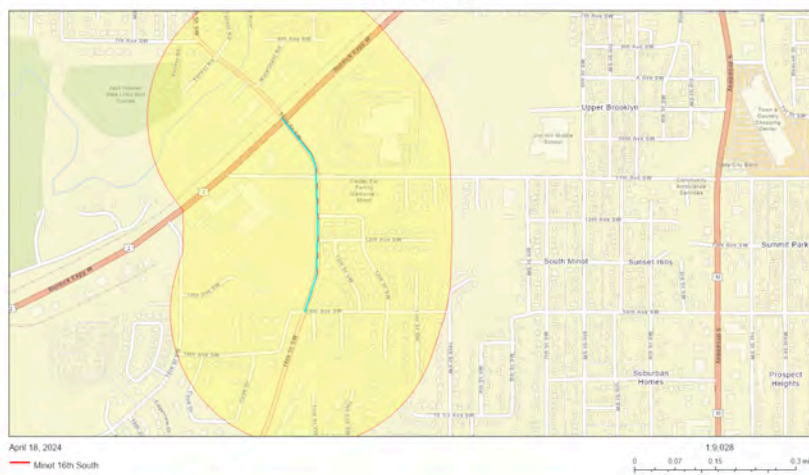
☒ **There is not a readily identifiable EJ population in the EJ study area. Therefore, there are no readily identifiable minority or low-income populations affected by the project. (No further study needed)**

☐ **There is a readily identifiable EJ population in the EJ study area. (Go to Step 3)**



Minot, ND

A3 Landscape



Low income: 14 percent	People of color: 6 percent	Less than high school education: 7 percent	Limited English households: 0 percent
Unemployment: 11 percent	Persons with disabilities: 12 percent	Male: 54 percent	Female: 46 percent
83 years Average life expectancy	\$39,812 Per capita income	Number of households: 371	Owner occupied: 83 percent

Race/Ethnicity	Percentage in Workforce
White	94%
Black	1%
American Indian	0%
Asian	0%
Hawaiian/Pacific Islander	0%
Other race	0%
Two or more races	2%
Hispanic	4%

	From Ages 1 to 4	8%
	From Ages 1 to 18	21%
	From Ages 18 and up	79%
	From Ages 65 and up	14%

	Speak Spanish	0%
	Speak Other Indo-European Languages	0%
	Speak Asian-Pacific Island Languages	0%
	Speak Other Languages	0%

LANGUAGES SPOKEN AT HOME

LANGUAGE	PERCENT
No language data available.	

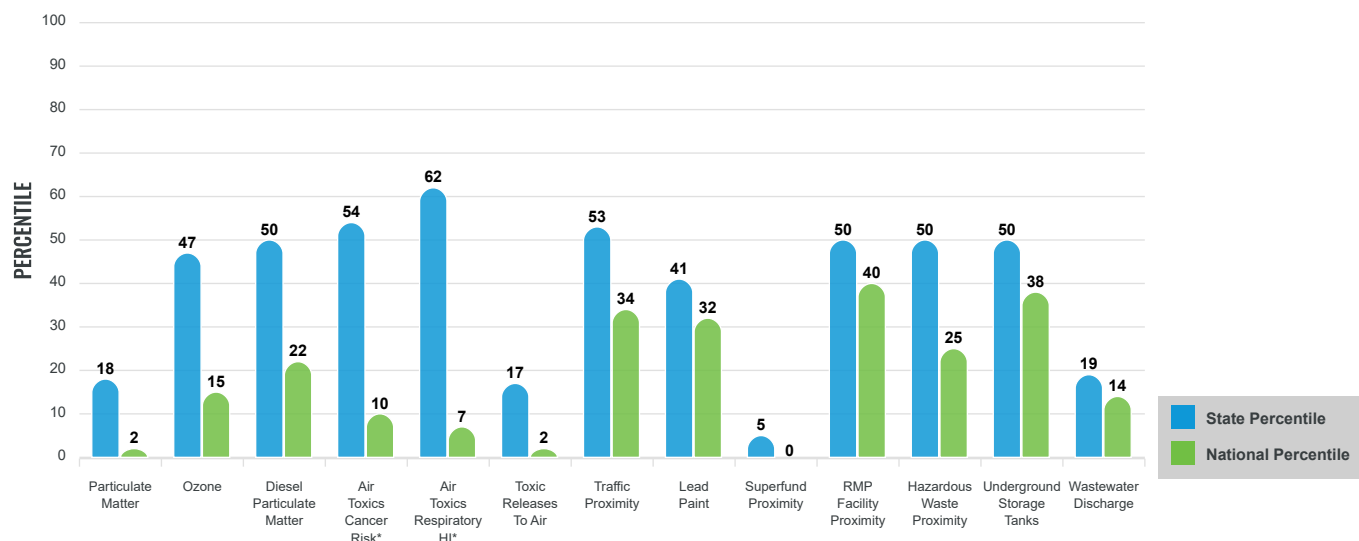
Environmental Justice & Supplemental Indexes

The environmental justice and supplemental indexes are a combination of environmental and socioeconomic information. There are thirteen EJ indexes and supplemental indexes in EJScreen reflecting the 13 environmental indicators. The indexes for a selected area are compared to those for all other locations in the state or nation. For more information and calculation details on the EJ and supplemental indexes, please visit the [EJScreen website](#).

EJ INDEXES

The EJ indexes help users screen for potential EJ concerns. To do this, the EJ index combines data on low income and people of color populations with a single environmental indicator.

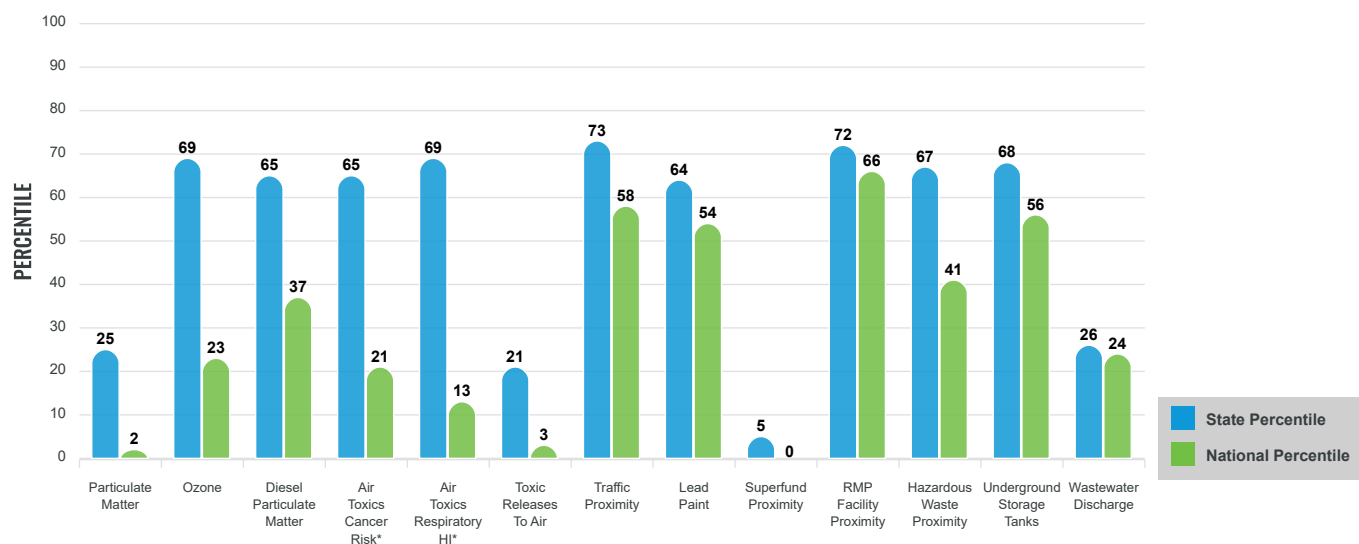
EJ INDEXES FOR THE SELECTED LOCATION



SUPPLEMENTAL INDEXES

The supplemental indexes offer a different perspective on community-level vulnerability. They combine data on percent low-income, percent linguistically isolated, percent less than high school education, percent unemployed, and low life expectancy with a single environmental indicator.

SUPPLEMENTAL INDEXES FOR THE SELECTED LOCATION



These percentiles provide perspective on how the selected block group or buffer area compares to the entire state or nation.

Report for .25 miles Ring around the Corridor

EJScreen Environmental and Socioeconomic Indicators Data

SELECTED VARIABLES	VALUE	STATE AVERAGE	PERCENTILE IN STATE	USA AVERAGE	PERCENTILE IN USA
POLLUTION AND SOURCES					
Particulate Matter ($\mu\text{g}/\text{m}^3$)	4.85	5.41	24	8.08	2
Ozone (ppb)	58.3	57.3	64	61.6	26
Diesel Particulate Matter ($\mu\text{g}/\text{m}^3$)	0.173	0.157	64	0.261	38
Air Toxics Cancer Risk* (lifetime risk per million)	20	16	41	25	5
Air Toxics Respiratory HI*	0.2	0.16	52	0.31	4
Toxic Releases to Air	0.12	460	21	4,600	3
Traffic Proximity (daily traffic count/distance to road)	170	85	82	210	71
Lead Paint (% Pre-1960 Housing)	0.42	0.29	68	0.3	68
Superfund Proximity (site count/km distance)	0.0021	0.0049	5	0.13	0
RMP Facility Proximity (facility count/km distance)	1	0.64	78	0.43	89
Hazardous Waste Proximity (facility count/km distance)	0.3	0.37	66	1.9	43
Underground Storage Tanks (count/km ²)	3.1	2.1	73	3.9	67
Wastewater Discharge (toxicity-weighted concentration/m distance)	5.3E-05	8.9	24	22	26
SOCIOECONOMIC INDICATORS					
Demographic Index	10%	21%	20	35%	10
Supplemental Demographic Index	10%	11%	41	14%	32
People of Color	6%	16%	32	39%	14
Low Income	14%	26%	22	31%	25
Unemployment Rate	12%	3%	95	6%	85
Limited English Speaking Households	0%	1%	0	5%	0
Less Than High School Education	7%	7%	61	12%	46
Under Age 5	8%	7%	65	6%	74
Over Age 64	14%	17%	40	17%	43
Low Life Expectancy	15%	18%	19	20%	11

*Diesel particulate matter, air toxics cancer risk, and air toxics respiratory hazard index are from the EPA's Air Toxics Data Update, which is the Agency's ongoing, comprehensive evaluation of air toxics in the United States. This effort aims to prioritize air toxics, emission sources, and locations of interest for further study. It is important to remember that the air toxics data presented here provide broad estimates of health risks over geographic areas of the country, not definitive risks to specific individuals or locations. Cancer risks and hazard indices from the Air Toxics Data Update are reported to one significant figure and any additional significant figures here are due to rounding. More information on the Air Toxics Data Update can be found at: <https://www.epa.gov/haps/air-toxics-data-update>.

Sites reporting to EPA within defined area:

Superfund	0
Hazardous Waste, Treatment, Storage, and Disposal Facilities	0
Water Dischargers	2
Air Pollution	0
Brownfields	0
Toxic Release Inventory	0

Other community features within defined area:

Schools	2
Hospitals	0
Places of Worship	0

Other environmental data:

Air Non-attainment	No
Impaired Waters	Yes

Selected location contains American Indian Reservation Lands*	No
Selected location contains a "Justice40 (CEJST)" disadvantaged community	No
Selected location contains an EPA IRA disadvantaged community	No

Report for .25 miles Ring around the Corridor

EJScreen Environmental and Socioeconomic Indicators Data

HEALTH INDICATORS					
INDICATOR	VALUE	STATE AVERAGE	STATE PERCENTILE	US AVERAGE	US PERCENTILE
Low Life Expectancy	15%	18%	19	20%	11
Heart Disease	5.6	6.4	34	6.1	41
Asthma	8.6	9.3	7	10	15
Cancer	7.1	6.8	52	6.1	72
Persons with Disabilities	11.3%	11.8%	48	13.4%	41

CLIMATE INDICATORS					
INDICATOR	VALUE	STATE AVERAGE	STATE PERCENTILE	US AVERAGE	US PERCENTILE
Flood Risk	0%	9%	11	12%	13
Wildfire Risk	6%	19%	63	14%	80

CRITICAL SERVICE GAPS					
INDICATOR	VALUE	STATE AVERAGE	STATE PERCENTILE	US AVERAGE	US PERCENTILE
Broadband Internet	8%	17%	23	14%	38
Lack of Health Insurance	6%	8%	48	9%	47
Housing Burden	No	N/A	N/A	N/A	N/A
Transportation Access	No	N/A	N/A	N/A	N/A
Food Desert	No	N/A	N/A	N/A	N/A

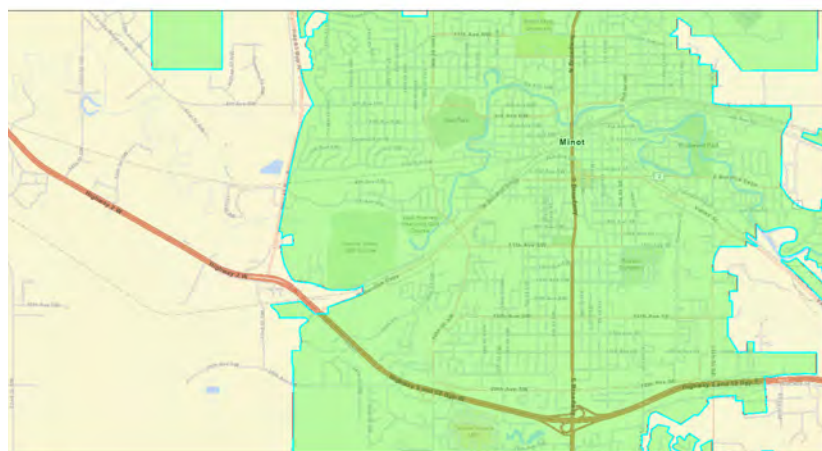
Report for .25 miles Ring around the Corridor

EJScreen Community Report

This report provides environmental and socioeconomic information for user-defined areas, and combines that data into environmental justice and supplemental indexes.

Minot, ND

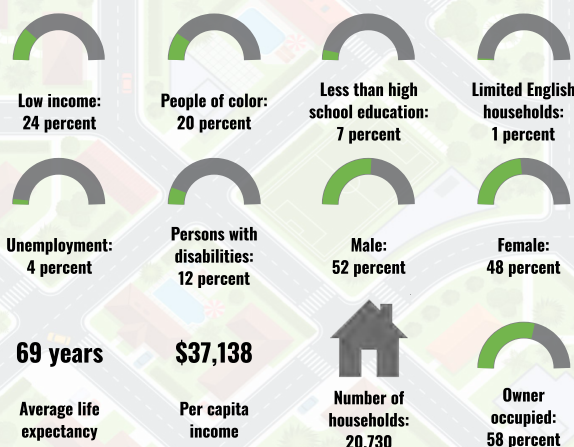
City: Minot
Population: 47,706
Area in square miles: 27.68



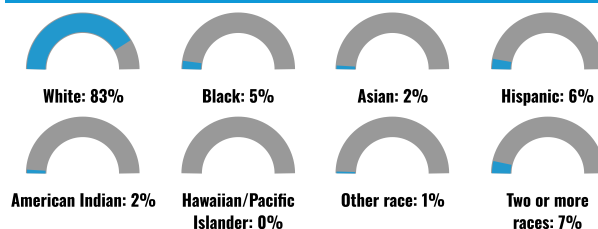
September 1, 2023
PCN 23860_Minot

0 0.3 0.6 1.2 mi
0 0.47 0.95 1.9 km
State of North Dakota, Esri, HERE, Garmin, United States Geological Survey, NOAA, USGS, EPA, US Census Bureau, USDA

COMMUNITY INFORMATION



BREAKDOWN BY RACE



BREAKDOWN BY AGE



LIMITED ENGLISH SPEAKING BREAKDOWN



Notes: Numbers may not sum to totals due to rounding. Hispanic population can be of any race. Source: U.S. Census Bureau, American Community Survey (ACS) 2017-2021. Life expectancy data comes from the Centers for Disease Control.

LANGUAGES SPOKEN AT HOME

LANGUAGE	PERCENT
English	95%
Spanish	2%
Tagalog (including Filipino)	1%
Other and Unspecified	1%
Total Non-English	5%

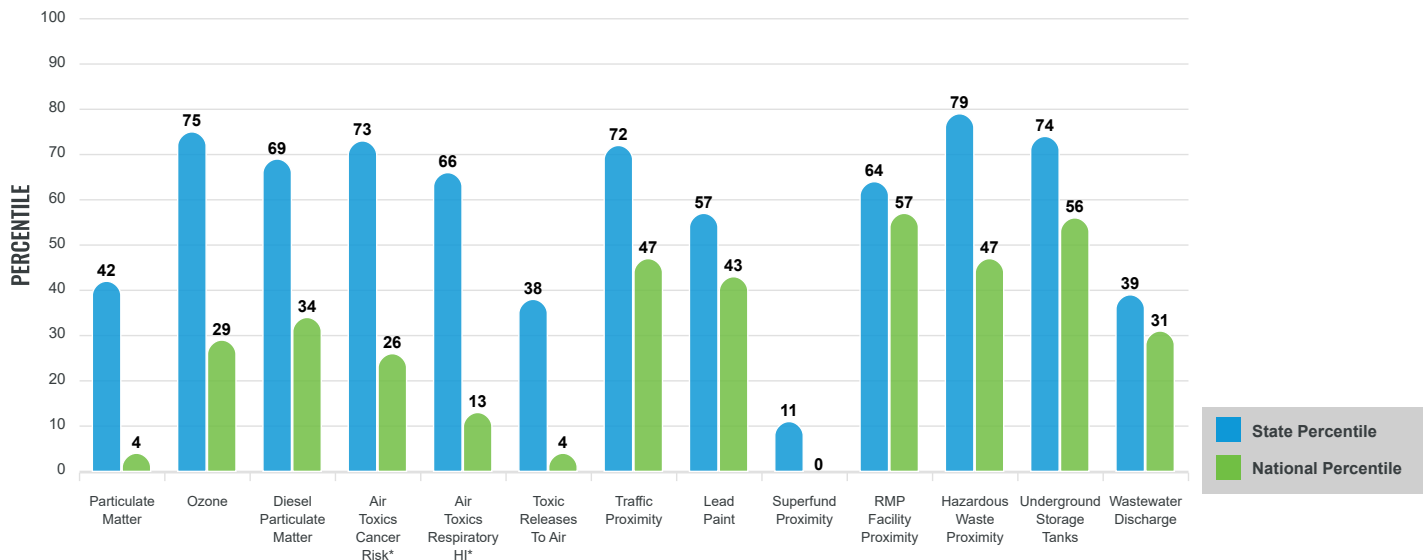
Environmental Justice & Supplemental Indexes

The environmental justice and supplemental indexes are a combination of environmental and socioeconomic information. There are thirteen EJ indexes and supplemental indexes in EJScreen reflecting the 13 environmental indicators. The indexes for a selected area are compared to those for all other locations in the state or nation. For more information and calculation details on the EJ and supplemental indexes, please visit the [EJScreen website](#).

EJ INDEXES

The EJ indexes help users screen for potential EJ concerns. To do this, the EJ index combines data on low income and people of color populations with a single environmental indicator.

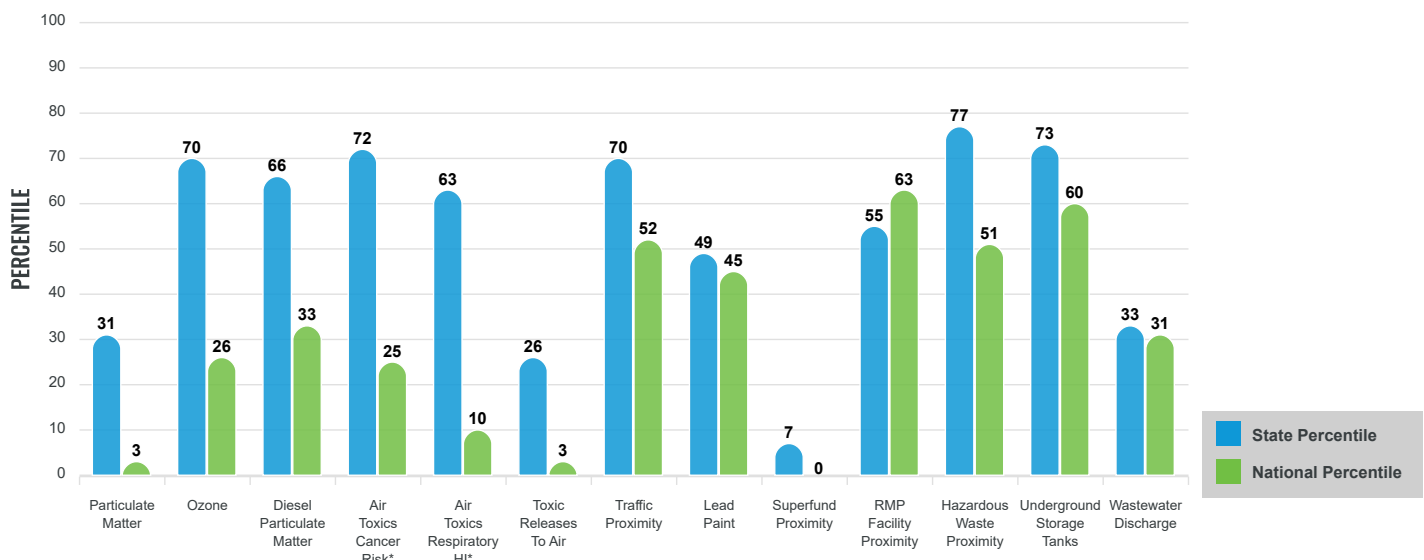
EJ INDEXES FOR THE SELECTED LOCATION



SUPPLEMENTAL INDEXES

The supplemental indexes offer a different perspective on community-level vulnerability. They combine data on percent low-income, percent linguistically isolated, percent less than high school education, percent unemployed, and low life expectancy with a single environmental indicator.

SUPPLEMENTAL INDEXES FOR THE SELECTED LOCATION



These percentiles provide perspective on how the selected block group or buffer area compares to the entire state or nation.

Report for City: Minot

EJScreen Environmental and Socioeconomic Indicators Data

SELECTED VARIABLES	VALUE	STATE AVERAGE	PERCENTILE IN STATE	USA AVERAGE	PERCENTILE IN USA
POLLUTION AND SOURCES					
Particulate Matter ($\mu\text{g}/\text{m}^3$)	4.87	5.41	24	8.08	2
Ozone (ppb)	58.2	57.3	57	61.6	25
Diesel Particulate Matter ($\mu\text{g}/\text{m}^3$)	0.142	0.157	59	0.261	29
Air Toxics Cancer Risk* (lifetime risk per million)	20	16	41	25	5
Air Toxics Respiratory HI*	0.16	0.16	0	0.31	1
Toxic Releases to Air	0.12	460	23	4,600	3
Traffic Proximity (daily traffic count/distance to road)	100	85	71	210	57
Lead Paint (% Pre-1960 Housing)	0.25	0.29	46	0.3	53
Superfund Proximity (site count/km distance)	0.0021	0.0049	6	0.13	0
RMP Facility Proximity (facility count/km distance)	0.45	0.64	53	0.43	74
Hazardous Waste Proximity (facility count/km distance)	0.61	0.37	79	1.9	53
Underground Storage Tanks (count/km ²)	4	2.1	80	3.9	72
Wastewater Discharge (toxicity-weighted concentration/m distance)	0.00019	8.9	30	22	35
SOCIOECONOMIC INDICATORS					
Demographic Index	22%	21%	65	35%	36
Supplemental Demographic Index	11%	11%	53	14%	39
People of Color	20%	16%	73	39%	37
Low Income	24%	26%	48	31%	44
Unemployment Rate	5%	3%	78	6%	56
Limited English Speaking Households	1%	1%	79	5%	60
Less Than High School Education	7%	7%	59	12%	45
Under Age 5	7%	7%	55	6%	66
Over Age 64	14%	17%	39	17%	42
Low Life Expectancy	15%	18%	19	20%	11

*Diesel particulate matter, air toxics cancer risk, and air toxics respiratory hazard index are from the EPA's Air Toxics Data Update, which is the Agency's ongoing, comprehensive evaluation of air toxics in the United States. This effort aims to prioritize air toxics, emission sources, and locations of interest for further study. It is important to remember that the air toxics data presented here provide broad estimates of health risks over geographic areas of the country, not definitive risks to specific individuals or locations. Cancer risks and hazard indices from the Air Toxics Data Update are reported to one significant figure and any additional significant figures here are due to rounding. More information on the Air Toxics Data Update can be found at: <https://www.epa.gov/haps/air-toxics-data-update>.

Sites reporting to EPA within defined area:

Superfund	0
Hazardous Waste, Treatment, Storage, and Disposal Facilities	1
Water Dischargers	64
Air Pollution	8
Brownfields	25
Toxic Release Inventory	2

Other community features within defined area:

Schools	19
Hospitals	3
Places of Worship	18

Other environmental data:

Air Non-attainment	No
Impaired Waters	Yes

Selected location contains American Indian Reservation Lands*	No
Selected location contains a "Justice40 (CEJST)" disadvantaged community	No
Selected location contains an EPA IRA disadvantaged community	Yes

Report for City: Minot

EJScreen Environmental and Socioeconomic Indicators Data

HEALTH INDICATORS

INDICATOR	HEALTH VALUE	STATE AVERAGE	STATE PERCENTILE	US AVERAGE	US PERCENTILE
Low Life Expectancy	15%	18%	19	20%	11
Heart Disease	5.6	6.4	34	6.1	41
Asthma	8.9	9.3	31	10	22
Cancer	6.6	6.8	42	6.1	59
Persons with Disabilities	11.7%	11.8%	51	13.4%	44

CLIMATE INDICATORS

INDICATOR	HEALTH VALUE	STATE AVERAGE	STATE PERCENTILE	US AVERAGE	US PERCENTILE
Flood Risk	4%	9%	31	12%	32
Wildfire Risk	36%	19%	78	14%	84

CRITICAL SERVICE GAPS

INDICATOR	HEALTH VALUE	STATE AVERAGE	STATE PERCENTILE	US AVERAGE	US PERCENTILE
Broadband Internet	14%	17%	42	14%	58
Lack of Health Insurance	7%	8%	61	9%	53
Housing Burden	No	N/A	N/A	N/A	N/A
Transportation Access	Yes	N/A	N/A	N/A	N/A
Food Desert	No	N/A	N/A	N/A	N/A

Footnotes

Report for City: Minot

Appendix C
Type I Project Determination

Type I Project Determination Memo

To: Alexis Wanek, NDDOT ETS Division
Seng Marohl, NDDOT Local Government

From: Apex Engineering Group, Inc.
Matt Kinsella, Project Manager

Re: Project SU-CRP-4-989(134), PCN 23860
City of Minot Project 4780

Date: April 19, 2024

The City of Minot, in cooperation with the North Dakota Department of Transportation and the Federal Highway Administration, is proposing a roadway improvement to 16th Street SW from 14th Avenue SW to Burdick Expressway (US 2B) in Minot, ND. Refer to **Figure 1-Project Location Map**.

When this project was initiated in May 2023, study boundaries were on 16th Street SW from 14th Avenue SW to 2nd Avenue SW. Environmental field studies (including the aquatic resource delineation and cultural resource survey) and the Public Input Meeting were completed using those study boundaries. Following the Public Input Meeting, additional options at the intersection of 5th Avenue SW were analyzed.

During alternative development, it was determined that funding would not be available to construct the entire project corridor. The decision was made to split the project into two at the logical termini location of Burdick Expressway (US 2B) (Burdick Expressway).

The currently proposed project consists of a no-build alternative and a build alternative of roadway reconstruction with several retention pond scenarios:

Alternative A: No Build

- This is the non-preferred alternative as it does not address the project purpose and need.

Alternative B with Pond Scenario 1 (Single Pond)

- Full reconstruction to a five-lane section:
 - o 61-foot wide concrete pavement including gutter pan
 - Four 11-foot wide thru lanes, a 13-foot center left turn lane, and 2-foot wide gutter pans on each side

- Reconstruction of Burdick Expressway 300 feet east and west of 16th Street SW
 - o Four 12-foot wide thru lanes, an 11-foot wide left turn lane, and 2-foot wide gutter pans on each side
- 10-foot wide shared use path/ADA ramps along the east side of 16th Street SW
- New transition speed zone (30 MPH) from 11th Avenue SW to Burdick Expressway
- Turn lane recommendations from the Traffic Operations Report
- New traffic signal system at 11th Avenue SW and revised traffic signal at Burdick Expressway
- New lighting on 16th Street SW
- New storm sewer trunk line
- Drainage improvements at 12th Avenue SW, east of 16th Street SW
- Single retention pond located in the southwest quadrant of 16th Street SW and 11th Avenue SW
-

Alternative B with Pond Scenario 3A (Two-Tiered Pond)

- Same improvements as listed above for Alternative B with Pond Scenario 1 (Single Pond), except:
 - o Two-tiered retention pond with smaller pond located in the SW quadrant of 16th Street SW and 11th Avenue SW, and larger pond located on same property further south.

Alternative B with Pond Scenario 4 (Two-Tiered Pond)

- Same improvements as listed above for Alternative B with Pond Scenario 1 (Single Pond), except:
 - o Two-tiered retention pond with smaller pond located in the SW quadrant of 16th Street SW and 11th Avenue SW, and larger pond located on same property further south.
 - o Ponds remain on east and south sides of private access road located on the property. This is the landowner's preferred configuration to keep the access road in place.





Figure 1-Project Location Map



Noise analysis is required for any project defined as a Type 1 project—that is a project involving construction of a highway on a new location, the physical alteration of an existing highway that significantly changes the horizontal or vertical alignment or increases the number of through-traffic lanes. Refer to the attached ***Type 1 Project Determination Form***.

Tree removals are associated with the proposed project; however these removals would not alter the line-of-sight to surrounding receptors as the trees are not continuous stands.

Determination

No substantial vertical or horizontal alternations of the existing highway would occur with the proposed project and no additional through-traffic lanes would be constructed. Therefore, this project does not meet the definition of a Type I project, and a traffic noise analysis is not required.



Subject:	Type 1 Project Determination
Project Number/PCN:	Project SU-CRP-4-989(134), PCN 23860
To:	Alexis Wanek, ETS Division, NDDOT
From:	Apex Engineering Group
Date:	04/19/2024

Type I Project Evaluation

The intent of this evaluation is to determine whether the proposed project meets the definition of a Type I Project. Please provide an answer to each of the following questions. A “yes” answer will result in the need of a noise analysis for all alternatives/options under detailed study. Please contact ETS staff if an analysis is required.

If it is determined that the project does not meet the definition of a Type 1 Project, place the noise section in the unaffected category of the environmental document (EA/EIS). Please include a copy of this determination in the appendices.

Type I Project Definition	Yes/No
<i>Does the project include construction of a highway on new location?</i>	No
<i>Does the project physically alter the existing highway?</i> • <i>Substantial Horizontal Alteration.</i> Does the project reduce the distance between the traffic noise source and the closest receptor by half, between the existing condition to the future build condition; or, • <i>Substantial Vertical Alteration.</i> Does the project remove shielding; therefore exposing the line-of-sight between the receptor and the traffic noise source? This is done by either altering the vertical alignment of the highway or by altering the topography between the highway traffic noise source and the receptor. Projects that incorporate overpasses meet this definition.	No
<i>Does the project include the addition of a through-traffic lane(s)?</i> This includes the addition of a through-traffic lane that functions as a High-Occupancy Vehicle (HOV) lane, High-Occupancy Toll (HOT) lane, bus lane, or truck climbing lane.	No
<i>Does the project include the addition of an auxiliary lane, except for when the auxiliary lane is a turn lane?</i> If the additional lane does not increase the number of through-traffic lanes, the definition is not met and an analysis is not required. *	No
<i>Does the project include the addition or relocation of interchange lanes or ramps added to a quadrant to complete an existing partial interchange?</i>	No
<i>Does the proposed project restripe existing pavement for the purpose of adding a through-traffic lane or an auxiliary lane?</i>	No
<i>Does the project include the addition of a new or substantial alteration of a weigh station, rest stop, ride-share lot or toll plaza?</i>	No
<i>Does this project meet the definition of a Type I Project?</i>	No
If a project is determined to be a Type I project per § 772.5 then the entire project area as defined in the environmental document is a Type I project.	

*FHWA approved definition.

Appendix D
Endangered Species Act

ESA Section 7 Affect Determination Package

PROJECT: SU-4-989(134), PCN 23860

City of Minot Project 4780

16TH STREET SW RECONSTRUCTION

WARD COUNTY

01/05/2024

The City of Minot, in cooperation with the North Dakota Department of Transportation and Federal Highway Administration, is proposing a roadway improvement on 16th Street SW from 14th Avenue SW to 2nd Avenue SW in Minot, ND. Please refer to the enclosed Project Location Map.

The project consists of the following:

- Alternative B: 5-lane south of Burdick Expressway; 3-lane north of Burdick Expressway
 - Full reconstruction of 16th Street SW from 14th Avenue SW to Burdick Expressway, and from the north side of 7th Avenue SW to the north side of 5th Avenue SW
 - Full reconstruction of the Burdick Expressway intersection (300 feet each direction)
 - Concrete pavement repair (as determined from the pavement survey) and pavement marking changes from Burdick Expressway to 7th Avenue SW, and from 5th Avenue SW to 2nd Avenue SW
 - 5th Avenue SW intersection reconstructed to full access
 - 7th Avenue SW intersection remains as-is (no work)
 - New transition speed zone (30 MPH) from 11th Avenue SW to 7th Avenue SW
 - Turn lane recommendations from the Traffic Operations Report
 - Shared-use path on the east side of 16th Street SW (south of Burdick Expressway only)
 - All storm sewer and City utility work (as required)
 - Drainage improvements at 12th Avenue SW
 - Retention pond in the southwest corner of 11th Avenue SW intersection
 - ADA ramp/sidewalk work (as required)
 - Traffic signal replacements at 11th Avenue SW and 2nd Avenue SW
 - Lighting replacement
- Options at 5th Avenue SW and 7th Avenue SW
 - o Option 1: Convert 5th Avenue SW to ¾ access; keep 7th Avenue SW as-is (no work)
 - o Option 2: Convert 5th Avenue SW to ¾ access; convert 7th Avenue SW to roundabout
 - o Option 3: Convert 5th Avenue SW to roundabout; keep 7th Avenue SW as-is (no work)
 - o Option 4: Convert 5th Avenue SW to roundabout; convert 7th Avenue SW to roundabout

This project is expected to be constructed during the 2025 construction season.

The project would require permanent and/or temporary right-of-way. The right-of-way required would be in linear strips parallel to the project area and a larger area at the southwest corner of the 11th Avenue intersection for construction of the retention pond.

No in-water work would be required. Site prep would include narrow linear strips of vegetation to be removed directly adjacent to the road surface. Equipment for this type of work would be consistent with heavy highway construction and the following examples (but not limited to): bulldozers, scrapers, motor graders, backhoes, trucks, asphalt paver, rollers, etc. No night construction is anticipated for this project

and temporary lighting would not be needed. Existing roadway lighting will be replaced with Autobahn Series ATB2 luminaires, meeting DarkSky criteria.

Higher than normal traffic is not anticipated from the project. 2.29 acres of trees and woody vegetation would be removed. No work on any bridges or structures will occur during the proposed project. Noise levels from the proposed project work would not be raised above background traffic noise levels.

No critical habitat for piping plover is located within the project area. Due to the existing level of human disturbance (i.e. high traffic/noise levels) and reasons discussed above, no potential direct or indirect effects to the whooping crane, piping plover, gray wolf, and rufa red knot or designated piping plover critical habitat would occur as a result of the proposed project.

Due to the existing level of human disturbance (i.e. high traffic/noise levels) and above-listed reasons, a "No Effect" determination is appropriate for whooping crane, piping plover, gray wolf, and rufa red knot and piping plover critical habitat. Due to the proposed tree removals, the project may affect but is not likely to adversely affect (NLAA) the northern long-eared bat.

The determination key for the northern long-eared bat results included commitment to implement the following Avoidance and Minimization Measures (AMMs):

TREE REMOVAL AMM 1

Modify all phases/aspects of the project (e.g., temporary work areas, alignments) to avoid tree removal.

LIGHTING AMM 2

When installing new or replacing existing permanent lights, use downward-facing, full cut-off lens lights (with same intensity or less for replacement lighting); or for those transportation agencies using the BUG system developed by the Illuminating Engineering Society, be as close to 0 for all three ratings with a priority of "uplight" of 0 and "backlight" as low as practicable.

TREE REMOVAL AMM 3

Ensure tree removal is limited to that specified in project plans and ensure that contractors understand clearing limits and how they are marked in the field (e.g., install bright colored flagging/fencing prior to any tree clearing to ensure contractors stay within clearing limits).

GENERAL AMM 1

Ensure all operators, employees, and contractors working in areas of known or presumed bat habitat are aware of all FHWA/FRA/FTA (Transportation Agencies) environmental commitments, including all applicable AMMs.

The following items are attached: NDDOT Affect Determination Tables, an aerial project location map, a woody vegetation removal map, and IPaC consultation documents.

Refer to the U.S. Fish and Wildlife Service's County Occurrence of Endangered, Threatened, Proposed, and Candidate Species and Designated Critical Habitat in North Dakota Table on the NDDOT References and Forms Page to determine which species may be found in the county or counties the project is located in. The USFWS IPAC Website may also be used - <https://ecos.fws.gov/ipac/>

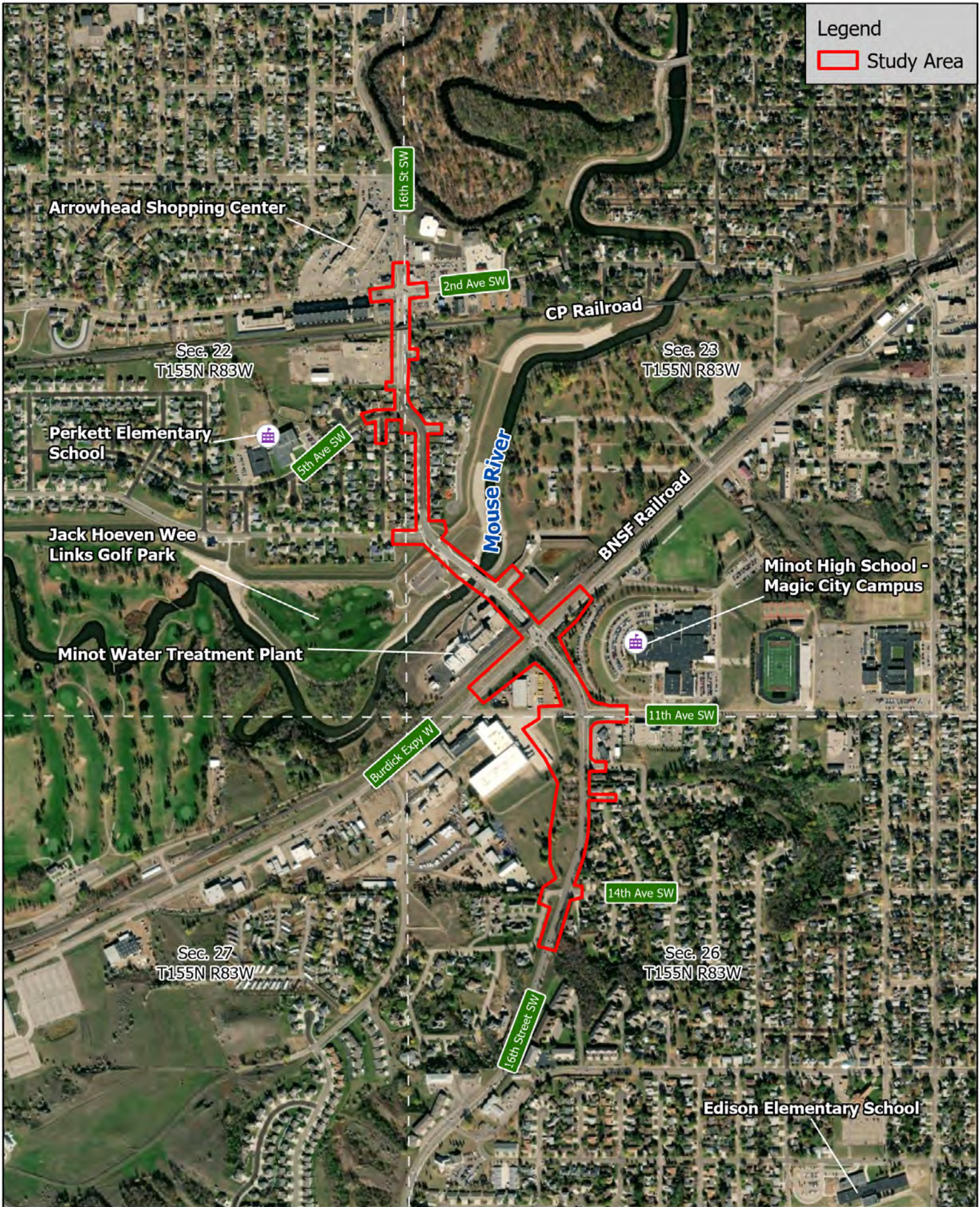
NDDOT Threatened, Endangered, Proposed, Candidate Species and Critical Habitat Affect Determination Table								
Project: SU-4-989(134)		PCN: 23860	Location: 16th Street SW Minot		County: Ward			
Species	Listing	Guidance	NDDOT Biologist Review Required?		Determination		Additional Documentation Included	
			Yes	No	Not Present	No Effect		
Determine if the scope of work for the proposed project will require NDDOT Biologist review based on the criteria described for the species/critical habitat below. If review is required for one or more species, a biological assessment, Section 7 Determination Package, or NLEB documentation may be needed. Contact NDDOT Biologist for any questions.			Note - If a species is not present for a county, only "not present" should be checked.					
Whooping Crane (<i>species range includes all of North Dakota</i>)	E	NDDOT Biologist Review required for the adjustment (raising, relocating) of existing above-ground utility lines; or for newly placed poles/towers that require overhead lines/guy wires; unless the adjustments or new installations are in a highly developed or urban area. Review also required for projects requiring major earthwork (i.e. new road construction or roadway widening projects over 1 mile in length) in rural areas within ½ mile of cropland/wetland associations located within the whooping crane migration corridor. Projects outside of the migration corridor do not require NDDOT Biologist review. See link below for a map of the whooping crane migration corridor. Click layers tab, then select whooping crane migration corridor layer. https://gis.dot.nd.gov/external/ge_html/?viewer=ext_wildlifemap	☐	☒	☐	☒		
Gray Wolf	E	NDDOT Biologist Review required for roadway projects of 2 or more lanes on a new location (i.e., construction of a new roadway).	☐	☒		☒		
Pallid Sturgeon	E	NDDOT Biologist Review required for work in or along the shoreline of the Missouri River (including reservoirs) and Yellowstone River Systems. Review also required for in-water work for any direct tributary (within 0.5 mile) to the Missouri River (including reservoirs) and Yellowstone River Systems.	☐	☐	☒	☐		
Poweshiek Skipperling	E	NDDOT Biologist Review required for work occurring outside of the right of way in Richland and Sargent Counties within undisturbed native tall grass prairie and wet swales. If ground disturbing activities occur outside the ROW in these counties, ETS or a consultant will need to conduct a habitat assessment for this species.	☐	☐	☒	☐		
Piping Plover	T	NDDOT Biologist Review required for construction activities occurring outside the paved or graveled surface of the roadway and within ½ mile of designated piping plover critical habitat or known nesting sites from April 15 through August 31. See link for piping plover designated critical habitat: https://gis.dot.nd.gov/external/ge_html/?viewer=ext_wildlifemap	☐	☒	☐	☒		
Western Prairie Fringed Orchid	T	NDDOT Biologist Review required for all ground disturbing activities on non-flooded, undisturbed ground, known habitat, and native prairie. The species may also be found in roadside ditches with a high probability of the species occurring in or near the Sheyenne National Grasslands. If ground-disturbing activities will be required in Ransom or Richland counties, a survey by ETS or consultant for this species must be completed prior to ground-disturbance.	☐	☐	☒	☐		

Species	Listing	Guidance	NDDOT Biologist Review Required?		Determination		Additional Documentation Included
			Yes	No	Not Present	No Effect	
Rufa Red Knot	T	NDDOT Biologist Review required for construction activities occurring outside the paved or graveled surface of the roadway and within ½ mile of designated piping plover critical habitat or known nesting sites (species is rare in North Dakota and uses similar habitats as piping plovers during their migration). See link for piping plover designated critical habitat: https://gis.dot.nd.gov/external/ge_html/?viewer=ext_wildlifemap	☐	☒	☐	☒	
Dakota Skipper	T	NDDOT Biologist Review required for ground disturbing activities outside of the right of way in native prairie containing a high diversity of wildflowers and grasses indicative of Dakota skipper “Type A” or “Type B” habitat. Dakota skippers are not likely to be present in cropped areas, previously cropped areas, non-native hay-lands, pasture, or other grassland that is dominated by non-native species, or in areas where trees or shrubs predominate. The species may occur in some grazed lands that are dominated by native prairie vegetation. If native prairie would be impacted by the project, ETS or a consultant will need to conduct a habitat assessment for this species following the USFWS 2018 Dakota Skipper ND Survey Protocol	☐	☒	☐	☒	
Northern Long-Eared Bat	E	NDDOT Biologist Review required for work on structures* (bridges, box culverts, SPP’s and corrugated metal culverts over 8’ in diameter), the removal of trees or buildings, or ground disturbance in areas with caves, mines, and rock crevices. *Work on structures requires bridge/structure bat assessments, unless exempted by NDDOT Biologist	☒	☐	☐	☐	IPaC Documentation
Black-footed Ferret	E	Species is not known to exist in North Dakota at this time. Until more information becomes available for this species in North Dakota, no project-specific review is required.					
Monarch Butterfly	C	Section 7 consultations are not required for candidate species. NDDOT is a partner to the ND Monarch Butterfly and Native Pollinator Strategy and continues to implement pollinator conservation efforts across the state. Project-specific consultation for this species will not be undertaken at thistime.					
Designated Critical Habitat							
Piping Plover Critical Habitat	D	NDDOT Biologist Review required for ground disturbing activities occurring outside the paved or graveled surface of the roadway and within ½ mile of designated piping plover critical habitat or known nesting sites. See link for piping plover designated critical habitat: https://gis.dot.nd.gov/external/ge_html/?viewer=ext_wildlifemap	☐	☒	☐	☒	
Poweshiek Skipperling Critical Habitat	D	NDDOT Biologist Review required for ground disturbing activities within 0.6 mile of Poweshiek Skipperling critical habitat. See link for Poweshiek Skipperling proposed critical habitat: https://gis.dot.nd.gov/external/ge_html/?viewer=ext_wildlifemap	☐	☐	☒	☐	
Dakota Skipper Critical Habitat	D	NDDOT Biologist Review required for ground disturbing activities within 0.6 mile of Dakota Skipper critical habitat. See link for Dakota Skipper proposed critical habitat maps: https://gis.dot.nd.gov/external/ge_html/?viewer=ext_wildlifemap	☐	☐	☒	☐	

Listing Key: E – Endangered T – Threatened C – Candidate D – Designated

Date of last updates to table: 8/2023

Legend
Study Area



Minot City Limits

City of Minot

North Dakota
Be Legendary | Transportation

Project Location Map

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

16th Street SW
RECONSTRUCTION PROJECT

580 290 0 580



Feet





Proposed Woody Vegetation Removal

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

16th Street SW RECONSTRUCTION PROJECT





United States Department of the Interior

FISH AND WILDLIFE SERVICE
North Dakota Ecological Services Field Office
3425 Miriam Avenue
Bismarck, ND 58501-7926
Phone: (701) 250-4481 Fax: (701) 355-8513



In Reply Refer To:

January 03, 2024

Project Code: 2023-0123403

Project Name: SU-4-989(134), PCN 23860 City of Minot Project 4780 16TH STREET SW
RECONSTRUCTION

Subject: List of threatened and endangered species that may occur in your proposed project location or may be affected by your proposed project

To Whom It May Concern:

The enclosed species list identifies threatened, endangered, proposed, and candidate species, as well as proposed and final designated critical habitat, that may occur within the boundary of your proposed project and/or may be affected by your proposed project. The species list fulfills the requirements of the U.S. Fish and Wildlife Service (Service) under section 7(c) of the Endangered Species Act (Act) of 1973, as amended (16 U.S.C. 1531 *et seq.*).

New information based on updated surveys, changes in the abundance and distribution of species, changed habitat conditions, or other factors could change this list. Please feel free to contact us if you need more current information or assistance regarding the potential impacts to federally proposed, listed, and candidate species and federally designated and proposed critical habitat. Please note that under 50 CFR 402.12(e) of the regulations implementing section 7 of the Act, the accuracy of this species list should be verified after 90 days. This verification can be completed formally or informally as desired. The Service recommends that verification be completed by visiting the IPaC website at regular intervals during project planning and implementation for updates to species lists and information. An updated list may be requested through IPaC by completing the same process used to receive the enclosed list.

The purpose of the Act is to provide a means whereby threatened and endangered species and the ecosystems upon which they depend may be conserved. Under sections 7(a)(1) and 7(a)(2) of the Act and its implementing regulations (50 CFR 402 *et seq.*), Federal agencies are required to utilize their authorities to carry out programs for the conservation of threatened and endangered species and to determine whether projects may affect threatened and endangered species and/or designated critical habitat.

A Biological Assessment is required for construction projects (or other undertakings having similar physical impacts) that are major Federal actions significantly affecting the quality of the human environment as defined in the National Environmental Policy Act (42 U.S.C. 4332(2))

(c)). For projects other than major construction activities, the Service suggests that a biological evaluation similar to a Biological Assessment be prepared to determine whether the project may affect listed or proposed species and/or designated or proposed critical habitat. Recommended contents of a Biological Assessment are described at 50 CFR 402.12.

If a Federal agency determines, based on the Biological Assessment or biological evaluation, that listed species and/or designated critical habitat may be affected by the proposed project, the agency is required to consult with the Service pursuant to 50 CFR 402. In addition, the Service recommends that candidate species, proposed species and proposed critical habitat be addressed within the consultation. More information on the regulations and procedures for section 7 consultation, including the role of permit or license applicants, can be found in the "Endangered Species Consultation Handbook" at: <https://www.fws.gov/sites/default/files/documents/endangered-species-consultation-handbook.pdf>

Migratory Birds: In addition to responsibilities to protect threatened and endangered species under the Endangered Species Act (ESA), there are additional responsibilities under the Migratory Bird Treaty Act (MBTA) and the Bald and Golden Eagle Protection Act (BGEPA) to protect native birds from project-related impacts. Any activity, intentional or unintentional, resulting in take of migratory birds, including eagles, is prohibited unless otherwise permitted by the U.S. Fish and Wildlife Service (50 C.F.R. Sec. 10.12 and 16 U.S.C. Sec. 668(a)). For more information regarding these Acts, see [Migratory Bird Permit | What We Do | U.S. Fish & Wildlife Service \(fws.gov\)](#).

The MBTA has no provision for allowing take of migratory birds that may be unintentionally killed or injured by otherwise lawful activities. It is the responsibility of the project proponent to comply with these Acts by identifying potential impacts to migratory birds and eagles within applicable NEPA documents (when there is a federal nexus) or a Bird/Eagle Conservation Plan (when there is no federal nexus). Proponents should implement conservation measures to avoid or minimize the production of project-related stressors or minimize the exposure of birds and their resources to the project-related stressors. For more information on avian stressors and recommended conservation measures, see <https://www.fws.gov/library/collections/threats-birds>.

In addition to MBTA and BGEPA, Executive Order 13186: *Responsibilities of Federal Agencies to Protect Migratory Birds*, obligates all Federal agencies that engage in or authorize activities that might affect migratory birds, to minimize those effects and encourage conservation measures that will improve bird populations. Executive Order 13186 provides for the protection of both migratory birds and migratory bird habitat. For information regarding the implementation of Executive Order 13186, please visit <https://www.fws.gov/partner/council-conservation-migratory-birds>.

We appreciate your concern for threatened and endangered species. The Service encourages Federal agencies to include conservation of threatened and endangered species into their project planning to further the purposes of the Act. Please include the Consultation Code in the header of this letter with any request for consultation or correspondence about your project that you submit to our office.

Attachment(s):

- Official Species List

OFFICIAL SPECIES LIST

This list is provided pursuant to Section 7 of the Endangered Species Act, and fulfills the requirement for Federal agencies to "request of the Secretary of the Interior information whether any species which is listed or proposed to be listed may be present in the area of a proposed action".

This species list is provided by:

North Dakota Ecological Services Field Office

3425 Miriam Avenue

Bismarck, ND 58501-7926

(701) 250-4481

PROJECT SUMMARY

Project Code: 2023-0123403
Project Name: SU-4-989(134), PCN 23860 City of Minot Project 4780 16TH STREET SW RECONSTRUCTION

Project Type: Road/Hwy - Maintenance/Modification

Project Description: The City of Minot, in cooperation with the North Dakota Department of Transportation and Federal Highway Administration, is proposing a roadway improvement on 16th Street SW from 14th Avenue SW to 2nd Avenue SW in Minot, ND.

The project consists of the following:

Reconstruction and possible roadway widening between 14th Ave SW and Burdick Expy.

Reconstruction and concrete pavement repair within existing curblines between Burdick Expy and 2nd Ave SW.
New curb, gutter, and sidewalk.

Possible realignment/reconfiguration of the 5th Ave SW intersection.

Shared-use path construction between 14th Ave SW and Burdick Expy.

New storm sewer, sanitary sewer, and watermain throughout the corridor.

Proposed retention pond at the SW corner of the 11th Ave SW intersection.

Traffic signal replacements at the 11th Ave SW and 2nd Ave SW intersections.

New lighting throughout the corridor.

Traffic is expected to be detoured during construction. This project is expected to be constructed during the 2025 construction season.

Project Location:

The approximate location of the project can be viewed in Google Maps: <https://www.google.com/maps/@48.22767105,-101.31259440625263,14z>



Counties: Ward County, North Dakota

ENDANGERED SPECIES ACT SPECIES

There is a total of 6 threatened, endangered, or candidate species on this species list.

Species on this list should be considered in an effects analysis for your project and could include species that exist in another geographic area. For example, certain fish may appear on the species list because a project could affect downstream species.

IPaC does not display listed species or critical habitats under the sole jurisdiction of NOAA Fisheries¹, as USFWS does not have the authority to speak on behalf of NOAA and the Department of Commerce.

See the "Critical habitats" section below for those critical habitats that lie wholly or partially within your project area under this office's jurisdiction. Please contact the designated FWS office if you have questions.

-
1. [NOAA Fisheries](#), also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

MAMMALS

NAME	STATUS
Northern Long-eared Bat <i>Myotis septentrionalis</i> No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/9045	Endangered

BIRDS

NAME	STATUS
Piping Plover <i>Charadrius melodus</i> Population: [Atlantic Coast and Northern Great Plains populations] - Wherever found, except those areas where listed as endangered. There is final critical habitat for this species. Your location does not overlap the critical habitat. Species profile: https://ecos.fws.gov/ecp/species/6039	Threatened
Rufa Red Knot <i>Calidris canutus rufa</i> There is proposed critical habitat for this species. Species profile: https://ecos.fws.gov/ecp/species/1864	Threatened
Whooping Crane <i>Grus americana</i> Population: Wherever found, except where listed as an experimental population There is final critical habitat for this species. Your location does not overlap the critical habitat. Species profile: https://ecos.fws.gov/ecp/species/758	Endangered

INSECTS

NAME	STATUS
Dakota Skipper <i>Hesperia dacotae</i> There is final critical habitat for this species. Your location does not overlap the critical habitat. Species profile: https://ecos.fws.gov/ecp/species/1028	Threatened
Monarch Butterfly <i>Danaus plexippus</i> No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/9743	Candidate

CRITICAL HABITATS

THERE ARE NO CRITICAL HABITATS WITHIN YOUR PROJECT AREA UNDER THIS OFFICE'S JURISDICTION.

YOU ARE STILL REQUIRED TO DETERMINE IF YOUR PROJECT(S) MAY HAVE EFFECTS ON ALL ABOVE LISTED SPECIES.

IPAC USER CONTACT INFORMATION

Agency: Apex Engineering Group
Name: Nute Bishop
Address: 204 Sims Street Suite 201
City: Dickinson
State: ND
Zip: 58601
Email: nute.bishop@apexenggroup.com
Phone: 7015413877

LEAD AGENCY CONTACT INFORMATION

Lead Agency: Federal Highway Administration



United States Department of the Interior

FISH AND WILDLIFE SERVICE
North Dakota Ecological Services Field Office
3425 Miriam Avenue
Bismarck, ND 58501-7926
Phone: (701) 250-4481 Fax: (701) 355-8513



In Reply Refer To:

January 04, 2024

Project code: 2023-0123403

Project Name: SU-4-989(134), PCN 23860 City of Minot Project 4780 16TH STREET SW RECONSTRUCTION

Subject: Concurrence verification letter for the 'SU-4-989(134), PCN 23860 City of Minot Project 4780 16TH STREET SW RECONSTRUCTION' project under the amended February 5, 2018, FHWA, FRA, FTA Programmatic Biological Opinion (dated March 23, 2023) for Transportation Projects within the Range of the Indiana Bat and Northern Long-eared Bat (NLEB).

To whom it may concern:

The U.S. Fish and Wildlife Service (Service) has received your request dated January 04, 2024 to verify that the **SU-4-989(134), PCN 23860 City of Minot Project 4780 16TH STREET SW RECONSTRUCTION** (Proposed Action) may rely on the concurrence provided in the amended February 5, 2018, FHWA, FRA, FTA Programmatic Biological Opinion (dated March 23, 2023) for Transportation Projects within the Range of the Indiana Bat and Northern Long-eared Bat (PBO) to satisfy requirements under Section 7(a)(2) of the Endangered Species Act of 1973 (ESA) (87 Stat.884, as amended; 16 U.S.C. 1531 *et seq.*).

Based on the information you provided (Project Description shown below), you have determined that the Proposed Action is within the scope and adheres to the criteria of the PBO, including the adoption of applicable avoidance and minimization measures. **At least one of the qualification interview questions indicated an activity or portion of your project is consistent with a not likely to adversely affect determination therefore, the overall determination for your project is, may affect, and is not likely to adversely affect (NLAA) the endangered Indiana bat (*Myotis sodalis*) and/or the endangered northern long-eared bat (*Myotis septentrionalis*).** Consultation with the Service pursuant to section 7(a)(2) of ESA (87 Stat. 884, as amended; 16 U.S.C. 1531 *et seq.*) is required.

The Service has 14 calendar days to notify the lead Federal action agency or designated non-federal representative if we determine that the Proposed Action does not meet the criteria for a NLAA determination under the PBO. If we do not notify the lead Federal action agency or designated non-federal representative within that timeframe, you may proceed with the Proposed

Action under the terms of the NLAA concurrence provided in the PBO. This verification period allows Service Field Offices to apply local knowledge to implementation of the PBO, as we may identify a small subset of actions having impacts that were unanticipated. In such instances, Service Field Offices may request additional information that is necessary to verify inclusion of the proposed action under the PBO.

For Proposed Actions that include bridge/culvert or structure removal, replacement, and/or maintenance activities: If your initial bridge/culvert or structure assessment documented signs of bat use or occupancy, or an assessment failed to detect Indiana bats and/or NLEBs, yet are later detected prior to, or during construction, please submit the Post Assessment Discovery of Bats at Bridge/Culvert or Structure Form (User Guide Appendix E) to this Service Office within 2 working days of any potential take. In these instances, potential incidental take of Indiana bats and/or NLEBs is covered under the Incidental Take Statement in the 2018 FHWA, FRA, FTA PBO (provided that the take is reported to the Service).

If the Proposed Action is modified, or new information reveals that it may affect the Indiana bat and/or northern long-eared bat in a manner or to an extent not considered in the PBO, further review to conclude the requirements of ESA Section 7(a)(2) may be required.

For Proposed Actions that include bridge/culvert or structure removal, replacement, and/or maintenance activities:

If your initial bridge/culvert or structure assessments failed to detect Indiana bats and/or NLEB use or occupancy, yet bats are later detected prior to, or during construction, please submit the Post Assessment Discovery of Bats at Bridge/Culvert or Structure Form (User Guide Appendix E) to this Service Office within 2 working days of the incident. In these instances, potential incidental take of Indiana bats and/or NLEBs may be exempted provided that the take is reported to the Service.

If the Proposed Action may affect any other federally-listed or proposed species, and/or any designated critical habitat, additional consultation between the lead Federal action agency and this Service Office is required. If the proposed action has the potential to take bald or golden eagles, additional coordination with the Service under the Bald and Golden Eagle Protection Act may also be required. In either of these circumstances, please contact this Service Office.

The following species may occur in your project area and **are not** covered by this determination:

- Dakota Skipper *Hesperia dacotae* Threatened
- Monarch Butterfly *Danaus plexippus* Candidate
- Piping Plover *Charadrius melodus* Threatened
- Rufa Red Knot *Calidris canutus rufa* Threatened
- Whooping Crane *Grus americana* Endangered

PROJECT DESCRIPTION

The following project name and description was collected in IPaC as part of the endangered species review process.

NAME

SU-4-989(134), PCN 23860 City of Minot Project 4780 16TH STREET SW
RECONSTRUCTION

DESCRIPTION

The City of Minot, in cooperation with the North Dakota Department of Transportation and Federal Highway Administration, is proposing a roadway improvement on 16th Street SW from 14th Avenue SW to 2nd Avenue SW in Minot, ND.

The project consists of the following:

Reconstruction and possible roadway widening between
14th Ave SW and Burdick Expy.

Reconstruction and concrete pavement repair within
existing curblines between Burdick Expy and 2nd Ave SW.
New curb, gutter, and sidewalk.

Possible realignment/reconfiguration of the 5th Ave SW
intersection.

Shared-use path construction between 14th Ave SW and
Burdick Expy.

New storm sewer, sanitary sewer, and watermain
throughout the corridor.

Proposed retention pond at the SW corner of the 11th Ave
SW intersection.

Traffic signal replacements at the 11th Ave SW and 2nd
Ave SW intersections.

New lighting throughout the corridor.

Traffic is expected to be detoured during construction. This project is expected to be
constructed during the 2025 construction season.

The approximate location of the project can be viewed in Google Maps: <https://www.google.com/maps/@48.22767105,-101.31259440625263,14z>



DETERMINATION KEY RESULT

Based on your answers provided, this project(s) may affect, but is not likely to adversely affect the endangered Indiana bat and/or the endangered northern long-eared bat, therefore, consultation with the U.S. Fish and Wildlife Service pursuant to Section 7(a)(2) of the Endangered Species Act of 1973 (ESA) (87 Stat. 884, as amended 16 U.S.C. 1531 *et seq.*) is required. However, also based on your answers provided, this project may rely on the concurrence provided in the amended February 5, 2018, FHWA, FRA, FTA Programmatic Biological Opinion (dated March 23, 2023) for Transportation Projects within the Range of the Indiana Bat and Northern Long-eared Bat.

QUALIFICATION INTERVIEW

1. Is the project within the range of the Indiana bat^[1]?

[1] See [Indiana bat species profile](#)

Automatically answered

No

2. Is the project within the range of the northern long-eared bat^[1]?

[1] See [northern long-eared bat species profile](#)

Automatically answered

Yes

3. Which Federal Agency is the lead for the action?

A) *Federal Highway Administration (FHWA)*

4. Are *all* project activities limited to non-construction^[1] activities only? (examples of non-construction activities include: bridge/abandoned structure assessments, surveys, planning and technical studies, property inspections, and property sales)

[1] Construction refers to activities involving ground disturbance, percussive noise, and/or lighting.

No

5. Does the project include *any* activities that are **greater than** 300 feet from existing road/rail surfaces^[1]?

[1] Road surface is defined as the actively used [e.g. motorized vehicles] driving surface and shoulders [may be pavement, gravel, etc.] and rail surface is defined as the edge of the actively used rail ballast.

No

6. Does the project include *any* activities **within** 0.5 miles of a known Indiana bat and/or NLEB hibernaculum^[1]?

[1] For the purpose of this consultation, a hibernaculum is a site, most often a cave or mine, where bats hibernate during the winter (see suitable habitat), but could also include bridges and structures if bats are found to be hibernating there during the winter.

No

7. Is the project located **within** a karst area?

No

8. Is there *any* suitable^[1] summer habitat for Indiana Bat or NLEB **within** the project action area^[2]? (includes any trees suitable for maternity, roosting, foraging, or travelling habitat)

[1] See the Service's [summer survey guidance](#) for our current definitions of suitable habitat.

[2] The action area is defined as all areas to be affected directly or indirectly by the Federal action and not merely the immediate area involved in the action (50 CFR Section 402.02). Further clarification is provided by the [User's Guide for the Range-wide Programmatic Consultation for Indiana Bat and Northern Long-eared Bat](#).

Yes

9. Will the project remove *any* suitable summer habitat^[1] and/or remove/trim any existing trees **within** suitable summer habitat?

[1] See the Service's [summer survey guidance](#) for our current definitions of suitable habitat.

Yes

10. Will the project clear more than 20 acres of suitable habitat per 5-mile section of road/rail?

No

11. Have presence/probable absence (P/A) summer surveys^{[1][2]} been conducted^{[3][4]} **within** the suitable habitat located within your project action area?

[1] See the Service's [summer survey guidance](#) for our current definitions of suitable habitat.

[2] Presence/probable absence summer surveys conducted within the fall swarming/spring emergence home range of a documented Indiana bat hibernaculum (contact local Service Field Office for appropriate distance from hibernacula) that result in a negative finding requires additional consultation with the local Service Field Office to determine if clearing of forested habitat is appropriate and/or if seasonal clearing restrictions are needed to avoid and minimize potential adverse effects on fall swarming and spring emerging Indiana bats.

[3] For projects within the range of either the Indiana bat or NLEB in which suitable habitat is present, and no bat surveys have been conducted, the transportation agency will assume presence of the appropriate species. This assumption of presence should be based upon the presence of suitable habitat and the capability of bats to occupy it because of their mobility.

[4] Negative presence/probable absence survey results obtained using the [summer survey guidance](#) are valid for a minimum of two years from the completion of the survey unless new information (e.g., other nearby surveys) suggest otherwise.

No

12. Does the project include activities **within documented NLEB habitat**^{[1][2]}?

[1] Documented roosting or foraging habitat – for the purposes of this consultation, we are considering documented habitat as that where Indiana bats and/or NLEB have actually been captured and tracked using (1) radio telemetry to roosts; (2) radio telemetry biangulation/triangulation to estimate foraging areas; or (3) foraging areas with repeated use documented using acoustics. Documented roosting habitat is also considered as suitable summer habitat within 0.25 miles of documented roosts.)

[2] For the purposes of this key, we are considering documented corridors as that where Indiana bats and/or NLEB have actually been captured and tracked to using (1) radio telemetry; or (2) treed corridors located directly between documented roosting and foraging habitat.

No

13. Will the removal or trimming of habitat or trees occur **within** suitable but **undocumented NLEB** roosting/foraging habitat or travel corridors?

Yes

14. What time of year will the removal or trimming of habitat or trees **within** suitable but **undocumented NLEB** roosting/foraging habitat or travel corridors occur?

B) During the inactive season

15. Will *any* tree trimming or removal occur **within** 100 feet of existing road/rail surfaces?

Yes

16. Will *any* tree trimming or removal occur **between** 100-300 feet of existing road/rail surfaces?

No

17. Are *all* trees that are being removed clearly demarcated?

Yes

18. Will the removal of habitat or the removal/trimming of trees include installing new or replacing existing **permanent** lighting?

Yes

19. Does the project include wetland or stream protection activities associated with compensatory wetland mitigation?

No

20. Does the project include slash pile burning?

No

21. Does the project include *any* bridge removal, replacement, and/or maintenance activities (e.g., any bridge repair, retrofit, maintenance, and/or rehabilitation work)?

No

22. Does the project include the removal, replacement, and/or maintenance of *any* structure other than a bridge? (e.g., rest areas, offices, sheds, outbuildings, barns, parking garages, etc.)

No

23. Will the project involve the use of **temporary** lighting *during* the active season?

No

24. Will the project install *any* new or replace any existing **permanent** lighting in addition to the lighting already indicated for habitat removal (including the removal or trimming of trees) or bridge/structure removal, replacement or maintenance activities?

Yes

25. Is there *any* suitable habitat **within** 1,000 feet of the location(s) where **permanent** lighting (other than the lighting already indicated for habitat removal (including the removal or trimming of trees) or bridge/structure removal, replacement or maintenance activities) will be installed or replaced?

No

26. Does the project include percussives or other activities (**not including tree removal/trimming or bridge/structure work**) that will increase noise levels above existing traffic/background levels?

No

27. Are *all* project activities that are **not associated with** habitat removal, tree removal/trimming, bridge and/or structure activities, temporary or permanent lighting, or use of percussives, limited to actions that DO NOT cause any additional stressors to the bat species?

Examples: lining roadways, unlighted signage, rail road crossing signals, signal lighting, and minor road repair such as asphalt fill of potholes, etc.

Yes

28. Will the project raise the road profile **above the tree canopy**?

No

29. Are the project activities that are not associated with habitat removal, tree removal/trimming, bridge and/or structure activities, temporary or permanent lighting, or use of percussives consistent with a No Effect determination in this key?

Automatically answered

Yes, other project activities are limited to actions that DO NOT cause any additional stressors to the bat species as described in the BA/BO

30. Is the habitat removal portion of this project consistent with a Not Likely to Adversely Affect determination in this key?

Automatically answered

Yes, because the tree removal/trimming that occurs outside of the NLEB's active season occurs greater than 0.5 miles from the nearest hibernaculum, is less than 100 feet from the existing road/rail surface, includes clear demarcation of the trees that are to be removed, and does not alter documented roosts and/or surrounding summer habitat within 0.25 miles of a documented roost.

31. Is the permanent lighting portion of this project consistent with a No Effect determination in this key?

Automatically answered

Yes, because the lighting will be more than 1,000 feet from the nearest suitable habitat

32. **General AMM 1**

Will the project ensure *all* operators, employees, and contractors working in areas of known or presumed bat habitat are aware of *all* FHWA/FRA/FTA (Transportation Agencies) environmental commitments, including all applicable Avoidance and Minimization Measures?

Yes

33. **Tree Removal AMM 1**

Can *all* phases/aspects of the project (e.g., temporary work areas, alignments) be modified, to the extent practicable, to avoid tree removal^[1] in excess of what is required to implement the project safely?

Note: Tree Removal AMM 1 is a minimization measure, the full implementation of which may not always be practicable. Projects may still be NLAA as long as Tree Removal AMMs 2, 3, and 4 are implemented and LAA as long as Tree Removal AMMs 3, 5, 6, and 7 are implemented.

[1] The word “trees” as used in the AMMs refers to trees that are suitable habitat for each species within their range. See the USFWS’ current summer survey guidance for our latest definitions of suitable habitat.

Yes

34. **Tree Removal AMM 3**

Can tree removal be limited to that specified in project plans and ensure that contractors understand clearing limits and how they are marked in the field (e.g., install bright colored flagging/fencing prior to any tree clearing to ensure contractors stay within clearing limits)?

Yes

35. **Tree Removal AMM 4**

Can the project avoid cutting down/removal of *all* (1) **documented**^[1] Indiana bat or NLEB roosts^[2] (that are still suitable for roosting), (2) trees **within** 0.25 miles of roosts, and (3) documented foraging habitat any time of year?

[1] The word documented means habitat where bats have actually been captured and/or tracked.

[2] Documented roosting or foraging habitat – for the purposes of this consultation, we are considering documented habitat as that where Indiana bats and/or NLEB have actually been captured and tracked using (1) radio telemetry to roosts; (2) radio telemetry biangulation/triangulation to estimate foraging areas; or (3) foraging areas with repeated use documented using acoustics. Documented roosting habitat is also considered as suitable summer habitat within 0.25 miles of documented roosts.)

Yes

36. Lighting AMM 2

Does the lead agency use the BUG (Backlight, Uplight, and Glare) system developed by the Illuminating Engineering Society^[1] to rate the amount of light emitted in unwanted directions?

[1] Refer to [The BUG System—A New Way To Control Stray Light](#)

Yes

37. Lighting AMM 2

Will the **permanent** lighting used during removal of suitable habitat and/or the removal/trimming of trees within suitable habitat be designed to be as close to 0 for all three BUG ratings as possible, with a priority of "uplight" of 0 and "backlight" as low as practicable?

Yes

PROJECT QUESTIONNAIRE

1. Have you made a No Effect determination for *all* other species indicated on the FWS IPaC generated species list?

Yes

2. Have you made a May Affect determination for *any* other species on the FWS IPaC generated species list?

No

3. How many acres^[1] of trees are proposed for removal between 0-100 feet of the existing road/rail surface?

[1] If described as number of trees, multiply by 0.09 to convert to acreage and enter that number.

2.29

AVOIDANCE AND MINIMIZATION MEASURES (AMMS)

This determination key result includes the commitment to implement the following Avoidance and Minimization Measures (AMMs):

TREE REMOVAL AMM 1

Modify all phases/aspects of the project (e.g., temporary work areas, alignments) to avoid tree removal.

TREE REMOVAL AMM 2

Apply time of year restrictions for tree removal when bats are not likely to be present, or limit tree removal to 10 or fewer trees per project at any time of year within 100 feet of existing road/rail surface and **outside of documented** roosting/foraging habitat or travel corridors; visual emergence survey must be conducted with no bats observed.

LIGHTING AMM 2

When installing new or replacing existing permanent lights, use downward-facing, full cut-off lens lights (with same intensity or less for replacement lighting); or for those transportation

agencies using the BUG system developed by the Illuminating Engineering Society, be as close to 0 for all three ratings with a priority of "uplight" of 0 and "backlight" as low as practicable.

TREE REMOVAL AMM 3

Ensure tree removal is limited to that specified in project plans and ensure that contractors understand clearing limits and how they are marked in the field (e.g., install bright colored flagging/fencing prior to any tree clearing to ensure contractors stay within clearing limits).

TREE REMOVAL AMM 4

Do not remove **documented** Indiana bat or NLEB roosts that are still suitable for roosting, or trees within 0.25 miles of roosts, or **documented** foraging habitat any time of year.

GENERAL AMM 1

Ensure all operators, employees, and contractors working in areas of known or presumed bat habitat are aware of all FHWA/FRA/FTA (Transportation Agencies) environmental commitments, including all applicable AMMs.

DETERMINATION KEY DESCRIPTION: FHWA, FRA, FTA PROGRAMMATIC CONSULTATION FOR TRANSPORTATION PROJECTS AFFECTING NLEB OR INDIANA BAT

This key was last updated in IPaC on October 30, 2023. Keys are subject to periodic revision.

This decision key is intended for projects/activities funded or authorized by the Federal Highway Administration (FHWA), Federal Railroad Administration (FRA), and/or Federal Transit Administration (FTA), which may require consultation with the U.S. Fish and Wildlife Service (Service) under Section 7 of the Endangered Species Act (ESA) for the endangered **Indiana bat** (*Myotis sodalis*) and the endangered **northern long-eared bat** (NLEB) (*Myotis septentrionalis*).

This decision key should only be used to verify project applicability with the Service's [amended February 5, 2018, FHWA, FRA, FTA Programmatic Biological Opinion \(dated March 23, 2023\) for Transportation Projects](#). The programmatic biological opinion covers limited transportation activities that may affect either bat species, and addresses situations that are both likely and not likely to adversely affect either bat species. This decision key will assist in identifying the effect of a specific project/activity and applicability of the programmatic consultation. The programmatic biological opinion is not intended to cover all types of transportation actions. Activities outside the scope of the programmatic biological opinion, or that may affect ESA-listed species other than the Indiana bat or NLEB, or any designated critical habitat, may require additional ESA Section 7 consultation.

IPAC USER CONTACT INFORMATION

Agency: North Dakota Department of Transportation

Name: Wyatt Mack

Address: 608 E Boulevard Ave

City: Bismarck

State: ND

Zip: 58505

Email: wyatt.mack@nd.gov

Phone: 7013282592

LEAD AGENCY CONTACT INFORMATION

Lead Agency: Federal Highway Administration

Appendix E

Preliminary Cost Estimates

ENGINEER'S OPINION OF COST (PRELIMINARY): ALTERNATIVE B (SOUTH SEGMENT) WITH POND SCENARIO 1 (SINGLE POND)
NDDOT SU-4-989(134) PCN 23860
MINOT 16TH STREET SW
V4: APRIL 10, 2024

SPEC	CODE	ITEM DESCRIPTION	UNIT	UNIT PRICE	SU		DRAINAGE		CITY		TOTAL	
					PARTICIPATING		FEDERAL 72%	CITY 28%	NON-PARTICIPATING			
					QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
103	0100	CONTRACT BOND	L SUM	\$ 100,000.00	1.00	\$ 100,000.00	-	-	-	-	1.00	\$ 100,000.00
201	0330	CLEARING & GRUBBING	L SUM	\$ 20,000.00	-	-	1.00	\$ 20,000.00	-	-	1.00	\$ 20,000.00
202	0114	REMOVAL OF CONCRETE PAVEMENT	SY	\$ 30.00	7,048	\$ 211,440.00	-	-	-	-	7,048	\$ 211,440.00
202	0130	REMOVAL OF CURB & GUTTER	LF	\$ 7.00	7,012.00	\$ 49,084.00	-	-	-	-	7,012.00	\$ 49,084.00
202	0132	REMOVAL OF BITUMINOUS SURFACING	SY	\$ 10.00	20,294.00	\$ 202,940.00	-	-	-	-	20,294.00	\$ 202,940.00
202	0174	REMOVAL OF PIPE ALL TYPES AND SIZES	LF	\$ 30.00	3,396.00	\$ 101,880.00	-	-	-	-	3,396.00	\$ 101,880.00
202	0210	REMOVAL OF MANHOLES	EA	\$ 1,700.00	14.00	\$ 23,800.00	-	-	-	-	14.00	\$ 23,800.00
202	0230	REMOVAL OF INLETS	EA	\$ 700.00	47.00	\$ 32,900.00	-	-	-	-	47.00	\$ 32,900.00
203	0101	COMMON EXCAVATION-TYPE A	CY	\$ 15.00	9,269.00	\$ 139,035.00	-	-	-	-	9,269	\$ 139,035.00
203	0109	TOPSOIL	CY	\$ 40.00	1,460.00	\$ 58,400.00	1,347.00	\$ 53,880.00	-	-	2,807	\$ 112,280.00
203	0113	COMMON EXCAVATION-WASTE	CY	\$ 20.00	4,250.00	\$ 85,000.00	45,000.00	\$ 900,000.00	-	-	49,250.00	\$ 985,000.00
216	0100	WATER	M GAL	\$ 18.00	750.00	\$ 13,500.00	-	-	-	-	750.00	\$ 13,500.00
230	0165	SUBGRADE PREPARATION-TYPE A-12IN	STA	\$ 2,500.00	34.00	\$ 85,000.00	-	-	-	-	34.00	\$ 85,000.00
251	0300	SEEDING CLASS III	ACRE	\$ 14,000.00	2.71	\$ 37,940.00	2.50	\$ 35,000.00	-	-	5.21	\$ 72,940.00
251	2000	TEMPORARY COVER CROP	ACRE	\$ 200.00	2.71	\$ 542.00	2.50	\$ 500.00	-	-	5.21	\$ 1,042.00
253	0201	HYDRAULIC MULCH	ACRE	\$ 2,500.00	5.42	\$ 13,550.00	5.00	\$ 12,500.00	-	-	10.42	\$ 26,050.00
255	0102	ECB TYPE 2	SY	\$ 3.00	-	-	13,600.00	\$ 40,800.00	-	-	13,600.00	\$ 40,800.00
256	0300	RIPRAP GRADE III	CY	\$ 155.00	-	-	70.00	\$ 10,850.00	-	-	70	\$ 10,850.00
258	0100	CONCRETE SLOPE PROTECTION	SY	\$ 200.00	-	-	160.00	\$ 32,000.00	-	-	160.00	\$ 32,000.00
260	0200	SILT FENCE SUPPORTED	LF	\$ 3.00	-	-	3,800.00	\$ 11,400.00	-	-	3,800.00	\$ 11,400.00
261	0112	FIBER ROLLS 12IN	LF	\$ 3.00	-	-	3,800.00	\$ 11,400.00	-	-	3,800.00	\$ 11,400.00
302	0121	AGGREGATE BASE COURSE CL 5	CY	\$ 65.00	9,497.00	\$ 617,305.00	-	-	-	-	9,497.00	\$ 617,305.00
411	0105	MILLING PAVEMENT SURFACE	SY	\$ 28.00	1,117.00	\$ 31,276.00	-	-	-	-	1,117.00	\$ 31,276.00
430	0500	COMMERCIAL GRADE HOT MIX ASPHALT	TON	\$ 275.00	622.00	\$ 171,050.00	-	-	-	-	622.00	\$ 171,050.00
550	0300	8IN NON-REINF CONCRETE PVMT CL AE-DOWELED	SY	\$ 110.00	20,653.00	\$ 2,271,830.00	-	-	-	-	20,653.00	\$ 2,271,830.00
550	0310	10IN NON REINF CONCRETE PVMT CL AE-DOWELED	SY	\$ 130.00	1,520.00	\$ 197,600.00	-	-	-	-	1,520.00	\$ 197,600.00
702	0100	MOBILIZATION	L SUM	\$ 700,000.00	1.00	\$ 700,000.00	-	-	-	-	1.00	\$ 700,000.00
704	1500	OBLITERATION OF PAVEMENT MARKING	SF	\$ 2.50	293.00	\$ 732.50	-	-	-	-	293.00	\$ 732.50
704	-	TRAFFIC CONTROL	-	\$ 100,000.00	1.00	\$ 100,000.00	-	-	-	-	1.00	\$ 100,000.00
708	1540	INLET PROTECTION-SPECIAL	EA	\$ 250.00	53.00	\$ 13,250.00	-	-	-	-	53.00	\$ 13,250.00
708	1541	REMOVE INLET PROTECTION-SPECIAL	EA	\$ 50.00	53.00	\$ 2,650.00	-	-	-	-	53.00	\$ 2,650.00
709	0100	GEOSYNTHETIC MATERIAL TYPE G	SY	\$ 5.00	26,442.00	\$ 132,210.00	-	-	-	-	26,442.00	\$ 132,210.00
709	0600	GEOTEXTILE FABRIC-TYPE RR	SY	\$ 5.00	-	-	130.00	\$ 650.00	-	-	130.00	\$ 650.00
714	0210	PIPE CONC REINF 15IN CL III-STORM DRAIN	LF	\$ 145.00	-	-	960.00	\$ 139,200.00	-	-	960.00	\$ 139,200.00
714	0315	PIPE CONC REINF 18IN CL III-STORM DRAIN	LF	\$ 175.00	-	-	1,310.00	\$ 229,250.00	-	-	1,310.00	\$ 229,250.00
714	0620	PIPE CONC REINF 24IN CL III-STORM DRAIN	LF	\$ 200.00	-	-	1,070.00	\$ 214,000.00	-	-	1,070.00	\$ 214,000.00
714	0825	PIPE CONC REINF 30IN CL III-STORM DRAIN	LF	\$ 260.00	-	-	1,200.00	\$ 312,000.00	-	-	1,200.00	\$ 312,000.00
714	0910	PIPE CONC REINF 36IN CL III-STORM DRAIN	LF	\$ 400.00	-	-	100.00	\$ 40,000.00	-	-	100.00	\$ 40,000.00
714	1010	PIPE CONC REINF 42IN CL III-STORM DRAIN	LF	\$ 450.00	-	-	180.00	\$ 81,000.00	-	-	180.00	\$ 81,000.00
714	1110	PIPE CONC REINF 48IN CL III-STORM DRAIN	LF	\$ 550.00	-	-	790.00	\$ 434,500.00	-	-	790.00	\$ 434,500.00
714	3020	END SECT-CONC REINF 24IN	EA	\$ 2,200.00	-	-	1.00	\$ 2,200.00	-	-	1.00	\$ 2,200.00
714	3045	END SECT-CONC REINF 48IN	EA	\$ 3,000.00	-	-	2.00	\$ 6,000.00	-	-	2.00	\$ 6,000.00
714	9696	EDGEDRAIN NON PERMEABLE BASE	LF	\$ 30.00	1,000.00	\$ 30,000.00	-	-	-	-	1,000.00	\$ 30,000.00
722	0100	MANHOLE 48IN	EA	\$ 8,000.00	-	-	4.00	\$ 32,000.00	-	-	4.00	\$ 32,000.00
722	0110	MANHOLE 60IN	EA	\$ 11,000.00	-	-	2.00	\$ 22,000.00	-	-	2.00	\$ 22,000.00
722	0120	MANHOLE 72IN	EA	\$ 15,000.00	-	-	1.00	\$ 15,000.00	-	-	1.00	\$ 15,000.00

ENGINEER'S OPINION OF COST (PRELIMINARY): ALTERNATIVE B (SOUTH SEGMENT) WITH POND SCENARIO 1 (SINGLE POND)
NDDOT SU-4-989(134) PCN 23860
MINOT 16TH STREET SW
V4: APRIL 10, 2024

SPEC	CODE	ITEM DESCRIPTION	UNIT	UNIT PRICE	SU		DRAINAGE		CITY		TOTAL	
					PARTICIPATING		FEDERAL 72%	CITY 28%	NON-PARTICIPATING			
					QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
722	0200	MANHOLE 108IN	EA	\$ 40,000.00	-	-	3.00	\$ 120,000.00	-	-	3.00	\$ 120,000.00
722	3510	INLET-TYPE 2	EA	\$ 6,500.00	-	-	22.00	\$ 143,000.00	-	-	22.00	\$ 143,000.00
722	3520	INLET-TYPE 2 DOUBLE	EA	\$ 8,000.00	-	-	15.00	\$ 120,000.00	-	-	15.00	\$ 120,000.00
722	3701	INLET SPECIAL-TYPE 2 48IN	EA	\$ 8,000.00	-	-	4.00	\$ 32,000.00	-	-	4.00	\$ 32,000.00
722	3761	INLET SPECIAL-TYPE 2 60IN	EA	\$ 11,000.00	-	-	8.00	\$ 88,000.00	-	-	8.00	\$ 88,000.00
722	3766	INLET SPECIAL-TYPE 2 72IN	EA	\$ 15,000.00	-	-	2.00	\$ 30,000.00	-	-	2.00	\$ 30,000.00
722	3768	INLET SPECIAL-TYPE 2 84IN	EA	\$ 25,000.00	-	-	1.00	\$ 25,000.00	-	-	1.00	\$ 25,000.00
722	3769	INLET SPECIAL-TYPE 2 96IN	EA	\$ 30,000.00	-	-	1.00	\$ 30,000.00	-	-	1.00	\$ 30,000.00
722	3920	INLET SLOTTED DRAIN 18IN	LF	\$ 300.00	-	-	250.00	\$ 75,000.00	-	-	250.00	\$ 75,000.00
722	3940	INLET SLOTTED DRAIN 24IN	LF	\$ 350.00	-	-	60.00	\$ 21,000.00	-	-	60.00	\$ 21,000.00
724	0210	FITTINGS-DUCTILE IRON	LBS	\$ 20.00	-	-	-	-	2,000.00	\$ 40,000.00	2,000.00	\$ 40,000.00
724	0852	WATERMAIN 16IN PVC	LF	\$ 275.00	-	-	-	-	850.00	\$ 233,750.00	850.00	\$ 233,750.00
748	0140	CURB & GUTTER-TYPE I	LF	\$ 30.00	322.00	\$ 9,660.00	-	-	-	-	322.00	\$ 9,660.00
748	0190	CURB & GUTTER-TYPE I 30IN	LF	\$ 35.00	6,711.00	\$ 234,885.00	-	-	-	-	6,711.00	\$ 234,885.00
750	0030	PIGMENTED IMPRINTED CONCRETE	SY	\$ 165.00	663.00	\$ 109,395.00	-	-	-	-	663.00	\$ 109,395.00
750	0115	SIDEWALK CONCRETE 4IN	SY	\$ 65.00	3,016.00	\$ 196,040.00	-	-	-	-	3,016.00	\$ 196,040.00
750	0140	SIDEWALK CONCRETE 6IN	SY	\$ 70.00	180.00	\$ 12,600.00	-	-	-	-	180.00	\$ 12,600.00
750	1016	DRIVEWAY CONCRETE 6IN REINFORCED	SY	\$ 90.00	64.00	\$ 5,760.00	-	-	-	-	64.00	\$ 5,760.00
750	2115	DETECTABLE WARNING PANELS	SF	\$ 80.00	302.00	\$ 24,160.00	-	-	-	-	302.00	\$ 24,160.00
754	9095	SIGNING	L SUM	\$ 15,000.00	1.00	\$ 15,000.00	-	-	-	-	1.00	\$ 15,000.00
762	0122	PREFORMED PATTERNED PVMT MK-MESSAGE(GROOVED)	SF	\$ 40.00	336.00	\$ 13,440.00	-	-	-	-	336.00	\$ 13,440.00
762	1270	PREFORMED THERMO PLASTIC PVMT MK 24IN LINE	LF	\$ 40.00	663.00	\$ 26,520.00	-	-	-	-	663.00	\$ 26,520.00
762	1309	PREFORMED PATTERNED PVMT MK 8IN LINE-GROOVED	LF	\$ 15.00	74.00	\$ 1,110.00	-	-	-	-	74.00	\$ 1,110.00
762	1344	PREF PATT PVMT MK 7IN LINE CONTRAST-GROOVED	LF	\$ 10.00	11,850.00	\$ 118,500.00	-	-	-	-	11,850.00	\$ 118,500.00
762	1348	PREF PATT PVMT MK 11IN LINE CONTRAST-GROOVED	LF	\$ 24.00	1,190.00	\$ 28,560.00	-	-	-	-	1,190.00	\$ 28,560.00
762	2000	COLORLED BIKE LANE PAVEMENT MARKING	SF	\$ 50.00	230.00	\$ 11,500.00	-	-	-	-	230.00	\$ 11,500.00
770	0001	LIGHTING SYSTEM	EA	\$ 220,000.00	1.00	\$ 220,000.00	-	-	-	-	1.00	\$ 220,000.00
772	0001	TRAFFIC SIGNALS SYSTEM	EA	\$ 575,000.00	1.00	\$ 575,000.00	-	-	-	-	1.00	\$ 575,000.00
910	0010	VIDEO INSPECTION - UNDERGROUND PIPE	EA	\$ 30,000.00	-	-	1.00	\$ 30,000.00	-	-	1.00	\$ 30,000.00
910	0480	TRASH RACK	EA	\$ 4,000.00	-	-	2.00	\$ 8,000.00	-	-	2.00	\$ 8,000.00
920	0266	INLET STRUCTURE	EA	\$ 60,000.00	-	-	1.00	\$ 60,000.00	-	-	1.00	\$ 60,000.00
930	9548	CAST IN PLACE RETAINING WALL	EA	\$ 100,000.00	1.00	\$ 100,000.00	-	-	-	-	1.00	\$ 100,000.00
A - CONSTRUCTION COST SUBTOTAL (2024 DOLLARS):					-	\$ 7,125,044.50	-	\$ 3,438,130.00	-	\$ 273,750.00	-	\$ 10,836,924.50
B - CONTINGENCY (5%)					-	\$ 356,252.23	-	\$ 171,906.50	-	\$ 13,687.50	-	\$ 541,846.23
(A+B) - CONSTRUCTION SUBTOTAL					-	\$ 7,481,296.73	-	\$ 3,610,036.50	-	\$ 287,437.50	-	\$ 11,378,770.73
C - CONSTRUCTION TOTAL (ROUNDED) (WITH 5% INFLATION TO 2025 DOLLARS)					-	\$ 7,855,000.00	-	\$ 3,791,000.00	-	\$ 302,000.00	-	\$ 11,948,000.00
D=(C*.15) - ENGINEERING(15%)					-	\$ -	-	\$ -	-	\$ 1,792,200.00	-	\$ 1,792,200.00
E - RIGHT OF WAY COSTS					-	\$ -	-	\$ -	-	\$ 280,000.00	-	\$ 280,000.00
F=(C+D+E) - GRAND TOTAL					-	\$ 7,855,000.00	-	\$ 3,791,000.00	-	\$ 2,374,200.00	-	\$ 14,020,200.00
FEDERAL FUNDS (CAPPED AT \$7,790,256):					80.93%	\$ 6,357,051.50	72.00%	\$ 2,729,520.00	-	-	-	\$ 7,790,256.00
CITY FUNDS (INCLUDING PORTION OVER FEDERAL CAP):					19.07%	\$ 1,497,948.50	28.00%	\$ 1,061,480.00	100%	\$ 2,374,200.00	-	\$ 6,229,944.00

ENGINEER'S OPINION OF COST (PRELIMINARY): ALTERNATIVE B (SOUTH SEGMENT) WITH POND SCENARIO 3A (TWO-TIERED POND)
NDDOT SU-4-989(134) PCN 23860
MINOT 16TH STREET SW
V4: APRIL 10, 2024

SPEC	CODE	ITEM DESCRIPTION	UNIT	UNIT PRICE	SU		DRAINAGE		CITY		TOTAL	
					PARTICIPATING		FEDERAL 72%	CITY 28%	NON-PARTICIPATING			
					QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
103	0100	CONTRACT BOND	L SUM	\$ 100,000.00	1.00	\$ 100,000.00	-	-	-	-	1.00	\$ 100,000.00
201	0330	CLEARING & GRUBBING	L SUM	\$ 20,000.00	-	-	1.00	\$ 20,000.00	-	-	1.00	\$ 20,000.00
202	0114	REMOVAL OF CONCRETE PAVEMENT	SY	\$ 30.00	7,048	\$ 211,440.00	-	-	-	-	7,048	\$ 211,440.00
202	0130	REMOVAL OF CURB & GUTTER	LF	\$ 7.00	7,012.00	\$ 49,084.00	-	-	-	-	7,012.00	\$ 49,084.00
202	0132	REMOVAL OF BITUMINOUS SURFACING	SY	\$ 10.00	20,294.00	\$ 202,940.00	-	-	-	-	20,294.00	\$ 202,940.00
202	0174	REMOVAL OF PIPE ALL TYPES AND SIZES	LF	\$ 30.00	3,447.00	\$ 103,410.00	-	-	-	-	3,447.00	\$ 103,410.00
202	0210	REMOVAL OF MANHOLES	EA	\$ 1,700.00	14.00	\$ 23,800.00	-	-	-	-	14.00	\$ 23,800.00
202	0230	REMOVAL OF INLETS	EA	\$ 700.00	49.00	\$ 34,300.00	-	-	-	-	49.00	\$ 34,300.00
203	0101	COMMON EXCAVATION-TYPE A	CY	\$ 15.00	9,269.00	\$ 139,035.00	-	-	-	-	9,269	\$ 139,035.00
203	0109	TOPSOIL	CY	\$ 40.00	1,460.00	\$ 58,400.00	2,783.00	\$ 111,320.00	-	-	4,243	\$ 169,720.00
203	0113	COMMON EXCAVATION-WASTE	CY	\$ 20.00	4,250.00	\$ 85,000.00	73,700.00	\$ 1,474,000.00	-	-	77,950.00	\$ 1,559,000.00
216	0100	WATER	M GAL	\$ 18.00	750.00	\$ 13,500.00	-	-	-	-	750.00	\$ 13,500.00
230	0165	SUBGRADE PREPARATION-TYPE A-12IN	STA	\$ 2,500.00	34.00	\$ 85,000.00	-	-	-	-	34.00	\$ 85,000.00
251	0300	SEEDING CLASS III	ACRE	\$ 14,000.00	2.71	\$ 37,940.00	5.17	\$ 72,380.00	-	-	7.88	\$ 110,320.00
251	2000	TEMPORARY COVER CROP	ACRE	\$ 200.00	2.71	\$ 542.00	5.17	\$ 1,034.00	-	-	7.88	\$ 1,576.00
253	0201	HYDRAULIC MULCH	ACRE	\$ 2,500.00	5.42	\$ 13,550.00	10.34	\$ 25,850.00	-	-	15.76	\$ 39,400.00
255	0102	ECB TYPE 2	SY	\$ 3.00	-	-	25,700.00	\$ 77,100.00	-	-	25,700.00	\$ 77,100.00
256	0300	RIPRAP GRADE III	CY	\$ 155.00	-	-	120.00	\$ 18,600.00	-	-	120	\$ 18,600.00
258	0100	CONCRETE SLOPE PROTECTION	SY	\$ 200.00	-	-	160.00	\$ 32,000.00	-	-	160.00	\$ 32,000.00
260	0200	SILT FENCE SUPPORTED	LF	\$ 3.00	-	-	5,900.00	\$ 17,700.00	-	-	5,900.00	\$ 17,700.00
261	0112	FIBER ROLLS 12IN	LF	\$ 3.00	-	-	5,900.00	\$ 17,700.00	-	-	5,900.00	\$ 17,700.00
302	0121	AGGREGATE BASE COURSE CL 5	CY	\$ 65.00	9,497.00	\$ 617,305.00	-	-	-	-	9,497.00	\$ 617,305.00
411	0105	MILLING PAVEMENT SURFACE	SY	\$ 28.00	1,117.00	\$ 31,276.00	-	-	-	-	1,117.00	\$ 31,276.00
430	0500	COMMERCIAL GRADE HOT MIX ASPHALT	TON	\$ 275.00	622.00	\$ 171,050.00	-	-	-	-	622.00	\$ 171,050.00
550	0300	8IN NON-REINF CONCRETE PVMT CL AE-DOWELED	SY	\$ 110.00	20,653.00	\$ 2,271,830.00	-	-	-	-	20,653.00	\$ 2,271,830.00
550	0310	10IN NON REINF CONCRETE PVMT CL AE-DOWELED	SY	\$ 130.00	1,520.00	\$ 197,600.00	-	-	-	-	1,520.00	\$ 197,600.00
702	0100	MOBILIZATION	L SUM	\$ 700,000.00	1.00	\$ 700,000.00	-	-	-	-	1.00	\$ 700,000.00
704	1500	OBLITERATION OF PAVEMENT MARKING	SF	\$ 2.50	293.00	\$ 732.50	-	-	-	-	293.00	\$ 732.50
704	-	TRAFFIC CONTROL	-	\$ 100,000.00	1.00	\$ 100,000.00	-	-	-	-	1.00	\$ 100,000.00
708	1540	INLET PROTECTION-SPECIAL	EA	\$ 250.00	53.00	\$ 13,250.00	-	-	-	-	53.00	\$ 13,250.00
708	1541	REMOVE INLET PROTECTION-SPECIAL	EA	\$ 50.00	53.00	\$ 2,650.00	-	-	-	-	53.00	\$ 2,650.00
709	0100	GEOSYNTHETIC MATERIAL TYPE G	SY	\$ 5.00	26,442.00	\$ 132,210.00	-	-	-	-	26,442.00	\$ 132,210.00
709	0600	GEOTEXTILE FABRIC-TYPE RR	SY	\$ 5.00	-	-	220.00	\$ 1,100.00	-	-	220.00	\$ 1,100.00
714	0210	PIPE CONC REINF 15IN CL III-STORM DRAIN	LF	\$ 145.00	-	-	780.00	\$ 113,100.00	-	-	780.00	\$ 113,100.00
714	0315	PIPE CONC REINF 18IN CL III-STORM DRAIN	LF	\$ 175.00	-	-	1,400.00	\$ 245,000.00	-	-	1,400.00	\$ 245,000.00
714	0620	PIPE CONC REINF 24IN CL III-STORM DRAIN	LF	\$ 200.00	-	-	1,240.00	\$ 248,000.00	-	-	1,240.00	\$ 248,000.00
714	0825	PIPE CONC REINF 30IN CL III-STORM DRAIN	LF	\$ 260.00	-	-	1,340.00	\$ 348,400.00	-	-	1,340.00	\$ 348,400.00
714	0910	PIPE CONC REINF 36IN CL III-STORM DRAIN	LF	\$ 400.00	-	-	180.00	\$ 72,000.00	-	-	180.00	\$ 72,000.00
714	1010	PIPE CONC REINF 42IN CL III-STORM DRAIN	LF	\$ 450.00	-	-	80.00	\$ 36,000.00	-	-	80.00	\$ 36,000.00
714	1110	PIPE CONC REINF 48IN CL III-STORM DRAIN	LF	\$ 550.00	-	-	320.00	\$ 176,000.00	-	-	320.00	\$ 176,000.00
714	3020	END SECT-CONC REINF 24IN	EA	\$ 2,200.00	-	-	2.00	\$ 4,400.00	-	-	2.00	\$ 4,400.00
714	3040	END SECT-CONC REINF 42IN	EA	\$ 2,800.00	-	-	1.00	\$ 2,800.00	-	-	1.00	\$ 2,800.00
714	3045	END SECT-CONC REINF 48IN	EA	\$ 3,000.00	-	-	2.00	\$ 6,000.00	-	-	2.00	\$ 6,000.00
714	9696	EDGEDRAIN NON PERMEABLE BASE	LF	\$ 30.00	1,000.00	\$ 30,000.00	-	-	-	-	1,000.00	\$ 30,000.00
722	0100	MANHOLE 48IN	EA	\$ 8,000.00	-	-	5.00	\$ 40,000.00	-	-	5.00	\$ 40,000.00
722	0110	MANHOLE 60IN	EA	\$ 11,000.00	-	-	2.00	\$ 22,000.00	-	-	2.00	\$ 22,000.00

ENGINEER'S OPINION OF COST (PRELIMINARY): ALTERNATIVE B (SOUTH SEGMENT) WITH POND SCENARIO 3A (TWO-TIERED POND)
NDDOT SU-4-989(134) PCN 23860
MINOT 16TH STREET SW
V4: APRIL 10, 2024

SPEC	CODE	ITEM DESCRIPTION	UNIT	UNIT PRICE	SU		DRAINAGE		CITY		TOTAL	
					PARTICIPATING		FEDERAL 72%	CITY 28%	NON-PARTICIPATING			
					QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
722	0120	MANHOLE 72IN	EA	\$ 15,000.00	-	-	1.00	\$ 15,000.00	-	-	1.00	\$ 15,000.00
722	0200	MANHOLE 108IN	EA	\$ 40,000.00	-	-	2.00	\$ 80,000.00	-	-	2.00	\$ 80,000.00
722	3510	INLET-TYPE 2	EA	\$ 6,500.00	-	-	22.00	\$ 143,000.00	-	-	22.00	\$ 143,000.00
722	3520	INLET-TYPE 2 DOUBLE	EA	\$ 8,000.00	-	-	15.00	\$ 120,000.00	-	-	15.00	\$ 120,000.00
722	3701	INLET SPECIAL-TYPE 2 48IN	EA	\$ 8,000.00	-	-	4.00	\$ 32,000.00	-	-	4.00	\$ 32,000.00
722	3761	INLET SPECIAL-TYPE 2 60IN	EA	\$ 11,000.00	-	-	8.00	\$ 88,000.00	-	-	8.00	\$ 88,000.00
722	3766	INLET SPECIAL-TYPE 2 72IN	EA	\$ 15,000.00	-	-	2.00	\$ 30,000.00	-	-	2.00	\$ 30,000.00
722	3768	INLET SPECIAL-TYPE 2 84IN	EA	\$ 25,000.00	-	-	1.00	\$ 25,000.00	-	-	1.00	\$ 25,000.00
722	3769	INLET SPECIAL-TYPE 2 96IN	EA	\$ 30,000.00	-	-	1.00	\$ 30,000.00	-	-	1.00	\$ 30,000.00
722	3920	INLET SLOTTED DRAIN 18IN	LF	\$ 300.00	-	-	250.00	\$ 75,000.00	-	-	250.00	\$ 75,000.00
722	3940	INLET SLOTTED DRAIN 24IN	LF	\$ 350.00	-	-	60.00	\$ 21,000.00	-	-	60.00	\$ 21,000.00
724	0210	FITTINGS-DUCTILE IRON	LBS	\$ 20.00	-	-	-	-	1,000.00	\$ 20,000.00	1,000.00	\$ 20,000.00
724	0852	WATERMAIN 16IN PVC	LF	\$ 275.00	-	-	-	-	400.00	\$ 110,000.00	400.00	\$ 110,000.00
748	0140	CURB & GUTTER-TYPE I	LF	\$ 30.00	322.00	\$ 9,660.00	-	-	-	-	322.00	\$ 9,660.00
748	0190	CURB & GUTTER-TYPE I 30IN	LF	\$ 35.00	6,711.00	\$ 234,885.00	-	-	-	-	6,711.00	\$ 234,885.00
750	0030	PIGMENTED IMPRINTED CONCRETE	SY	\$ 165.00	663.00	\$ 109,395.00	-	-	-	-	663.00	\$ 109,395.00
750	0115	SIDEWALK CONCRETE 4IN	SY	\$ 65.00	3,016.00	\$ 196,040.00	-	-	-	-	3,016.00	\$ 196,040.00
750	0140	SIDEWALK CONCRETE 6IN	SY	\$ 70.00	180.00	\$ 12,600.00	-	-	-	-	180.00	\$ 12,600.00
750	1016	DRIVEWAY CONCRETE 6IN REINFORCED	SY	\$ 90.00	64.00	\$ 5,760.00	-	-	-	-	64.00	\$ 5,760.00
750	2115	DETECTABLE WARNING PANELS	SF	\$ 80.00	302.00	\$ 24,160.00	-	-	-	-	302.00	\$ 24,160.00
754	9095	SIGNING	L SUM	\$ 15,000.00	1.00	\$ 15,000.00	-	-	-	-	1.00	\$ 15,000.00
762	0122	PREFORMED PATTERNED PVMT MK-MESSAGE(GROOVED)	SF	\$ 40.00	336.00	\$ 13,440.00	-	-	-	-	336.00	\$ 13,440.00
762	1270	PREFORMED THERMO PLASTIC PVMT MK 24IN LINE	LF	\$ 40.00	663.00	\$ 26,520.00	-	-	-	-	663.00	\$ 26,520.00
762	1309	PREFORMED PATTERNED PVMT MK 8IN LINE-GROOVED	LF	\$ 15.00	74.00	\$ 1,110.00	-	-	-	-	74.00	\$ 1,110.00
762	1344	PREF PATT PVMT MK 7IN LINE CONTRAST-GROOVED	LF	\$ 10.00	11,850.00	\$ 118,500.00	-	-	-	-	11,850.00	\$ 118,500.00
762	1348	PREF PATT PVMT MK 11IN LINE CONTRAST-GROOVED	LF	\$ 24.00	1,190.00	\$ 28,560.00	-	-	-	-	1,190.00	\$ 28,560.00
762	2000	COLORLED BIKE LANE PAVEMENT MARKING	SF	\$ 50.00	230.00	\$ 11,500.00	-	-	-	-	230.00	\$ 11,500.00
770	0001	LIGHTING SYSTEM	EA	\$ 220,000.00	1.00	\$ 220,000.00	-	-	-	-	1.00	\$ 220,000.00
772	0001	TRAFFIC SIGNALS SYSTEM	EA	\$ 575,000.00	1.00	\$ 575,000.00	-	-	-	-	1.00	\$ 575,000.00
910	0010	VIDEO INSPECTION - UNDERGROUND PIPE	EA	\$ 30,000.00	-	-	1.00	\$ 30,000.00	-	-	1.00	\$ 30,000.00
910	0480	TRASH RACK	EA	\$ 4,000.00	-	-	3.00	\$ 12,000.00	-	-	3.00	\$ 12,000.00
920	0266	INLET STRUCTURE	EA	\$ 60,000.00	-	-	1.00	\$ 60,000.00	-	-	1.00	\$ 60,000.00
930	9548	CAST IN PLACE RETAINING WALL	EA	\$ 100,000.00	1.00	\$ 100,000.00	-	-	-	-	1.00	\$ 100,000.00
A - CONSTRUCTION COST SUBTOTAL (2024 DOLLARS):					-	\$ 7,127,974.50	-	\$ 3,943,484.00	-	\$ 130,000.00	-	\$ 11,201,458.50
B - CONTINGENCY (5%)					-	\$ 356,398.73	-	\$ 197,174.20	-	\$ 6,500.00	-	\$ 560,072.93
(A+B) - CONSTRUCTION SUBTOTAL					-	\$ 7,484,373.23	-	\$ 4,140,658.20	-	\$ 136,500.00	-	\$ 11,761,531.43
C - CONSTRUCTION TOTAL (ROUNDED) (WITH 5% INFLATION TO 2025 DOLLARS)					-	\$ 7,859,000.00	-	\$ 4,348,000.00	-	\$ 143,000.00	-	\$ 12,350,000.00
D=(C*.15) - ENGINEERING(15%)					-	\$ -	-	\$ -	-	\$ 1,852,500.00	-	\$ 1,852,500.00
E - RIGHT OF WAY COSTS					-	\$ -	-	\$ -	-	\$ 1,000,000.00	-	\$ 1,000,000.00
F=(C+D+E) - GRAND TOTAL					-	\$ 7,859,000.00	-	\$ 4,348,000.00	-	\$ 2,995,500.00	-	\$ 15,202,500.00
FEDERAL FUNDS (CAPPED AT \$7,790,256):					80.93%	\$ 6,360,288.70	72.00%	\$ 3,130,560.00	-	-	-	\$ 7,790,256.00
CITY FUNDS (INCLUDING PORTION OVER FEDERAL CAP):					19.07%	\$ 1,498,711.30	28.00%	\$ 1,217,440.00	100%	\$ 2,995,500.00	-	\$ 7,412,244.00

ENGINEER'S OPINION OF COST (PRELIMINARY): ALTERNATIVE B (SOUTH SEGMENT) WITH POND SCENARIO 4 (TWO-TIERED POND)
NDDOT SU-4-989(134) PCN 23860
MINOT 16TH STREET SW
V4: APRIL 10, 2024

SPEC	CODE	ITEM DESCRIPTION	UNIT	UNIT PRICE	SU		DRAINAGE		CITY		TOTAL	
					PARTICIPATING		FEDERAL 72%	CITY 28%	NON-PARTICIPATING			
					QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
103	0100	CONTRACT BOND	L SUM	\$ 100,000.00	1.00	\$ 100,000.00	-	-	-	-	1.00	\$ 100,000.00
201	0330	CLEARING & GRUBBING	L SUM	\$ 20,000.00	-	-	1.00	\$ 20,000.00	-	-	1.00	\$ 20,000.00
202	0114	REMOVAL OF CONCRETE PAVEMENT	SY	\$ 30.00	7,048	\$ 211,440.00	-	-	-	-	7,048	\$ 211,440.00
202	0130	REMOVAL OF CURB & GUTTER	LF	\$ 7.00	7,012.00	\$ 49,084.00	-	-	-	-	7,012.00	\$ 49,084.00
202	0132	REMOVAL OF BITUMINOUS SURFACING	SY	\$ 10.00	20,294.00	\$ 202,940.00	-	-	-	-	20,294.00	\$ 202,940.00
202	0174	REMOVAL OF PIPE ALL TYPES AND SIZES	LF	\$ 30.00	3,447.00	\$ 103,410.00	-	-	-	-	3,447.00	\$ 103,410.00
202	0210	REMOVAL OF MANHOLES	EA	\$ 1,700.00	14.00	\$ 23,800.00	-	-	-	-	14.00	\$ 23,800.00
202	0230	REMOVAL OF INLETS	EA	\$ 700.00	47.00	\$ 32,900.00	-	-	-	-	47.00	\$ 32,900.00
203	0101	COMMON EXCAVATION-TYPE A	CY	\$ 15.00	9,269.00	\$ 139,035.00	-	-	-	-	9,269	\$ 139,035.00
203	0109	TOPSOIL	CY	\$ 40.00	1,460.00	\$ 58,400.00	2,783.00	\$ 111,320.00	-	-	4,243	\$ 169,720.00
203	0113	COMMON EXCAVATION-WASTE	CY	\$ 20.00	4,250.00	\$ 85,000.00	62,700.00	\$ 1,254,000.00	-	-	66,950.00	\$ 1,339,000.00
216	0100	WATER	M GAL	\$ 18.00	750.00	\$ 13,500.00	-	-	-	-	750.00	\$ 13,500.00
230	0165	SUBGRADE PREPARATION-TYPE A-12IN	STA	\$ 2,500.00	34.00	\$ 85,000.00	-	-	-	-	34.00	\$ 85,000.00
251	0300	SEEDING CLASS III	ACRE	\$ 14,000.00	2.71	\$ 37,940.00	5.17	\$ 72,380.00	-	-	7.88	\$ 110,320.00
251	2000	TEMPORARY COVER CROP	ACRE	\$ 200.00	2.71	\$ 542.00	5.17	\$ 1,034.00	-	-	7.88	\$ 1,576.00
253	0201	HYDRAULIC MULCH	ACRE	\$ 2,500.00	5.42	\$ 13,550.00	10.34	\$ 25,850.00	-	-	15.76	\$ 39,400.00
255	0102	ECB TYPE 2	SY	\$ 3.00	-	-	26,200.00	\$ 78,600.00	-	-	26,200.00	\$ 78,600.00
256	0300	RIPRAP GRADE III	CY	\$ 155.00	-	-	120.00	\$ 18,600.00	-	-	120	\$ 18,600.00
258	0100	CONCRETE SLOPE PROTECTION	SY	\$ 200.00	-	-	330.00	\$ 66,000.00	-	-	330.00	\$ 66,000.00
260	0200	SILT FENCE SUPPORTED	LF	\$ 3.00	-	-	5,700.00	\$ 17,100.00	-	-	5,700.00	\$ 17,100.00
261	0112	FIBER ROLLS 12IN	LF	\$ 3.00	-	-	5,700.00	\$ 17,100.00	-	-	5,700.00	\$ 17,100.00
302	0121	AGGREGATE BASE COURSE CL 5	CY	\$ 65.00	9,497.00	\$ 617,305.00	-	-	-	-	9,497.00	\$ 617,305.00
411	0105	MILLING PAVEMENT SURFACE	SY	\$ 28.00	1,117.00	\$ 31,276.00	-	-	-	-	1,117.00	\$ 31,276.00
430	0500	COMMERCIAL GRADE HOT MIX ASPHALT	TON	\$ 275.00	622.00	\$ 171,050.00	-	-	-	-	622.00	\$ 171,050.00
550	0300	8IN NON-REINF CONCRETE PVMT CL AE-DOWELED	SY	\$ 110.00	20,653.00	\$ 2,271,830.00	-	-	-	-	20,653.00	\$ 2,271,830.00
550	0310	10IN NON REINF CONCRETE PVMT CL AE-DOWELED	SY	\$ 130.00	1,520.00	\$ 197,600.00	-	-	-	-	1,520.00	\$ 197,600.00
702	0100	MOBILIZATION	L SUM	\$ 700,000.00	1.00	\$ 700,000.00	-	-	-	-	1.00	\$ 700,000.00
704	1500	OBLITERATION OF PAVEMENT MARKING	SF	\$ 2.50	293.00	\$ 732.50	-	-	-	-	293.00	\$ 732.50
704	-	TRAFFIC CONTROL	-	\$ 100,000.00	1.00	\$ 100,000.00	-	-	-	-	1.00	\$ 100,000.00
708	1540	INLET PROTECTION-SPECIAL	EA	\$ 250.00	53.00	\$ 13,250.00	-	-	-	-	53.00	\$ 13,250.00
708	1541	REMOVE INLET PROTECTION-SPECIAL	EA	\$ 50.00	53.00	\$ 2,650.00	-	-	-	-	53.00	\$ 2,650.00
709	0100	GEOSYNTHETIC MATERIAL TYPE G	SY	\$ 5.00	26,442.00	\$ 132,210.00	-	-	-	-	26,442.00	\$ 132,210.00
709	0600	GEOTEXTILE FABRIC-TYPE RR	SY	\$ 5.00	-	-	220.00	\$ 1,100.00	-	-	220.00	\$ 1,100.00
714	0210	PIPE CONC REINF 15IN CL III-STORM DRAIN	LF	\$ 145.00	-	-	960.00	\$ 139,200.00	-	-	960.00	\$ 139,200.00
714	0315	PIPE CONC REINF 18IN CL III-STORM DRAIN	LF	\$ 175.00	-	-	1,290.00	\$ 225,750.00	-	-	1,290.00	\$ 225,750.00
714	0620	PIPE CONC REINF 24IN CL III-STORM DRAIN	LF	\$ 200.00	-	-	1,290.00	\$ 258,000.00	-	-	1,290.00	\$ 258,000.00
714	0825	PIPE CONC REINF 30IN CL III-STORM DRAIN	LF	\$ 260.00	-	-	1,340.00	\$ 348,400.00	-	-	1,340.00	\$ 348,400.00
714	0910	PIPE CONC REINF 36IN CL III-STORM DRAIN	LF	\$ 400.00	-	-	80.00	\$ 32,000.00	-	-	80.00	\$ 32,000.00
714	1110	PIPE CONC REINF 48IN CL III-STORM DRAIN	LF	\$ 550.00	-	-	600.00	\$ 330,000.00	-	-	600.00	\$ 330,000.00
714	3020	END SECT-CONC REINF 24IN	EA	\$ 2,200.00	-	-	2.00	\$ 4,400.00	-	-	2.00	\$ 4,400.00
714	3045	END SECT-CONC REINF 48IN	EA	\$ 3,000.00	-	-	3.00	\$ 9,000.00	-	-	3.00	\$ 9,000.00
714	9696	EDGEDRAIN NON PERMEABLE BASE	LF	\$ 30.00	1,000.00	\$ 30,000.00	-	-	-	-	1,000.00	\$ 30,000.00
722	0100	MANHOLE 48IN	EA	\$ 8,000.00	-	-	5.00	\$ 40,000.00	-	-	5.00	\$ 40,000.00
722	0110	MANHOLE 60IN	EA	\$ 11,000.00	-	-	2.00	\$ 22,000.00	-	-	2.00	\$ 22,000.00
722	0120	MANHOLE 72IN	EA	\$ 15,000.00	-	-	1.00	\$ 15,000.00	-	-	1.00	\$ 15,000.00
722	0200	MANHOLE 108IN	EA	\$ 40,000.00	-	-	2.00	\$ 80,000.00	-	-	2.00	\$ 80,000.00

ENGINEER'S OPINION OF COST (PRELIMINARY): ALTERNATIVE B (SOUTH SEGMENT) WITH POND SCENARIO 4 (TWO-TIERED POND)
NDDOT SU-4-989(134) PCN 23860
MINOT 16TH STREET SW
V4: APRIL 10, 2024

SPEC	CODE	ITEM DESCRIPTION	UNIT	UNIT PRICE	SU		DRAINAGE		CITY		TOTAL	
					PARTICIPATING		FEDERAL 72%	CITY 28%	NON-PARTICIPATING			
					QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
722	3510	INLET-TYPE 2	EA	\$ 6,500.00	-	-	22.00	\$ 143,000.00	-	-	22.00	\$ 143,000.00
722	3520	INLET-TYPE 2 DOUBLE	EA	\$ 8,000.00	-	-	17.00	\$ 136,000.00	-	-	17.00	\$ 136,000.00
722	3701	INLET SPECIAL-TYPE 2 48IN	EA	\$ 8,000.00	-	-	3.00	\$ 24,000.00	-	-	3.00	\$ 24,000.00
722	3761	INLET SPECIAL-TYPE 2 60IN	EA	\$ 11,000.00	-	-	6.00	\$ 66,000.00	-	-	6.00	\$ 66,000.00
722	3766	INLET SPECIAL-TYPE 2 72IN	EA	\$ 15,000.00	-	-	4.00	\$ 60,000.00	-	-	4.00	\$ 60,000.00
722	3768	INLET SPECIAL-TYPE 2 84IN	EA	\$ 25,000.00	-	-	2.00	\$ 50,000.00	-	-	2.00	\$ 50,000.00
722	3769	INLET SPECIAL-TYPE 2 96IN	EA	\$ 30,000.00	-	-	1.00	\$ 30,000.00	-	-	1.00	\$ 30,000.00
722	3830	INLET SPECIAL-TYPE 2 108IN	EA	\$ 35,000.00	-	-	1.00	\$ 35,000.00	-	-	1.00	\$ 35,000.00
722	3920	INLET SLOTTED DRAIN 18IN	LF	\$ 300.00	-	-	250.00	\$ 75,000.00	-	-	250.00	\$ 75,000.00
722	3940	INLET SLOTTED DRAIN 24IN	LF	\$ 350.00	-	-	60.00	\$ 21,000.00	-	-	60.00	\$ 21,000.00
748	0140	CURB & GUTTER-TYPE I	LF	\$ 30.00	322.00	\$ 9,660.00	-	-	-	-	322.00	\$ 9,660.00
748	0190	CURB & GUTTER-TYPE I 30IN	LF	\$ 35.00	6,711.00	\$ 234,885.00	-	-	-	-	6,711.00	\$ 234,885.00
750	0030	PIGMENTED IMPRINTED CONCRETE	SY	\$ 165.00	663.00	\$ 109,395.00	-	-	-	-	663.00	\$ 109,395.00
750	0115	SIDEWALK CONCRETE 4IN	SY	\$ 65.00	3,016.00	\$ 196,040.00	-	-	-	-	3,016.00	\$ 196,040.00
750	0140	SIDEWALK CONCRETE 6IN	SY	\$ 70.00	180.00	\$ 12,600.00	-	-	-	-	180.00	\$ 12,600.00
750	1016	DRIVEWAY CONCRETE 6IN REINFORCED	SY	\$ 90.00	64.00	\$ 5,760.00	-	-	-	-	64.00	\$ 5,760.00
750	2115	DETECTABLE WARNING PANELS	SF	\$ 80.00	302.00	\$ 24,160.00	-	-	-	-	302.00	\$ 24,160.00
754	9095	SIGNING	L SUM	\$ 15,000.00	1.00	\$ 15,000.00	-	-	-	-	1.00	\$ 15,000.00
762	0122	PREFORMED PATTERNED PVMT MK-MESSAGE(GROOVED)	SF	\$ 40.00	336.00	\$ 13,440.00	-	-	-	-	336.00	\$ 13,440.00
762	1270	PREFORMED THERMO PLASTIC PVMT MK 24IN LINE	LF	\$ 40.00	663.00	\$ 26,520.00	-	-	-	-	663.00	\$ 26,520.00
762	1309	PREFORMED PATTERNED PVMT MK 8IN LINE-GROOVED	LF	\$ 15.00	74.00	\$ 1,110.00	-	-	-	-	74.00	\$ 1,110.00
762	1344	PREF PATT PVMT MK 7IN LINE CONTRAST-GROOVED	LF	\$ 10.00	11,850.00	\$ 118,500.00	-	-	-	-	11,850.00	\$ 118,500.00
762	1348	PREF PATT PVMT MK 11IN LINE CONTRAST-GROOVED	LF	\$ 24.00	1,190.00	\$ 28,560.00	-	-	-	-	1,190.00	\$ 28,560.00
762	2000	COLORLED BIKE LANE PAVEMENT MARKING	SF	\$ 50.00	230.00	\$ 11,500.00	-	-	-	-	230.00	\$ 11,500.00
770	0001	LIGHTING SYSTEM	EA	\$ 220,000.00	1.00	\$ 220,000.00	-	-	-	-	1.00	\$ 220,000.00
772	0001	TRAFFIC SIGNALS SYSTEM	EA	\$ 575,000.00	1.00	\$ 575,000.00	-	-	-	-	1.00	\$ 575,000.00
910	0010	VIDEO INSPECTION - UNDERGROUND PIPE	EA	\$ 30,000.00	-	-	1.00	\$ 30,000.00	-	-	1.00	\$ 30,000.00
910	0480	TRASH RACK	EA	\$ 4,000.00	-	-	3.00	\$ 12,000.00	-	-	3.00	\$ 12,000.00
920	0266	INLET STRUCTURE	EA	\$ 60,000.00	-	-	1.00	\$ 60,000.00	-	-	1.00	\$ 60,000.00
930	9548	CAST IN PLACE RETAINING WALL	EA	\$ 100,000.00	1.00	\$ 100,000.00	-	-	-	-	1.00	\$ 100,000.00
A - CONSTRUCTION COST SUBTOTAL (2024 DOLLARS):					-	\$ 7,126,574.50	-	\$ 3,928,834.00	-	-	-	\$ 11,055,408.50
B - CONTINGENCY (5%)					-	\$ 356,328.73	-	\$ 196,441.70	-	-	-	\$ 552,770.43
(A+B) - CONSTRUCTION SUBTOTAL					-	\$ 7,482,903.23	-	\$ 4,125,275.70	-	-	-	\$ 11,608,178.93
C - CONSTRUCTION TOTAL (ROUNDED) (WITH 5% INFLATION TO 2025 DOLLARS)					-	\$ 7,857,000.00	-	\$ 4,332,000.00	-	-	-	\$ 12,189,000.00
D=(C*.15) - ENGINEERING(15%)					-	\$ -	-	\$ -	-	\$ 1,828,400.00	-	\$ 1,828,400.00
E - RIGHT OF WAY COSTS					-	\$ -	-	\$ -	-	\$ 1,000,000.00	-	\$ 1,000,000.00
F=(C+D+E) - GRAND TOTAL					-	\$ 7,857,000.00	-	\$ 4,332,000.00	-	\$ 2,828,400.00	-	\$ 15,017,400.00
FEDERAL FUNDS (CAPPED AT \$7,790,256):					80.93%	\$ 6,358,670.10	72.00%	\$ 3,119,040.00	-	-	-	\$ 7,790,256.00
CITY FUNDS (INCLUDING PORTION OVER FEDERAL CAP):					19.07%	\$ 1,498,329.90	28.00%	\$ 1,212,960.00	100%	\$ 2,828,400.00	-	\$ 7,227,144.00

Appendix F
Comments From the Draft Documented CATEX

RECONSTRUCTION

Project No.

PCN

SU-4-989(134)

23860

City of Minot Project No. 4780

16th Street SW
from 14th Avenue SW to 2nd Avenue SW

Minot, ND

Prepared by

CITY OF MINOT, ND

CITY ENGINEER
Lance Meyer, P.E.

Principal Author: Apex Engineering Group
Environmental Reviewer: Kent Leben, NDDOT LGD
January 2024

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I. Public Meeting Summary

A. Project Information

Highway: 16th Street SW

District: Minot

Limits: 14th Avenue SW to 2nd Avenue SW

Associated Project PCN(s) and Description(s): None

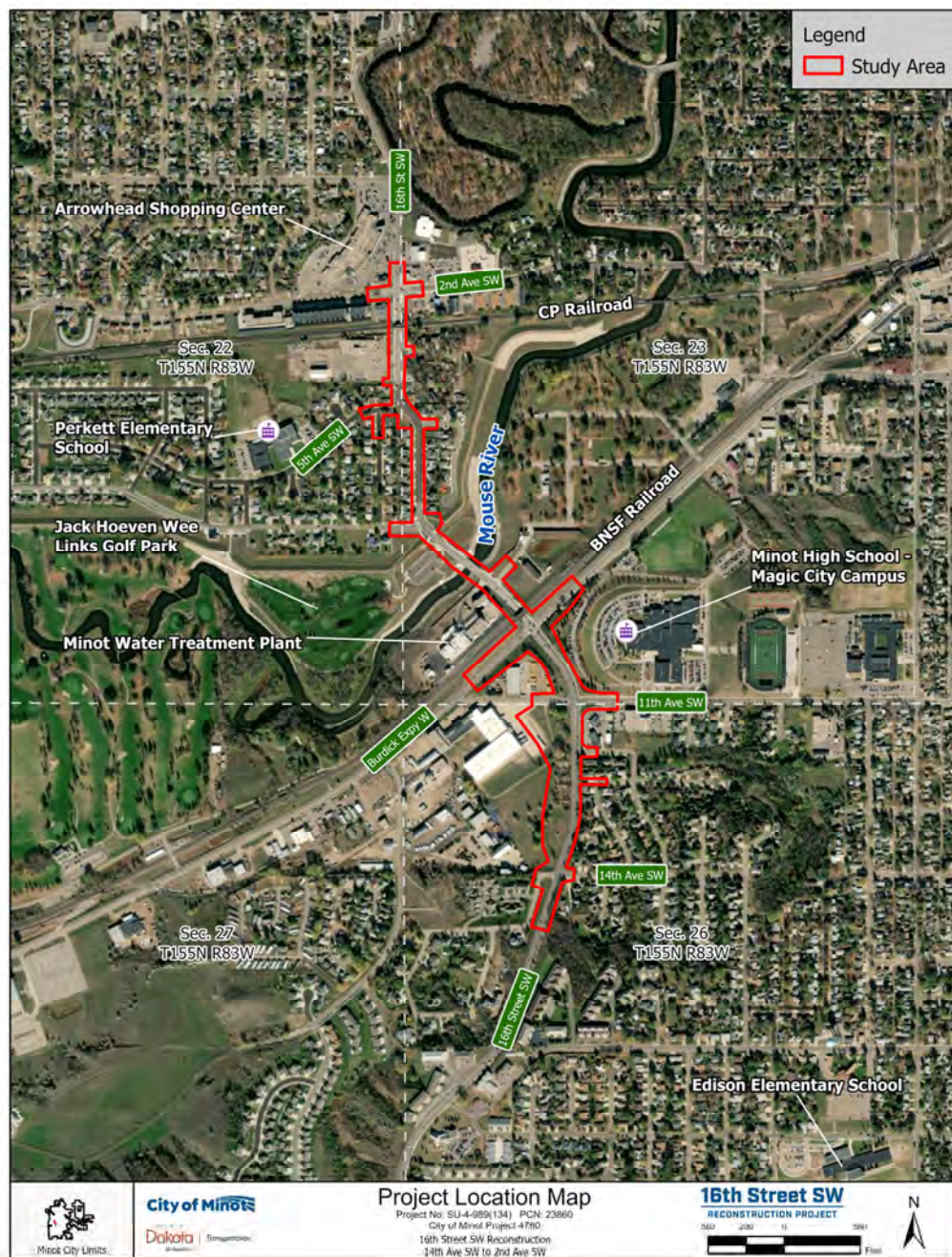


Figure 1 – Project Location Map

16th Street SW Reconstruction
Project No. SU-4-989(134)
City of Minot Project No. 4780
January 2024

Page 1
PCN 23860

Public Involvement Report

B. Meeting Details

City, State: Minot, North Dakota
Facility: Perkett Elementary School, 2000 5th Avenue SW, Minot, ND
Date and Time: November 30, 2023; 6:00-8:00 pm
Meeting Format Used: Open house with formal presentation

The public input meeting was held to inform the public of proposed improvements to 16th Street SW from 14th Avenue SW to 2nd Avenue SW in Minot.

A legal advertisement was placed in the Minot Daily News on November 13, 2023. The public comment period for the meeting ran from the date of posting (November 13) through December 15, 2023. Meeting details, including the presentation, were added to the City of Minot Facebook page and project website www.minotroads.com. Emails regarding the project were sent to advocacy group contacts maintained by the NDDOT as part of the Solicitation of Views process. Additionally, a postcard was mailed to addresses surrounding the project and door flyers were left at residences in the Perkett Elementary neighborhood. Refer to **Appendix A** for Meeting Notifications.

C. Attendees

Number of Attendees: 72

NDDOT representatives from the Minot District and Local Government were present during the meeting. Representatives from the City of Minot were also in attendance. The consultant working on the design and permitting for the project, Apex Engineering Group, hosted the meeting. 62 members of the public attended the meeting. No special interest groups attended. Refer to **Appendix E** for the meeting roster.

D. Comments Received

- Verbal commentors during public input meeting - 11
 - o Comment forms during public input meeting – 4
- Additional commentors outside of public input meeting – 15
- Total comments – 109

Numerous topics were addressed through these comments; topics receiving several similar comments are summarized in the following table. Refer to **Appendix F** for a full listing of comments and responses.

Table 1 – Summary of Comments/Responses

Topic	Comments	Responses
Roundabout (16)	1. A roundabout at 5th Avenue should also be considered. 2. 5th Avenue intersection will not work without a roundabout at 7th Avenue. 3. Roundabout construction should be phased so 5th and 7th Avenues are not closed at the same time. 4. The roundabout at 7th Avenue is necessary/supported. 5. A roundabout at 7th Avenue would be	A roundabout at the 5th Avenue intersection will be further analyzed. The roundabout at 7th Avenue will continue to be carried forward as an option.

	dangerous/do not support a roundabout.	
Bike Lanes (13)	1. Bike lanes would create additional congestion along 16th Street SW. 2. Bike lanes create safety issues. 3. There is not currently a lot of bike usage along 16th Street SW. 4. Bike lanes are not necessary.	Comments noted.
Road Diet (12)	1. Not in favor of the lane reductions. 2. Vehicles are forced to the inside lanes, causing additional congestion and backups at the intersections. 3. With a growing population and traffic, lanes on roads should not be reduced.	Comments noted.
Traffic Study (12)	1. The traffic study might not have included increased traffic due to the new Trinity Hospital or have been done at the right time of the year to account for traffic from Minot State University. 2. Traffic will increase when Minot North High School moves to four grades. 3. Perkett Elementary School enrollment increased in fall 2023; those numbers were not included in the traffic study. 4. Increases in population at the Air Force Base will increase traffic on the roads in Minot.	Minot State University was still in session when we collected our traffic counts in early May 2023. We contacted Minot Public Schools to verify the actual numbers. Enrollment at Perkett increased by 37 students (10.4%) from Fall 2022 (357 students) to Fall 2023 (394 students).
Construction (10)	1. Phase construction so that 5th Avenue and 7th Avenue intersections are not closed at the same time. 2. Long construction times will add cost to the project. 3. Access into the Perkett neighborhood during construction will be challenging/could cause emergency access problems. 4. Concerns regarding school traffic congestion while construction is occurring.	Construction phasing is preliminary; additional consideration will occur as design progresses. The 7 th Avenue intersection would only be closed if a roundabout option was selected. Consideration will be given to only closing one of the 5 th Avenue and 7 th Avenue intersections at a time.
Signals (6)	1. Dedicated turn light at 2nd Avenue intersection is needed. 2. A protected left turn signal at Burdick is needed.	Signal timing will be incorporated into project design.
Intersection Options (5)	1. Need to keep both left and right turn options at 5th Avenue open. 2. Can a turn lane be created at 5th Avenue?	Comments noted.
US 83 Bypass/5 th Avenue intersection (5)	1. During construction, a lot of traffic will get pushed to the US 83 Bypass. 2. Visibility onto the Bypass from 5th Avenue is poor. 3. Something should be done to increase visibility and safety at the 5th	Comments noted.

	Avenue intersection with US 83 Bypass.	
--	--	--

(#) Number in parentheses indicates number of comments received for that topic.

E. Public Concerns

Numerous concerns were raised about the exclusion of a roundabout option at the 5th Avenue intersection. As a result, the City of Minot has decided to further study a roundabout at this location. Additionally, concerns were raised about the inclusion of bike lanes along 16th Street SW. Several comments were also received not in favor of the road diet along 16th Street SW.

Concerns were also raised about additional traffic having to use the 5th Avenue intersection with the US 83 Bypass, which several commenters noted that they felt was unsafe with poor visibility.

APPENDICES

Appendix A

Notifications

Minot Daily News

www.MinotDailyNews.com

AFFIDAVIT OF PUBLICATION

STATE OF NORTH DAKOTA

SS.

County of Ward

Sarah Burhans of said County and State, being first duly sworn, on oath says: That the **MINOT DAILY NEWS** is a weekly newspaper of general circulation, printed and published in the City of Minot, in said County and State. That the **MINOT DAILY NEWS** now is and during all times in the foregoing affidavit mentioned has been a newspaper qualified to do legal printing, in accordance with the Statutes of the State of North Dakota, and that I am Clerk of the **MINOT DAILY NEWS** and during all such time covering the publication of this notice have occupied such position on said newspaper, and have personal knowledge of all the facts stated in this affidavit; and that the advertisement headed

PUBLIC INPUT MEETING

a printed copy of which is hereunto attached was printed and published in said newspaper 1 times to-wit:

Nov. 13, 2023

Sarah Burhans, Clerk.

Subscribed and sworn to before me this

13th day of November, A.D. 2023

Shannon Grater
Notary Public, Ward Co, N.D.

PUBLICATION FEES:

\$ 82.16

SHANNON GRATER
Notary Public
State of North Dakota
My Commission Expires Nov. 9, 2026

PUBLIC INPUT MEETING

WHY?

To discuss proposed improvements to 16th Street SW from 14th Avenue SW to 2nd Avenue SW in Minot. The project consists of reconstruction, new curb, gutter, and sidewalk, possible realignment/reconfiguration of the 5th Avenue SW intersection, shared-use path construction, new storm sewer, sanitary sewer, and watermain, proposed retention pond, traffic signal replacements at the 11th Avenue SW and 2nd Avenue SW intersections, and new lighting throughout the corridor.

WHEN?

November 30, 2023
Formal Presentation 6:15 p.m.
Central Time
Open House: 6:00 p.m. to 8:00 p.m.
A virtual (pre-recorded) presentation and other materials are available on the City of Minot website at www.minotroads.com
Event date: November 30, 2023

WHERE?

Perkett Elementary School
2000 5th Avenue SW
Minot, ND 58701

OPEN HOUSE CONDUCTED BY

The City of Minot and
Apex Engineering Group
This meeting is designed to allow for public input which is required for compliance with the National Environmental Policy Act of 1970 and National Historic Preservation Act of 1966.

Representatives from the City of Minot, and Apex Engineering Group will be on hand to answer your questions and discuss your concerns.

WRITTEN STATEMENTS or comments about this project must be postmarked or emailed by December 15, 2023 to Matt Kinsella, PE; 4733 Amber Valley Pkwy S, Fargo, ND 58104, email: Matt.Kinsella@apexenggroup.com. Note: "Public Input Meeting-PCN 23680" in the letter heading or email subject.

The City of Minot will consider every request for reasonable accommodation to provide:

- an accessible meeting facility or other accommodation for people with disabilities,
- language interpretation for people with limited English proficiency (LEP), and
- translations of written material necessary to access NDDOT programs and information.

Appropriate provisions will be considered when the Department is notified at least 10 days prior to the meeting date or the date the written material translation is needed.

To request accommodations, Lance Meyer, PE, City Engineer, City of Minot at (701) 857-4100 or lance.meyer@minotnd.org. TTY users may use Relay North Dakota at 711 or 1-800-366-6888.

(November 13, 2023)

For more information: Lance Meyer, PE, Minot City Engineer, at (701) 857-4100

Embargo until: November 23, 2023

Public Input Meeting to be held on November 30 to discuss proposed improvements to 16th Street SW in Minot

An in-person meeting will be held from 6:00 p.m. to 8:00 p.m. Central Time on November 30, 2023, at Perkett Elementary School, 2000 5th Avenue SW, Minot, ND. The Public Input Meeting will utilize an open house format with a formal presentation at 6:15 p.m.

A virtual (pre-recorded) presentation and other materials are available on the City of Minot website at www.minotroads.com.

The purpose of the Public Input Meeting is to discuss proposed improvements to 16th Street SW from 14th Avenue SW to 2nd Avenue SW in Minot. The Public Input Meeting will provide opportunity for public input. Representatives from the City of Minot, and Apex Engineering Group will be on hand to answer your questions and discuss your concerns.

If unable to attend the Public Input Meeting, written statements or comments must be postmarked or emailed by December 15, 2023, to Matt Kinsella, 4733 Amber Valley Pkwy S, Fargo, ND 58104, email: Matt.Kinsella@apexenggroup.com with "Public Input Meeting-PCN 23860" in the letter heading or e-mail subject.

The City of Minot will consider every request for reasonable accommodation to provide:

- an accessible meeting facility or other accommodation for people with disabilities,
- language interpretation for people with limited English proficiency (LEP), and
- translations of written material necessary to access NDDOT programs and information.

To request accommodations, Lance Meyer, PE, City Engineer, City of Minot, at (701) 857-4100 or lance.meyer@minotnd.gov. TTY users may use Relay North Dakota at 711 or 1-800-366-6888.

Subject:Public input meeting for proposed improvements in Minot scheduled next week

Sent:11/24/2023 09:35 AM CST

Sent By:pagewatcher@govdelivery.com

Sent To:Subscribers of Public Meetings and Events News Releases

674

Recipients

✓

Email

✓

SMS

✗

Facebook

✗

Twitter

✓

RSS



88%

Delivered

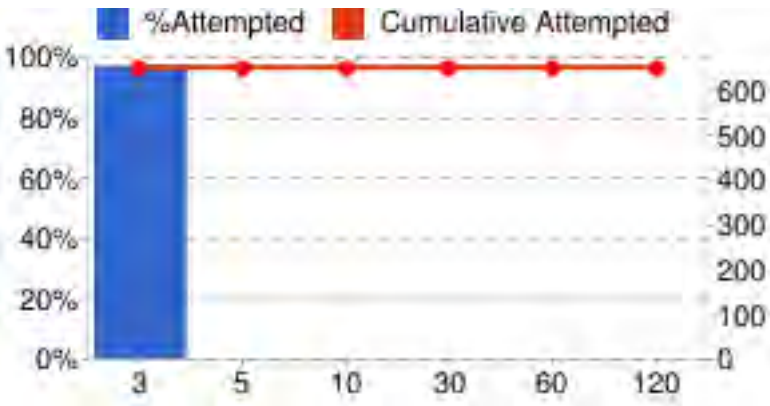
0% Pending

12% Bounced

28% Open Rate

0% Click Rate

Email Delivery Stats



Minutes	Cumulative Attempted
3	97%
5	97%
10	97%
30	97%
60	97%
120	97%

Delivery Metrics - Details

674 Total Sent

590 (88%) Delivered

0 (0%) Pending

84 (12%) Bounced

0 (0%) Unsubscribed

Bulletin Analytics

137 Total Opens

96 (28%) Unique Opens

4 Total Clicks

1 (0%) Unique Clicks

17 # of Links

Delivery and performance

These figures represent all data since the bulletin was first sent to present time.

	Progress	% Delivered	Recipients	# Delivered	Opened Unique	Bounced/Failed	Unsubscribes
Email Bulletin	Delivered	93.9%	311	292	86 / 29.5%	19	0
Digest	n/a	n/a	56	56	10 / 17.9%	0	0
SMS Message	Delivered	78.8%	307	242	n/a	65	n/a

Link URL

Unique Clicks

Total Clicks

http://www.minotroads.com	1	4
https://subscriberhelp.govdelivery.com/	0	0
https://www.dot.nd.gov/dotnet/news/public	0	0
https://www.instagram.com/northdakotadot/	0	0
https://subscriberhelp.granicus.com/	0	0
https://content.govdelivery.com/accounts/NDDOT/bulletins/3...	0	0
https://www.dot.nd.gov/dotnet/news/public/view/9599	0	0
https://public.govdelivery.com/accounts/NDDOT/subscriber/o...	0	0
https://www.dot.nd.gov/	0	0
https://www.linkedin.com/company/north-dakota-department...	0	0
https://www.dot.nd.gov/public/contacts.htm	0	0
http://public.govdelivery.com/accounts/NDDOT/subscribers/n...	0	0
https://www.flickr.com/photos/nddot/albums	0	0
https://www.facebook.com/nddot	0	0
https://www.youtube.com/user/NDDOTOnline	0	0
https://twitter.com/NorthDakotaDOT	0	0
https://public.govdelivery.com/accounts/NDDOT/subscriber/e...	0	0

From: [Marohl, Sengaroun](#)
To: [Matt Kinsella](#)
Subject: FW: SOV Master List and Letters: SU-4-989(129) PCN 23860 Minot 16th St SW
Date: Thursday, June 29, 2023 1:53:42 PM
Attachments: [Letter 8 - Advocacy Group_PCN 23860.pdf](#)

Matt,
Please include this email in the DCE.

Seng Marohl
Urban Roads Program
NDDOT - Local Government Division
608 E. Boulevard Ave.
Bismarck, ND 58505-0700
ph 701-328-4449
fax 701-328-0310
smarohl@nd.gov

From: Susie, Sara B. <ssusie@nd.gov>
Sent: Thursday, June 29, 2023 1:26 PM
To: allan.peterson@ndsu.edu; btelin@lssnd.org; cgherman@srt.com;
Cheryl.ekblad@sendit.nodak.edu; dacotah@btinet.net; dhsds@nd.gov; freedom@freedomrc.org;
gheglan@i29.net; -Info-DHS Senior Information Line <carechoice@nd.gov>; -Info-DHS North
Central Human Service Center <dhsnchsc@nd.gov>; j.kraft@sendit.nodak.edu; Hough, Jill
<jill.hough@ndus.edu>; lssndadmin@legalassist.org; lwurtz@aarp.org; Mack, Pamela
<pmack@nd.gov>; marlin.newman@minotnd.org; mcoapsc@srt.com; minot@ndad.org;
Minotrsvp@srt.com; Moench, Jim <jimmoench@nddac.org>; mrasmussen@nd.gov;
ndcpd@minotstateu.edu; Alvarez, Andrea D. <adalvarez@nd.gov>; Roy, Crystal M. <croy@nd.gov>;
Darrell Francis <sbtransit@srt.com>; slarocqu@tm.edu; smilovanovic@lssnd.org;
trisms@gondtc.com; Lisa Bartlett <wandm@restel.net>; westndfgp@btinet.net;
willy@capminotregion.org; Yung, Peter P. <pyung@nd.gov>
Cc: Marohl, Sengaroun <smarohl@nd.gov>
Subject: SOV Master List and Letters: SU-4-989(129) PCN 23860 Minot 16th St SW

Please see attached letter.

Thank you.

Sara Susie
NDDOT Administrative Assistant
Local Government/Planning & Asset Management/Programming/State Fleet
ssusie@nd.gov
(701) 328-2540

June 29, 2023

Advocacy Group Contact

PROJECT NO. SU-4-989(129), PCN 23860
City of Minot Project 4780
16TH STREET SW RECONSTRUCTION
WARD COUNTY

The City of Minot, in cooperation with the North Dakota Department of Transportation and Federal Highway Administration, is proposing a roadway improvement on 16th Street SW from 14th Avenue SW to 2nd Avenue SW in Minot, ND. Please refer to the enclosed Project Location Map.

The project consists of the following:

- Reconstruction and possible roadway widening between 14th Ave SW and Burdick Expy.
- Reconstruction and concrete pavement repair within existing curblines between Burdick Expy and 2nd Ave SW.
- Possible realignment/reconfiguration of the 5th Ave SW intersection.
- New curb, gutter, and sidewalk.
- Shared-use path construction between 14th Ave SW and Burdick Expy.
- New storm sewer, sanitary sewer, and watermain throughout the corridor.
- Proposed retention pond at the SW corner of the 11th Ave SW intersection.
- Traffic signal replacements at the 11th Ave SW and 2nd Ave SW intersections.
- New lighting throughout the corridor.
- Traffic is expected to be detoured during construction.

This project is expected to be constructed during the 2025 construction season.

The project may require permanent and/or temporary right-of-way. The right-of-way required will be in linear strips parallel to the project area.

The purpose of this letter is to provide advanced notice of upcoming highway projects so you have sufficient time to share the information with your constituents and represent their interests. To ensure that all social, economic, and environmental effects are considered in the development of this project, we are soliciting your views and comments on the proposed project. We would appreciate being made aware of any social impacts we should consider for this proposed project.

Greater advanced notice will also encourage more participation of advocates and their constituents at upcoming Public Meetings. A Public Meeting for this project is tentatively scheduled for Fall 2023.

A follow up notice of the exact date, time, and location of the Public Meeting will be forwarded to you approximately 2 weeks prior to the Public Meeting. Additionally, Public Meetings are also advertised in local newspapers, press releases sent to local media, and new releases posted on the NDDOT website.

Any information or comments relating to social or other matters that might help us in our studies would be appreciated.

It is requested that any comments or information be forwarded to our office on or before July 31, 2023. If no reply is received by this date, it will be assumed that you have no comment on this project at this time.

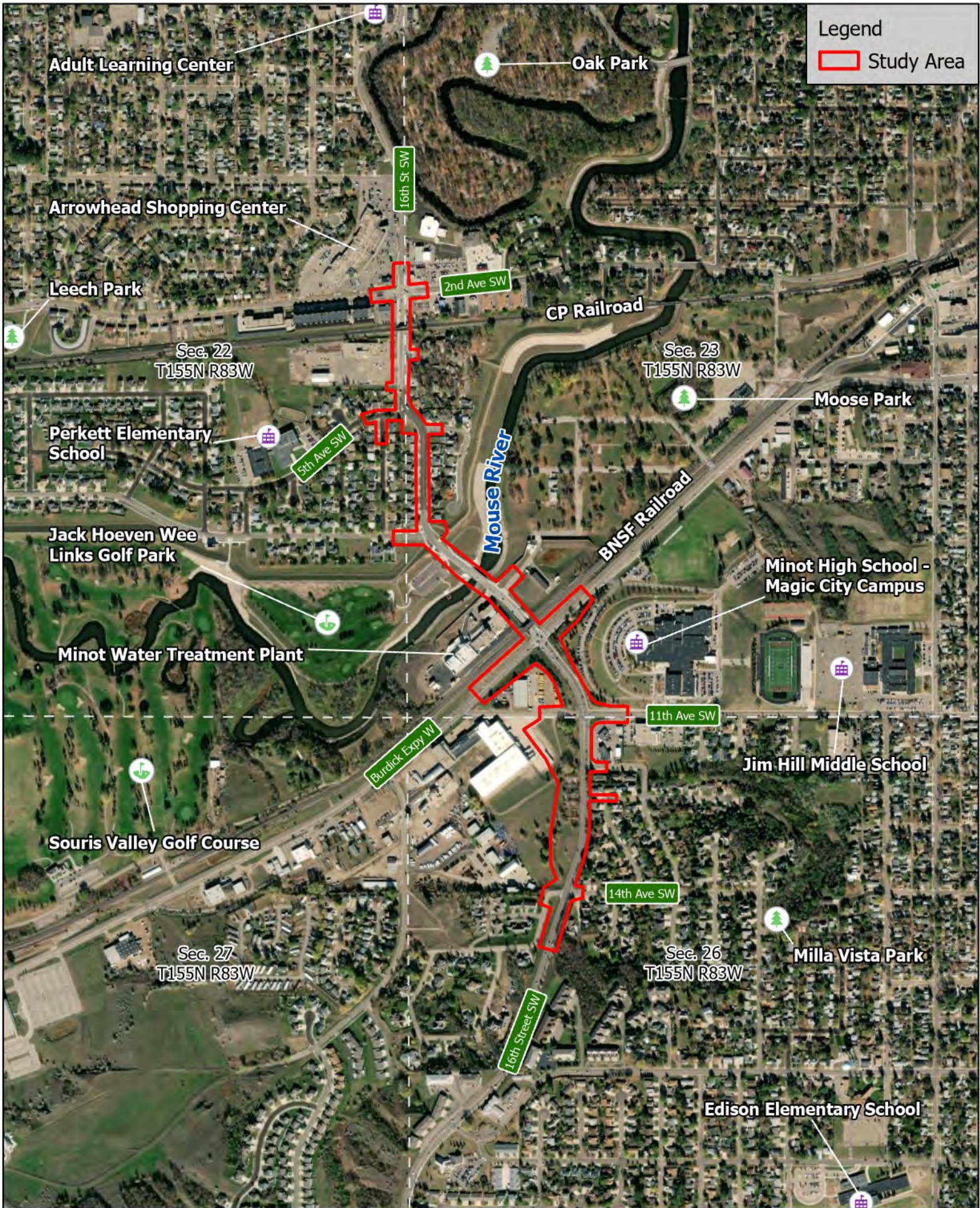
If further information is desired regarding the proposed roadway improvement, please contact Matt Kinsella at Matt.Kinsella@apexenggroup.com or (701) 373-7987 in Fargo, ND.

A handwritten signature in blue ink that reads "Matthew T. Kinsella". The signature is written in a cursive, flowing style.

MATTHEW T. KINSELLA, PE

MK/nb

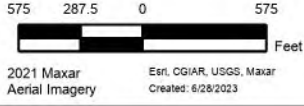
Attachment: Project Location Map



Legend
Study Area



Project Location Map
Project No: SU-4-989(129) PCN: 23860
City of Minot Project 4780
16th Street SW Reconstruction
14th Ave SW to 2nd Ave SW



2021 Maxar Aerial Imagery
Esri, CGIAR, USGS, Maxar
Created: 6/28/2023

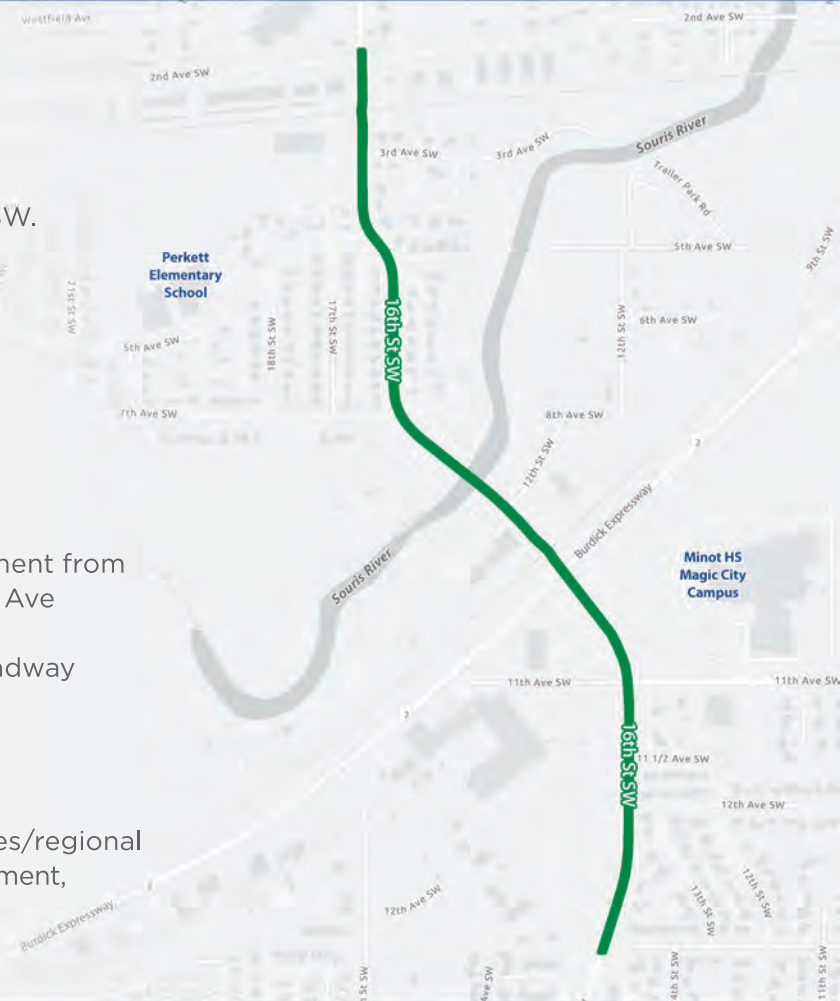
16th Street SW

RECONSTRUCTION PROJECT

PROJECT OVERVIEW

The City of Minot has planned improvements to 16th Street SW from 14th Avenue SW to 2nd Avenue SW. This project is needed to:

- Replace the asphalt pavement with new concrete pavement from 14th Ave to Burdick Expwy, and from 7th Ave to 5th Ave
- Reconstruct the Burdick Expwy intersection with new concrete pavement
- Perform spot repairs on the existing concrete pavement from Burdick Expwy to 7th Ave, and from 5th Ave to 2nd Ave
- Evaluate options to improve lane configurations, roadway geometry, and corridor traffic operations
- Upgrade pedestrian and bicycle facilities
- Other improvements including storm sewer upgrades/regional retention pond, sanitary sewer and watermain replacement, traffic signal replacements, and new lighting



PUBLIC INPUT MEETING

November 30th, 2023 | 6:00 PM – 8:00 PM
Formal Presentation at 6:15 PM

Perket Elementary Gymnasium
2000 5th Ave SW, Minot ND 58701

Please join us for a Public Input Meeting regarding the 16th St SW Reconstruction Project. This meeting is an open house format with a formal presentation at 6:15 PM so all individuals can speak directly to the City of Minot and Apex Engineering staff on the items that are of interest regarding the 16th St SW Reconstruction Project.

CONTACTS

Lance Meyer, PE
City of Minot Engineering - City Engineer
Ph: (701) 857-4100
Email: lance.meyer@minotnd.gov

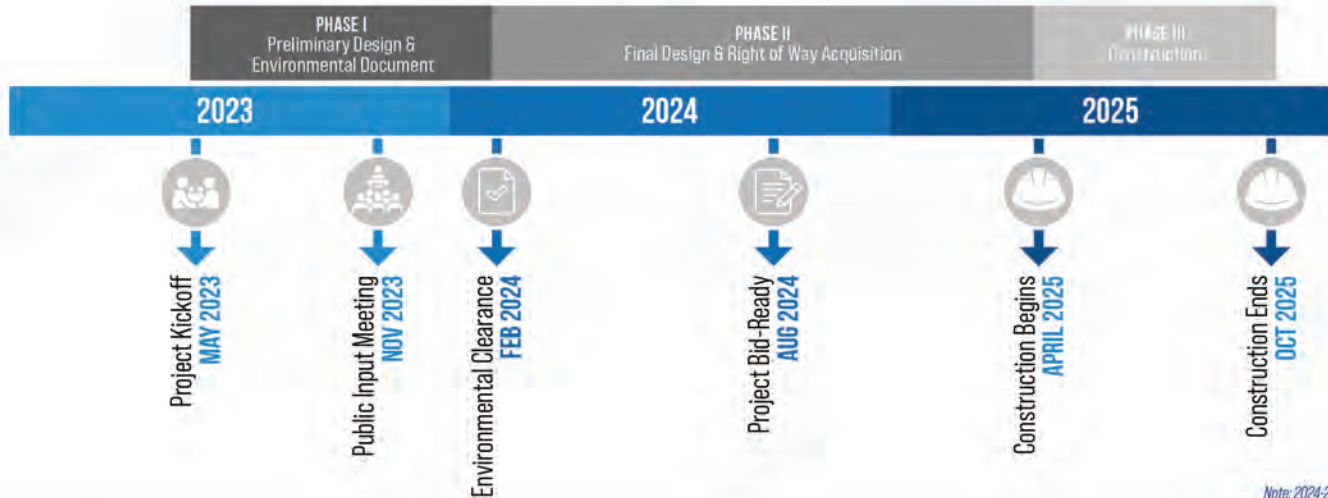
Matt Kinsella, PE
Apex Engineering Group - Vice President
Ph: (701) 373.7987
Email: matt.kinsella@apexenggroup.com

Kelly Nissen
Public Information Coordinator
Ph: (701) 222.8721
Email: knissen@odney.com

16th Street SW

RECONSTRUCTION PROJECT

Tentative Project Timeline



Note: 2024-2025 dates are tentative and subject to change.

QUESTIONS AND ANSWERS

When will this project be constructed?

Tentatively scheduled to start in Spring 2025 and end in Fall 2025.

Will 16th Street SW remain open to traffic during construction?

Yes and no, depending on the corridor segment:

- South of Burdick Expwy – 16th St is expected to be closed with traffic detoured. Temporary access will be provided for the residential neighborhoods west and east of 16th St SW.
- Burdick Expwy – Traffic will be maintained through the work zone. Intermittent closures of the entire intersection may be required.
- North of Burdick Expwy – the segment from 7th Ave to 5th Ave is expected to be closed with traffic detoured. Residents with direct access to 16th St will need to temporarily park on side streets. The 16th St bridge over the Mouse River will remain open to traffic as much as possible, depending on the intersection option selected at 7th Ave.

Will you need additional right of way/easements from my property?

Yes. It is likely that we will need additional narrow strips of right of way (ROW) and/or easements from

several properties on the 16th Street SW corridor. Preliminary locations of ROW needs are shown on the project maps available at this meeting and on the project website. We will work with landowners to finalize these ROW needs during the final design process in 2024.

How will this project be funded?

The preliminary construction cost estimate is \$14.6 Million. Funding will be a combination of:

- Federal highway funds from the state Urban Roads Program (capped at approximately \$7.8M)
- Hub City Oil and Gas Funds
- Water and Sewer Reserves

How can I stay up to date during project development and construction?

Project updates will be posted to the following locations:

- www.minotroads.com
- www.facebook.com/cityofminot

You can also receive email updates by signing up for the newsletter hosted through the Minot Roads website (visit URL above or scan this QR code).



16th Street SW

RECONSTRUCTION PROJECT

PUBLIC INPUT MEETING

NOVEMBER 30TH, 2023

6:00PM-8:00PM CST

Formal Presentation at 6:15 PM

Perkett Elementary Gymnasium
2000 5th Ave SW, Minot, ND 58701



City of Minot

Apex
Engineering Group

We want to get your input on planned improvements to 16th Street SW from 14th Avenue SW to 2nd Avenue SW.

The project consists of:

- **Reconstruction and lane configuration changes**
- **Possible reconfiguration of the 5th Ave SW and 7th Ave SW intersections**
- **Shared-use path construction**
- **A proposed retention pond**

A virtual (pre-recorded) presentation and other materials are available on the City of Minot website at www.minotroads.com



4733 Amber Valley Pkwy S
Fargo, ND 58104



Public Input Meeting - 16th St SW Reconstruction Project
Thursday, November 30, 2023, at 6:00 PM
Perkett Elementary Gymnasium (2000 5th Ave SW)
Any person needing special accommodation for the meeting is requested to notify the City
Clerk's office at 857-4752.

A quorum of the City Council is planning to attend the Public Input Meeting on the 16th St SW
Reconstruction Project.

1. FORMAL PRESENTATION AND PUBLIC INPUT

**There will be a formal presentation at 6:15 pm and public input on the 16th
St SW Reconstruction Project.**

Appendix B

Handouts



A Citizen's Guide to Understanding Stormwater



EPA 833-B-03-002
January 2003
United States Environmental Protection Agency



After the Storm

For more information contact:

NIDDOT

www.state.nd.us/dot/dotdoing.html

or visit
www.epa.gov/npdes/stormwater
www.epa.gov/nps



What is stormwater runoff?



Stormwater runoff occurs when precipitation from rain or snowmelt flows over the ground. Impervious surfaces like driveways, sidewalks, and streets prevent stormwater from naturally soaking into the ground.

Why is stormwater runoff a problem?



Stormwater can pick up debris, chemicals, dirt, and other pollutants and flow into a storm sewer system or directly to a lake, stream, river, wetland, or coastal water. Anything that enters a storm sewer system is discharged untreated into the waterbodies we use for swimming, fishing, and providing drinking water.

The effects of pollution

Polluted stormwater runoff can have many adverse effects on plants, fish, animals, and people.

- ♦ Sediment can cloud the water and make it difficult or impossible for aquatic plants to grow. Sediment also can destroy aquatic habitats.
- ♦ Excess nutrients can cause algae blooms. When algae die, they sink to the bottom and decompose in a process that removes oxygen from the water. Fish and other aquatic organisms can't exist in water with low dissolved oxygen levels.
- ♦ Bacteria and other pathogens can wash into swimming areas and create health hazards, often making beach closures necessary.
- ♦ Debris—plastic bags, six-pack rings, bottles, and cigarette butts—washed into waterbodies can choke, suffocate, or disable aquatic life like ducks, fish, turtles, and birds.
- ♦ Household hazardous wastes like insecticides, pesticides, paint, solvents, used motor oil, and other auto fluids can poison aquatic life. Land animals and people can become sick or die from eating diseased fish and shellfish or ingesting polluted water.
- ♦ Polluted stormwater often affects drinking water sources. This, in turn, can affect human health and increase drinking water treatment costs.



Stormwater Pollution Solutions

Residential



Recycle or properly dispose of household products that contain chemicals, such as insecticides, pesticides, paint, solvents, and used motor oil and other auto fluids. Don't pour them into the ground or into storm drains.

Lawn care

Excess fertilizers and pesticides applied to lawns and gardens wash off and pollute streams. In addition, yard clippings and leaves can wash into storm drains and contribute nutrients and organic matter to streams.

- Don't overwater your lawn. Consider using a soaker hose instead of a sprinkler.
- Use pesticides and fertilizers sparingly. When use is necessary, use these chemicals in the recommended amounts. Use organic mulch or safer pest control methods whenever possible.
- Compost or mulch yard waste. Don't leave it in the street or sweep it into storm drains or streams.
- Cover piles of dirt or mulch being used in landscaping projects.



Septic systems

Leaking and poorly maintained septic systems release nutrients and pathogens (bacteria and viruses) that can be picked up by stormwater and discharged into nearby waterbodies. Pathogens can cause public health problems and environmental concerns.

- Inspect your system every 3 years and pump your tank as necessary (every 3 to 5 years).
- Don't dispose of household hazardous waste in sinks or toilets.



Auto care

Washing your car and degreasing auto parts at home can send detergents and other contaminants through the storm sewer system. Dumping automotive fluids into storm drains has the same result as dumping the materials directly into a water body.

- Use a commercial car wash that treats or recycles its wastewater, or wash your car on your yard so the water infiltrates into the ground.
- Repair leaks and dispose of used auto fluids and batteries at designated drop-off or recycling locations.



Education is essential to changing people's behavior. Signs and markers near storm drains warn residents that pollutants entering the drains will be carried untreated into a local waterbody.

Residential landscaping

Permeable Pavement—Traditional concrete and asphalt don't allow water to soak into the ground. Instead these surfaces rely on storm drains to divert unwanted water. Permeable pavement systems allow rain and snowmelt to soak through, decreasing stormwater runoff.

Rain Barrel—You can collect rainwater from rooftops in mosquito-proof containers. The water can be used later on lawn or garden areas.

Rain Gardens and Grassy Swales—Specially designed areas planted with native plants can provide natural places for rainwater to collect and soak into the ground. Rain from rooftop areas or paved areas can be diverted into these areas rather than into storm drains.



Vegetated Filter Strips—Filter strips are areas of native grass or plants created along roadways or streams. They trap the pollutants stormwater picks up as it flows across driveways and streets.



Commercial

Dirt, oil, and debris that collect in parking lots and paved areas can be washed into the storm sewer system and eventually enter local waterbodies.

- Sweep up litter and debris from sidewalks, driveways and parking lots, especially around storm drains.
- Cover grease storage and dumpsters and keep them clean to avoid leaks.
- Report any chemical spill to the local hazardous waste cleanup team. They'll know the best way to keep spills from harming the environment.

Erosion controls that aren't maintained can cause excessive amounts of sediment and debris to be carried into the stormwater system. Construction vehicles can leak fuel, oil, and other harmful fluids that can be picked up by stormwater and deposited into local waterbodies.

- Divert stormwater away from disturbed or exposed areas of the construction site.
- Install silt fences, vehicle mud removal areas, vegetative cover, and other sediment and erosion controls and properly maintain them, especially after rainstorms.
- Prevent soil erosion by minimizing disturbed areas during construction projects, and seed and mulch bare areas as soon as possible.



Construction

Agriculture



Lack of vegetation on streambanks can lead to erosion. Overgrazed pastures can also contribute excessive amounts of sediment to local waterbodies. Excess fertilizers and pesticides can poison aquatic animals and lead to destructive algae blooms. Livestock in streams can contaminate waterways with bacteria, making them unsafe for human contact.



- Keep livestock away from streambanks and provide them a water source away from waterbodies.
- Store and apply manure away from waterbodies and in accordance with a nutrient management plan.
- Vegetate riparian areas along waterways.
- Rotate animal grazing to prevent soil erosion in fields.
- Apply fertilizers and pesticides according to label instructions to save money and minimize pollution.



Forestry

Improperly managed logging operations can result in erosion and sedimentation.

- Conduct preharvest planning to prevent erosion and lower costs.
- Use logging methods and equipment that minimize soil disturbance.
- Plan and design skid trails, yard areas, and truck access roads to minimize stream crossings and avoid disturbing the forest floor.
- Construct stream crossings so that they minimize erosion and physical changes to streams.
- Expedite revegetation of cleared areas.

Automotive Facilities



Uncovered fueling stations allow spills to be washed into storm drains. Cars waiting to be repaired can leak fuel, oil, and other harmful fluids that can be picked up by stormwater.

- Clean up spills immediately and properly dispose of cleanup materials.
- Provide cover over fueling stations and design or retrofit facilities for spill containment.
- Properly maintain fleet vehicles to prevent oil, gas, and other discharges from being washed into local waterbodies.
- Install and maintain oil/water separators.

Information for Highway and Street Projects



For distribution by the
North Dakota
Department of Transportation
and political subdivisions of
North Dakota.



Prepared by
NORTH DAKOTA
DEPARTMENT OF TRANSPORTATION
Bismarck, North Dakota
dot.nd.gov
January 2016

ETD10116

Steps in Highway Planning, Design, and Construction

TRAFFIC SURVEYS

Traffic surveys are studies of the traffic flow from which engineers can determine the numbers and types of vehicles using a specific length of highway on any given day or hour.

Surveys are taken by means of mechanical counters and personal interviews. This information, along with maintenance cost records and safety issues, is the basis for determining the need for a new or improved highway or street.

PROGRAMMING

After highway or street improvement needs are established, they are presented to planning engineers and are included in a long-range highway or street program. Each proposed improvement is then considered, along with other improvements, and is given a priority and placed in the program.

PRELIMINARY ENGINEERING

Preliminary engineering covers all studies and surveys necessary to plan and design a highway or street.

The location engineer, through the use of aerial photographs and on-site inspection, studies the terrain in the area, selects the most feasible routes, and presents them to engineers in other specialized fields for study. The engineer prepares a cost estimate and analyzes the advantages and disadvantages of each route.

The final route is selected after public meetings/hearings. Surveys are then completed including laying out a centerline and measuring elevation and drainage. The exact location of all buildings, fences, power poles, dams, wells, corrals, and other improvements is also documented.

1

PUBLIC MEETINGS/HEARINGS

Public meetings/hearings provide the public an early opportunity to comment on projects. Public meetings/hearings are held in the locale of most projects. Notices of scheduled meetings/hearings are published in local newspapers and press releases are sent to media.

All available facts are gathered and presented at these meetings/hearings. The public is invited to present their views. Everyone is urged to attend and will be given the opportunity to comment and ask questions concerning the proposed route. You may be able to provide useful information that the North Dakota Department of Transportation (NDDOT) or the political subdivision can use as it makes a final decision on the proposed project.

FINAL DESIGN

Final design of the project begins as soon as the exact project location is decided.

Design plans will describe in detail how the highway or street will be built. This includes grades, drainage, slopes, and other details, as well as the limits of the necessary right of way which must be acquired for construction.

VALUATIONS

Highway or street construction projects will, at times, require additional right of way from adjoining properties. Depending upon a project's specific design requirements, private property may have to be acquired partially or in total, either permanently (i.e. in fee, or by easement), temporarily (e.g. temporary construction easement), or a combination thereof.

Before right of way is acquired, NDDOT will first establish and submit to the property owner a written offer of the amount believed to be just compensation. Depending upon the complexity of the acquisition, this offer will either be based upon a Waiver Valuation or an approved appraisal. Both methods employ

2

the Sales Comparison Approach, one of the most common methods of property valuation. Regardless of the method used, the same basic valuation principles used nationwide are employed by NDDOT to ensure that the property's market value estimate is developed objectively and impartially. This provides the best assurance that NDDOT's offer will be fair and reasonable to both the property owner and the general public.

If NDDOT or the acquiring local public agency believes the acquisition of the property is uncomplicated, and a review of available data supports a fair market value that is \$10,000 or less, a Waiver Valuation will be prepared as the basis for the agency's offer.

An appraisal will be prepared when the acquisition is complex or otherwise does not meet Waiver Valuation criteria. The appraiser will offer you, the property owner, the right to be present during the inspection of the property. If you are unable or don't wish to be present during the inspection, you may appoint a representative to be present in your place. It is to your benefit to accompany the appraiser on the inspection, as it is an opportunity to point out any features of the property that you believe may be relevant to its valuation. A thorough appraisal provides the best assurance of a satisfactory settlement.

The appraiser will personally inspect the property and will review the details of the proposed acquisition with you or your representative. If only part of the property is to be acquired, the appraiser will also explain how the acquisition will affect the remaining property. The appraiser will consider all information pertinent to the value of your property, including (but not limited to) recent sales of comparable property, construction costs, rental values, etc.

When only part of the property is acquired, the appraiser will evaluate the effects of the acquisition on the property remaining, taking into consideration any damages that accrue from the acquisition, such as a separation of the remaining property into two

or more parcels; the cost of moving or constructing new fences; or restrictions on access to and from the highway or street. Special benefits, which result in an increase in the value of the remaining property, are also considered.

After completing the investigation, the appraiser prepares a written report describing in detail the basis for the appraisal. The completed appraisal report is then submitted to NDDOT for critical review. As part of the review process, the Review Appraiser may view your property and recommend additions or corrections to the original appraisal. The review will consider whether the work provides a credible basis for the appraiser's opinion, while meeting minimum standards of professional appraisal practice. Only after a thorough review concludes that the work meets these criteria will the appraisal be approved as a basis for the Agency's offer. Should the review conclude that the work is not acceptable, a new appraisal will be obtained and the review process will begin anew. The appraisal and review processes are a system of "checks-and-balances," designed to ensure an objective, impartial, and credible valuation.

If, for some reason, you do not wish to have your property appraised, another option is available. Property owners may waive the right to an appraisal, choosing instead to donate all or part of the property interest needed for the project. Donations are a common practice when the acquisition is small in size and the value is minimal.

NEGOTIATION

All real estate transactions are the result of discussions between two parties. These discussions are called negotiations and are essential in reaching an agreement satisfactory to both parties.

An acquisition agent, representing NDDOT or the political subdivision, will meet with you to give you a firm offer, in writing, for the necessary right of way. The agent's primary duty is to advise and assist you in every possible way as to the process of selling

your property to NDDOT or the political subdivision. It is the agent's obligation to be knowledgeable about the highway or street system and real estate transactions. The agent:

- Can answer many of the questions you may ask about the effect of the proposed improvement on your property.
- Can answer most questions about mortgages, liens, taxes, legal documents, and many other topics.
- Will have all the necessary documents, and will be willing to explain them to you.
- Can help you arrange a release of a mortgage or lien if necessary.
- Must inform you of your rights in eminent domain and, when applicable, your reimbursement rights for moving personal property as well as your possible eligibility for the Relocation Assistance Program.
- A voucher copy of the transaction will be provided when you receive payment.

NDDOT and the political subdivision recognize that some property owners do not care to sell, and at times there will be some inconvenience connected with the sale. It is intended, however, that when negotiations are complete, you can say that you have been treated courteously and fairly.

ALTERNATIVE TO SETTLEMENT

When, for some reason, the necessary right of way cannot be acquired by a negotiated settlement, the representatives of NDDOT or the political subdivision have the right to take the needed right of way through the laws of eminent domain. These are laws under which NDDOT and nearly all political subdivisions, as well as certain utility companies, have the right to take private property for the benefit of the public. These laws also protect the rights of the

property owner by requiring that fair market value be paid for all property acquired.

This action, more commonly known as "condemnation," is undertaken in North Dakota in accordance with pertinent statutes under Article 1, Section 16 of the North Dakota Constitution. It is used only when necessary.

When condemnation becomes necessary, NDDOT or the political subdivision places a monetary deposit with the clerk of court of your county. This deposit must be a reasonable offer for the damages incurred. NDDOT and the political subdivision reserve the right to immediate possession of the condemned property, depending on their specific circumstances, bylaws, etc.

The property owner is notified by the clerk of court of the action and the amount deposited. At this point, the property owners may either accept the offer, withdraw the total amount deposited or file an appeal with the district court for determination of damages. This appeal must be filed within 30 days of receiving the notice from the clerk of court. Property owners who withdraw the deposited payment may appeal, as may others with an interest in the property.

Although it is not legally required as part of eminent domain proceedings, NDDOT or the political subdivision also sends a notice to each party having an interest in the property. This informs the property owner of the action and advises that when condemnation is undertaken; all improvements including building fences, dams, wells, etc., on the condemned right of way become the property of the state, county or city. The improvements cannot be removed without written approval from NDDOT or the political subdivision.

RELOCATION ASSISTANCE

Under state and federal laws, all persons who are required to move or relocate their family or business as a result of the taking of right of way for highway

or street purposes are entitled to certain rights and compensations. These are explained in detail in another brochure given to all persons forced to relocate. In most cases, an agent from NDDOT will help with the relocation assistance process.

CONTRACTS LET (BID)

Nearly all construction projects are let to competitive bids. Public bid lettings, at which contractors are invited to offer bids, are held periodically. Results of these bids are then considered and contracts are awarded to the lowest bidder capable of handling each project. All right of way must be acquired or condemned before construction contracts are advertised for bids.

FREQUENTLY ASKED QUESTIONS

When can I expect payment?

Generally, payment for right of way can be expected within 30 days following transfer of title. Titles clouded by mortgages, judgements, liens, etc., will probably take somewhat longer.

What about the mortgage on my property?

Representatives from NDDOT and the political subdivision generally make arrangements with mortgagees for release of mortgaged property. Payment for mortgaged property is usually made to the owner and the mortgagee jointly, and arrangements for division of the payment must be worked out between them.

What about my buildings?

Owners of right of way involving buildings are generally given a choice of plans for consideration in negotiated settlements. First, NDDOT or the political subdivision offers to purchase the buildings outright along with the land, in which case the buildings are later sold at public auction or by sealed bids. Second, the property owner may choose to retain the improvements at a predetermined salvage value.

The salvage value will be deducted from the overall purchase price. Third, consideration will be given to payment for the cost of moving the buildings.

NDDOT and the political subdivisions have the responsibility to make sure, in all transactions involving the moving of buildings, that the cost to move the buildings does not exceed the value of the buildings in place. This would be an unwise expenditure of public funds.

How soon will I have to move?

Every effort will be made to give occupants enough time to relocate. Ordinarily at least 90 days from the date of acquisition will be allowed.

Additional comments and answers to relocation questions most often asked are covered in the relocation brochure.

Must I pay income tax on the money received?

The sale of your property for highway or street purposes is considered by the Internal Revenue Service (IRS) as an "involuntary conversion." It is not necessary to pay income tax or capital tax if the money you receive is similarly reinvested within a given time. You should, however, check with the IRS or a local tax consultant for answers to your questions.

Where can I get additional information?

The acquisition agent who contacts you to purchase your property can usually provide any information requested, or will find it and report back to you.

FOR MORE INFORMATION ON:

County and City Projects

Contact the local public agency or municipality in which the project is located.

You may also contact:

- NDDOT, Local Government Division
Office701-328-2540

State Highway Projects

- Project Design Issues, NDDOT, Design Division
Office701-328-2555

State Highway Projects

- Right of Way and Relocation Assistance Issues
NDDOT, ETS Division
Office701-328-2590
Toll-Free:866-785-1596
Fax701-328-0310
TTY711 or 1-800-366-6888

Reasonable Accommodations

- NDDOT, Civil Rights Division
Office701-328-2978
Emailcivilrights@nd.gov
TTY711 or 1-800-366-6888

The NDDOT will consider every request for reasonable accommodation to provide:

- An accessible meeting facility or other accommodation for people with disabilities.
- Language interpretation for people with limited English proficiency (LEP).
- Translations of written material necessary to access NDDOT programs and information

To request accommodations, contact

Civil Rights Division
North Dakota Department of Transportation
701-328-2978 or civilrights@nd.gov
TTY users may use Relay North Dakota at
711 or 1-800-366-6888.

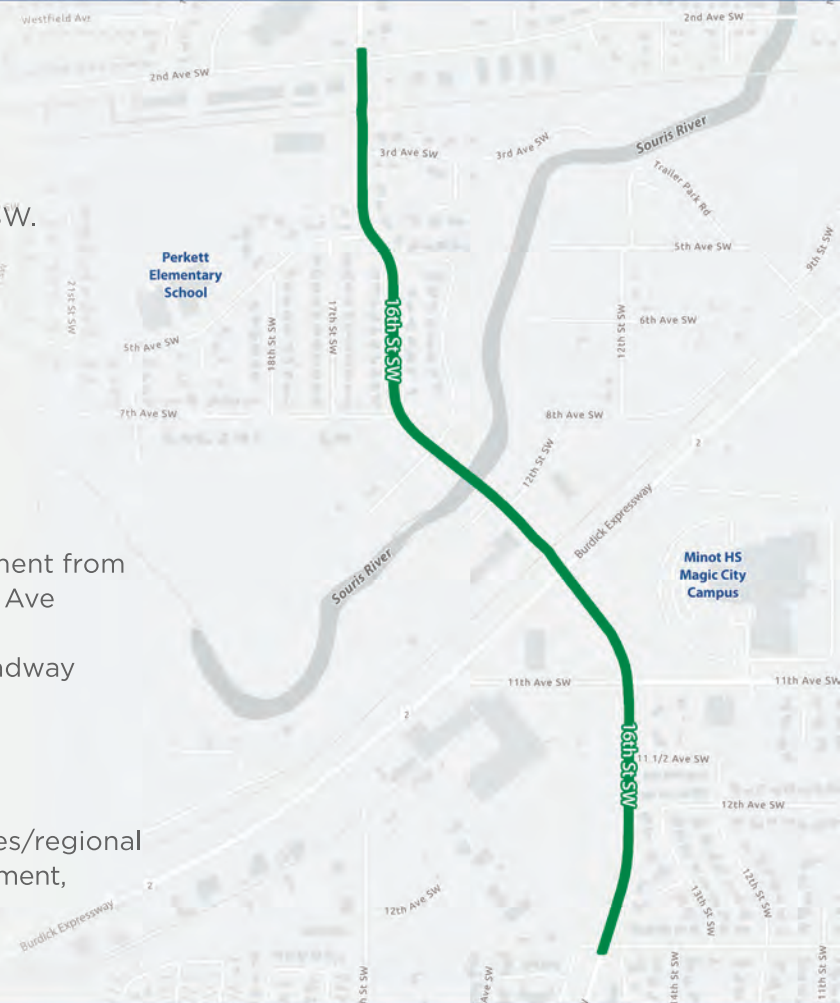
16th Street SW

RECONSTRUCTION PROJECT

PROJECT OVERVIEW

The City of Minot has planned improvements to 16th Street SW from 14th Avenue SW to 2nd Avenue SW. This project is needed to:

- Replace the asphalt pavement with new concrete pavement from 14th Ave to Burdick Expwy, and from 7th Ave to 5th Ave
- Reconstruct the Burdick Expwy intersection with new concrete pavement
- Perform spot repairs on the existing concrete pavement from Burdick Expwy to 7th Ave, and from 5th Ave to 2nd Ave
- Evaluate options to improve lane configurations, roadway geometry, and corridor traffic operations
- Upgrade pedestrian and bicycle facilities
- Other improvements including storm sewer upgrades/regional retention pond, sanitary sewer and watermain replacement, traffic signal replacements, and new lighting



CONTACTS

Lance Meyer, PE

City of Minot Engineering - City Engineer

Ph: (701) 857-4100

Email: lance.meyer@minotnd.gov

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Apex Engineering Group - Vice President

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Kelly Nissen

Public Information Coordinator

Ph: (701) 222.8721

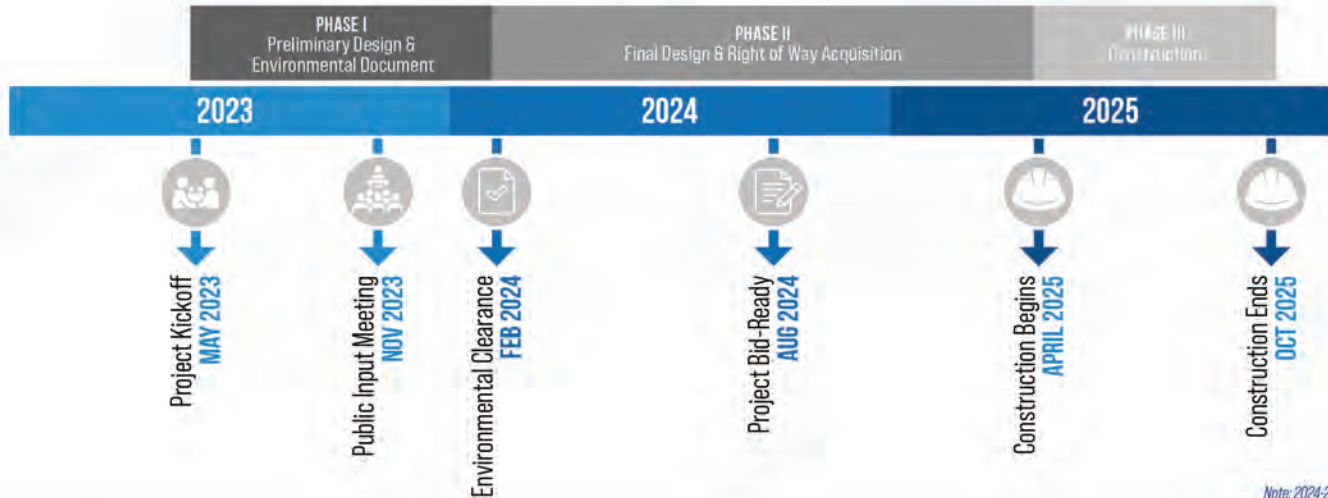
Email: knissen@odney.com



16th Street SW

RECONSTRUCTION PROJECT

Tentative Project Timeline



Note: 2024-2025 dates are tentative and subject to change.

QUESTIONS AND ANSWERS

When will this project be constructed?

Tentatively scheduled to start in Spring 2025 and end in Fall 2025.

Will 16th Street SW remain open to traffic during construction?

Yes and no, depending on the corridor segment:

- South of Burdick Expwy – 16th St is expected to be closed with traffic detoured. Temporary access will be provided for the residential neighborhoods west and east of 16th St SW.
- Burdick Expwy – Traffic will be maintained through the work zone. Intermittent closures of the entire intersection may be required.
- North of Burdick Expwy – the segment from 7th Ave to 5th Ave is expected to be closed with traffic detoured. Residents with direct access to 16th St will need to temporarily park on side streets. The 16th St bridge over the Mouse River will remain open to traffic as much as possible, depending on the intersection option selected at 7th Ave.

Will you need additional right of way/easements from my property?

Yes. It is likely that we will need additional narrow strips of right of way (ROW) and/or easements from several properties on the 16th Street SW corridor. Preliminary locations of ROW needs are shown on the

project maps available at this meeting and on the project website. We will work with landowners to finalize these ROW needs during the final design process in 2024.

How will this project be funded?

Total project costs of construction, engineering and right of way acquisition are currently estimated to range from \$20.4M and \$25.4M, depending on the options chosen. Cost estimates are preliminary and subject to change. Funding will be a combination of the following. No special assessments are expected at this time.

- Federal highway funds from the state Urban Roads Program (capped at approximately \$7.8M)
- Hub City Oil and Gas Funds
- Water and Sewer Reserves

How can I stay up to date during project development and construction?

Project updates will be posted to the following locations:

- www.minotroads.com
- www.facebook.com/cityofminot

You can also receive email updates by signing up for the newsletter hosted through the Minot Roads website (visit URL above or scan this QR code).





Public Input Meeting

SU-4-989(134), PCN 23860

City of Minot Project No. 4780

Thursday, November 30, 2023 | 6:00 – 8:00 PM CST

Perkett Elementary School, Minot, ND

Print Your Name and Contact Information:

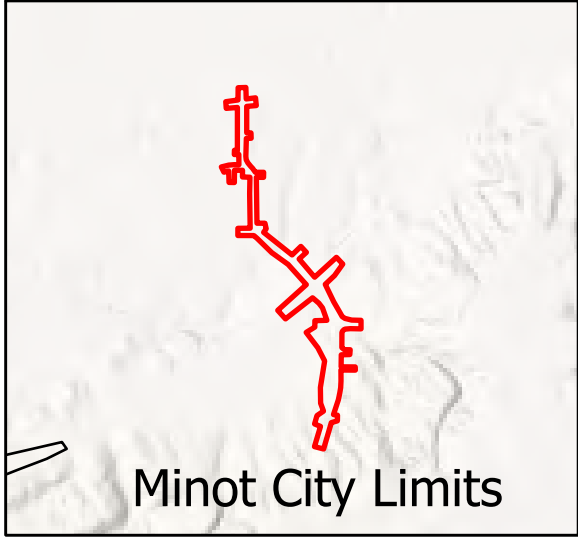
4733 Amber Valley Parkway South
Fargo, ND 58104

Email: matt.kinsella@apexenggroup.com

Note: "Public Input Meeting PCN 23860" in email subject heading

Appendix C

Exhibits Presented



Project Location Map

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

16th Street SW
RECONSTRUCTION PROJECT

16th Street SW

RECONSTRUCTION PROJECT



16th St SW Reconstruction - 3 Lane Section
Alternative B (7th Ave SW to 3rd Ave SW)

16th Street SW
RECONSTRUCTION PROJECT





16th St SW
Existing 4 Lane Section

Through Lane
11 ft

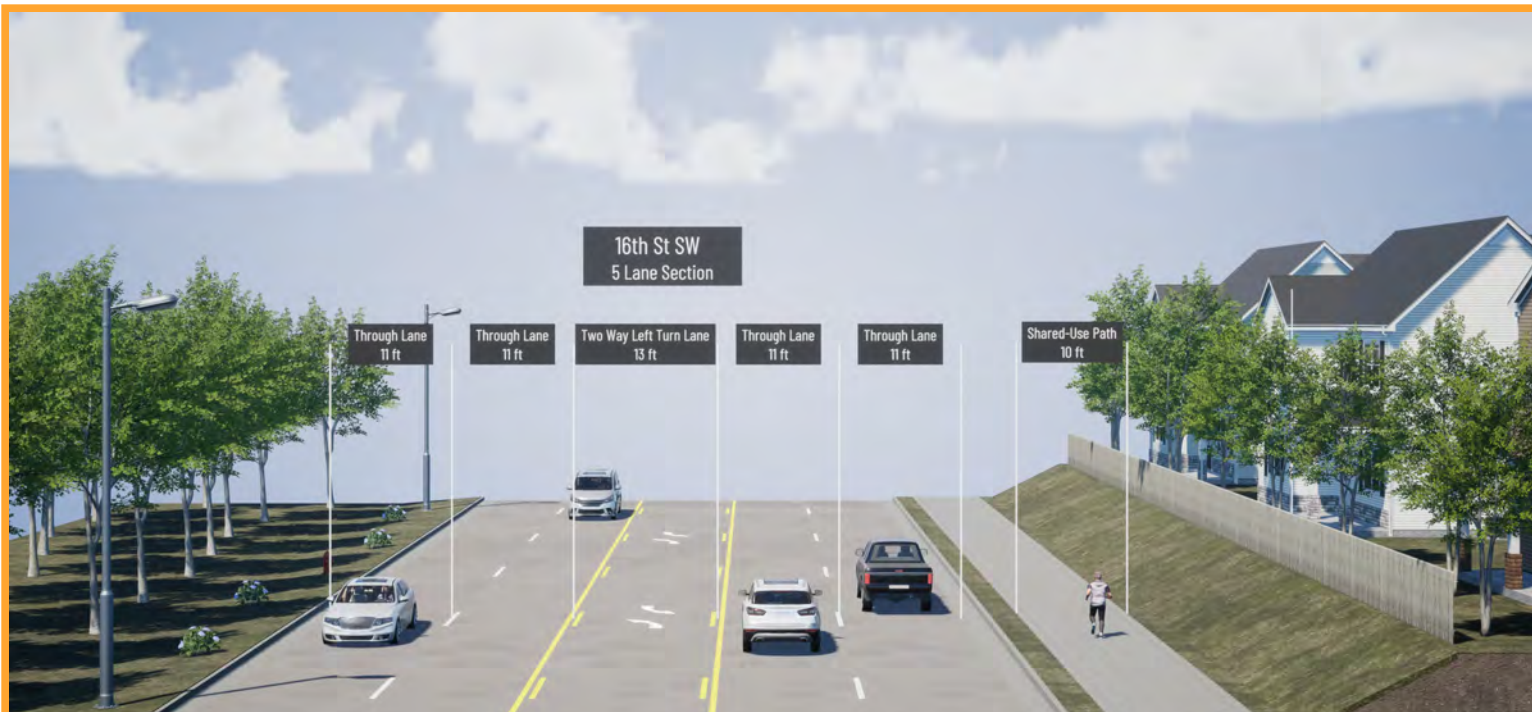
Through Lane
11 ft

Through Lane
11 ft

Through Lane
11 ft

Sidewalk
8.5 ft

Existing 4-Lane Section between 11th Ave SW and 14th Ave SW



16th St SW
5 Lane Section

Through Lane
11 ft

Through Lane
11 ft

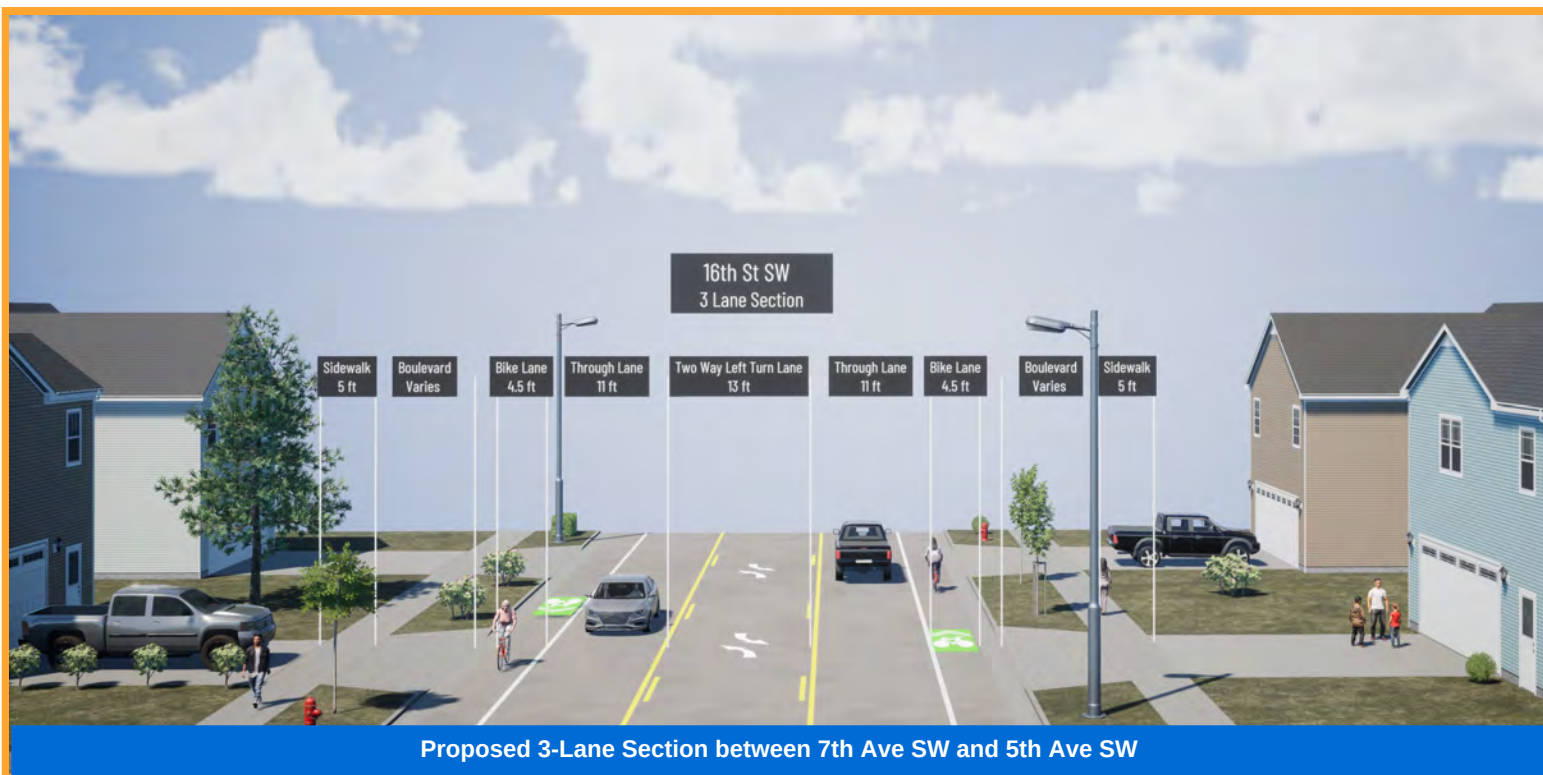
Two Way Left Turn Lane
13 ft

Through Lane
11 ft

Through Lane
11 ft

Shared-Use Path
10 ft

Proposed 5-Lane Section between 11th Ave SW and 14th Ave SW

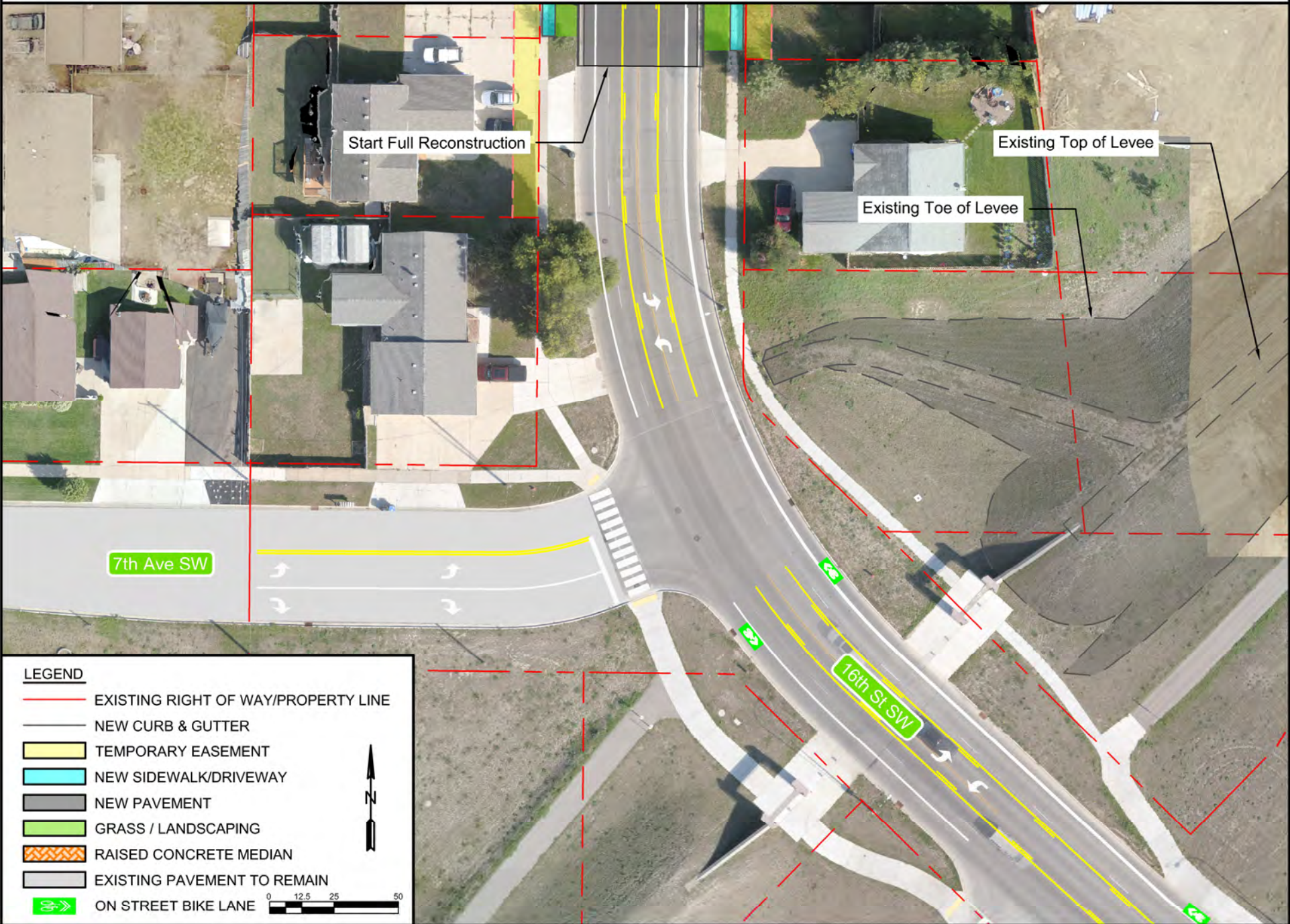


Alternative B

5th Ave SW - Reconstruct to Full Access



7th Ave SW - Remains As-Is (Pavement Marking Updates)

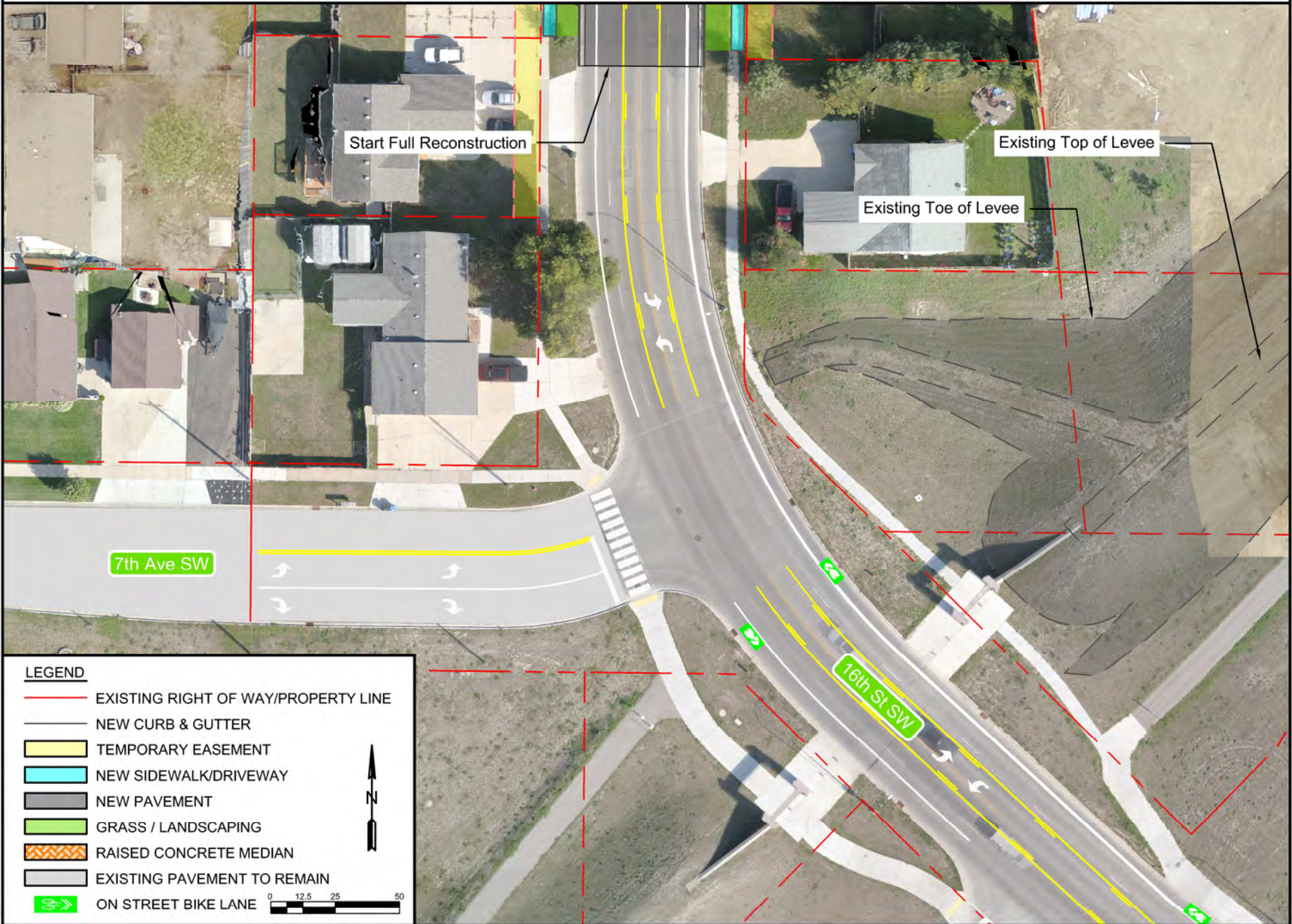


Option 1

5th Ave SW - Convert to $\frac{3}{4}$ Access



7th Ave SW - Remains As-Is (Pavement Marking Updates)



LEGEND

- EXISTING RIGHT OF WAY/PROPERTY LINE
- NEW CURB & GUTTER
- TEMPORARY EASEMENT
- NEW SIDEWALK/DRIVEWAY
- NEW PAVEMENT
- GRASS / LANDSCAPING
- RAISED CONCRETE MEDIAN
- EXISTING PAVEMENT TO REMAIN
- ON STREET BIKE LANE

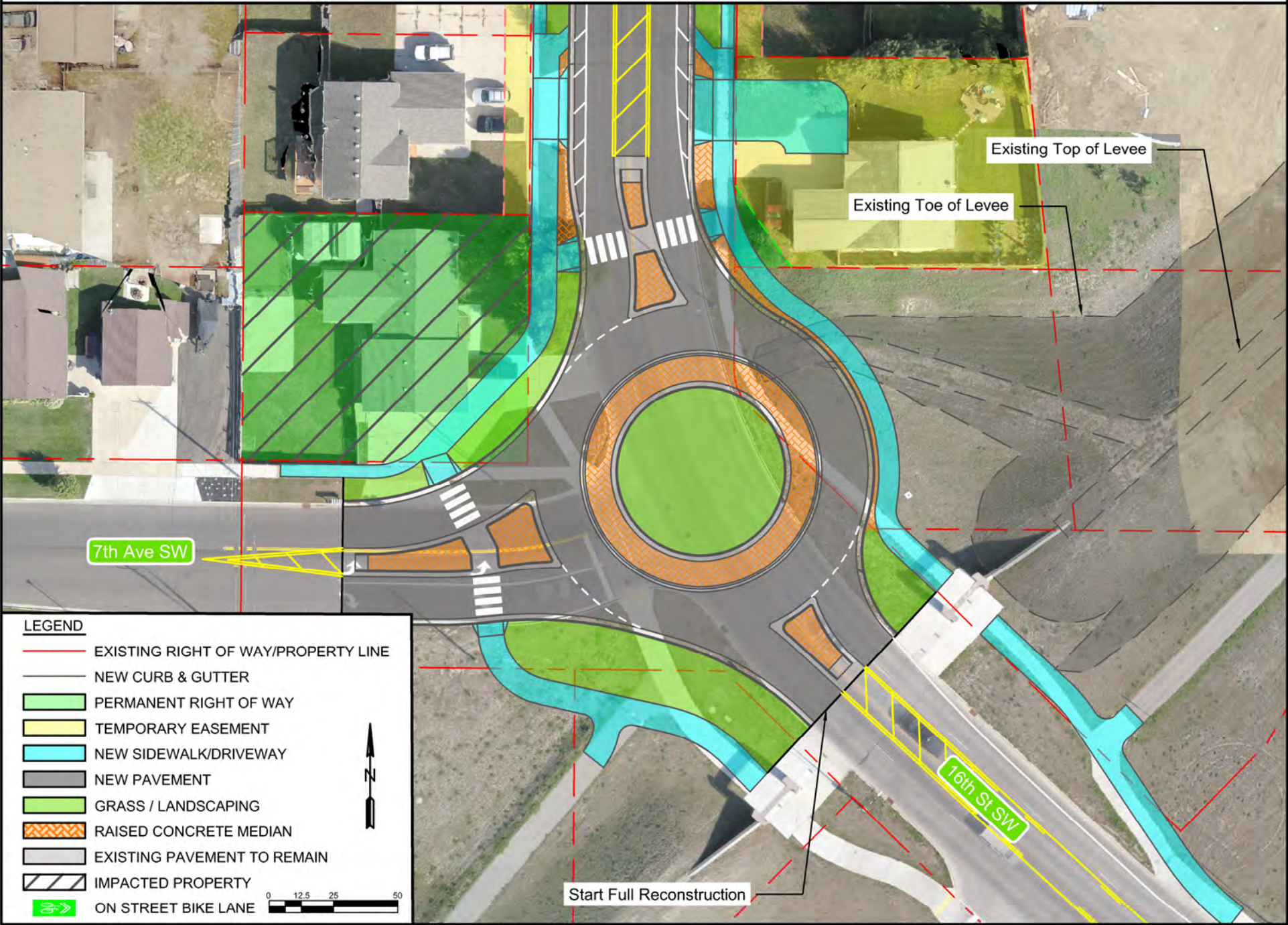
0 12.5 25 50

Option 2

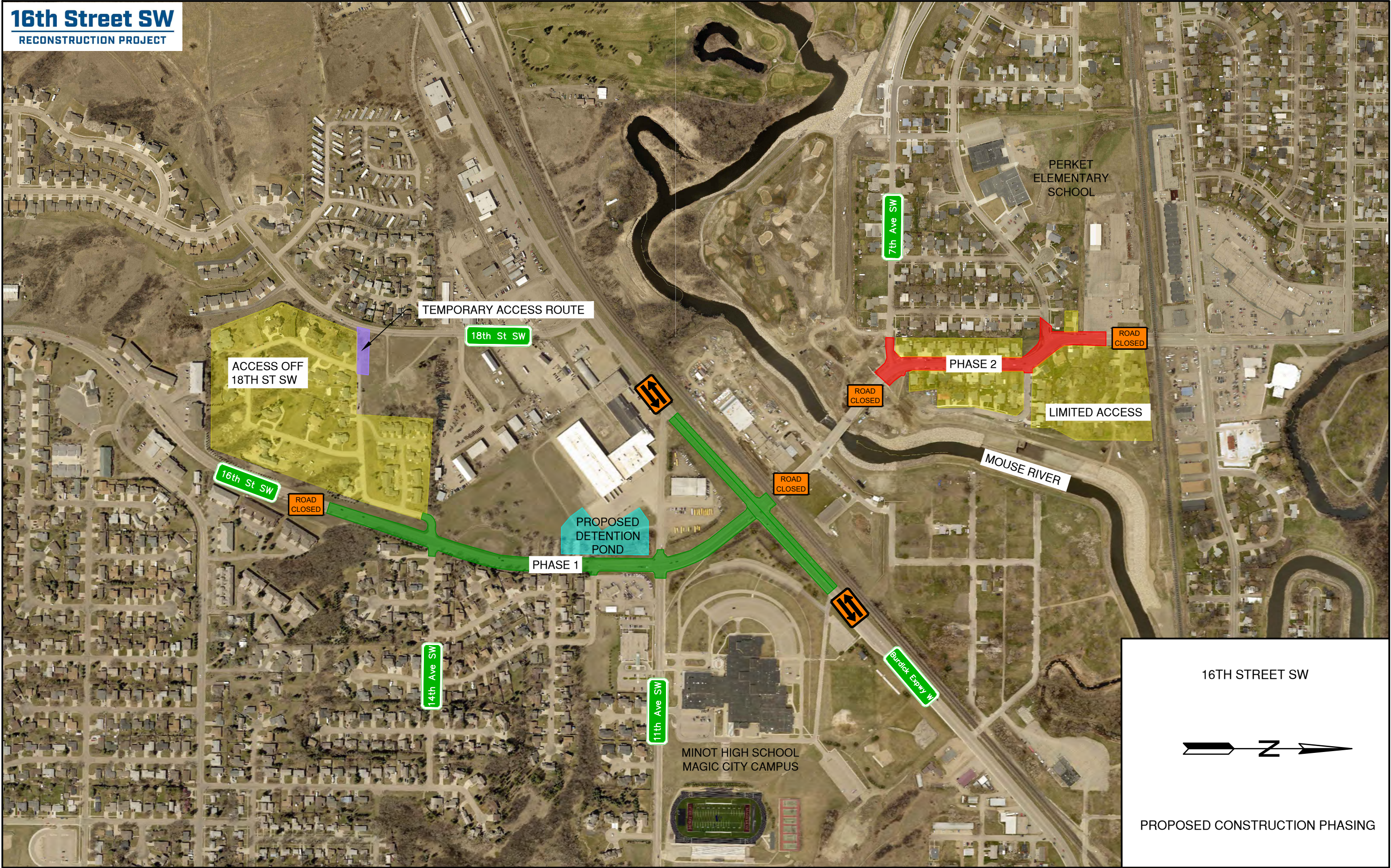
5th Ave SW - Convert to $\frac{3}{4}$ Access



7th Ave SW - Convert to Roundabout



16th Street SW
RECONSTRUCTION PROJECT

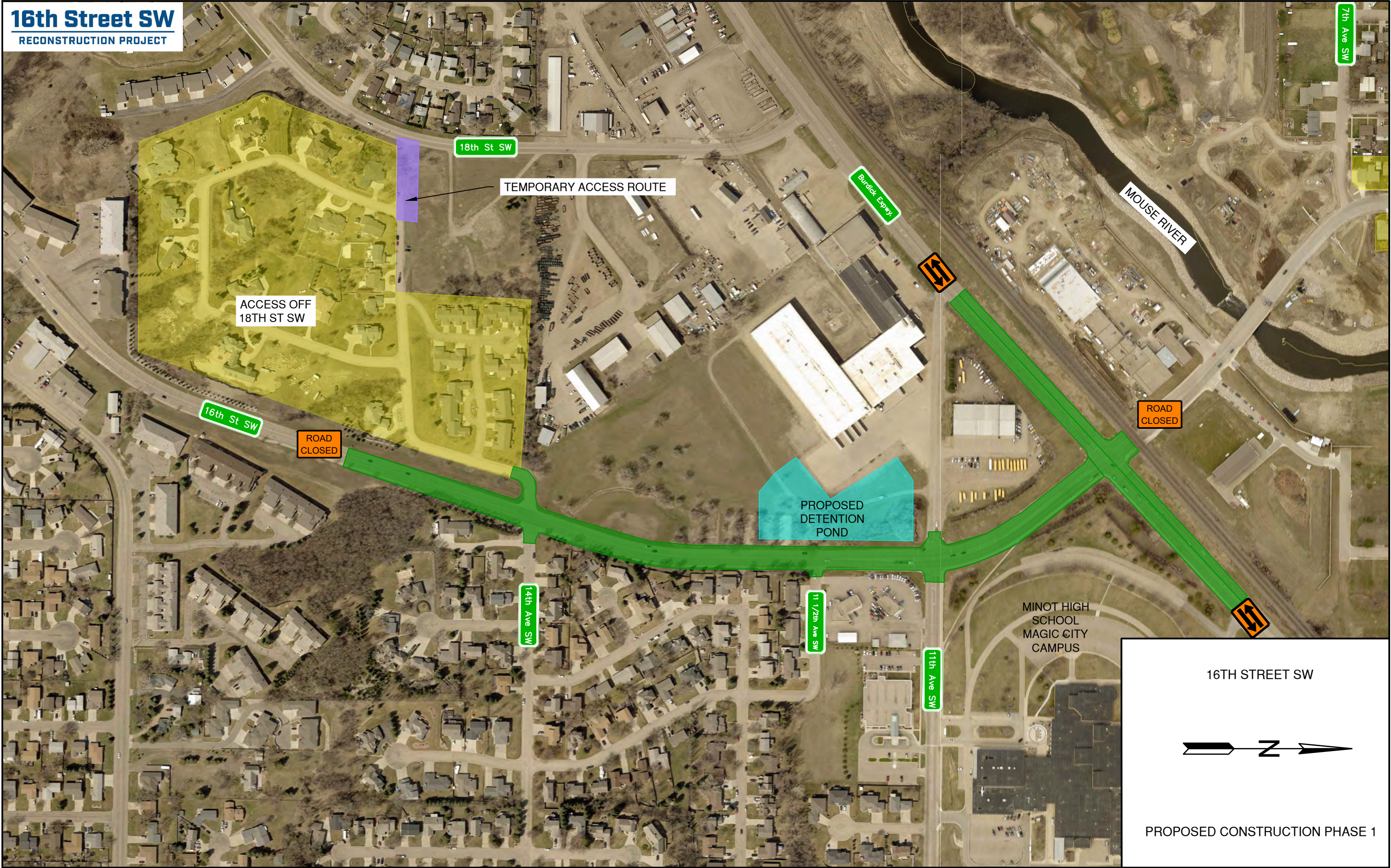


16TH STREET SW

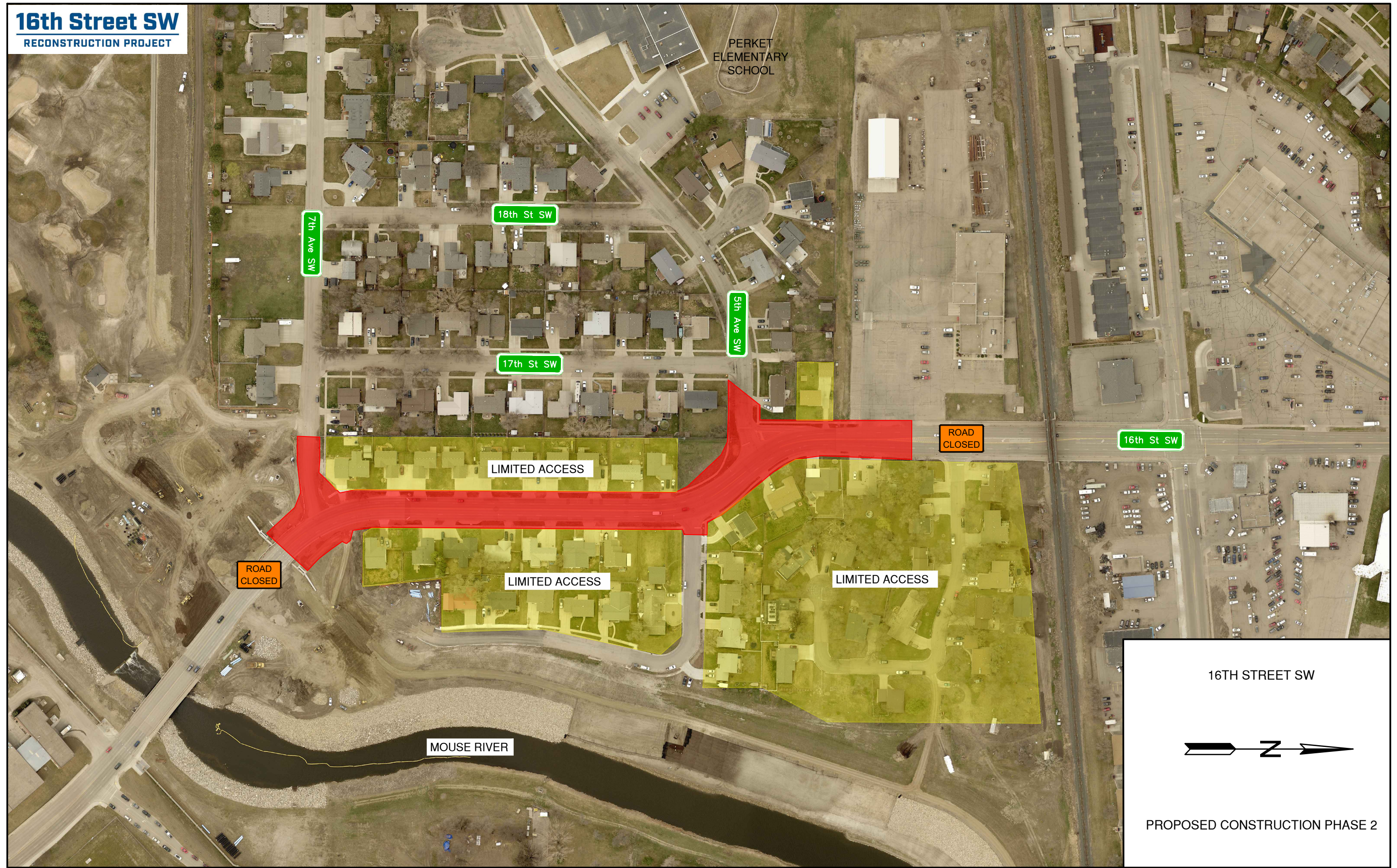


PROPOSED CONSTRUCTION PHASING

16th Street SW
RECONSTRUCTION PROJECT



16th Street SW
RECONSTRUCTION PROJECT



PERKET
ELEMENTARY
SCHOOL

7th Ave SW

18th St SW

17th St SW

5th Ave SW

ROAD
CLOSED

16th St SW

LIMITED ACCESS

ROAD
CLOSED

LIMITED ACCESS

LIMITED ACCESS

MOUSE RIVER

16TH STREET SW



PROPOSED CONSTRUCTION PHASE 2

Crashes from June 2018 to June 2023

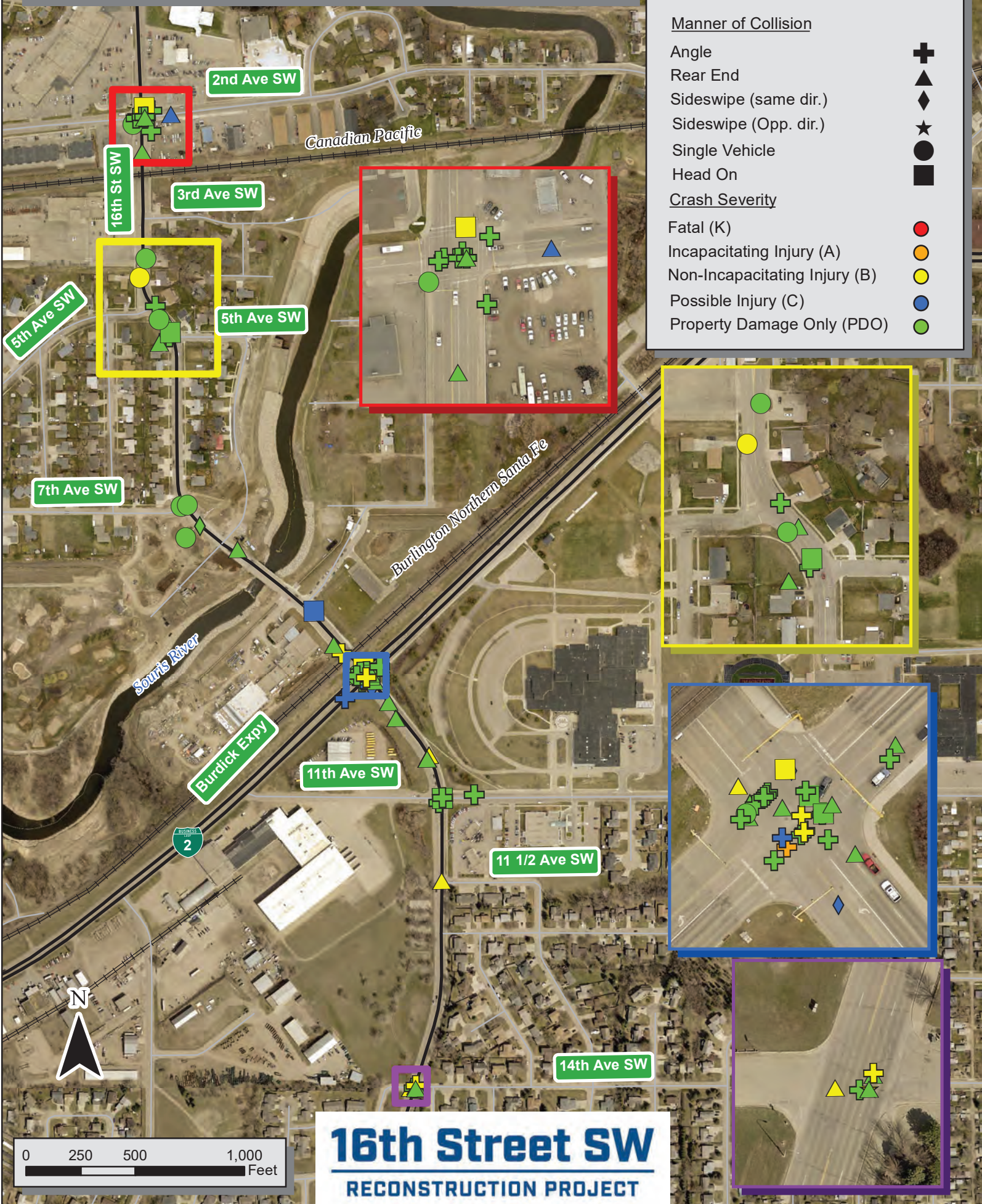
Legend

Manner of Collision

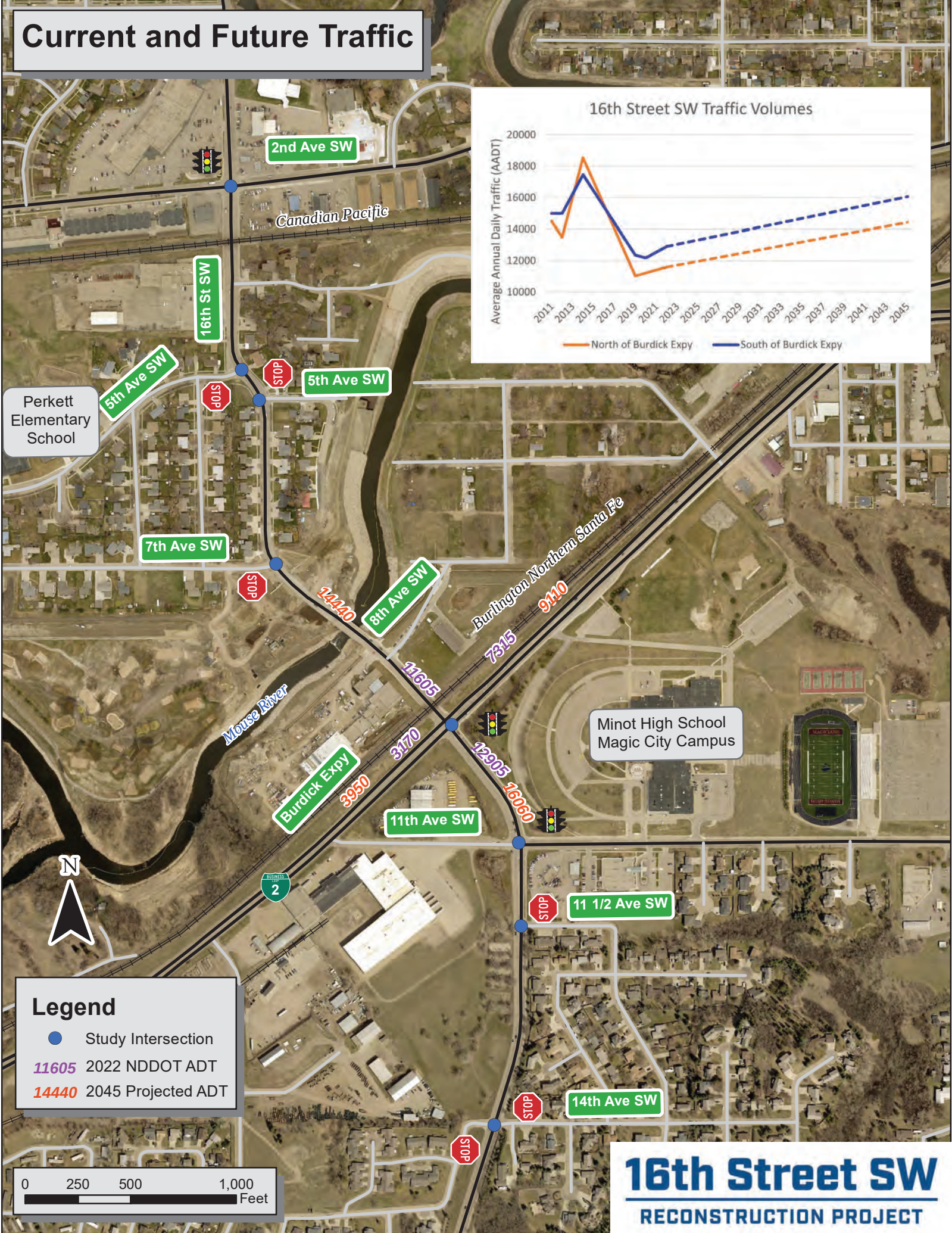
Angle	+
Rear End	▲
Sideswipe (same dir.)	◆
Sideswipe (Opp. dir.)	★
Single Vehicle	●
Head On	■

Crash Severity

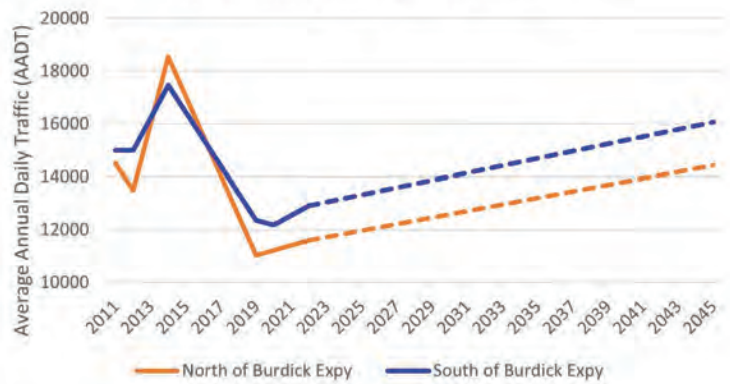
Fatal (K)	●
Incapacitating Injury (A)	●
Non-Incapacitating Injury (B)	●
Possible Injury (C)	●
Property Damage Only (PDO)	●



Current and Future Traffic



16th Street SW Traffic Volumes



16th Street SW
RECONSTRUCTION PROJECT

Pedestrian Facilities

16th Street SW RECONSTRUCTION PROJECT



Appendix D

Presentation Slides

16th Street SW

RECONSTRUCTION PROJECT



Public Input Meeting

16th Street SW Reconstruction
14th Ave SW to 2nd Ave SW

November 30, 2023

City of Minot

NORTH
Dakota | Transportation
Be Legendary.

Apex
Engineering Group

Today's Presenters



Matt Kinsella, PE

- Project Manager



Levi Heller, PE

- Assistant Project Manager



Brent Muscha, PE, PTOE

- Traffic Engineer

Other Project Team Members

Agency Partners



- Lance Meyer, PE
- Stephen Joersz, PE
- Jason Sorenson



- Seng Marohl
- Chad Beggs, PE

Consultant Team



- Kayla Block-Torgerson



- Kelly Nissen



Getting Started

- Please Sign In
- Informational Handout
- Comment Form
- Title VI Public Participation Survey (Optional)
- 3D Visualizations



Tonight's Agenda

- Project Overview
- Traffic Analysis
- Proposed Alternatives and Options
- Construction Phasing and Traffic Control
- Estimated Cost and Funding
- Project Schedule and Next Steps





Project Overview

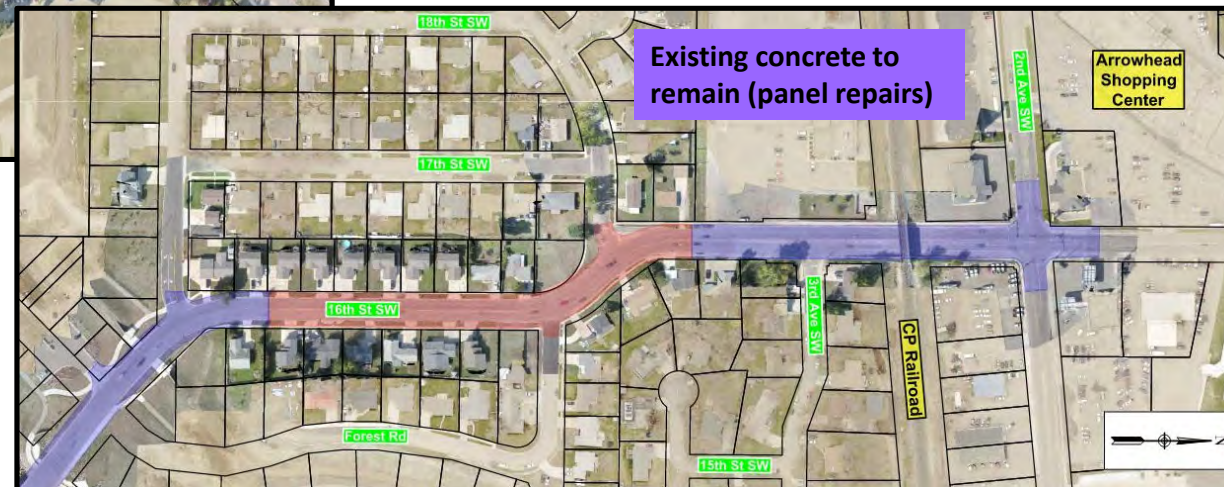
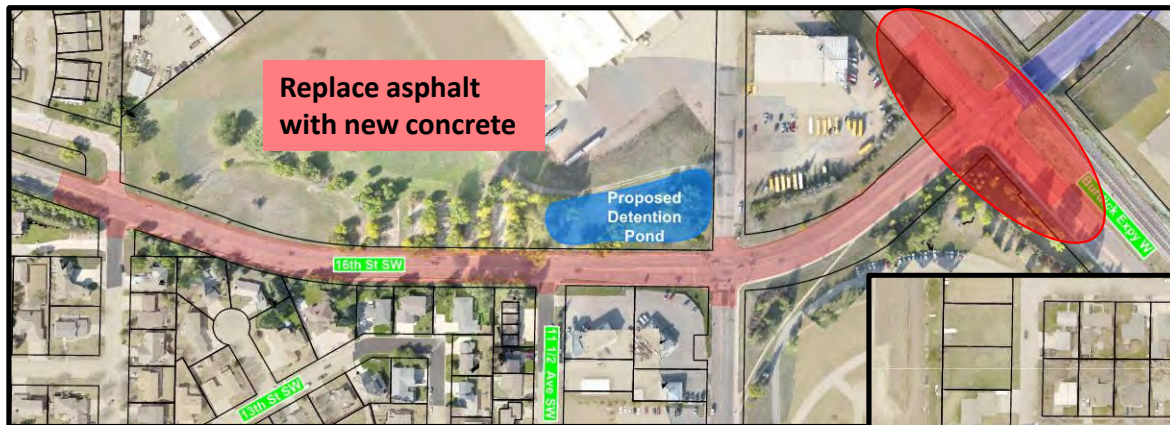
Project Location



16th Street SW RECONSTRUCTION PROJECT

Project Purpose and Need

- Replace asphalt pavement with new concrete pavement
- New concrete pavement at Burdick Expwy intersection
- Repair some panels of existing concrete pavement



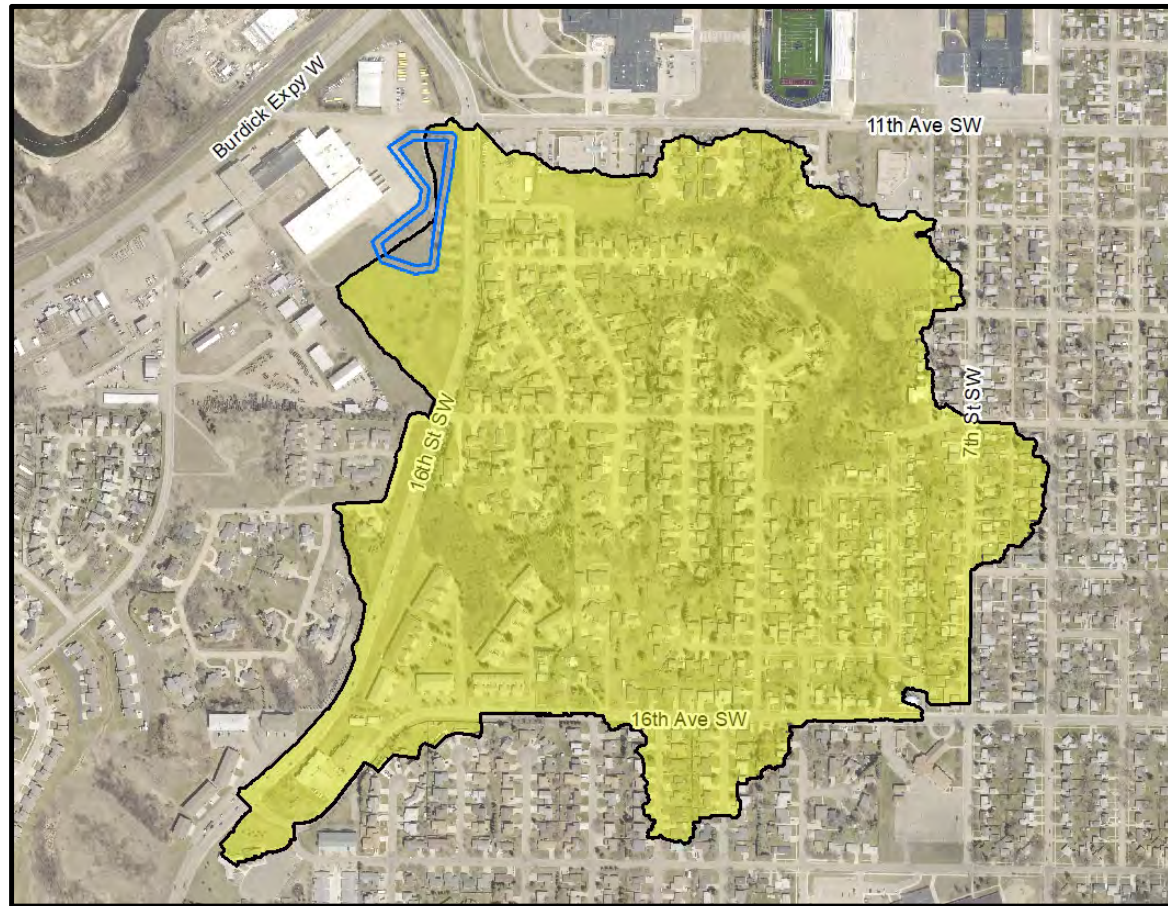
Project Purpose and Need

- Evaluate lane configurations and roadway geometry
 - Lack of left turn lanes
 - Intersection geometry
- Upgrade pedestrian/bicycle facilities and upgrade to current ADA standards



Project Purpose and Need

- Replace City utilities that have older pipe materials
- Expand storm sewer system capacity including regional retention pond



A photograph of a snowy road intersection. In the foreground, a yellow school bus is driving away from the camera on the right side of the road. To its left, a dark red SUV is driving towards the camera. Further ahead, several other vehicles are visible at a traffic light intersection. The road is covered in snow, and the surrounding landscape includes snow-covered hills and bare trees. The sky is clear and blue. A blue banner with the text "Traffic Analysis" is overlaid at the bottom of the image.

Traffic Analysis

Traffic Analysis

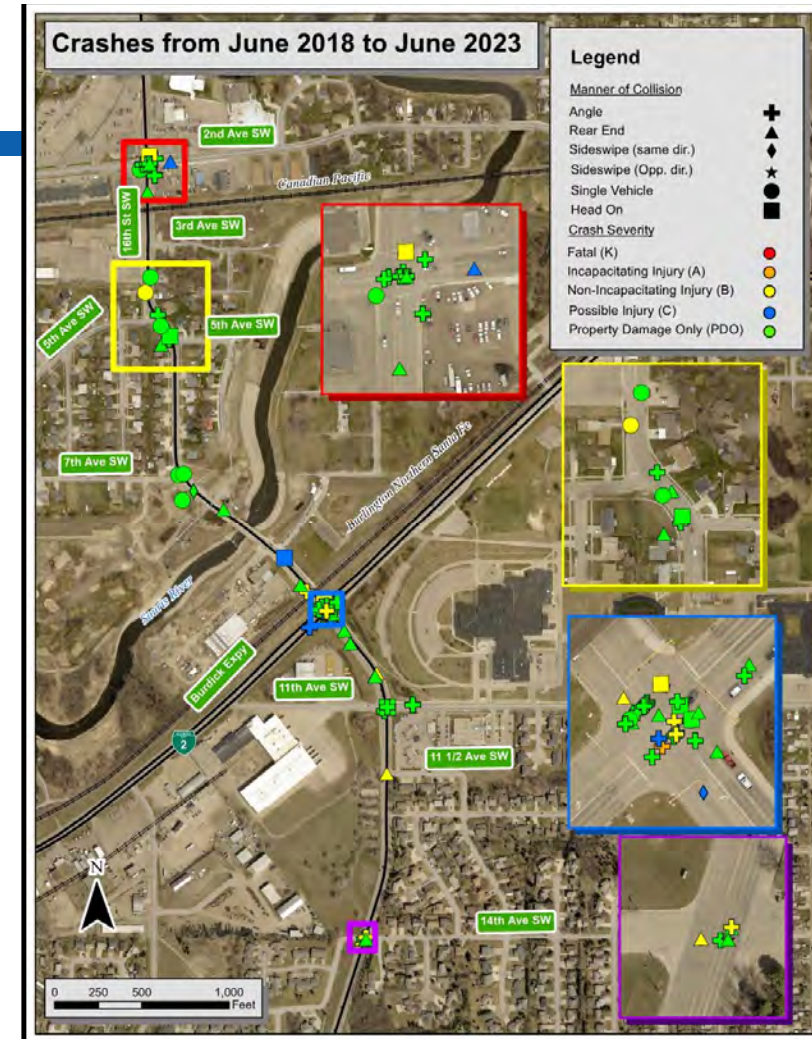
- Corridor Study Recommendations
- Bike and Pedestrian Facilities
- Safety Review
- Existing Traffic Conditions
- Forecasted Traffic Conditions
- Recommendations

Corridor Study

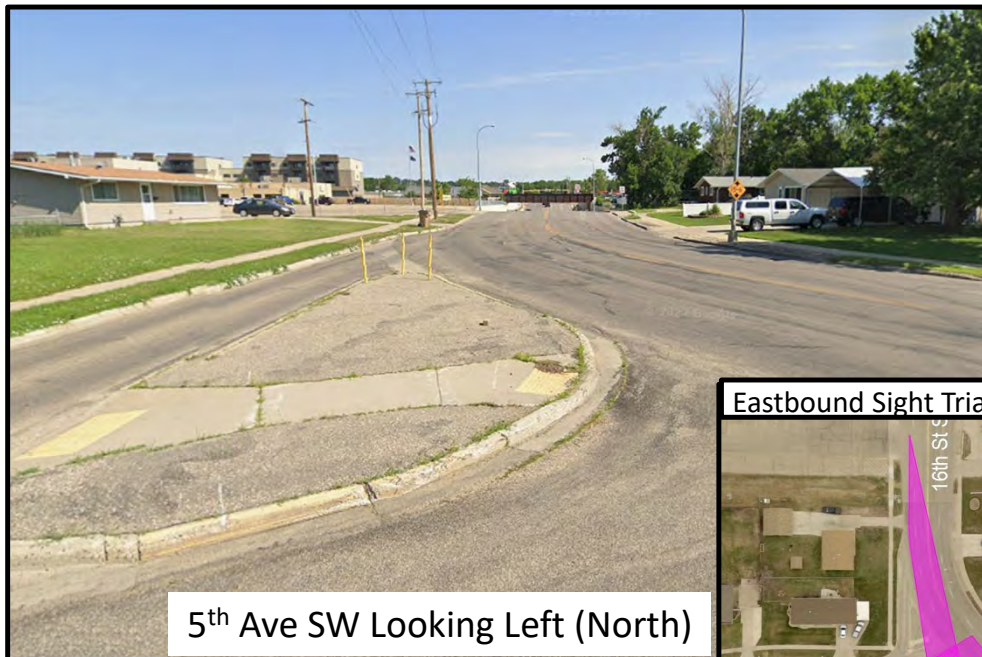
- Approved by City Council March 2022
 - Approved 3-Lane Configuration of 16th Street SW
 - 4th Ave NW to 2nd Ave SW completed in 2022
 - 2nd Ave SW to Burdick Expy to be completed with this project

Safety Review

- 94 crashes (19/year)
 - 87% at intersections (34 at Burdick Expy)
 - 77% rear-end or angle
 - 75% during daylight hours
 - 72% property damage only
 - 48% involved drivers under 21
 - 0 pedestrian crashes, 1 bicycle crash



5th Avenue SW Sight Distance

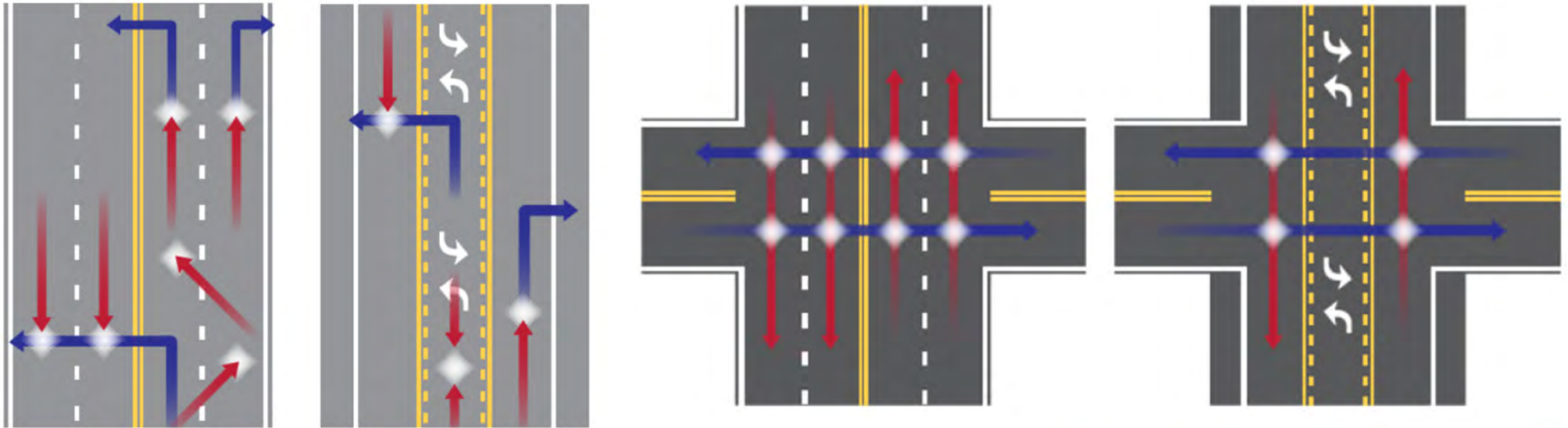


Eastbound Sight Triangles at 5th Avenue SW



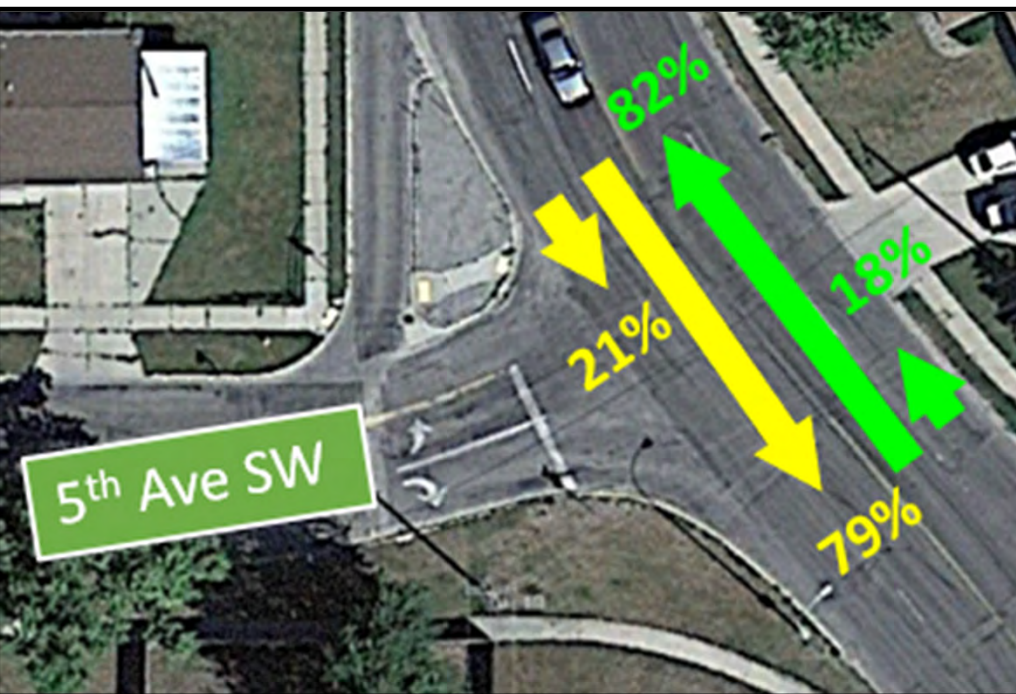
Conflict Point Reduction

- 3-Lanes vs 4-Lanes
 - 50% reduction in conflict points
 - 19% to 47% reduction in crashes



Lane Utilization

- 70% to 80% of through vehicles use the inside lane north of Burdick Expy



Average Daily Traffic

2023 Traffic Volumes

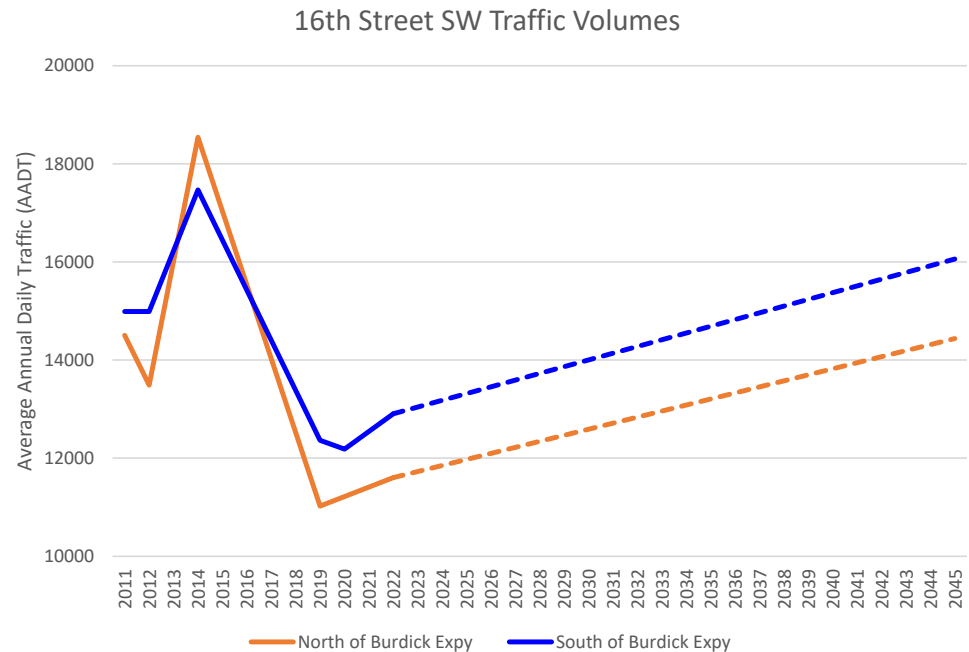
- 11,605 to 12,905

2045 Traffic Volumes

- 14,440 to 16,060

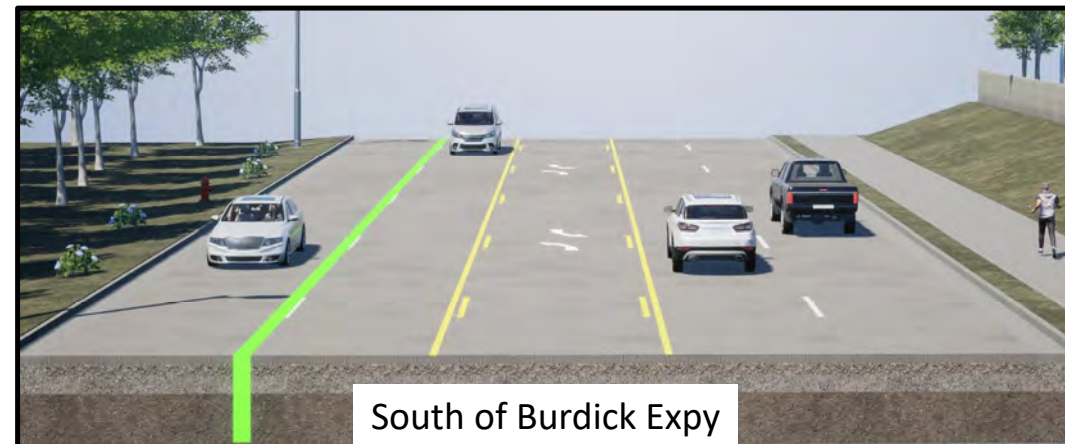
1%
Annual
Growth

25% Total
Growth



Future Traffic Demands

- Forecasted peak hour traffic is simulated to determine capacity needs
- All intersections operate at an acceptable Level of Service
 - Additional lane capacity is not required
 - Similar intersection level of service for 3-lane, 4-lane, or 5-lane configurations
- Delays for some movements at stop-controlled side streets will be longer with any lane configuration



Intersection Options

- **Restricting Eastbound Left Turns at 5th Ave SW**
 - Reduces crash potential
 - Improves average eastbound delay at 5th Ave SW from 50 to 14 seconds
 - Increases average eastbound delay at 7th Ave SW from 29 to 105 seconds
- **Roundabout at 7th Ave SW**
 - Reduces crash potential
 - Improves average eastbound delay at 7th Ave SW from 105 to 8.5 seconds

Final Recommendations

- Lane Configuration
 - 5 Lanes south of Burdick Expy
 - 3 Lanes north of Burdick Expy
 - Remove southbound right-turn slip lane at 5th Ave SW
- Upgrade Traffic Signals at 11th Ave SW, Burdick Expy, and 2nd Ave SW (Flashing Yellow Arrows)

Final Recommendations

- **Bike & Pedestrian Facilities**
 - Corridor-wide ADA improvements
 - 10 foot shared-use path south of Burdick Expy
 - On-street bike lanes north of Burdick Expy
- **If Eastbound left turns are restricted at 5th Ave SW, a roundabout should be installed at 7th Ave SW**
 - In order to maintain acceptable operations during peak hours



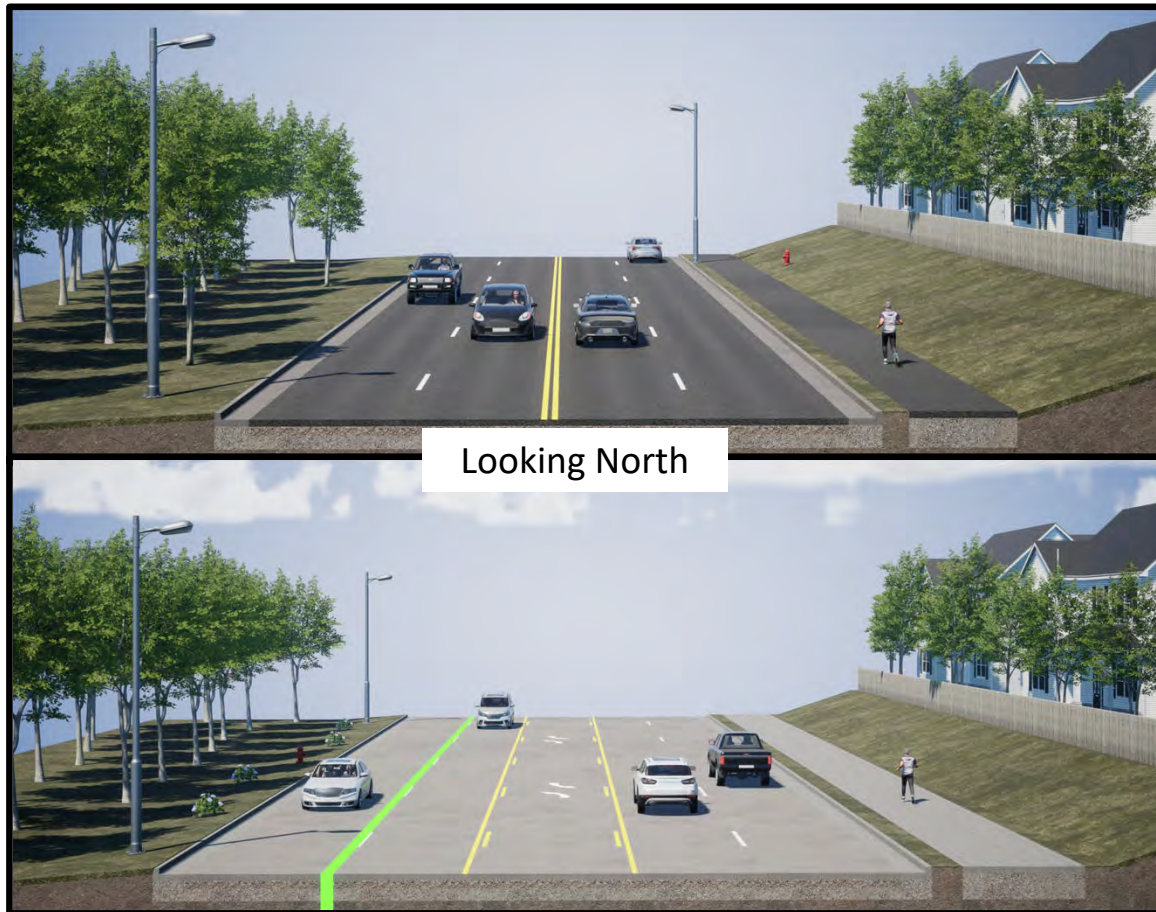
Proposed Alternatives and Options

Project Alternatives

- **Alternative A**
 - No Build
- **Alternative B – 16th St From Burdick South to 14th Ave SW**
 - Addition of center turn lane
 - ♦ Anticipated that no right-of-way will be needed on east side of road
 - Reconstruction of Burdick Expressway 300 ft each side of 16th St SW
 - Shared use path – 8 ½ ft to 10 ft
 - Storm sewer and utility work – as required
 - Retention pond – sized for future expansion
 - ADA ramp/sidewalk – as required
 - Traffic signal replacement – 11th Ave SW
 - Street lighting replacement



Project Alternatives



Project Alternatives



Project Alternatives

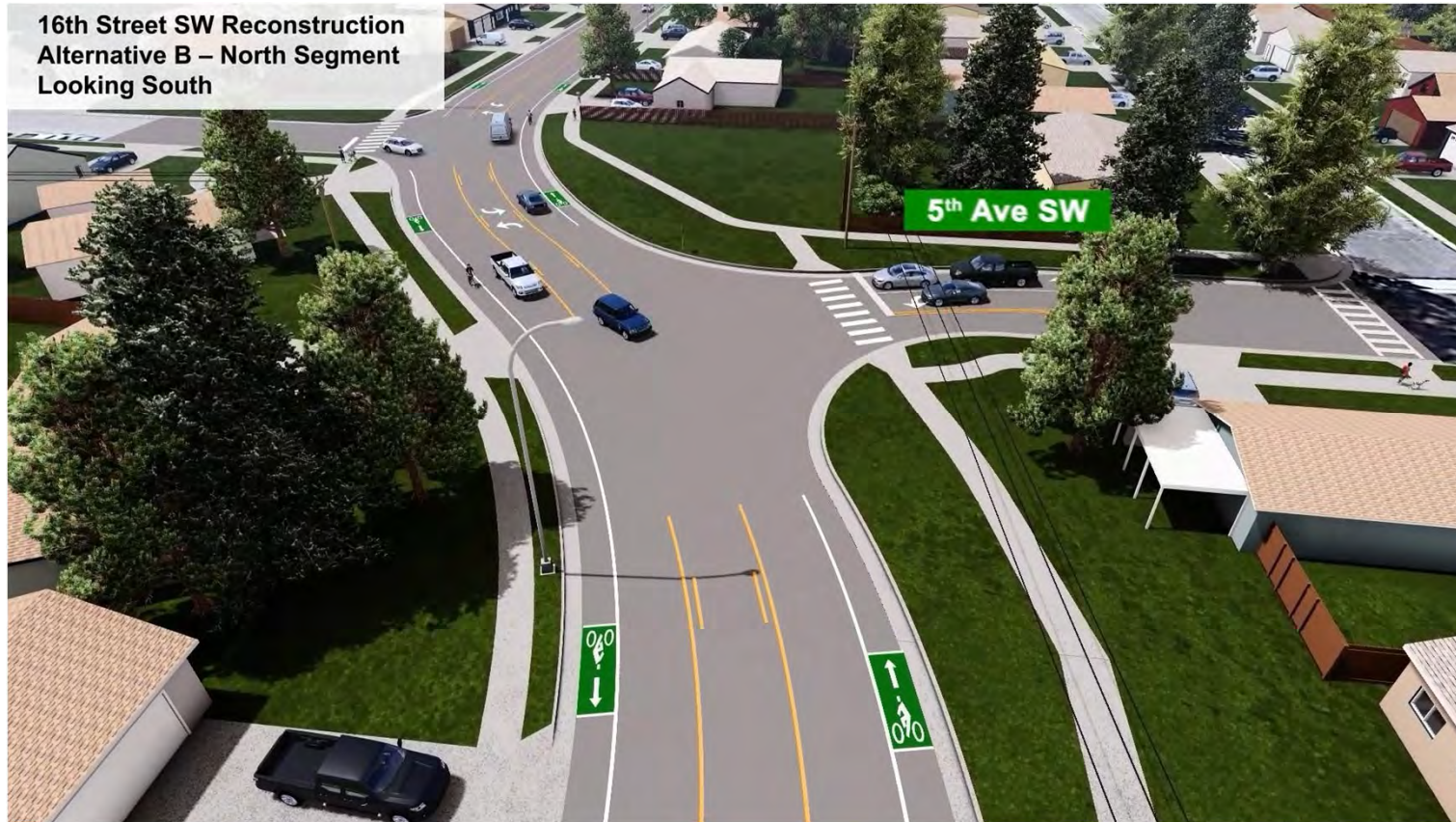
- **Alternative B – 16th St From Burdick North to 2nd Ave SW**
 - Change for 4 thru lanes to 2 thru lanes with center turn lane
 - Addition of on street bike lanes
 - Storm sewer and utility work – as required
 - ADA ramp/sidewalk – as required
 - Traffic signal replacement – 2nd Ave SW
 - Street lighting replacement
 - Pavement repair, grinding, & striping
 - ♦ Burdick Expressway & 7th Ave SW
 - ♦ 5th Ave SW & 2nd Ave SW



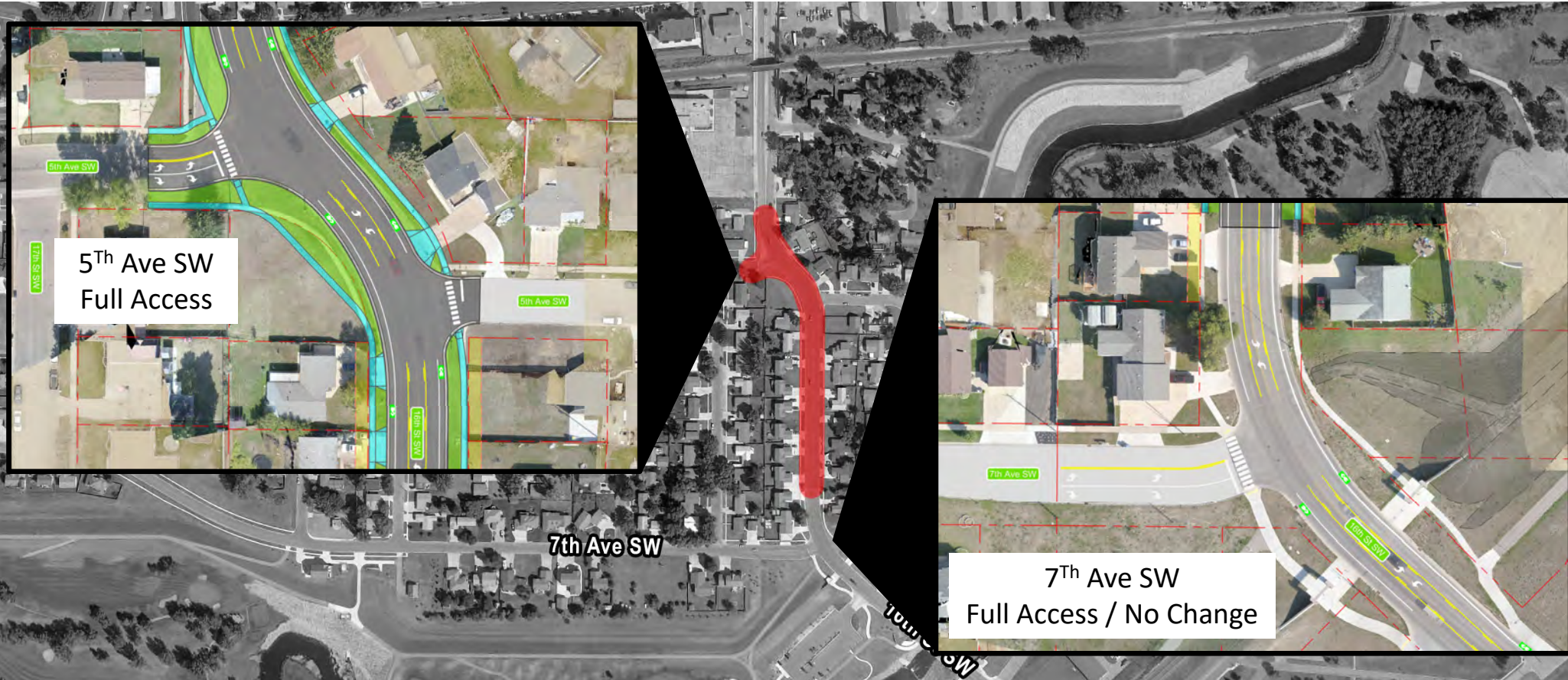
Project Alternatives



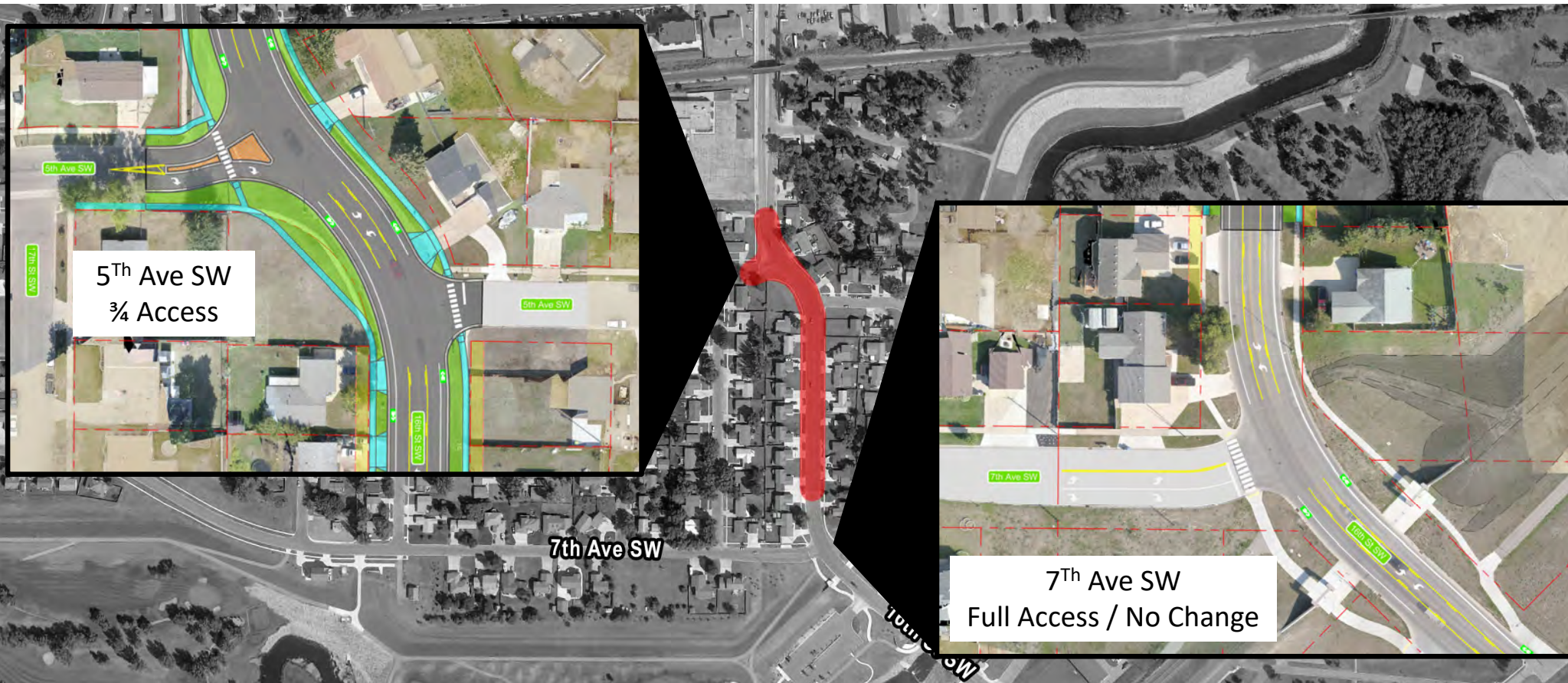
Project Alternatives



Base Alternative



Option No 1



Option No 2



Right of Way

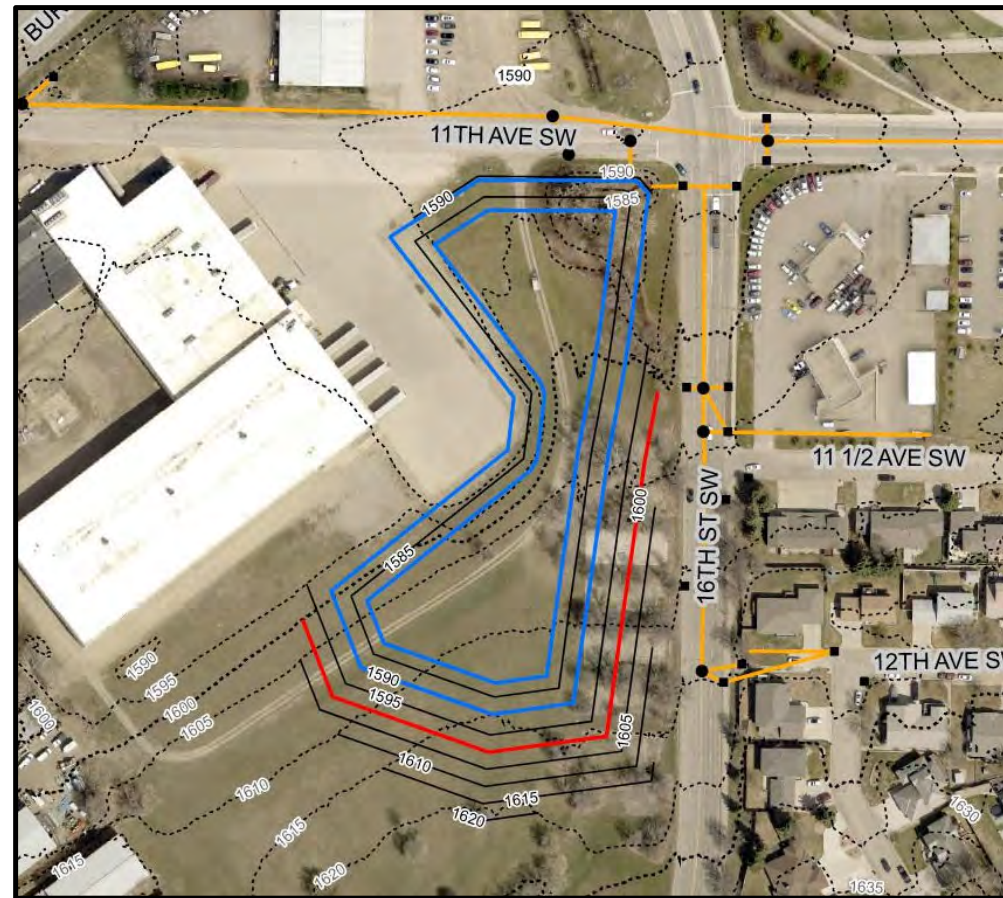
■ Property Impacts

- Right of Way acquisition
 - ◆ Regional pond
 - ◆ Option 2
- Permanent Easement
 - ◆ Utility
 - ◆ Sidewalk
- Temporary Easement
 - ◆ Grading
 - ◆ Landscaping
 - ◆ Driveways
 - ◆ Sidewalks

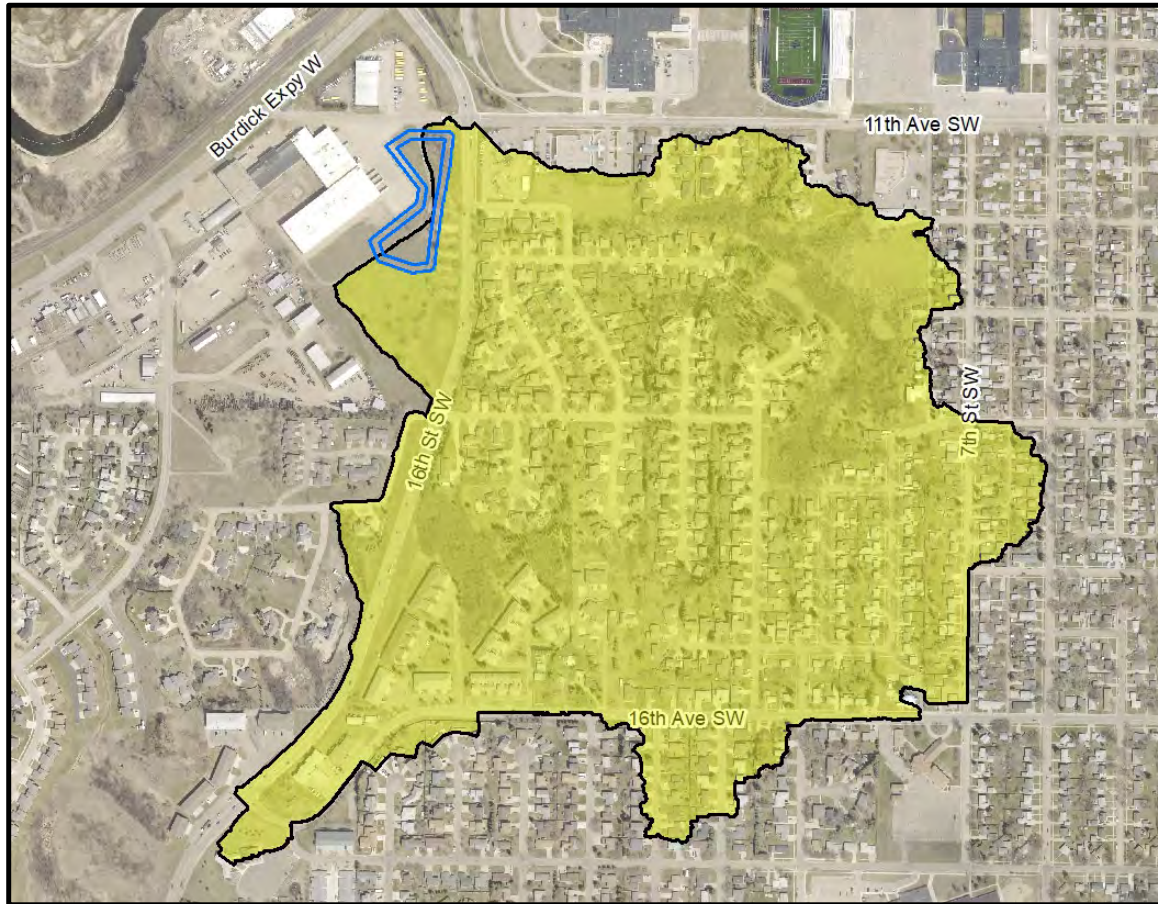


Storm Sewer & Retention Pond

- Regional retention pond
 - Initial concept location and size
 - Capacity for future expansion of 16th St SW to south



Storm Sewer & Retention Pond



12TH Ave SW Drainage



Environmental Considerations

- **Wetlands**
 - None in project limits
- **Cultural**
 - None in project limits
- **Noise Analysis**
 - Not required





Construction Phasing and Traffic Control

Construction Phasing



Construction Phasing – Phase 1



Construction Phasing



Construction Phasing – Phase 2



Construction Phasing





Estimated Cost and Funding

Estimated Cost

	Preliminary Construction & Engineering Costs	Preliminary Land Acquisition Costs	Preliminary Total Anticipated Costs
Alternative B • Base Alternative	\$19,800,000 – \$23,100,000	\$600,000 – \$800,000	\$20,400,000 – \$23,900,000
Option 1 • ¾ Access at 5th Ave SW • Remain as-is at 7th Ave SW	\$10,000 – \$20,000	\$0	\$10,000 – \$20,000
Option 2 • ¾ Access at 5th Ave SW • Roundabout at 7th Ave SW	\$800,000 – \$1,000,000	\$350,000 – \$450,000	\$1,150,000 – \$1,450,000

Note: Costs shown are inflated to 2025 dollars.

Funding

- Funding: Combination of Federal and City funds
 - Federal Share (capped) = \$7,790,000
 - City Share = \$12,610,000 – \$17,580,000
 - ▶ Hub City Oil and Gas Funds
 - ▶ Water and Sewer Reserves

- No special assessments are expected at this time

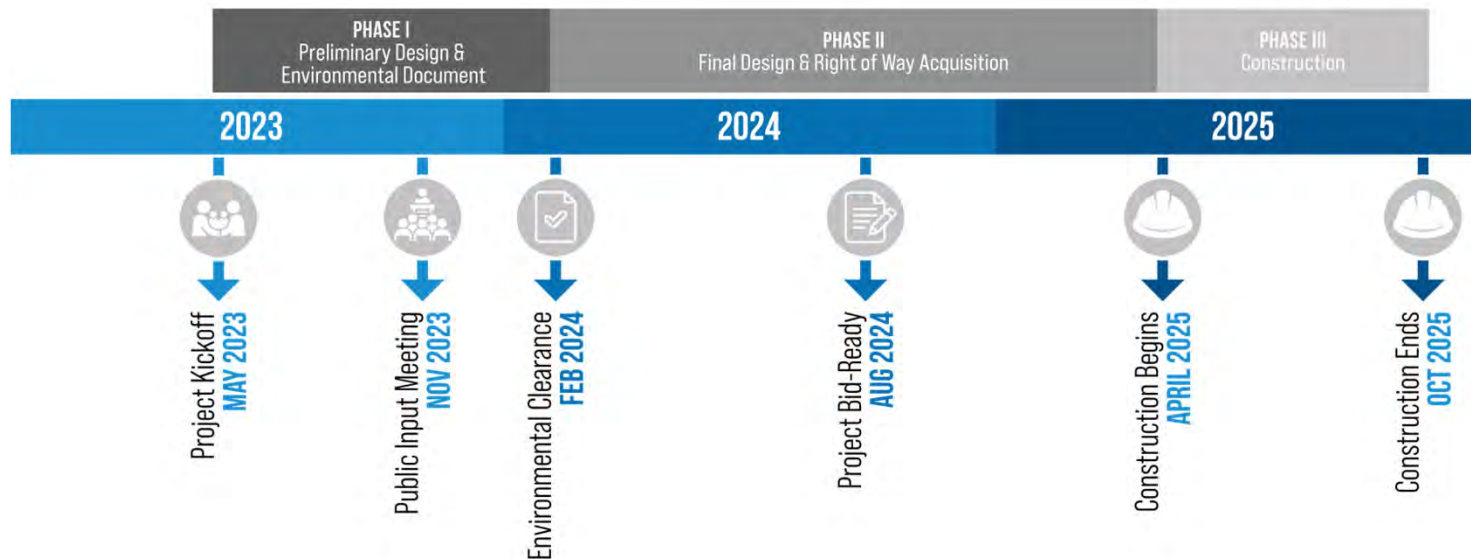


Project Schedule and Next Steps

Project Schedule

16th Street SW RECONSTRUCTION PROJECT

Tentative Project Timeline




We Are Here

Note: 2024-2025 dates are tentative and subject to change.

We Want Your Input!

- Verbally comment after this presentation
- Provide a written comment:
 - Fill out Comment Form and leave here, or mail to the address on form
- Email your comments:
 - Matt.Kinsella@ApexEngGroup.com
 - ▶ “Public Input Meeting PCN 23860” in the email subject line
- **Comments Due by December 15, 2023**

www.minotroads.com

www.facebook.com/cityofminot



Thank You for Attending!
Questions and Comments

Appendix E

Roster

SIGN-IN SHEET

North Dakota Department of Transportation, Civil Rights
SFN 59531 (5-2018)

Page 1 of 11

Division/District/Consultant
Local Government/Minot/Apex Engineering Group

Meeting Location Perkett Elementary School, 2000 5th Ave SW, Minot, ND	Meeting Type Public Input Meeting	Meeting Date 11/30/2023
Project Number SU-4-989(134)		PCN 23860
Project Description 16th Street SW Reconstruction - 14th Ave SW to 2nd Ave SW		

Name (Please print) Dusty Forthum	Title/Representing		
Address 604 17th St SW	City Minot	State ND	ZIP Code 58701
Email Address Dusty.Forthum@Hotmail.com		Telephone Number 701-720-2469	

Name (Please print) Virgil Ehler	Title/Representing		
Address 2324 7th Ave S.W.	City Minot	State ND	ZIP Code 58701
Email Address		Telephone Number 701-240-4756	

Name (Please print) George W. Lowther	Title/Representing		
Address 1709 1st Ave SW	City Minot	State ND	ZIP Code 58701
Email Address GLOWTHER@MIDCO.NET		Telephone Number 701-240-4533	

Name (Please print) Charles Kreps	Title/Representing		
Address 2204 5th Ave SW	City Minot	State ND	ZIP Code 58701
Email Address chuckkreps@gmail.com		Telephone Number 701.721.0949	

Name (Please print) OSMAR KNIGHT	Title/Representing		
Address 614 16th St SW	City Minot	State ND	ZIP Code 58701
Email Address OSMAR.KNIGHT@GMAIL.COM		Telephone Number 701 570 8117	

Name (Please print) KATHRYN LARSON	Title/Representing		
Address 601 17th St SW	City Minot	State ND	ZIP Code 58701
Email Address LARS@minot.com		Telephone Number 701 7204931	

Name (Please print) Mike Larson	Title/Representing		
Address 601 17 St SW	City Minot	State ND	ZIP Code 58701
Email Address LARSON@Minot.com		Telephone Number 701-833-0552	

SIGN-IN SHEET

North Dakota Department of Transportation, Civil Rights
SFN 59531 (5-2018)

Page 2 of 11

Meeting Location Perkett Elementary School, 2000 5th Ave SW, Minot, ND		Meeting Type Public Input Meeting		Meeting Date 11/30/2023	
Project Number SU-4-989(134)				PCN 23860	
Project Description 16th Street SW Reconstruction - 14th Ave SW to 2nd Ave SW					
Name (Please print) Christina Wolff		Title/Representing			
Address 5200 12th St SW		City Minot	State ND	ZIP Code 58701	
Email Address bnchwolff@hotmail.com		Telephone Number 701-340-3703			
Name (Please print) Matt Kinsella		Title/Representing Apex Eng Group - PM			
Address		City	State	ZIP Code	
Email Address		Telephone Number			
Name (Please print) Tyler Chronister		Title/Representing			
Address 611 16th St SW		City Minot	State ND	ZIP Code 58701	
Email Address		Telephone Number 314-719-7927			
Name (Please print) Bonnie Sugiura		Title/Representing			
Address 2400 W. Central Ave		City Minot	State ND	ZIP Code 58701	
Email Address		Telephone Number			
Name (Please print) Sandra Sys		Title/Representing			
Address 3303 7th St SW		City Minot	State ND	ZIP Code 58701	
Email Address sandy.sys701@srt.com		Telephone Number 701-852-4240			
Name (Please print) JEREMY SATER		Title/Representing			
Address 1518 5th AVE SW		City MINOT	State ND	ZIP Code 58701	
Email Address Rexas1989@yahoo.com		Telephone Number 701-500-9127			
Name (Please print) Thalia Wood		Title/Representing			
Address 1126-16th St NW		City Minot	State ND	ZIP Code 58703	
Email Address teejay9523@gmail.com		Telephone Number 907-441-0850			

SIGN-IN SHEET

North Dakota Department of Transportation, Civil Rights
SFN 59531 (5-2018)

Page 3 of 11

Division/District/Consultant
Local Government/Minot/Apex Engineering Group

Meeting Location Perkett Elementary School, 2000 5th Ave SW, Minot, ND	Meeting Type Public Input Meeting	Meeting Date 11/30/2023
Project Number SU-4-989(134)		PCN 23860
Project Description 16th Street SW Reconstruction - 14th Ave SW to 2nd Ave SW		

Name (Please print) Kayla Black-Torgerson	Title/Representing Apex Engineering Group		
Address	City Bismarck	State ND	ZIP Code 58503
Email Address Kayla.black-torgerson@apexenggroup.com		Telephone Number 701-323-3969	

Name (Please print) Richard Rodman	Title/Representing Myself		
Address 233 21st St SW	City Minot	State ND	ZIP Code 58701
Email Address		Telephone Number	

Name (Please print) Michelle Jacob	Title/Representing		
Address 616 18 St SW	City Minot	State ND	ZIP Code
Email Address		Telephone Number 701-240-8639	

Name (Please print) Lance Meyer	Title/Representing City of Minot		
Address 10 3rd Ave SW	City Minot	State ND	ZIP Code 58701
Email Address lance.meyer@minotnd.gov		Telephone Number 857-4100	

Name (Please print) Elizabeth Slotsut	Title/Representing		
Address 2100 5th Ave SW	City Minot	State ND	ZIP Code 58701
Email Address		Telephone Number	

Name (Please print) Pat Slotsut	Title/Representing		
Address 2100 5th Ave SW	City Minot	State ND	ZIP Code 58701
Email Address		Telephone Number	

Name (Please print) Kelly Nissen	Title/Representing Only PK on Project		
Address 808 8th St SE	City Minot	State ND	ZIP Code 58701
Email Address		Telephone Number 701-833-2019	

SIGN-IN SHEETNorth Dakota Department of Transportation, Civil Rights
SFN 59531 (5-2018)Page 4 of 11

Meeting Location Perkett Elementary School, 2000 5th Ave SW, Minot, ND		Meeting Type Public Input Meeting		Meeting Date 11/30/2023	
Project Number SU-4-989(134)		PCN 23860			
Project Description 16th Street SW Reconstruction - 14th Ave SW to 2nd Ave SW					
Name (Please print) Frank Berdini		Title/Representing			
Address 1405 11 1/2 Ave SW		City Minot		State ND	ZIP Code 58701
Email Address frankberdini@gmail.com		Telephone Number 701-799-7517			
Name (Please print) Lisa Olson		Title/Representing Minot City Council			
Address		City		State	ZIP Code
Email Address		Telephone Number			
Name (Please print) Jason Olson		Title/Representing			
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Meeting Location Perkett Elementary School, 2000 5th Ave SW, Minot, ND		Meeting Type Public Input Meeting		Meeting Date 11/30/2023	
Project Number SU-4-989(134)				PCN 23860	
Project Description 16th Street SW Reconstruction - 14th Ave SW to 2nd Ave SW					
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Name (Please print) Patrick Miller		Title/Representing			
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Email Address			Telephone Number		
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Email Address			Telephone Number		

SIGN-IN SHEETNorth Dakota Department of Transportation, Civil Rights
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Local Government/Minot/Apex Engineering GroupMeeting Location
Perkett Elementary School, 2000 5th Ave SW, Minot, NDMeeting Type
Public Input MeetingMeeting Date
11/30/2023Project Number
SU-4-989(134)PCN
23860Project Description
16th Street SW Reconstruction - 14th Ave SW to 2nd Ave SW

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Division/District/Consultant
Local Government/Minot/Apex Engineering Group

Meeting Location Perkett Elementary School, 2000 5th Ave SW, Minot, ND	Meeting Type Public Input Meeting	Meeting Date 11/30/2023
Project Number SU-4-989(134)		PCN 23860
Project Description 16th Street SW Reconstruction - 14th Ave SW to 2nd Ave SW		

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Division/District/Consultant
Local Government/Minot/Apex Engineering Group

Meeting Location
Perkett Elementary School, 2000 5th Ave SW, Minot, ND

Meeting Type
Public Input Meeting

Meeting Date
11/30/2023

Project Number
SU-4-989(134)

PCN
23860

Project Description
16th Street SW Reconstruction - 14th Ave SW to 2nd Ave SW

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Address

City

State

ZIP Code

Email Address

Telephone Number

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North Dakota Department of Transportation, Civil Rights
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Meeting Location Perkett Elementary School, 2000 5th Ave SW, Minot, ND		Meeting Type Public Input Meeting		Meeting Date 11/30/2023	
Project Number SU-4-989(134)				PCN 23860	
Project Description 16th Street SW Reconstruction - 14th Ave SW to 2nd Ave SW					
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Name (Please print) Jill Schramm		Title/Representing The Minot Daily News			
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Email Address				Telephone Number	

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Local Government/Minot/Apex Engineering GroupMeeting Location
Perkett Elementary School, 2000 5th Ave SW, Minot, NDMeeting Type
Public Input MeetingMeeting Date
11/30/2023Project Number
SU-4-989(134)PCN
23860Project Description
16th Street SW Reconstruction - 14th Ave SW to 2nd Ave SW

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City

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ZIP Code

Email Address

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Title/Representing

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City

State

ZIP Code

Email Address

Telephone Number

SIGN-IN SHEETNorth Dakota Department of Transportation, Civil Rights
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Meeting Location Perkett Elementary School, 2000 5th Ave SW, Minot, ND		Meeting Type Public Input Meeting		Meeting Date 11/30/2023	
Project Number SU-4-989(134)				PCN 23860	
Project Description 16th Street SW Reconstruction - 14th Ave SW to 2nd Ave SW					
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Name (Please print) Levi Heller		Title/Representing Apex Eng. Group - Asst. PM			
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Email Address				Telephone Number	
Name (Please print) Brent Muscha		Title/Representing Apex Eng. Group - Traffic Engr.			
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Email Address				Telephone Number	
Name (Please print)		Title/Representing			
Address		City		State	ZIP Code
Email Address				Telephone Number	
Name (Please print)		Title/Representing			
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Appendix F

Comments and Responses

Comment Number	Entity (Name, Relation to Project)	Date of Comment	Comment	Response	Topic
1	Lance Werchau	11/20/23	Not in favor of converting the 4-lane section to 3 lanes from Burdick Expwy to 2nd Ave SW.	Thank you for your comments on the 16th Street SW Reconstruction project, they will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Road Diet
2			The Trinity Hospital move from downtown to southwest Minot has increased traffic on 16th St SW which is using it to access the new hospital.		Traffic Study
3			Also, when Minot North HS goes to 4 grades next year, that will also increase traffic on 16th St SW.		Traffic Study
4			Has already observed how the road diet north of 2nd Ave SW has affected the segment to the south. Vehicles already line up in the inside lane very early to avoid getting trapped in the outside right-turn only lane.		Road Diet
5			He has not talked to a single person who has liked the road diet north of 2nd Ave SW.		Road Diet
6	Commentor 1 at Public Input Meeting	11/30/23	Did the traffic study/counts include changes associated with the new Trinity Hospital?	Traffic counts were collected in May of 2023. Unless significant changes have happened since that time, counts should be accurate.	Traffic Study
7	Commentor 2 at Public Input Meeting	11/30/23	When Canadian-Pacific Railroad raises their tracks for the flood control project, will that impact the 16th Street underpass?	The railroad project will not go all the way to the bridge underpass.	Railroad

Comment Number	Entity (Name, Relation to Project)	Date of Comment	Comment	Response	Topic
8	Commentor 3 at Public Input Meeting	11/30/23	Thinks the option to keep both exit directions from 5th Avenue onto 16th Street is the only one that will work. People would ignore the right-turn-only and just turn left anyway.	Thank you for your comments, they will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Intersection Options
9			Bike lanes will create too much congestion and too much for vehicle drivers to watch for.		Bike Lanes
10			Could the unused land along 5 th Avenue be used as a turn lane?		Intersection Options
11	Commentor 4 at Public Input Meeting	11/30/23	Perkett Elementary School enrollment has increased by approximately 100 students this year. Minot has no in-town busing so there is a lot of pedestrian traffic to the school. Bottlenecks accessing the school because access is already restricted; emergency access is difficult.	Thank you for your comments, they will be included in the public comment summary that will be reviewed by the City of Minot and the project team. We contacted Minot Public Schools to verify the actual numbers. Enrollment at Perkett increased by 37 students (10.4%) from Fall 2022 (357 students) to Fall 2023 (394 students). Minot State University was still in session when we collected our traffic counts in early May 2023.	Traffic Study
12			Concerns that traffic study numbers taken in May are light because Minot State University was not in session.		Traffic Study

Comment Number	Entity (Name, Relation to Project)	Date of Comment	Comment	Response	Topic
13	Commentor 5 at Public Input Meeting	11/30/23	Why was a roundabout not considered at 5 th Avenue?	Roundabout concepts have been considered at the 5 th Avenue intersection. The offset intersection geometry makes that option difficult. Additionally, property impacts at this location would be greater than at 7 th Avenue. At the time of this meeting, a roundabout at the 5 th Avenue intersection is not being studied.	Roundabout
14	Commentor 6 at Public Input Meeting	11/30/23	For Phase 2 construction-could the work be split to 5 th Avenue and then 7 th Avenue? Worried that construction on both would not leave many options to enter/exit the surrounding neighborhood.	Construction phasing is preliminary; additional consideration will occur as design progresses. The 7 th Avenue intersection would only be closed if a roundabout option was selected. Phasing shown at the meeting is likely the worst-case scenario.	Construction
15	Commentor 7 at Public Input Meeting	11/30/23	The 5 th Avenue intersection will not work without a roundabout at 7 th Avenue. A lot of traffic will get shifted to the US 83 Bypass.	Thank you for your comment, it will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Roundabout/Bypass
16	Commentor 8 at Public Input Meeting	11/30/23	Would removing the bike lanes reduce cost? Is there anything else that can be done to reduce the cost?	The highest cost presented at the meeting would include all build options selected as the preferred alternative, including the roundabout at 7 th Avenue. The design team works with the City to work on options to reduce costs; specifically for this project the retention pond is one area of potential savings. The bike lanes do not require additional pavement; rather they are a restriping of the existing pavement.	Bike Lanes/Cost

Comment Number	Entity (Name, Relation to Project)	Date of Comment	Comment	Response	Topic
17	Commentor 9 at Public Input Meeting	11/30/23	Visibility exiting the neighborhood onto the US 83 Bypass is poor. Something should be done on the Bypass to increase safety.	Thank you for your comment, it will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Bypass
18	Commentor 10 at Public Input Meeting	11/30/23	Bike lanes aren't safe, there's too much traffic on 16 th Street and drivers are often distracted.	Thank you for your comment, it will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Bike Lanes
19	Commentor 11 at Public Input Meeting	11/30/23	Bike lanes are not a concern because there isn't a lot of bike traffic on 16 th Street anyway.	Thank you for your comments, they will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Bike Lanes
20			People use the inside lane of 16 th Street more because they are pushed onto it coming from a one-lane. Traffic gets backed up all the way back to Marketplace Foods, past 4 th Avenue.		Road Diet
21			Will protected left turns onto Burdick be added?		Signals
22	Chuck Kreps	11/30/23	Put a roundabout on 5 th Avenue & 7 th Avenue. No center lane. Move the 5 th Avenue roundabout south so 5 th Avenue from the east enters the roundabout.	Thank you for your comments, they will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Roundabout
23			Burdick and 16 th intersection continually		Miscellaneous

Comment Number	Entity (Name, Relation to Project)	Date of Comment	Comment	Response	Topic
			deteriorates quickly. Build it much stronger.		
24			Please, please do not put in more turning lanes. The turning lanes on 16 th between 2 nd Avenue and 4 th Avenue create bottlenecks and traffic jams, nightmare from 7 am-9 am and 4-6:30 pm.		Alternative Design
25	George Lowther	11/30/23	Excellent presentation! Great questions and comments! Folks described the traffic hazards both now and with the proposed changes. Concerns with bike lanes, closed neighborhoods, traffic flow, etc.	Thank you for your comments, they will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Miscellaneous
26			Roundabout is good idea and should be a separate phase so 16 th Street from 5 th Avenue to 7 th Avenue is not closed at the same time.		Roundabout
27			Kids do not use the bike lanes around the high school area. Considered unsafe by parents.		Bike Lanes
28			There are many problems with the project that need further study. I look forward to an update based on the concerns and suggestions addressed tonight.		Miscellaneous
29	Alderman Podrygula	11/30/23	Please look more closely at a roundabout at 5 th Avenue SW (not just 7 th).	Thank you for your comment, it will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Roundabout

Comment Number	Entity (Name, Relation to Project)	Date of Comment	Comment	Response	Topic
30	Sam Warren	11/30/23	Traffic counts may not reflect actual numbers given (they were) taken in mid May.	Minot State University was still in session when we collected our traffic counts in early May 2023. We contacted Minot Public Schools to verify the actual numbers. Enrollment at Perkett increased by 37 students (10.4%) from Fall 2022 (357 students) to Fall 2023 (394 students).	Traffic Study
31			What is the cost of doing nothing? There is always a cost!	Thank you for your comments, they will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Cost
32			Traffic circles are used as a (illegible) effect to traffic without slowing it down or allowing traffic flow.		Roundabout
33			Retention pond size and how are you going to maintain and protect public from it.		Retention Pond
34			Lack of protected turn lanes at any signals.		Signals
35			Construction season is from May-November if lucky. Any later may add additional cost (illegible).		Construction
36			Animal corridors, have any been identified?	Due to the urban nature of the project, no animal accommodations will be required with this project.	Miscellaneous

Comment Number	Entity (Name, Relation to Project)	Date of Comment	Comment	Response	Topic
37	Sharon Pfeifer	12/02/23	More tax dollars to do more ridiculous projects!	Thank you for your comments, they will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Cost
38			Get rid of those stupid bike lanes before a cyclist gets hurt for starters. The city put in bike paths for a reason years ago. There are bike routes around town that link together and take you to the outer edges of Minot. Most cyclists like to ride the different terrains—not play in traffic. A little kid was riding in the “safe” bike lanes on 16th and 4th Ave NW and was steering rather unsteadily being so close to traffic. If he would have fallen over in that F'd up bike lane due to his shakiness/panic, a motorist would get the blame if the kid tipped over and gets injured, or worse. The city of Minot board should be held responsible and accountable for their poor choices. It was their rocket science of a bad idea. Residents did not get to vote on that stupid decision of bike paths. Downsizing two busy routes from a 4 to a 2 lane just pissed off a lot of NW/SW residents, congests the morning traffic flow immensely on 4th Ave. Can hardly wait to see what happens in the winter on that route and how many more accidents will occur. 4 lanes are necessary—not a ridiculous bike lane that is barely used. Cycling only occurs in our shortest season of summer. Fall if it's not too cold or snowing by then. What's our longest season— oh yeah—WINTER! Let's see cycling happen then. How about turning it into a snowmobile lane to make real usage		Bike Lanes

Comment Number	Entity (Name, Relation to Project)	Date of Comment	Comment	Response	Topic
			of those wasted tax dollars ?!?!?		
39			The roundabout idea. The purpose of those is to keep traffic moving so backups are less in busy areas of town. The theory being not having to fully stop and keep things moving. Well let's see how that SE stupid loop went over like a fart in church. Oh yeah there are stops signs! Doesn't that make it essentially a 4 way stop? How many tax dollars went up in flames to create that intersection! And it definitely is not efficient by any means. Many residents are just sick of the clown car circus bs and take an alternate path to avoid it but find entertainment in watching the traffic hoe-down dance at the loop. More wasted city dollars again!!		Roundabout
40			The street lights over in NW/SW area—irony after the city board deems them unsafe or whatever line of crap they want to feed us. Suddenly the street lights are a danger to keep on in the area, so off go the street lights. Rather dark in the valley, so dark that resident vehicles are having hit-n-runs. Can't get the physical description of the vehicle that did it because there are no working street lights to help see. Reporting 'it's a car, or truck' isn't overly helpful as it's rather obvious it has to be one or the other. HOWEVER, (here's the irony) the lights at Leach Park are fully lit up at all hours of the night. That lighting must have extra "anti-hazard special power" in order to stay lit while the rest of the area is deemed "unsafe". Interesting. Not a single street light		Lighting

Comment Number	Entity (Name, Relation to Project)	Date of Comment	Comment	Response	Topic
			on for blocks in either direction but that little park is fully lit. Have to keep the lights on for the extremely late night park “visitors” transactions or activities. Hmm I recall Leach park being in the same flood as the rest of the neighborhood it sets in. Those electricals were equally soaked just like all the houses and street lights were. And on top of the lightless area, each resident in said area gets to pay an additional \$32 or 36 something per front yard footage of their property to have street lights operating again. And those same people get taxed again in the yearly bs, overly increasing, property taxes for a service the city is to provide. You know “for adequate street lighting” in case of emergencies. No other part of town had to pay for their new lighting why the hell should NW area have to.		
41			I think the city has done more than enough spending on projects already. Residents can't afford anymore of the increased taxes because of all the “special projects” the city wants to do. They spent excessively on what isn't theirs without putting costly projects to public vote. Nothing needs to done at this time. “The City” has done enough financial damage for now.		Cost
42	Craig Johnson	12/03/23	I want to take the opportunity to comment on a few things after attending the meeting last week for the 16th Street SW Reconstruction Project. I live on the corner of 14th Ave and 16th Street SW, which means there will be construction in my backyard and I will lose	Thank you for your comment, it will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Construction

Comment Number	Entity (Name, Relation to Project)	Date of Comment	Comment	Response	Topic
			access to 16th Street for a time, but that is not my concern; as my comments are more directed towards the folks living in the Perkett School neighborhood where the meeting was held. The comment was made that night about them not having access to 16th Street and their only way out of that neighborhood being access to the highway 83 bypass. I have to say that I would be just as concerned as they are. The entry onto the bypass is not an easy one to make, given the way the intersection sits with the proximity to the bridges on the bypass. I am also concerned for the people that actually live on 16th Street or one of the streets to the east of 16th (5th Ave and Forest Drive). With what I understand, none of those people in those 30 plus homes will have access to their driveways for an extended period of time. That means they will have to park and carry the necessary items they need to live on, such as groceries, a long way to their homes. Not to mention the families that may have young children and have to carry or push them in strollers or wheelchairs that long distance as well. Also, with those inconveniences they will have to find a way to get rid of their garbage or anything else that needs to go. In addition to the items I just brought up, there is the issue of emergency services that will not be able to get to a home at all, or those services having to go out on the bypass to get into the part of that neighborhood that they will have access to. The delay of emergency services, or lack		

Comment Number	Entity (Name, Relation to Project)	Date of Comment	Comment	Response	Topic
			thereof, will be a huge inconvenience to all the people living on the west or east side of 16th Street between the river and the tracks.		
43			We were told at the meeting that a traffic count was done last May, but were not told exactly what days the count was taken. It may have been after Minot State University was finished with classes for the year. Also, since that time, Minot Public Schools re-did the boundaries and both Perkett and Longfellow Schools, which are located along 16th Street, have each seen an additional 100 plus students. Minot does not have busing and that means a lot more traffic with kids coming to school. This fall, Minot North High School will also open and that will mean additional traffic along 16th Street as well. I just have a hard time understanding why we would take traffic that is using four lanes now and force them to merge into just two lanes. After looking at the traffic count for Burdick Expy. and 16th Street, we were shown that there are thousands more cars per day using 16th Street. That seems to be another logical argument against funneling traffic on 16th Street to one lane in each direction from Burdick Expy. to 2nd Ave SW. I know that the city has already made the decision to do this with 16th Street, but I feel it needs to be re-evaluated. We are told that when the traffic count was done most cars used the inside lanes, but that is because they have been forced to with the decision to make 16th Street a two lane road from 2nd Ave. SW to 4th Ave NW. This whole	Traffic counts – we double-checked and Minot State University was still in session when we collected our traffic counts in early May 2023. Perkett Elementary enrollment – We appreciated the comments from you and others about the change in Perkett enrollment. We contacted Minot Public Schools to verify the actual numbers. Enrollment at Perkett increased by 37 students (10.4%) from Fall 2022 (357 students) to Fall 2023 (394 students).	Traffic Study

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			section of road should be put back to two lanes in each direction as it was for so many years. The idea of bike lanes might sound good to some, but they simply do not get used and are a waste of time and money. As a parent, most do not allow their children to use these bike lanes and as an adult who enjoys a bike ride, I will not use these lanes either. Who wants to put their life in jeopardy with traffic whizzing by them at 30 plus miles per hour just a foot or two beside them. I know the speed limit is 25, but most of the traffic does not drive that slow along that stretch of road.		
44			In summing up, I feel that Apex Engineering and the City of Minot need to re-think what they are doing on the stretch of road between 5th and 7th Avenues SW. They cannot cut off access to the extent they are considering for those living in that area either to the east or west side of the road. Turning that section of road into two lanes is not going to help traffic flow, but simply make it worse. It is already worse along the stretch of road from 2nd Ave SW to 4th Ave NW. It is much harder to make a left hand turn onto that section of road and takes longer to turn left off of that section, especially during the morning and afternoon rushes. If the decision is made to make that section of road one lane in each direction it will be imperative to add the roundabout that was talked about at the meeting. The roundabout would be the only way the folks in that area would be able to exit left onto	Thank you for your comment, it will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Roundabout

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			6th Street. As it is now, depending on the time of day, there are times that a person can sit for minutes waiting to turn left onto 16th Street on that section of road. My hope is that everyone involved will make sound decisions and take the comments to heart that everyone is making. Minot only has a few roads that go completely through town in a North / South direction and we simply cannot afford to make one of those few roads worse than it is now.		
45	Crystal Almond	12/04/23	My family lives in a cul-de-sac (Misty Glen Ln) just off 5th Ave SW, west of Perkett Elementary. I live in the neighborhood that will be greatly affected by this reconstruction project. We have children that attend Perkett Elementary and Jim Hill middle school and my husbands office is at the Arrowhead shopping center. So, we travel this stretch of road several times per day. A concern I had with the initial proposal with phase 2 was the closing of both intersections (5th Ave and 7th Ave) at the same time. These two intersections give us eastern access out of our neighborhood. I urge you to consider the access restrictions to that entire neighborhood and an elementary school that serves over 400 families and staff. This particular neighborhood has only the by-pass and 16th St SW as north-south exits. If you close the road, blocking both 5th and 7th Avenues, all traffic can only exit via the by-pass. Which, during the public meeting, another resident raised concerns about visibility and	Thank you for your comments, they will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Construction

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			safety at that intersection as well. (Probably an intersection that should be on the radar for future safety improvements by the city and DOT) By closing off both 5 th and 7 th intersections at the same time, it will force all the neighborhood traffic AND all the school traffic to a 55 mph zone with questionable visibility. I suggest splitting phase 2 into a phase 2 and 3 to allow at least one way to exit/enter from the east. Keep in mind, this neighborhood has no alternate north-south exits. We are blocked by the river to the south and the railroad tracks to the north.		
46			I also understand that most of the construction will be happening over the summer and school will not be in session most of the construction season, but there will be a considerable impact on school drop offs and pickups from August through October. New kindergarten parents to the school have quite the learning curve with pick up and drop off at Perkett Elementary, then to add such a traffic restriction leads to parents flustered and in a hurry, adding to the safety concerns for our children at the school.		Construction
47			To add, the Hoeven baseball fields are very busy over the summer, which again, is concerning in the event of an emergency and the only access being the bypass intersection that has challenging visibility. If that intersection is blocked for any reason, everyone in the neighborhood, school and		Construction

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			ball fields are trapped.		
48			Another major concern and suggestion I have is regarding a crosswalk crossing 16 th St at the 5 th Ave intersection. After school traffic at that intersection is intense to say the least. Then adding children trying to cross 16 th St just about makes your heart stop. With the amount of new high school drivers also using this stretch of road, I have witnessed many scary moments. If the driving force for these upgrades is traffic and pedestrian safety, I feel a crosswalk is an essential addition. Since lighting upgrades are also scheduled for this section, I would also like to suggest a lighted signal for the crosswalk, much like the ones in front of the Ward County Courthouse and the one near Central Campus that crosses Burdick Expressway East.	We did take a very close look at this and one of our concepts did initially include this crosswalk. However when we reviewed our traffic and pedestrian counts from early May, there were a very low number of pedestrian crossings going across 16 th St SW at 5 th Ave SW (only 1 east-west crossing in 24 hours), even during the morning and afternoon school rushes. After review and discussion of this data with the team, we did not carry forward the crosswalk option across 16 th St. If the roundabout is selected at 7 th Ave SW, that will provide opportunities for safer east-west crossings of 16 th St SW.	Pedestrians
49			To add, I feel that enforcement is a necessary step in a safe and effective crosswalk. A crosswalk with a visible flashing signal, drivers need to be held accountable for not stopping when the signal is active. My husband and I have vacationed in a little town called Indian Rocks Beach, FL several times. Each time we have visited we are astonished at the regard drivers had for the crosswalks. If you trip that signal, drivers stop immediately. This all comes down to enforcement. The people of that community know that a signaled crosswalk means to stop, not blow through it. I believe we owe the children and	Thank you for your comments, they will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Pedestrians

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			families of this community to have a safe way to cross such a busy stretch of roadway. I know adding a lighted/signaled crosswalk will cost more, but I feel that since the reconstruction is happening, it's the perfect time to consider this important safety feature for our neighborhood.		
50			In regards to the permanent traffic flow situation, I do feel the option to restrict eastern traffic coming off of 5 th Ave to a right turn only with a roundabout at 7 th Ave seems like an option that will slow traffic enough for safety, reduce *impact* points but still keep traffic flowing. It seems odd to travel a block south to go north but knowing that traffic will continue to flow without stopping seems like it's a decent compromise.		Roundabout
51			The Air Force Base is slated for an influx of people coming to our community. I understand that this won't only effect 16 th St, but it certainly will add volume to our roads in the coming years.		Traffic Study
52			The new high school will begin classes starting in 2024, which is just north on 16 th Street. BOTH of our high schools (all with new drivers) sit on this major artery through town. I would again reiterate my point of enforcement. Drivers speed terribly on the 4 lanes of traffic as it is now.		Traffic Study
53			As someone who travels 16 th Street on the regular, I would say the single lane of traffic		Road Diet

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			north of 2 nd Ave is certainly less stressful and slows traffic and I look forward to a simpler drive from Burdick to 2 nd Ave. I always say that someday I'm going to get rear ended trying to take a left from 16 th Street onto either 7 th or 5 th Avenues. It's a quick change from doing 40 mph down the hill to 25 mph and many people don't slow down. I'm thrilled there will be a dedicated left turn lane into my neighborhood.		
54			I do understand the requirements for federal funding, so if bike lanes are required to receive that money, it is what it is. I think many citizens do not understand the reasoning for the bike lanes. It seems a bit like, well, it's there, now use them. It will take time for people to warm up to them and the idea that traffic will slow, even though the speed limit has not changed. So again, maybe a bit of a fluff campaign would bring people around quicker.		Bike Lanes
55			Thank you for hearing my concerns as a citizen that travels 16th St SW multiple times per day. It is truly our lifeline through town when it comes to leaving our neighborhood to get anywhere in town. Also, as a side note, the signal turning left from 16th St SW to Burdick Expy heading east needs to be addressed. Currently, it is only a protected green arrow during the morning commute. In the afternoon, during school pickup (during high traffic flow), it is NEVER a protected green arrow. It only	We will be working with the City Traffic Engineer on the signal timing & phasing for each of the signalized intersections on the project. We will take into account your comments below. Ultimately he will make the final decision on the signal timing & phasing for each intersection.	Signals

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			flashes yellow. There is so much traffic flowing north that only one car (2 if someone is sneaky) can get through the intersection. This left turn lane then gets backed up into the left through lane. I once sat in that turn lane through 5 lights.		
56	Douglas Skinner	12/05/23	I was wondering by chance if this project will be adding turn signals to the lights on 16th st. With the change from two lanes into the now one lane turning from 16th onto 2nd Avenue can be hard when there is a huge line at the busy times of the day. Just wondering if this is something that might be apart of this project?	The project will include brand new traffic signal systems at the 2 nd Ave SW and 11 th Ave SW intersections, as well as updates to the existing Burdick Expy signal system. These new systems will have up-to-date technology which will allow the possibility of using green left turn arrows and flashing yellow arrows, which was previously not possible with the technology of the existing system at 2 nd Ave SW. Ultimately, the City Traffic Engineer will make the final decision on the signal timing & phasing for each intersection, and whether that will include green arrows/flashing yellow arrows for left turns.	Signals
57	David Demaree	12/06/23	River and railroads divide town, making us different than other cities.	Thank you for your comments, they will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Miscellaneous
58			Prefer the 3 lane over 4 lane, but not the inclusion of bike lanes.		Alternative Design
59			Turn lanes are more important than bike lanes.		Bike Lanes
60			Support the roundabout concept – it's the		Roundabout

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	Cori Argent	12/07/23	safest once people get used to change.	Thank you for your comments, they will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	
61			Our weather and demographics make bike lanes a waste.		Bike Lanes
62			I think the roundabout on 16th street and 7th Ave is a great idea. That would greatly help with traffic flow and slow down the traffic on 16th street.		Roundabout
63			I would love to also see a roundabout on 16th street and 5th Ave. The traffic on 16th street drives very fast. With the curves cars like to make it a drag strip. Reducing it to 3 lanes should help, won't have the ability for 2 cars to race side by side. But I think if a roundabout could be added to 5th Ave too that would be ideal. That would allow traffic to continue to go left from 5th Ave onto 16th street. I know space is a concern. But currently 2 houses at that intersection are for sale and there is an empty lot as well. Could the house on the SW corner of that intersection be bought/removed and the roundabout be placed more in the area of the existing empty lot so 5th Ave could line up with the 5th Ave on the east side of 16th Street? I think an additional roundabout would really help to slow traffic for the stretch of houses on 16th Street between 5th Ave and 7th Ave. Rather than limit the intersection (taking away the left hand turn) it would be awesome to see it enhanced.		Roundabout
64			When this construction happens and more traffic is pushed to the 7th Ave/Bypass		Bypass

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			intersection something will need to be done to enhance that intersection. It was just rebuilt a few years ago and was horribly designed. Turning south onto the bypass the bridge going over the railroad tracks impeeds your vision. Can't see cars until they are right at the intersection. Very fortunate an accident hasn't happened yet but it is just a matter of time. Would be great to see a light there during the construction period. There is a significant increase in traffic at that intersection during the summer evenings with baseball at Jack Hoeven Baseball diamonds.		
65	Kim Burckhard	12/08/23	Could you share what the Alternative B options is?	Alternative B is what we are calling the "base alternative" and is the only alternative (besides Alternative A - do nothing) that covers the entire project. It contains the following work: • Full reconstruction of 16th St SW to a 5-lane section from 14th Ave SW to Burdick Expwy • Reconstruction of Burdick Expy 300 feet each direction • Full reconstruction of 16th St SW to a 3-lane section from 7th Ave SW to north side of 5th Ave SW • Pavement repair work and pavement marking changes to a 3-lane section from Burdick Expwy to 7th Ave SW, and from 5th Ave SW	Alternative Design

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				to 2nd Ave SW • Shared-use path on the east side of 16th St SW, south of Burdick Expwy • All storm sewer and City utility work (as required) • Retention pond at 11th Ave SW • ADA ramp/sidewalk work (as required) • Traffic signal replacements at 11th Ave SW and 2nd Ave SW • Lighting replacement In addition to the above, we have 3 “options” at the 5th Ave SW & 7th Ave SW intersections, which are as follows: • Base option (part of Alternative B): a. 5th Ave SW intersection reconstructed to full access b. 7th Ave SW intersection remains as-is (no work) • Option 1: a. 5th Ave SW intersection reconstructed to $\frac{3}{4}$ access (no EB to NB left turns allowed)	

Comment Number	Entity (Name, Relation to Project)	Date of Comment	Comment	Response	Topic
				b. 7th Ave SW intersection remains as-is (no work) • Option 2: a. 5th Ave SW intersection reconstructed to $\frac{3}{4}$ access (no EB to NB left turns allowed) b. 7th Ave SW intersection reconstructed to a roundabout	
66			Who makes the final decision based on the options that were presented at the Perkett meeting? Is it strictly voted on by the city council members or is there any community voting that will be measured?	The city council will evaluate the public input as well as staff and consultant recommendations for the options. It is the council that makes the final decision of what options are selected.	Miscellaneous
67			Who makes the decision on when to apply special assessments? It states that none expected at this time. It's the 'at this time' that has me concerned.	The council makes all determinations as to what funding sources are selected to pay for the project. Historically, we have not used special assessments for local funding on NDDOT funded projects. Council has not directed staff to pursue special assessments as a funding source on this project. However, there is always a possibility they could direct staff to special assess a portion of the project. If that happens, a series of	Miscellaneous

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				notifications and potential for citizen protest periods would take place. Special assessments have to go through a process and cannot be levied without going through the process stated in state law.	
68			Are one of the options that was presented to have a NO LEFT TURN onto 16 th street from 5 th ave/Forest Road side? Gosh not sure I am clear on this, but I know one of the options was not to have a left turn on the Perkett side but felt like that was not applied to our side of the road but my neighbor swears it was for our side also. Could you please clarify this for us?	One of the options is to restrict left turns on 5 th Avenue driving eastbound to northbound. This is on the "other" 5 th Avenue and not your 5 th Ave/Forest Road. Your side will be a full access intersection. There have been suggestions of adding a roundabout at 5 th Avenue and that may or may not be further explored.	Intersection Options
69			Out of the options presented – is there one that would allow everything to stay as is from 2 nd Ave to Burdick --- keeping it 4 lanes but still doing the street improvements?	Keeping 16 th Street a 4-lane road from 2 nd Ave to Burdick is not one of the options being considered. There are too many safety benefits of reducing the road from 4 to 3 lanes.	Alternative Design
70	Thalia Wood	12/11/23	I fail to understand how traffic flow is not high enough for a traffic light at 5 Ave SW and 16 th St. Only allowing right turns is like putting a band-aid on the problem.	Thank you for your comments, they will be included in the public comment summary that will be reviewed by the City of Minot and	Traffic Study

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71			I often drop off my grand-daughter at Perket and turn left there. It is very dangerous at high peak times.	the project team.	Safety
72			The other thing that needs to occur is an actual left turn signal at 16 th and Burdick. A flashing yellow to turn left on Burdick (heading south) is not adequate esp. when schools let out.		Signals
73	Patrick and Janice Miller	12/12/23	Thank you for this opportunity to comment on the 16th St project. I have lived in Northwest and Southwest Minot for over 50 years, and also worked in Southeast Minot at a truck dealership as many years. I want to add here that the City of Minot had a 13th St SE project that went right by our dealership. The first engineering that was proposed was atrocious. It took many years and meetings to get the out of state engineering firm to understand the problems that the people live and breathe every day at the 13th St 2& 52 bypass.	Thank you for your comments, they will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Miscellaneous
74			I know that the reason for the bike paths is federal money. I also know that this is not what our City of Minot Traffic Engineer wants. I have contacted him several times about getting an east protected left turn arrow on 16th and Burdick all day and he can't even get that done.		Bike Lanes
75			Back to 16th St. and even 4th Ave NW project. This is the only city that I know of that the population is growing there is more traffic and the city engineers think traffic flows better and faster by taking 4 lane road		Road Diet

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			ways and reducing them to 2 lane roadways and add bike lanes. We do our grocery shopping at Arrowhead Market Place Foods and the 1 ½ years that the bike lane has been open I have seen 2 bikes and one runner on that portion of 16th St. I have seen none on 4th avenue this summer. By making 16th into a 2-lane roadway, it created problems from second avenue south to Burdick. Cars and large tractor trailers are lined up single file sometimes back to Market Place Foods, and not just during morning, noon and evening but even on a Sunday afternoon. The big problem that this single lane traffic has created is more congestion at 16th St and 5th Ave SW. Then we have the same problem going north on 16th St. People now know that it is single lane from 2nd Ave NW and everyone lines up single file except for again the speedsters who are going to try and beat the vehicle in front of them. We see very little law enforcement on 16th St. I see more patrolling over by the bark park.		
76			I believe that engineers put too much emphasis on theory and not enough real world. Let's look at the problem on the 83 Bypass. We are creatures of habit so cars traveling south on the bypass know that they are going to making a left turn at 2 & 52 so they are staying in the inside lane all the way from 21st Ave NW. That is because when the intersection was redone the inside turn lane to go east merges off of the inside lane. Why didn't the engineer use a merging		Miscellaneous

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			right turn lane to go west and keep the two lanes going south the turn lane lanes to go east? When 16th St was built, there were no turn lanes at all. Lots of rear collisions and then there were turn lanes put in. Engineers who don't live here and drive here every day come rain, snow or sunshine don't understand what the traffic is like, you go by statistics with no gray area.		
77			Now for 16th St. between 2sn Ave SW and Burdick Exp. Since the input meeting I have driven up to 31st Ave SE, 13th St roundabout to watch the traffic when school is out. I have sat and watched traffic at 7th Ave and 5th Ave SW on 16th St. I have come to the conclusion that a forcing traffic south at 5th to go around the roundabout to go back north is totally unacceptable and will not work. Is a roundabout needed at 16th St and 7th Ave., yes, it is. The biggest reason is that it will slow down the speedsters. Now for 5th Ave SW and 16th St. That intersection needs 3-way lights so that drivers can make a protected left turn. From what I observed lights would make the most sense.		Roundabout
78	Mike Enslin	12/14/23	7th St Round about a block from 16th and Burdick traffic and 17th /18th St use for Perkett coming and going will be a nightmare with more accidents because people are stuck and rushing home etc.	Thank you for your comments, they will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Safety
79			no left turn from 5th Ave to 16th St will cause more backups and go south to go North- Plus people will ignore the no left and		Intersection Options

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			turn left lots causing more accidents		
80			Add one more lane to turn right from 5thh Ave with a merging lane also make the turn in lane from the north on 16th St longer to merge in for the right-hand turn.		Intersection Options
81			get rid of the island 5thh /16thh St longer and wider turn lane to turn from.		Intersection Options
82			Absolutely NO Bike lanes someone will be killed by drivers wandering into the lane. Make a wider sidewalk there with curbs to allow waking and bike travel.		Bike Lanes
83			Center turn lane may be OK but it will make more traffic on a Single lanes.		Alternative Design
84			16th is and will be lots more traffic 3 schools, parks, Hospital and main flow street.		Traffic Study
85			Use thicker/ deeper concrete - Esp at Burdick and 16th St - redone many times before - use more rebar /fiberglass ect. Also fix the age-old drainage problem from the hill across both streets.		Miscellaneous
86			Don't use Asphalt fill holes in the concrete - cut holes and fill with concrete like they did on Valley St this year. Also the flood wall anchors are patched with asphalt not done correctly		Miscellaneous
87			7th Ave and 16th St is concrete now but banked the wrong way on the curve - plus a Fire hydrant is on the curve and will be hit		Miscellaneous

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			winter or summer, cars banking the wrong way will slide into it.		
88			Use Six Sack Portland Concrete mix it is stronger and better for streets - Sidewalks less ok		Miscellaneous
89			17th and 18th Streets already are high use from school and Parks etc why make it ten times worse. A roundabout would be a killer and lots of extra money for bad outcome need it		Roundabout
90			7th Street got paved this year and didn't need it?? I guess it's who you know!!!		Miscellaneous
91	Mary and Jeremy Saxer	12/14/23	Pushing a "Road Diet" on 16 th Street is a classic attempt at fixing something that wasn't broken. While the Burdick and 16 th intersection could use some improvements, it doesn't justify what's being done to the rest of the road.	Thank you for your comments, they will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Road Diet
92			Apex, you don't seem to be grasping the problems that the "Road Diet" is causing our community. Data points can't tell you everything. It's one thing to sit in an office over two hundred miles away looking at data points and another thing entirely to be driving the road every day. The lines of traffic on 16 th are long and that's with two lanes each way. How will we ever get out of our neighborhood when all that traffic must squeeze into one lane?		Road Diet
93			16 th Street is one of the main north/south		Road Diet

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			thoroughfares in Minot and it is ridiculous that you are reducing it to one lane each way. If anything, 16 th should be expanded to be five lanes: two northbound, two southbound, and one turning lane.		
94			Additionally, we do not want a roundabout on 16 th . Yes, it might slow traffic, but no one knows how to use them which is, in itself, hazardous.		Roundabout
95			And what about the bike lanes? Bike lanes are basically useless in our climate and have no place on such a busy road. They are a luxury and NOT something that should be prioritized.		Bike Lanes
96			Our city has been growing and you want to shrink one of the main roads. What's going to happen when you realize the mistake you made? Who is going to pay to widen the road again? Are we going to have special assessments forced on us by the city? We want a promise from the city, a guarantee that won't happen.		Road Diet
97			In summary, 16 th Street should never have been reconfigured. We've seen no benefits from this, and it has made leaving our neighborhood more difficult and more dangerous. We do not want any part of this "Road Diet."		Road Diet
98	Janet Mathistad	12/15/23	I was unable to attend the meeting in person, but I have reviewed the information and the videos. I wanted to weigh in that I whole-heartedly support your proposal to	Thank you for your comments, they will be included in the public comment summary that will be reviewed by the City of Minot and	Bike Lanes

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			change that section of 16th St to 3-lane, and include the bike path. I like how it works on 4th Ave NW, and the section on 16th St that has already been altered. I live further north on 16th, and am an avid cyclist. The problem with the current bike paths so far is that there is no inter-connectivity so they basically dead-end. Adding this stretch will make a nice opportunity to get from Broadway all the way over to the bike/walking path near the river/water treatment plant on 16th.	the project team.	
99			This is probably more a City of Minot issue, but with these paths in place, it will be extra necessary to do good street-cleaning there, more often than regularly done. Right now there is considerable sand and debris from our recent snow events. So I would not feel safe biking along the current stretches even when the snow is gone.		Miscellaneous
100			I also whole-heartedly support the round-about placed at the 7th Ave location. I know there is a lot of complaining going on, but I believe the citizens would be capable of learning how to maneuver a round-about, and the more we have, the more practice they would get, until it wasn't so much an issue anymore.		Roundabout
101	Leann Mellum	12/15/23	My name is Leann Mellum and my child attends Perkett Elementary. I drive the path of 2 nd Ave SW and 14 th Ave SW on a daily basis, often numerous times a day. I attended the public meeting that was held November 30 at Perkett Elementary and spoke during the open form.	Thank you for your comments, they will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Road Diet

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			This email is to confirm my thoughts I spoke that night. I agree that something needs to be done on this stretch and I know that the road diet will be taking place regardless of what the public has to say. Do nothing is not an option. However, to simply do a road diet without any other changes is not an option for this community. It already is hard to get in and out of the Perkett Elementary community if you are trying to get on 16th Ave via 5th Ave SW or 7th Ave during the "rush hours" of 7:45 to 8:15 am; during school let out at 3-2:30 pm; and again around 5 pm. This included both right lane turns and left hand turns. It is easier to make a right-hand turn during these times, but you do have wait times. Turns happen during this time often because there are 4 lanes in this area. Once the road is reduced, it will be nearly impossible to make a left hand turn trying to get off of 5th Ave SW & 7th Ave SW when turning on 16th St. This is going to leave a whole community stranded with long wait times.		
102			The only way I see this road diet being successful is by completing it using Option 2. You NEED a roundabout to allow the community to safely exit the area - and the ability to head north or south. I would prefer a buyout on 5 th Ave SW and a roundabout		Roundabout

Comment Number	Entity (Name, Relation to Project)	Date of Comment	Comment	Response	Topic
			put in this area instead because it makes more sense. However, I do understand the implications of having to acquire a few houses and I hate to force people out of their homes. However, one currently is for sale on the corner of 5 th and 16 th that the city could buy (Kyle Schmidt's house). This would leave one house possibly to buy to produce a roundabout on 5 th and 16 th . However, if that isn't feasible; the bare minimum needs to be the roundabout at 7 th as visible in Option 2.		
102			As for the construction phase, when that happens, we need help merging on to the Bypass. Traffic most likely will be routed west to the bypass (going by the baseball fields and the bark park). However, that merge onto the bypass is highly dangerous at times. If you are trying to turn North, you have a wait time due to traffic hanging in the right-hand lane. This traffic will need to be forced to merge left to give the Perkett community time to get onto the bypass in a fast manner. However, when it comes to getting on the bypass and heading south, that is where it gets hairy. People fly on that bypass at 60+ mph - faster than they should. You have a visual obstruction of the bridge so often you can't see a car coming until the last minute. Many find a hard time "froggering" from the road onto the bypass (again because of the morning and afternoon traffic) only to get stopped in the single car turn lane waiting for southbound traffic to open up for a		Miscellaneous

Comment Number	Entity (Name, Relation to Project)	Date of Comment	Comment	Response	Topic
			merge. Something needs to be done with this area - especially during the construction phase if you plan to push all traffic out of this community through that exit. I have attached the photo in reference to the area I am talking about.		
103			This area of town has only 3 exit points - two in purple which will be closed off an under construction, while the yellow will be a bottle-necked nightmare. In the event of an emergency (which has been seen in Minot), this community is a sitting duck. They have very few exits for the amount of people who live her. The river and railway cut them off. So either there needs to be access created from 4 th to 2 nd across the railway or some other creative thinking had IF both 5 th and 7 th go out of commission during construction.		Construction
104			If both 5 th and 7 th are blocked off during construction, the other thought is how do people get IN TO the community. Again, the bypass cannot be the only exit, but it also cannot be the only entrance. This is going to create a nightmare on the bypass as people want to enter this community as well.		Construction/Bypass
105			I also have concerns about the traffic study.		Traffic Study

Comment Number	Entity (Name, Relation to Project)	Date of Comment	Comment	Response	Topic
			It was done in May, but after college was out. It isn't doesn't represent the large enrollment that occurred this year with 100 more students now at Perkett elementary - which leads to more traffic in and out of this community.		
106			(side note: I am very happy about the dedicated turn light at 2 nd Ave SW and 16 th - that is a needed item).		Signals
107	Jerry Lokken	12/26/23	I am very concerned about the problem of travel into out of the Perkett School area for residents and school children once construction begins. Because of 16th street being blocked at the 5th and 7th avenue intersections, the only option for everyone traveling in or out of this area is to try to make a turn onto the 83 bypass without the safety of traffic signals.	Thank you for your comment, it will be included in the public comment summary that will be reviewed by the City of Minot and the project team.	Construction
108			Would there be a possibility of temporary signals installed on the bypass?	This will certainly be evaluated during our design, and we will work closely with NDDOT (who has jurisdiction over the US 83 Bypass) to determine whether a temporary signal is needed there during construction. We will also consider closing only one of the two main intersections (5th and 7th Ave) at a time during construction, if possible, depending on the work required.	Bypass
109			This is also going to increase the response time for emergency fire, police, and fire	Thank you for your comment, it will be included in the public comment	Construction

Comment Number	Entity (Name, Relation to Project)	Date of Comment	Comment	Response	Topic
			crews during construction.	summary that will be reviewed by the City of Minot and the project team.	



Comment Form

Public Input Meeting

Minot 16th Street SW Reconstruction – 14th Ave SW to 2nd Ave SW

SU-4-989(134), PCN 23860

City of Minot Project No. 4780

Thursday, November 30, 2023 | 6:00 – 8:00 PM CST

Perkett Elementary School, Minot, ND

Please return comments by December 15, 2023 to:

Matt Kinsella, PE | Apex Engineering Group
4733 Amber Valley Parkway South
Fargo, ND 58104

Email: matt.kinsella@apexenggroup.com

Note: "Public Input Meeting PCN 23860" in email subject heading

Print Your Name and Contact Information:

Lance Werchau

Comments below were provided by Lance Werchau on a 11/20/2023 telephone call:

- Not in favor of converting the 4-lane section to 3 lanes from Burdick Expwy to 2nd Ave SW.
- The Trinity Hospital move from downtown to southwest Minot has increased traffic on 16th St SW which is using it to access the new hospital.
- Also, when Minot North HS goes to 4 grades next year, that will also increase traffic on 16th St SW.
- Has already observed how the road diet north of 2nd Ave SW has affected the segment to the south. Vehicles already line up in the inside lane very early to avoid getting trapped in the outside right-turn only lane.
- He has not talked to a single person who has liked the road diet north of 2nd Ave SW.



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4733 Amber Valley Parkway South
Fargo, ND 58104

Email: matt.kinsella@apexenggroup.com

Note: "Public Input Meeting PCN 23860" in email subject heading

Print Your Name and Contact Information:

C. Keps

chuckkeps@gmail.com

701.721.0949

Put a roundabout on 5th ave & 7 ave
no center lane. Move the 5th ave roundabout
south so 5th ave from the east enters the
roundabout. Berdick & 16 intersection continually
deteriorates quickly. Build it much stronger.
Please, please do not put in more turning
lanes. The turning lanes on 16th between 2 ave
and 4 ave created bottlenecks and traffic jams.
Nightmare from 7AM-9AM and 4-6:30.



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Note: "Public Input Meeting PCN 23860" in email subject heading

Print Your Name and Contact Information:

GEORGE LOWTHER

1709 1ST AVE SW MINOT 58701

glowther@midco.net

Excellent presentation!

GREAT QUESTIONS & COMMENTS!

FOLKS DESCRIBED THE TRAFFIC HAZARDS BOTH
Now and with the proposed changes.

Concerns with Bike Lanes, closed neighborhoods
traffic flow, etc. Roundabout is good idea

AND should be a separate phase so 16th street

From 5th Ave to 7th Ave is NOT closed at same time.

Kids DO NOT use the Bike lanes around the

High school area. Considered unsafe by parents.

Summary - There are many problems with the project

that needs further study. I look forward to an

update based on the concerns & suggestions addressed
tonight.



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Fargo, ND 58104

Email: matt.kinsella@apexenggroup.com

Note: "Public Input Meeting PCN 23860" in email subject heading

Print Your Name and Contact Information:

ALDERMAN PODRYLOVA

PLEASE LOOK MORE CLOSELY AT A ROUND ABOUT
AT 5TH AVE SW (NOT JUST 7TH).



Comment Form

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4733 Amber Valley Parkway South
Fargo, ND 58104

Email: matt.kinsella@apexenggroup.com

Note: "Public Input Meeting PCN 23860" in email subject heading

Print Your Name and Contact Information:

Sam Warren
1720 12th St SW Minot ND.
Smw1964@gmail.com

- TRAFFIC COUNTS MAY NOT REFLECT ACTUAL NUMBERS GIVEN TAKE IN MID MAY.
- COSTS WHAT IS THE COST OF DRAINAGE NOTIFICATION? THERE IS ALWAYS A COST!
- TRAFFIC CIRCLES ARE USED AS A CALMING EFFECT TO TRAFFIC WITHIN SLOWDOWN IT DOESN'T OR AVOIDING TRAFFIC FLOWS.
- RESIDENTIAL POND SIZE AND HOW ARE YOU GOING TO MAINTAIN IT & PROTECT PUBLIC FROM IT.
- LACK OF PROTECTED TURN LANES AT ANY SIGNALS
- CONSTRUCTION SEASON IS FROM MAY - NOV IF LUCKY, MAY LATER MAY ADD ADDITIONAL COST INTO A FUTURE.
- ANIMAL CORRIDORS, HAVE ANY BEEN IDENTIFIED?

From: [Sharon Pfeifer](#)
To: [Matt Kinsella](#)
Subject: 16th Street project area
Date: Saturday, December 2, 2023 6:49:13 PM

More tax dollars to do more ridiculous projects!

Get rid of those stupid bike lanes before a cyclist gets hurt for starters. The city put in bike paths for a reason years ago. There are bike routes around town that link together and take you to the outer edges of Minot. Most cyclists like to ride the different terrains—not play in traffic. A little kid was riding in the “safe” bike lanes on 16th and 4th Ave NW and was steering rather unsteadily being so close to traffic. If he would have fallen over in that F’d up bike lane due to his shakiness/panic, a motorist would get the blame if the kid tipped over and gets injured, or worse. The city of Minot board should be held responsible and accountable for their poor choices. It was their rocket science of a bad idea. Residents did not get to vote on that stupid decision of bike paths. Downsizing two busy routes from a 4 to a 2 lane just pissed off a lot of NW/SW residents, congests the morning traffic flow immensely on 4th Ave. Can hardly wait to see what happens in the winter on that route and how many more accidents will occur. 4 lanes are necessary—not a ridiculous bike lane that is barely used. Cycling only occurs in our shortest season of summer. Fall if it’s not too cold or snowing by then. What’s our longest season— oh yeah—WINTER! Let’s see cycling happen then. How about turning it into a snowmobile lane to make real usage of those wasted tax dollars ?!?!?

The roundabout idea The purpose of those is to keep traffic moving so backups are less in busy areas of town. The theory being not having to fully stop and keep things moving. Well let’s see how that SE stupidloop went over like a fart in church. Oh yeah there are stops signs! Doesn’t that make it essentially a 4 way stop? How many tax dollars went up in flames to create that intersection! And it definitely is not efficient by any means. Many residents are just sick of the clown car circus bs and take an alternate path to avoid it but find entertainment in watching the traffic hoe-down dance at the loop. More wasted city dollars again!!

The street lights over in NW/SW area—irony after the city board deems them unsafe or whatever line of crap they want to feed us. Suddenly the street lights are a danger to keep on in the area, so off go the street lights. Rather dark in the valley, so dark that resident vehicles are having hit-n-runs. Can’t get the physical description of the vehicle that did it because there are no working street lights to help see. Reporting ‘it’s a car, or truck’ isn’t overly helpful as it’s rather obvious it has to be one or the other. HOWEVER, (here’s the irony) the lights at Leach Park are fully lit up at all hours of the night. That lighting must have extra “anti-hazard special power” in order to stay lit while the rest of the area is deemed “unsafe”. Interesting. Not a single street light on for blocks in either direction but that little park is fully lit. Have to keep the lights on for the extremely late night park “visitors” transactions or activities. Hmm I recall Leach park being in the same flood as the rest of the neighborhood it sets in. Those electricals were equally soaked just like all the houses and street lights were. And on top of the lightless area, each resident in said area gets to pay an additional \$32 or 36 something per front yard footage of their property to have street lights operating again. And those same people get taxed again in the yearly bs, overly increasing, property taxes for a service the city is to provide. You know “for adequate street lighting” in case of emergencies. No other part of town had to pay for their new lighting why the hell should NW area have to.

I think the city has done more than enough spending on projects already. Residents can’t afford anymore of the increased taxes because of all the “special projects” the city wants to do. They spent excessively on what isn’t theirs without putting costly projects to public vote. Nothing needs to be done at this time. “The City” has done enough financial damage for now.

Feel free to pass this to the Ever overspending Minot city board members.

From: [Craig Johnson](#)
To: [Matt Kinsella](#)
Cc: knissen@odney.com; lance.meyer@minotnd.gov
Subject: Public Input Meeting PCN 23860
Date: Sunday, December 3, 2023 8:59:16 PM

Matt,

I want to take the opportunity to comment on a few things after attending the meeting last week for the 16th Street SW Reconstruction Project. I live on the corner of 14th Ave and 16th Street SW, which means there will be construction in my backyard and I will lose access to 16th Street for a time, but that is not my concern; as my comments are more directed towards the folks living in the Perkett School neighborhood where the meeting was held. The comment was made that night about them not having access to 16th Street and their only way out of that neighborhood being access to the highway 83 bypass. I have to say that I would be just as concerned as they are. The entry onto the bypass is not an easy one to make, given the way the intersection sits with the proximity to the bridges on the bypass. I am also concerned for the people that actually live on 16th Street or one of the streets to the east of 16th (5th Ave and Forest Drive). With what I understand, none of those people in those 30 plus homes will have access to their driveways for an extended period of time. That means they will have to park and carry the necessary items they need to live on, such as groceries, a long way to their homes. Not to mention the families that may have young children and have to carry or push them in strollers or wheelchairs that long distance as well. Also, with those inconveniences they will have to find a way to get rid of their garbage or anything else that needs to go. In addition to the items I just brought up, there is the issue of emergency services that will not be able to get to a home at all, or those services having to go out on the bypass to get into the part of that neighborhood that they will have access to. The delay of emergency services, or lack thereof, will be a huge inconvenience to all the people living on the west or east side of 16th Street between the river and the tracks.

We were told at the meeting that a traffic count was done last May, but were not told exactly what days the count was taken. It may have been after Minot State University was finished with classes for the year. Also, since that time, Minot Public Schools re-did the boundaries and both Perkett and Longfellow Schools, which are located along 16th Street, have each seen an additional 100 plus students. Minot does not have busing and that means a lot more traffic with kids coming to school. This fall, Minot North High School will also open and that will mean additional traffic along 16th Street as well. I just have a hard time understanding why we would take traffic that is using four lanes now and force them to merge into just two lanes. After looking at the traffic count for Burdick Expy. and 16th Street, we were shown that there are thousands more cars per day using 16th Street. That seems to be another logical argument against funneling traffic on 16th Street to one lane in each direction from Burdick Expy. to 2nd Ave SW. I know that the city has already made the decision to do this with 16th Street, but I feel it needs to be re-evaluated. We are told that when the traffic count was done most cars used the inside lanes, but that is because they have been forced to with the decision to make 16th Street a two lane road from 2nd Ave. SW to 4th Ave NW. This whole section of road should be put back to two lanes in each direction as it was for so many years. The idea of bike lanes might sound good to some, but they simply do not get used and are a waste of time and money. As a parent, most do not allow their children to use these bike lanes and as an adult who enjoys a bike ride, I will not use these lanes either. Who wants to put their life in jeopardy with traffic whizzing by them at 30 plus miles per hour just a foot or two beside them. I know the speed limit is 25, but most of the traffic does not drive

that slow along that stretch of road.

In summing up, I feel that Apex Engineering and the City of Minot need to re-think what they are doing on the stretch of road between 5th and 7th Avenues SW. They cannot cut off access to the extent they are considering for those living in that area either to the east or west side of the road. Turning that section of road into two lanes is not going to help traffic flow, but simply make it worse. It is already worse along the stretch of road from 2nd Ave SW to 4th Ave NW. It is much harder to make a left hand turn onto that section of road and takes longer to turn left off of that section, especially during the morning and afternoon rushes. If the decision is made to make that section of road one lane in each direction it will be imperative to add the roundabout that was talked about at the meeting. The roundabout would be the only way the folks in that area would be able to exit left onto 6th Street. As it is now, depending on the time of day, there are times that a person can sit for minutes waiting to turn left onto 16th Street on that section of road. My hope is that everyone involved will make sound decisions and take the comments to heart that everyone is making. Minot only has a few roads that go completely through town in a North / South direction and we simply cannot afford to make one of those few roads worse than it is now.

Craig Johnson
1409 14th Ave SW
Minot, ND 58701

From: [Crystal Almond](#)
To: lance.meyer@minotnd.gov; [Matt Kinsella](#); knissen@odney.com
Subject: Public Input Meeting PCN 23860
Date: Monday, December 4, 2023 9:34:36 AM

City of Minot and Apex Engineering Group

Public Input Meeting

Minot 16th St SW Reconstruction – 14th Ave SW to 2nd Ave SW

Lance, Matt and Kelly,

I realize you are likely receiving this e-mail twice. Once I hit send, I then saw the note about requesting the specific email subject heading. I didn't want my submission to get lost and wanted it easily searchable and fileable for your project.

My name is Crystal Almond and I attended the 16th St SW Reconstruction Project Public Input Meeting on November 30, 2023.

I'd like to start by thanking you for all the work you and the team did to bring some great visuals to that public meeting.

My family lives in a cul-de-sac (Misty Glen Ln) just off 5th Ave SW, west of Perkett Elementary. I live in the neighborhood that will be greatly affected by this reconstruction project. We have children that attend Perkett Elementary and Jim Hill middle school and my husbands office is at the Arrowhead shopping center. So, we travel this stretch of road several times per day.

A concern I had with the initial proposal with phase 2 was the closing of both intersections (5th Ave and 7th Ave) at the same time. These two intersections give us eastern access out of our neighborhood. I urge you to consider the access restrictions to that entire neighborhood and an elementary school that serves over 400 families and staff. This particular neighborhood has only the by-pass and 16th St SW as north-south exits. If you close the road, blocking both 5th and 7th Avenues, all traffic can only exit via the by-pass. Which, during the public meeting, another resident raised concerns about visibility and safety at that intersection as well. (Probably an intersection that should be on the radar for future safety improvements by the city and DOT) By closing off both 5th and 7th intersections at the same time, it will force all the neighborhood traffic AND all the school traffic to a 55 mph zone with questionable visibility. I suggest splitting phase 2 into a phase 2 and 3 to allow at least one way to exit/enter from the east. Keep in mind, this neighborhood has no alternate north-south exits. We are blocked by the river to the south and the railroad tracks to the north.

I also understand that most of the construction will be happening over the summer and school will not be in session most of the construction season, but there will be a considerable impact on school drop offs and pickups from August through October. New kindergarten parents to the school have quite the learning curve with pick up and drop off at Perkett Elementary, then to add such a traffic restriction leads to parents flustered and in a hurry, adding to the safety concerns for our children at the school.

To add, the Hoeven baseball fields are very busy over the summer, which again, is concerning in the event of an emergency and the only access being the bypass intersection that has challenging visibility. If that intersection is blocked for any reason, everyone in the neighborhood, school and ball fields are trapped.

Another major concern and suggestion I have is regarding a crosswalk crossing 16th St at the 5th Ave intersection. After school traffic at that intersection is intense to say the least. Then adding children trying to cross 16th St just about makes your heart stop. With the amount of new high school drivers also using this stretch of road, I have witnessed many scary moments. If the driving force for these upgrades is traffic and pedestrian safety, I feel a crosswalk is an essential addition. Since lighting upgrades are also scheduled for this section, I would also like to suggest a lighted signal for the crosswalk, much like the ones in front of the Ward County Courthouse and the one near Central Campus that crosses Burdick Expressway East.

To add, I feel that enforcement is a necessary step in a safe and effective crosswalk. A crosswalk with a visible flashing signal, drivers need to be held accountable for not stopping when the signal is active. My husband and I have vacationed in a little town called Indian Rocks Beach, FL several times. Each time we have visited we are astonished at the regard drivers had for the crosswalks. If you trip that signal, drivers stop immediately. This all comes down to enforcement. The people of that community know that a signaled crosswalk means to stop, not blow through it. I believe we owe the children and families of this community to have a safe way to cross such a busy stretch of roadway. I know adding a lighted/signaled crosswalk will cost more, but I feel that since the reconstruction is happening, it's the perfect time to consider this important safety feature for our neighborhood.

In regards to the permanent traffic flow situation, I do feel the option to restrict eastern traffic coming off of 5th Ave to a right turn only with a roundabout at 7th Ave seems like an option that will slow traffic enough for safety, reduce *impact* points but still keep traffic flowing. It seems odd to travel a block south to go north but knowing that traffic will continue to flow without stopping seems like it's a decent compromise.

Some other items to keep into consideration:

The Air Force Base is slated for an influx of people coming to our community. I understand

that this won't only effect 16th St, but it certainly will add volume to our roads in the coming years.

The new high school will begin classes starting in 2024, which is just north on 16th Street. BOTH of our high schools (all with new drivers) sit on this major artery through town. I would again reiterate my point of enforcement. Drivers speed terribly on the 4 lanes of traffic as it is now.

As someone who travels 16th Street on the regular, I would say the single lane of traffic north of 2nd Ave is certainly less stressful and slows traffic and I look forward to a simpler drive from Burdick to 2nd Ave. I always say that someday I'm going to get rear ended trying to take a left from 16th Street onto either 7th or 5th Avenues. It's a quick change from doing 40 mph down the hill to 25 mph and many people don't slow down. I'm thrilled there will be a dedicated left turn lane into my neighborhood.

As for the bike lanes, I understand this has been a crow in many citizens sides. I, myself, don't see myself using them and certainly don't want my children using them. The bike lanes are always full of gravel, so it makes it tricky for bikers to navigate safely. If again, the goal is safety, the bike lanes need to be a clean place to ride. A maintenance schedule for the bike lanes should be considered. If they are free of debris and gravel maybe more people would be apt to use them. But my main reason for not using the bike lanes is that I just don't trust the drivers of this town. Drivers hug the corners, speeding, using the bike lane as a driving lane. Bringing up the issue of enforcement again as well. Maybe some community outreach, PR campaign and education is in order. Much like teaching people how to properly navigate a roundabout, maybe information regarding the bike lanes should be considered. What drivers and pedestrians can and can't do.

I do understand the requirements for federal funding, so if bike lanes are required to receive that money, it is what it is. I think many citizens do not understand the reasoning for the bike lanes. It seems a bit like, well, it's there, now use them. It will take time for people to warm up to them and the idea that traffic will slow, even though the speed limit has not changed. So again, maybe a bit of a fluff campaign would bring people around quicker.

Thank you for hearing my concerns as a citizen that travels 16th St SW multiple times per day. It is truly our lifeline through town when it comes to leaving our neighborhood to get anywhere in town.

Also, as a side note, the signal turning left from 16th St SW to Burdick Expy heading east needs to be addressed. Currently, it is only a protected green arrow during the morning commute. In the afternoon, during school pickup (during high traffic flow), it is NEVER a protected green

arrow. It only flashes yellow. There is so much traffic flowing north that only one car (2 if someone is sneaky) can get through the intersection. This left turn lane then gets backed up into the left through lane. I once sat in that turn lane through 5 lights.

Thank you for your time and consideration in the topics and suggestions I've brought forth. Good luck with the project, I know the citizens of Minot aren't easy to please!

Crystal Almond
701-730-0674

From: [douglas skinner](#)
To: [Matt Kinsella](#)
Subject: 16th st sw project
Date: Tuesday, December 5, 2023 8:10:29 PM

I was wondering by chance if this project will be adding turn signals to the lights on 16th st. With the change from two lanes into the now one lane turning from 16th onto 2nd Avenue can be hard when there is a huge line at the busy times of the day. Just wondering if this is something that might be apart of this project?

[Sent from Yahoo Mail on Android](#)



Perkett Elementary School, Minot, ND

Our weather and demographics make bike lanes a waste.

From: argent@srt.com
To: [Matt Kinsella](#)
Subject: Public Input Meeting PCN 23860
Date: Thursday, December 7, 2023 9:22:39 PM

Hi Matt,

I attended your presentation in Minot at Perkett Elementary regarding the 16th Street Reconstruction Project. Very informative and well thought out presentation. I do have some feedback to share.

1. I think the roundabout on 16th street and 7th Ave is a great idea. That would greatly help with traffic flow and slow down the traffic on 16th street.

2. I would love to also see a roundabout on 16th street and 5th Ave. The traffic on 16th street drives very fast. With the curves cars like to make it a drag strip. Reducing it to 3 lanes should help, won't have the ability for 2 cars to race side by side. But I think if a roundabout could be added to 5th Ave too that would be ideal. That would allow traffic to continue to go left from 5th Ave onto 16th street. I know space is a concern. But currently 2 houses at that intersection are for sale and there is an empty lot as well. Could the house on the SW corner of that intersection be bought/removed and the roundabout be placed more in the area of the existing empty lot so 5th Ave could line up with the 5th Ave on the east side of 16th Street? I think an additional roundabout would really help to slow traffic for the stretch of houses on 16th Street between 5th Ave and 7th Ave. Rather than limit the intersection (taking away the left hand turn) it would be awesome to see it enhanced :)

3. When this construction happens and more traffic is pushed to the 7th Ave/Bypass intersection something will need to be done to enhance that intersection. It was just rebuilt a few years ago and was horribly designed. Turning south onto the bypass the bridge going over the railroad tracks impedes your vision. Can't see cars until they are right at the intersection. Very fortunate an accident hasn't happened yet but it is just a matter of time. Would be great to see a light there during the construction period. There is a significant increase in traffic at that intersection during the summer evenings with baseball at Jack Hoeven Baseball diamonds.

Looking forward to the changes :)

Thanks,
Cori Argent
2210 7th Ave SW
Minot, ND
701-721-2006

From: [Lance Meyer](#)
To: [Kim Burckhard](#)
Cc: [Matt Kinsella](#); [Levi Heller](#); [Kelly Nissen](#)
Subject: Re: 16th St Reconstruction Project
Date: Friday, December 8, 2023 4:28:36 PM

Hi Kim:

Thanks for taking the time to reach out to us with your questions. I will answer them below. If you have additional questions please ask.

1. The city council will evaluate the public input as well as staff and consultant recommendations for the options. It is the council that makes the final decision of what options are selected.
2. The council makes all determinations as to what funding sources are selected to pay for the project. Historically, we have not used special assessments for local funding on NDDOT funded projects. Council has not directed staff to pursue special assessments as a funding source on this project. However, there is always a possibility they could direct staff to special assess a portion of the project. If that happens, a series of notifications and potential for citizen protest periods would take place. Special assessments have to go through a process and cannot be levied without going through the process stated in state law.
3. One of the options is to restrict left turns on 5th Avenue driving eastbound to northbound. This is on the "other" 5th Avenue and not your 5th Ave/Forest Road. Your side will be a full access intersection. There have been suggestions of adding a roundabout at 5th Avenue and that may or may not be further explored.
4. Keeping 16th Street a 4-lane road from 2nd Ave to Burdick is not one of the options being considered. There are too many safety benefits of reducing the road from 4 to 3 lanes.

Regards,

Lance Meyer, P.E.
City of Minot, City Engineer
Office Phone: 701-857-4100

From: Kim Burckhard <jimb@minot.com>
Sent: Friday, December 8, 2023 3:47 PM
To: Lance Meyer <lance.meyer@minotnd.gov>
Subject: 16th St Reconstruction Project

Caution: This message has originated from an **External Source**.
Please use proper judgement and caution when opening attachments, clicking links, or responding to this email.

Hello Lance,

My name is Kim Burckhard, I live on Forest Road off of 16th street. I have a couple of specific questions I'd like to ask in regards to the project at hand.

I was at the meeting but found the information to be a bit overwhelming. After the meeting I found myself very perplexed on what was just presented and had a hard time even relaying information to those who wanted to know how it went. It is so complicated it's hard to understand each option – as so many things are effected at different levels.

1. Who makes the final decision based on the options that were presented at the Perkett meeting? Is it strictly voted on by the city council members or is there any community voting that will be measured?
2. Who makes the decision on when to apply special assessments? It states that none expected at this time. It's the 'at this time' that has me concerned.
3. Are one of the options that was presented to have a NO LEFT TURN onto 16th street from 5th ave/Forest Road side? Gosh not sure I am clear on this, but I know one of the options was not to have a left turn on the Perkett side but felt like that was not applied to our side of the road but my neighbor swears it was for our side also. Could you please clarify this for us?
4. Out of the options presented – is there one that would allow everything to stay as is from 2nd Ave to Burdick --- keeping it 4 lanes but still doing the street improvements?

These are my main questions for now. Thank you for your time and I look forward to hearing back from you.

Kim Burckhard
508 Forest Road
jimb@minot.com
701-721-5771



Comment Form

Public Input Meeting

Minot 16th Street SW Reconstruction – 14th Ave SW to 2nd Ave SW

SU-4-989(134), PCN 23860

City of Minot Project No. 4780

Thursday, November 30, 2023 | 6:00 – 8:00 PM CST

Perkett Elementary School, 2000 5th Ave SW, Minot, ND

Please return comments by December 15, 2023 to:

Matt Kinsella, PE | Apex Engineering Group
4733 Amber Valley Parkway South
Fargo, ND 58104

Email: matt.kinsella@apexenggroup.com

Note: "Public Input Meeting PCN 23860" in email subject heading

Print Your Name and Contact Information:

Thelie Wood
teejay99523@gmail.com
1126-16th St NW

I fail to understand how traffic flow is not high enough for a traffic light at 5 Ave SW + 16th St. Only allowing right turn is like putting a band-aid on the problem.

I often drop off my grand-daughter at Perkett and turn left there. It is very dangerous at high peak times.

The other thing that needs to occur is an actual left turn signal at 16th + Burdick. A flashing yellow to turn left on Burdick (heading south) is not adequate esp when schools let out.

From: [Pat Miller](#)
To: [Matt Kinsella](#)
Cc: pm11ler@min.midco.net
Subject: Public Input Meeting PCN 23860
Date: Tuesday, December 12, 2023 8:12:34 AM

Good afternoon, Matt

Thank you for this opportunity to comment on the 16th St project. I have lived in Northwest and Southwest Minot for over 50 years, and also worked in Southeast Minot at a truck dealership as many years. I want to add here that the City of Minot had a 13th St SE project that went right by our dealership. The first engineering that was proposed was atrocious. It took many years and meetings to get the out of state engineering firm to understand the problems that the people live and breathe every day at the 13th St 2& 52 bypass.

I know that the reason for the bike paths is federal money. I also know that this is not what our City of Minot Traffic Engineer wants. I have contacted him several times about getting an east protected left turn arrow on 16th and Burdick all day and he can't even get that done.

Back to 16th St. and even 4th Ave NW project. This is the only city that I know of that the population is growing there is more traffic and the city engineers think traffic flows better and faster by taking 4 lane road ways and reducing them to 2 lane roadways and add bike lanes. We do our grocery shopping at Arrowhead Market Place Foods and the 1 ½ years that the bike lane has been open I have seen 2 bikes and one runner on that portion of 16th St. I have seen none on 4th avenue this summer. By making 16th into a 2-lane roadway, it created problems from second avenue south to Burdick. Cars and large tractor trailers are lined up single file sometimes back to Market Place Foods, and not just during morning, noon and evening but even on a Sunday afternoon. The big problem that this single lane traffic has created is more congestion at 16th St and 5th Ave SW. Then we have the same problem going north on 16th St. People now know that it is single lane from 2nd Ave NW and everyone lines up single file except for again the speedsters who are going to try and beat the vehicle in front of them. We see very little law enforcement on 16th St. I see more patrolling over by the bark park.

I believe that engineers put too much emphasis on theory and not enough real world. Let's look at the problem on the 83 Bypass. We are creatures of habit so cars traveling south on the bypass know that they are going to making a left turn at 2 & 52 so they are staying in the inside lane all the way from 21st Ave NW. That is because when the intersection was redone the inside turn lane to go east merges off of the inside lane. Why didn't the engineer use a merging right turn lane to go west and keep the two lanes going south the turn lane lanes to go east? When 16th St was built, there were no turn lanes at all. Lots of rear collisions and then there were turn lanes put in. Engineers who don't live here and drive here every day come rain, snow or sunshine don't understand what the traffic is like, you go by statistics with no gray area.

Now for 16th St. between 2nd Ave SW and Burdick Exp. Since the input meeting I have driven up to 31st Ave SE, 13th St roundabout to watch the traffic when school is out. I have sat and watched traffic at 7th Ave and 5th Ave SW on 16th St. I have come to the conclusion that a forcing traffic

south at 5th to go around the roundabout to go back north is totally unacceptable and will not work. Is a roundabout needed at 16th St and 7th Ave., yes, it is. The biggest reason is that it will slow down the speedsters. Now for 5th Ave SW and 16th St. That intersection needs 3-way lights so that drivers can make a protected left turn. From what I observed lights would make the most sense.

Patrick & Janice Miller
419 Misty Glen Lane
Minot, ND 58701

From: [Matt Kinsella](#)
To: [Matt Kinsella](#)
Subject: FW: Minot 16th St Reconstruction
Date: Thursday, December 14, 2023 11:52:06 AM

Mike Enslin

1714 5th Ave SW

Minot 58701

701-240-8325

1. 7th St Round about a block from 16th and Burdick traffic and 17th /18th St use for Perkett coming and going will be a nightmare with more accidents because people are stuck and rushing home etc.
2. no left turn from 5th Ave to 16th St will cause more backups and go south to go North- Plus people will ignore the no left and turn left lots causing more accidents
3. Add one more lane to turn right from 5th Ave with a merging lane also make the turn in lane from the north on 16th St longer to merge in for the right-hand turn.
4. get rid of the island 5th /16th St longer and wider turn lane to turn from.
5. Absolutely NO Bike lanes someone will be killed by drivers wandering into the lane. Make a wider sidewalk there with curbs to allow walking and bike travel.
6. Center turn lane may be OK but it will make more traffic on a single lane.
7. 16th is and will be lots more traffic 3 schools, parks, Hospital and main flow street.
8. Use thicker/ deeper concrete - Esp at Burdick and 16th St - redone many times before - use more rebar /fiberglass ect. Also fix the age-old drainage problem from the hill across both streets.
9. Don't use Asphalt fill holes in the concrete - cut holes and fill with concrete like they did on Valley St this year. Also the flood wall anchors are patched with asphalt not done correctly
10. 7th Ave and 16th St is concrete now but banked the wrong way on the curve - plus a Fire hydrant is on the curve and will be hit winter or summer, cars banking the wrong way will slide into it.
11. Use Six Sack Portland Concrete mix it is stronger and better for streets - Sidewalks less ok

12. 17th and 18th Streets already are high use from school and Parks etc why make it ten times worse

A roundabout would be a killer and lots of extra money for bad outcome need it

13. 7th Street got paved this year and didn't need it?? I guess it's who you know!!!

To Apex and the Minot City Council,

Pushing a "Road Diet" on 16th Street is a classic attempt at fixing something that wasn't broken. While the Burdick and 16th intersection could use some improvements, it doesn't justify what's being done to the rest of the road.

Apex, you don't seem to be grasping the problems that the "Road Diet" is causing our community. Data points can't tell you everything. It's one thing to sit in an office over two hundred miles away looking at data points and another thing entirely to be driving the road every day. The lines of traffic on 16th are long and that's with two lanes each way. How will we ever get out of our neighborhood when all that traffic must squeeze into one lane?

16th Street is one of the main north/south thoroughfares in Minot and it is ridiculous that you are reducing it to one lane each way. If anything, 16th should be expanded to be five lanes: two northbound, two southbound, and one turning lane.

Additionally, we do not want a roundabout on 16th. Yes, it might slow traffic, but no one knows how to use them which is, in itself, hazardous.

And what about the bike lanes? Bike lanes are basically useless in our climate and have no place on such a busy road. They are a luxury and NOT something that should be prioritized.

Our city has been growing and you want to shrink one of the main roads. What's going to happen when you realize the mistake you made? Who is going to pay to widen the road again? Are we going to have special assessments forced on us by the city? We want a promise from the city, a guarantee that won't happen.

In summary, 16th Street should never have been reconfigured. We've seen no benefits from this, and it has made leaving our neighborhood more difficult and more dangerous. We do not want any part of this "Road Diet."

Sincerely,

Mary and Jeremy Saxer
1518 5th Ave SW
Minot, ND 58701

From: [Janet Mathistad](#)
To: [Matt Kinsella](#)
Subject: Public Input Meeting PCN 23860
Date: Friday, December 15, 2023 1:57:58 PM

Hi!

I was unable to attend the meeting in person, but I have reviewed the information and the videos. I wanted to weigh in that I whole-heartedly support your proposal to change that section of 16th St to 3-lane, and include the bike path. I like how it works on 4th Ave NW, and the section on 16th St that has already been altered. I live further north on 16th, and am an avid cyclist. The problem with the current bike paths so far is that there is no inter-connectivity so they basically dead-end. Adding this stretch will make a nice opportunity to get from Broadway all the way over to the bike/walking path near the river/water treatment plant on 16th.

This is probably more a City of Minot issue, but with these paths in place, it will be extra necessary to do good street-cleaning there, more often than regularly done. Right now there is considerable sand and debris from our recent snow events. So I would not feel safe biking along the current stretches even when the snow is gone.

I also whole-heartedly support the round-about placed at the 7th Ave location. I know there is a lot of complaining going on, but I believe the citizens would be capable of learning how to maneuver a round-about, and the more we have, the more practice they would get, until it wasn't so much an issue anymore.

Thanks for the opportunity to give feedback.
Janet Mathistad
621 16th St NW
Minot ND 58703
701-340-3915

From: [Leann Mellum](#)
To: [Matt Kinsella](#)
Subject: Public Input Meeting PCN 23860
Date: Friday, December 15, 2023 7:29:05 PM
Attachments: [image.png](#)
[image.png](#)

Sorry Matt - I hit send by accident before finishing this email:

Hello Matt,

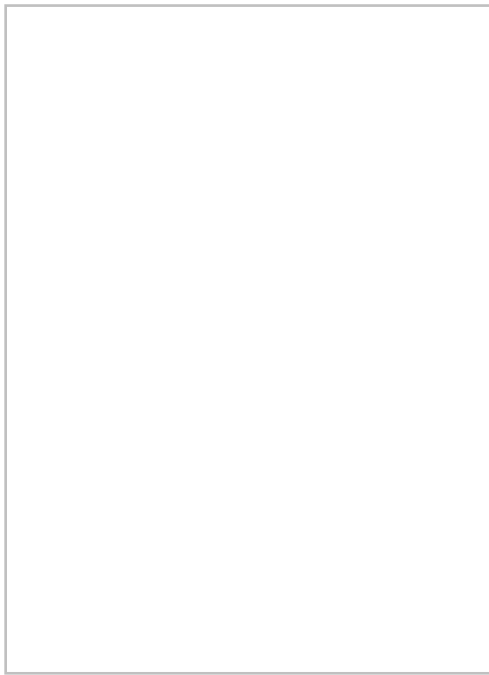
My name is Leann Mellum and my child attends Perkett Elementary. I drive the path of 2nd Ave SW and 14th Ave SW on a daily basis, often numerous times a day. I attended the public meeting that was held November 30 at Perkett Elementary and spoke during the open form.

This email is to confirm my thoughts I spoke that night.

I agree that something needs to be done on this stretch and I know that the road diet will be taking place regardless of what the public has to say. Do nothing is not an option. However, to simply do a road diet without any other changes is not an option for this community.

It already is hard to get in and out of the Perkett Elementary community if you are trying to get on 16th Ave via 5th Ave SW or 7th Ave during the "rush hours" of 7:45 to 8:15 am; during school let out at 3-2:30 pm; and again around 5 pm. This included both right lane turns and left hand turns. It is easier to make a right-hand turn during these times, but you do have wait times. Turns happen during this time often because there are 4 lanes in this area. Once the road is reduced, it will be nearly impossible to make a left hand turn trying to get off of 5th Ave SW & 7th Ave SW when turning on 16th St. This is going to leave a whole community stranded with long wait times.

The only way I see this road diet being successful is by completing it using Option 2. You NEED a roundabout to allow the community to safely exit the area - and the ability to head north or south. I would prefer a buyout on 5th Ave SW and a roundabout put in this area instead because it makes more sense. However, I do understand the implications of having to acquire a few houses and I hate to force people out of their homes. However, one currently is for sale on the corner of 5th and 16th that the city could buy (Kyle Schmidt's house). This would leave one house possibly to buy to produce a roundabout on 5th and 16th. However, if that isn't feasible; the bare minimum needs to be the roundabout at 7th as visible in Option 2.

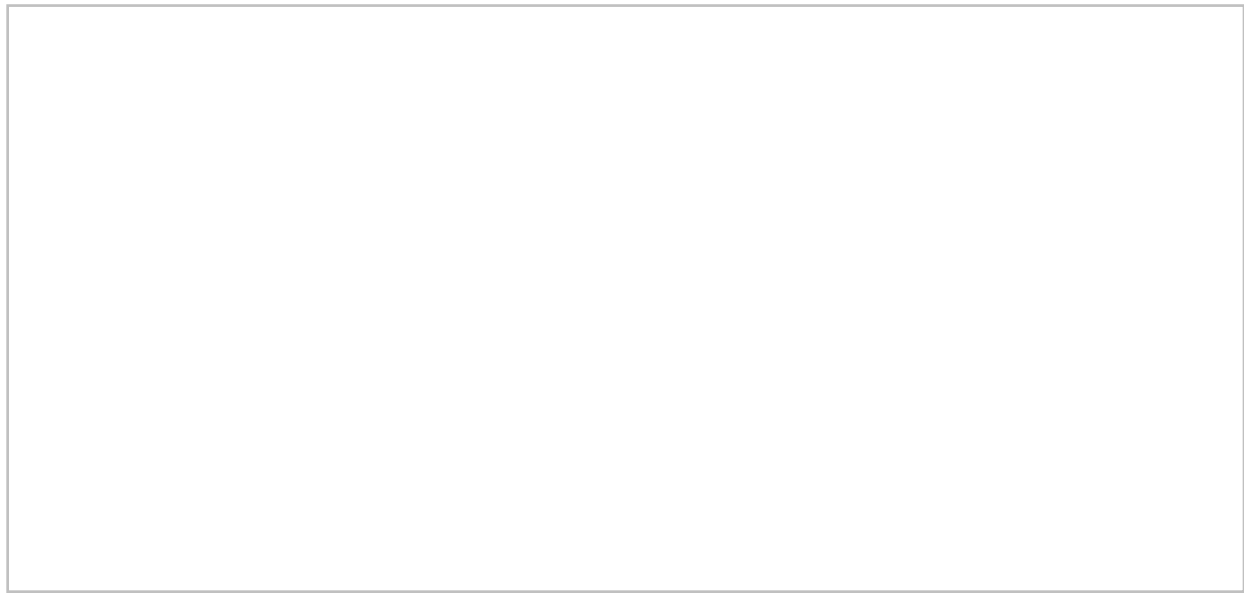


As for the construction phase, when that happens, we need help merging on to the Bypass. Traffic most likely will be routed west to the bypass (going by the baseball fields and the bark park). However, that merge onto the bypass is highly dangerous at times. If you are trying to turn North, you have a wait time due to traffic hanging in the right-hand lane. This traffic will need to be forced to merge left to give the Perkett community time to get onto the bypass in a fast manner.

However, when it comes to getting on the bypass and heading south, that is where it gets hairy. People fly on that bypass at 60+ mph - faster than they should. You have a visual obstruction of the bridge so often you can't see a car coming until the last minute. Many find a hard time "froggering" from the road onto the bypass (again because of the morning and afternoon traffic) only to get stopped in the single car turn lane waiting for southbound traffic to open up for a merge. Something needs to be done with this area - especially during the construction phase if you plan to push all traffic out of this community through that exit. I have attached the photo in reference to the area I am talking about.

This area of town has only 3 exit points - two in purple which will be closed off an under construction, while the yellow will be a bottle-necked nightmare. In the event of an emergency (which has been seen in Minot), this community is a sitting duck. They have very few exits for the amount of people who live her. The river and railway cut them off. So either there needs to be access created from 4th to 2nd across the railway or some other creative thinking had IF both 5th and 7th go out of commission during construction.

If both 5th and 7th are blocked off during construction, the other thought is how do people get IN TO the community. Again, the bypass cannot be the only exit, but it also cannot be the only entrance. This is going to create a nightmare on the bypass as people want to enter this community as well.



I also have concerns about the traffic study. It was done in May, but after college was out. It isn't doesn't represent the large enrollment that occurred this year with 100 more students now at Perkett elementary - which leads to more traffic in and out of this community.

(side note: I am very happy about the dedicated turn light at 2nd Ave SW and 16th - that is a needed item).

I hope you take time to take these concerns into consideration. Thank you for your time.

Leann Mellum

From: [Matt Kinsella](#)
To: jerrylokken@srt.com
Cc: [Lance Meyer](#); [Kayla BlockTorgerson](#); [Levi Heller](#)
Subject: RE: 16th street project
Date: Wednesday, December 27, 2023 9:00:57 AM

Hi Jerry,

Thank you for your comments below on the 16th Street SW Reconstruction project, they will be included in the public comment summary that will be reviewed by the City of Minot and the project team.

To address your question about temporary signals at the 5th Ave SW/US 83 Bypass intersection during construction – that will certainly be evaluated during our design, and we will work closely with NDDOT (who has jurisdiction over the US 83 Bypass) to determine whether a temporary signal is needed there during construction. We will also consider closing only one of the two main intersections (5th and 7th Ave) at a time during construction, if possible depending on the work required.

Please let me know if you have further questions or comments, and thanks again for your interest in the project.

Matt Kinsella, PE*

Vice President

701.373.7987

**ND, MN, SD, CO*

Apex Engineering Group

From: jerrylokken@srt.com <jerrylokken@srt.com>
Sent: Tuesday, December 26, 2023 3:49 PM
To: Matt Kinsella <Matt.Kinsella@apexenggroup.com>
Subject: 16th street project

I am very concerned about the problem of travel into out of the Perkett School area for residents and school children once construction begins. Because of 16th street being blocked at the 5th and 7th avenue intersections, the only option for everyone traveling in or out of this area is to try to make a turn onto the 83 bypass without the safety of traffic signals.

Would there be a possibility of temporary signals installed on the bypass?

This is also going to increase the response time for emergency fire, police, and fire crews during construction.

Appendix G
Title VI Public Participation Surveys

SU-4-989(134) PCN 23860 - Minot 16th St

15	00:35	Closed
Responses	Average time to complete	Status

1. Sex:

Female	7
Male	8



2. Disability

Yes	1
No	14



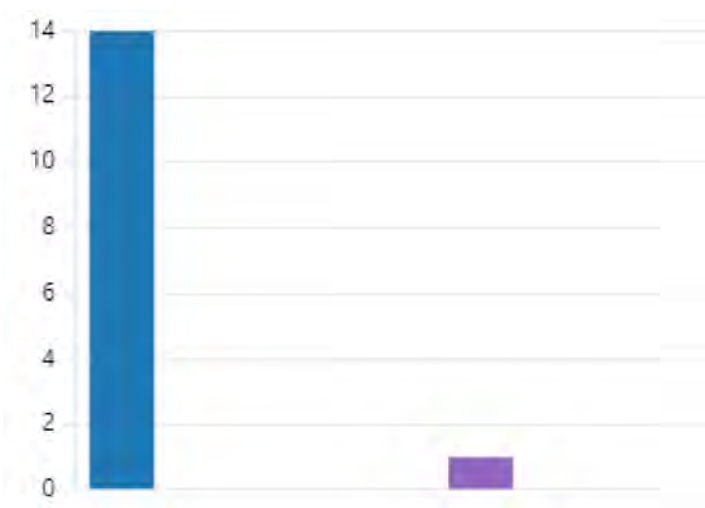
3. Age:

Under 18	0
18-40	5
41-65	10
65+	0



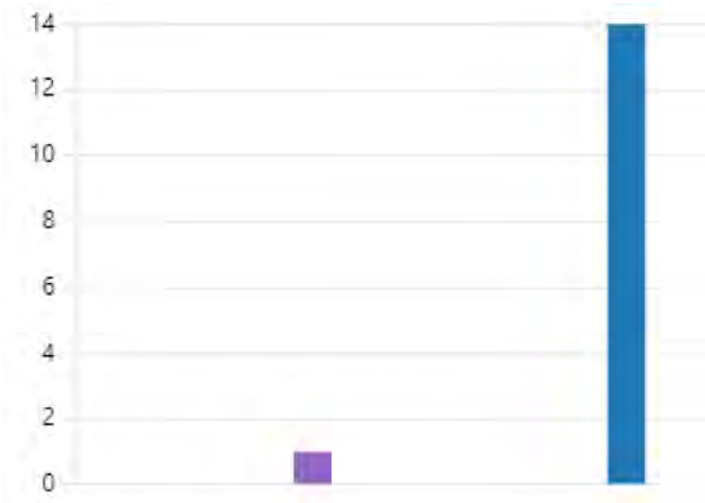
4. Race:

White	14
Native Hawaiian/Other Pacific Is...	0
Hispanic or Latino	0
Black/African American	0
Asian	1
American Indian/Alaskan Native	0
Other	0



5. Language most frequently spoken in your home:

Spanish	0
German	0
Other African Language	0
Chinese	0
Vietnamese	1
Arabic	0
Russian	0
Other India Language	0
Japanese	0
Other Slavic Language	0
English	14
Other	0

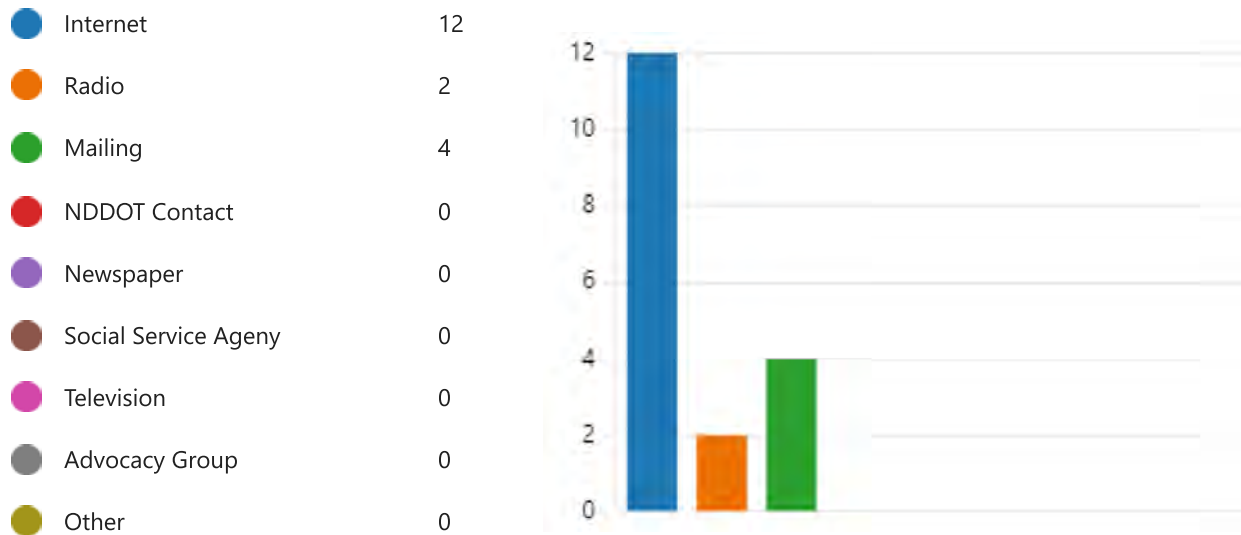


6. Do you receive public assistance?

Yes	0
No	15



7. Indicate how you heard about the event:



NDDOT TITLE VI PUBLIC PARTICIPATION SURVEY

North Dakota Department of Transportation, Civil Rights
SFN 60149 (3-2022)

PLEASE USE DARK INK AND PRINT CLEARLY

The Civil Rights Act of 1964 and related nondiscrimination authorities require the North Dakota Department of Transportation to ensure everyone has the opportunity to comment on the transportation programs and activities that may affect their community.

To help with that, we ask that you respond to the following questions. You are not required to disclose the information requested in order to participate. Any information provided to the NDDOT will be retained solely for the purpose of collecting statistical data to ensure inclusion of all segments of the population affected by transportation programs and activities.

Sex: ☐ Female ☒ Male ☐	Disability: ☒ Yes ☐ No
Age: ☐ Under 18 ☐ 18-40 ☐ 41-65 ☒ 65+	
Race: ☒ White ☐ Asian ☐ Native Hawaiian/Other Pacific Islander ☐ American Indian/Alaskan Native ☐ Hispanic or Latino ☐ _____ ☐ Black/African American	
Language Most Frequently Spoken in your Home: ☐ Spanish ☐ Vietnamese ☐ Japanese ☐ German ☐ Arabic ☐ Other Slavic Language ☐ Other African Language ☐ Russian ☒ English ☐ Chinese ☐ Other India Language ☐ _____	
Do you receive public assistance? ☐ Yes ☒ No	
How did you hear about this event? ☐ Internet ☐ NDDOT Contact ☐ Television ☐ Radio ☐ Newspaper ☐ Advocacy Group ☒ Mailing ☐ Social Service Agency ☐ _____	

For Office Use Only

Event Date (MM/DD/YYYY)	City	County	Div/Dist Number	PCN
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MPO:

- ☐ Bismarck-Mandan
☐ Fargo-Moorhead Metro COG
☐ Grand Forks-East Grand Forks

ROW:

- ☐ Negotiation
☐ Relocation

Subrecipient:

- ☐ Yes
☒ No

*After you have completed this form, please place it in the designated location.

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For Office Use Only

Event Date (MM/DD/YYYY)

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County

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Div/Dist Number

3	8
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PCN

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MPO:

- ☐ Bismarck-Mandan
☐ Fargo-Moorhead Metro COG
☐ Grand Forks-East Grand Forks

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Do you receive public assistance? ☐ Yes ☐ No	
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City

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County

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Div/Dist Number

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PCN

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City

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County

5	1
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Div/Dist Number

3	8
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PCN

2	3	8	6	0
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MPO:

- ☐ Bismarck-Mandan
☐ Fargo-Moorhead Metro COG
☐ Grand Forks-East Grand Forks

ROW:

- ☐ Negotiation
☐ Relocation

Subrecipient:

- ☐ Yes
☒ No

*After you have completed this form, please place it in the designated location.

NDDOT TITLE VI PUBLIC PARTICIPATION SURVEY

North Dakota Department of Transportation, Civil Rights
SFN 60149 (3-2022)

PLEASE USE DARK INK AND PRINT CLEARLY

The Civil Rights Act of 1964 and related nondiscrimination authorities require the North Dakota Department of Transportation to ensure everyone has the opportunity to comment on the transportation programs and activities that may affect their community.

To help with that, we ask that you respond to the following questions. You are not required to disclose the information requested in order to participate. Any information provided to the NDDOT will be retained solely for the purpose of collecting statistical data to ensure inclusion of all segments of the population affected by transportation programs and activities.

Sex: ☐ Female ☒ Male ☐	Disability: ☒ Yes ☐ No
Age: ☐ Under 18 ☐ 18-40 ☐ 41-65 ☒ 65+	
Race: ☐ White ☐ Asian ☐ Native Hawaiian/Other Pacific Islander ☐ American Indian/Alaskan Native ☐ Hispanic or Latino ☐ _____ ☐ Black/African American	
Language Most Frequently Spoken in your Home: ☐ Spanish ☐ Vietnamese ☐ Japanese ☐ German ☐ Arabic ☐ Other Slavic Language ☐ Other African Language ☐ Russian ☐ English ☐ Chinese ☐ Other India Language ☐ _____	
Do you receive public assistance? ☐ Yes ☐ No	
How did you hear about this event? ☐ Internet ☐ NDDOT Contact ☐ Television ☐ Radio ☐ Newspaper ☐ Advocacy Group ☒ Mailing ☐ Social Service Agency ☐ _____	

For Office Use Only

Event Date (MM/DD/YYYY)

1	1	/	3	0	/	2	0	2	3
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City

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County

5	1
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Div/Dist Number

3	8
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PCN

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MPO:

- ☐ Bismarck-Mandan
☐ Fargo-Moorhead Metro COG
☐ Grand Forks-East Grand Forks

ROW:

- ☐ Negotiation
☐ Relocation

Subrecipient:

- ☐ Yes
☒ No

*After you have completed this form, please place it in the designated location.

16th Street SW

RECONSTRUCTION PROJECT



City Council Presentation

16th Street SW Reconstruction 14th Ave SW to 2nd Ave SW

May 6, 2024

City of Minot

NORTH
Dakota | Transportation
Be Legendary.

Apex
Engineering Group

Today's Presenters



Matt Kinsella, PE

- Project Manager



Levi Heller, PE

- Assistant Project Manager

Other Project Team Members

Agency Partners



- Lance Meyer, PE
- Stephen Joersz, PE
- Jason Sorenson



- Seng Marohl
- Chad Beggs, PE

Consultant Team



Tonight's Agenda

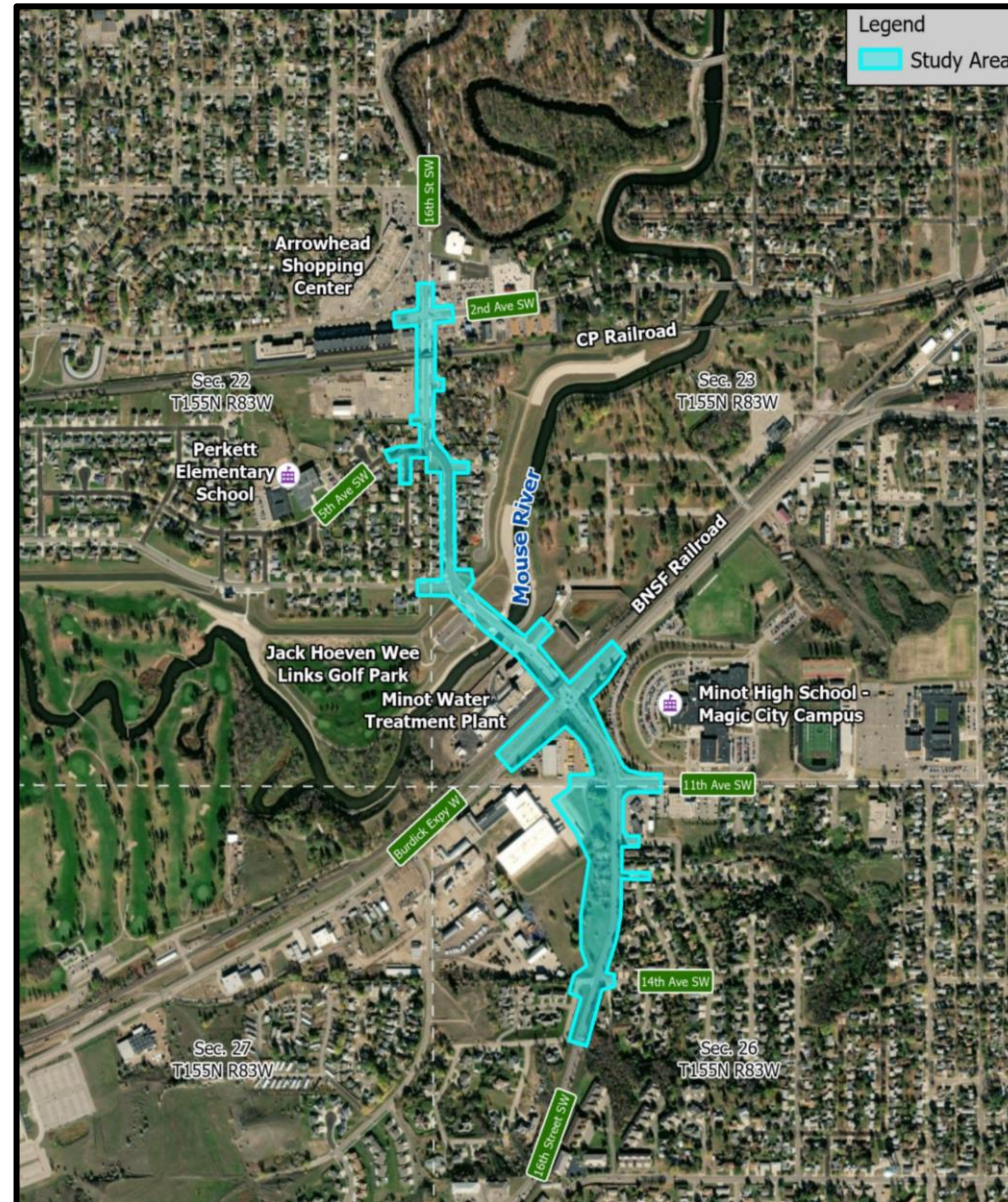
- Project Overview
- Proposed Alternatives
- Estimated Cost and Project Schedule





Project Overview

Project Study Area



Project Background

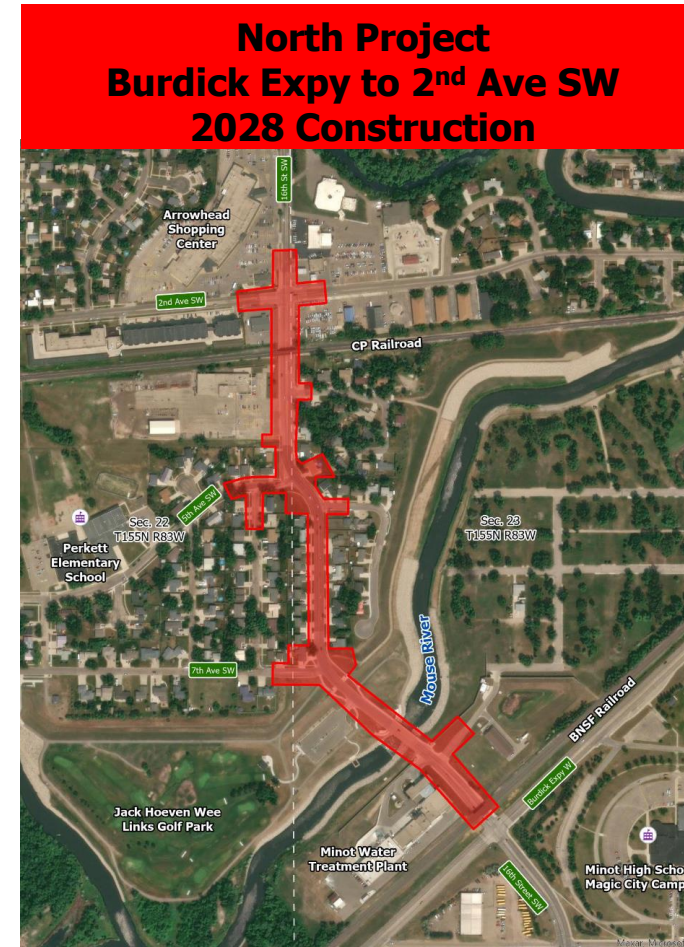
- Consultant team began work May 2023
- Alternative development/environmental work May – November 2023
- Public input meeting November 2023



Project Background

- March 4th City Council Meeting
 - Due to increased project cost – Council approves splitting project into two phases

Today's
Focus



South Project - Purpose and Need

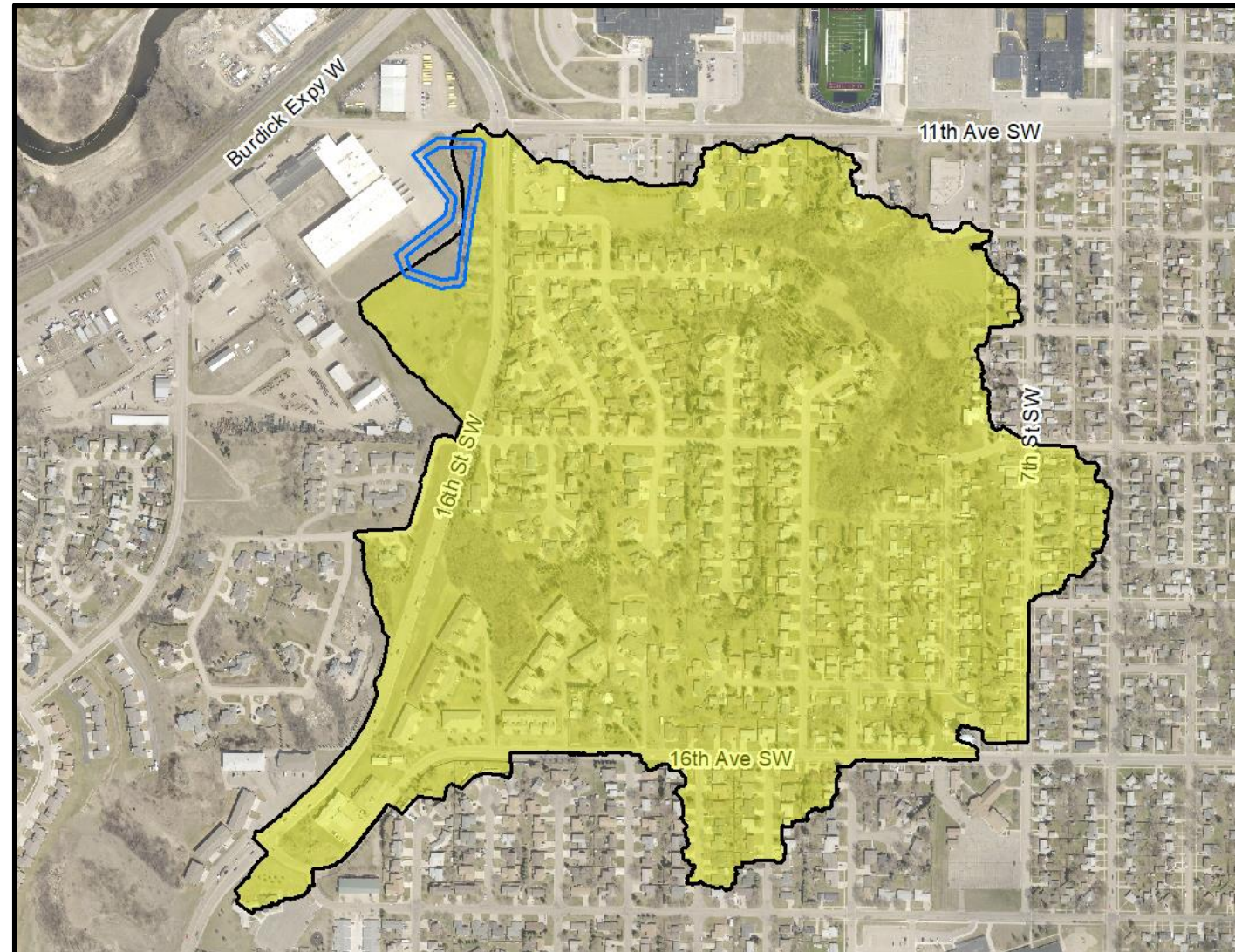


South Project - Purpose and Need

- Expand storm sewer system capacity including regional retention pond

Other Needs:

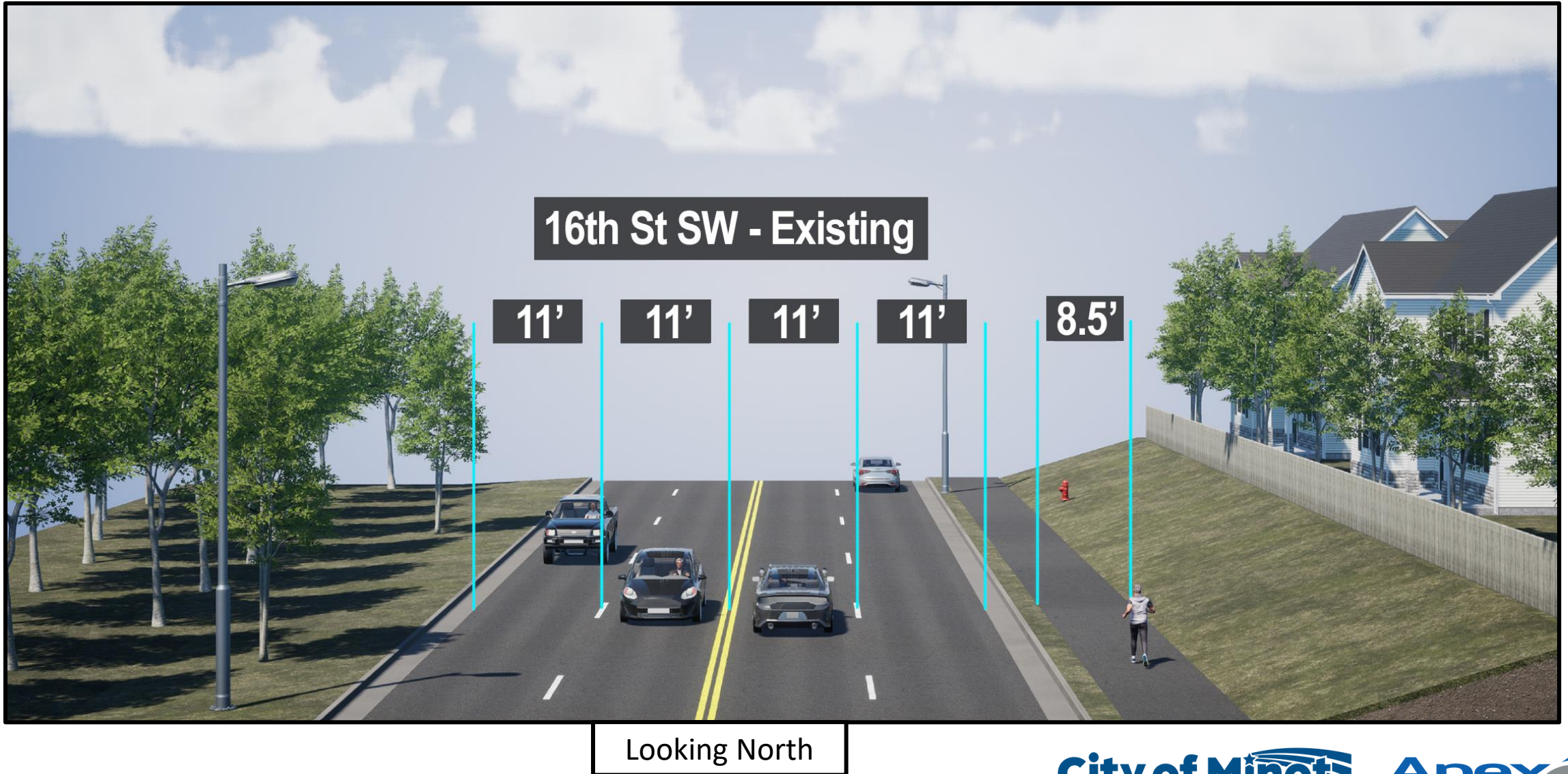
- Lack of left turn lanes
- Need for upgraded pedestrian/bicycle facilities and ADA upgrades



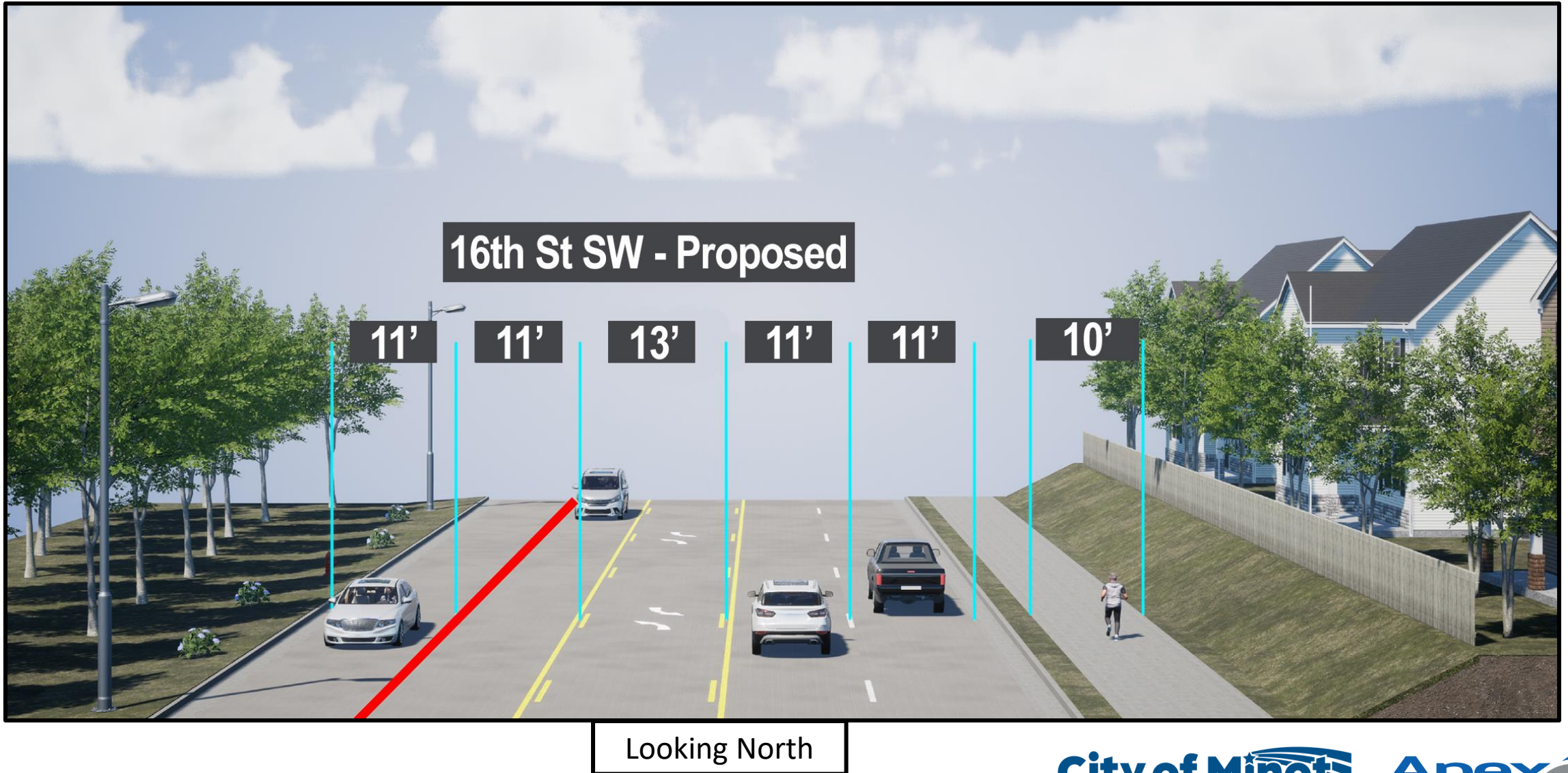


Proposed Alternatives

South Project Alternatives



South Project Alternatives



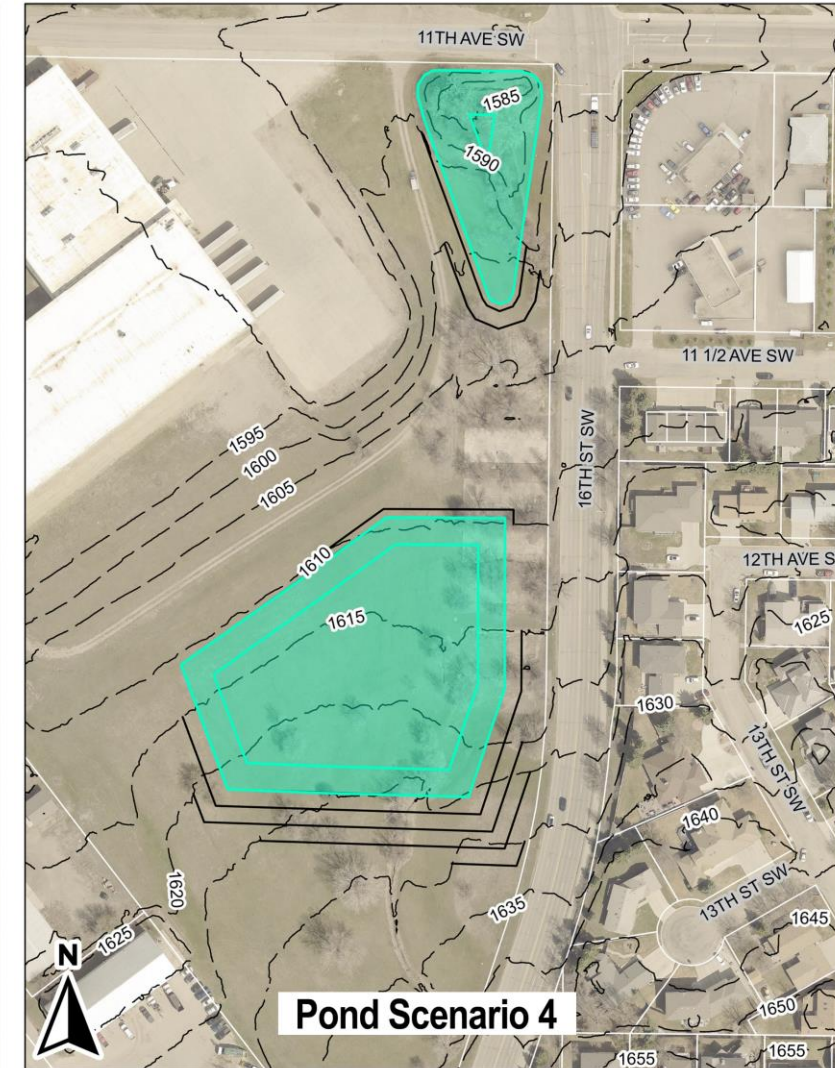
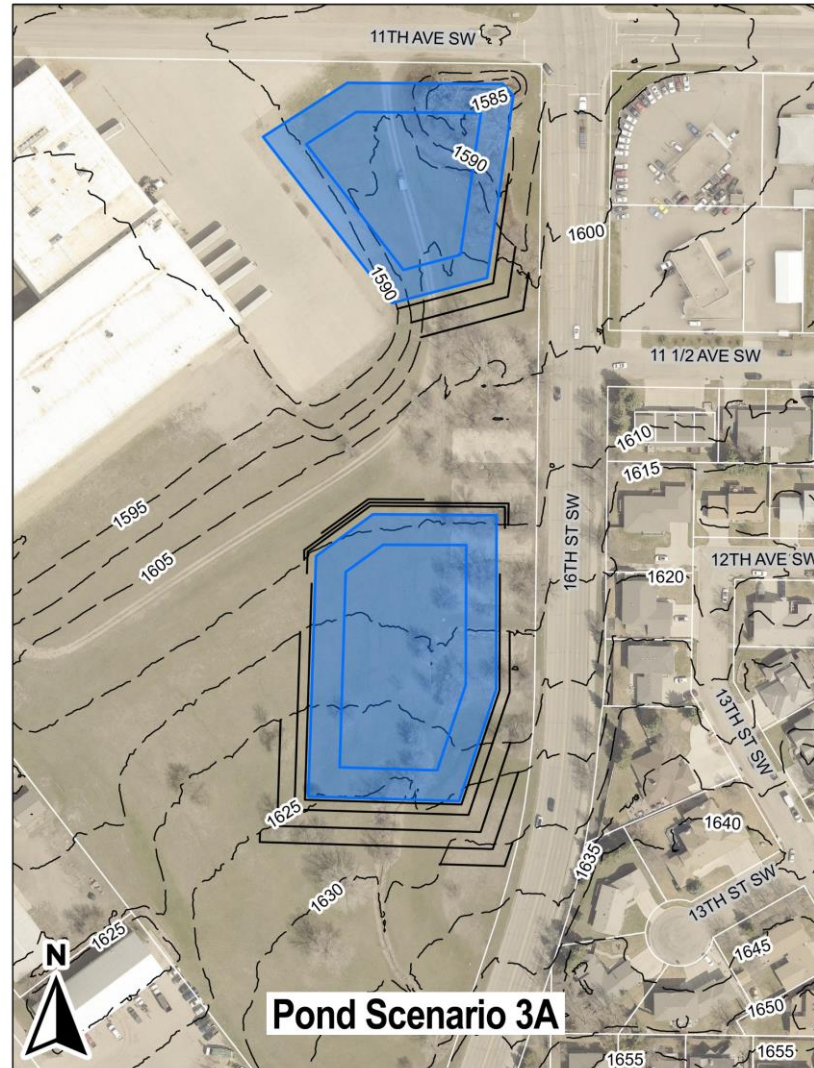
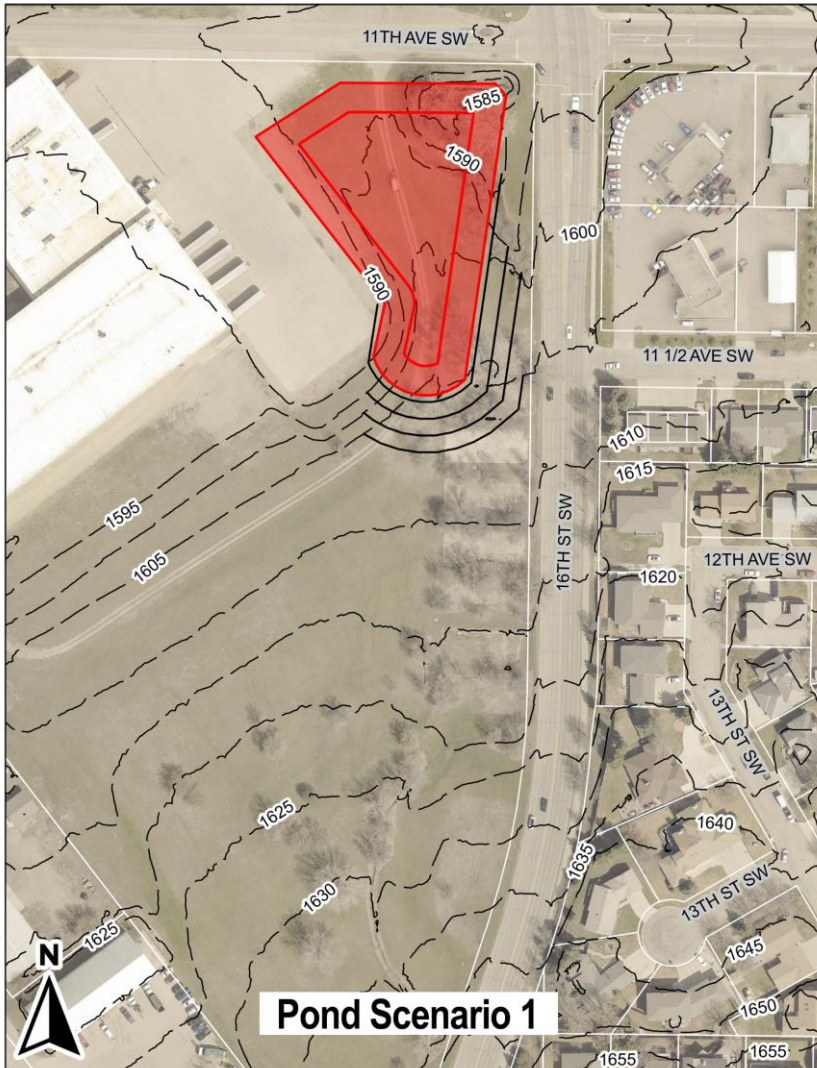
South Project Alternatives



South Project Alternatives

- All South Project Build Alternatives Include the Following:
 - New transition speed zone (30 MPH) from 11th Avenue SW to Burdick Expressway
 - Turn lane recommendations from the Traffic Operations Report
 - New traffic signal system at 11th Avenue SW
 - Revised traffic signal at Burdick Expressway
 - New lighting on 16th Street SW
 - Drainage improvements at 12th Avenue SW, east of 16th Street SW

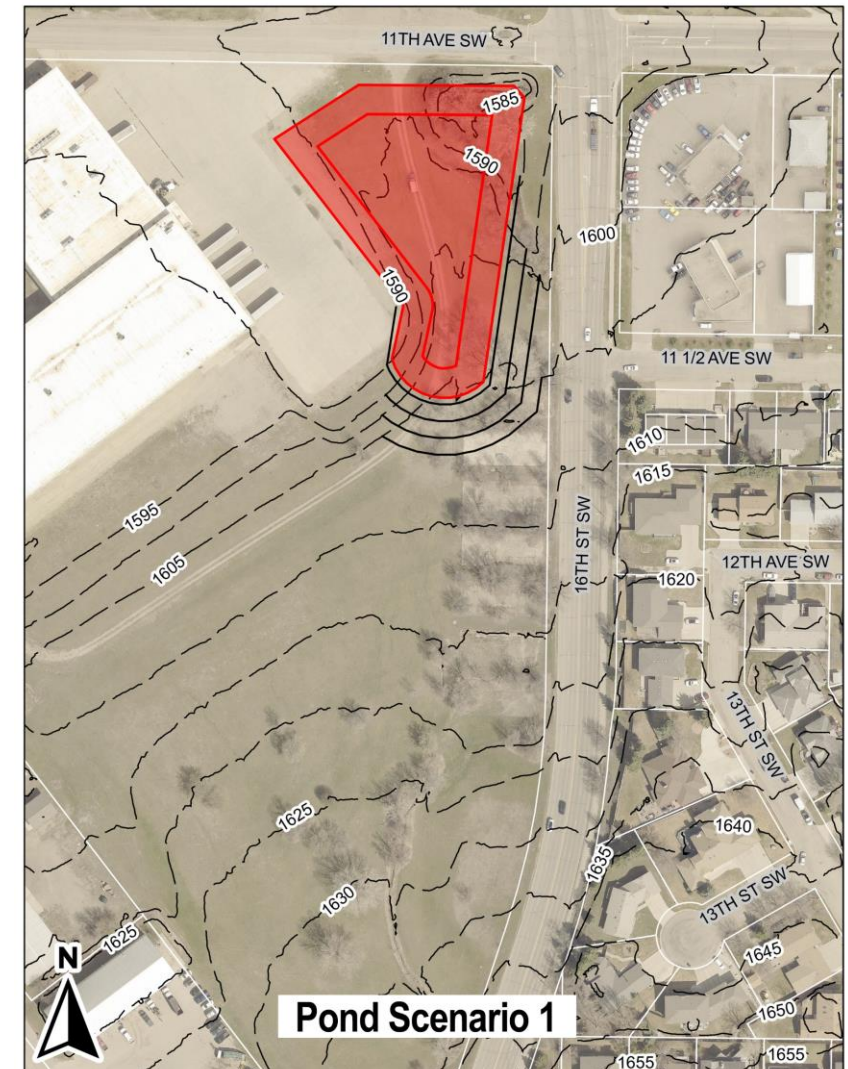
South Project Alternatives



South Project Alternatives

■ Pond Scenario 1

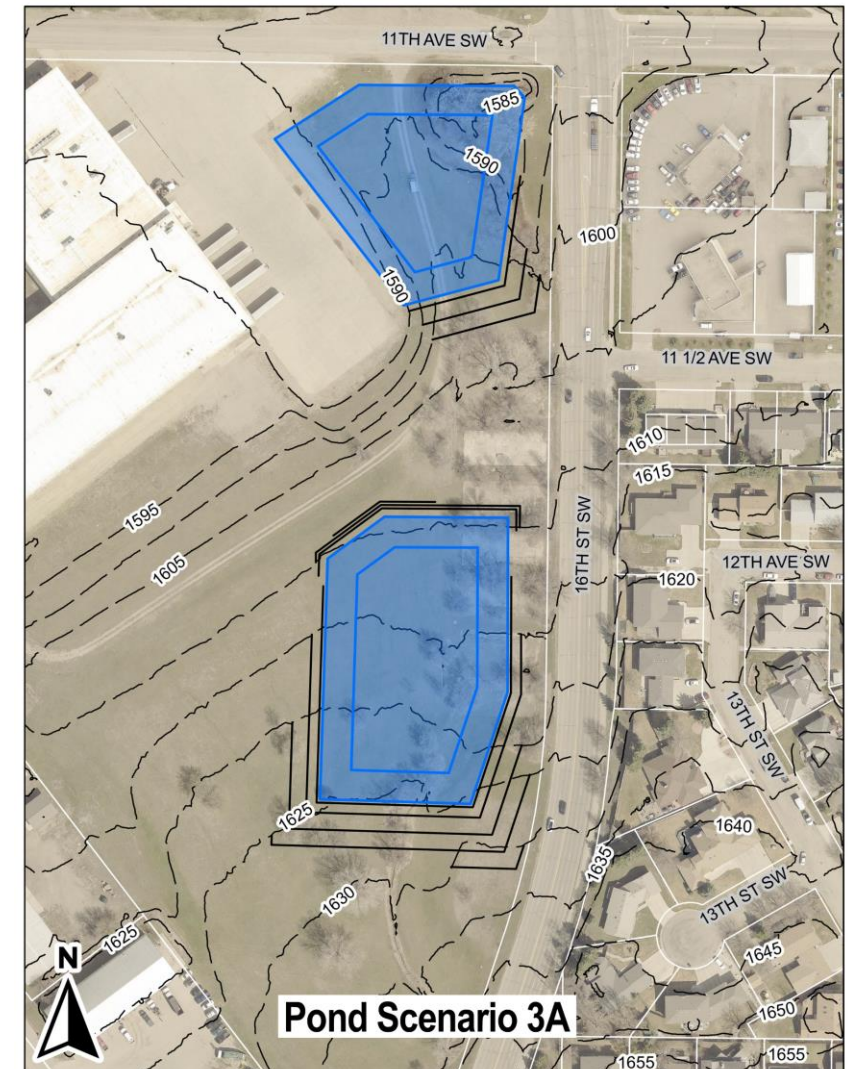
- Single pond system does not meet City requirement of one-foot of freeboard on the 100-year storm event
- Higher duration of flooding at the 16th St/Burdick intersection RR underpass
- Undesirable impacts to landowner



South Project Alternatives

■ Pond Scenario 3A

- Two-tiered pond system meets City requirement of one-foot of freeboard on the 100-year storm event
- Lower duration of flooding at the 16th St/Burdick intersection RR underpass than Pond Scenario 1
- Undesirable impacts to landowner

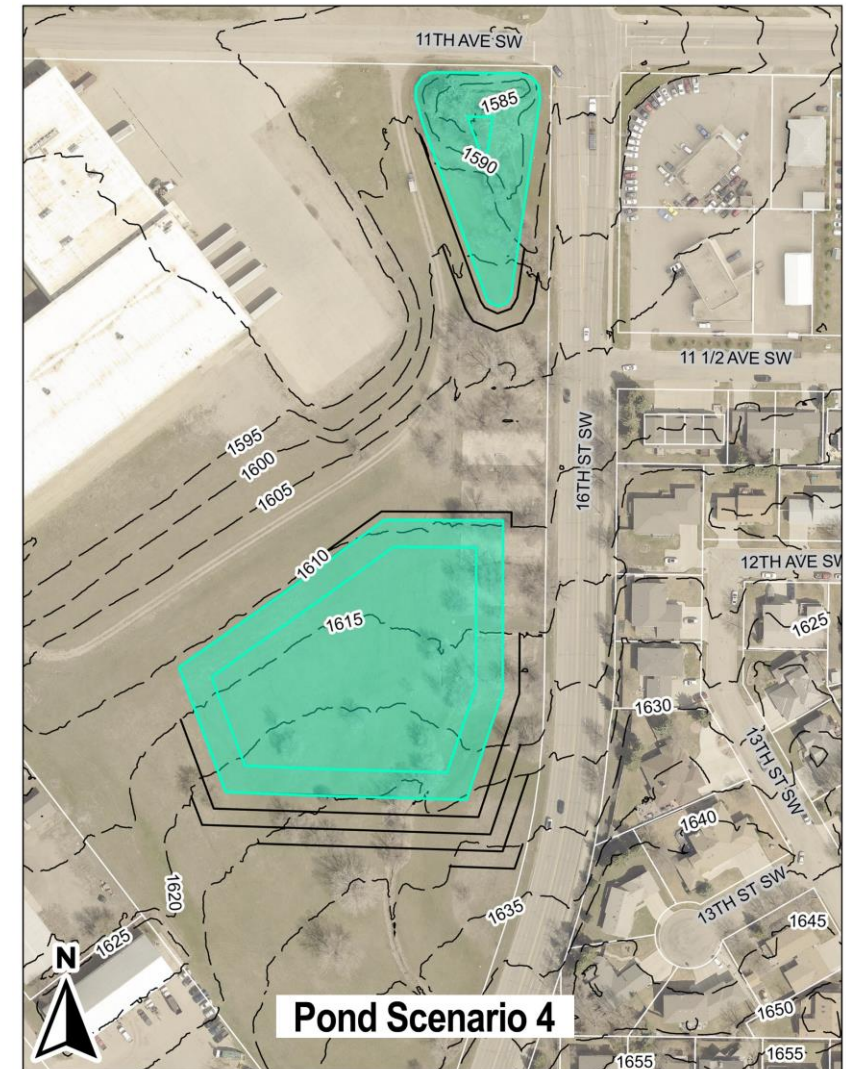


South Project Alternatives

■ Pond Scenario 4

- Two-tiered pond system meets City requirement of one-foot of freeboard on the 100-year storm event
- Lower duration of flooding at the 16th St/Burdick intersection RR underpass than Pond Scenario 1
- Preferred pond configuration for landowner

**PREFERRED
ALTERNATIVE**



South Project Alternatives





Estimated Cost and Project Schedule

Estimated Cost – South Project

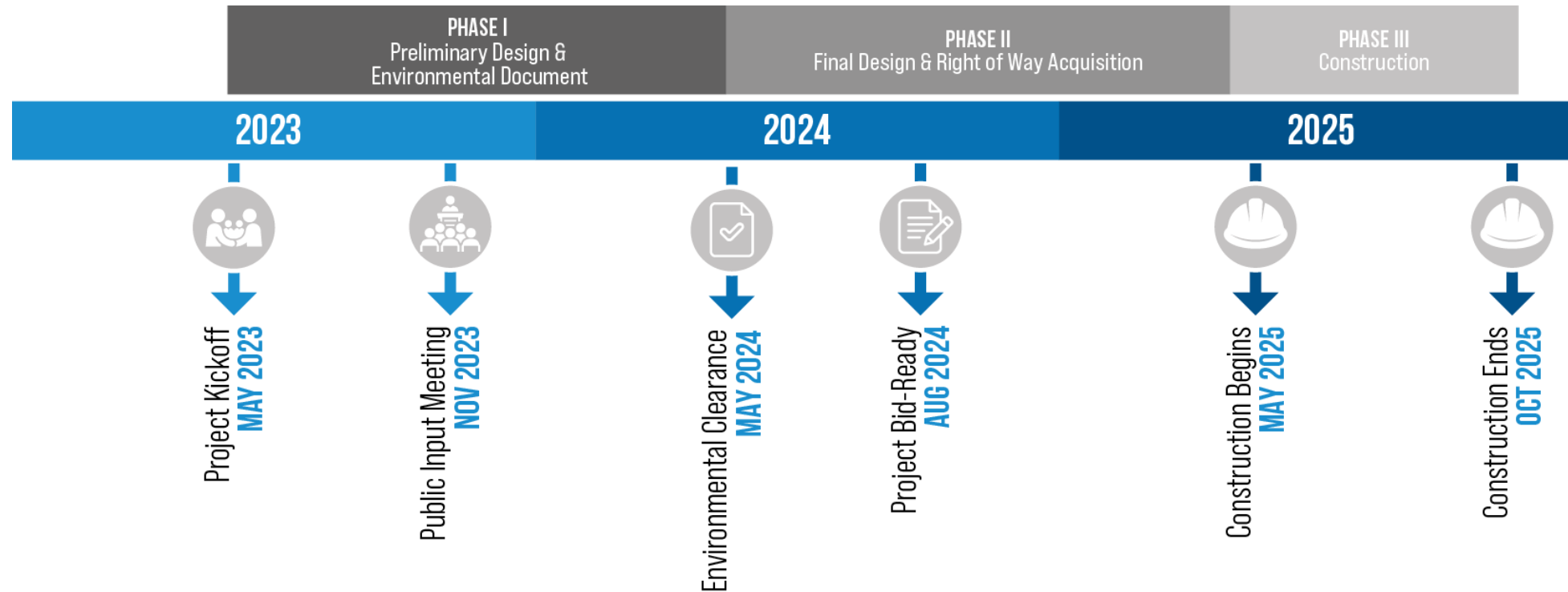
	Preliminary Construction & Engineering Costs	Preliminary Land Acquisition Costs	Preliminary Total Estimated Cost
Alternative B With Pond Scenario 1	\$13,740,200	\$280,000	\$14,020,000 <i>Total Federal Funds (Capped): \$8,137,612</i> <i>Total City Funds: \$5,882,588</i>
Alternative B With Pond Scenario 3A	\$14,202,500	\$1,000,000	\$15,202,500 <i>Total Federal Funds (Capped): \$8,137,612</i> <i>Total City Funds: \$7,064,888</i>
PREFERRED ALTERNATIVE Alternative B With Pond Scenario 4	\$14,017,400	\$1,000,000	\$15,017,400 <i>Total Federal Funds (Capped): \$8,137,612</i> <i>Total City Funds: \$6,879,788</i>

Note: Costs shown are inflated to 2025 dollars.

Schedule – South Project

16th Street SW RECONSTRUCTION PROJECT

South Project Timeline



Note: 2024-2025 dates are tentative and subject to change.



Questions and Comments



TO: City Council
FROM: Stefanie Stalheim, City Attorney
DATE: May 6, 2024
SUBJECT: Follow-up Information re: Automatic Door Ordinance

I. RECOMMENDED ACTION

Council should review and consider follow-up information provided in this memo and direct staff on how to proceed.

II. DEPARTMENT CONTACT PERSONS

Stefanie Stalheim, City Attorney	857-4755
Nick Schmitz, Assistant City Attorney	857-4755
Harold Stewart, City Manager	857-4750
Brian Billingsley, Comm. and Economic Dev. Director	857-4147
Luke Tillema, Chief Building Official	857-4147

III. DESCRIPTION

A. Background

At the February 20 City Council meeting Alderman Podrygula directed staff to write a draft ordinance similar to [City of Mandan's Ordinance 111.2-9](#) and present it to the City Council for its consideration at the March 4, 2024 City Council meeting.

At the March 4, 2024 meeting, the City Council made several requests to City staff for follow-up information. City Council's requests and City Staff's responses are as follows:

The City Council would like clarification on what city programs this ordinance is applicable to.

As written, this ordinance would apply to façade improvement program participants and participants in other city funding programs that receive city funds for building improvements or new construction.

The Council asked for clarification on whether the ordinance would be applicable to organizations that are receiving funds from the City that are not for building improvements.

As written, this ordinance would not be applicable to organizations that receive funds from the City that are not for building improvements or new construction.

Alderman Burlingame asked staff to advise how this ordinance affects home-based businesses such as home daycares.

We inserted specific language in the ordinance exempting home-based businesses from compliance with this ordinance.

Alderman Podrygula asked us to reach out to Mandan's City Attorney to advise if they have experienced any adversity (litigation/complaints) with their ordinance:

Mandan City Attorney (Amy Oster) Response: No, we haven't received any complaints, threats of litigation, or requests for clarification. I believe this was a citizen-initiated ordinance (more than a decade ago). One thing to note is that its application is somewhat limited — it applies only to buildings receiving the benefit of public funds (of more than \$5,000) and only to buildings in certain use groups, including most retail stores (including restaurants and grocery stores, but not bars), certain service groups (including barber/beauty shops and childcare centers), offices (like banks), and healthcare. It generally only comes up when economic development funds are awarded (like through the Renaissance Zone program or the Storefront Improvement program). I'm not aware of the City imposing the requirement outside of that context (like through services contracts).

The Council asked the Finance Department, Souris Basin Planning Council, Visit Minot, and MACEDC to generate lists of organizations that have received over \$5000 from the City of Minot over the past 5 years.

See attached Finance Department Report, which includes lists from MACEDC and Visit Minot. Staff notes that most of these projects are not building projects, so this proposed ordinance would not be applicable to many of these projects.

No information has been received from Souris Basin Planning Council, but staff would note that these are non-forgivable loans, not grants of money/forgivable loans.

Alderwoman Evans asked for information on whether tenants are required to comply with this ordinance.

No – tenants typically would not be applying for city funds for building improvements. If they did, the City would require the property owner to be the applicant and the property owner would need to comply with this ordinance.

City Manager Stewart asked if this ordinance would apply to tax increment financing (TIF) applications and tax abatements.

The City Attorney's Office did not locate case law, attorney general opinions, or other legal authority explicitly stating that TIF districts and tax abatements are considered public funds. However, we think there is a strong argument to be made that properties that receive the benefit of these financing mechanisms receive the "benefit of public funds" – because by approving a TIF district or tax abatement, the City is choosing to forgo the collection of funds derived from taxation.

Note the term "public funds" is defined in the proposed ordinance as it is defined in N.D.C.C. § 21-04-01(5), which states:

"Public funds" includes **all funds derived from taxation**, fees, penalties, sale of bonds, or from any other source, which belong to and are the property of a public corporation or of the state, and all sinking funds of such public corporation or of the state, and all funds from whatever source derived and for whatever purpose to be expended of which a public corporation or the state have legal custody. **The term includes funds of which any**

board, bureau, commission, or individual, created or authorized by law, is authorized to have control as the legal custodian for any purpose whatsoever whether such funds were derived from general or special taxation or the assessment of persons or corporations for a specific purpose. The term does not include funds of students or student organizations deposited in a student financial institution approved by and under the control of the school board.

B. Proposed Project

The attached ordinance adopts similar language to what is found in the City of Mandan's Ordinance 111.2-9, with updates to modernize existing language and accommodate the City of Minot's existing ordinances.

C. Consultant Selection

No consultant retained.

IV. IMPACT:

A. Strategic Impact:

This ordinance will require buildings and businesses that are established for retail sale of goods and services, or that conduct commercial, governmental, financial, professional, or management functions that are open to the public, that receive public funds from the City, to install at least one automatic door for at least one main entrance to the building. There is a waiver provision in this ordinance that will allow for an exemption if the installation would be technically infeasible or if the installation would create an undue burden on the applicant as defined by federal law ([28 CFR 36.104](#)).

B. Service/Delivery Impact:

This ordinance will require buildings and businesses applying for public funds from the City to ensure they have at least one automatic door for at least one main entrance to their building.

C. Fiscal Impact:

Businesses and buildings applying for public funds will need to consider and comply with this ordinance when submitting their applications.

V. CITY COUNCIL ASPIRATIONS

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

VI. ALTERNATIVES

- A. City Council could offer amendments to the proposed ordinance.
- B. City Council could decline to pass the proposed ordinance.
- C. City Council could table the ordinance.
- D. City Council could direct staff to bring back additional research and information for its consideration.
- E. City Council could also consider not passing an ordinance addressing automatic doors, and instead direct staff to amend the façade improvement guidelines to

require applicants to install at least one automatic door to one main entrance of their building.

VII. TIME CONSTRAINTS

- A. Pending applications for public funds from the City will not need to comply with this ordinance until it is passed on second reading.

VIII. LIST OF ATTACHMENTS

- A. Proposed Ordinance
- B. Finance Department Report
- C. Excerpt from Land Development Ordinance, Table of Uses (Table 2.2)



ORDINANCE NO. _____

AN ORDINANCE ENACTING ARTICLE VIII. (ACCESSIBILITY REQUIREMENTS FOR BUILDINGS RECEIVING PUBLIC FUNDS) SECTION 9-137 (AUTOMATIC DOOR REQUIRED) UNDER CHAPTER 9 (BUILDINGS AND HOUSING), CODE OF ORDINANCES, CITY OF MINOT, NORTH DAKOTA TO REQUIRE BUILDINGS OPEN TO PUBLIC USE THAT HAVE RECEIVED PUBLIC FUNDS FROM THE CITY TO INSTALL AT LEAST ONE AUTOMATIC DOOR FOR AT LEAST ONE MAIN ENTRANCE TO THE BUILDING.

WHEREAS, the City of Minot is a political subdivision lawfully recognized in the state of North Dakota as a home rule city and possessing municipal powers and authority pursuant to its home rule charter and provisions of North Dakota Century Code (NDCC) § 40-05.1, as well as statutory provisions codified in NDCC 40-05-01; and

WHEREAS, the City of Minot has the authority, through its home rule charter, to adopt, amend, and repeal ordinances, resolutions, and regulations to carry out its governmental and proprietary powers and to provide for public health, safety, morals, and welfare, and penalties for a violation thereof, including the authority to control its finances and fiscal affairs; and

WHEREAS, the City of Minot desires to enact an ordinance requiring every building open to public use that has received the benefit of public funds from the city to provide for the installation of an automatic door for at least one main entrance to the building; and

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

§ 1. That Article VIII. (Accessibility Requirements for Buildings Receiving Public Funds), Section 9-137 (Automatic Door Required), under Chapter 9 (Buildings and Housing), Code of Ordinances, City of Minot, North Dakota, is hereby enacted and shall read as follows:

ARTICLE VIII. ACCESSIBILITY REQUIREMENTS FOR BUILDINGS RECEIVING PUBLIC FUNDS FOR BUILDING IMPROVEMENTS OR NEW CONSTRUCTION

Sec. 9-137. Automatic Door Required.

(a) Every building open to public use that has received the benefit of public funds from the city to make building improvements or to construct a new building shall provide for the installation of an automatic door for at least one main entrance to the building.

(b) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Automatic door means a door equipped with a power-operated mechanism and controls that open and close the door automatically upon receipt of a

momentary actuating signal. The switch that begins the automatic cycle may be a photoelectric device, floor mat or manual switch.

Public funds means as defined in N.D.C.C. § 21-04-01(5).

Public use means interior or exterior rooms or spaces that are regularly made available to the general public.

(c) Use groups. This article shall only apply to buildings or businesses that are established for public and private institutional uses and commercial uses as identified in the Table of Uses (Table 2.2) found in Chapter 2.2 of the Minot Land Development Ordinance, with the exception of home-based businesses.

(d) Waiver. Automatic doors are not required if the installation of an automatic door would be technically infeasible, if there exists other preexisting accessibility barriers that cannot be reasonably remedied or readily achievable at reasonable cost or if the installation of an automatic door would create an undue burden on the applicant as defined in 28 CFR 36.104.

(e) Noncompliance. In the event it is determined by the city that a business or building has received public funds and has not complied with this article, the city may revoke or rescind the granting of or receipt of the public funds or take such further action as may be necessary to ensure compliance with this article.

(f) Application. This article shall apply to building projects or renovations that have applied for and received public funds after May 20, 2024.

(g) This requirement shall not apply to the grant or award of public funds to a recipient of less than \$5,000.00.

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

PASSED FIRST READING: _____

PASSED SECOND READING: _____

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Thomas Ross, Mayor

U.S. Department of Housing and Urban Development (HUD)

Community Development and Block Grant Program

Minot, North Dakota

May 6, 2024



Overview of CDBG Program

The primary objective of CDBG is the development of viable urban communities, *principally for low/mod persons*, through:

- Decent housing
- Suitable living environment
- Expanded economic opportunity

Each funded activity must meet one of three national objectives:

- 1) benefits low- and moderate-income individuals,
- 2) aids in the prevention or elimination of slums or blight, or
- 3) addresses an urgent need that poses a serious and immediate threat to the health or welfare of the community which occurred within the last 18 months and for which other funding is not available.

Overview of CDBG Program

Core Principles

- Benefit low- and moderate- income persons and communities
- Community Participation
- Leveraging and Partners
- Strategic and Targeted Investment

Utilizing Funding

5-Year Consolidated Plan and Annual Action Plan

- Needs determine activities and organizations to fund
- Consolidated Plan Components
 - Housing Needs Assessment
 - Market Analysis
 - Five-Year Strategic Plan - Funding
 - Annual Action Plan – Funding

Separate Document:

Analysis of Impediment (AI) to Fair Housing Choice

Utilizing Funding



Utilizing Funding

NEEDS

- Decent, affordable housing

GOALS

- Increase amount of decent, affordable housing in Minot

PROJECT

- Funding for development of new residential housing

ACTIVITIES

- Assist with acquisition of property for development of multi-family housing

CDBG National Objective

- Each activity MUST meet at least one:
 - Benefit primarily low and moderate income persons
 - Area
 - Limited clientele
 - Housing
 - Jobs
 - Aid in the prevention/elimination of slum & blight
 - Urgent Need – This is rarely used with standard entitlement funds

Low & Moderate Income Objective

- Most common objective is Low and Moderate Income
 - At least 51% of program beneficiaries must be low or moderate income
 - HUD defines low income as household income equal to or less than 50% of median income
 - HUD defines moderate income as household income equal to or less than 80% of median income

CDBG Beneficiaries

- Activities affecting **multi-family structures** or **public facilities**, including infrastructure must guarantee at least 51% low and moderate income benefit
- Those activities targeting **single family developments** must serve 100% low and moderate income.
- No project is eligible if there is not at least 51% low to moderate benefit.

CDBG Funding Categories

- Local Program Usage Caps:
 - **Public Service** (15% cap)
 - **Planning & Administration** (20% cap)

CDBG Eligible Public Service/Activities

Including but not limited to:

- Services for homeless persons
- Drug abuse counseling & treatment
- Services for victims of domestic violence
- Services for persons with disabilities
- Child care
- Healthcare
- Fair Housing activities
- Services for senior citizens

CDBG Public Service Activities

- Majority of Public Service Activities are Affiliated with “Low-Mod Income” (LMI) **National Objective** and “Low-Mod Limited Clientele” (LMC) **Activity**
- Low-Mod Clientele (LMC) Activities must meet criteria / fit into a documentation categories:
 - Serve at least 51% LMI as evidenced by **documentation regarding family size and income**
 - Be part of service or **program that has income-eligible requirements** for LMI populations only as documented through program or agency policies or administration procedures, income limits, etc.
 - Serve a group that is **presumed** to be low-mod such as elderly, homeless, domestic violence victims, etc.
 - Be of a **nature and location** that LMI clientele are served

CDBG Eligible Project Use Activities

- Acquisition
- Clearance of sites
- Reconstruction/rehabilitation of homes or other property
- Construction of public facilities & improvements (water and sewer facilities, streets, neighborhood centers)
- Assistance to low-income homebuyers in purchasing a home

CDBG Ineligible Activities

■ Completely Ineligible Activities

- Buildings used for the general conduct of gov't
- General government expenses
- Political activities

■ Generally Ineligible Activities

- Purchase of equipment
- Operating and maintenance expenses
- Construction of new permanent residential structures
- Direct Income Payments

Questions?
Thank You

Elizabeth Mcnannay

Resource Consultants LLC

541-806-0868

elizabeth@resourceconsultants.org



Milton Young Towers



- Signed Subrecipient agreement January 24, 2019 (5 million)
 - RFQ for A & E Services
- Signed agreement with Engineers-Architects, P.C. (EAPC) January 15, 2020
 - Bid for Construction Services
- Signed agreement with Rolac Contracting, Inc. December 17, 2020
- Notice Proceed March 7, 2021
- 6 Phases Process
- MHA also utilized 1.2 million of CFP
- Very close to 200 individuals moves through out the entire process

- ☐ Bathroom Sewer waste and Vent pipes
- ☐ Bathroom Sink, Vanity, and Faucet
- ☐ Bathroom Showers
- ☐ Bathroom Toilet
- ☐ New Flooring Throughout unit
- ☐ New LED lighting Throughout unit and Hallways
- ☐ Paint walls and ceilings in units
- ☐ Carpet all Hallways Flooring all of main floor
- ☐ Paint Hallway walls, ceilings and main floor
- ☐ Backup Generator
- ☐ Conversion of 36 one-bedroom units to 24 two-bedroom units

MILTON R. YOUNG TOWERS

1 9 7 2

MINOT HOUSING AUTHORITY

JOHN H. HOEVEN, JR.	CHAIRMAN
RUSSELL K. SCHMIDT	SECRETARY
ALTON C. ANDERSON	COMMISSIONER
OLGER E. BARNES	COMMISSIONER
JAMES M. FISHER	COMMISSIONER
WALTER W. SKOWRONEK	COMMISSIONER

FORMER AUTHORITY MEMBERS

MORRIS O. BROCHAT	COMMISSIONER
LEONARD LUCHSINGER	COMMISSIONER

ARCHITECTS

BRUNNER, HOFFEL, BOHRER
& ASSOCIATES

LANDSCAPE ARCHITECT

CHARLES WOOD & ASSOCIATES

MECHANICAL & ELECTRICAL ENGINEERS

SCHMIT, SMITH & RUSH

STRUCTURAL ENGINEERS

LOOMIS ENGINEERS

CONTRACTORS

GENERAL	MATTSON CONST. CO.
MECHANICAL	MOWBRAY & SON, INC.
ELECTRICAL	MAIN ELECTRIC, INC.

Senator Milton R. Young



Selection of Architect 10/69

LAW OFFICE
BOSARD, McCUTCHEON, KERIAN & SCHMIDT

800 MINOT FEDERAL SAVINGS & LOAN BLDG.
P. O. BOX 939
MINOT, NORTH DAKOTA 58701

ROBERT H. BOSARD (1975-1995)
HUGH McCUTCHEON
JON R. KERIAN
RUSSELL K. SCHMIDT
TELEPHONE 830-7878
AREA CODE 701

October 30, 1969

COPY

Brunner, Hoeffel & Bohrer
Architects
2116 Fourth Avenue N. W.
Minot, North Dakota 58701

Gentlemen:

Please be informed that the Minot Housing Authority, at a special meeting held today, has selected your firm as its initial supervisory architectural firm for their developmental program for low-elderly persons in Minot.

The Authority plans to meet with a representative from the HUD - Housing Assistance Office here in Minot commencing at 10:30 o'clock a.m., on November 3, 1969, at the Civic Center to discuss the initial steps which must be taken to implement this developmental program. The Authority requests that an architect from your firm be available at 9:00 o'clock a.m. on the above date, to accompany Mr. Fahy, members of the Authority, and the HUD representative on a tour of the city. The undersigned believes that the tour's starting point will be the Civic Center.

The Authority is looking forward to a warm and professional relationship with your architectural firm.

Very truly yours,

MINOT HOUSING AUTHORITY

Russell K. Schmidt
Secretary

RKS:me

Notice to proceed 9/70

MINOT HOUSING AUTHORITY

Mattson Construction Company
Page Two

Please note carefully and fulfill the requirements of the General Conditions relative to the submittal and approval of Workmen's Compensation and Manufacturers' and Contractors' public liability insurance.

You are informed that **NOTICE TO PROCEED** has been appointed Mattson Construction Company as, this Contract No: C-859 Highway No. 2 East Date: September 30, 1970 Minot, North Dakota 58701 is being for Project No: ND 17-2 Location: Minot, North Dakota

ATTENTION: Mr. Leif Mattson, Specifications and Drawings, President

You are instructed to submit for our approval a breakdown of Dear Mr. Mattson: on forms which will be supplied to you by our Architect, without delay.

Pursuant to the terms of your contract, dated September 24, 1970, for general construction, plumbing, heating, electrical and landscaping work for Project ND 17-2, you are hereby notified to commence work thereunder at the start of business on October 1, 1970. The Time for Completion set forth in the contract is 630 calendar days, including the starting day, which would establish July 1, 1972 as the completion date; however, an agreement was accomplished between HUD, Minot Housing Authority and Mattson Construction Company at the Construction Contract Conference in Denver, Colorado, on September 21, 1970, whereby the completion date was extended to 730 calendar days, including the starting day, which establishes October 1, 1972, as the completion date.

Your attention is also called to the fact that the construction contract was signed subject to simultaneous execution of deductive change orders in an amount not less than \$146,652.00 for changes outlined by our architect, Brunner, Hoeffel, Bohrer and Associates, and agreed upon between the Minot Housing Authority, the Department of Housing and Urban Development and Mattson Construction Company at a Construction Contract Conference which occurred in the HUD Regional Office, Denver, Colorado, on September 21, 1970. The final amount of these change orders will be whatever figures which clearly demonstrate, by normal attachment, the necessary details which relate to quantities, prices, hours of labor and other miscellaneous construction items.

Notice of full availability 8/72

HUD-50273
April 1967
(Revised 7/69-7/72)

U. S. Department of Housing and Urban Development
Low-Rent Public Housing

NOTICE OF DATE OF FULL AVAILABILITY

PROJECT NO. ND 17-2

We hereby certify that the "Date of Full Availability" of the above Project is the last day of August 31 19 72, the month in which substantially all of the dwelling units in the Project become available for occupancy.

MINOT HOUSING AUTHORITY
(Name of Local Authority)

By Tom Thielke, Jr.
Executive Director
(Title) 9/1/1972
(Date)

Approved for HUD:

By William A. Carlton
Acty Dir. Tech. Serv. Div. 9-8-72
(Title) (Date)

211610-P HUD-Wash., D. C.

Groundbreaking



3rd & 4th Floor



5th & 6th Floor



October, 1, 1972
No extension
August 23, 1972

\$2,853,680.00
\$ 69,148.66
\$2,922,828.66

\$ 164,519.30
\$2,758,309.36

LESS: Total payments to Contractor \$2,752,977.22

Total amount of liquidated
damages assessed none \$2,752,977.22

BALANCE

\$ 5,332.14

and

10. That voucher for final payment in the amount of Five Thousand Three Hundred Thirty-two and 14/100 (\$5,332.14) is due and payable.

MINOT HOUSING AUTHORITY

By Tom Thelen

Title Executive Director

Brunner, Hoeftel, Bohrer & Associates

By Thomas C. Bohrer

Title Partner

Date 4-15-75

Chief, Architecture and Engineering Section

Date 4-15-75

Labor Relations Specialist

Date 4-15-75

APPROVED FOR HUD:

William J. Morris

Date 4-22-75









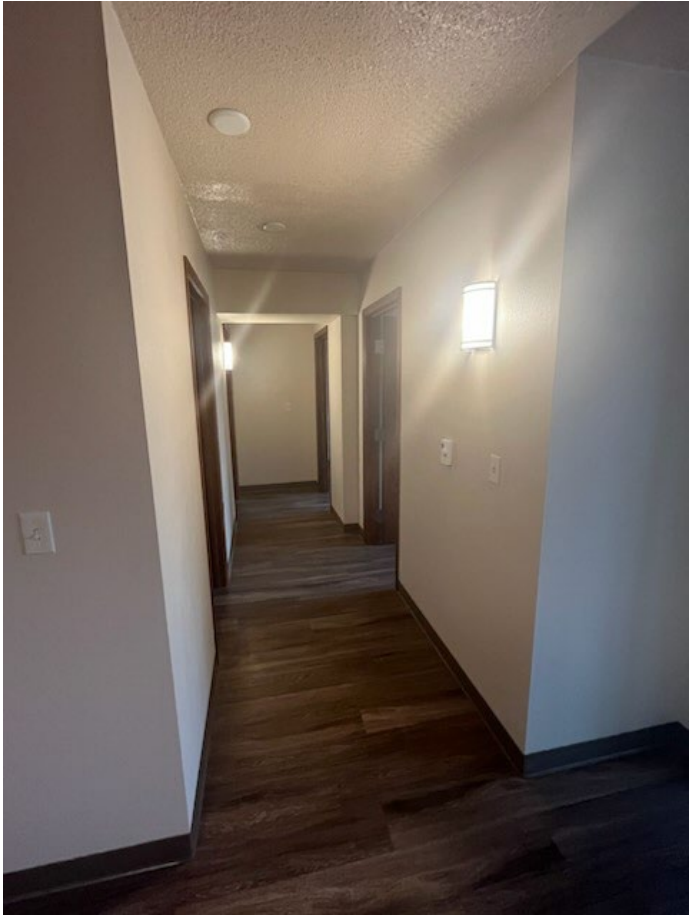


















Thank you!!!

- City of Minot (city council and all the staff)
- CDM Smith
- EAPC (A&E)
- Marsh Properties
- Rolac Construction, Inc.
 - Subcontractors – Minot Plumbing, Gefroh Electric, Northwest Flooring, Fargo Glass, Dynamic Sawing & Coring, Colored Painting & Woodworks, I Keatings, Thorsrud Supply, K & B Insulation, Johnson Controls, Western States Fire Protection, Schroeder Contracting and Minot Sash & Door
- MHA Staff



TO: Mayor Tom Ross
Members of the City Council

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

DATE: May 6, 2024

SUBJECT: 2025 – 2029 CAPITAL IMPROVEMENT PLAN PRESENTATION (4821)

I. RECOMMENDED ACTION

1. No recommended action for this meeting. This is the presentation of the plan.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

Every year, staff present new and updated projects to the council for consideration in the Capital Improvement Plan (CIP). The plan is reviewed, potentially modified, and adopted by the council. The projects for 2025 are then budgeted into the 2025 budget for council consideration.

B. Proposed Project

During this meeting, staff will provide an overview of the plan. Council is free to ask questions and seek additional information to make a final decision regarding the plan at the May 20th council meeting.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

The CIP is developed to meet the capital project needs of the city.

B. Service/Delivery Impact:

Completed projects from the CIP will advance the city in multiple ways such as better roads, better drinking water, safer runways, etc.

C. Fiscal Impact:

The projects listed in the CIP are funded with multiple funding sources that will be budgeted by the finance department. Council will ultimately approve all funding for the projects during budget deliberations.

Project Costs

N/A

Project Funding
N/A

V. CITY COUNCIL ASPIRATIONS

Due to the number, size, and types of projects listed in the CIP, the document achieves all aspirations.

VI. ALTERNATIVES

At this meeting, there are no alternatives since this is an informational item.

VII. TIME CONSTRAINTS

N/A

VIII. LIST OF ATTACHMENTS

- A. 2025 – 2029 Draft Capital Improvement Plan
- B. CIP Presentation

CAPITAL IMPROVEMENT PLAN

City of Minot

PREPARED BY THE CITY OF MINOT
ENGINEERING DEPARTMENT

2025-2029

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Appendix B – Engineering Worksheets

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Appendix D – Sanitary Sewer Worksheets

Appendix E – Storm Sewer Worksheets

Appendix F – Water Worksheets

Preface

A capital improvement plan is one of the most valuable documents a City can produce. It provides decision makers the data and information needed to make informed decisions regarding capital projects over the next 5 years.

The document will also assist the public, engineers and architects, developers, and others within the community to understand the City's direction for infrastructure planning and development.

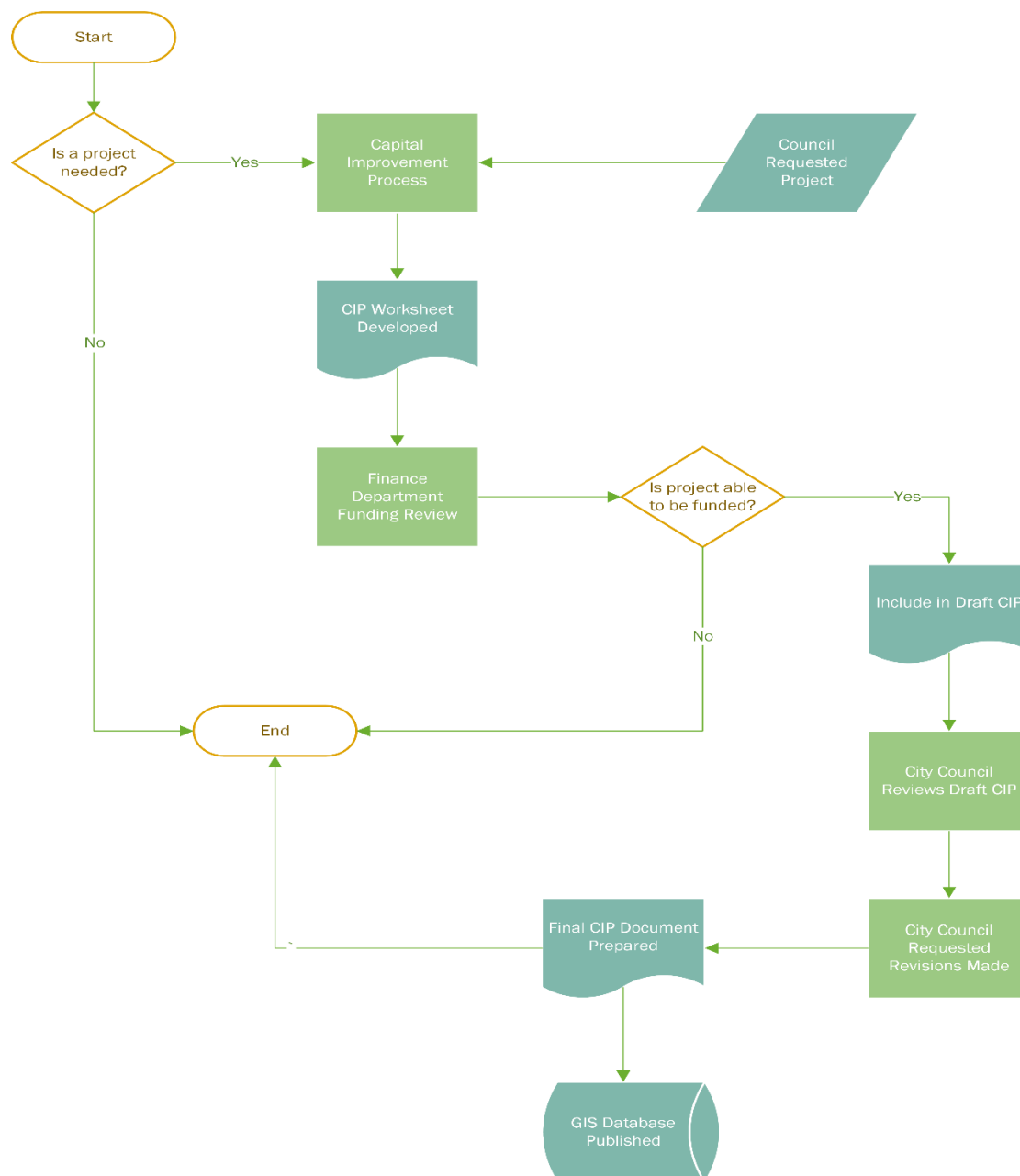
The highest skilled professionals in each department review projects to be brought forth using ranking criteria developed by the department. The ranking criteria are based on industry standards and professional judgement for the development of infrastructure projects.

Capital Improvement Plan Process

Each year, departments prepare plans and estimates for capital projects over a five-year horizon. As time progresses within the five-year window, estimates are refined as more data is known. Federal and State funding plays a significant role in the development of projects as most projects receive significant funding from those agencies.

Below is a process diagram showing the typical capital improvement plan (CIP) process:

Figure 1 CIP Process



If a CIP project is determined to be needed, the department submitting the project will begin by scoping the project. The department will use any reports or studies on file (if available), will gather any other data within the department's ability, and then use the data to develop a preliminary scope for the project.

Next, using best available data, a cost estimate is developed for the project. Best estimates are determined for engineering, construction, personnel, equipment, and long-term operation and maintenance.

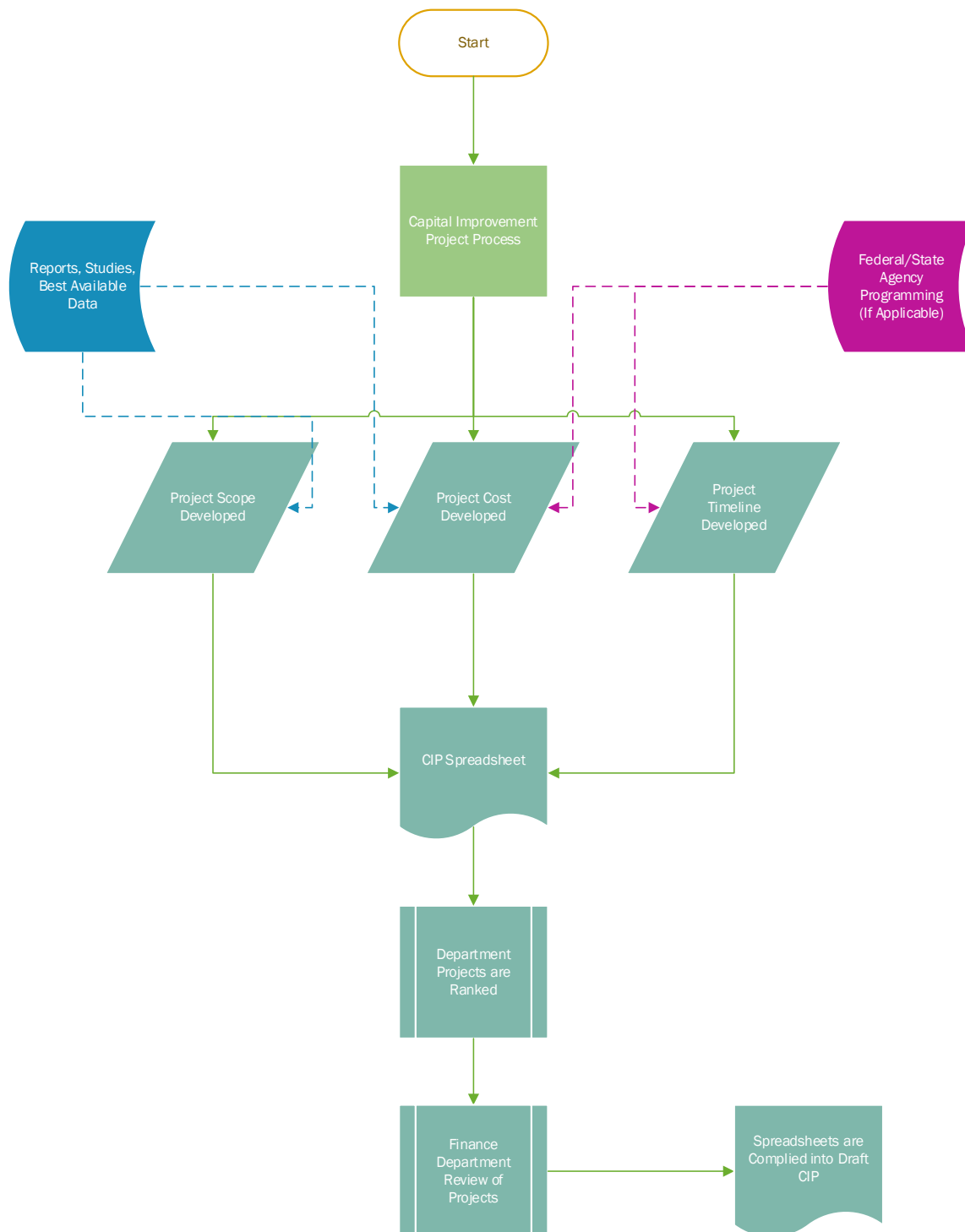
Because federal or state funding can play a significant role in determining project timing and cost shares, programming with these agencies starts early in the overall process. Approval of federal or state participation is generally sent to the City council for approval before a project is placed into the CIP. In instances where federal or state funding is anticipated, but not programmed, departments may place projects into the CIP with anticipated agency funding. In future years, the project is moved forward or backward when the funds are finally programmed.

Once the scope, estimated cost, and project timeframes are developed, the information is compiled into the City's CIP project spreadsheet. The spreadsheet is used to assemble the data for the project into one document that shows the above information in addition to a project map, ranking, and a list of questions that helps to describe the project.

Once the spreadsheets are completed, the finance department reviews the projects and the funding categories. Initial project requests may have funding accounts changed based on available resources. The project may also shift forward or backward in time based on other agency funding or local City funding availability.

The detailed spreadsheet process is shown below:

Figure 2 CIP Spreadsheet Process



Department Ranking Procedures

Each department submitting CIP projects, was tasked with developing criteria by which to rank each proposed project being submitted. By ranking the projects, the departments are able to prioritize the projects in an objective way based on industry standards and professional judgement.

Listed below are the ranking criteria used by each department:

Airport

1. Funding Eligibility (20):

- (10) Is the project eligible for AIP Funding from FAA?
 - AIP Projects typically receive 90% FAA funding
 - To be eligible, the project must be shown on the Airport Layout Plan (ALP) and Capital Improvement Plan (CIP)
- (5) Is the project eligible for State Funding?
 - AIP projects are typically eligible for 5% State funding
 - Non-AIP projects are typically funded 50/50 between State and Sponsor
- (5) Is there an opportunity for a PPP or a third-party developer willing to fund/invest in the project?

2. Facility Requirements (20):

- (10) Does the project meet a facility or operational need identified in the following airport documents: Master Plan Update, Wildlife Hazard Management Plan, and Stormwater Management Plan?
 - Improves pavement condition through rehab or reconstruction
 - Improves management of airport wildlife and stormwater
 - Improves or increases aircraft storage or tie-down space
 - Resolves non-compliance with FAA design standards
 - Resolves non-compliance with FAA Part 139 inspections
 - Increases or maintains operational capacity and efficiency
 - Larger aprons, better approach minimums, snow removal capability, etc.
- (10) Does the project replace existing infrastructure, nav aids, or equipment that has reached its useful life?

3. Safety and Security (20):

- (15) Does the project maintain or increase safety or security standards at the airport?
 - Terminal and landside considerations
 - Security system, parking lots and access roads
 - Airside and perimeter considerations
 - Fencing and gates, general aviation, museum
- (5) Do the added safety and security measures enhance airport/tenant operations and/or improve customer service at the airport?

4. Revenue Generation and Cost Reduction Capability (20)

- (15) Does the project enable airport administration to maintain or increase revenue generation and/or diversify revenue sources thereby improving the financial sustainability of the airport?
 - Maintains or improves existing revenue generation
 - Allows compatible aeronautical development/land use
 - Allows compatible non-aeronautical development/land use
- (5) Would the project improve in-house operational efficiency resulting in overall cost savings to the airport?

5. Constraints and Considerations (20):

- (10) Does the project present minimal constraints to implementation? Can these constraints be feasibly mitigated?
 - Environmental Impacts (wetlands, noise, SHPO, land use, etc.)
 - Operational Impacts (runway or taxiway closures, traffic detours, etc.)
- (10) Does the project consider future growth within the 20-year planning period?
 - Permits further development if needed
 - Offers flexibility from a development and operational standpoint

Engineering

1. Federal/State Funding Opportunity (20):

- (10) Does the project qualify for Federal/State funding?
- (10) Is Federal/State funding programmed?

- Current budget year – 10 pts
- One year out – 8 pts
- Two years out – 7 pts
- Three years out – 5 pts
- Four years out – 3 pts
- Five-year s out – 2 pts

2. Replacement of Critical Infrastructure (20):

- (20) Is the infrastructure past its typical design life?
 - Can technology upgrades be implemented?
 - Does the project serve a large population?

3. Safety Improvement (20):

- (20) Will the project increase safety of the public?
 - Is there a known safety issue?
 - Is infrastructure capacity causing safety issues?

4. Classification of the Roadway (20)

- (20) What is the functional classification of the roadway?
 - Primary, Secondary Arterial – 20 pts
 - Minor Arterial – 15 pts
 - Major Collector – 10 pts
 - Minor Collector – 10 pts
 - Local Roadway/Alley/Access Road/Other – 5 pts

5. Project Feasibility (20):

- (10) How feasible is the project to construct?
 - How complex will the design and permitting be?
 - Do existing right of way and easement exist?
 - Is a consultant needed?
- (10) Can the project be programmed with other infrastructure replacements or be phased to save costs, enhance functionality, shorten project timelines?

Public Works

1. **Health and Safety (20):**

- (20) Does the project address an immediate health or safety issue?
 - Flood control rehabilitation
 - Flood control construction
 - New facility needs
 - Environmental sustainability

2. **New Federal/State Guidelines or Requirements (20):**

- (20) Does the project solve or address new rules or regulations mandated by State or Federal agencies?
 - USACE, SWC, FEMA, or other agency requirements

3. **Capacity Constraints/Future Growth (20):**

- (20) Is the project needed to address current or future projected growth issues?
 - Lack of operational storage space
 - Landfill expansion needs

4. **Federal/State Funding (20)**

- (10) Does the project have State or Federal funds or do the funds have a time limitation on them for use?
- (10) Is Federal/State funding programmed?
 - Current budget year – 10 pts
 - One year out – 8 pts
 - Two years out – 7 pts
 - Three years out – 5 pts
 - Four years out – 3 pts
 - Five-year s out – 2 pts

5. **Existing Operational Deficiencies (20):**

- (10) Does the project address existing operations issues or deficiencies?
- (10) Does the project make operations more efficient?

Sanitary Sewer

1. Health and Safety (20):

- (20) Does the project address an immediate health or safety issue?
 - Lack of public sewer
 - Failing septic systems
 - Sanitary sewer overflows

2. New Federal/State Guidelines or Requirements (20):

- (20) Does the project solve or address new rules or regulations mandated by State or Federal agencies?
 - Effluent limit requirements
 - Detention time requirement
 - Nutrient removal requirements
 - Lift station construction standards

3. Capacity Constraints/Future Growth (20):

- (20) Is the project needed to address current or future projected growth issues?
 - Is infrastructure needed to support a growth area identified in the comprehensive plan?
 - Does existing infrastructure have a capacity issue that needs to be resolved?
 - Is existing infrastructure at the end of its functional life?

4. Federal/State Funding (20)

- (10) Does the project have State or Federal funds or do the funds have a time limitation on them for use?
- (10) Is Federal/State funding programmed?
 - Current budget year – 10 pts
 - One year out – 8 pts
 - Two years out – 7 pts
 - Three years out – 5 pts
 - Four years out – 3 pts

- Five-year s out – 2 pts

5. Existing Operational Deficiencies (20):

- (10) Does the project address existing operations issues or deficiencies?
 - Failing pipes or infrastructure
 - Record of sewer backups
- (10) Does the project make operations more efficient?

Storm Sewer

1. Severity of Flooding (20):

- (10) Does the flooding impact private property?
 - Impact to property access
 - Impact to vehicle damage
 - Impact to other utilities
- (10) Duration of Flooding
 - 0 to 30 minutes – 3 pts
 - 30 minutes to 1 hour – 5 pts
 - Over 1 hour – 10 pts

2. Development of the Project Area (20):

- (20) Is the area developed?
 - Type and density of development
 - Percentage of watershed development

3. Safety to the Public (20):

- (20) What are the safety impacts due to flooding?
 - Rapid velocity and high depth – 6 to 15 pts
 - Ponding only – 0 to 5 pts

4. Classification of the Roadway (20)

- (20) What is the functional classification of the roadway?

- Primary, Secondary Arterial – 20 pts
- Minor Arterial – 15 pts
- Major Collector – 10 pts
- Minor Collector – 10 pts
- Local Roadway – 5 pts

5. Project Feasibility (20):

- (10) How feasible is the project to construct?
 - How complex will the design and permitting be?
 - Do existing right of way and easement exist?
- (10) How large are the anticipated special assessments to average properties
 - Will many large special assessments be anticipated?

Water

1. Health and Safety (20):

- (20) Does the project address an immediate health or safety issue?
 - Lack of public water
 - Failing or contaminated wells or water systems
 - Lack of available fire flow
 - Addressing water quality issues

2. New Federal/State Guidelines or Requirements (20):

- (20) Does the project solve or address new rules or regulations mandated by State or Federal agencies?
 - Drinking water standards
 - Federal project requirements

3. Capacity Constraints/Future Growth (20):

- (20) Is the project needed to address current or future projected growth issues?
 - Is infrastructure needed to support a growth area identified in the comprehensive plan?
 - Maintain existing water demands

- Does existing infrastructure have capacity issues that need to be resolved?
- Are fire flows, pressures, flow rates adequate?
- Is existing infrastructure at the end of its functional life?

4. Federal/State Funding (20)

- (10) Does the project have State or Federal funds or do the funds have a time limitation on them for use?
- (10) Is Federal/State funding programmed?
 - Current budget year – 10 pts
 - One year out – 8 pts
 - Two years out – 7 pts
 - Three years out – 5 pts
 - Four years out – 3 pts
 - Five-year s out – 2 pts

5. Existing Operational Deficiencies (20):

- (10) Does the project address existing operations issues or deficiencies?
 - Frequency of watermain breaks
- (10) Does the project make operations more efficient?
 - Does the project coincide with other adjacent projects

Department Summaries

As each department submits projects into the CIP, the projects are scheduled into the five-year program after costs and funding categories are determined. Below are the summary tables for each department. There are four tables for each department. The first table includes a list of projects with the priority, score, start/finish years, and total five-year cost. The second table displays the projects and costs by year. The third table displays the funding source breakdown for the department's five-year program. The final table shows the funding sources by year.

Airport

The airport is planning several major projects over the next five-years. These include rehabilitating Runway 8-26/Taxiway Bravo pavements, several terminal improvements, T-Hangar replacement, and Taxiway A and F reconstruction.

Table 1 Airport Project List

Projects:	Project No.	Priority	Scoring	Start Year	Finish Year	Total 5-Year Costs
RW 8 Approach Obstruction Clearing & Easement A	A-1	2	90	2025	2025	\$ 250,000
RW 8-26, TW B Phase I (Design and Const)	A-2	7	90	2025	2026	13,400,000
GA Access Road Rehab and Reconstruct - Phase 1	A-3	6	90	2025	2025	600,000
Terminal Roadway Improvements Phase 1 (Design and Const)	A-4	9	85	2025	2025	500,000
Terminal Roof Repair/Replacement	A-5	5	90	2025	2025	300,000
Terminal Fire Alarm Repair/Replacement	A-6	1	90	2025	2025	150,000
GA Terminal HVAC Repair/Replacement	A-7	3	90	2025	2025	200,000
QTA Facility Design and Construction	A-8	11	75	2025	2025	2,500,000
RW 8-26, TW B Phase II (Design and Const)	A-9	8	90	2026	2027	13,300,000
Replace T-Hangar	A-10	12	90	2026	2026	1,800,000
Terminal Roadway Improvements Phase 2 (Design and Const)	A-11	10	85	2026	2026	1,300,000
Terminal Door Replacement	A-12	4	90	2026	2026	360,000
Terminal Door Replacement	A-13	4	85	2026	2026	100,000
Taxiway F Reconstruction	A-14	13	90	2028	2028	200,000
Taxiway A Reconstruction	A-15	14	90	2028	2028	600,000
Department Total						\$ 35,560,000

Table 2 Airport Project List by Year

Project Costs by Year:	Project No.	2025	2026	2027	2028	2029
RW 8 Approach Obstruction Clearing & Easement A	A-1	\$ 250,000	\$ -	\$ -	\$ -	\$ -
RW 8-26, TW B Phase I (Design and Const)	A-2	900,000	12,500,000	-	-	-
GA Access Road Rehab and Reconstruct - Phase 1	A-3	600,000	-	-	-	-
Terminal Roadway Improvements Phase 1 (Design and Const)	A-4	500,000	-	-	-	-
Terminal Roof Repair/Replacement	A-5	300,000	-	-	-	-
Terminal Fire Alarm Repair/Replacement	A-6	150,000	-	-	-	-
GA Terminal HVAC Repair/Replacement	A-7	200,000	-	-	-	-
QTA Facility Design and Construction	A-8	2,500,000	-	-	-	-
RW 8-26, TW B Phase II (Design and Const)	A-9	-	800,000	12,500,000	-	-
Replace T-Hangar	A-10	-	1,800,000	-	-	-
Terminal Roadway Improvements Phase 2 (Design and Const)	A-11	-	1,300,000	-	-	-
Terminal Door Replacement	A-12	-	360,000	-	-	-
Terminal Door Replacement	A-13	-	100,000	-	-	-
Taxiway F Reconstruction	A-14	-	-	-	200,000	-
Taxiway A Reconstruction	A-15	-	-	-	600,000	-
Department Total		\$ 5,400,000	\$ 16,860,000	\$ 12,500,000	\$ 800,000	\$ -

Table 3 Airport Project Funding Sources

Funding Sources:	
Federal Funds	\$ 28,359,000
State Funds	2,040,500
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Local: Airport Revenue	5,160,500
Department Total	\$ 35,560,000

Table 4 Airport Project Funding Sources by Year

Funding Sources by Year:	2025	2026	2027	2028	2029
Federal Funds	\$ 1,825,000	\$ 14,564,000	\$ 11,250,000	\$ 720,000	\$ -
State Funds	512,500	863,000	625,000	40,000	-
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Local: Airport Reserves	3,062,500	1,433,000	625,000	40,000	-
Department Total	\$ 5,400,000	\$ 16,860,000	\$ 12,500,000	\$ 800,000	\$ -

Figure 3 Airport Funding Sources

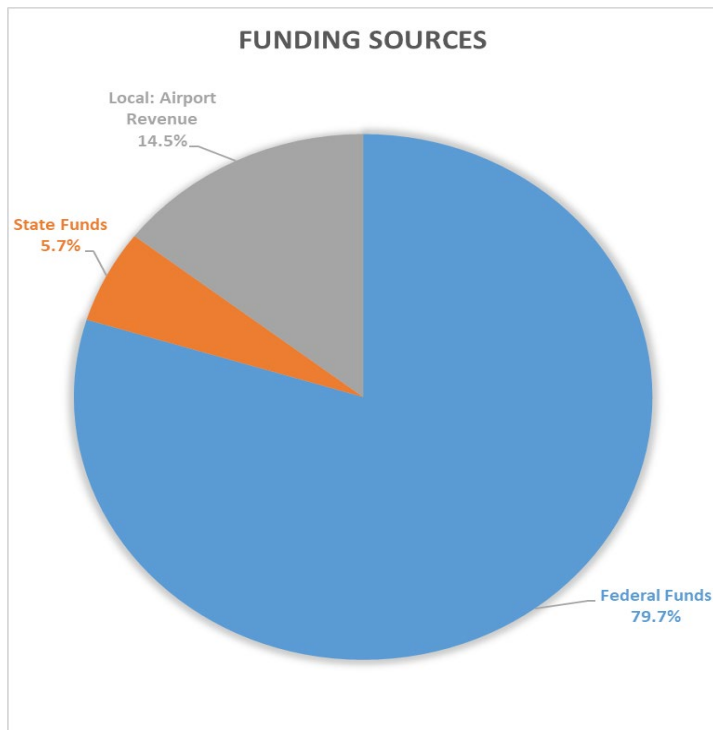
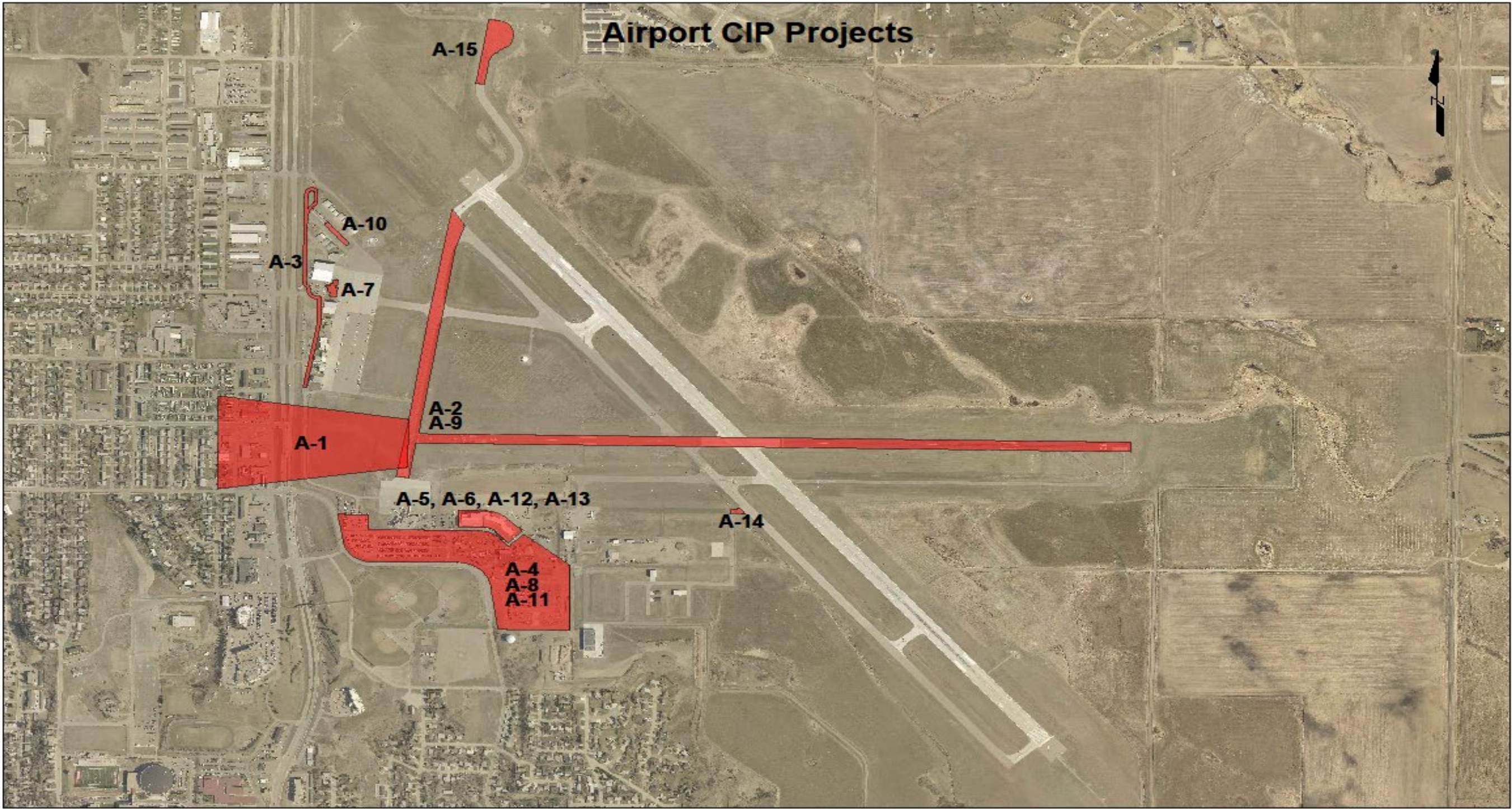


Figure 4 Airport CIP Project Map



Engineering

The engineering department has several major projects scheduled over the next five-years.

Several traffic signals will receive equipment upgrades over the next five years.

Several safety projects are programmed including Washington, Lewis & Clark, and Bel Air Elementary Safe Routes to School projects, and a highway safety improvement project that will be focused on traffic seed reduction improvements.

Several major street reconstructions are planned in the next five years including 16th Street SW, 3rd Street SE, South Broadway, and 11th Avenue SW (included in the Storm Sewer Capital Program).

In 2025, Phase 1 of the 16th Street SW Reconstruction will take place from Burdick Expressway to 14th Avenue SW.

In 2027, 3rd St NE to 2nd Avenue SE through downtown is scheduled for a reconstruction. This will also include one block of Central Avenue east of 3rd St.

In 2028, the city is anticipating the reconstruction of South Broadway from the south city limits to 19th Avenue SW. This project will likely be broken up into multiple phases over multiple years, but since the project has not been programmed by the NDDOT the city is assuming all the work in 2028.

Also in 2028, Phase 2 of 3rd Street Reconstruction will take place from 2nd Avenue SE to 5th Avenue SE.

Last, in 2028 Phase 2 of the 16th Street Reconstruction will take place from Burdick Expressway to 2nd Avenue SW. Most of the projects are planned, but not programmed. Meaning the NDDOT has not provided funding currently.

Table 5 Engineering Project List

Projects:	Project No.	Priority	Scoring	Start Year	Finish Year	Total 5-Year Costs
Traffic Signal Highway Safety Improvement	E-1	1	93	2026	2026	\$ 1,608,603
16th St SW Reconstruction Phase 1	E-2	2	88	2025	2025	14,655,256
Traffic Signal Replacements	E-3	3	88	2025	2029	4,186,000
16th St SW Interchange Rehabilitation	E-4	4	87	2026	2026	6,151,694
2028 Highway Safety Improvement	E-5	5	86	2028	2028	83,600
16th St SW Reconstruction Phase 2	E-6	6	85	2026	2028	12,600,000
2025 Washington Safe Routes to School	E-7	7	83	2025	2025	790,604
South Broadway Reconstruction	E-8	8	83	2028	2028	41,339,115
3rd Street NE Bridge Rehabilitation	E-9	9	81	2025	2027	2,350,000
North Broadway near Airport Street Lighting District	E-10	10	80	2028	2029	350,000
16th Avenue SE Sidewalk	E-11	11	80	2027	2028	359,000
11th Avenue SE Sidewalk	E-12	12	80	2028	2029	1,038,000
21st Avenue NW Sidewalk Phase 1	E-13	13	77	2025	2026	467,000
Lewis & Clark/Bel Air SRTS	E-14	14	76	2025	2026	1,891,000
3rd St E and Central Ave Reconstruction	E-15	15	72	2025	2028	17,846,000
Hiawatha Street Slope Stability	E-16	16	63	2028	2029	2,559,000
Street Light Feed Point Replacement	E-17	17	63	2025	2028	200,000
Anne Street Bridge	E-18	18	62	2026	2029	8,450,000
Shirley Court Street Lighting District	E-19	19	60	2025	2025	110,000
Eastwood Park Bridge Rehabilitation	E-20	20	59	2026	2027	760,000
Street Light LED Conversion	E-21	21	56	2025	2028	625,000
17th and 18th Ave SE Extensions	E-22	22	49	2026	2027	900,000
City Hall Site Improvements	E-23	23	48	2028	2029	1,118,000
2nd Avenue and Main Street Pocket Park	E-24	24	45	2028	2029	639,000
Citywide Wayfinding Signage	E-25	25	35	2025	2025	398,000
Department Total						\$ 121,474,872

Table 6 Engineering Project List by Year

Project Costs by Year:	Project No.	2025	2026	2027	2028	2029
Traffic Signal Highway Safety Improvement	E-1	\$ -	\$ 1,608,603	\$ -	\$ -	\$ -
16th St SW Reconstruction Phase 1	E-2	14,655,256	-	-	-	-
Traffic Signal Replacements	E-3	775,000	805,000	841,000	867,000	898,000
16th St SW Interchange Rehabilitation	E-4	-	6,151,694	-	-	-
2028 Highway Safety Improvement	E-5	-	-	-	83,600	-
16th St SW Reconstruction Phase 2	E-6	-	1,800,000	-	10,800,000	-
2025 Washington Safe Routes to School	E-7	790,604	-	-	-	-
South Broadway Reconstruction	E-8	-	-	-	41,339,115	-
3rd Street NE Bridge Rehabilitation	E-9	350,000	-	2,000,000	-	-
North Broadway near Airport Street Lighting District	E-10	-	-	-	40,000	310,000
16th Avenue SE Sidewalk	E-11	-	-	41,000	318,000	-
11th Avenue SE Sidewalk	E-12	-	-	-	118,000	920,000
21st Avenue NW Sidewalk Phase 1	E-13	75,000	392,000	-	-	-
Lewis & Clark/Bel Air SRTS	E-14	75,000	1,816,000	-	-	-
3rd St E and Central Ave Reconstruction	E-15	1,750,000	-	9,056,000	7,040,000	-
Hiawatha Street Slope Stability	E-16	-	-	-	738,000	1,821,000
Street Light Feed Point Replacement	E-17	40,000	40,000	40,000	40,000	40,000
Anne Street Bridge	E-18	-	950,000	-	-	7,500,000
Shirley Court Street Lighting District	E-19	110,000	-	-	-	-
Eastwood Park Bridge Rehabilitation	E-20	-	100,000	660,000	-	-
Street Light LED Conversion	E-21	125,000	125,000	125,000	125,000	125,000
17th and 18th Ave SE Extensions	E-22	-	100,000	800,000	-	-
City Hall Site Improvements	E-23	-	-	-	145,000	973,000
2nd Avenue and Main Street Pocket Park	E-24	-	-	-	73,000	566,000
Citywide Wayfinding Signage	E-25	398,000	-	-	-	-
Department Total		\$ 19,143,860	\$ 13,888,297	\$ 13,563,000	\$ 61,726,715	\$ 13,153,000

Table 7 Engineering Project Funding Sources

Funding Sources:	
Federal Funds	\$ 69,562,744
State Funds	29,197,202
Local: Sales Tax	8,993,926
Local: Tax Levy	-
Local: Special Assessments	1,199,000
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	12,522,000
Department Total	\$ 121,474,872

Table 8 Engineering Project Funding Sources by Year

Funding Sources by Year:	2025	2026	2027	2028	2029
Federal Funds	\$ 8,190,860	\$ 7,355,241	\$ 3,500,000	\$ 43,016,643	\$ 7,500,000
State Funds	6,435,000	4,230,000	6,566,000	9,454,202	2,512,000
Local: Sales Tax	1,526,500	2,203,056	1,047,000	1,585,870	2,631,500
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	71,500	100,000	800,000	-	227,500
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other (specify)	2,920,000	-	1,650,000	7,670,000	282,000
Department Total	\$ 19,143,860	\$ 13,888,297	\$ 13,563,000	\$ 61,726,715	\$ 13,153,000

Figure 5 Engineering Funding Sources

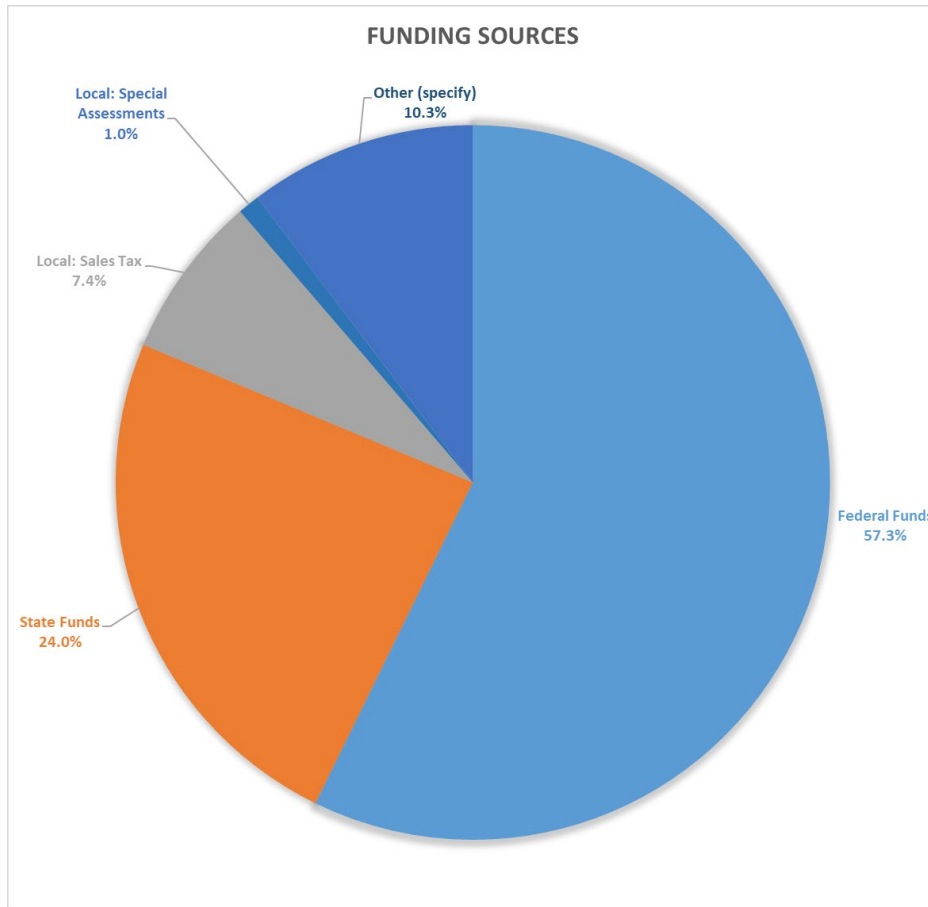
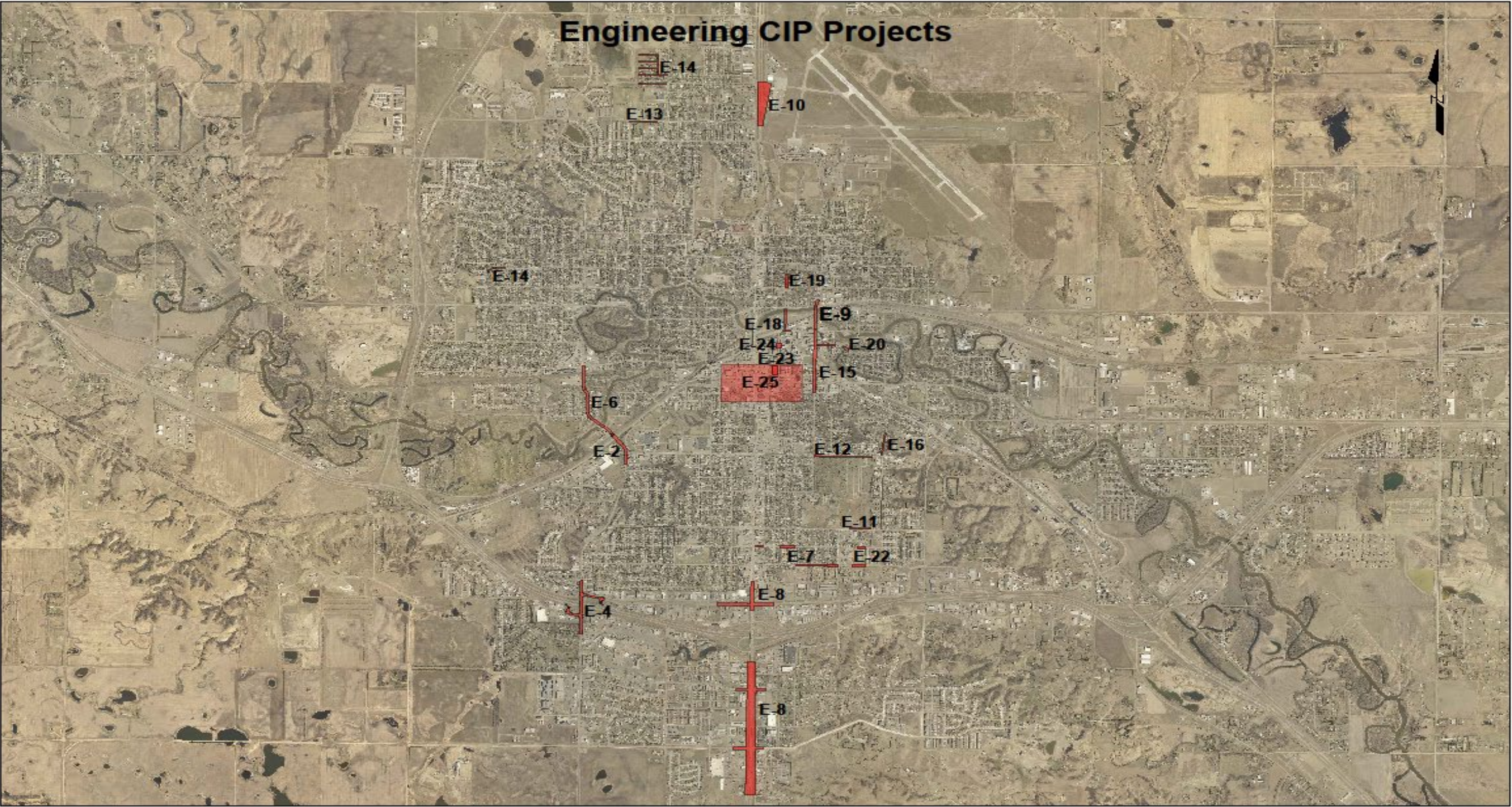


Figure 6 Engineering CIP Project Map



Public Works

The Public Works department's five-year program is primarily flood control. The water, sanitary sewer, and storm sewer departments are kept separate due to their funding categories.

Mouse River Enhanced Flood Protection Project (MREFP) Phases 1, 2, and 3 are complete. MI-5 has begun construction and phases MI-6, and MI-7 are slated to begin construction soon. MI-4 will finish design in the next 18 months and be bid in 2025 or 2026.

Table 9 Public Works Project List

Projects:	Project No.	Priority	Scoring	Start Year	Finish Year	Total 5-Year
						Costs
Maple Diversion (Phase MI-4)	PW-1	1	100	2025	2029	105,000,000
Northeast Tieback Floodwall (MI-5)	PW-2	2	100	2025	2025	5,000,000
Downtown Minot Levee/Floodwall (MI-6)	PW-3	3	100	2025	2027	43,000,000
Roosevelt Park Levee /Floodwall (West) (MI-7)	PW-4	4	100	2025	2027	32,000,000
Burdick Expressway Bridge (MI-8)	PW-5	5	100	2025	2028	18,000,000
Valker Road Levee (West) (MI-9)	PW-6	6	100	2025	2029	19,000,000
Roosevelt Park (East) (MI-10)	PW-7	7	100	2027	2029	26,000,000
Valker Road Levee (East) (MI-11)	PW-8	8	100	2027	2029	26,000,000
27th Street Diversion (MI-12)	PW-9	9	100	2029	2029	4,000,000
Department Total						\$ 278,000,000

Table 10 Public Works Project List by Year

Project Costs by Year:	Project No.	2025	2026	2027	2028	2029
Maple Diversion (Phase MI-4)	PW-1	4,000,000	11,000,000	30,000,000	30,000,000	30,000,000
Northeast Tieback Floodwall (MI-5)	PW-2	5,000,000	-	-	-	-
Downtown Minot Levee/Floodwall (MI-6)	PW-3	20,000,000	20,000,000	3,000,000	-	-
Roosevelt Park Levee /Floodwall (West) (MI-7)	PW-4	15,000,000	15,000,000	2,000,000	-	-
Burdick Expressway Bridge (MI-8)	PW-5	2,000,000	1,000,000	7,000,000	8,000,000	-
Valker Road Levee (West) (MI-9)	PW-6	2,500,000	1,500,000	-	10,000,000	5,000,000
Roosevelt Park (East) (MI-10)	PW-7	-	-	3,000,000	3,000,000	20,000,000
Valker Road Levee (East) (MI-11)	PW-8	-	-	3,000,000	3,000,000	20,000,000
27th Street Diversion (MI-12)	PW-9	-	-	-	-	4,000,000
Department Total		\$ 48,500,000	\$ 48,500,000	\$ 48,000,000	\$ 54,000,000	\$ 79,000,000

Table 11 Public Works Funding Sources

Funding Sources:	
Federal Funds	\$ 22,750,000
State Funds	180,700,000
Local: Sales Tax	74,550,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other	-
Department Total	\$ 278,000,000

Table 12 Public Works Funding Sources by Year

Funding Sources by Year:	2025	2026	2027	2028	2029
Federal Funds	\$ -	\$ 2,275,000	\$ 6,825,000	\$ 6,825,000	\$ 6,825,000
State Funds	31,525,000	31,525,000	31,200,000	35,100,000	51,350,000
Local: Sales Tax	16,975,000	14,700,000	9,975,000	12,075,000	20,825,000
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other	-	-	-	-	-
Department Total	\$ 48,500,000	\$ 48,500,000	\$ 48,000,000	\$ 54,000,000	\$ 79,000,000

Figure 7 Public Works Funding Sources

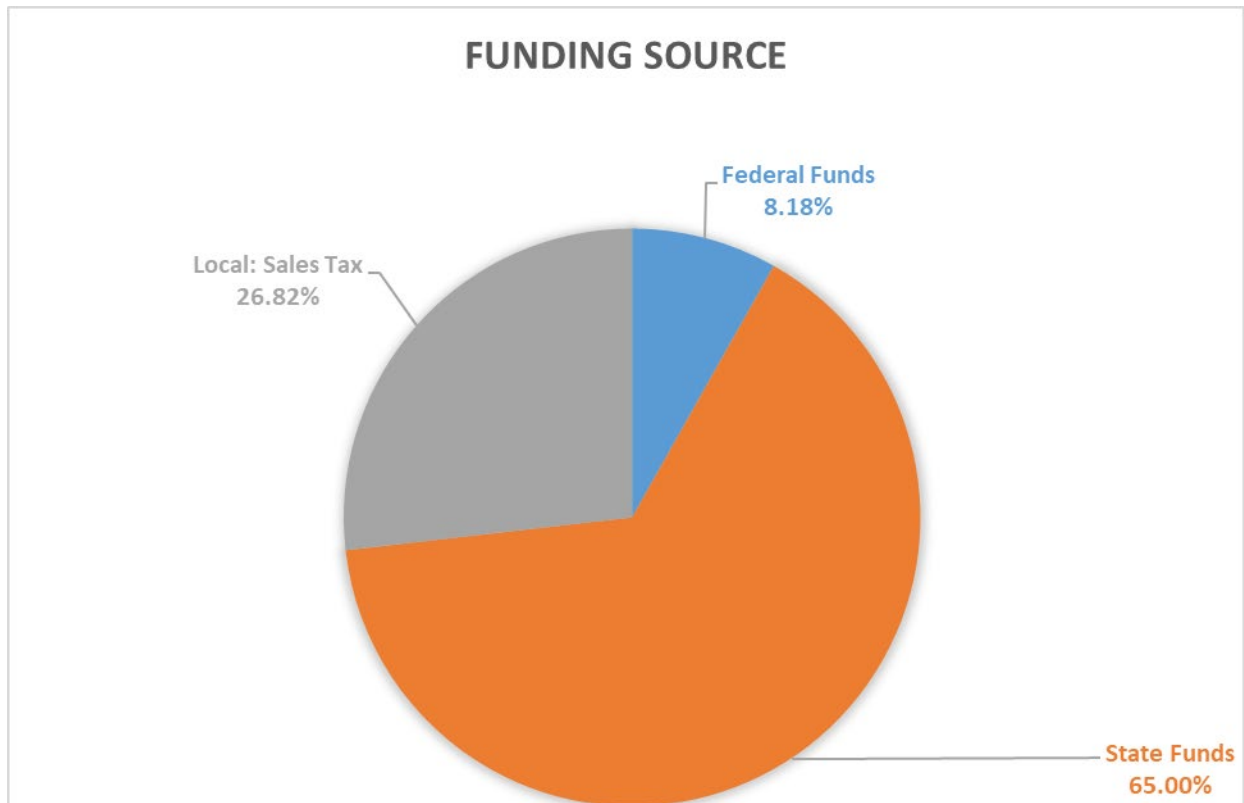
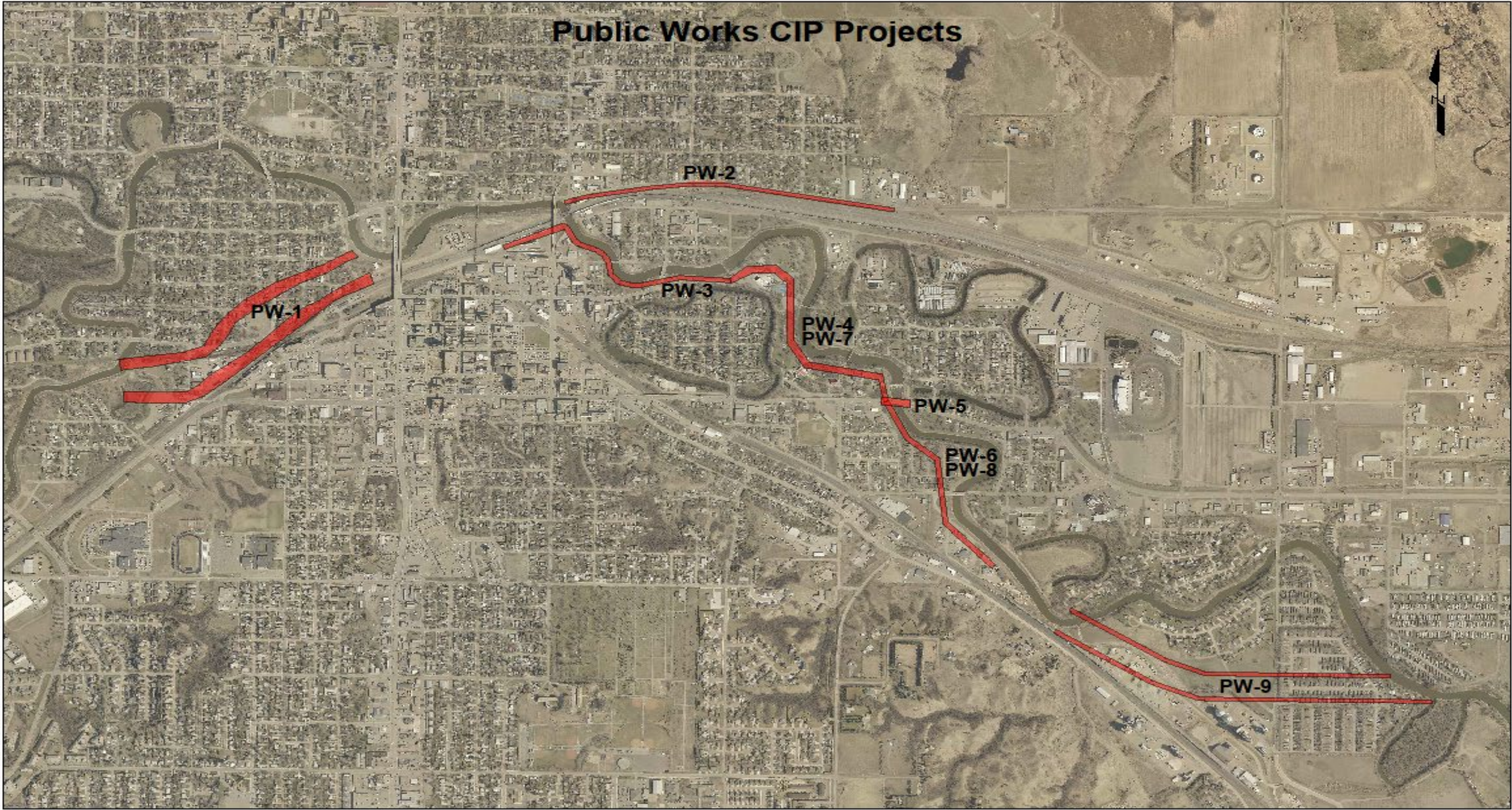


Figure 8 Public Works CIP Project Map



Sanitary Sewer

Over the past decade, almost \$100 million of new trunk sanitary sewer improvements have been completed to serve the Minot area. Major trunk lines and lift stations have the capacity to last generations, just like the last major series of improvements built in the 1960s.

Two improvements are planned in the very last year of the five-year program. Both projects are growth dependent and could change in time. The need for a mechanical wastewater treatment plant is a population trigger and/or effluent limit trigger. Design for the plant would begin in 2028 with construction taking place sometime after. The Puppy Dog lift station, built in the 1970s may be reaching its capacity threshold around 2026 if the southern portion of Minot receives significant growth. If growth is slow, the station improvements can be delayed into the future. These two projects will likely continue to float further into the future until population triggers necessitate the projects.

Table 13 Sanitary Sewer Project List

Projects:	Project No.	Priority	Scoring	Start Year	Finish Year	Total 5-Year Costs
Puppydog VII - Lift Station Improvements	SS-1	1	55	2027	2027	\$ 6,200,000
Wastewater Treatment Facility	SS-2	2	68	2028	2028	94,500,000
Department Total						<u>\$ 100,700,000</u>

Table 14 Sanitary Sewer Project List by Year

Project Costs by Year:	Project No.	2024	2025	2026	2027	2028
Puppydog VII - Lift Station Improvements	SS-1	\$ -	\$ -	\$ -	\$ -	\$ 6,200,000
Wastewater Treatment Facility	SS-2	-	-	-	-	94,500,000
Department Total		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,700,000</u>

Table 15 Sanitary Sewer Project Funding Sources

Funding Sources:	
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	100,700,000
Other (specify)	-
Department Total	<u>\$ 100,700,000</u>

Table 16 Sanitary Sewer Funding Sources by Year

Funding Sources by Year:	2024	2025	2026	2027	2028
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	-	-	-	-	-
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	100,700,000
Other (specify)	-	-	-	-	-
Department Total	\$ -	\$ -	\$ -	\$ -	\$ 100,700,000

Figure 9 Sanitary Sewer Funding Sources

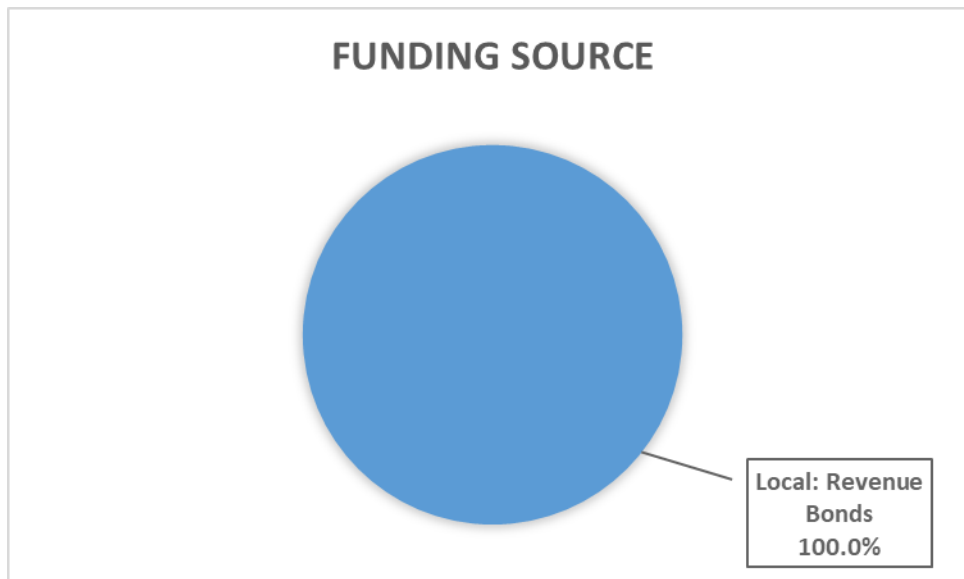
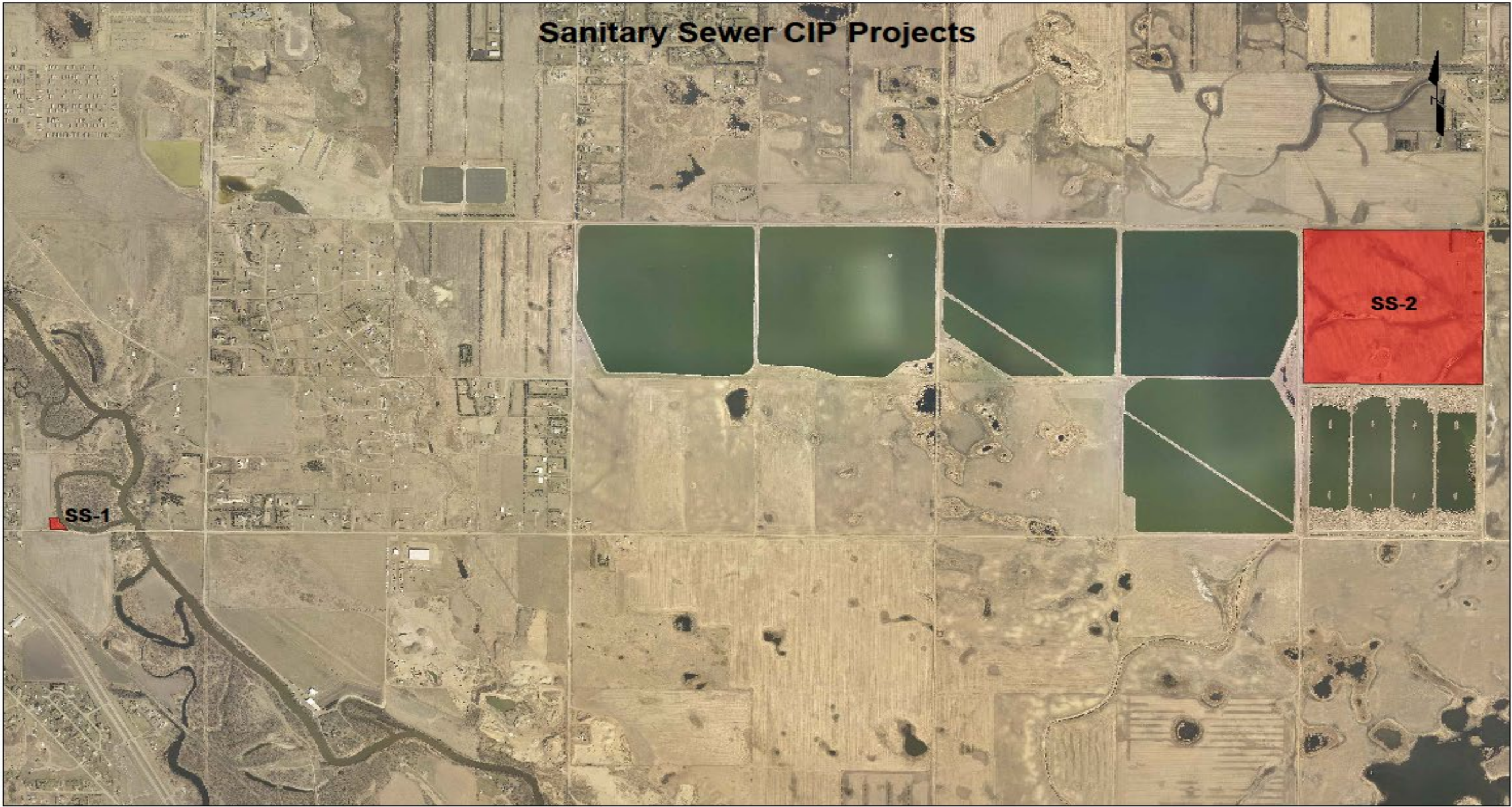


Figure 10 Sanitary Sewer CIP Project Map



Storm Sewer

The storm sewer division resides in the public works department. However, the capital program is administered by the engineering department since many times the improvements are special assessed. The engineering department also manages several related programs such as storm water management and floodplain management.

Several projects are planned in the five-year program to address the backlog of watershed flooding issues around the City. Storm Sewer District 121 project will finish design this year with an anticipated bid date of 2024 or 2025.

The Polaris Park watershed is anticipated to be bid in 2024 with construction starting in 2024 or 2025.

The 11th Avenue watershed is the final remaining major watershed identified in the original watershed masterplan initiated by the storm water utility. This project is also a reconstruction of 11th Avenue SW from Broadway to 6th Street SW.

A future watershed master plan will be placed in the budget to identify additional impaired watersheds around the city that need improvements.

Table 17 Storm Sewer Project List

Projects:	Project No.	Priority	Scoring	Start Year	Finish Year	Total 5-Year Costs
Storm District 121 Puppy Dog Coulee	ST-1	ST-1	86	2025	2025	21,800,000
11th Ave SW Watershed Storm Sewer District	ST-2	ST-2	79	2025	2026	14,965,000
Department Total						<u>\$ 36,765,000</u>

Table 18 Storm Sewer Project List by Year

Project Costs by Year:	Project No.	2025	2026	2027	2028	2029
Storm District 121 Puppy Dog Coulee	ST-1	21,800,000	-	-	-	-
11th Ave SW Watershed Storm Sewer District	ST-2	-	-	1,665,000	-	13,300,000
Department Total		<u>\$ 21,800,000</u>	<u>\$ -</u>	<u>\$ 1,665,000</u>	<u>\$ -</u>	<u>\$ 13,300,000</u>

Table 19 Storm Sewer Project Funding Sources

Funding Sources:	
Federal Funds	\$ 7,491,511
State Funds	5,975,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	3,745,000
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	18,053,489
Local: Revenue Bonds	-
Other (specify)	1,500,000
Department Total	<u>\$ 36,765,000</u>

Table 20 Storm Sewer Funding Sources by Year

Funding Sources by Year:	2025	2026	2027	2028	2029
Federal Funds	\$ 7,491,511	\$ -	\$ -	\$ -	\$ -
State Funds	-	-	775,000	-	5,200,000
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	445,000	-	3,300,000
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	14,308,489	-	445,000	-	3,300,000
Local: Revenue Bonds	-	-	-	-	-
Other (specify)	-	-	-	-	1,500,000
Department Total	\$ 21,800,000	\$ -	\$ 1,665,000	\$ -	\$ 13,300,000

Figure 11 Storm Sewer Funding Sources

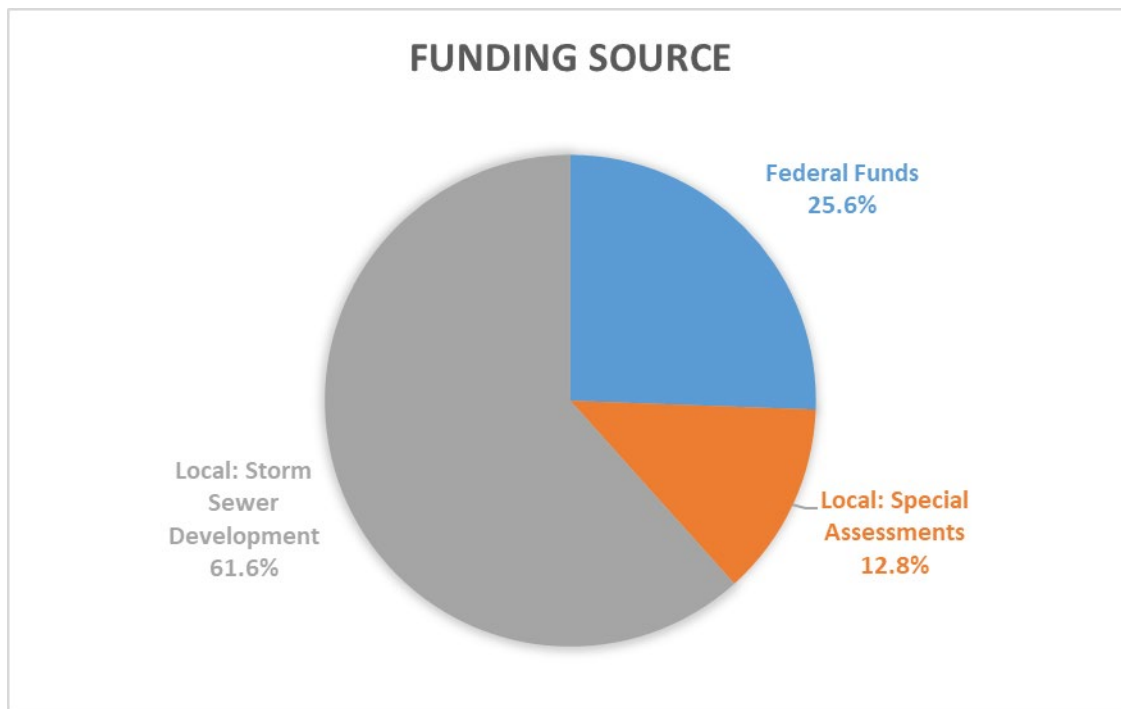
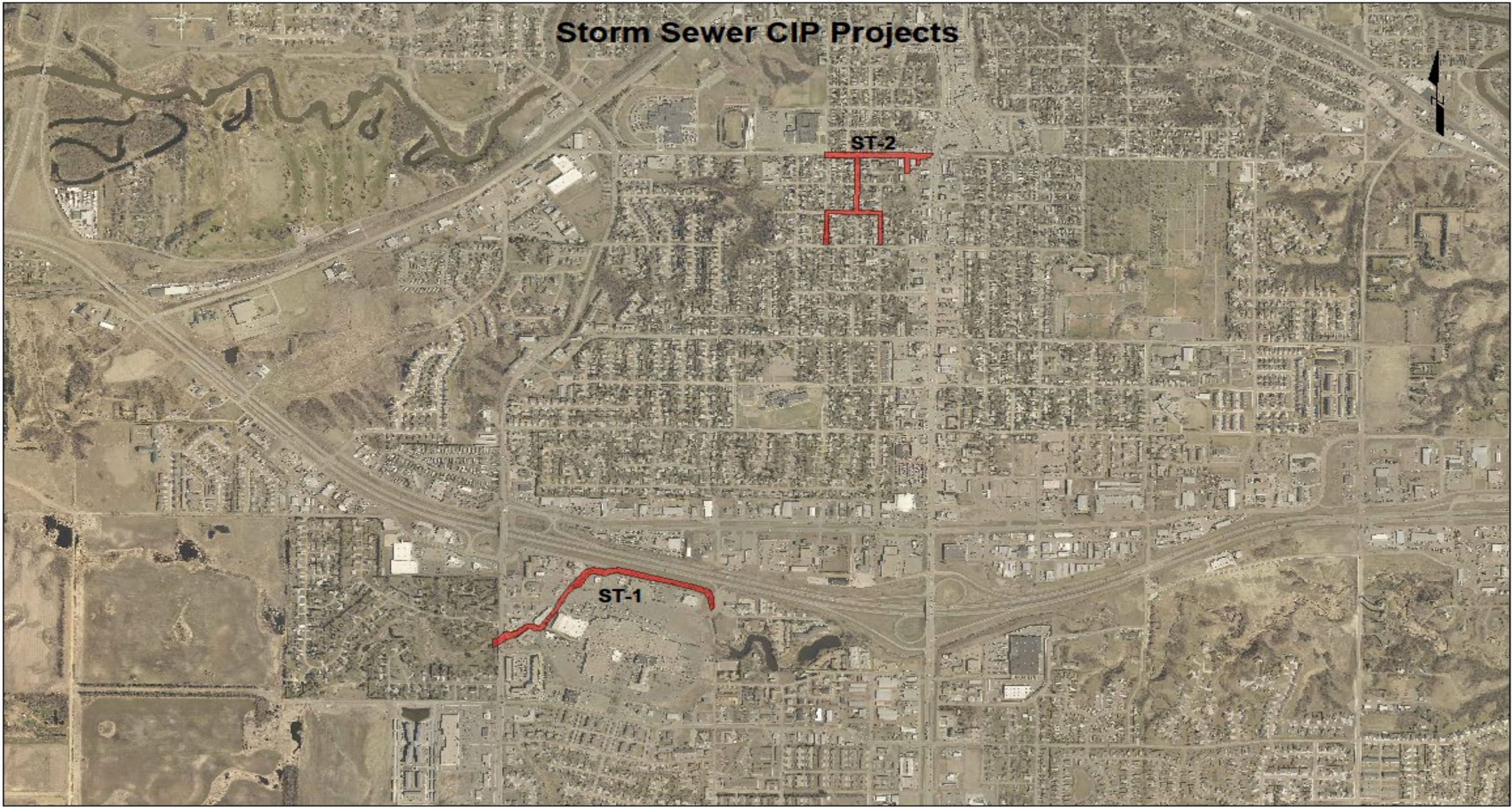


Figure 12 Storm Sewer CIP Project Map



Water

The Water Department has several major watermain replacement projects scheduled over the next five years. State grant requests have been made for several lead service line and watermain replacement areas. Grant funding will help to reduce the cost and backlog of replacement projects.

Table 21 Water Project List

Projects:	Project No.	Priority	Scoring	Start Year	Finish Year	Total 5-Year Costs
11th Ave NW & Lincoln Ave Watermain Replacement	W-1	0	65	2025	2025	\$ 7,120,000
Dakotah Homes 2nd Addition Watermain Replacement	W-2	0	64	2025	2025	3,460,000
2nd Ave SW (16th St SW-30th St SW) Watermain Replacement	W-3	0	64	2025	2026	3,500,000
Edison Area Watermain Replacement	W-4	0	64	2026	2027	3,606,000
South Hill Complex Area Watermain Replacement	W-5	0	64	2026	2027	3,840,000
Eastwood Park Watermain Replacement	W-6	0	84	2027	2028	4,925,000
BelAir Area Watermain Replacement	W-7	0	64	2027	2028	3,900,000
Area West of NDSF Watermain Replacement	W-8	0	64	2028	2029	4,130,000
SE Area Utility Rehabilitation	W-9	0	64	2028	2029	4,980,000
Area East of Corbett Field Watermain Replacement	W-10	0	64	2029	2029	525,000
Roosevelt School Area Watermain Replacement	W-11	0	64	2029	2029	500,000
Department Total						\$ 40,486,000

Table 22 Water Project List by Year

Project Costs by Year:	Project No.	2025	2026	2027	2028	2029
11th Ave NW & Lincoln Ave Watermain Replacement	W-1	\$ 7,120,000	\$ -	\$ -	\$ -	\$ -
Dakotah Homes 2nd Addition Watermain Replacement	W-2	3,460,000	-	-	-	-
2nd Ave SW (16th St SW-30th St SW) Watermain Replacement	W-3	350,000	3,150,000	-	-	-
Edison Area Watermain Replacement	W-4	-	400,000	3,206,000	-	-
South Hill Complex Area Watermain Replacement	W-5	-	400,000	3,440,000	-	-
Eastwood Park Watermain Replacement	W-6	-	-	450,000	4,475,000	-
BelAir Area Watermain Replacement	W-7	-	-	425,000	3,475,000	-
Area West of NDSF Watermain Replacement	W-8	-	-	-	450,000	3,680,000
SE Area Utility Rehabilitation	W-9	-	-	-	480,000	4,500,000
Area East of Corbett Field Watermain Replacement	W-10	-	-	-	-	525,000
Roosevelt School Area Watermain Replacement	W-11	-	-	-	-	500,000
Department Total		\$ 10,930,000	\$ 3,950,000	\$ 7,521,000	\$ 8,880,000	\$ 9,205,000

Table 23 Water Project Funding Sources

Funding Sources:	
Federal Funds	\$ -
State Funds	24,237,600
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	16,248,400
Department Total	\$ 40,486,000

Table 24 Water Funding Sources by Year

Funding Sources by Year:	2025	2026	2027	2028	2029
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	6,558,000	2,370,000	4,512,600	5,274,000	5,523,000
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other (specify)	4,372,000	1,580,000	3,008,400	3,606,000	3,682,000
Department Total	\$10,930,000	\$ 3,950,000	\$ 7,521,000	\$ 8,880,000	\$ 9,205,000

Figure 13 Water Funding Sources

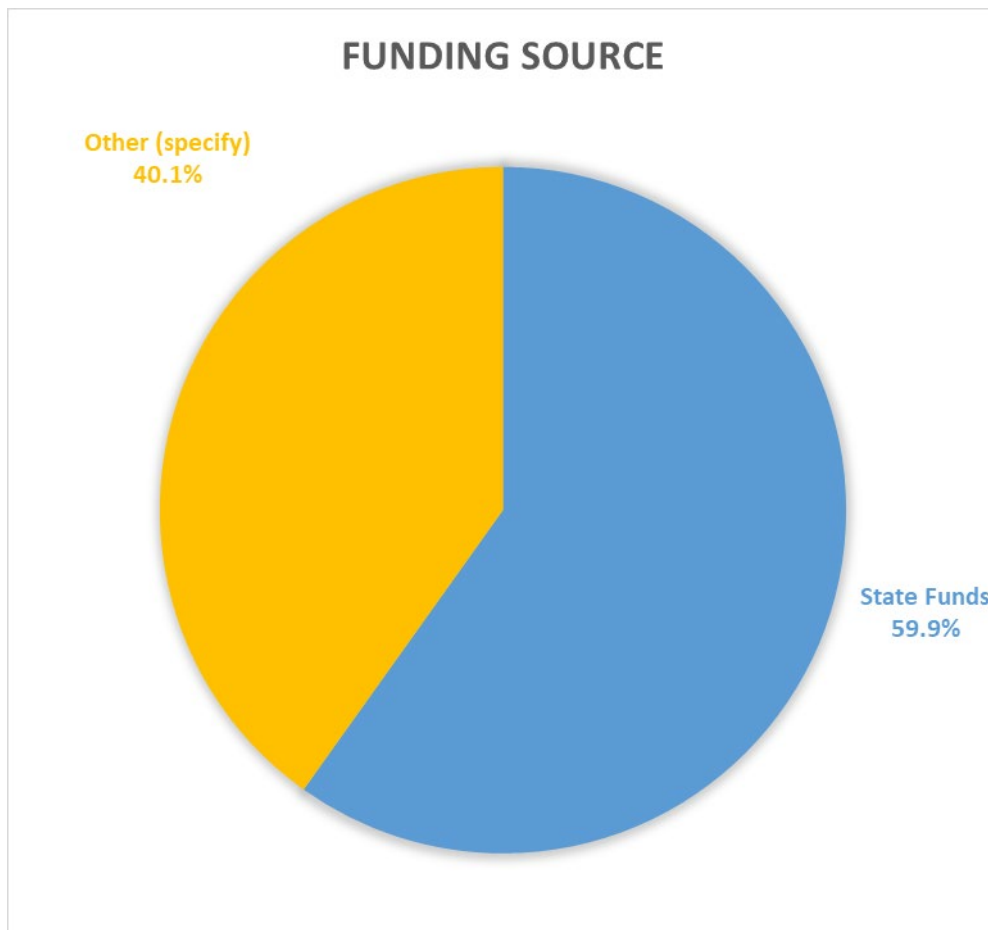
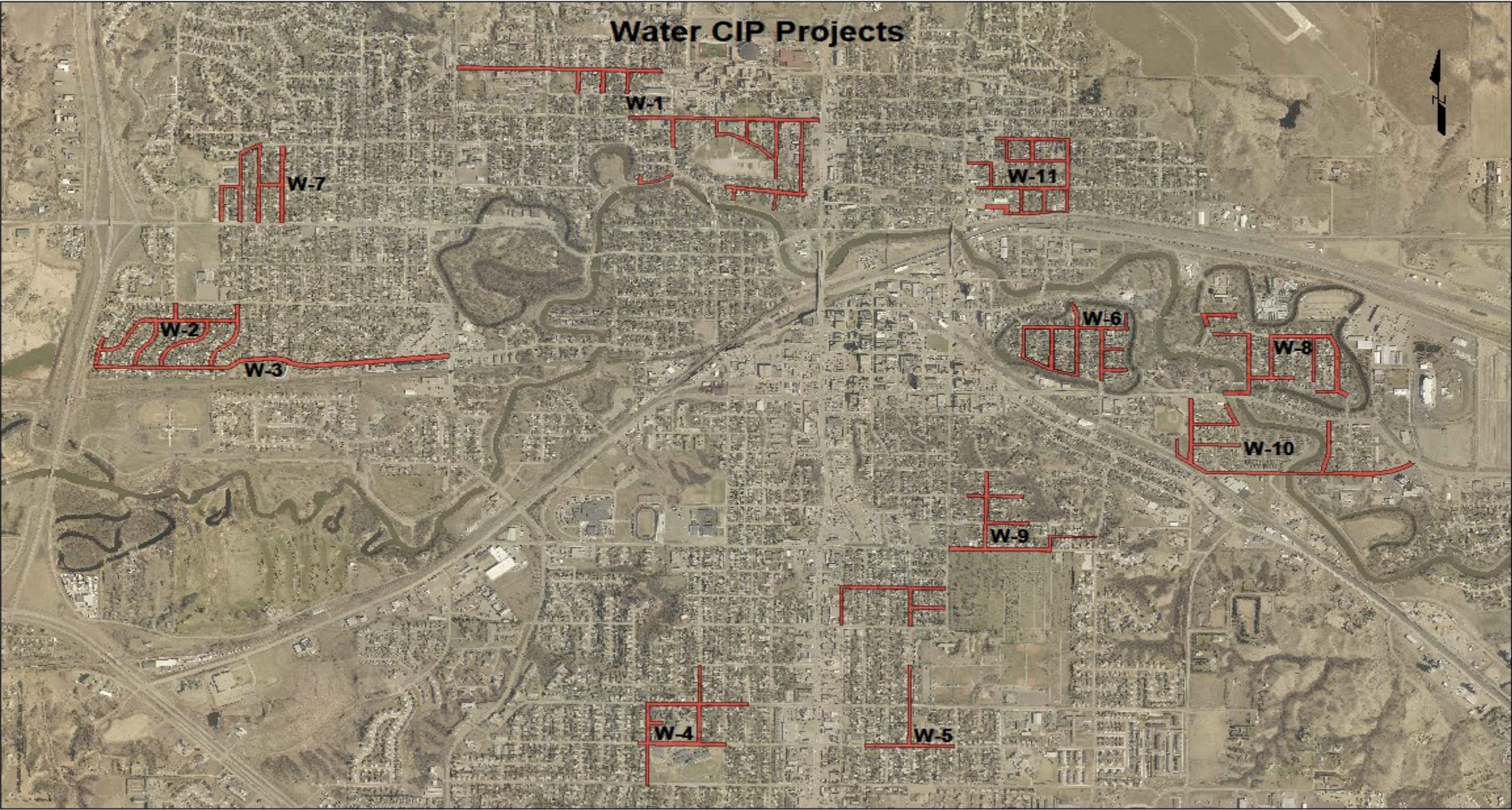


Figure 14 Water CIP Project Map

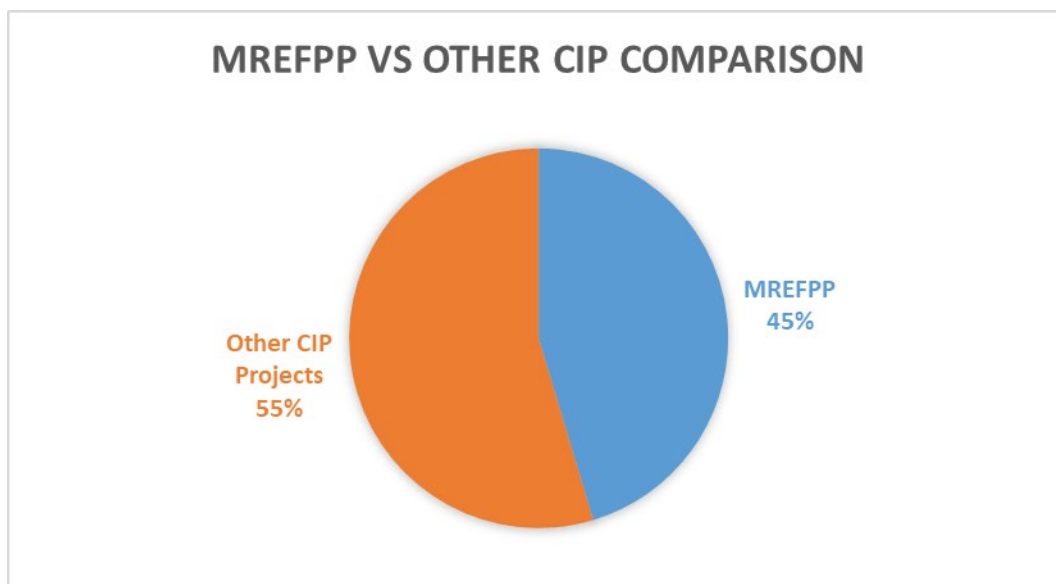


Capital Improvement Plan Final Summary

The overall CIP is a five-year plan totaling \$612,985,872. In the last five years, the two primary projects that have taken the forefront are flood control and NAWS. NAWS has been removed from the CIP since the City does not own that system. Those costs are accounted for elsewhere in the City budget.

Flood control still accounts for 45% of the City's total CIP over the next five years at a cost of \$278,000,000. All other projects combined result in a total of \$334,985,872.

Figure 15 MREFPP VS Other CIP Comparison



The City is relying heavily on Federal and State funds to fund the CIP. In total, \$370,313,557 is coming from Federal and State funds.

The tables and graphs below display the total five-year CIP by the departments making up the plan.

Table 25 2025-2029 CIP Department Totals

Department	Costs
Airport	\$ 35,560,000
Engineering	121,474,872
Public Works	278,000,000
Sanitary Sewer	100,700,000
Storm Sewer	36,765,000
Water	40,486,000
Total CIP	\$ 612,985,872

Figure 16 2025-2029 CIP Department Totals

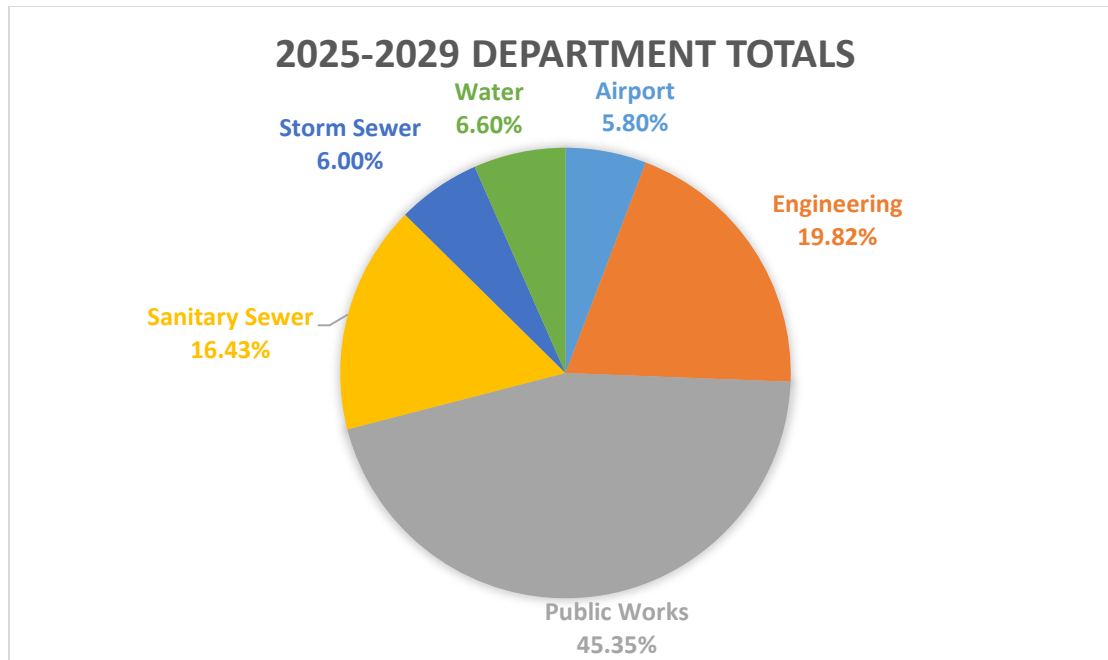


Table 26 2025-2029 CIP Project List

Airport	Project No.	2025	2026	2027	2028	2029
RW 8 Approach Obstruction Clearing & Easement Acquisition	A-1	\$ 250,000	\$ -	\$ -	\$ -	\$ -
RW 8-26, TW B Phase I (Design and Const)	A-2	\$ 900,000	\$ 12,500,000	\$ -	\$ -	\$ -
GA Access Road Rehab and Reconstruct - Phase 1	A-3	\$ 600,000	\$ -	\$ -	\$ -	\$ -
Terminal Roadway Improvements Phase 1 (Design and Const)	A-4	\$ 500,000	\$ -	\$ -	\$ -	\$ -
Terminal Roof Repair/Replacement	A-5	\$ 300,000	\$ -	\$ -	\$ -	\$ -
Terminal Fire Alarm Repair/Replacement	A-6	\$ 150,000	\$ -	\$ -	\$ -	\$ -
GA Terminal HVAC Repair/Replacement	A-7	\$ 200,000	\$ -	\$ -	\$ -	\$ -
QTA Facility Design and Construction	A-8	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -
RW 8-26, TW B Phase II (Design and Const)	A-9	\$ -	\$ 800,000	\$ 12,500,000	\$ -	\$ -
Replace T-Hangar	A-10	\$ -	\$ 1,800,000	\$ -	\$ -	\$ -
Terminal Roadway Improvements Phase 2 (Design and Const)	A-11	\$ -	\$ 1,300,000	\$ -	\$ -	\$ -
Terminal Door Replacement	A-12	\$ -	\$ 360,000	\$ -	\$ -	\$ -
Terminal Door Replacement	A-13	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Taxiway F Reconstruction	A-14	\$ -	\$ -	\$ -	\$ 200,000	\$ -
Taxiway A Reconstruction	A-15	\$ -	\$ -	\$ -	\$ 600,000	\$ -
Airport Yearly Total		\$ 5,400,000	\$ 16,860,000	\$ 12,500,000	\$ 800,000	\$ -

Engineering	Project No.	2025	2026	2027	2028	2029
Traffic Signal Highway Safety Improvement	E-1	\$ -	\$ 1,608,603	\$ -	\$ -	\$ -
16th St SW Reconstruction Phase 1	E-2	\$ 14,655,256	\$ -	\$ -	\$ -	\$ -
Traffic Signal Replacements	E-3	\$ 775,000	\$ 805,000	\$ 841,000	\$ 867,000	\$ 898,000
16th St SW Interchange Rehabilitation	E-4	\$ -	\$ 6,151,694	\$ -	\$ -	\$ -
2028 Highway Safety Improvement	E-5	\$ -	\$ -	\$ -	\$ 83,600	\$ -
16th St SW Reconstruction Phase 2	E-6	\$ -	\$ 1,800,000	\$ -	\$ 10,800,000	\$ -
2025 Washington Safe Routes to School	E-7	\$ 790,604	\$ -	\$ -	\$ -	\$ -
South Broadway Reconstruction	E-8	\$ -	\$ -	\$ -	\$ 41,339,115	\$ -
3rd Street NE Bridge Rehabilitation	E-9	\$ 350,000	\$ -	\$ 2,000,000	\$ -	\$ -
North Broadway near Airport Street Lighting District	E-10	\$ -	\$ -	\$ -	\$ 40,000	\$ 310,000
16th Avenue SE Sidewalk	E-11	\$ -	\$ -	\$ 41,000	\$ 318,000	\$ -
11th Avenue SE Sidewalk	E-12	\$ -	\$ -	\$ -	\$ 118,000	\$ 920,000
21st Avenue NW Sidewalk Phase 1	E-13	\$ 75,000	\$ 392,000	\$ -	\$ -	\$ -
Lewis & Clark/Bel Air SRTS	E-14	\$ 75,000	\$ 1,816,000	\$ -	\$ -	\$ -
3rd St E and Central Ave Reconstruction	E-15	\$ 1,750,000	\$ -	\$ 9,056,000	\$ 7,040,000	\$ -
Hiawatha Street Slope Stability	E-16	\$ -	\$ -	\$ -	\$ 738,000	\$ 1,821,000
Street Light Feed Point Replacement	E-17	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Anne Street Bridge	E-18	\$ -	\$ 950,000	\$ -	\$ -	\$ 7,500,000
Shirley Court Street Lighting District	E-19	\$ 110,000	\$ -	\$ -	\$ -	\$ -
Eastwood Park Bridge Rehabilitation	E-20	\$ -	\$ 100,000	\$ 660,000	\$ -	\$ -
Street Light LED Conversion	E-21	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
17th and 18th Ave SE Extensions	E-22	\$ -	\$ 100,000	\$ 800,000	\$ -	\$ -
City Hall Site Improvements	E-23	\$ -	\$ -	\$ -	\$ 145,000	\$ 973,000
2nd Avenue and Main Street Pocket Park	E-24	\$ -	\$ -	\$ -	\$ 73,000	\$ 566,000
Citywide Wayfinding Signage	E-25	\$ 398,000	\$ -	\$ -	\$ -	\$ -
Engineering Yearly Total		\$ 19,143,860	\$ 13,888,297	\$ 13,563,000	\$ 61,726,715	\$ 13,153,000

Public Works	Project No.	2025	2026	2027	2028	2029
Maple Diversion (Phase MI-4)	PW-1	\$ 4,000,000	\$ 11,000,000	\$ 30,000,000	\$ 30,000,000	\$ 30,000,000
Northeast Tieback Floodwall (MI-5)	PW-2	\$ 5,000,000	\$ -	\$ -	\$ -	\$ -
Downtown Minot Levee/Floodwall (MI-6)	PW-3	\$ 20,000,000	\$ 20,000,000	\$ 3,000,000	\$ -	\$ -
Roosevelt Park Levee /Floodwall (West) (MI-7)	PW-4	\$ 15,000,000	\$ 15,000,000	\$ 2,000,000	\$ -	\$ -
Burdick Expressway Bridge (MI-8)	PW-5	\$ 2,000,000	\$ 1,000,000	\$ 7,000,000	\$ 8,000,000	\$ -
Valker Road Levee (West) (MI-9)	PW-6	\$ 2,500,000	\$ 1,500,000	\$ -	\$ 10,000,000	\$ 5,000,000
Roosevelt Park (East) (MI-10)	PW-7	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000	\$ 20,000,000
Valker Road Levee (East) (MI-11)	PW-8	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000	\$ 20,000,000
27th Street Diversion (MI-12)	PW-9	\$ -	\$ -	\$ -	\$ -	\$ 4,000,000
Public Works Yearly Total		\$ 48,500,000	\$ 48,500,000	\$ 48,000,000	\$ 54,000,000	\$ 79,000,000

Sewer	Project No.	2025	2026	2027	2028	2029
Puppydog VII - Lift Station Improvements	SS-1	\$ -	\$ -	\$ -	\$ -	\$ 6,200,000
Wastewater Treatment Facility	SS-2	\$ -	\$ -	\$ -	\$ -	\$ 94,500,000
Sewer Yearly Total		\$ -	\$ -	\$ -	\$ -	\$ 100,700,000

Storm Sewer	Project No.	2025	2026	2027	2028	2029
Storm District 121 Puppy Dog Coulee	ST-1	\$ 21,800,000	\$ -	\$ -	\$ -	\$ -
11th Ave SW Watershed Storm Sewer District	ST-2	\$ -	\$ -	\$ 1,665,000	\$ -	\$ 13,300,000
Storm Sewer Yearly Total		\$ 21,800,000	\$ -	\$ 1,665,000	\$ -	\$ 13,300,000

Water	Project No.	2025	2026	2027	2028	2029
11th Ave NW & Lincoln Ave Watermain Replacement	W-1	\$ 7,120,000	\$ -	\$ -	\$ -	\$ -
Dakotah Homes 2nd Addition Watermain Replacement	W-2	\$ 3,460,000	\$ -	\$ -	\$ -	\$ -
2nd Ave SW (16th St SW-30th St SW) Watermain Replacement	W-3	\$ 350,000	\$ 3,150,000	\$ -	\$ -	\$ -
Edison Area Watermain Replacement	W-4	\$ -	\$ 400,000	\$ 3,206,000	\$ -	\$ -
South Hill Complex Area Watermain Replacement	W-5	\$ -	\$ 400,000	\$ 3,440,000	\$ -	\$ -
Eastwood Park Watermain Replacement	W-6	\$ -	\$ -	\$ 450,000	\$ 4,475,000	\$ -
BelAir Area Watermain Replacement	W-7	\$ -	\$ -	\$ 425,000	\$ 3,475,000	\$ -
Area West of NDSF Watermain Replacement	W-8	\$ -	\$ -	\$ -	\$ 450,000	\$ 3,680,000
SE Area Utility Rehabilitation	W-9	\$ -	\$ -	\$ -	\$ 480,000	\$ 4,500,000
Area East of Corbett Field Watermain Replacement	W-10	\$ -	\$ -	\$ -	\$ -	\$ 525,000
Roosevelt School Area Watermain Replacement	W-11	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Water Yearly Total		\$ 10,930,000	\$ 3,950,000	\$ 7,521,000	\$ 8,880,000	\$ 9,205,000

One of the goals of the CIP is to level load the program to avoid large spikes in the required funding. The ability to accomplish this is largely driven by the timing of MREFPP phases and construction timelines.

In 2029, a mechanical wastewater treatment plant may be required which has a capital cost of \$95,000,000. If this project is delayed, then the 2029 program comes in line with other program years.

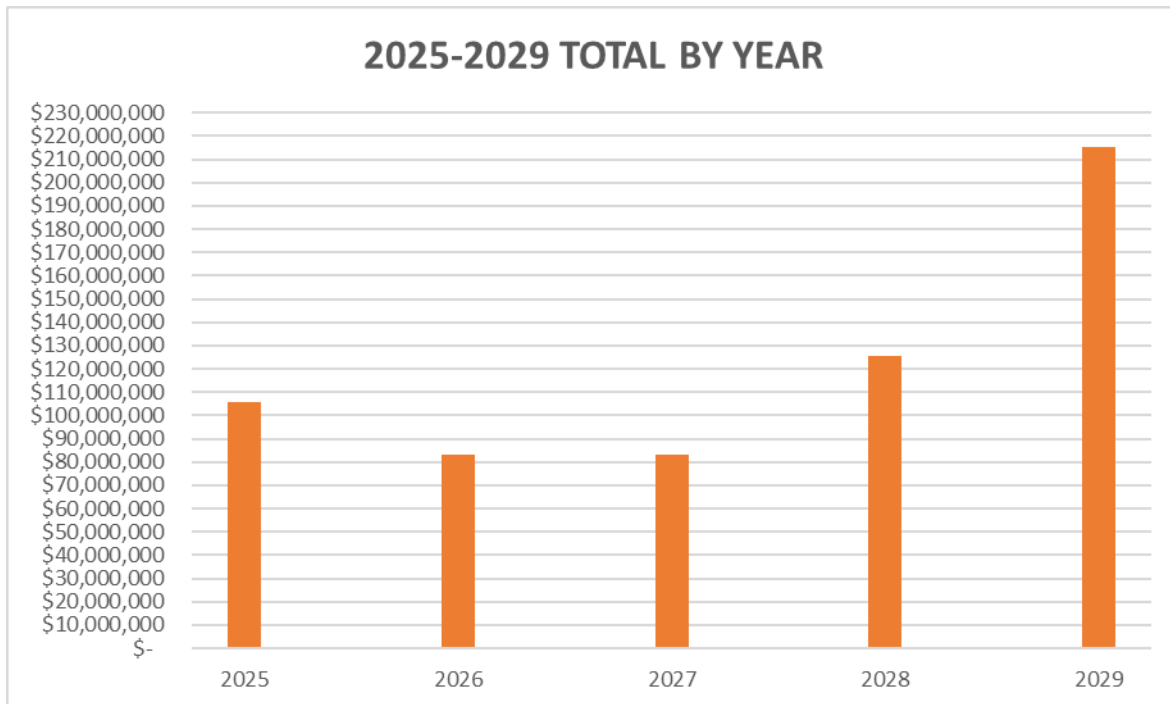
NDDOT and FAA funding timelines largely dictate project schedules for the engineering and airport departments respectively.

The table and graph below show the department totals by each year and total funding by year.

Table 27 CIP Department Totals by Year

Department Totals by Year	2025	2026	2027	2028	2029
Airport	\$ 5,400,000	\$ 16,860,000	\$ 12,500,000	\$ 800,000	\$ -
Engineering	19,143,860	13,888,297	13,563,000	61,726,715	13,153,000
Public Works	48,500,000	48,500,000	48,000,000	54,000,000	79,000,000
Sanitary Sewer	-	-	-	-	100,700,000
Storm Sewer	21,800,000	-	1,665,000	-	13,300,000
Water	10,930,000	3,950,000	7,521,000	8,880,000	9,205,000
Total CIP	\$ 105,773,860	\$ 83,198,297	\$ 83,249,000	\$ 125,406,715	\$ 215,358,000

Figure 17 CIP Totals by Year



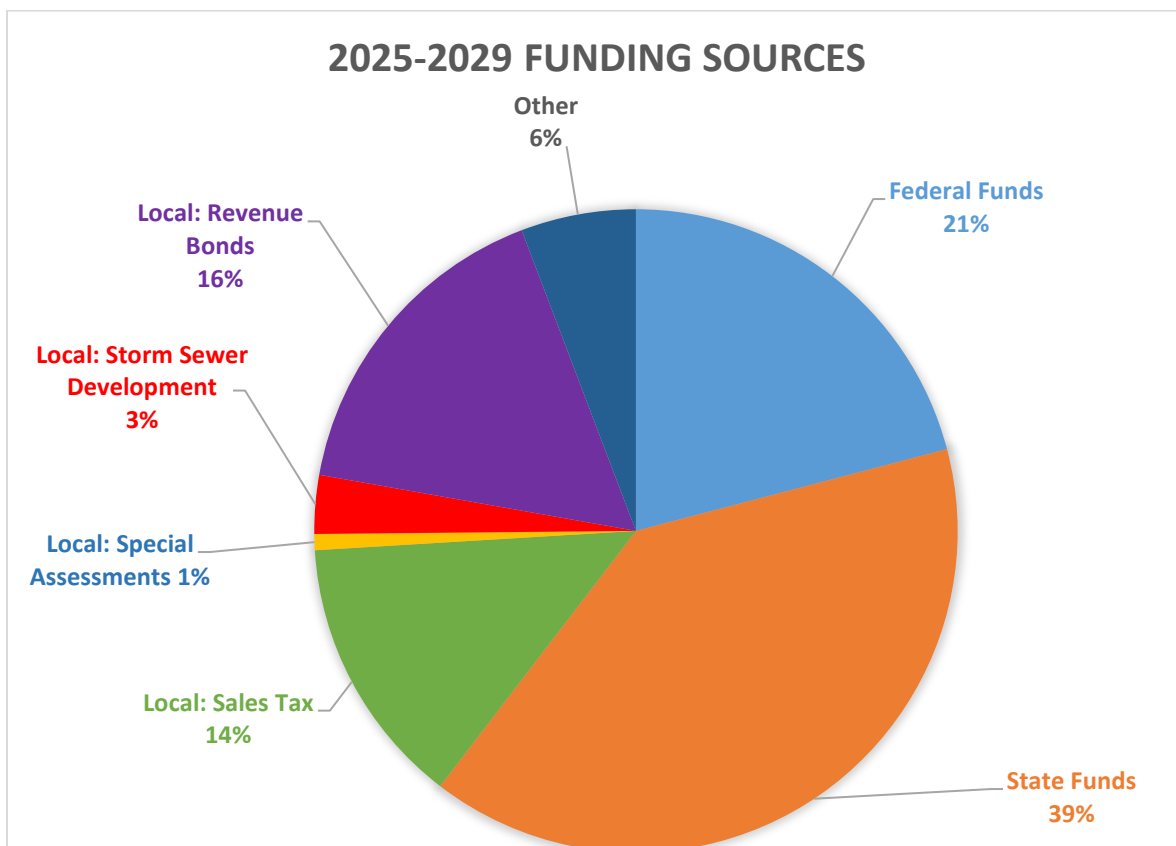
The table and figure below show the total allocation of funding sources.

Table 28 2025-2029 Funding Sources Total

Funding Sources

Federal Funds	\$ 128,163,255
State Funds	242,150,302
Local: Sales Tax	83,543,926
Local: Tax Levy	-
Local: Special Assessments	4,944,000
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	18,053,489
Local: Revenue Bonds	100,700,000
Other	35,430,900
Total CIP	\$ 612,985,872

Figure 18 2025-2029 Funding Sources Total



Condition Assessments

Below is a list of condition assessments that should be performed to either supplement existing data or provide a solid database for city infrastructure.

- Sanitary sewer baseline database
 - Provides an accurate baseline database of pipe length, flow direction, size, age, and condition. The sewer system is televised to create the database.
 - Manhole baseline database will provide location, size, age, condition
- Storm Sewer baseline database
 - Provides an accurate baseline database of pipe length, flow direction, size, age, and condition. The storm sewer system is televised to create the database.
 - Manhole baseline database will provide location, size, age, condition
 - This information will be used in addition to the data collection obtained in the MREFPP.
- Missing Casting data
 - Need additional survey data on busy corridors for manholes, gate valves, and other castings

Appendix A – Airport Worksheets



Capital Improvement Plan

Department Summary

Department: Airport

Projects:	Project No.	Priority	Scoring	Start Year	Finish Year	Total 5-Year Costs
RW 8 Approach Obstruction Clearing & Easement Acqu	A-1	2	90	2025	2025	\$ 250,000
RW 8-26, TW B Phase I (Design and Const)	A-2	7	90	2025	2026	13,400,000
GA Access Road Rehab and Reconstruct - Phase 1	A-3	6	90	2025	2025	600,000
Terminal Roadway Improvements Phase 1 (Design and C	A-4	9	85	2025	2025	500,000
Terminal Roof Repair/Replacement	A-5	5	90	2025	2025	300,000
Terminal Fire Alarm Repair/Replacement	A-6	1	90	2025	2025	150,000
GA Terminal HVAC Repair/Replacement	A-7	3	90	2025	2025	200,000
QTA Facility Design and Construction	A-8	11	75	2025	2025	2,500,000
RW 8-26, TW B Phase II (Design and Const)	A-9	8	90	2026	2027	13,300,000
Replace T-Hangar	A-10	12	90	2026	2026	1,800,000
Terminal Roadway Improvements Phase 2 (Design and C	A-11	10	85	2026	2026	1,300,000
Terminal Door Replacement	A-12	4	90	2026	2026	360,000
Terminal Door Replacement	A-13	4	85	2026	2026	100,000
Taxiway F Reconstruction	A-14	13	90	2028	2028	200,000
Taxiway A Reconstruction	A-15	14	90	2028	2028	600,000
Department Total						\$ 35,560,000

Project Costs by Year:	Project No.	2025	2026	2027	2028	2029
RW 8 Approach Obstruction Clearing & Easement Acqu	A-1	\$ 250,000	\$ -	\$ -	\$ -	\$ -
RW 8-26, TW B Phase I (Design and Const)	A-2	900,000	12,500,000	-	-	-
GA Access Road Rehab and Reconstruct - Phase 1	A-3	600,000	-	-	-	-
Terminal Roadway Improvements Phase 1 (Design and C	A-4	500,000	-	-	-	-
Terminal Roof Repair/Replacement	A-5	300,000	-	-	-	-
Terminal Fire Alarm Repair/Replacement	A-6	150,000	-	-	-	-
GA Terminal HVAC Repair/Replacement	A-7	200,000	-	-	-	-
QTA Facility Design and Construction	A-8	2,500,000	-	-	-	-
RW 8-26, TW B Phase II (Design and Const)	A-9	-	800,000	12,500,000	-	-
Replace T-Hangar	A-10	-	1,800,000	-	-	-
Terminal Roadway Improvements Phase 2 (Design and C	A-11	-	1,300,000	-	-	-
Terminal Door Replacement	A-12	-	360,000	-	-	-
Terminal Door Replacement	A-13	-	100,000	-	-	-
Taxiway F Reconstruction	A-14	-	-	-	200,000	-
Taxiway A Reconstruction	A-15	-	-	-	600,000	-
Department Total		\$ 5,400,000	\$ 16,860,000	\$ 12,500,000	\$ 800,000	\$ -

Funding Sources:

Federal Funds	\$ 28,359,000
State Funds	2,040,500
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Local: Airport Revenue	5,160,500
Department Total	\$ 35,560,000

Funding Sources by Year:

	2025	2026	2027	2028	2029
Federal Funds	\$ 1,825,000	\$ 14,564,000	\$ 11,250,000	\$ 720,000	\$ -
State Funds	512,500	863,000	625,000	40,000	-
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Local: Airport Reserves	3,062,500	1,433,000	625,000	40,000	-
Department Total	\$ 5,400,000	\$ 16,860,000	\$ 12,500,000	\$ 800,000	\$ -



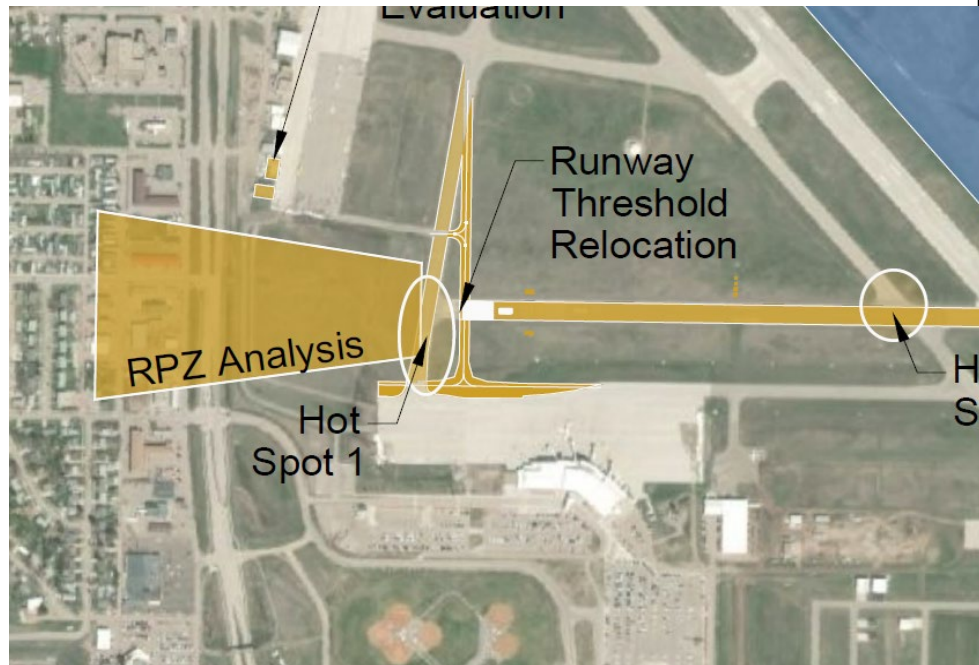
Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2025	2026	2027	2028	2029	Total 5-Year Costs
Construction	—	—	—	—	
\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Project Name	RW 8 Approach Obstruction Clearing & Easement Acqui
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Priority	2
Scoring	90



Estimated Funding Sources

	Amount
Federal Funds	\$ 225,000
State Funds	12,500
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Local: Airport Reserves	12,500
Total Project	\$ 250,000

Project Scoring

Department: Airport

	Score
Funding Eligibility	15
Facility Requirements	20
Safety and Security	20
Revenue Generation and Cost Reduction Capability	15
Constraints and Considerations	20

90 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

There are existing obstructions to the Runway 8 protected surfaces. This project includes the removal of obstructions as outlined in the 2022 Phase 1 Design Alternatives project to provide safe approach and departure surfaces to Runway 8. The project also includes acquisition of an easement to allow the City the ongoing ability access and clear obstructions in the future. Consultant services will be required for the land acquisition/easement, obstruction removal design/engineering, bidding, construction observation/inspection/administration, and grant closeout purposes. There are no service impacts expected to airport users. Overall operations and enplanements will not be

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

It is anticipated that this project will be funded through federal (FAA - 90%) and state (NDAC - 5%) grants. The City of Minot's local share (5%) will come from airport cash reserves.

3. Describe the ranking of this request in comparison to other requests within the department.

This project will remove obstructions to the approach to RW 8, and complete recommendations made during the Phase 1 Design Alternatives study.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

The protected surfaces to Runway 8 will require ongoing monitoring and clearing of new obstructions. The Airport is required to maintain these surfaces clear as outlined in the FAA Grant Assurances.

5. Any additional comments?

Stakeholder engagement for this project will take place during the ongoing Phase 1 Design Alternatives Study



Capital Improvement Plan

Project Name	RW 8-26, TW B Phase I (Design and Const)
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Priority	7
Scoring	90

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2025	2026	2027	2028	2029	Total 5-Year Costs
Design	Construction	—	—	—	
\$ 900,000	\$ 12,500,000	\$ -	\$ -	\$ -	\$ 13,400,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ 900,000	\$ 12,500,000	\$ -	\$ -	\$ -	\$ 13,400,000



Estimated Funding Sources

	Amount
Federal Funds	\$ 12,060,000
State Funds	670,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Local: Airport Reserves	670,000
Total Project	\$ 13,400,000

Project Scoring

Department: Airport

	Score
Funding Eligibility	15
Facility Requirements	20
Safety and Security	20
Revenue Generation and Cost Reduction Capability	15
Constraints and Considerations	20

90 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The intersection of TW B and RW 8 does not meet FAA design standards. The pavement must be reconfigured in order to be compliant. Reconfiguration will involve removing the displaced threshold that currently exists on RW 8, which will in turn require runway lighting, signage, and markings to be shifted and the electrical vault upgraded. Because significant pavement work will be required, and because RW 8-26 will soon be due for pavement rehabilitation, the taxiway reconfiguration and runway rehab will be designed simultaneously for a more holistic approach. Additionally, shifts to the runway and taxiway intersection will require changes to the commercial apron as well as obstruction removal, which will also be designed as part of this project. Consultant services will be required for the design/engineering, bidding, construction observation/inspection/administration, and grant closeout purposes. Service impacts to airport users will be moderate due to the location of the project. Overall operations and enplanements will not be affected.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

It is anticipated that this project will be funded through federal (FAA - 90%) and state (NDAC - 5%) grants. The City of Minot's local share (5%) will come from airport cash reserves.
FAA Discretionary funds will be sought for this project.

3. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project for years 2025 through 2026, as it will correct poor pavement condition, non-standard FAA geometry, obstruction removal for aircraft approach paths, and airfield lighting improvements.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Maintenance activities for runways and taxiways include snow removal, crack sealing, and painting as needed. Inspections of pavement, lighting, signage, and markings are conducted on a daily basis per FAA requirements.

5. Any additional comments?

The combination of projects - taxiway reconfiguration, displaced threshold removal, runway rehab, obstruction removal, and apron expansion - are the result of multiple studies and recommendations from various entities and projects including the airport Master Plan Update, state sponsored pavement studies, a special Safety Risk Management (SRM) initiative, and annual Runway Safety Action Team (RSAT) meetings. The project elements and phasing will be determined during the ongoing Phase 1 Design Alternatives Study. **Depending on the results of the study and availability of funding, project costs associated with each phase may change.**



Capital Improvement Plan

Project Name	GA Access Road Rehab and Reconstruct - Phase 1
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Priority	6
Scoring	90

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Construction	—	—	—	—	
Capital Outlay	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000



Estimated Funding Sources

	Amount
Federal Funds	\$ 540,000
State Funds	30,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Local: Airport Reserves	30,000
Total Project	\$ 600,000

Project Scoring

Department: Airport

	Score
Funding Eligibility	15
Facility Requirements	20
Safety and Security	20
Revenue Generation and Cost Reduction Capability	15
Constraints and Considerations	20

90 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The project includes rehabilitation and reconstruction of the road that provides access to the general aviation area on the northeast side of the airfield. Repair is necessary to provide safe and adequate access for vehicles accessing the general aviation ramp and hangars. The road is currently in very poor condition. Consultant services will be required for the bidding, construction observation/inspection/administration, and grant closeout purposes. There are no service impacts expected to airport users. Overall operations and enplanements will not be affected.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

It is anticipated that this project will be funded through federal (FAA - 90%) and state (NDAC - 5%) grants. The City of Minot's local share (5%) will come from airport cash reserves.

3. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project, as it will correct poor pavement condition and increase airfield safety.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Once the road alignment is reconstructed and/or rehabilitated, minimal operations and maintenance activities will be required outside of typical pavement maintenance strategies, such as crack sealing.

5. Any additional comments?



Capital Improvement Plan

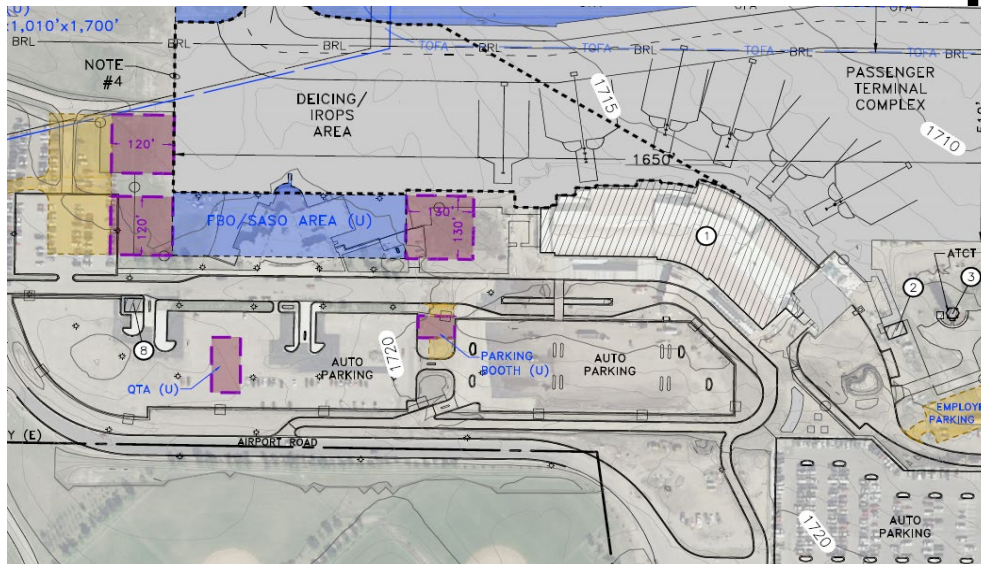
Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2025	2026	2027	2028	2029	Total 5-Year Costs
Construction	—	—	—	—	
\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

Project Name
Project Fund
Department
Project Number
Priority
Scoring

Terminal Roadway Improvements Phase 1 (Design and C
Airport (Fund 110)
Airport
N/A
9
85



Estimated Funding Sources

	Amount
Federal Funds	\$ 250,000
State Funds	100,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Local: Airport Reserves	150,000
Total Project	\$ 500,000

Project Scoring

Department: Airport

	Score
Funding Eligibility	10
Facility Requirements	20
Safety and Security	20
Revenue Generation and Cost Reduction Capability	15
Constraints and Considerations	20

85 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

This project includes the reconfiguration of the existing inbound and outbound roadway system and associated signage at the Airport. Improvements may also include reconfiguration and maintenance of the existing parking lot system including car rental parking, short-term parking, long-term parking and employee parking. The project will provide for the additions of EV charging to both passenger and car rental parking lots. Improvements to the overhead lighting system will also be made as part of this project to replace the existing incandescent lighting with LED lighting, improving energy efficiency and reducing operational costs. The overall project will improve vehicle and

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

The project is expected to be funded with Airport Reserves. Some elements of the project will be reimbursed through FAA funding (BIL funding) or Car Rental Facility Charges (CFCs). Some project elements will not be eligible for FAA or CFC funding and will be funded through Airport Reserves. The parking lots produce revenue for the airport and the improvements will provide investment into this ongoing revenue generating asset of the airport.

3. Describe the ranking of this request in comparison to other requests within the department.

This project has a high priority in order to improve vehicle and pedestrian safety.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Maintenance activities for roadways and parking lots include snow removal, crack sealing, and painting as needed.

5. Any additional comments?

This project will be planned in more detail as part of the 2023 Landside Planning Study. Project phasing and timeline will be finalized upon completion of that study and identification of funding that will be utilized for each phase. A funding plan will also be developed as part of the Planning Study.



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Construction	—	—	—	—	
Capital Outlay	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000



Project Name	Terminal Roof Repair/Replacement
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Priority	5
Scoring	90

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	150,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Local: Airport Reserves	150,000
Total Project	\$ 300,000

Project Scoring

Department:	Airport
	Score
Funding Eligibility	15
Facility Requirements	20
Safety and Security	20
Revenue Generation and Cost Reduction Capability	15
Constraints and Considerations	20

90 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The terminal roof has been experiencing ongoing leaks that require repair. A consultant will be needed to assess the problem and design a repair.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

It is anticipated that this project will be funded through a state (NDAC) grant. The City of Minot's local share will come from airport cash reserves.

3. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority as the leak requires repairs to prevent additional damage.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Construction	—	—	—	—	
Capital Outlay	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Project Name	Terminal Fire Alarm Repair/Replacement
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Priority	1
Scoring	90

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	75,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Local: Airport Reserves	75,000
Total Project	\$ 150,000



Project Scoring

Department: Airport

	Score
Funding Eligibility	15
Facility Requirements	20
Safety and Security	20
Revenue Generation and Cost Reduction Capability	15
Constraints and Considerations	20

90 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The terminal fire alarm system needs significant upgrades to meet code requirements. The new system will need to be designed and installed by an appropriate fire alarm vendor.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

It is anticipated that this project will be funded through a state (NDAC) grant. The City of Minot's local share will come from airport cash reserves.

3. Describe the ranking of this request in comparison to other requests within the department.

This project is a high priority to meet required code and ensure public safety.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

No.

5. Any additional comments?

No.

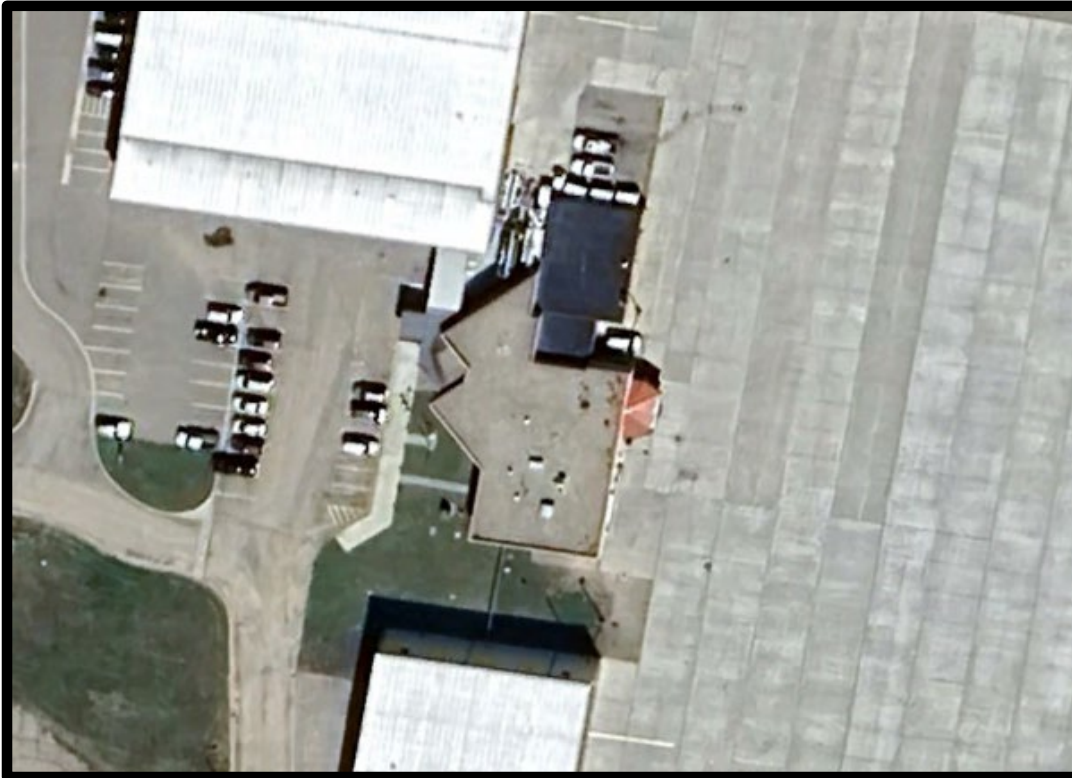


Capital Improvement Plan

Project Name	GA Terminal HVAC Repair/Replacement
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Priority	3
Scoring	90

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Construction	—	—	—	—	
Capital Outlay	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	100,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Local: Airport Reserves	100,000
Total Project	\$ 200,000

Project Scoring

Department: Airport

	Score
Funding Eligibility	15
Facility Requirements	20
Safety and Security	20
Revenue Generation and Cost Reduction Capability	15
Constraints and Considerations	20

90 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The airport owned general aviation terminal building has three tenants, including CBP and the FAA. Currently, the HVAC system is not functioning properly and needs significant upgrades. The new system will need to be designed by a consultant and installed by an appropriate HVAC contractor.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

It is anticipated that this project will be funded through a state (NDAC) grant. The City of Minot's local share will come from airport cash reserves.

3. Describe the ranking of this request in comparison to other requests within the department.

This project is a high priority to meet tenant requirements for leasing for the building.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

No.

5. Any additional comments?

No.



Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

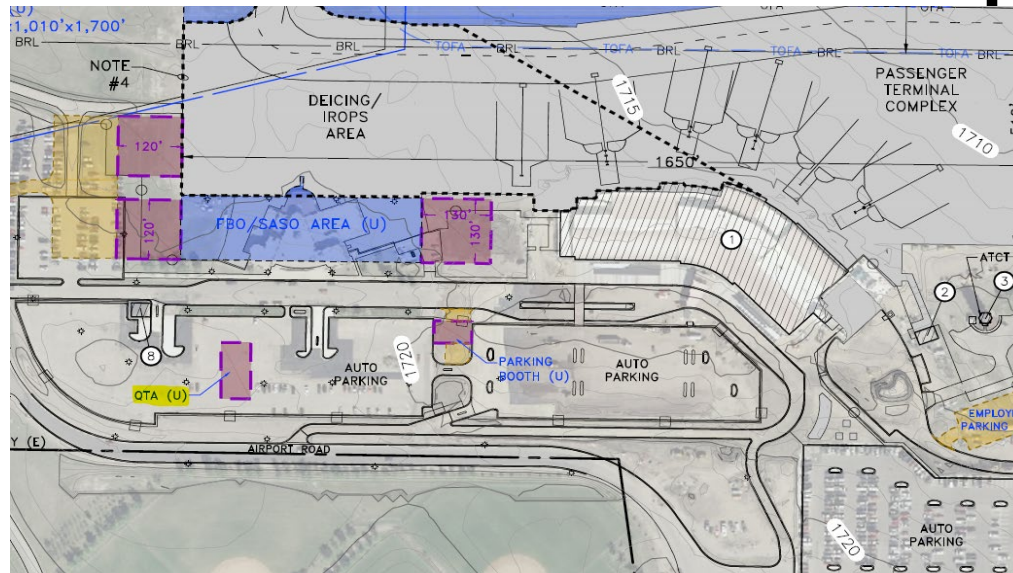
2025	2026	2027	2028	2029	Total 5-Year Costs
Construction	—	—	—	—	
\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000

Project Name
Project Fund
Department
Project Number
Priority
Scoring

QTA Facility Design and Construction
Airport (Fund 110)
Airport
N/A
11
75

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Local: Airport Reserves	2,500,000
Total Project	\$ 2,500,000



Project Scoring

Department: Airport

	Score
Funding Eligibility	5
Facility Requirements	10
Safety and Security	20
Revenue Generation and Cost Reduction Capability	20
Constraints and Considerations	20

75 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The Quick Turn Around (QTA) facility will generate revenue at the airport, increase efficiency for car rental operations, and improve the passenger experience at MOT. The project will implement recommendations determined as part of the Feasibility Study completed in 2025. A consultant will be needed to design, bid and oversee construction of the QTA facility. There is no existing QTA facility, so only minor impacts to the car rental operations is anticipated.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

The project will be funded with airport reserves and the Airport's Car Rental Facility Charge (CFC) funds will be used to reimburse the Airport for the project expenses.

3. Describe the ranking of this request in comparison to other requests within the department.

This project is a high priority for FY 2025 to put MOT in a position to increase airport revenues.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

The QTA facility will require routine operations and maintenance investment following construction.

5. Any additional comments?

The facility will be leased to car rental agencies. Operational costs may be built into lease agreements with tenants.



Capital Improvement Plan

Project Name	RW 8-26, TW B Phase II (Design and Const)
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Priority	8
Scoring	90

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	Design	Construction	—	—	
Capital Outlay	\$ -	\$ 800,000	\$ 12,500,000	\$ -	\$ -	\$ 13,300,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 800,000	\$ 12,500,000	\$ -	\$ -	\$ 13,300,000



Estimated Funding Sources

	Amount
Federal Funds	\$ 11,970,000
State Funds	665,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Local: Airport Reserves	665,000
Total Project	\$ 13,300,000

Project Scoring

Department: Airport

	Score
Funding Eligibility	15
Facility Requirements	20
Safety and Security	20
Revenue Generation and Cost Reduction Capability	15
Constraints and Considerations	20

90 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The intersection of TW B and RW 8 does not meet FAA design standards. The pavement must be reconfigured in order to be compliant. Reconfiguration will involve removing the displaced threshold that currently exists on RW 8, which will in turn require runway lighting, signage, and markings to be shifted and the electrical vault upgraded. Because significant pavement work will be required, and because RW 8-26 will soon be due for pavement rehabilitation, the taxiway reconfiguration and runway rehab will be designed simultaneously for a more holistic approach. Additionally, shifts to the runway and taxiway intersection will require changes to the commercial apron as well as obstruction removal, which will also be designed as part of this project. Consultant services will be required for the design/engineering, bidding, construction observation/inspection/administration, and grant closeout purposes. Service impacts to airport users will be moderate due to the location of the project. Overall operations and enplanements will not be affected.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

It is anticipated that this project will be funded through federal (FAA - 90%) and state (NDAC - 5%) grants. The City of Minot's local share (5%) will come from airport cash reserves.
FAA Discretionary funds will be sought for this project.

3. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project for years 2026 through 2027, as it will correct poor pavement condition, non-standard FAA geometry, obstruction removal for aircraft approach paths, and airfield lighting improvements.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Maintenance activities for runways and taxiways include snow removal, crack sealing, and painting as needed. Inspections of pavement, lighting, signage, and markings are conducted on a daily basis per FAA requirements.

5. Any additional comments?

The combination of projects - taxiway reconfiguration, displaced threshold removal, runway rehab, obstruction removal, and apron expansion - are the result of multiple studies and recommendations from various entities and projects including the airport Master Plan Update, state sponsored pavement studies, a special Safety Risk Management (SRM) initiative, and annual Runway Safety Action Team (RSAT) meetings. The project elements and phasing will be determined during the ongoing Phase 1 Design Alternatives Study. **Depending on the results of the study and availability of funding, project costs associated with each phase may change.**



Capital Improvement Plan

Project Name	Replace T-Hangar
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Priority	12
Scoring	90

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	Construction	—	—	—	
Capital Outlay	\$ -	\$ 1,800,000	\$ -	\$ -	\$ -	\$ 1,800,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 1,800,000	\$ -	\$ -	\$ -	\$ 1,800,000



Estimated Funding Sources

	Amount
Federal Funds	\$ 1,620,000
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Local: Airport Reserves	180,000
Total Project	\$ 1,800,000

Project Scoring

Department: Airport

	Score
Funding Eligibility	15
Facility Requirements	20
Safety and Security	15
Revenue Generation and Cost Reduction Capability	20
Constraints and Considerations	20

90 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The existing 10-unit T hangar that is owned by the airport is beyond its useful life. Replacement with a new t-hangar will better meet user needs and increase revenue of the airport. Consultant services will be required for the design/engineering, bidding, construction observation/inspection/administration, and grant closeout purposes. Service impacts to airport users will be moderate due to the location of the project. Overall operations and enplanements will not be affected.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

It is anticipated that this project will be funded through federal (FAA - 90%) grants. The City of Minot's local share (10%) will come from airport cash reserves. Federal funding for revenue producing projects like this is only available through the infrastructure bill (AIG/BIL) funding and provides a unique opportunity to receive funding for this project.

3. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project for years 2025 through 2029, as it takes advantage of a unique and short-term funding opportunity and replaces hangars that are far beyond their useful life.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?



Capital Improvement Plan

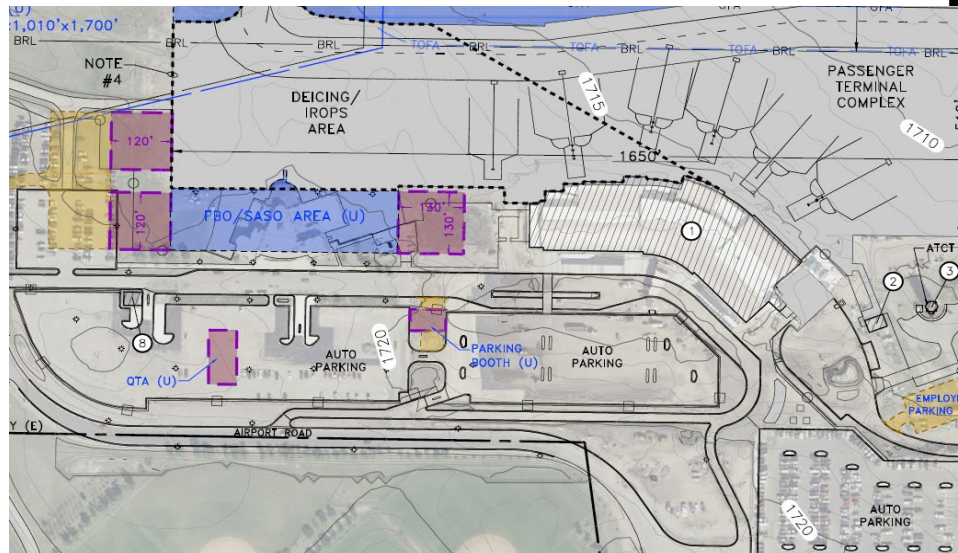
Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	Construction	—	—	—	
Capital Outlay	\$ -	\$ 1,300,000	\$ -	\$ -	\$ -	\$ 1,300,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 1,300,000	\$ -	\$ -	\$ -	\$ 1,300,000

Project Name	Terminal Roadway Improvements Phase 2 (Design and C
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Priority	10
Scoring	85

Estimated Funding Sources

	Amount
Federal Funds	\$ 650,000
State Funds	130,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Local: Airport Reserves	520,000
Total Project	\$ 1,300,000



Project Scoring

Department: Airport

	Score
Funding Eligibility	10
Facility Requirements	20
Safety and Security	20
Revenue Generation and Cost Reduction Capability	15
Constraints and Considerations	20

85 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

This project includes the reconfiguration of the existing inbound and outbound roadway system and associated signage at the Airport. Improvements may also include reconfiguration and maintenance of the existing parking lot system including car rental parking, short-term parking, long-term parking and employee parking. The project will provide for the additions of EV charging to both passenger and car rental parking lots. Improvements to the overhead lighting system will also be made as part of this project to replace the existing incandescent lighting with LED lighting, improving energy efficiency and reducing operational costs. The overall project will improve vehicle and

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

The project is expected to be funded with Airport Reserves. Some elements of the project will be reimbursed through FAA funding (BIL funding) or Car Rental Facility Charges (CFCs). Some project elements will not be eligible for FAA or CFC funding and will be funded through Airport Reserves. The parking lots produce revenue for the airport and the improvements will provide investment into this ongoing revenue generating asset of the airport.

3. Describe the ranking of this request in comparison to other requests within the department.

This project has a high priority in order to improve vehicle and pedestrian safety.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Maintenance activities for roadways and parking lots include snow removal, crack sealing, and painting as needed.

5. Any additional comments?

This project will be planned in more detail as part of the 2023 Landside Planning Study. Project phasing and timeline will be finalized upon completion of that study and identification of funding that will be utilized for each phase. A funding plan will also be developed as part of the Planning Study.



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	Construction	—	—	—	
Capital Outlay	\$ -	\$ 360,000	\$ -	\$ -	\$ -	\$ 360,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 360,000	\$ -	\$ -	\$ -	\$ 360,000



Project Name	Terminal Door Replacement
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Priority	4
Scoring	90

Estimated Funding Sources

	Amount
Federal Funds	\$ 324,000
State Funds	18,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Local: Airport Reserves	18,000
Total Project	\$ 360,000

Project Scoring

Department: Airport

	Score
Funding Eligibility	15
Facility Requirements	20
Safety and Security	20
Revenue Generation and Cost Reduction Capability	15
Constraints and Considerations	20

90 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The project includes repairs to several terminal security doors. Consultant services will be required for the design/engineering, bidding, construction observation/inspection/administration, and grant closeout purposes. Service impacts to airport users will be moderate due to the location of the project. Overall operations and enplanements will not be affected.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

It is anticipated that this project will be funded through federal (FAA - 90%) and state (NDAC - 5%) grants. The City of Minot's local share (5%) will come from airport cash reserves.

3. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project as it supports required security measures.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	Construction	—	—	—	
Capital Outlay	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000



Project Name	Terminal Door Replacement
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Priority	4
Scoring	85

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	50,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Local: Airport Reserves	50,000
Total Project	\$ 100,000

Project Scoring

Department: Airport

	Score
Funding Eligibility	10
Facility Requirements	20
Safety and Security	20
Revenue Generation and Cost Reduction Capability	15
Constraints and Considerations	20

85 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The project includes repairs to several terminal security doors. Consultant services will be required for the design/engineering, bidding, construction observation/inspection/administration, and grant closeout purposes. Service impacts to airport users will be moderate due to the location of the project. Overall operations and enplanements will not be affected.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

FAA funding is not available for this project. The state will fund a portion with the airport paying the remainder with local reserves.

3. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project as it supports required security measures.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?



Capital Improvement Plan

Project Name	Taxiway F Reconstruction
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Priority	13
Scoring	90

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	Construction	—	
Capital Outlay	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000



Estimated Funding Sources

	Amount
Federal Funds	\$ 180,000
State Funds	10,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Local: Airport Reserves	10,000
Total Project	\$ 200,000

Project Scoring

Department: Airport

	Score
Funding Eligibility	15
Facility Requirements	20
Safety and Security	20
Revenue Generation and Cost Reduction Capability	15
Constraints and Considerations	20

90 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Taxiway F is reaching the end of its useful life and requires reconstruction. Consultant services will be required for the design/engineering, bidding, construction observation/inspection/administration, and grant closeout purposes. Service impacts to airport users will be moderate due to the location of the project. Overall operations and enplanements will not be affected.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

It is anticipated that this project will be funded through federal (FAA - 90%) and state (NDAC - 5%) grants. The City of Minot's local share (5%) will come from airport cash reserves.

3. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project for years 2025 through 2029, as it will correct poor pavement condition and increase airfield safety.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?



Capital Improvement Plan

Project Name	Taxiway A Reconstruction
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Priority	14
Scoring	90

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	Construction	—	
Capital Outlay	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ 600,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ 600,000



Estimated Funding Sources

	Amount
Federal Funds	\$ 540,000
State Funds	30,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Local: Airport Reserves	30,000
Total Project	\$ 600,000

Project Scoring

Department:	Airport
	Score
Funding Eligibility	15
Facility Requirements	20
Safety and Security	20
Revenue Generation and Cost Reduction Capability	15
Constraints and Considerations	20
90 /100	

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Taxiway A is reaching the end of its useful life and requires reconstruction. This taxiway provides access to the Air Museum. Consultant services will be required for the design/engineering, bidding, construction observation/inspection/administration, and grant closeout purposes. Service impacts to airport users will be moderate due to the location of the project. Overall operations and enplanements will not be affected.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

It is anticipated that this project will be funded through federal (FAA - 90%) and state (NDAC - 5%) grants. The City of Minot's local share (5%) will come from airport cash reserves.

3. Describe the ranking of this request in comparison to other requests within the department.

This project will be a high priority project for years 2025 through 2029, as it will correct poor pavement condition and increase airfield safety.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?

Appendix B – Engineering Worksheets



Capital Improvement Plan

Department Summary

Department: Engineering

Projects:	Project No.	Priority	Scoring	Start Year	Finish Year	Total 5-Year Costs
Traffic Signal Highway Safety Improvement	E-1	1	93	2026	2026	\$ 1,608,603
16th St SW Reconstruction Phase 1	E-2	2	88	2025	2025	14,655,256
Traffic Signal Replacements	E-3	3	88	2025	2029	4,186,000
16th St SW Interchange Rehabilitation	E-4	4	87	2026	2026	6,151,694
2028 Highway Safety Improvement	E-5	5	86	2028	2028	83,600
16th St SW Reconstruction Phase 2	E-6	6	85	2026	2028	12,600,000
2025 Washington Safe Routes to School	E-7	7	83	2025	2025	790,604
South Broadway Reconstruction	E-8	8	83	2028	2028	41,339,115
3rd Street NE Bridge Rehabilitation	E-9	9	81	2025	2027	2,350,000
North Broadway near Airport Street Lighting District	E-10	10	80	2028	2029	350,000
16th Avenue SE Sidewalk	E-11	11	80	2027	2028	359,000
11th Avenue SE Sidewalk	E-12	12	80	2028	2029	1,038,000
21st Avenue NW Sidewalk Phase 1	E-13	13	77	2025	2026	467,000
Lewis & Clark/Bel Air SRTS	E-14	14	76	2025	2026	1,891,000
3rd St E and Central Ave Reconstruction	E-15	15	72	2025	2028	17,846,000
Hiawatha Street Slope Stability	E-16	16	63	2028	2029	2,559,000
Street Light Feed Point Replacement	E-17	17	63	2025	2028	200,000
Anne Street Bridge	E-18	18	62	2026	2029	8,450,000
Shirley Court Street Lighting District	E-19	19	60	2025	2025	110,000
Eastwood Park Bridge Rehabilitation	E-20	20	59	2026	2027	760,000
Street Light LED Conversion	E-21	21	56	2025	2028	625,000
17th and 18th Ave SE Extensions	E-22	22	49	2026	2027	900,000
City Hall Site Improvements	E-23	23	48	2028	2029	1,118,000
2nd Avenue and Main Street Pocket Park	E-24	24	45	2028	2029	639,000
Citywide Wayfinding Signage	E-25	25	35	2025	2025	398,000
Department Total						\$ 121,474,872

Project Costs by Year:	Project No.	2025	2026	2027	2028	2029
Traffic Signal Highway Safety Improvement	E-1	\$ -	\$ 1,608,603	\$ -	\$ -	\$ -
16th St SW Reconstruction Phase 1	E-2	14,655,256	-	-	-	-
Traffic Signal Replacements	E-3	775,000	805,000	841,000	867,000	898,000
16th St SW Interchange Rehabilitation	E-4	-	6,151,694	-	-	-
2028 Highway Safety Improvement	E-5	-	-	-	83,600	-
16th St SW Reconstruction Phase 2	E-6	-	1,800,000	-	10,800,000	-
2025 Washington Safe Routes to School	E-7	790,604	-	-	-	-
South Broadway Reconstruction	E-8	-	-	-	41,339,115	-
3rd Street NE Bridge Rehabilitation	E-9	350,000	-	2,000,000	-	-
North Broadway near Airport Street Lighting District	E-10	-	-	-	40,000	310,000
16th Avenue SE Sidewalk	E-11	-	-	41,000	318,000	-
11th Avenue SE Sidewalk	E-12	-	-	-	118,000	920,000
21st Avenue NW Sidewalk Phase 1	E-13	75,000	392,000	-	-	-
Lewis & Clark/Bel Air SRTS	E-14	75,000	1,816,000	-	-	-
3rd St E and Central Ave Reconstruction	E-15	1,750,000	-	9,056,000	7,040,000	-
Hiawatha Street Slope Stability	E-16	-	-	-	738,000	1,821,000
Street Light Feed Point Replacement	E-17	40,000	40,000	40,000	40,000	40,000
Anne Street Bridge	E-18	-	950,000	-	-	7,500,000
Shirley Court Street Lighting District	E-19	110,000	-	-	-	-
Eastwood Park Bridge Rehabilitation	E-20	-	100,000	660,000	-	-
Street Light LED Conversion	E-21	125,000	125,000	125,000	125,000	125,000
17th and 18th Ave SE Extensions	E-22	-	100,000	800,000	-	-
City Hall Site Improvements	E-23	-	-	-	145,000	973,000
2nd Avenue and Main Street Pocket Park	E-24	-	-	-	73,000	566,000
Citywide Wayfinding Signage	E-25	398,000	-	-	-	-
Department Total		\$ 19,143,860	\$ 13,888,297	\$ 13,563,000	\$ 61,726,715	\$ 13,153,000

Funding Sources:	
Federal Funds	\$ 69,562,744
State Funds	29,197,202
Local: Sales Tax	8,993,926
Local: Tax Levy	-
Local: Special Assessments	1,199,000
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	12,522,000
Department Total	\$ 121,474,872

Funding Sources by Year:	2025	2026	2027	2028	2029
Federal Funds	\$ 8,190,860	\$ 7,355,241	\$ 3,500,000	\$ 43,016,643	\$ 7,500,000
State Funds	6,435,000	4,230,000	6,566,000	9,454,202	2,512,000
Local: Sales Tax	1,526,500	2,203,056	1,047,000	1,585,870	2,631,500
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	71,500	100,000	800,000	-	227,500
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other (specify)	2,920,000	-	1,650,000	7,670,000	282,000
Department Total	\$ 19,143,860	\$ 13,888,297	\$ 13,563,000	\$ 61,726,715	\$ 13,153,000



Capital Improvement Plan

Project Name	Traffic Signal Highway Safety Improvement
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	4665
Priority	E-1
Scoring	93

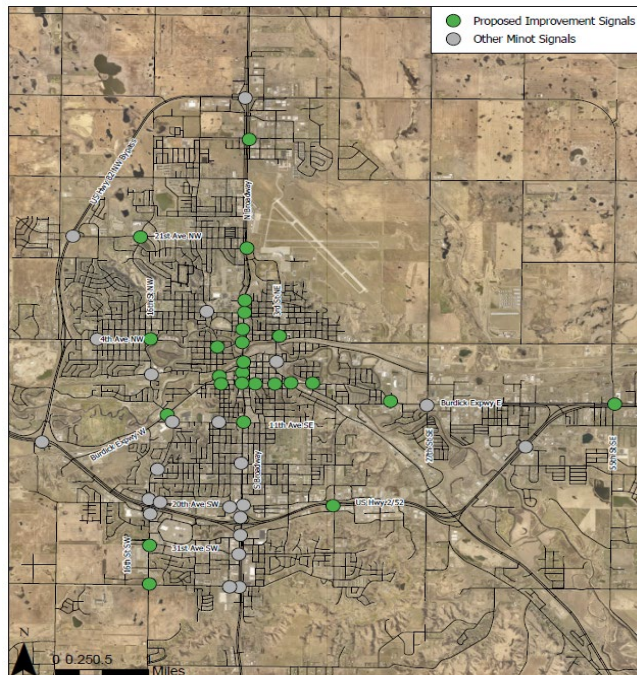
Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2025	2026	2027	2028	2029	Total 5-Year Costs
Construction	Operation	Operation	Operation	Operation	
\$ -	\$ 1,608,603	\$ -	\$ -	\$ -	\$ 1,608,603
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ 1,608,603	\$ -	\$ -	\$ -	\$ 1,608,603

City of Minot

Project # 4665
2023-2023 Highway Safety
Improvement Program



Estimated Funding Sources

	Amount
Federal Funds	\$ 1,296,162
State Funds	-
Local: Sales Tax	312,441
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 1,608,603

Project Scoring

Department: Engineering

	Score
Federal/State Funding Opportunity	18
Replacement of Critical Infrastructure	18
Safety Improvement	20
Classification of the Roadway	19
Project Feasibility	18

93 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The 2023-2026 Highway Safety Improvement Program project consists of flashing yellow arrow, pedestrian countdown timers, accessible pedestrian pushbuttons on dynamic no-turn on red signs. The project is being designed and managed by the NDDOT.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

Overall, the proposed project would utilize a combination of Federal, State and Local funds. The local funds would utilize Sales Tax Infrastructure funds in the anticipated amount of \$312,441.00.

3. Describe the ranking of this request in comparison to other requests within the department.

The project ranks high as it impacts each scoring criteria. The project should move forward once it is programed in the NDDOT's State Transportation Improvement Plan.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

The request adds signal related equipment on to the existing City of Minot signal system network. Continued maintenance will be needed by the Traffic Department.

5. Any additional comments?

The 2023-2026 NDDOT HSIP project consists of four systematic safety improvements. Studies have shown that each improvement either reduces crash frequency or increases safety for pedestrians and bicyclists. The current implementation year is 2026. Engineering plans are anticipated to be completed by the end of 2024 and would be a candidate to be bump up a year to 2025 if federal/NDDOT funds become available.



Capital Improvement Plan

Project Name	16th St SW Reconstruction Phase 1
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	4780
Priority	E-2
Scoring	88

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Construction	Operation	Operation	Operation	Operation	
Capital Outlay	\$ 14,655,256	\$ -	\$ -	\$ -	\$ -	\$ 14,655,256
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 14,655,256	\$ -	\$ -	\$ -	\$ -	\$ 14,655,256



Estimated Funding Sources

	Amount
Federal Funds	\$ 7,790,256
State Funds	3,945,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (Water/Sewer Reserves)	2,920,000
Total Project	\$ 14,655,256

Project Scoring

Department: Engineering

	Score
Federal/State Funding Opportunity	20
Replacement of Critical Infrastructure	18
Safety Improvement	17
Classification of the Roadway	15
Project Feasibility	18

88 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The 16th St corridor from Burdick Expressway to 14th Ave SW will need to be reconstructed in 2025. The corridor has needed significant amounts of patching and overlay work in the last decade due to high groundwater and an insufficient pavement section. The new section will be concrete with improved drainage. The signal at 11th Ave will be replaced and the corridor brought up to ADA compliance. A large regional detention pond will be installed and a trunk storm water conveyance system will be installed.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

The NDDOT will provide a significant portion of funding via the Urban Roads program. The remaining funding for the city match and engineering will come from Hub City funding and water & sewer reserves.

3. Describe the ranking of this request in comparison to other requests within the department.

This project's ranking will continue to increase in priority the closer the project comes to construction. Also, the infrastructure will continue to deteriorate over the next several years increasing its score.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?

The project has been split into two phases due to increasing project costs. The second phase will take place in 2028 depending on NDDOT programming and will be located from Burdick Expressway to 2nd Avenue SW.

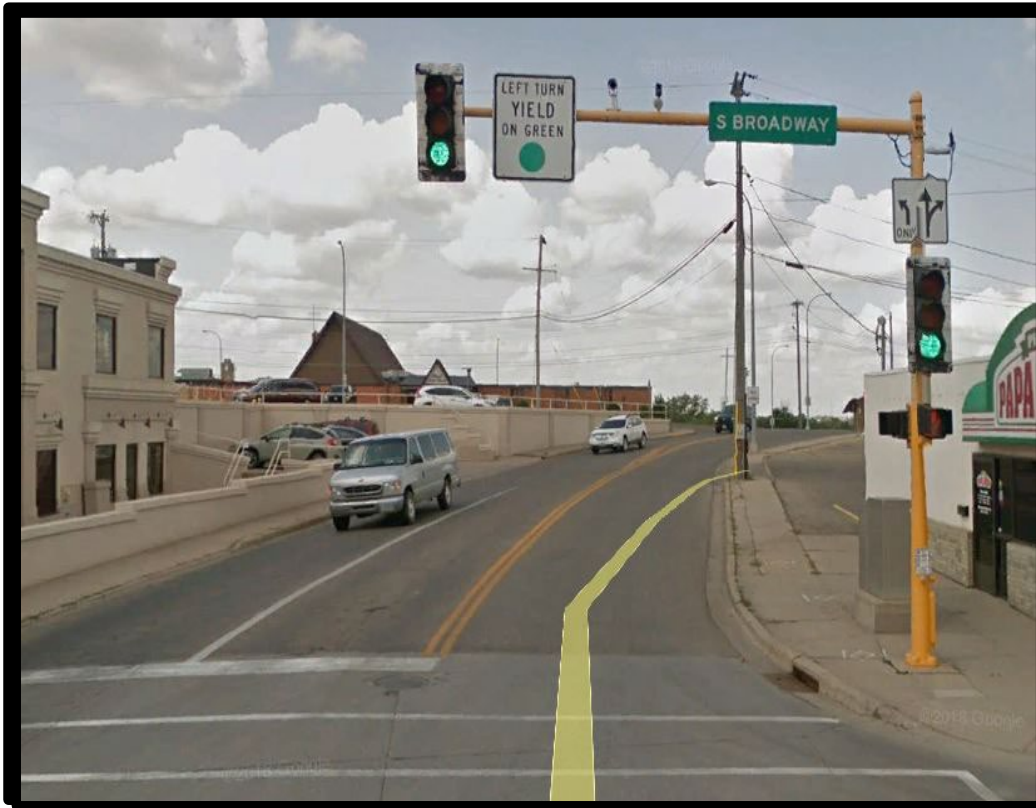


Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2025	2026	2027	2028	2029	Total 5-Year Costs
Construction	Construction	Construction	Construction	Construction	
\$ 775,000	\$ 805,000	\$ 841,000	\$ 867,000	\$ 898,000	\$ 4,186,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ 775,000	\$ 805,000	\$ 841,000	\$ 867,000	\$ 898,000	\$ 4,186,000



Project Name
Project Fund
Department
Project Number
Priority
Scoring

Traffic Signal Replacements
Capital Equipment (Fund 420)
Engineering
E-3
88

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	4,186,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 4,186,000

Project Scoring

Department: Engineering

	Score
Federal/State Funding Opportunity	10
Replacement of Critical Infrastructure	20
Safety Improvement	20
Classification of the Roadway	18
Project Feasibility	20

88 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Several traffic signals in Minot are beyond their typical service life and are in need of replacement. Improvements range from replacing poles and mast arms to upgrading signal cabinets, detection cameras, and battery backup systems.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

The project is funded by sales tax improvements.

3. Describe the ranking of this request in comparison to other requests within the department.

This project ranks very high in the engineering department due to the need for replacement of critical infrastructure, safety to the motoring public, and classification of the roadways.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Ongoing signal maintenance will not change.

5. Any additional comments?

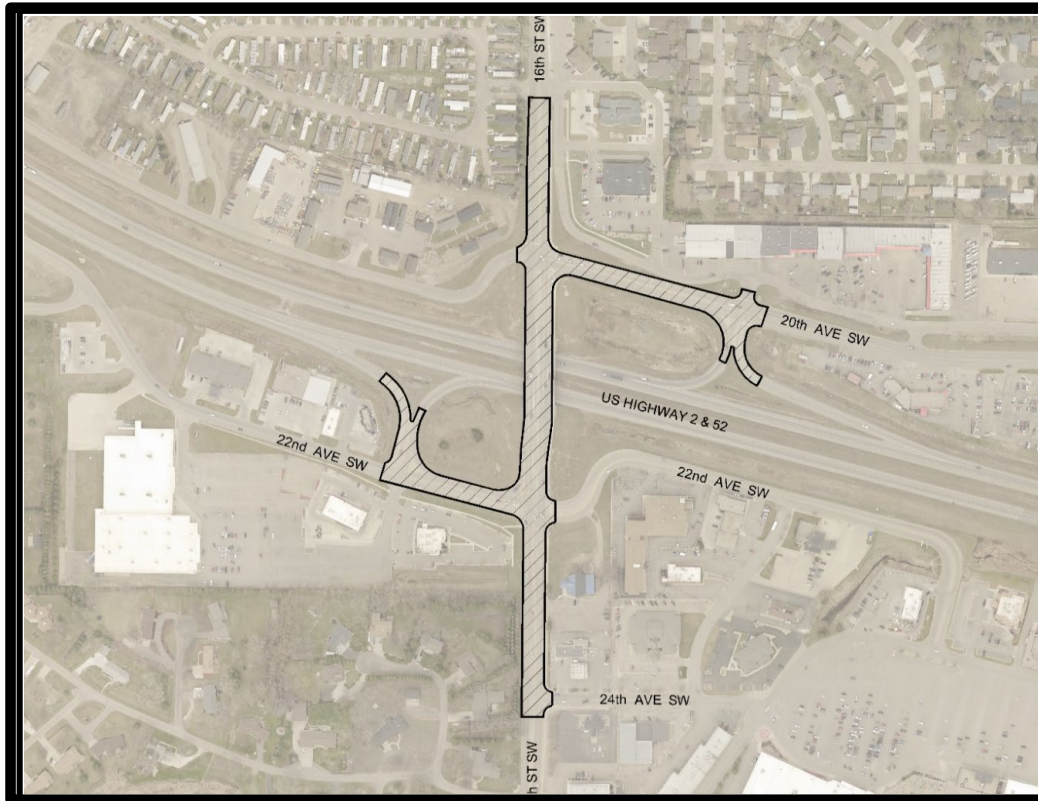
Staff has combined the signal pole and mast arm, traffic signal cabinet, and battery backup CIP projects into one project for simplicity. The CIP project will fund multiple improvements each year as before.



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Design	Construction	Operation	Operation	Operation	
Capital Outlay	\$ -	\$ 6,151,694	\$ -	\$ -	\$ -	\$ 6,151,694
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 6,151,694	\$ -	\$ -	\$ -	\$ 6,151,694



Project Name	16th St SW Interchange Rehabilitation
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	4753
Priority	E-4
Scoring	87

Estimated Funding Sources

	Amount
Federal Funds	\$ 3,821,694
State Funds	2,330,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 6,151,694

Project Scoring

Department:	Engineering
	Score
Federal/State Funding Opportunity	17
Replacement of Critical Infrastructure	20
Safety Improvement	15
Classification of the Roadway	15
Project Feasibility	20

87 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The 16th St SW Interchange over US 2/52 was built in the late 1980s and is in need of maintenance. The project will include bridge approach slab replacements, a deck overlay, the replacement of three traffic signals, diamond grinding the pavement, and correcting the offset left turn lanes to the extent possible. A separate NDDOT bridge painting project will also paint the structure. The costs will be tracked in this CIP project.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

The City has requested federal funds for this project which will be dedicated at 80% project cost. The City's 20% cost share will come from Hub City funding. The city will pay for 100% of the engineering cost using HUB City revenues.

3. Describe the ranking of this request in comparison to other requests within the department.

This project scores high due to the availability of federal funding and the classification of the roadway. The interchange must be kept in good condition due to the amount of traffic that it carries.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?

This project is in the early design stages with the NDDOT. Cost estimates will change once the project is developed further.



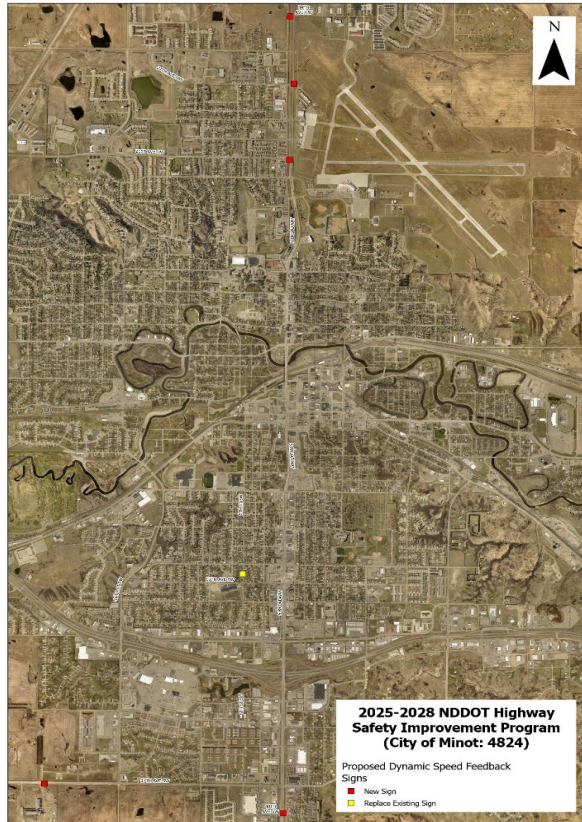
Capital Improvement Plan

Project Name	2028 Highway Safety Improvement
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-5
Scoring	86

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2025	2026	2027	2028	2029	Total 5-Year Costs
\$ —	\$ —	\$ —	\$ 83,600	\$ —	\$ 83,600
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ -	\$ -	\$ 83,600	\$ -	\$ 83,600



Estimated Funding Sources

	Amount
Federal Funds	\$ 75,150
State Funds	3,580
Local: Sales Tax	4,870
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 83,600

Project Scoring

Department: Engineering

	Score
Federal/State Funding Opportunity	15
Replacement of Critical Infrastructure	15
Safety Improvement	20
Classification of the Roadway	18
Project Feasibility	18

86 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The proposed 2028 Highway Safety Improvement Program project is to implement six dynamic speed feedback signs throughout the City of Minot. A majority of these locations are on Broadway (US Highway 83) and are an attempt to control speed limits for vehicles entering the city.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

If awarded by the NDDOT, the majority of the funding will be state and federal. The local match will come from sales tax improvements.

3. Describe the ranking of this request in comparison to other requests within the department.

The project ranks high as it impacts each scoring criteria. The project should move forward once it is programed in the NDDOT's State Transportation Improvement Plan.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

The request adds electronic signage to the Traffic Division's inventory. Continued maintenance and future replacement will eventually be needed.

5. Any additional comments?

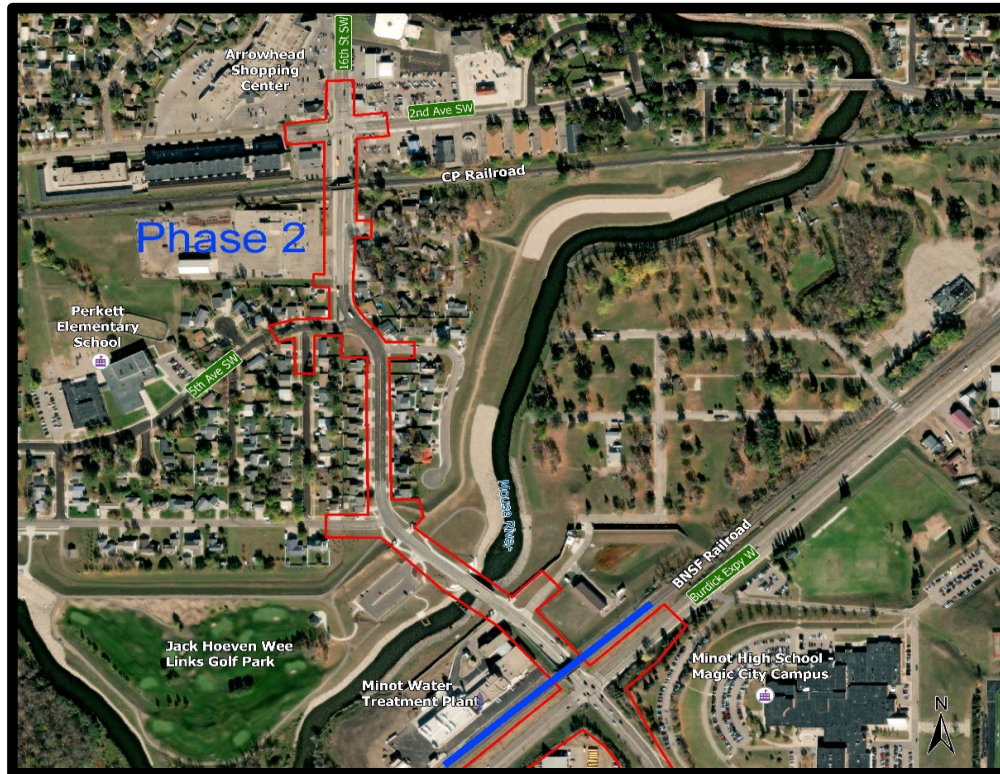
As part of the Broadway Corridor Study, speeds in excess of 10mph over the speed limit were seen on the outskirts of the Broadway Corridor. This is correlated to an increase in crash severity rates as well as increased difficulty crossing the Broadway corridor. With the addition of dynamic speed feedback signs, it is anticipated that there will be a reduction in overall speeds and an increased conformance with posted speed limits.



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Preliminary	Preliminary	Design	Construction	Operation	
Capital Outlay	\$ -	\$ 1,800,000	\$ -	\$ 10,800,000	\$ -	\$ 12,600,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 1,800,000	\$ -	\$ 10,800,000	\$ -	\$ 12,600,000



Project Name	16th St SW Reconstruction Phase 2
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	4780.1
Priority	E-6
Scoring	85

Estimated Funding Sources

	Amount
Federal Funds	\$ 5,300,000
State Funds	3,000,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (Water/Sewer Reserves)	4,300,000
Total Project	\$ 12,600,000

Project Scoring

Department:	Engineering
	Score
Federal/State Funding Opportunity	17
Replacement of Critical Infrastructure	18
Safety Improvement	17
Classification of the Roadway	15
Project Feasibility	18

85 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The 16th St corridor from 2nd Ave SW to Burdick Expressway SW will be reconstructed in 2028 pending programming with the NDDOT. The new section will be concrete with improved drainage. The signal at 2nd Ave will be replaced and the corridor brought up to ADA compliance. A roundabout is proposed at 5th Avenue SW and the section will be reduced to a 3 lane section. The underground utilities will be removed and replaced.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

The NDDOT will provide a significant portion of funding via the Urban Roads program. The remaining funding for the city match and engineering will come from Hub City funding and water & sewer reserves.

3. Describe the ranking of this request in comparison to other requests within the department.

This project's ranking will continue to increase in priority the closer the project comes to construction. Also, the infrastructure will continue to deteriorate over the next several years increasing its score.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?

The project has been split into two phases due to increasing project costs. This is the second phase and will take place in 2028 depending on NDDOT programming.



Capital Improvement Plan

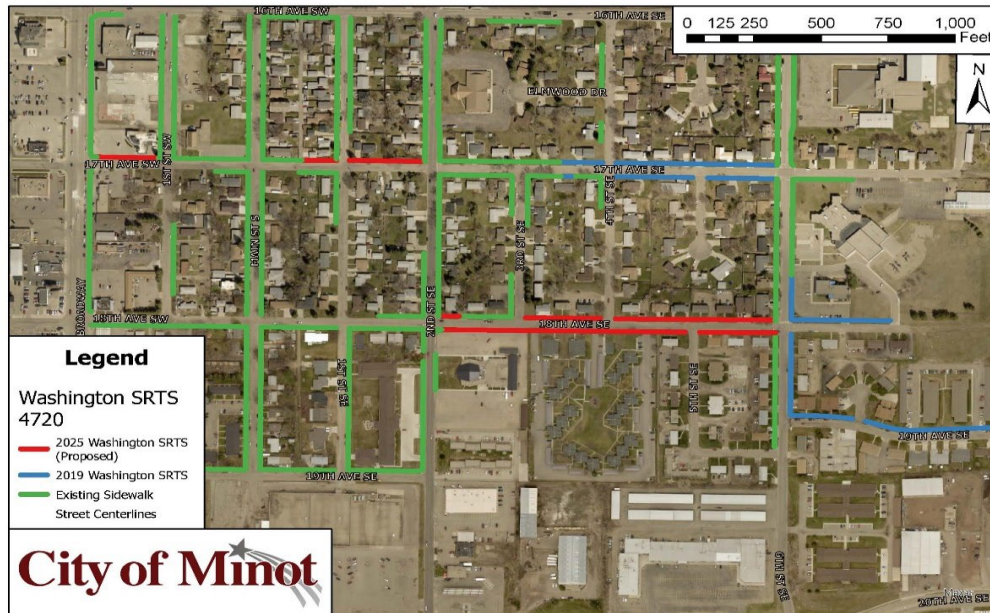
Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2025	2026	2027	2028	2029	Total 5-Year Costs
\$ 790,604	\$ -	\$ -	\$ -	\$ -	\$ 790,604
-	-	-	-	-	-
-	-	-	-	-	-
\$ 790,604	\$ -	\$ -	\$ -	\$ -	\$ 790,604

Project Name	2025 Washington Safe Routes to School
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	4720
Priority	E-7
Scoring	83

Attachment 1 - Washington Safe Routes to School Project Location Map



Estimated Funding Sources

	Amount
Federal Funds	\$ 400,604
State Funds	390,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 790,604

Project Scoring

Department: Engineering

	Score
Federal/State Funding Opportunity	20
Replacement of Critical Infrastructure	20
Safety Improvement	20
Classification of the Roadway	5
Project Feasibility	18

83 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The proposed project for 2025 follows and expands upon the recommended safe route improvements listed in priorities 13 and 24 in the Minot Safe Routes to School Study. The proposed project will install sidewalks on both sides of 18th avenue, this is an expansion of the original study that only identified one side of the road to have sidewalks.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

The NDDOT will provide funding up to \$400,604 or 80% of the eligible construction cost. The City must pay for the 20% local share, engineering, and easement costs. The city's cost share will come from sales tax infrastructure.

3. Describe the ranking of this request in comparison to other requests within the department.

The project has a high safety score and high federal funding score. The project is feasible to construct.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

After construction and project acceptance, the general maintenance is shifted to the adjoining landowner.

5. Any additional comments?



Capital Improvement Plan

Project Name	South Broadway Reconstruction
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-8
Scoring	83

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Preliminary	Preliminary	Design	Construction	Construction	
Capital Outlay	\$ -	\$ -	\$ -	\$ 41,339,115	\$ -	\$ 41,339,115
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 41,339,115	\$ -	\$ 41,339,115



Estimated Funding Sources

	Amount
Federal Funds	\$ 34,141,493
State Funds	5,197,622
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (Water/Sewer Reserves)	2,000,000
Total Project	\$ 41,339,115

Project Scoring

Department:	Engineering
	Score
Federal/State Funding Opportunity	10
Replacement of Critical Infrastructure	20
Safety Improvement	17
Classification of the Roadway	20
Project Feasibility	16

83 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The City has been working with the NDDOT to study the Broadway corridor for future improvements. South Broadway from 19th Avenue to the south city limits is in need of a reconstruction. As part of the Broadway reconstruction, segments of 20th, 31st, and 37th avenues will be reconstructed to correct lane geometry deficiencies and negative offsets. At this time, the improvements have been requested but not placed in the NDDOT's program. The project will likely be split up and phased over multiple years which have not been determined yet. Programming the funding in 2028 is conservative at this time. Once the improvements are programmed, the funding can be more accurately

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

The NDDOT will assume 90% project costs for most segments. They will assume 80% of the cost for minor arterials and collector frontage roads. The City's cost share will come from Hub City funding and Water/Sewer Reserves.

3. Describe the ranking of this request in comparison to other requests within the department.

This is a critically important project on Minot's primary arterial roadway. When the project is programmed, the score will rise due to federal funding availability.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?

Federal funding has been requested, but not allocated at this time. The project will be programmed and refined in the coming years.



Capital Improvement Plan

Project Name	3rd Street NE Bridge Rehabilitation
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-9
Scoring	81

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Preliminary	Design	Construction	Operation	Operation	
Capital Outlay	\$ 350,000	\$ -	\$ 2,000,000	\$ -	\$ -	\$ 2,350,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 350,000	\$ -	\$ 2,000,000	\$ -	\$ -	\$ 2,350,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,350,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 2,350,000

Project Scoring

Department:	Engineering
	Score
Federal/State Funding Opportunity	10
Replacement of Critical Infrastructure	20
Safety Improvement	18
Classification of the Roadway	15
Project Feasibility	18

81 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The 3rd Street bridge, which was built in 1936 is showing deterioration on structural items that must be addressed soon. The extent and timing of the improvements is not exactly known, but a detailed engineering analysis must be completed soon with construction soon after. 3rd Street south of the bridge is slated for reconstruction in 2027, so an opportunity exists to perform the bridge work while the rest of 3rd Street is closed.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

Funding for the design and construction will come from Hub City Oil and Gas. The project costs are unknown and these costs should be considered high level estimates.

3. Describe the ranking of this request in comparison to other requests within the department.

This project ranks high since the 3rd Street bridge is a critical asset. Bridge maintenance must be a high priority for maintenance.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2025	2026	2027	2028	2029	Total 5-Year Costs
Construction	Operation	Operation	Operation	Operation	
\$ -	\$ -	\$ -	\$ 40,000	\$ 310,000	\$ 350,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ -	\$ -	\$ 40,000	\$ 310,000	\$ 350,000

Project Name	North Broadway near Airport Street Lighting I
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-10
Scoring	80



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	122,500
Local: Tax Levy	-
Local: Special Assessments	227,500
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 350,000

Project Scoring

Department: Engineering

	Score
Federal/State Funding Opportunity	5
Replacement of Critical Infrastructure	20
Safety Improvement	15
Classification of the Roadway	20
Project Feasibility	20

80 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The proposed North Broadway near Airport Street Lighting District project is to update a small lighting system and tie it in with an adjacent N Broadway lighting system. Over the past twenty years, the street lighting systems adjacent to the north and south of the proposed district have been replaced with modern galvanized poles. The streetlights within the street lighting district are considerable older and show significant rust and wear.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

65% Special Assessment
35% Sales Tax Infrastructure

3. Describe the ranking of this request in comparison to other requests within the department.

This project ranks very high in the engineering department due to the need for replacement of critical infrastructure, safety to the motoring public, and classification of the roadways.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

The Traffic Division will need to perform routine streetlight maintenance, similar to existing conditions. An upgrade to LED lighting should reduce staff time needed to repair street light luminaires.

5. Any additional comments?



Capital Improvement Plan

Project Name	16th Avenue SE Sidewalk
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-11
Scoring	80

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	Design	Construction	Operation	
Capital Outlay	\$ -	\$ -	\$ 41,000	\$ 318,000	\$ -	\$ 359,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ 41,000	\$ 318,000	\$ -	\$ 359,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	359,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 359,000

Project Scoring

Department: Engineering

	Score
Federal/State Funding Opportunity	10
Replacement of Critical Infrastructure	15
Safety Improvement	20
Classification of the Roadway	15
Project Feasibility	20

80 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Rosehill Cemetery was recently replatted. As a requirement by ordinance sidewalks must be installed within five years of a plat or at the time of building construction. This is a mandated project by the City's ordinances.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

The improvements will be paid for by sales tax infrastructure.

3. Describe the ranking of this request in comparison to other requests within the department.

Since this is a mandated project, the scoring reflects the need for the improvement. Completing the sidewalks in this area will improve walkability in a high pedestrian area.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?



Capital Improvement Plan

Project Name	11th Avenue SE Sidewalk
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-12
Scoring	80

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	Design	Construction	
Capital Outlay	\$ -	\$ -	\$ -	\$ 118,000	\$ 920,000	\$ 1,038,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 118,000	\$ 920,000	\$ 1,038,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	1,038,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 1,038,000

Project Scoring

Department:	Engineering
	Score
Federal/State Funding Opportunity	10
Replacement of Critical Infrastructure	15
Safety Improvement	20
Classification of the Roadway	15
Project Feasibility	20
80 /100	

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Rosehill Cemetery was recently replatted. As a requirement by ordinance sidewalks must be installed within five years of a plat or at the time of building construction. This is a mandated project by the City's ordinances. This project will also be paired with a proposed watermain replacement along 11th Avenue SE.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

The improvements will be paid for by sales tax infrastructure.

3. Describe the ranking of this request in comparison to other requests within the department.

Since this is a mandated project, the scoring reflects the need for the improvement. Completing the sidewalks in this area will improve walkability in a high pedestrian area.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?



Capital Improvement Plan

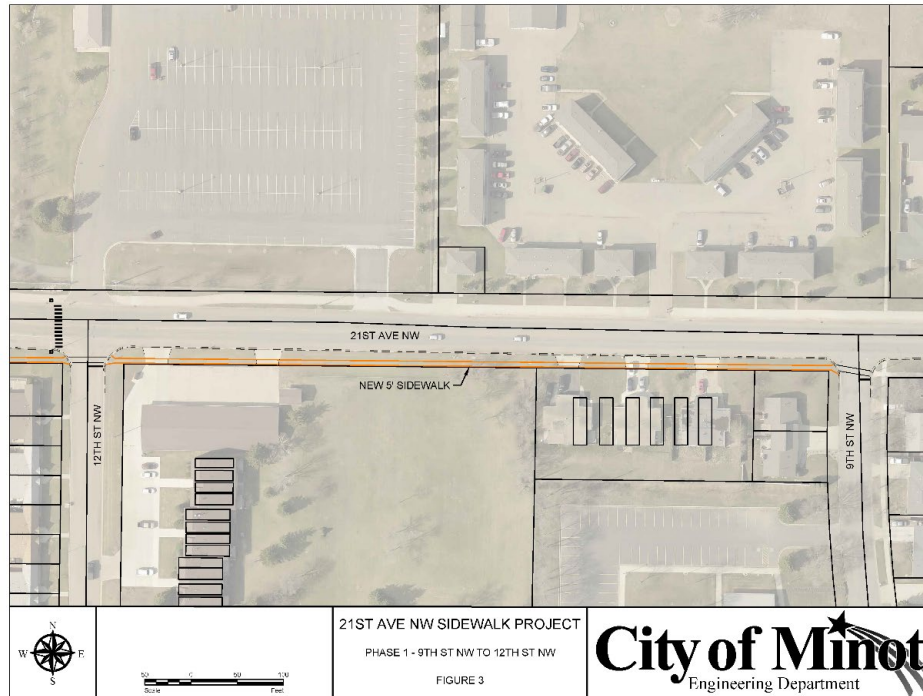
Project Name	21st Avenue NW Sidewalk Phase 1
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-13
Scoring	77

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	—	—	
Capital Outlay	\$ 75,000	\$ 392,000	\$ -	\$ -	\$ -	\$ 467,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 75,000	\$ 392,000	\$ -	\$ -	\$ -	\$ 467,000

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	467,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 467,000



Project Scoring

Department:	Engineering
	Score
Federal/State Funding Opportunity	10
Replacement of Critical Infrastructure	10
Safety Improvement	20
Classification of the Roadway	17
Project Feasibility	20

77 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

21st Avenue NW near the Optimist Soccer Complex lacks sidewalks on the south side of the avenue from 9th Street west to Lakeside Drive. Staff has reviewed the feasibility to install sidewalks in the missing section and has developed a phasing plan for the improvements. Phase 1 would install a sidewalk from 9th Street west to 12th Street. A RRFB would also be installed at 12th Street in order for pedestrians to have a safe crossing area. The Minot Park District and Minot Public Schools have expressed interest in helping to fund a portion of phase 1. Staff will coordinate the design and funding with those team members.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

Funding for the improvements will come from sales tax infrastructure.

3. Describe the ranking of this request in comparison to other requests within the department.

The project scores high from a safety and feasibility standpoint.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?



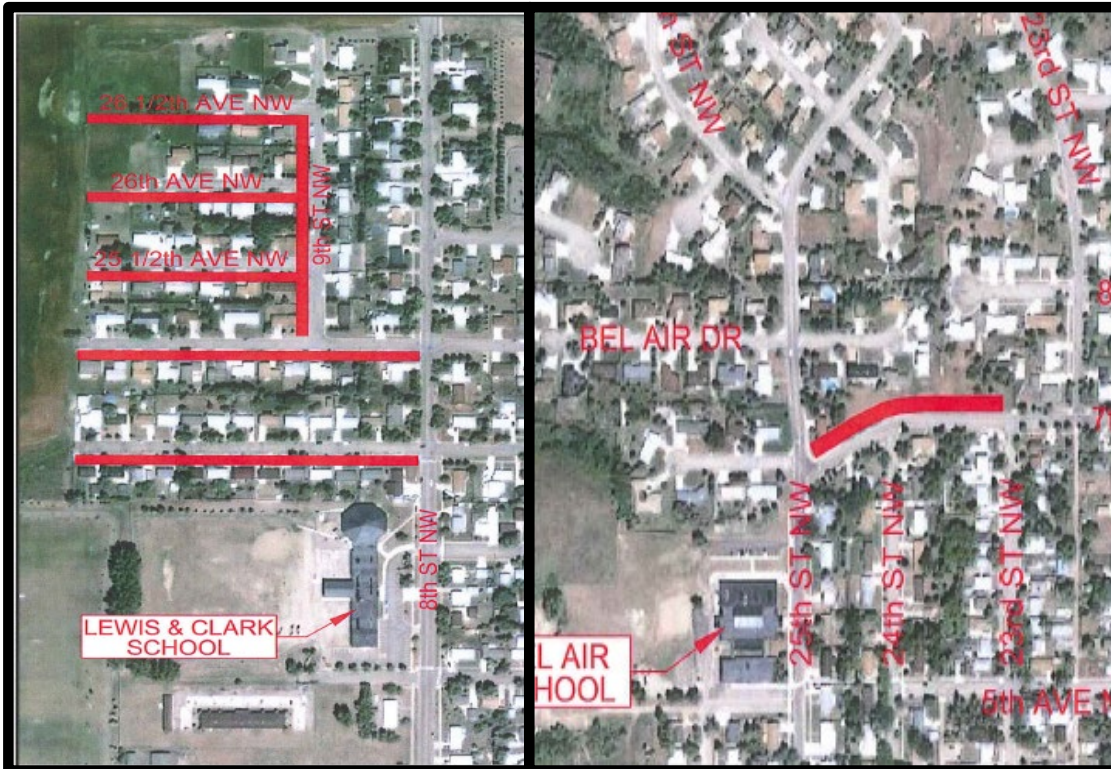
Capital Improvement Plan

Project Name	Lewis & Clark/Bel Air SRTS
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-14
Scoring	76

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2025	2026	2027	2028	2029	Total 5-Year Costs
\$ 75,000	\$ 1,816,000	\$ -	\$ -	\$ -	\$ 1,891,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ 75,000	\$ 1,816,000	\$ -	\$ -	\$ -	\$ 1,891,000



Estimated Funding Sources

	Amount
Federal Funds	\$ 1,287,385
State Funds	-
Local: Sales Tax	603,615
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 1,891,000

Project Scoring

Department: Engineering

	Score
Federal/State Funding Opportunity	18
Replacement of Critical Infrastructure	15
Safety Improvement	20
Classification of the Roadway	5
Project Feasibility	18

76 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

This project combines two safe routes study areas into one project. Priority 12 is the area north of Lewis & Clark Elementary which has no sidewalks. Priority 20 is a segment along 7th Ave NW that will connect to new and existing sidewalks near Bel Air. Federal funds have been requested from the NDDOT and we are awaiting their award.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

Easement acquisition will begin in 2025 with construction slated to take place in 2026. The easement acquisition and construction engineering will be consulted. The project design will take place in house. Local share of the project will be funded with sales tax infrastructure.

3. Describe the ranking of this request in comparison to other requests within the department.

The project receives a high safety score due to the nature of the project. Since all roads are local in classification, it does not score as high as other projects.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?

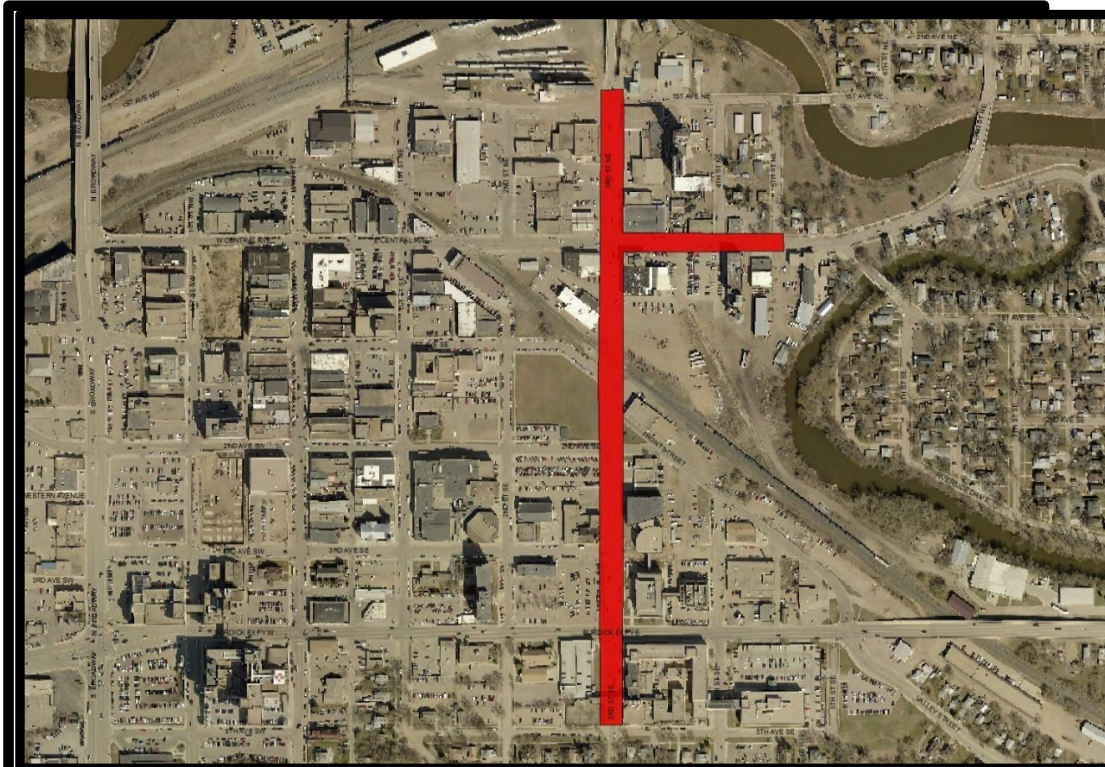


Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Preliminary	Design	Construction	Construction	Operation	
Capital Outlay	\$ 1,750,000	\$ -	\$ 9,056,000	\$ 7,040,000	\$ -	\$ 17,846,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 1,750,000	\$ -	\$ 9,056,000	\$ 7,040,000	\$ -	\$ 17,846,000

Project Name	3rd St E and Central Ave Reconstruction
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-15
Scoring	72



Estimated Funding Sources

	Amount
Federal Funds	\$ 7,000,000
State Funds	7,826,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (Water/Sewer Reserves)	3,020,000
Total Project	\$ 17,846,000

Project Scoring

Department:	Engineering
	Score
Federal/State Funding Opportunity	10
Replacement of Critical Infrastructure	18
Safety Improvement	12
Classification of the Roadway	15
Project Feasibility	17

72 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The Project will consist of a full reconstruction similar to the downtown reconstruction. All utilities, streets, sidewalks, signals, and lighting will be replaced. Aesthetic elements such as stamped and colored concrete, festoon street lighting, and other amenities will be included. The project will start at the south end of the 3rd St viaduct and continue south to 5th Ave SE and would also include Central Ave from 3rd St to 4th St.

Due to federal funding availability, the project is being split into two phases. Phase 1 is north of the CPKC tracks and Phase 2 is south of the tracks and will be constructed in 2027 and 2028 respectively. The project is conceptual at this point until programmed by the NDDOT.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

The project will be funded in part by federal funds allocated by the NDDOT through the Urban Grant Program. The utility portion will be funded with Water/Sewer Reserve funds and the street portion will be funded with Hub City Oil & Gas funding.

3. Describe the ranking of this request in comparison to other requests within the department.

The project will continue to increase in rank as time passes and federal funds become available. This will be a significant project and will be the capstone of the downtown reconstruction project.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?



Capital Improvement Plan

Project Name	Hiawatha Street Slope Stability
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-16
Scoring	63

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	—	—	—
Capital Outlay	\$ -	\$ -	\$ -	\$ 738,000	\$ 1,821,000	\$ 2,559,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 738,000	\$ 1,821,000	\$ 2,559,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,277,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (Water/Sewer Reserves)	282,000
Total Project	\$ 2,559,000

Project Scoring

Department:	Engineering
	Score
Federal/State Funding Opportunity	0
Replacement of Critical Infrastructure	20
Safety Improvement	20
Classification of the Roadway	5
Project Feasibility	18

63 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The west hillside along Hiawatha from 11th Avenue SE to approximately 9th Avenue SE is eroding and has the potential to slide. In addition, there is no sidewalk on the west side and sidewalk stops halfway up the hill on the east side. The project would involve acquiring property and easements on the west side of Hiawatha Street and slope the hill back to a safe slope. This option is likely cheaper than a retaining wall, which would still require the purchase of one home.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

Funding will come from Hub City Oil & Gas funds and water/sewer reserves for the utility relocations.

3. Describe the ranking of this request in comparison to other requests within the department.

This project is a high safety priority, but loses points due to lack of federal funding and not being on an arterial roadway.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?

Engineering recommends a geotechnical engineer study this slope soon to see what, if any, improvements need to happen. This may accelerate, delay, or cancel this project.



Capital Improvement Plan

Project Name	Street Light Feed Point Replacement
Project Fund	Capital Equipment (Fund 420)
Department	Engineering
Project Number	
Priority	E-17
Scoring	63

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Construction	Construction	Construction	Construction	Construction	
Capital Outlay	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	200,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 200,000

Project Scoring

Department:	Engineering
	Score
Federal/State Funding Opportunity	0
Replacement of Critical Infrastructure	20
Safety Improvement	15
Classification of the Roadway	10
Project Feasibility	18

63 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The feed points that power the City's street lighting system are deteriorating due to age and are in need replacement. The feed point is the electrical source for each individual lighting system. Feed points that are non-accessible and/or are past their service life will be programmed for replacement. In addition, due to the lower wattage requirement of LED systems, these funds can also be used to tie adjacent lighting systems together. Thus, eliminating some feed points and their associated maintenance and cost.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

The project is funded by sales tax improvements.

3. Describe the ranking of this request in comparison to other requests within the department.

This project is difficult to rank, as it has a high safety impact, but a low overall score due to other ranking factors. Also, this project contains feed points on arterials as well as local roads, thus leading to a lower score. However, as the system continues to age, the project will become more of a priority.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Operation and maintenance costs will decrease as system components are replaced and systems are tied together.

5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	Preliminary	Design	Design	Construction	
Capital Outlay	\$ -	\$ 950,000	\$ -	\$ -	\$ 7,500,000	\$ 8,450,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 950,000	\$ -	\$ -	\$ 7,500,000	\$ 8,450,000



Project Name	Anne Street Bridge
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-18
Scoring	62

Estimated Funding Sources

	Amount
Federal Funds	\$ 8,450,000
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 8,450,000

Project Scoring

Department:	Engineering
	Score
Federal/State Funding Opportunity	10
Replacement of Critical Infrastructure	15
Safety Improvement	20
Classification of the Roadway	5
Project Feasibility	12

62 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The existing Anne Street Bridge will be demolished soon to make way for flood control phase MI-6. Council has requested that a replacement bridge stay in the capital improvement plan as a way to show community interest in the project. Several projects are planned in this area over the next few years, so any construction for a replacement bridge could not start until 2028. Engineering is planned to start in 2026 if funding becomes available.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

It was staff's understanding that the project was to be funded with non-city funding sources. Staff has placed a federal fund placeholder in the CIP to fund this project. Staff continues to look for federal aid to fund the project.

3. Describe the ranking of this request in comparison to other requests within the department.

The project has a high safety score due to the fact the bridge must be closed. Other engineering ranking factors score on the low to medium priority side of the ranking.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2025	2026	2027	2028	2029	Total 5-Year Costs
Construction	Operation	Operation	Operation	Operation	
\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000

Project Name	Shirley Court Street Lighting District
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-19
Scoring	60



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	38,500
Local: Tax Levy	-
Local: Special Assessments	71,500
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 110,000

Project Scoring

Department: Engineering

	Score
Federal/State Funding Opportunity	0
Replacement of Critical Infrastructure	20
Safety Improvement	15
Classification of the Roadway	5
Project Feasibility	20

60 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The request is to replace the feed points and streetlights along Shirley Court with a pad-mounted feed point and city standard streetlights. The ornamental streetlights along Shirley Court have reached a point where the condition has deteriorated, repairs are extremely difficult and replacement parts are custom-made. There are components of the existing streetlights that have completely rusted through. While the exact age of the Shirley Court streetlights are unknown, the model of streetlight dates back to as far as the late 1920's.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

65% Special Assessment
35% Sales Tax Infrastructure

3. Describe the ranking of this request in comparison to other requests within the department.

This project ranks high in certain categories and low in others. Replacement of the streetlights ranks high for replacement of infrastructure and safety but is located on a local roadway and lacks state/federal funding opportunities.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

The Traffic Division will need to perform standard routine maintenance on the streetlights. The time and resources needed to maintain a new led streetlight is significantly less than what is currently needed to maintain the old ornamental streetlights.

5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2025	2026	2027	2028	2029	Total 5-Year Costs
\$ -	\$ 100,000	\$ 660,000	\$ -	\$ -	\$ 760,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ 100,000	\$ 660,000	\$ -	\$ -	\$ 760,000



Project Name	Eastwood Park Bridge Rehabilitation
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-20
Scoring	59

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	760,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 760,000

Project Scoring

Department: Engineering

	Score
Federal/State Funding Opportunity	10
Replacement of Critical Infrastructure	14
Safety Improvement	12
Classification of the Roadway	5
Project Feasibility	18

59 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The Eastwood Park Bridge, which used to carry 6th St SE, is a historic bridge now converted to a pedestrian bridge. The bridge does need improvement to ensure it remains safe and usable long into the future. With some redevelopment happening in the area the anticipated use of the bridge will likely increase. A consultant will need to be hired to administer the design and construction engineering for this project.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

The project will be funded with Hub City Funds.

3. Describe the ranking of this request in comparison to other requests within the department.

The bridge is old, but in fair condition for its age. Any immediate safety issues can be addressed before this project is programmed. The project is feasible and should be completed in the next five years to ensure the bridge continues to last.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Continued maintenance will be necessary after the improvements are made. The bridge should be checked every two years for any new maintenance issues.

5. Any additional comments?

The project has to be moved to 2027 to accommodate the flood control project construction in the area.



Capital Improvement Plan

Project Name	Street Light LED Conversion
Project Fund	Capital Equipment (Fund 420)
Department	Engineering
Project Number	
Priority	E-21
Scoring	56

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Construction	Construction	Construction	Construction	Construction	
Capital Outlay	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 625,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 625,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	625,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 625,000

Project Scoring

Department:	Engineering
	Score
Federal/State Funding Opportunity	0
Replacement of Critical Infrastructure	16
Safety Improvement	5
Classification of the Roadway	15
Project Feasibility	20

56 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

As funding allows, the City's existing high pressure sodium (HPS) street light fixtures should be replaced with light emitting diode (LED) fixtures. The LED technology has a significant electrical and maintenance cost savings over HPS fixtures. The average electrical cost savings is 60-66%. The average payback time for the improvements is 3-4 years. Traffic staff could perform the switch outs to save funding. However, if a larger scale project is initiated, a contractor should be hired. The payback is typically 5 years if a contractor is used.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

To avoid the use of special assessments, sales tax improvements is being recommended for 100% of the cost on local roadways. A future federal aid project is being reviewed with the NDDOT that may lead to partial federal funding for eligible corridors.

3. Describe the ranking of this request in comparison to other requests within the department.

This projects scores low in several categories since the LED switch outs are a lower priority project. This project should be funded as funding is available.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Maintenance costs go down substantially with LED fixtures. They have a much longer service life (15-20 years) versus HPS fixtures (2-3 years).

5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Design	Design	Operation	Operation	Operation	
Capital Outlay	\$ -	\$ 100,000	\$ 800,000	\$ -	\$ -	\$ 900,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 100,000	\$ 800,000	\$ -	\$ -	\$ 900,000



Project Name	17th and 18th Ave SE Extensions
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-22
Scoring	49

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	900,000
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 900,000

Project Scoring

Department:	Engineering
	Score
Federal/State Funding Opportunity	0
Replacement of Critical Infrastructure	10
Safety Improvement	16
Classification of the Roadway	5
Project Feasibility	18

49 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

On 17th Avenue SE and 18th Avenue SE adjacent to Washington Elementary School, sections of the street do not exist. These short breaks in the street section cause circulation issues for traffic in the neighborhood. School pickup and drop-off is especially effected. Connecting these sections of street will complete the neighborhood circulation, enhance emergency response times, and improve overall traffic patterns by connecting local streets to an arterial. A consultant will be needed for this project due to the workload of the engineering department.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

Because these streets are local, special assessments are being anticipated as the funding source.

3. Describe the ranking of this request in comparison to other requests within the department.

The project is feasible to construct and carries a large safety score due to the increased response times to the neighborhood and increased traffic circulation. Because the streets are local roads with no federal funding opportunities, the project is scored lower in those categories.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Typical street and lighting maintenance will be needed after the improvements are constructed.

5. Any additional comments?

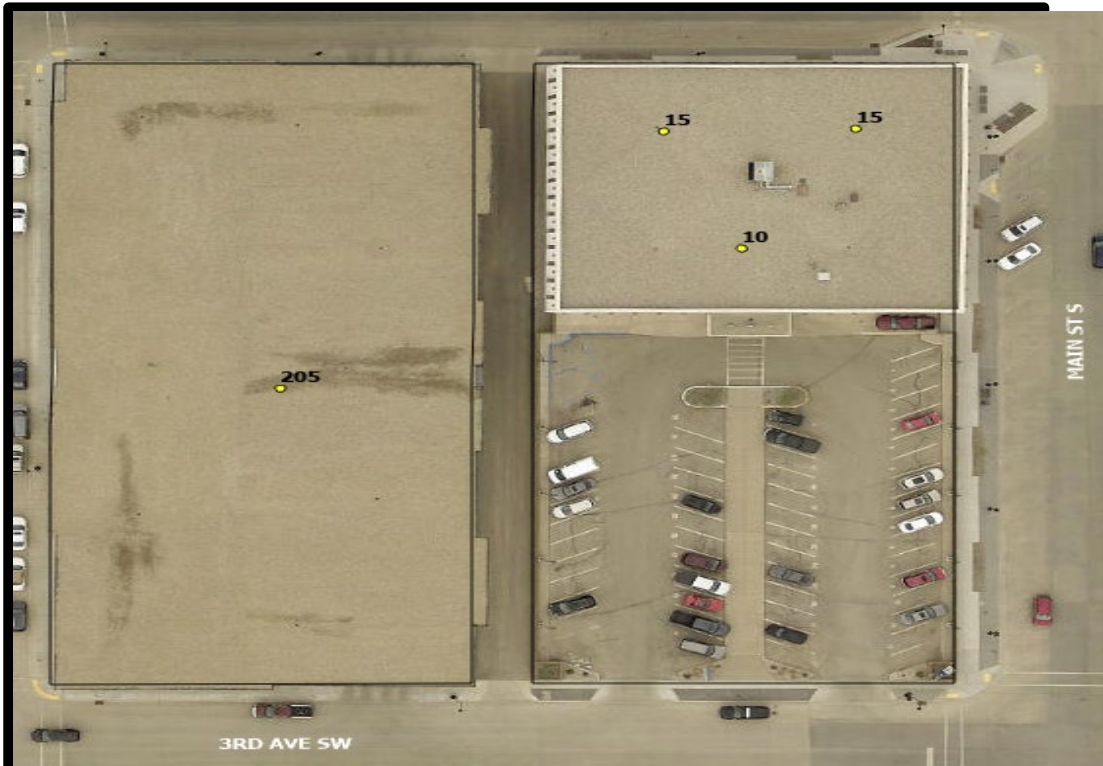


Capital Improvement Plan

Project Name	City Hall Site Improvements
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-23
Scoring	48

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	—	—	—
Capital Outlay	\$ -	\$ -	\$ -	\$ 145,000	\$ 973,000	\$ 1,118,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 145,000	\$ 973,000	\$ 1,118,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	1,118,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 1,118,000

Project Scoring

Department:	Engineering
	Score
Federal/State Funding Opportunity	0
Replacement of Critical Infrastructure	15
Safety Improvement	10
Classification of the Roadway	5
Project Feasibility	18

48 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

In the near future, the City Hall site will need infrastructure repairs and replacements. The rock surfacing on the building and parking lot retaining walls is deteriorating. A new finish must be installed at some point. The parking lot should be removed and replaced or mill and overlaid within the next five years. The parking lot lighting is only half functional and should be replaced. A new stair from Main Street to the parking lot should be installed to make the site more accessible with faster access. The building's exterior should be acid washed to brighten the appearance and remove rust from the concrete. Finally, some additional landscaping and beautification should be considered.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

Funding for this project will come from Hub City Oil and Gas funds.

3. Describe the ranking of this request in comparison to other requests within the department.

This project has a low score since there is no federal funding available and there is no immediate safety concern other than the diminished parking lot lighting.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?

This project can move forward or backward as funding allows, but as time goes by, the improvements will become more extensive and costs will increase.



Capital Improvement Plan

Project Name	2nd Avenue and Main Street Pocket Park
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-24
Scoring	45

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	Preliminary	Design	Construction	
Capital Outlay	\$ -	\$ -	\$ -	\$ 73,000	\$ 566,000	\$ 639,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 73,000	\$ 566,000	\$ 639,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	639,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 639,000

Project Scoring

Department: Engineering

	Score
Federal/State Funding Opportunity	5
Replacement of Critical Infrastructure	0
Safety Improvement	5
Classification of the Roadway	15
Project Feasibility	20

45 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

As part of the downtown Placemaking Study, a pocket park concept was explored with the public. This park will offer passive use activities and be a place to gather. Amenities will include a water feature, trees, benches, landscaping, decorative concrete elements, and colored pavement crosswalks.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

The project will be funded by sales tax.

3. Describe the ranking of this request in comparison to other requests within the department.

The project does not score high, since it is not replacing critical infrastructure nor does it have a significant safety enhancement.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Depending on the features that are installed, specialized maintenance may be required.

5. Any additional comments?

This project is primarily an enhancement to aesthetics, recreation, and culture and should be viewed from that lens versus a typical city infrastructure project.



Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

	2025	2026	2027	2028	2029	Total 5-Year Costs
	—	—	—	—	—	
	\$ 398,000	\$ -	\$ -	\$ -	\$ -	\$ 398,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	\$ 398,000	\$ -	\$ -	\$ -	\$ -	\$ 398,000

Project Name
Project Fund
Department
Project Number
Priority
Scoring

Citywide Wayfinding Signage
Capital Infrastructure (Fund 410)
Engineering
4620
E-25
35

Estimated Funding Sources

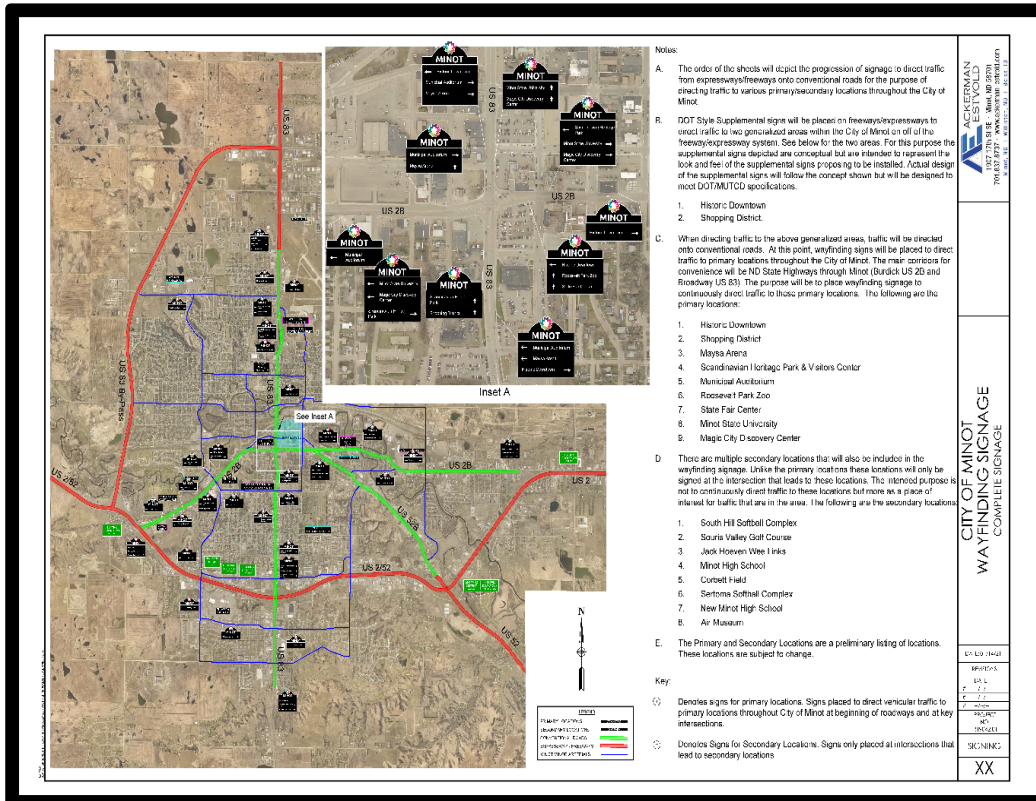
	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	398,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 398,000

Project Scoring

Department: Engineering

	Score
Federal/State Funding Opportunity	0
Replacement of Critical Infrastructure	0
Safety Improvement	0
Classification of the Roadway	17
Project Feasibility	18

35 /100



Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

2025 is the third and final, originally scheduled, year of the Wayfinding program. The 2025 wayfinding project is to consist of a combination of gateway arches, downtown secondary gateway signage, downtown kiosks, downtown pedestrian signage and improvement parking signage for the downtown parking garages. In June 2018, an IEDC study recommended placing a Wayfinding program in the 5-year Capital Improvement Plan (CIP). The City of Minot approved implementing the IEDC findings on October 1, 2018. The City approved an RFP for planning and preliminary design to be let March 18, 2019 with the goal of improving wayfinding signage opportunities throughout Minot.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

Sales Tax Economic Development

3. Describe the ranking of this request in comparison to other requests within the department.

This project is brought forward from the Community Development Department. However, they do not have a specific ranking category for their projects at this time. The project was brought into engineering as it was the most logical department for an improvement such as this. The ranking is low using engineering's criteria, but the project benefits the community in other ways that are not reflected by the ranking number.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

The wayfinding signage will require periodic maintenance, primarily in the form of damage from crashes. In which the wayfinding signage will need to be replaced.

5. Any additional comments?

Input from council will be needed on which wayfinding types and projects are to be moved forward with.

Appendix C – Public Works Worksheets



Capital Improvement Plan
Department Summary

Department: Public Works

Projects:	Project No.	Priority	Scoring	Start Year	Finish Year	Total 5-Year Costs
Maple Diversion (Phase MI-4)	PW-1	1	100	2025	2029	105,000,000
Northeast Tieback Floodwall (MI-5)	PW-2	2	100	2025	2025	5,000,000
Downtown Minot Levee/Floodwall (MI-6)	PW-3	3	100	2025	2027	43,000,000
Roosevelt Park Levee /Floodwall (West) (MI-7)	PW-4	4	100	2025	2027	32,000,000
Burdick Expressway Bridge (MI-8)	PW-5	5	100	2025	2028	18,000,000
Valker Road Levee (West) (MI-9)	PW-6	6	100	2025	2029	19,000,000
Roosevelt Park (East) (MI-10)	PW-7	7	100	2027	2029	26,000,000
Valker Road Levee (East) (MI-11)	PW-8	8	100	2027	2029	26,000,000
27th Street Diversion (MI-12)	PW-9	9	100	2029	2029	4,000,000
Department Total						\$ 278,000,000

Project Costs by Year:	Project No.	2025	2026	2027	2028	2029
Maple Diversion (Phase MI-4)	PW-1	4,000,000	11,000,000	30,000,000	30,000,000	30,000,000
Northeast Tieback Floodwall (MI-5)	PW-2	5,000,000	-	-	-	-
Downtown Minot Levee/Floodwall (MI-6)	PW-3	20,000,000	20,000,000	3,000,000	-	-
Roosevelt Park Levee /Floodwall (West) (MI-7)	PW-4	15,000,000	15,000,000	2,000,000	-	-
Burdick Expressway Bridge (MI-8)	PW-5	2,000,000	1,000,000	7,000,000	8,000,000	-
Valker Road Levee (West) (MI-9)	PW-6	2,500,000	1,500,000	-	10,000,000	5,000,000
Roosevelt Park (East) (MI-10)	PW-7	-	-	3,000,000	3,000,000	20,000,000
Valker Road Levee (East) (MI-11)	PW-8	-	-	3,000,000	3,000,000	20,000,000
27th Street Diversion (MI-12)	PW-9	-	-	-	-	4,000,000
Department Total		\$ 48,500,000	\$ 48,500,000	\$ 48,000,000	\$ 54,000,000	\$ 79,000,000

Funding Sources:	
Federal Funds	\$ 22,750,000
State Funds	180,700,000
Local: Sales Tax	74,550,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other	-
Department Total	\$ 278,000,000

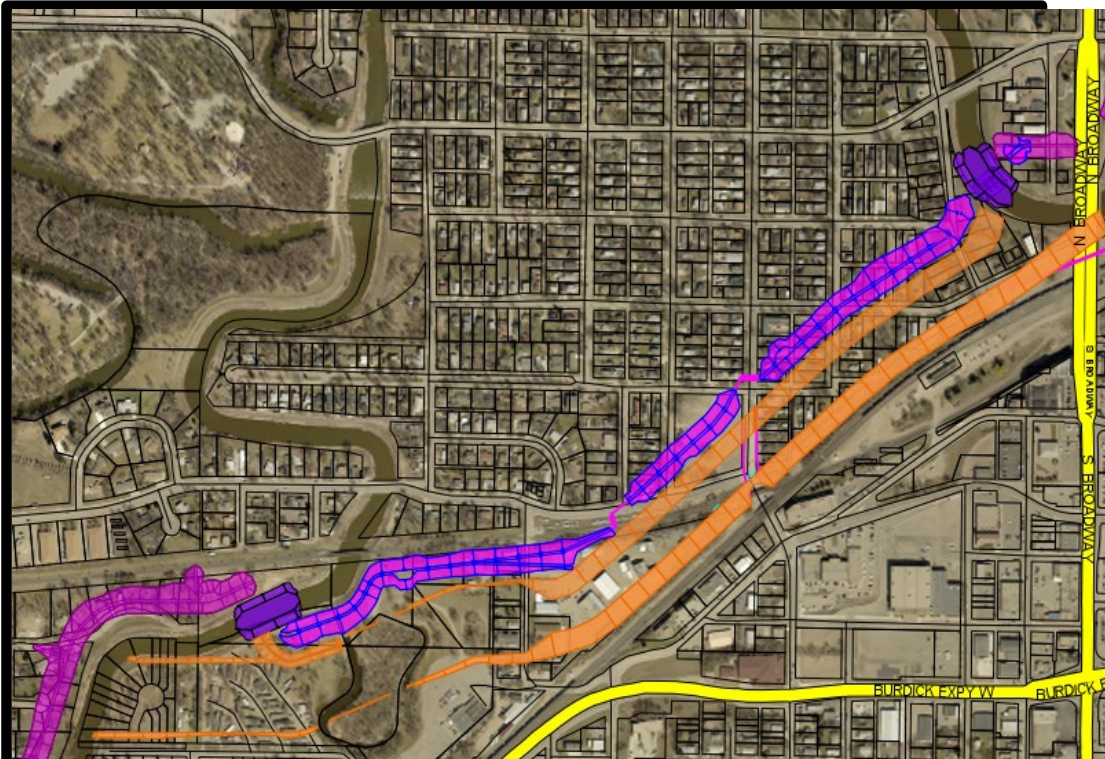
Funding Sources by Year:	2025	2026	2027	2028	2029
Federal Funds	\$ -	\$ 2,275,000	\$ 6,825,000	\$ 6,825,000	\$ 6,825,000
State Funds	31,525,000	31,525,000	31,200,000	35,100,000	51,350,000
Local: Sales Tax	16,975,000	14,700,000	9,975,000	12,075,000	20,825,000
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other	-	-	-	-	-
Department Total	\$ 48,500,000	\$ 48,500,000	\$ 48,000,000	\$ 54,000,000	\$ 79,000,000



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Design	Construction	Construction	Construction	Construction	
Capital Outlay	\$ 4,000,000	\$ 11,000,000	\$ 30,000,000	\$ 30,000,000	\$ 30,000,000	\$ 105,000,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 4,000,000	\$ 11,000,000	\$ 30,000,000	\$ 30,000,000	\$ 30,000,000	\$ 105,000,000



Project Name	Maple Diversion (Phase MI-4)
Project Fund	Flood Control Capital (Fund 430)
Department	Public Works
Project Number	3529
Priority	PW-1
Scoring	100

Estimated Funding Sources

	Amount
Federal Funds	\$ 22,750,000
State Funds	68,250,000
Local: Sales Tax	14,000,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 105,000,000

Project Scoring

Department:	Public Works
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	20
Capacity Constraints/Future Growth	20
Federal/State Funding	20
Existing Operational Deficiencies	20
100 /100	

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The proposed plan would construct approximately 4,900 feet of diversion channel and about 3,700 feet of earthen levee along the north side of the diversion along the Souris River and 1,600 feet of levee on the western end to tieback into phase 2. A consultant has been hired to provide design and construction engineering services. This project is pending federal authorization. If authorized, then funding may be identified so that the USACE would fund 65% of the proposed 88 million dollar cost. Thus reducing the state and local share of this phase of the project.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

This project will be funded 65% by ND State Water Commission and 35% by Minot sales tax dollars. There is potential that there will be a 65% federal interest in the project with the remaining 35% getting split between State and City.

3. Describe the ranking of this request in comparison to other requests within the department.

This project is part of the overall MREFPP to reduce flood risk along the Souris River in Minot. This would be the final phase, inside of Minot city limits, along the north side of the river to remove over 60% of residences from the regulated flood plain. Tierracita Vallejo still needs to be completed for final completion of milestone 1.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

This project will have two closure structures that will require regular operation and maintenance. There will also be regular mowing and maintenance of the diversion channel. Some of the mowing and trail maintenance will be taken over by the Park District.

5. Any additional comments?



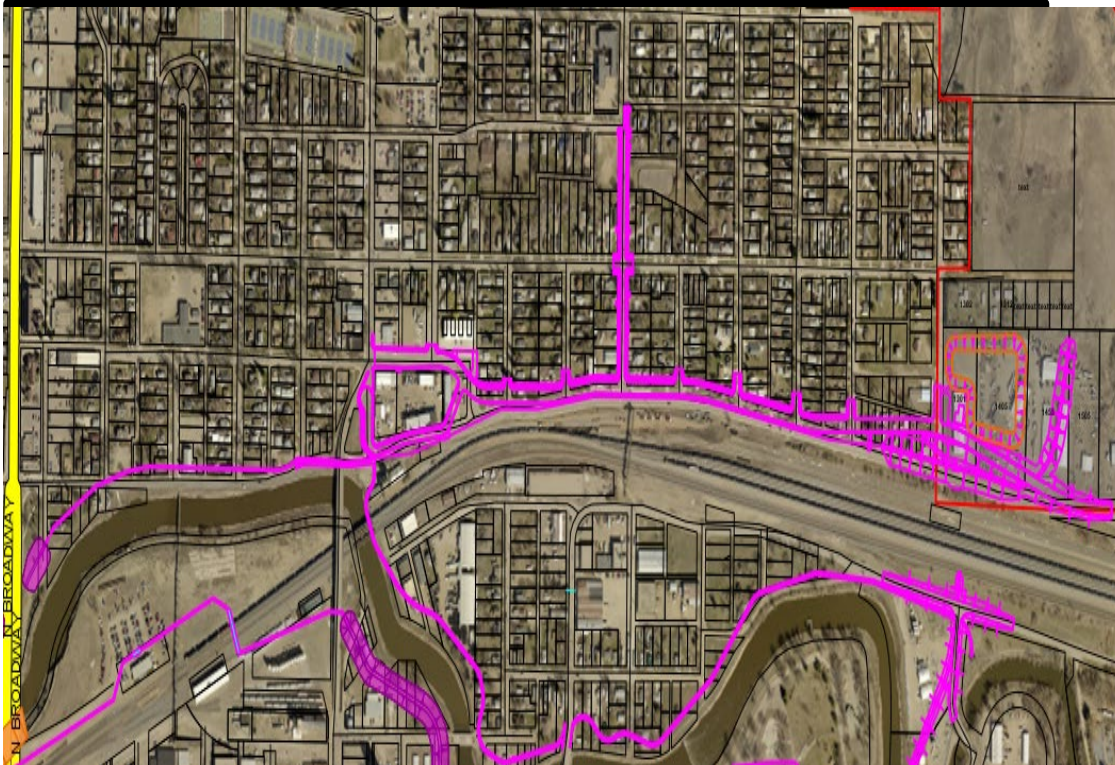
Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2025	2026	2027	2028	2029	Total 5-Year Costs
Construction	—	—	—	—	
\$ 5,000,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ 5,000,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000

Project Name	Northeast Tieback Floodwall (MI-5)
Project Fund	Flood Control Capital (Fund 430)
Department	Public Works
Project Number	3529
Priority	
Scoring	100



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	3,250,000
Local: Sales Tax	1,750,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 5,000,000

Project Scoring

Department: Public Works

	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	20
Capacity Constraints/Future Growth	20
Federal/State Funding	20
Existing Operational Deficiencies	20

100 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

This project is referred to as MI-5 in the MREFFP. This project will construct tieback levees along 4th Ave, connect phase 1, on the east side of the 3rd St bridge to high ground on the east end of Minot. A consultant has been hired to design the project and provide construction engineering services. Project is in the construction phase.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

This project will be funded 65% by ND State Water Commission and 35% by Minot sales tax dollars pending allocation by the legislature.

3. Describe the ranking of this request in comparison to other requests within the department.

This project is part of the overall MREFPP to reduce flood risk along the Souris River in Minot. This project will provide the final closure on the east end of construction phase 1, along the north side of the Souris River to remove over 60% of the homes in the valley from the flood plain.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

A pump station and detention pond are part of the design for this project. These elements would require regular maintenance and upkeep. The pump station will require power to operate, as well as personnel to maintain, clean and operate the pump station. Additional floodwalls are also being constructed that will require minot maintenance, mowing of boulevards, etc.

5. Any additional comments?

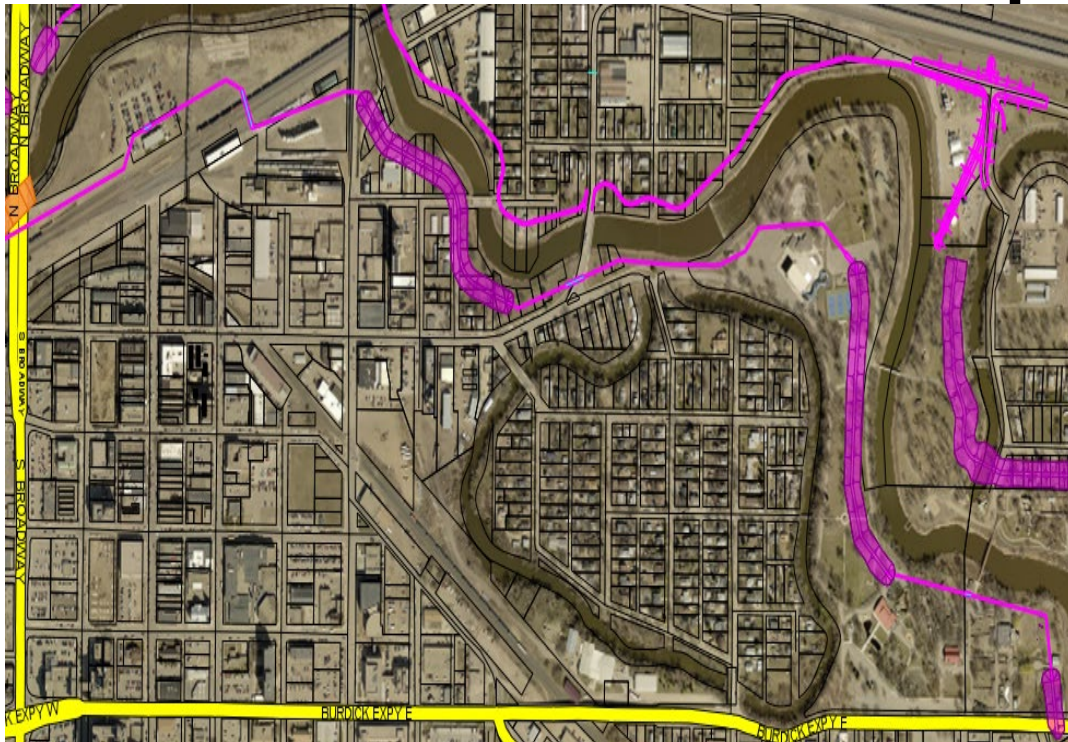


Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Construction	Construction	Construction	—	—	
Capital Outlay	\$ 20,000,000	\$ 20,000,000	\$ 3,000,000	\$ -	\$ -	\$ 43,000,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 20,000,000	\$ 20,000,000	\$ 3,000,000	\$ -	\$ -	\$ 43,000,000

Project Name	Downtown Minot Levee/Floodwall (MI-6)
Project Fund	Flood Control Capital (Fund 430)
Department	Public Works
Project Number	3529
Priority	
Scoring	100



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	27,950,000
Local: Sales Tax	15,050,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 43,000,000

Project Scoring

Department:	Public Works
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	20
Capacity Constraints/Future Growth	20
Federal/State Funding	20
Existing Operational Deficiencies	20
100 /100	

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

This project is referred to as MI-6 in the MREFPP. This project will construct a series of flood walls along the south side of the river from the 3rd Street Bridge through Roosevelt Park to about Burdick Expressway. A consultant will be hired to design the project and provide construction engineering services.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

This project will be funded 65% by ND State Water Commission and 35% Minot sales tax dollars.

3. Describe the ranking of this request in comparison to other requests within the department.

This Project is part of the overall MREFPP . This project is one of the first phases on the south side of the Souris River to begin providing protection for the remaining 40% of the City.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

This project will require routine maintenance such as mowing and general upkeep.

5. Any additional comments?



Capital Improvement Plan

Project Name	Roosevelt Park Levee /Floodwall (West) (MI-7
Project Fund	Flood Control Capital (Fund 430)
Department	Public Works
Project Number	3529
Priority	
Scoring	100

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Construction	Construction	Construction	—	—	
Capital Outlay	\$ 15,000,000	\$ 15,000,000	\$ 2,000,000	\$ -	\$ -	\$ 32,000,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 15,000,000	\$ 15,000,000	\$ 2,000,000	\$ -	\$ -	\$ 32,000,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	20,800,000
Local: Sales Tax	11,200,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 32,000,000

Project Scoring

Department:	Public Works
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	20
Capacity Constraints/Future Growth	20
Federal/State Funding	20
Existing Operational Deficiencies	20
100 /100	

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

This project is referred to as MI-7 in the MREFPP. This project will construct a series of flood walls along the south side of the river from the 9th Street SE through Roosevelt Park to about Burdick Expressway. A consultant will be hired to design the project and provide construction engineering services.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

This project will be funded 65% by ND State Water Commission and 35% Minot sales tax dollars.

3. Describe the ranking of this request in comparison to other requests within the department.

This Project is part of the overall MREFPP . This project is one of the first phases on the south side of the Souris River to begin providing protection for the remaining 40% of the City.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

This project will require routine maintenance such as mowing and general upkeep.

5. Any additional comments?



Capital Improvement Plan

Project Name	Burdick Expressway Bridge (MI-8)
Project Fund	Flood Control Capital (Fund 430)
Department	Public Works
Project Number	3529
Priority	
Scoring	100

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Design	Design	Construction	Construction	—	
Capital Outlay	\$ 2,000,000	\$ 1,000,000	\$ 7,000,000	\$ 8,000,000	\$ -	\$ 18,000,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 2,000,000	\$ 1,000,000	\$ 7,000,000	\$ 8,000,000	\$ -	\$ 18,000,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	11,700,000
Local: Sales Tax	6,300,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 18,000,000

Project Scoring

Department:	Public Works
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	20
Capacity Constraints/Future Growth	20
Federal/State Funding	20
Existing Operational Deficiencies	20
100 /100	

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

This project is referred to as MI-8 in the MREFPP. This project will construct a new, longer Burdick Expressway Bridge south of the existing bridge. A consultant will be hired to design the project and provide construction engineering services.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

This project will be funded 65% by ND State Water Commission and 35% Minot sales tax dollars.

3. Describe the ranking of this request in comparison to other requests within the department.

This Project is part of the overall MREFPP . This project is one of the first phases on the south side of the Souris River to begin providing protection for the remaining 40% of the City.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

This project will require routine maintenance such as mowing and general upkeep.

5. Any additional comments?

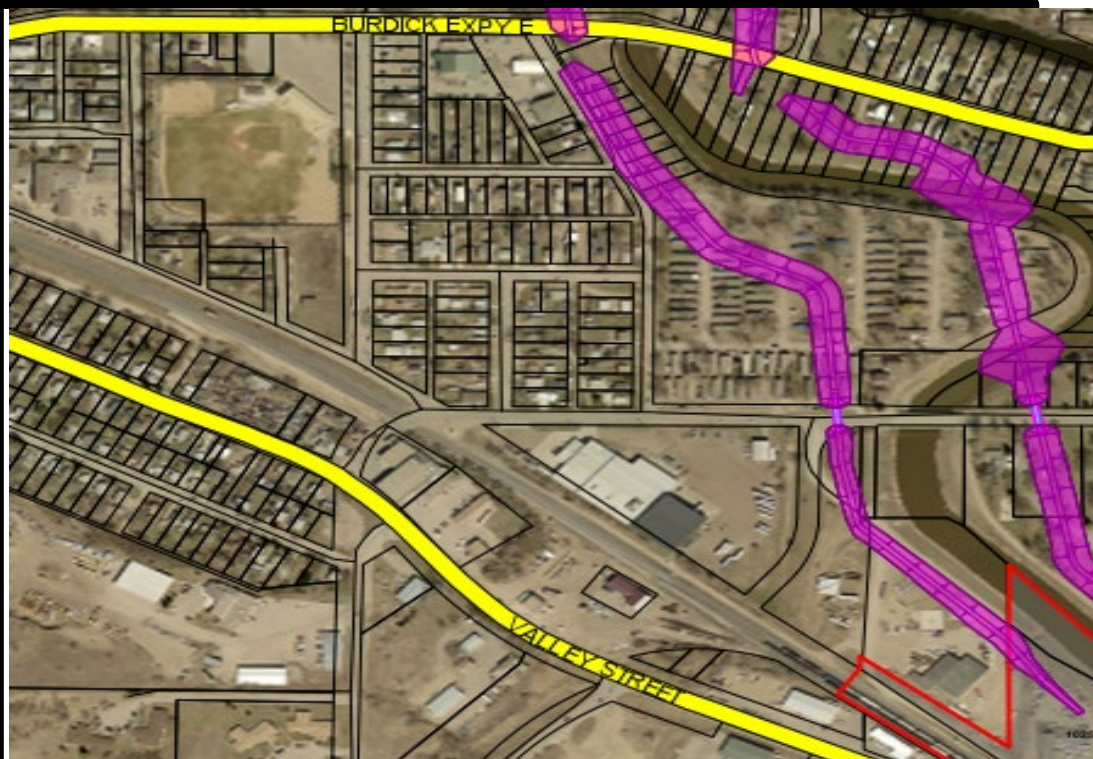


Capital Improvement Plan

Project Name	Valker Road Levee (West) (MI-9)
Project Fund	Flood Control Capital (Fund 430)
Department	Public Works
Project Number	3529
Priority	
Scoring	100

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Design	Design	—	Construction	Construction	
Capital Outlay	\$ 2,500,000	\$ 1,500,000	\$ -	\$ 10,000,000	\$ 5,000,000	\$ 19,000,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 2,500,000	\$ 1,500,000	\$ -	\$ 10,000,000	\$ 5,000,000	\$ 19,000,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	12,350,000
Local: Sales Tax	6,650,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 19,000,000

Project Scoring

Department:	Public Works
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	20
Capacity Constraints/Future Growth	20
Federal/State Funding	20
Existing Operational Deficiencies	20

100 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

This project is referred to as MI-9 in the MREFPP. This project will construct levees along the south side of the river from Burdick Expressway bridge by Roosevelt Park to about 8th Ave. A consultant has been hired to design the project and provide constuction engineering services

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

This project will be funded 65% by ND State Water Commission and 35% Minot sales tax dollars.

3. Describe the ranking of this request in comparison to other requests within the department.

This Project is part of the overall MREFPP . This is a continuation of the south side protection system to begin to protect the remaining residents in the flood plain.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

This project will require routine maintenance such as mowing and general upkeep.

5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	Design	Design	Construction	
Capital Outlay	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000	\$ 20,000,000	\$ 26,000,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000	\$ 20,000,000	\$ 26,000,000

Project Name	Roosevelt Park (East) (MI-10)
Project Fund	Flood Control Capital (Fund 430)
Department	Public Works
Project Number	3529
Priority	
Scoring	100



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	16,900,000
Local: Sales Tax	9,100,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 26,000,000

Project Scoring

Department:	Public Works
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	20
Capacity Constraints/Future Growth	20
Federal/State Funding	20
Existing Operational Deficiencies	20
100 /100	

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

This project is referred to as MI-10 in the MREFPP. This project will complete the work on the Roosevelt Park levee.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

This project will be funded 65% by ND State Water Commission and 35% Minot sales tax dollars.

3. Describe the ranking of this request in comparison to other requests within the department.

This Project is part of the overall MREFPP . This is a continuation of the south side protection system to begin to protect the remaining residents in the flood plain.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

This project will require routine maintenance such as mowing and general upkeep.

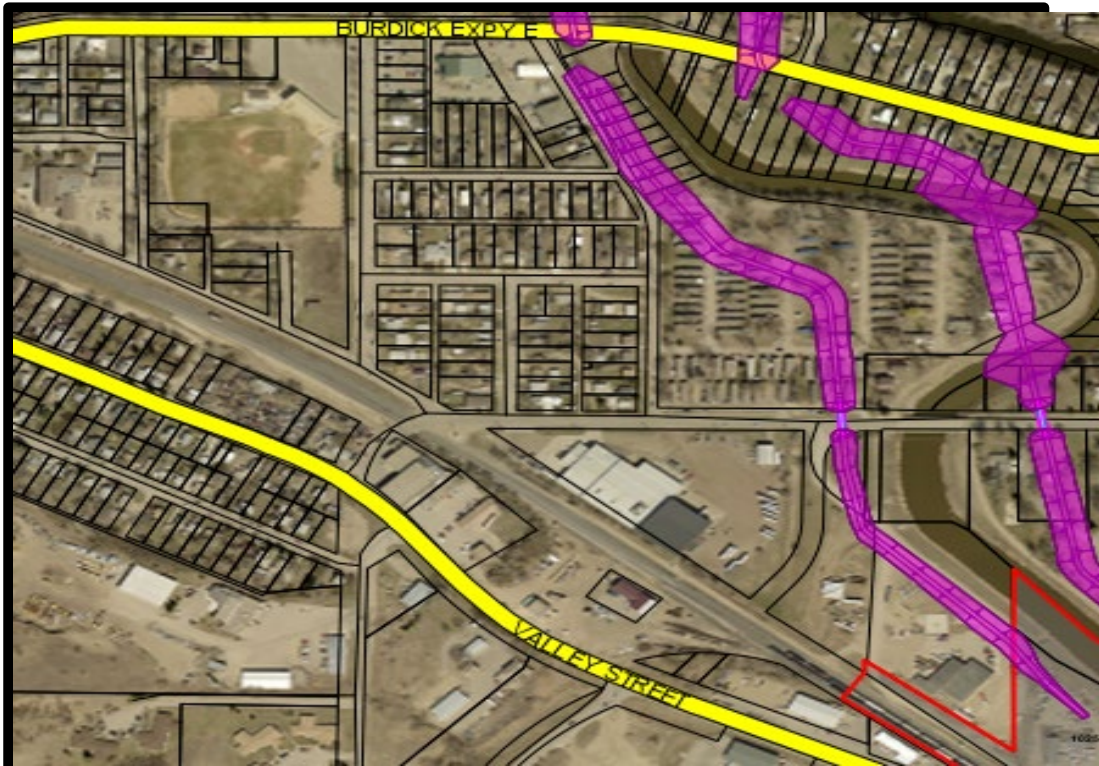
5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	Design	Design	Construction	
Capital Outlay	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000	\$ 20,000,000	\$ 26,000,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000	\$ 20,000,000	\$ 26,000,000



Project Name	Valker Road Levee (East) (MI-11)
Project Fund	Flood Control Capital (Fund 430)
Department	Public Works
Project Number	3529
Priority	
Scoring	100

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	16,900,000
Local: Sales Tax	9,100,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 26,000,000

Project Scoring

Department:	Public Works
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	20
Capacity Constraints/Future Growth	20
Federal/State Funding	20
Existing Operational Deficiencies	20
100 /100	

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

This project is referred to as MI-11 in the MREFPP. This project will complete the work on the Valker Road levee.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

This project will be funded 65% by ND State Water Commission and 35% Minot sales tax dollars.

3. Describe the ranking of this request in comparison to other requests within the department.

This Project is part of the overall MREFPP . This is a continuation of the south side protection system to begin to protect the remaining residents in the flood plain.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

This project will require routine maintenance such as mowing and general upkeep.

5. Any additional comments?



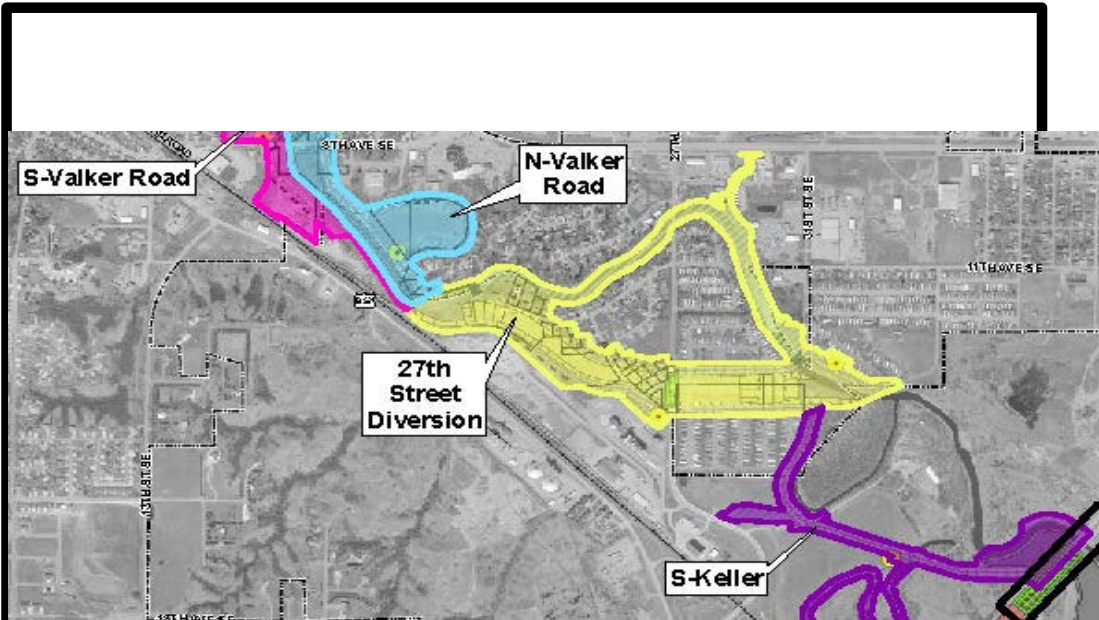
Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2025	2026	2027	2028	2029	Total 5-Year Costs
—	—	—	—	Design	
\$ -	\$ -	\$ -	\$ -	\$ 4,000,000	\$ 4,000,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ -	\$ -	\$ -	\$ 4,000,000	\$ 4,000,000

Project Name	27th Street Diversion (MI-12)
Project Fund	Flood Control Capital (Fund 430)
Department	Public Works
Project Number	3529
Priority	
Scoring	100



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,600,000
Local: Sales Tax	1,400,000
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 4,000,000

Project Scoring

Department:	Public Works
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	20
Capacity Constraints/Future Growth	20
Federal/State Funding	20
Existing Operational Deficiencies	20
100 /100	

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

This project is referred to as MI-12 in the MREFPP.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

This project will be funded 65% by ND State Water Commission and 35% Minot sales tax dollars.

3. Describe the ranking of this request in comparison to other requests within the department.

This Project is part of the overall MREFPP . This is a continuation of protection in the southeast area of Minot.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

This project will require routine maintenance such as mowing and general upkeep.

5. Any additional comments?

Appendix D – Sanitary Sewer Worksheets



Capital Improvement Plan

Department Summary

Department: Sanitary Sewer

Projects:	Project No.	Priority	Scoring	Start Year	Finish Year	Total 5-Year Costs
Puppydog VII - Lift Station Improvements	SS-1	1	55	2027	2027	\$ 6,200,000
Wastewater Treatment Facility	SS-2	2	68	2028	2028	94,500,000
Department Total						<u>\$ 100,700,000</u>

Project Costs by Year:	Project No.	2024	2025	2026	2027	2028
Puppydog VII - Lift Station Improvements	SS-1	\$ -	\$ -	\$ -	\$ -	\$ 6,200,000
Wastewater Treatment Facility	SS-2	-	-	-	-	94,500,000
Department Total		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,700,000</u>

Funding Sources:	
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	100,700,000
Other (specify)	-
Department Total	<u>\$ 100,700,000</u>

Funding Sources by Year:	2024	2025	2026	2027	2028
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	-	-	-	-	-
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	100,700,000
Other (specify)	-	-	-	-	-
Department Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,700,000</u>

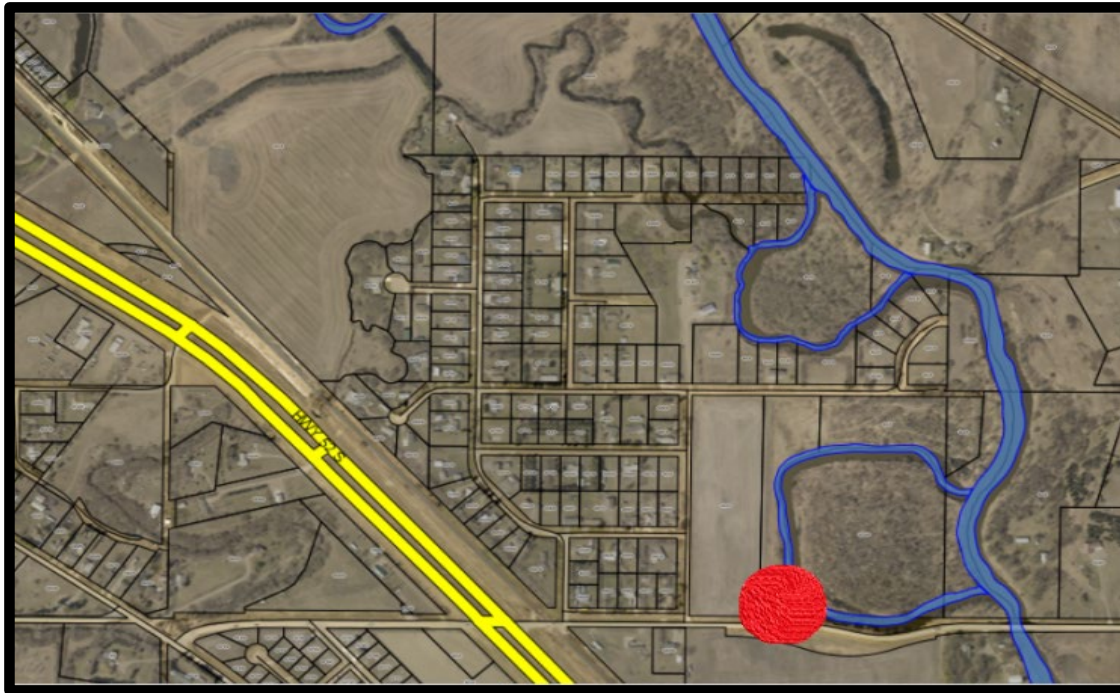


Capital Improvement Plan

Project Name	Puppydog VII - Lift Station Improvements
Project Fund	Capital Infrastructure (Fund 410)
Department	Sanitary Sewer
Project Number	
Priority	
Scoring	55

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	—	Construction	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 6,200,000	\$ 6,200,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ -	\$ 6,200,000	\$ 6,200,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	6,200,000
Other (specify)	-
Total Project	\$ 6,200,000

Project Scoring

Department:	Sanitary Sewer
	Score
Health and Safety	15
New Federal/State Guidelines or Requirements	5
Capacity Constraints/Future Growth	20
Federal/State Funding	0
Existing Operational Deficiencies	15

55 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Over the past 10 years many projects have been completed to improve wastewater conveyance for the Puppydog sewer system. These improvements were necessary to handle growth in SW Minot. This project, the final phase of Puppydog improvements, would reconstruct the lift station to increase its capacity.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

This project would be funded using water-sewer reserves.

3. Describe the ranking of this request in comparison to other requests within the department.

With growth in SW Minot somewhat stalled, the existing lift station can handle sewer flows. The urgency for which these improvements become necessary is dependent on how much growth is seen in SW Minot.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

This lift will have operation and maintenance costs that are similar to the existing lift station.

5. Any additional comments?



Capital Improvement Plan

Project Name	Wastewater Treatment Facility
Project Fund	Capital Infrastructure (Fund 410)
Department	Sanitary Sewer
Project Number	
Priority	
Scoring	68

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	—	Construction	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 94,500,000	\$ 94,500,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ -	\$ 94,500,000	\$ 94,500,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	94,500,000
Other (specify)	-
Total Project	\$ 94,500,000

Project Scoring

Department:	Sanitary Sewer
	Score
Health and Safety	15
New Federal/State Guidelines or Requirements	15
Capacity Constraints/Future Growth	18
Federal/State Funding	0
Existing Operational Deficiencies	20
68 /100	

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

3. Describe the ranking of this request in comparison to other requests within the department.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?

Appendix E – Storm Sewer Worksheets



Capital Improvement Plan

Department Summary

Department: Storm Sewer

Projects:	Project No.	Priority	Scoring	Start Year	Finish Year	Total 5-Year Costs
Storm District 121 Puppy Dog Coulee	ST-1	ST-1	86	2025	2025	21,800,000
11th Ave SW Watershed Storm Sewer District	ST-2	ST-2	79	2025	2026	14,965,000
Department Total						\$ 36,765,000

Project Costs by Year:	Project No.	2025	2026	2027	2028	2029
Storm District 121 Puppy Dog Coulee	ST-1	21,800,000	-	-	-	-
11th Ave SW Watershed Storm Sewer District	ST-2	-	-	1,665,000	-	13,300,000
Department Total		\$ 21,800,000	\$ -	\$ 1,665,000	\$ -	\$ 13,300,000

Funding Sources:	
Federal Funds	\$ 7,491,511
State Funds	5,975,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	3,745,000
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	18,053,489
Local: Revenue Bonds	-
Other (specify)	1,500,000
Department Total	\$ 36,765,000

Funding Sources by Year:	2025	2026	2027	2028	2029
Federal Funds	\$ 7,491,511	\$ -	\$ -	\$ -	\$ -
State Funds	-	-	775,000	-	5,200,000
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	445,000	-	3,300,000
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	14,308,489	-	445,000	-	3,300,000
Local: Revenue Bonds	-	-	-	-	-
Other (specify)	-	-	-	-	1,500,000
Department Total	\$ 21,800,000	\$ -	\$ 1,665,000	\$ -	\$ 13,300,000



Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2025	2026	2027	2028	2029	Total 5-Year Costs
Construction	Operation	Operation	Operation	Operation	
\$ 21,800,000	\$ -	\$ -	\$ -	\$ -	\$ 21,800,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ 21,800,000	\$ -	\$ -	\$ -	\$ -	\$ 21,800,000

Project Name	Storm District 121 Puppy Dog Coulee
Project Fund	Water and Sewer (Fund 140)
Department	Storm Sewer
Project Number	4087
Priority	ST-1
Scoring	86



Estimated Funding Sources

	Amount
Federal Funds	\$ 7,491,511
State Funds	-
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	14,308,489
Local: Revenue Bonds	-
Other (specify)	-
Total Project	\$ 21,800,000

Project Scoring

Department: Storm Sewer

	Score
Severity of Flooding	20
Development of the Project Area	16
Safety to the Public	20
Classification of the Roadway	15
Project Feasibility	15

86 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Storm Sewer District 121 is a very large and complex project that will solve flooding issues on 16th St SW and through the Dakota Square Mall area. During large intense rains, 16th St SW at Puppy Dog Coulee will go several feet under water for several hours. The water will flow through and over the twin 84" CMP culverts between strip malls west of the mall and eventually back into the Puppy Dog Coulee channel. The area triggers a repetitive loss criteria defined by FEMA and because of the flow path and insufficient capacity, a floodplain is delineated over this area. The project will install double 12'x8' box culverts to solve the flooding issues. Mitigation has taken place out in the county at

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

Staff recommends this project to be funded by the ARPA allocation and storm sewer development funds.

3. Describe the ranking of this request in comparison to other requests within the department.

The complexity of this project compared to other storm sewer projects lowers the score potential. However, due to the severe flooding impact and the age and condition of the existing CMP culverts, the project does need to move ahead in the near future.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?

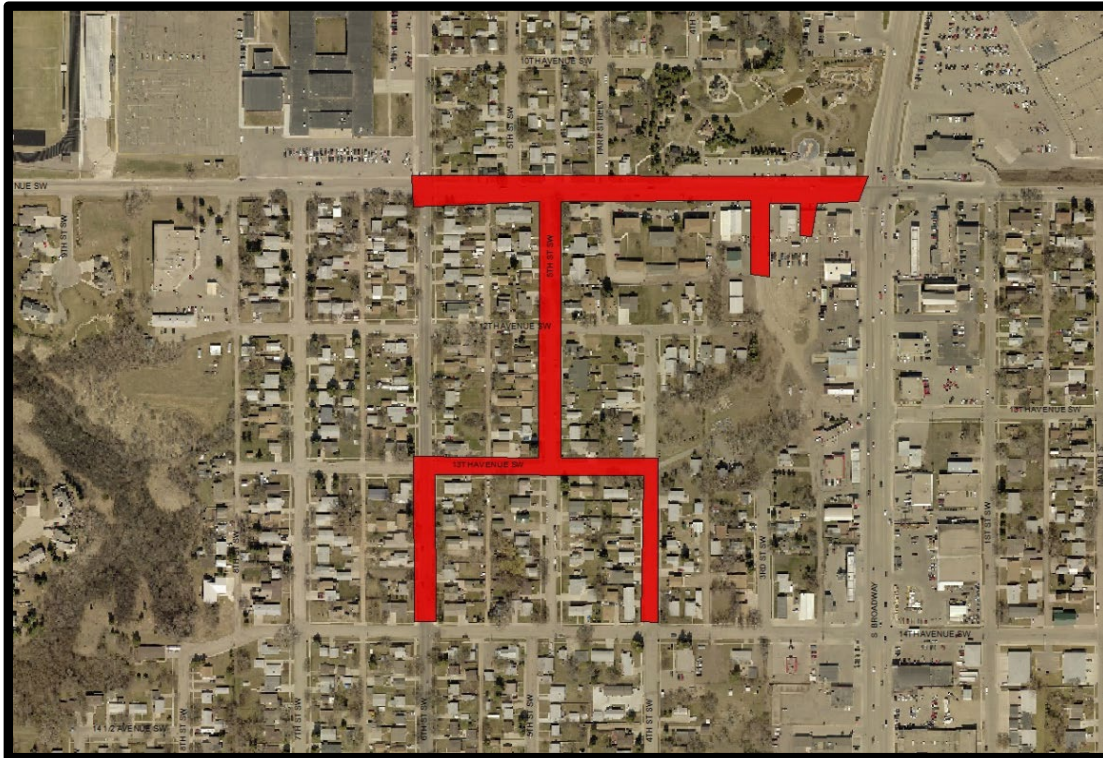


Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2025	2026	2027	2028	2029	Total 5-Year Costs
\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ -	\$ -	\$ 1,665,000	\$ -	\$ 13,300,000	\$ 14,965,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ -	\$ 1,665,000	\$ -	\$ 13,300,000	\$ 14,965,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	5,975,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	3,745,000
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	3,745,000
Local: Revenue Bonds	-
Other (water/sewer reserves)	1,500,000
Total Project	\$ 14,965,000

Project Scoring

Department: Storm Sewer

	Score
Severity of Flooding	14
Development of the Project Area	20
Safety to the Public	10
Classification of the Roadway	15
Project Feasibility	20

79 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

The 11th Avenue SW watershed has had flooding issues for many decades. The primary issue is due to a lack of inlet capacity along 11th Avenue SW as is no storm sewer south of 11th Avenue to collect the drainage from the watershed. All the runoff has to be conveyed to the catch basins on 11th Avenue which quickly become overwhelmed and the street floods. In addition, the underground utilities are from the 1960s and are in need of replacement. This will require a full reconstruction of 11th Avenue from Broadway to 6th Street.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

The storm sewer project will be paid for with storm sewer development funding and special assessments. The water and sewer will be paid for with water and sewer reserves and the street reconstruction will be paid for with Hub City funds.

3. Describe the ranking of this request in comparison to other requests within the department.

This project is a combination of scoring from storm sewer and engineering scoring which scores well. Eliminating flooding on a collector roadway and replacing aging trunk infrastructure are good investments of tax dollars.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

5. Any additional comments?

Appendix F – Water Worksheets



Capital Improvement Plan

Department Summary

Department: Water

Projects:	Project No.	Priority	Scoring	Start Year	Finish Year	Total 5-Year Costs
11th Ave NW & Lincoln Ave Watermain Replacement	W-1	0	65	2025	2025	\$ 7,120,000
Dakotah Homes 2nd Addition Watermain Replacement	W-2	0	64	2025	2025	3,460,000
2nd Ave SW (16th St SW-30th St SW) Watermain Replacement	W-3	0	64	2025	2026	3,500,000
Edison Area Watermain Replacement	W-4	0	64	2026	2027	3,606,000
South Hill Complex Area Watermain Replacement	W-5	0	64	2026	2027	3,840,000
Eastwood Park Watermain Replacement	W-6	0	84	2027	2028	4,925,000
BelAir Area Watermain Replacement	W-7	0	64	2027	2028	3,900,000
Area West of NDSF Watermain Replacement	W-8	0	64	2028	2029	4,130,000
SE Area Utility Rehabilitation	W-9	0	64	2028	2029	4,980,000
Area East of Corbett Field Watermain Replacement	W-10	0	64	2029	2029	525,000
Roosevelt School Area Watermain Replacement	W-11	0	64	2029	2029	500,000
Department Total						\$ 40,486,000

Project Costs by Year:	Project No.	2025	2026	2027	2028	2029
11th Ave NW & Lincoln Ave Watermain Replacement	W-1	\$ 7,120,000	\$ -	\$ -	\$ -	\$ -
Dakotah Homes 2nd Addition Watermain Replacement	W-2	3,460,000	-	-	-	-
2nd Ave SW (16th St SW-30th St SW) Watermain Replacement	W-3	350,000	3,150,000	-	-	-
Edison Area Watermain Replacement	W-4	-	400,000	3,206,000	-	-
South Hill Complex Area Watermain Replacement	W-5	-	400,000	3,440,000	-	-
Eastwood Park Watermain Replacement	W-6	-	-	450,000	4,475,000	-
BelAir Area Watermain Replacement	W-7	-	-	425,000	3,475,000	-
Area West of NDSF Watermain Replacement	W-8	-	-	-	450,000	3,680,000
SE Area Utility Rehabilitation	W-9	-	-	-	480,000	4,500,000
Area East of Corbett Field Watermain Replacement	W-10	-	-	-	-	525,000
Roosevelt School Area Watermain Replacement	W-11	-	-	-	-	500,000
Department Total		\$ 10,930,000	\$ 3,950,000	\$ 7,521,000	\$ 8,880,000	\$ 9,205,000

Funding Sources:	
Federal Funds	\$ -
State Funds	24,237,600
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	16,248,400
Department Total	\$ 40,486,000

Funding Sources by Year:	2025	2026	2027	2028	2029
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	6,558,000	2,370,000	4,512,600	5,274,000	5,523,000
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other (specify)	4,372,000	1,580,000	3,008,400	3,606,000	3,682,000
Department Total	\$ 10,930,000	\$ 3,950,000	\$ 7,521,000	\$ 8,880,000	\$ 9,205,000



Capital Improvement Plan

Project Name	11th Ave NW & Lincoln Ave Watermain Repl
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Priority	
Scoring	65

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Construction	—	—	—	—	
Capital Outlay	\$ 7,120,000	\$ -	\$ -	\$ -	\$ -	\$ 7,120,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 7,120,000	\$ -	\$ -	\$ -	\$ -	\$ 7,120,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	4,272,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	2,848,000
Total Project	\$ 7,120,000

Project Scoring

Department:	Water
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	0
Capacity Constraints/Future Growth	15
Federal/State Funding	20
Existing Operational Deficiencies	10
65 /100	

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Replacement of old cast iron pipes in the areas around 11th Ave. NW and Lincoln Ave. where there are a lot of breaks and water quality and fire flow issues. If lead service lines are encountered while replacing curb stops, they will be replaced as well.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

ND Department of Water Resources funding at 60% of the total cost and a DWSRF loan at 40% of the total cost.

3. Describe the ranking of this request in comparison to other requests within the department.

Design will be completed in 2024 and this is the highest ranking construction project for 2025.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Normal operations and maintenance may even be decreased due to not having to replace or repair old failing cast iron pipes.

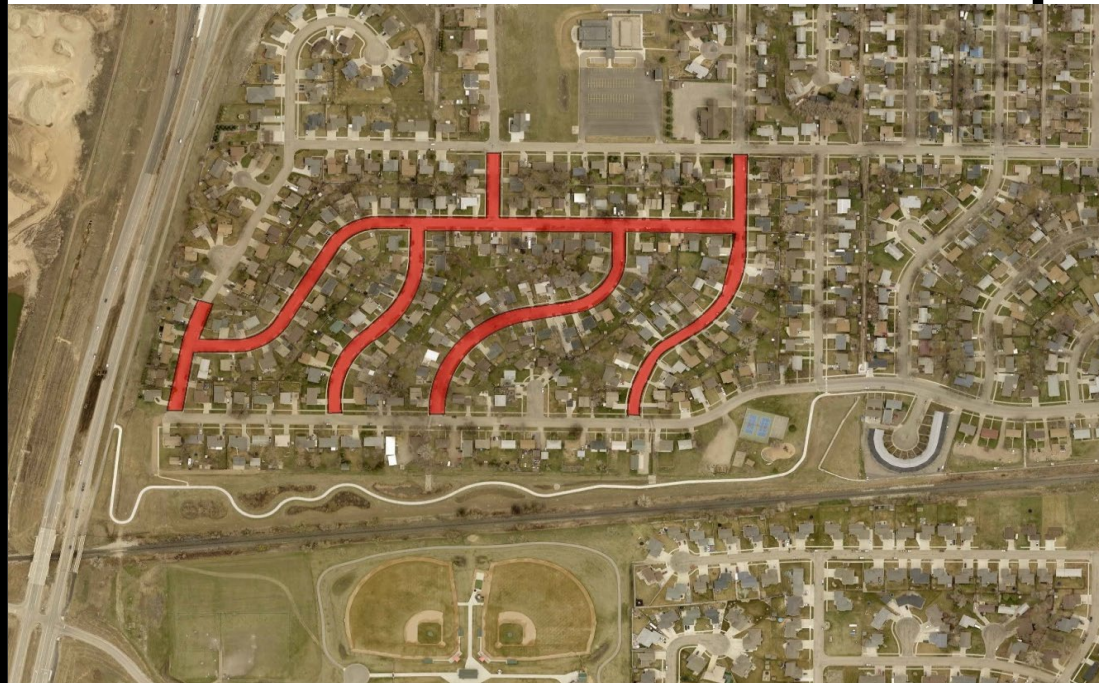
5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Construction	—	—	—	—	
Capital Outlay	\$ 3,460,000	\$ -	\$ -	\$ -	\$ -	\$ 3,460,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 3,460,000	\$ -	\$ -	\$ -	\$ -	\$ 3,460,000



Project Name	Dakotah Homes 2nd Addition Watermain Rep
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Priority	
Scoring	64

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,076,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	1,384,000
Total Project	\$ 3,460,000

Project Scoring

Department:	Water
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	0
Capacity Constraints/Future Growth	14
Federal/State Funding	20
Existing Operational Deficiencies	10

64 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Replacement of old cast iron pipes in the Dakotah Homes 2nd Addition area where there are a lot of breaks and water quality and fire flow issues. If lead service lines are encountered while replacing curb stops, they will be replaced as well.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

ND Department of Water Resources funding at 60% of the total cost and a DWSRF loan at 40% of the total cost.

3. Describe the ranking of this request in comparison to other requests within the department.

Design will be completed in 2024 and this is the second highest ranking construction project for 2025.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Normal operations and maintenance may even be decreased due to not having to replace or repair old failing cast iron pipes.

5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Design	Construction	—	—	—	
Capital Outlay	\$ 350,000	\$ 3,150,000	\$ -	\$ -	\$ -	\$ 3,500,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 350,000	\$ 3,150,000	\$ -	\$ -	\$ -	\$ 3,500,000



Project Name	2nd Ave SW (16th St SW-30th St SW) Water
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Priority	
Scoring	64

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,100,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	1,400,000
Total Project	\$ 3,500,000

Project Scoring

Department:	Water
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	0
Capacity Constraints/Future Growth	14
Federal/State Funding	20
Existing Operational Deficiencies	10

64 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Replacement of old cast iron pipes 2nd Ave SW, from 16th St SW to 30th St SW, where there are a lot of breaks and water quality and fire flow issues. If lead service lines are encountered while replacing curb stops, they will be replaced as well.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

ND Department of Water Resources funding at 60% of the total cost and a DWSRF loan at 40% of the total cost.

3. Describe the ranking of this request in comparison to other requests within the department.

Highest ranking construction project in 2026.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Normal operations and maintenance may even be decreased due to not having to replace or repair old failing cast iron pipes.

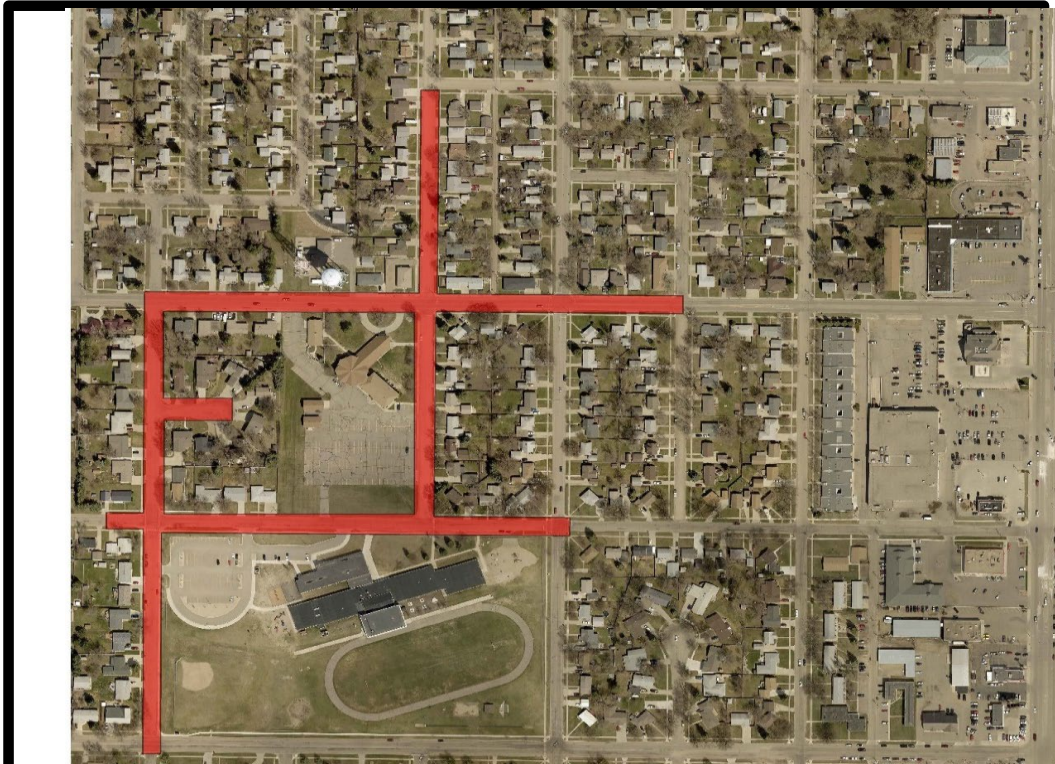
5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	Design	Construction	—	—	
Capital Outlay	\$ -	\$ 400,000	\$ 3,206,000	\$ -	\$ -	\$ 3,606,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 400,000	\$ 3,206,000	\$ -	\$ -	\$ 3,606,000



Project Name	Edison Area Watermain Replacement
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Priority	
Scoring	64

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,163,600
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	1,442,400
Total Project	\$ 3,606,000

Project Scoring

Department:	Water
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	0
Capacity Constraints/Future Growth	14
Federal/State Funding	20
Existing Operational Deficiencies	10

64 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Replacement of old cast iron pipes in the Edison School area, where there are a lot of breaks and water quality and fire flow issues. If lead service lines are encountered while replacing curb stops, they will be replaced as well.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

ND Department of Water Resources funding at 60% of the total cost and a DWSRF loan at 40% of the total cost.

3. Describe the ranking of this request in comparison to other requests within the department.

Second highest ranking construction project in 2027.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Normal operations and maintenance may even be decreased due to not having to replace or repair old failing cast iron pipes.

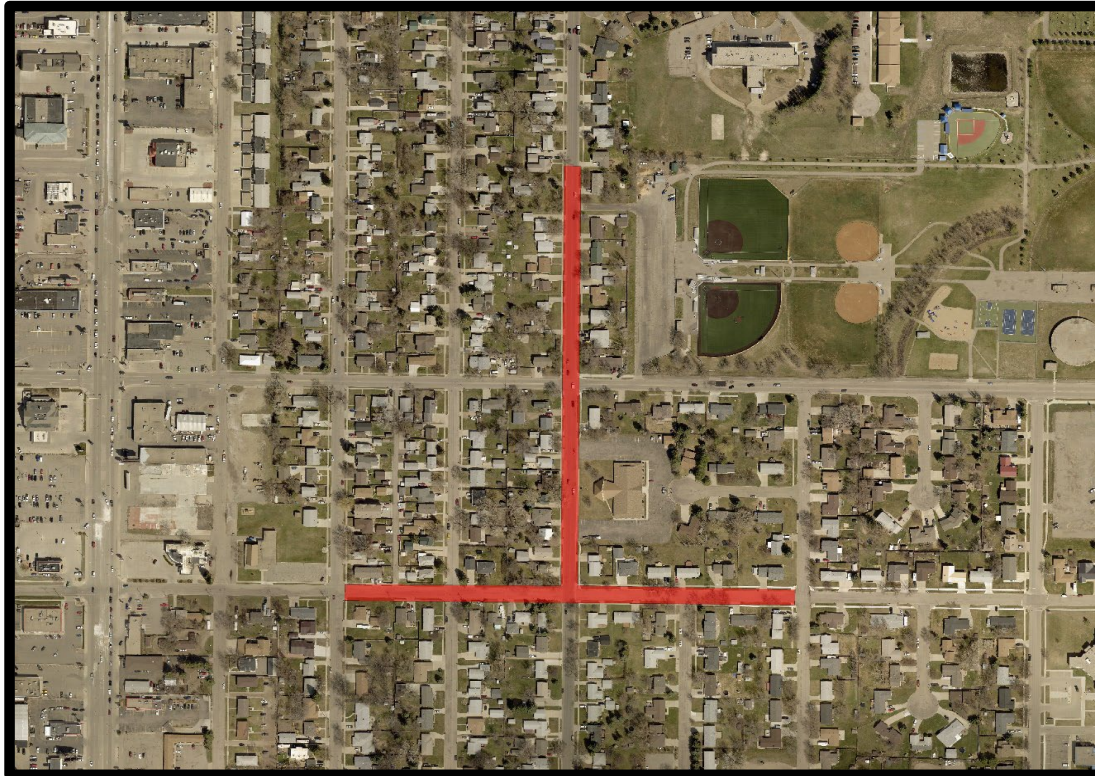
5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	Design	Construction	—	—	
Capital Outlay	\$ -	\$ 400,000	\$ 3,440,000	\$ -	\$ -	\$ 3,840,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 400,000	\$ 3,440,000	\$ -	\$ -	\$ 3,840,000



Project Name	South Hill Complex Area Watermain Replacem
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Priority	
Scoring	64

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,304,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	1,536,000
Total Project	\$ 3,840,000

Project Scoring

Department:	Water
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	0
Capacity Constraints/Future Growth	14
Federal/State Funding	20
Existing Operational Deficiencies	10

64 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Replacement of old cast iron pipes in the South Hill Complex area, where there are a lot of breaks and water quality and fire flow issues. If lead service lines are encountered while replacing curb stops, they will be replaced as well.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

ND Department of Water Resources funding at 60% of the total cost and a DWSRF loan at 40% of the total cost.

3. Describe the ranking of this request in comparison to other requests within the department.

Highest ranking construction project in 2027.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Normal operations and maintenance may even be decreased due to not having to replace or repair old failing cast iron pipes.

5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	Design	Construction	—	
Capital Outlay	\$ -	\$ -	\$ 450,000	\$ 4,475,000	\$ -	\$ 4,925,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ 450,000	\$ 4,475,000	\$ -	\$ 4,925,000

Project Name	Eastwood Park Watermain Replacement
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Priority	
Scoring	84



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,901,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	2,024,000
Total Project	\$ 4,925,000

Project Scoring

Department:	Water
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	20
Capacity Constraints/Future Growth	14
Federal/State Funding	20
Existing Operational Deficiencies	10

84 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Replacement of old cast iron pipes in the Eastwood Park area, where there are a lot of breaks and water quality and fire flow issues. This area is known to have many lead service lines which need to be replaced as part of the revised Lead and Copper Rule.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

ND Department of Water Resources funding at 60% of the total cost and a DWSRF loan at 40% of the total cost.

3. Describe the ranking of this request in comparison to other requests within the department.

Highest ranking construction project in 2028.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Normal operations and maintenance may even be decreased due to not having to replace or repair old failing cast iron pipes.

5. Any additional comments?



Capital Improvement Plan

Project Name	BelAir Area Watermain Replacement
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Priority	
Scoring	64

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	Design	Construction	—	
Capital Outlay	\$ -	\$ -	\$ 425,000	\$ 3,475,000	\$ -	\$ 3,900,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ 425,000	\$ 3,475,000	\$ -	\$ 3,900,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,340,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	1,560,000
Total Project	\$ 3,900,000

Project Scoring

Department:	Water
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	0
Capacity Constraints/Future Growth	14
Federal/State Funding	20
Existing Operational Deficiencies	10

64 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Replacement of old cast iron pipes in the BelAir School area, where there are a lot of breaks and water quality and fire flow issues. If lead service lines are encountered while replacing curb stops, they will be replaced as well.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

ND Department of Water Resources funding at 60% of the total cost and a DWSRF loan at 40% of the total cost.

3. Describe the ranking of this request in comparison to other requests within the department.

Second highest ranking construction project in 2028.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Normal operations and maintenance may even be decreased due to not having to replace or repair old failing cast iron pipes.

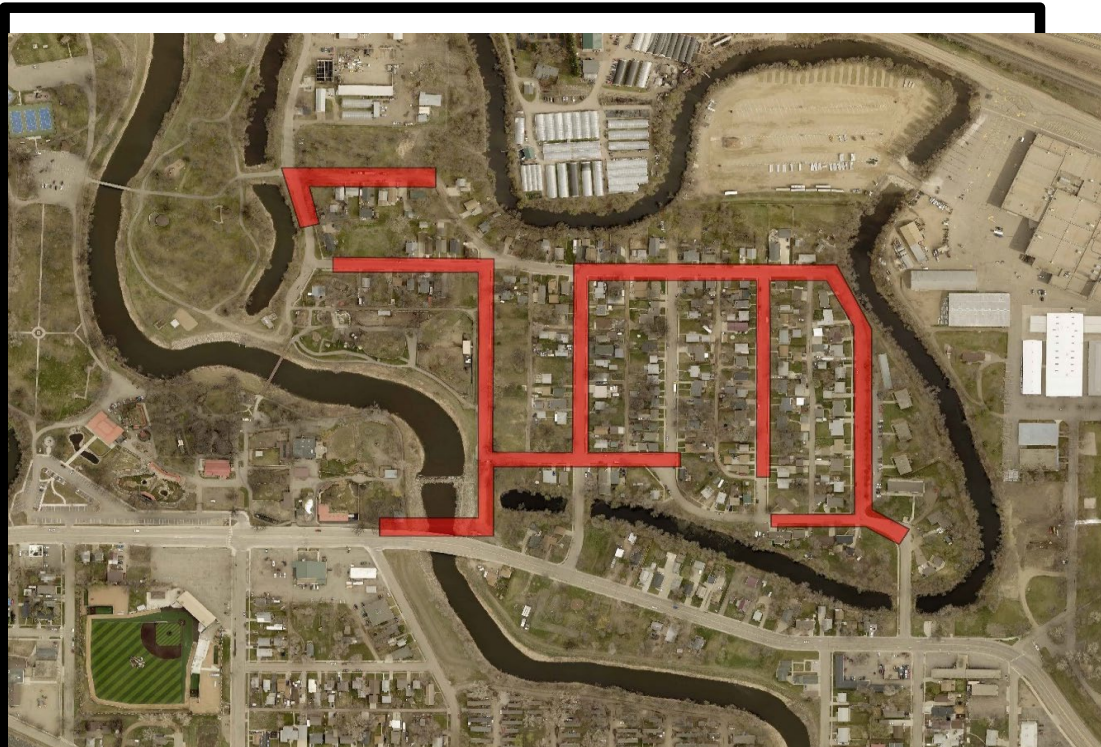
5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	Design	Construction	
Capital Outlay	\$ -	\$ -	\$ -	\$ 450,000	\$ 3,680,000	\$ 4,130,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 450,000	\$ 3,680,000	\$ 4,130,000



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,478,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	1,652,000
Total Project	\$ 4,130,000

Project Scoring

Department:	Water
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	0
Capacity Constraints/Future Growth	14
Federal/State Funding	20
Existing Operational Deficiencies	10

64 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Replacement of old cast iron pipes in the area west of the NDSF, where there are a lot of breaks and water quality and fire flow issues. If lead service lines are encountered, they will be replaced as part of this project.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

ND Department of Water Resources funding at 60% of the total cost and a DWSRF loan at 40% of the total cost.

3. Describe the ranking of this request in comparison to other requests within the department.

Second highest ranking construction project in 2029.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Normal operations and maintenance may even be decreased due to not having to replace or repair old failing cast iron pipes.

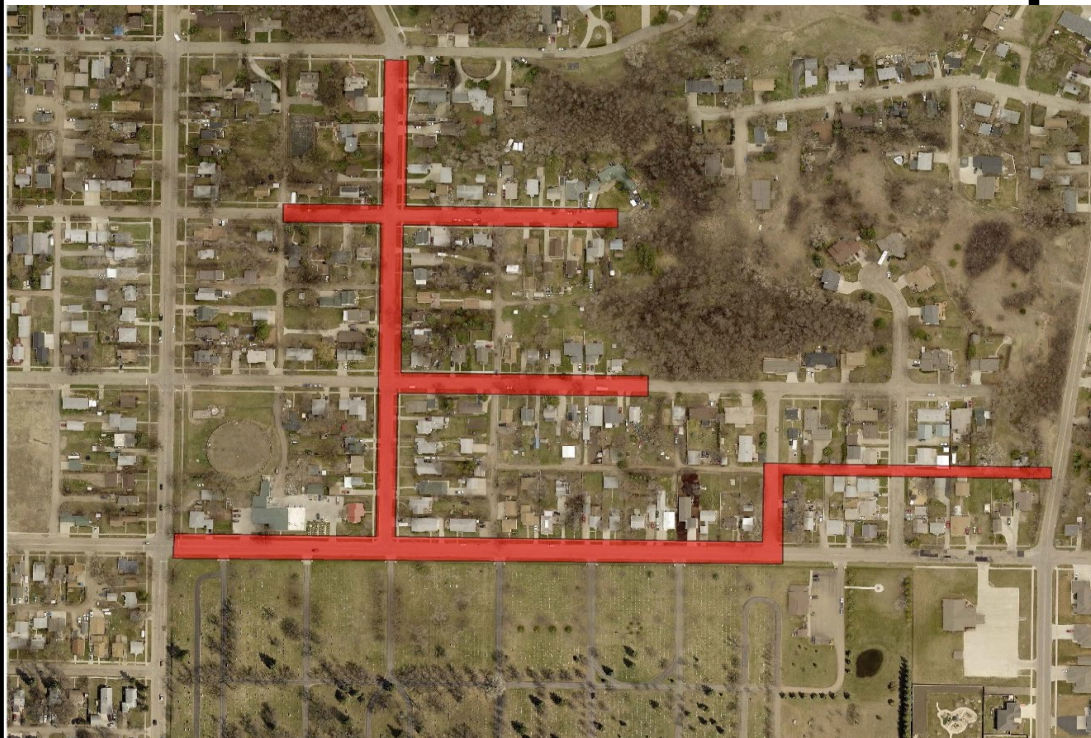
5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	Design	Construction	
Capital Outlay	\$ -	\$ -	\$ -	\$ 480,000	\$ 4,500,000	\$ 4,980,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 480,000	\$ 4,500,000	\$ 4,980,000



Project Name	SE Area Utility Rehabilitation
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Priority	
Scoring	64

Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	2,988,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	1,992,000
Total Project	\$ 4,980,000

Project Scoring

Department:	Water
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	0
Capacity Constraints/Future Growth	14
Federal/State Funding	20
Existing Operational Deficiencies	10

64 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Replacement of old cast iron pipes in the SE area, where there are a lot of breaks and water quality and fire flow issues. If lead service lines are encountered, they will be replaced as part of this project.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

ND Department of Water Resources funding at 60% of the total cost and a DWSRF loan at 40% of the total cost.

3. Describe the ranking of this request in comparison to other requests within the department.

Highest ranking construction project in 2029.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Normal operations and maintenance may even be decreased due to not having to replace or repair old failing cast iron pipes.

5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2025	2026	2027	2028	2029	Total 5-Year Costs
—	—	—	—	Design	
\$ -	\$ -	\$ -	\$ -	\$ 525,000	\$ 525,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ -	\$ -	\$ -	\$ 525,000	\$ 525,000

Project Name	Area East of Corbett Field Watermain Replace
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Priority	
Scoring	64



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	315,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	210,000
Total Project	\$ 525,000

Project Scoring

Department:	Water
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	0
Capacity Constraints/Future Growth	14
Federal/State Funding	20
Existing Operational Deficiencies	10

64 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Replacement of old cast iron pipes in the area east of Corbett Field, where there are a lot of breaks and water quality and fire flow issues. If lead service lines are encountered, they will be replaced as part of this project.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

ND Department of Water Resources funding at 60% of the total cost and a DWSRF loan at 40% of the total cost.

3. Describe the ranking of this request in comparison to other requests within the department.

Second highest ranking design project in 2030.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Normal operations and maintenance may even be decreased due to not having to replace or repair old failing cast iron pipes.

5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

2025	2026	2027	2028	2029	Total 5-Year Costs
—	—	—	—	Design	
\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
-	-	-	-	-	-
-	-	-	-	-	-
\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000

Project Name	Roosevelt School Area Watermain Replacement
Project Fund	Water and Sewer (Fund 140)
Department	Water
Project Number	
Priority	
Scoring	64



Estimated Funding Sources

	Amount
Federal Funds	\$ -
State Funds	300,000
Local: Sales Tax	-
Local: Tax Levy	-
Local: Special Assessments	-
Local: Sales Tax Bonds	-
Local: General Obligation Bonds	-
Local: Storm Sewer Development	-
Local: Revenue Bonds	-
Other (specify)	200,000
Total Project	\$ 500,000

Project Scoring

Department:	Water
	Score
Health and Safety	20
New Federal/State Guidelines or Requirements	0
Capacity Constraints/Future Growth	14
Federal/State Funding	20
Existing Operational Deficiencies	10

64 /100

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested and why the need exists. If applicable, describe employee requests, need for a consultant, and any required equipment. If construction is part of the request, describe the service impact of the completed request.

Replacement of old cast iron pipes in the Roosevelt Elementary School area, where there are a lot of breaks and water quality and fire flow issues. If lead service lines are encountered, they will be replaced as part of this project.

2. Describe the proposed method of funding. If funding is split between Funds (i.e. General, Enterprise, Grant), please list the anticipated amounts from each fund.

ND Department of Water Resources funding at 60% of the total cost and a DWSRF loan at 40% of the total cost.

3. Describe the ranking of this request in comparison to other requests within the department.

Highest ranking design project in 2030.

4. Does this request require continued operation and maintenance activities? If so, provide a general description of the operation and maintenance needed for this request

Normal operations and maintenance may even be decreased due to not having to replace or repair old failing cast iron pipes.

5. Any additional comments?

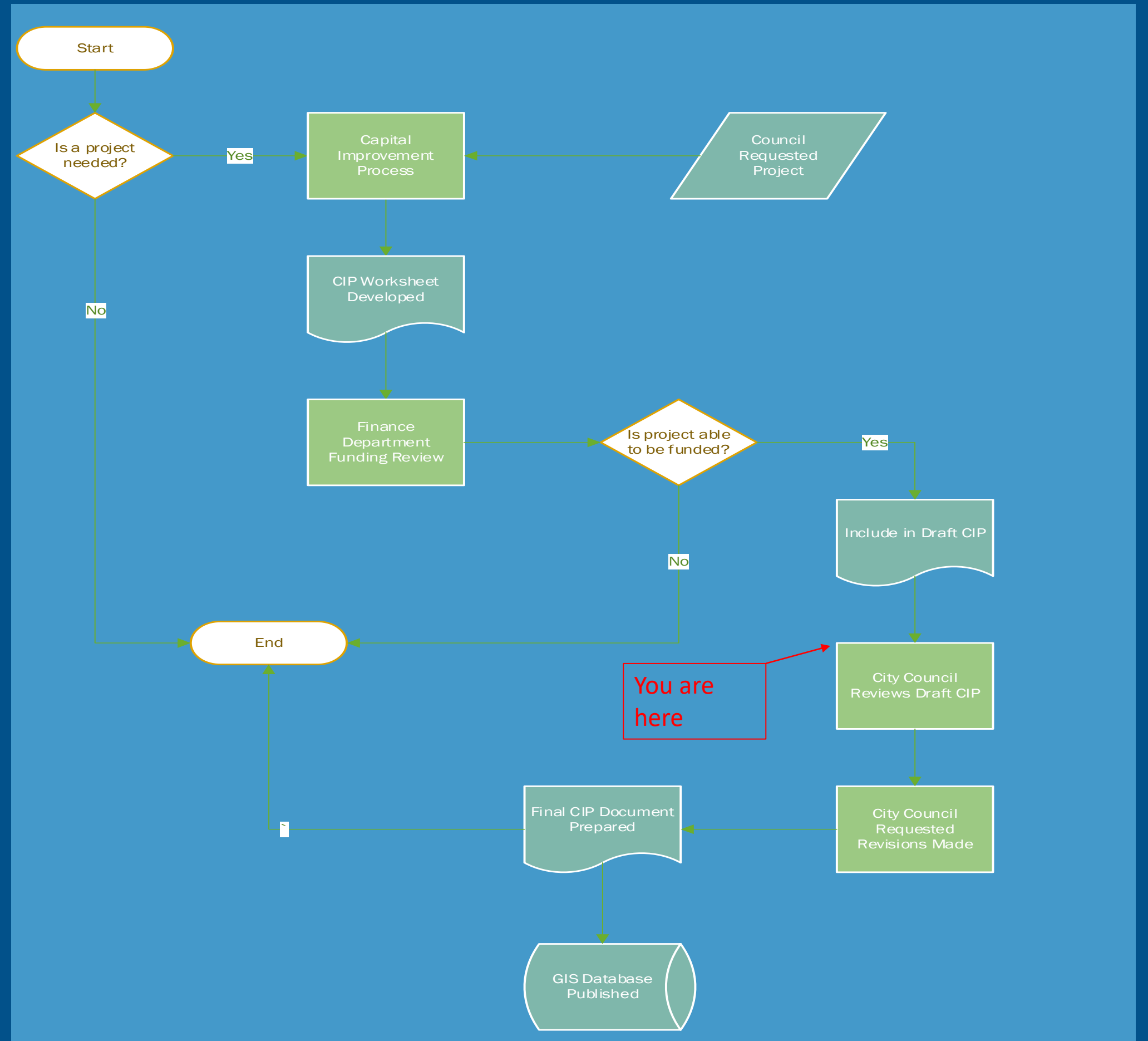
CAPITAL IMPROVEMENT PLAN

City of Minot

PREPARED BY THE CITY OF MINOT
ENGINEERING DEPARTMENT

2025-2029

CAPITAL IMPROVEMENT PLAN PROCESS



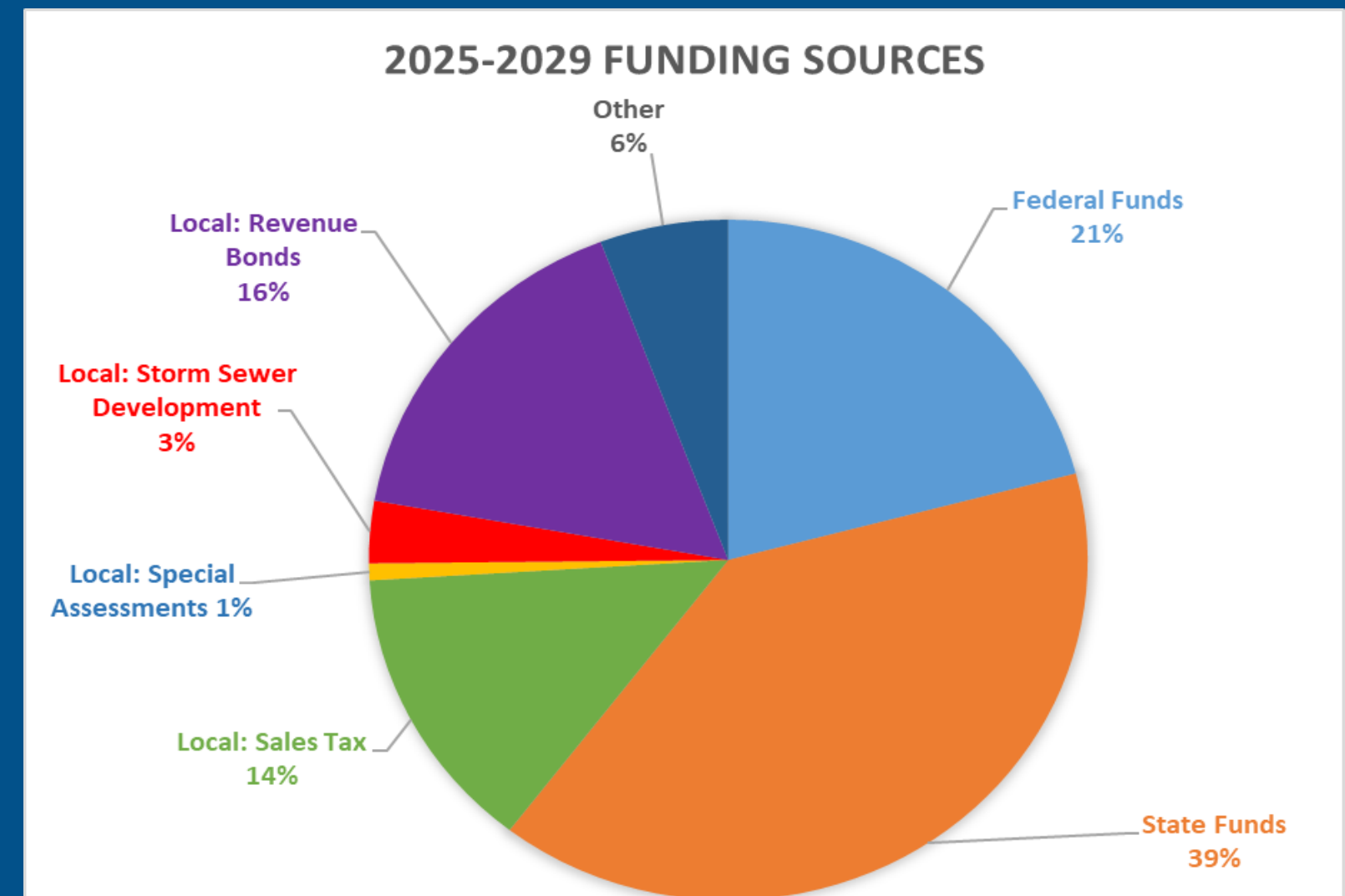
2025-2029 CIP SUMMARY

2024-2028 CIP VERSUS 2025-2029 CIP

- Overall increase \$174.1 million
 - \$135 million is state funding
 - \$35 million is sales tax funding
- Flood control accounts for \$92 million increase
- Large scale transportation reconstructions and other projects make up the remainder

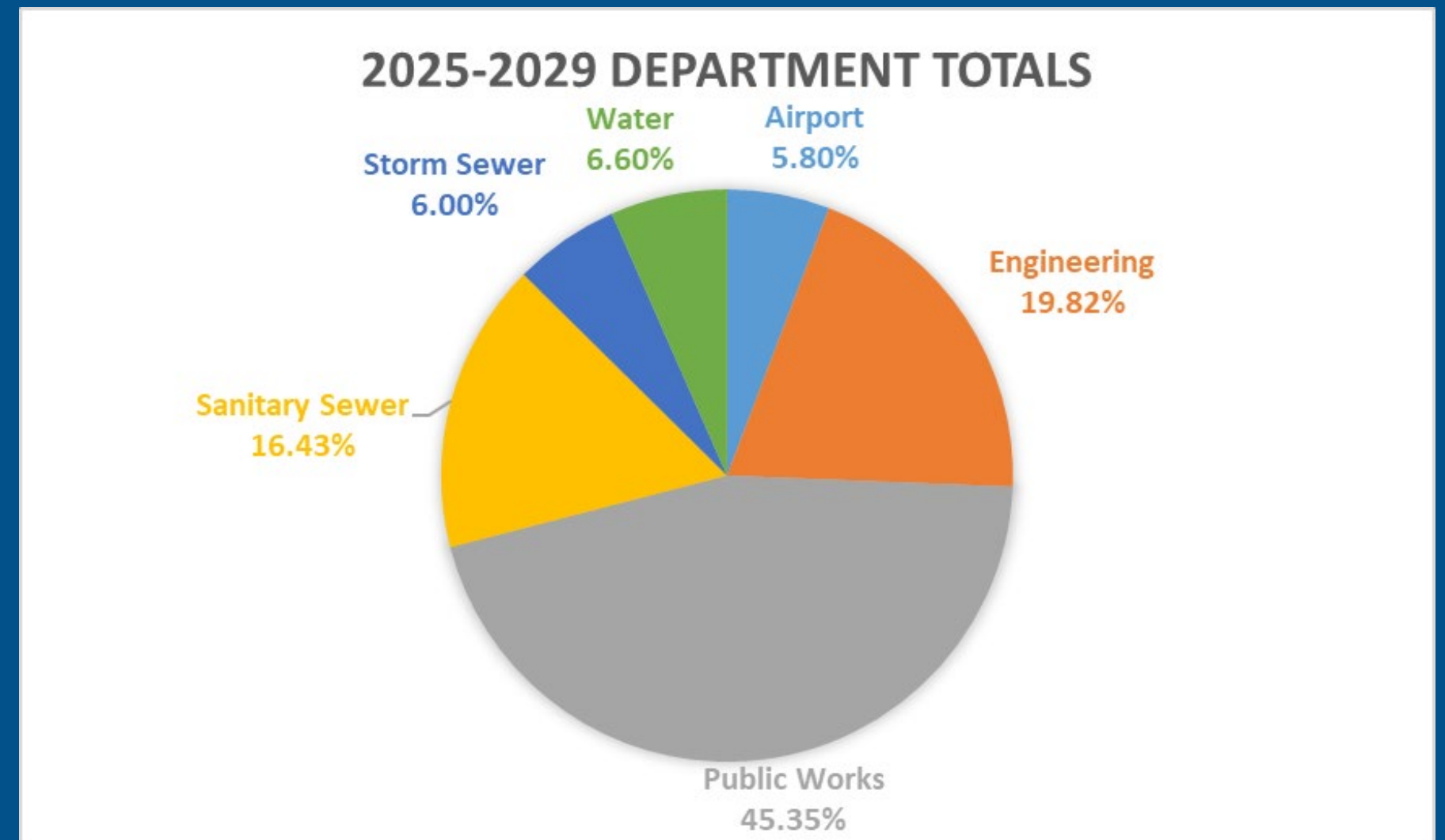
2025-2029 CIP SUMMARY

Funding Sources			
Federal Funds			\$ 128,163,255
State Funds			242,150,302
Local: Sales Tax			83,543,926
Local: Tax Levy			-
Local: Special Assessments			4,944,000
Local: Sales Tax Bonds			-
Local: General Obligation Bonds			-
Local: Storm Sewer Development			18,053,489
Local: Revenue Bonds			100,700,000
Other			35,430,900
Total CIP			\$ 612,985,872



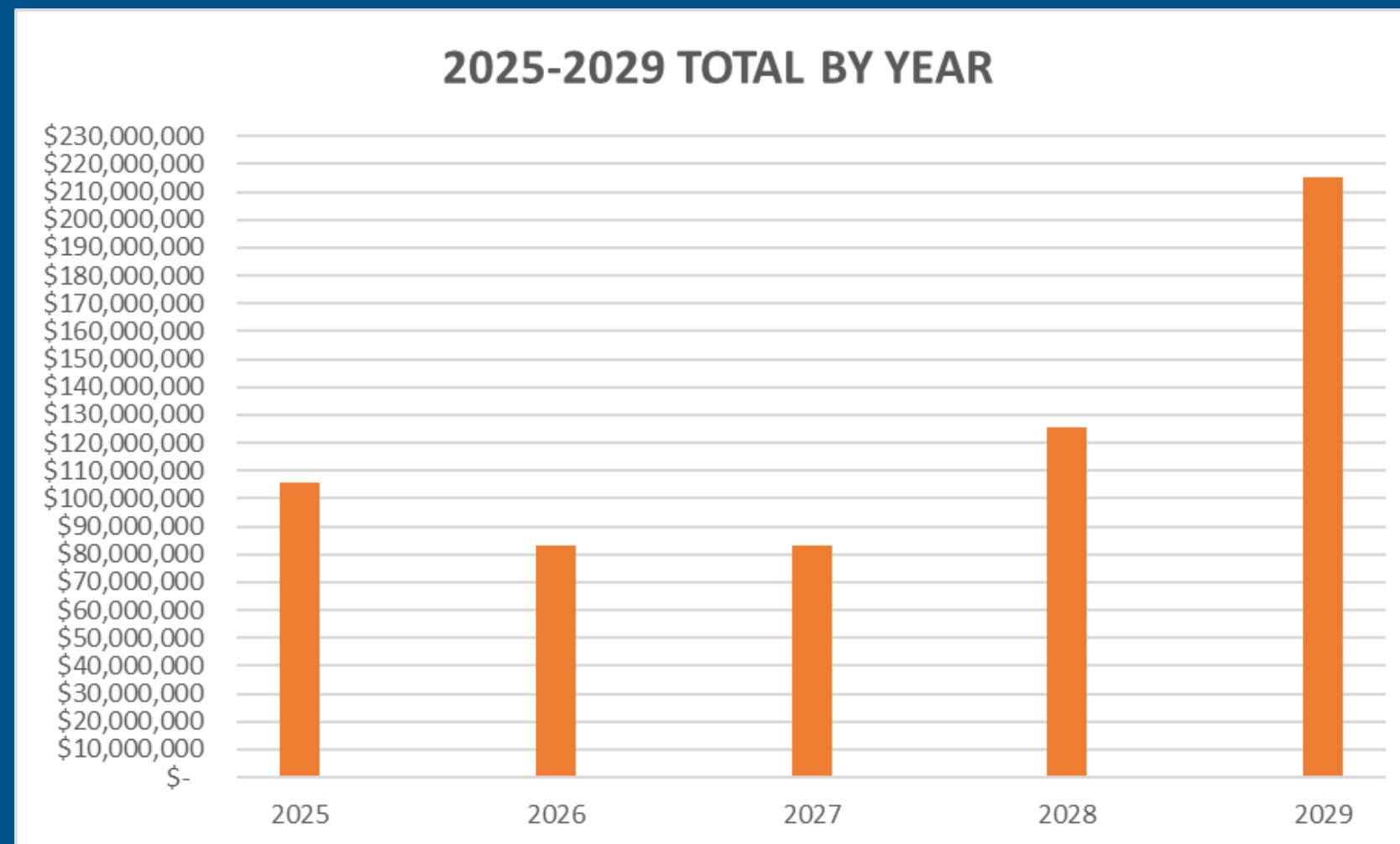
2025-2029 CIP SUMMARY

Department		Total 5-Year Costs
Airport		\$ 35,560,000
Engineering		121,474,872
Public Works		278,000,000
Sanitary Sewer		100,700,000
Storm Sewer		36,765,000
Water		40,486,000
Total CIP		\$ 612,985,872



2025-2029 CIP SUMMARY

Department Totals by Year	2025	2026	2027	2028	2029
Airport	\$ 5,400,000	\$ 16,860,000	\$ 12,500,000	\$ 800,000	\$ -
Engineering	19,143,860	13,888,297	13,563,000	61,726,715	13,153,000
Public Works	48,500,000	48,500,000	48,000,000	54,000,000	79,000,000
Sanitary Sewer	-	-	-	-	100,700,000
Storm Sewer	21,800,000	-	1,665,000	-	13,300,000
Water	10,930,000	3,950,000	7,521,000	8,880,000	9,205,000
Total CIP	\$ 105,773,860	\$ 83,198,297	\$ 83,249,000	\$ 125,406,715	\$ 215,358,000





QUESTIONS, PLEASE

