



Regular City Council Meeting
Monday, May 20, 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. PROCLAMATION

Documents:

[PUBLIC WORKS WEEK 2024 PROCLAMATION.PDF](#)

4. REPORTS

- 4.1. CITY MANAGER'S REPORT
Financial Report from David Lakefield, Finance Director.

Documents:

[5-20-2024 CITY MANAGER REPORT.PDF](#)
[2024 -5 - MAY BOD AGENDA - VISIT MINOT.PDF](#)

5. PLANNING COMMISSION

- 5.1. CONSIDER THE REPORT OF THE PLANNING COMMISSION

Documents:

[5 \(MAY\) RECOMMENDATIONS 2024.PDF](#)

- 5.2. PUBLIC HEARING: ZONING MAP AMENDMENT - 301 HILLCREST DR
Presented by Doug Diedrichsen

Public hearing request by Marshall Morgan, owner for a request of zone change for a "R1" Single-Family Residential District lot to a "RM" Medium Density Residential district. The legal description for the property is Lots 7 & 8 of Nordstrom & Hanson Subdivision, Section 13, Township 155 north, Range 83 west, County of Ward, North Dakota.

The address for the property is 301 Hillcrest Drive

RECOMMENDED ACTION

It is recommended City Council approve a zoning map amendment in alignment with the Planning Commission recommendation.

Documents:

[2024-03-04 - ZONING MAP AMENDMENT - 301 HILLCREST DRIVE.PDF](#)

6. CONSENT ITEMS

6.1. CITY COUNCIL MINUTES

- 1. It is recommended City Council approve the minutes of the May 6, 2024 Budget Tour meeting, Regular City Council meeting, and Special City Council meeting;**
- 2. Approve the minutes of the May 7, 2024 Budget Tour meeting; and**
- 3. Approve the minutes of the May 8, 2024 Budget Tour meeting and Special City Council meeting.**

Documents:

[05062024 COUNCIL BUDGET TOUR MEETING MINUTES.PDF](#)
[05062024 COUNCIL MEETING MINUTES.PDF](#)
[05062024 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)
[05072024 COUNCIL BUDGET TOUR MEETING MINUTES.PDF](#)
[05082024 COUNCIL BUDGET TOUR MEETING MINUTES.PDF](#)
[05082024 SPECIAL CITY COUNCIL MEETING MINUTES.PDF](#)

6.2. ADMINISTRATIVE APPROVALS

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

- 1. Downtown Business & Professional Association to conduct a raffle and raffle board on May 18, 2024 at The Spot (6 2nd St NE).**
- 2. Four Special Event Permits for The Blue Rider (105 2nd Ave SW).**
- 3. Special Event Permit for Sports on Tap (220 S Broadway).**
- 4. Special Event Permit for The Depot and Baggage Claim (15 N Main St).**
- 5. Special Event Permit for Saul's (105 1st St SE Basement).**

Documents:

6.3. GAMING SITE AUTHORIZATIONS

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

Minot Hockey Boosters

- **On the Rocks (614 3rd St NE)**
- **The "O"riginal (720 N Broadway)**
- **Aces Lounge & Casino (1524 S Broadway, Ste 8)**
- **The Depot and Baggage Claim (15 N Main St)**
- **Nola's Lounge (919 Burdick Expy W)**
- **Highland Suites (1605 35th Ave SW)**
- **X-Golf (1621 S Broadway)**

Documents:

6.4. CDBG WEBSITE POLICY AND PROCEDURES

Presented by Chris Plank

RECOMMENDED ACTION

It is recommended City Council approve and authorize the Mayor to sign the updated CDBG website policy and procedures.

Documents:

6.5. ADOPT RESOLUTION AND MEMORANDUM OF UNDERSTANDING FOR 2024 MINOT RENAISSANCE ZONE DEVELOPMENT PLAN

Presented by Brian Billingsley

RECOMMENDED ACTION

1. **It is recommended City Council approve the 2024 Minot Renaissance Zone Development Plan Resolution and Memorandum of Understanding;**
2. **Authorize the Mayor to execute both documents; and**
3. **Authorize staff to submit both documents to the State of North Dakota Commerce Department for ratification.**

Documents:

CC MEMO - RESOLUTION AND MEMORANDUM OF UNDERSTANDING.PDF
RESOLUTION - REN. ZONE EXTENSION.PDF
RENAISSANCE ZONE MEMORANDUM OF AGREEMENT (002).PDF
2024 DEVELOPMENT PLAN - APPROVED VERSION.PDF

6.6. TRAFFIC SIGNAL HIGHWAY SAFETY IMPROVEMENT PROGRAM PE AGREEMENT WITH NDDOT (4665)

Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council approve the PE Agreement with the NDDOT and authorize the Mayor to sign the agreement.

Documents:

4665 - TRAFFIC SIGNAL HIGHWAY SAFETY IMPROVEMENT PROGRAM PE AGREEMENT WITH NDDOT MEMO.PDF
NDDOT PE AGREEMENT.PDF

6.7. ADOPT 2025 - 2029 CAPITAL IMPROVEMENT PLAN (4821)

Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council adopt the 2025 - 2029 Capital Improvement Plan.

Documents:

ADOPT 2025 - 2029 CAPITAL IMPROVEMENT PLAN (4821).PDF
CITY OF MINOT CAPITAL IMPROVEMENT PLAN 2025-2029 WITH APPENDICES.PDF

6.8. ACCEPT NDDOT URBAN GRANT FUNDS FOR 3RD STREET AND CENTRAL AVENUE RECONSTRUCTION PROJECT (4826)

Presented by Lance Meyer

RECOMMENDED ACTION

It is recommended City Council accept the Urban Grant Program funding award and authorize the Mayor to sign the acceptance letter.

Documents:

ACCEPT NDDOT URBAN GRANT FUNDS FOR 3RD STREET AND CENTRAL AVENUE RECONSTRUCTION PROJECT (4826).PDF
MAYOR ROSS GRANT ACCEPTANCE LETTER.PDF

6.9. SKYDANCER ADVERTISING AGREEMENTS
Presented by Jennifer Eckman, Airport Director

RECOMMENDED ACTION

It is recommended City Council approve the advertising contracts between Skydancer Casino and City of Minot located at Minot Intentional Airport; and authorize the Mayor to sign contracts.

Documents:

[20240514 MEMO SKYDANCER ADVERTISING CONTRACT - CONTRACTS INCLUDED.PDF](#)

6.10. 2024 STORM SEWER REHAB – BUDGET AMENDMENT

Presented by Jason Sorenson

RECOMMENDED ACTION

It is recommended City Council approve the budget amendment in the amount of \$400,000 to increase the storm sewer rehab budget to allow more projects to get completed.

Documents:

[2024 STORM SEWER REHAB.PDF](#)
[30. 2024 BA - 2024 STORM SEWER REHAB.PDF](#)

6.11. BIDDING OF TAXIWAY C PAVEMENT REHABILITATION AND EDGE LIGHTING REPLACEMENT (AIP 3-38-0037-073-2024)

Presented by Jennifer Eckman, Airport Director

RECOMMENDED ACTION

It is recommended City Council authorize City staff to advertise and solicit bids for the Taxiway C Pavement Rehabilitation and Edge Lighting Replacement Project.

Documents:

[20240520_MEMO_TWYC_C3.PDF](#)

7. ACTION ITEMS

7.1. PUBLIC HEARING: CDBG ENTITLEMENT PROCESS
Presented by Chris Plank

RECOMMENDED ACTION

It is recommended City Council hold a public hearing for residents to either voice support or concerns for the CDBG Entitlement Program

and authorize staff to continue completion of the 5-year Consolidated Plan.

Documents:

[COUNCIL MEMO - CDBG PUBLIC HEARING.PDF](#)
[CDBG ENTITLEMENT PUBLIC HEARING 5-20-24.PDF](#)

7.2. PUBLIC HEARING: LIQUOR LICENSE NO. BL24-0322 (DUCKPOND VENTURES, LLC)
Presented by Stefanie Stalheim

RECOMMENDED ACTION

It is recommended City Council hold a hearing on this matter, and staff recommends to suspend license no. BL24-0322 for 45 days if the Council agrees that the licensee violated Sec. 5-40 on six different occasions since October 19, 2023.

Documents:

[PUBLIC HEARING DUCKPOND VENTURES MEMO.PDF](#)
[SIGNED COMPLAINT - NOTICE- AFF.PDF](#)
[NOTICE OF HEARING.PDF](#)
[AMENDED COMPLAINT AND SPECIFICATION OF ISSUES - SIGNED.PDF](#)
[AFFIDAVIT OF SERVICE - SIGNED.PDF](#)

7.3. CONTRACT COUNSEL – ALCOHOL ORDINANCES

Presented by Stefanie Stalheim, Mikayla McWilliams, and Chief John Klug

RECOMMENDED ACTION

It is recommended City Council retain Ohnstad Twichell, P.C. as contract counsel to assist the City Attorney's Office with reviewing and advising the City Council on proposed modifications to the City's current liquor license ordinances.

Documents:

[CONTRACT COUNSEL - ALCOHOL ORDINANCES MEMO.PDF](#)
[RETAINER AGREEMENT - MINOT \(LIQUOR LICENSES\).PDF](#)

8. PERSONAL APPEARANCES

9. MISCELLANEOUS AND DISCUSSION ITEMS

9.1. GIS MAP: MINOT CONSTRUCTION PROJECTS 2024

Presented by Lance Meyer and Jason Sorenson

10. LIAISON REPORTS

11. ADJOURNMENT



Proclamation

Mayor Proclaims May 19-25 National Public Works Week

"Advancing quality of life for all"

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Minot, N.D.; and,

WHEREAS, these infrastructure, facilities and services are provided through the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential to the well-being of our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in Minot to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in our community; and,

WHEREAS, 2024 represents the 64th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association, with the theme of "Advancing quality of life for all."

NOW, THEREFORE, DO I, Tom Ross, Mayor of the City of Minot, hereby proclaim the week of May 19-25, 2024, as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies that pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protect our local and national health, safety, and quality of life.

Mayor Proclaims May 19-25 as National Public Works Week

Tom Ross, Mayor, City of Minot

City of Minot City Clerk



TO: Mayor Tom Ross
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: May 20, 2024

City Manager:

Much of the last couple of weeks has consisted of FY 2025 Budget presentations and tours for the Council, and some personal time off.

Meetings attended included: meeting with the new Excel Energy President; kickoff meeting with EPA Region 8 staff on the Phase 1 and Phase 2 assessments of the old Trinity Hospital facilities downtown; and attended the Alliance of Non-profits Public Forum as a panel member.

Public Works
Public Works Interim Director, Jason Sorenson

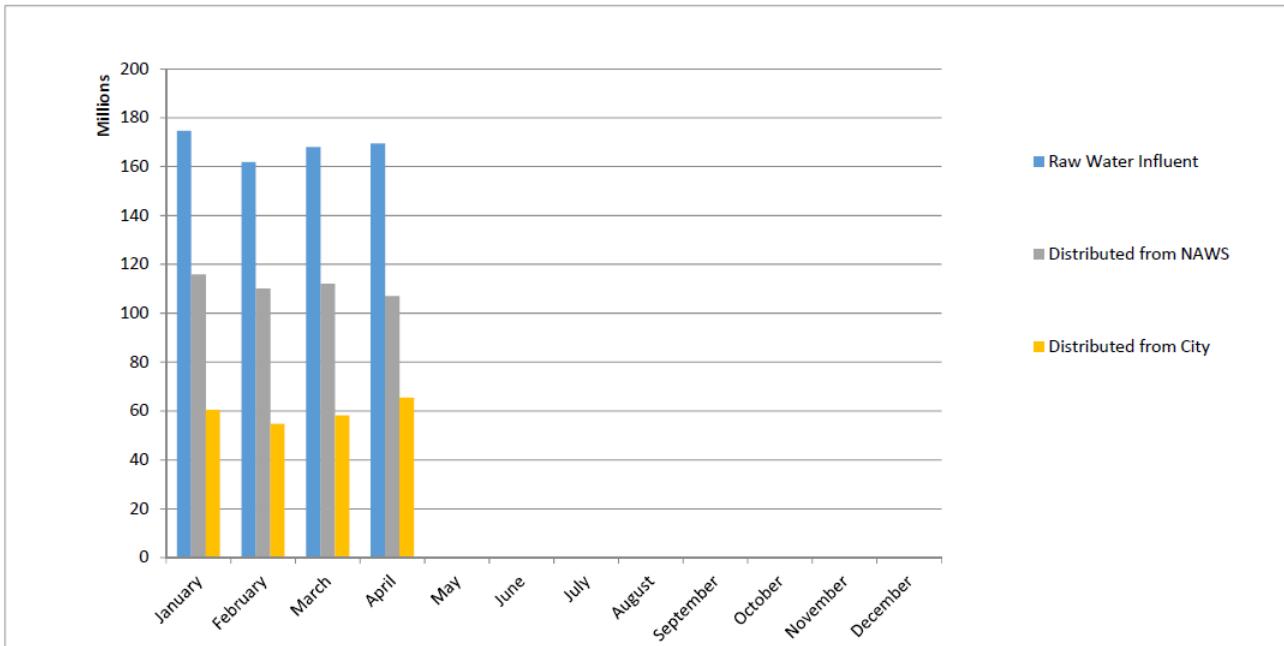
PUBLIC WORKS ADMIN:

2024 construction season is in full swing. Multiple projects have kicked off including watermain replacement, sewer rehab, multiple storm sewer improvements, and ongoing flood control projects.

Discussion continues between City, DWR and DEQ on how Biota and Minot Water Plant will operate together and how compliance will be achieved and where.

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

Water Treatment Department:



Landfill/Sanitation:

The following are totals for April 2024

Single Stream Recycling – 94.4 Tons

(Recycling can audit 1448 tagged 67)

MSW – 6731.23 Tons

Inert – 1423.84 Tons

Lime – 1367.3 Tons

Trees – 226.37 Tons

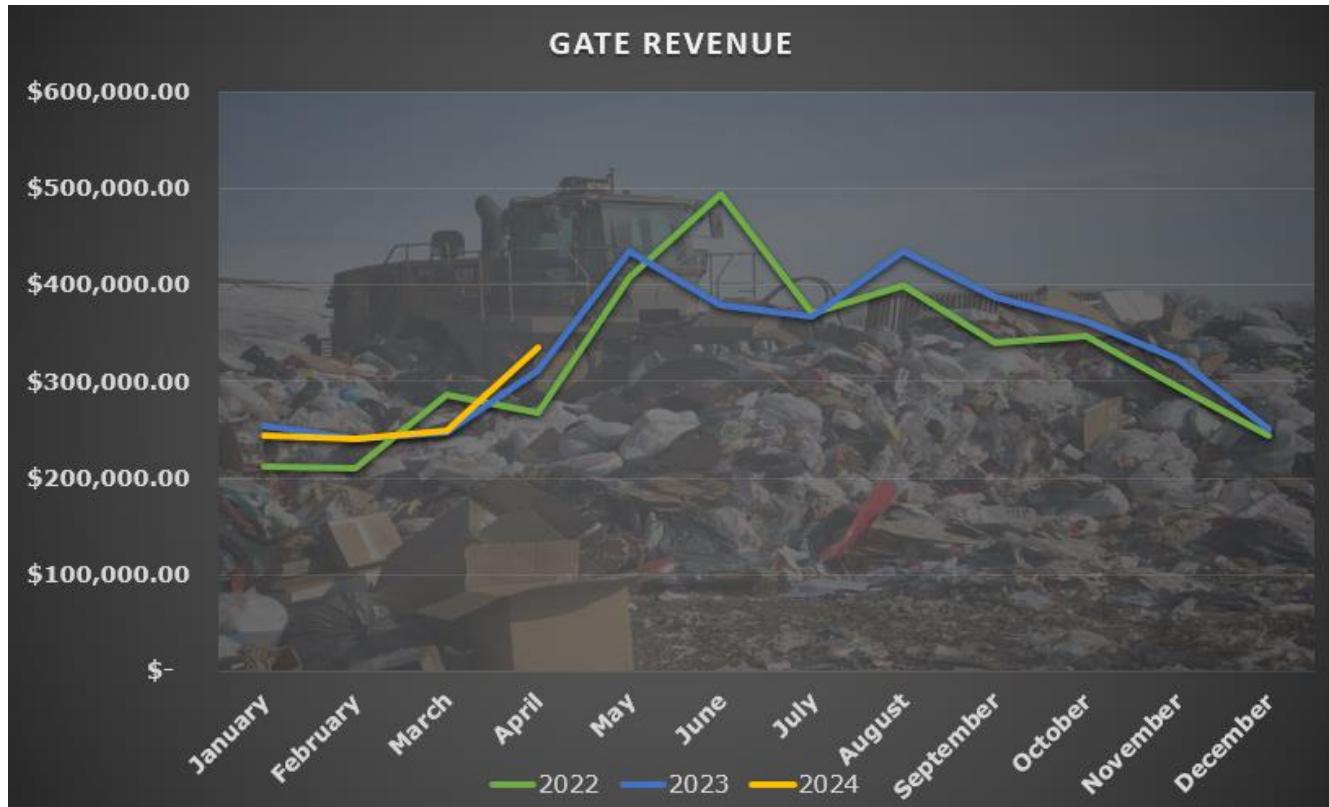
Trees Given Away for Firewood – 12.86 tons

Total number of landfill tickets generated – 4963

April's gate collections were \$335,170.71 compared to \$311,205.48 in 2024. Tracking + \$18,696 from last year at this point

There was a total of 43 C&D roll-off tanks set out for residential use

Sanitation – Picked up 1059.55 tons of MSW in the month of April



I would first like to start by acknowledging the outstanding job of everyone, and express my gratitude to all of the team members that helped during cleanup week! Cleanup week would not be possible without this team effort, and I cannot thank you all enough for a continued job well done!! This year we had the most assistance from other departments, which was greatly appreciated!! Please pass this on to all of your team, and anyone I may have missed.

The totals for the spring cleanup are attached. There was a total of 562.04 tons collected curbside, which only slightly trails the record of 574.46 tons from last spring.

You will also notice the totals from previous cleanup weeks on the same spreadsheet, along with a separate tab that has the detailed daily statistics from this and previous events.

The HHW/E-Waste collection event was also another great success, we had a total of 421 cars drop items off. This number is slightly higher than the average trend we have seen over the last several years.

There was a total of 18,917 pounds of E-waste dropped off, which is a new record. The combined E-waste total from both events last year was 1,337 pounds less than this single event. I will send the totals from Clean Harbors when I receive them, but I expect those numbers are also going to be very well.

Human Resources
HR Director, Lisa Jundt

Self Service Utilization Analysis from ADP Year to Date

Utilization Overview

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



Self Service Changes

• **13%** (382)

Practitioner Changes

• **87%** (2,612)

Estimated Current Savings

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

$$\begin{array}{r} \text{Self Service Changes} \\ 382 \end{array} \times \begin{array}{r} \text{Average HR Task Cost} \\ \$4.51 \end{array} = \begin{array}{r} \text{Estimated Savings} \\ \$1,722.82 \end{array}$$

Opportunities to Save More

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

Estimated Savings
\$1,722.82

Estimated Opportunity 
\$11,780.12

Top Saving Areas
[Tax Withholdings >](#)
[Emergency Contacts >](#)
[Personal Info >](#)

Top Opportunity Areas
[Employment Info >](#)
[Employee Pay Rate >](#)
[Personal Info >](#)

Human Resource Staff Recognition- Brittany Thurston recently passed the test to earn her Senior Professional in Human Resource credential (SPHR). The test for this achievement is difficult and only has a 53% pass/fail rate nationwide. At this time half of the City's human resource staff has earned this important credential.

Staff Training - Mandatory training for Recognizing Sexual Harassment and Hostile Workplace has been scheduled for June 5th in the City Council Chambers. This training will be conducted by the City's EAP provider Supportline.

Salary/Benefit – The department is in the process of completing the salary survey and preparing the annual pay and benefits plan. The Annual Pay Plan will be presented to the Civil Service Commission on June 12th at 10:00 am with the Public meeting scheduled for June 19th at 10:00 am. Both meetings will take place in the City Council Chambers.

Recruitment/Current Openings HR Staff continue their efforts to recruit for the following positions: Airport Facility Technician, Economic Development Administrator, Light Equipment Operator, Shop Foreman, Firefighter, Project Civil Engineer, Engineering Technician, 911-Dispatcher, Police Officer, Assistant Public Safety Answering Point Manager, Engineer Intern, and Library Assistant.

Assessor's Office
City Assessor, Ryan Kamrowski

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

	April			Year to Date 2024		
	Sales	Median	Average	Sales	Median	Average
Residential	66	\$ 223,312	\$ 243,569	216	\$ 231,500	\$ 246,857
Residential Vacant Land	3	\$ 117,500	\$ 82,666	33	\$ 35,000	\$ 38,875
Commercial	5	\$ 230,000	\$ 1,179,800	22	\$ 503,750	\$ 1,073,433
Commercial Vacant Land	0	\$ 0	\$ 0	0	\$ 0	\$ 0

**Community Development Department
Director, Brian Billingsley**

INSPECTIONS DIVISION:

April 2024 Permit Information (April 2023):

- Total Permits Issued: 282 (112)
- Single-Family Homes: 20 (1)
- Multi-Family Permits: 6 (0)
- New Residential Permit: \$4,713,839 (\$102,000)
- Residential Remodels: \$264,780 (\$321,776)
- New Commercial: \$7,030,000 (\$10,438,000)
- Commercial Remodels: \$848,110 (\$10,427,000)
- Valuations of all Permits: \$12,856,729 (\$21,288,776)

Notable Building Permits:

- PMCO Partners (Amazon) – 220 64th Street SE – \$4,530,000
- Jace Properties Storage Building – 420 72nd Street SE – \$2,500,000

PLANNING DIVISION:

Planning Commission:

The Planning Commission had a meeting on April 2nd. All items were approved.

Development Review Team Meetings:

The Minot Development Review Team (DRT) held six (6) DRT meetings during the month of April:

- TDC Commercial – Development of a vacant commercial lot – Behind Liechty Homes
- The Garden Tea House (former Home Sweet Home) – 110 4th Ave. NW
- Simonson's Gas Station (former Ruby Tuesdays) – 100 28th Ave. SW

- Myers Reception Hall – 21st Ave. SW
- Shops at 4900 – storage and warehouse units – 4900 Hwy. 2 & 52 W
- 7 Brew Coffee – Drive-Thru Restaurant – 1325 S. Broadway

Housing Study Update:

The housing study was approved by the City Council on April 16th. Staff has been working on distributing the study to individuals throughout the community.

Outdoor Dining Permits:

No permits were issued during the month of April.

Other Projects/Meetings:

- Director participated in one CDBG-DR/NDR meeting.
- Director attended one meeting on alcohol licensing.
- Director conducted two media interviews on the Governor's Façade Improvement Award.
- Director attended a meeting with DBPA regarding the ornamental lighting on Main Street.
- Director attended one Ward County Commission meeting and one Minot Public School Board meeting to present amendments to the Renaissance Zone Development Plan.
- Director attended an internal meeting on special assessment districts.
- Director attended one meeting with the Retail Coach.
- Director attended a reception for the Union Silos artist.
- Director and staff attended multiple agenda manager training sessions on the Civic Plus website.
- Director attended the quarterly Liaison committee meeting.
- Director and Building Official spoke at the annual MAB City Leaders Luncheon.

Minot Public Library
Director, Zhaina Moya

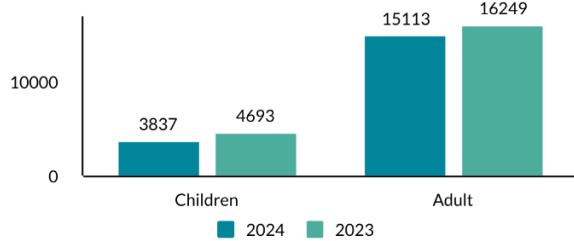
MINOT PUBLIC LIBRARY

Director's Report

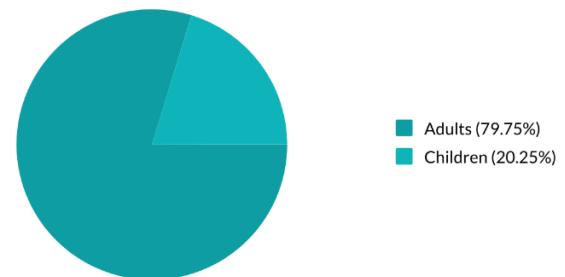
	<p>Building & Grounds Moya met with AE to discuss final issues in regards to remodel project. AE agreed that the work on the leaves are subpar. The proposed solution is to have Rolac cut down all leaves, and start over with the unused leaves in storage.</p>
	<p>Personnel Due to unforeseen circumstances, the newly hired children's library assistant will have to resign. Monley and Lien are conducting interviews to find a replacement.</p>
	<p>2025 Budget Moya attended city budget tours on May 6th, and held the library budget tour presentation on May 7th. Moya has completed the initial 2025 budget proposal.</p>
	<p>Meetings Moya attended the following meeting throughout the month: 4/24- 1 on 1 with City Manager 4/25- 1 on 1 with Library Board President 4/29 Department Head Meeting 5/1- Webinar training on city's new agenda software 5/6- City Council 5/9- 1 on 1 with Board President 5/15- Board Personnel Committee</p>
	<p>Behavior Issues 3/16- A library patron called the police because they were other patrons in the library making her uncomfortable. One individual left in handcuffs due to an outstanding warrant 3/30- Patron w/ REM became violent with his staff member. The staff member hid in the back office. Another concerned patron called the police 4/11- Two adult patrons got into a fist fight in the relaxation station. Both were kicked out. One was clearly intoxicated 4/25- Patron was outside karate chopping and kissing signs. Was escorted off premises by police, and issued 30 day no trespass. He returned later in the day. Police escorted away again 4/25- Patron was inebriated. Staff had to escort him out the building. He could barely walk and was not coherent. Moya called PD to do a welfare check because it looked like he was crossing the railroad tracks and kept falling</p>

Minot Public Library Activity Report

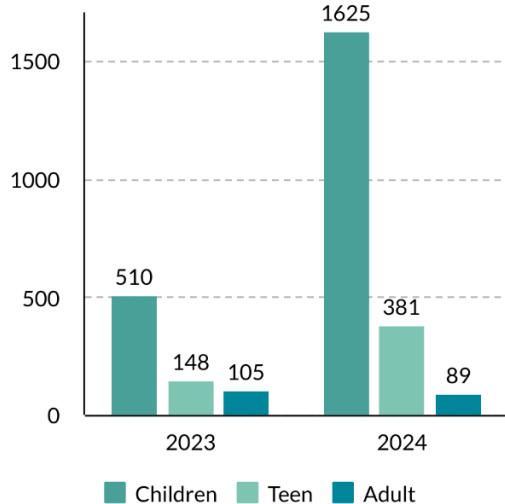
2024 vs 2023 Cardholders



Total Library Cards = 19,718



Library Programs

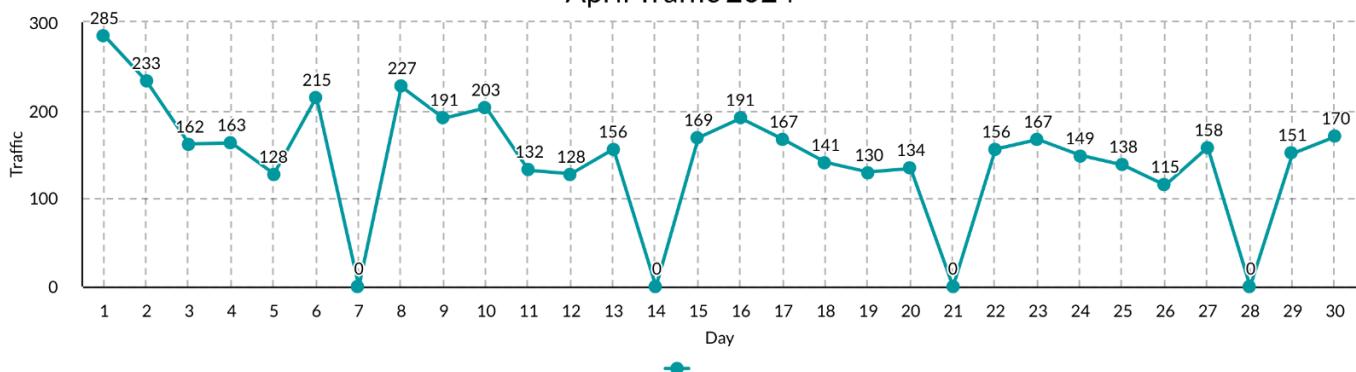


of Library cards added

244

Children's Programs = 1625 (+1,115)
Teen Programs = 381(+233)
Adult Programs = 89 (-16)

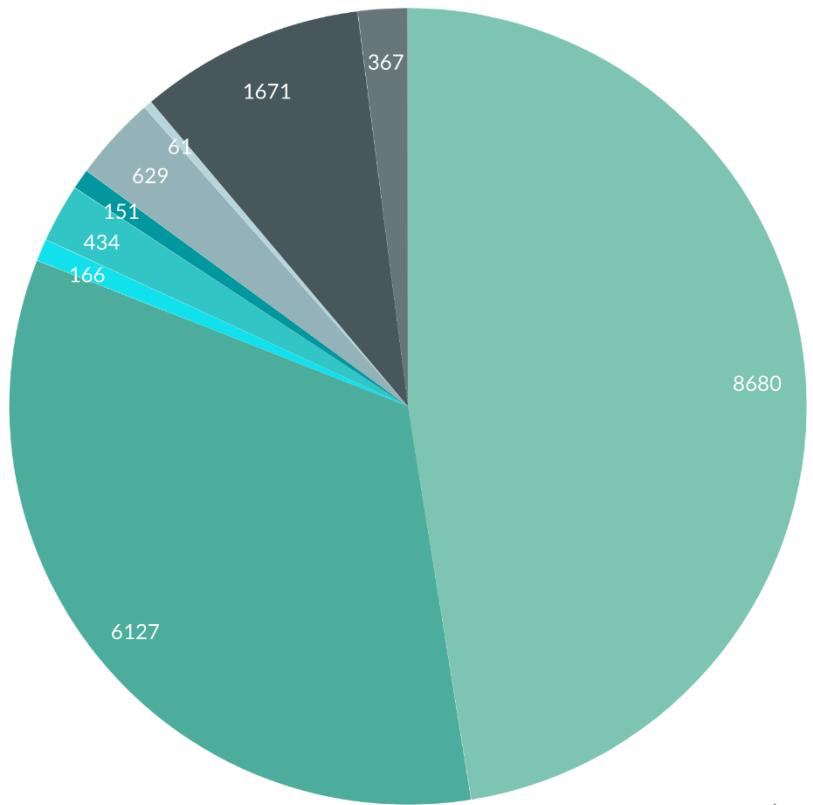
April Traffic 2024



2024 Monthly Circulation

Total =18,286

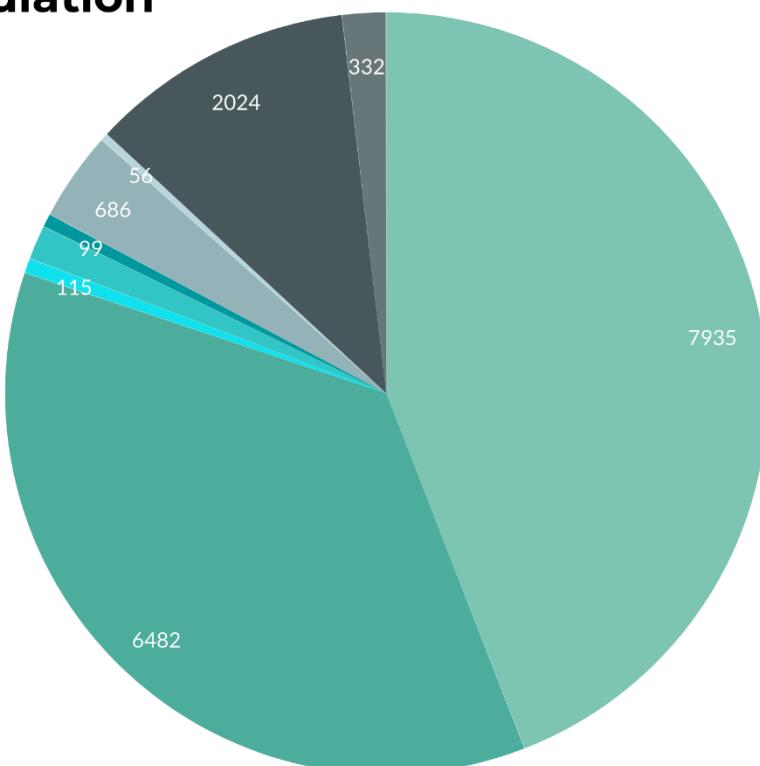
- J Books (47.47%)
- A/YA Books (33.51%)
- J Audio (0.91%)
- A/YA Audio (2.37%)
- AV Kits (0.83%)
- J DVDs (3.44%)
- Magazines (0.33%)
- A/YA DVDs (9.14%)
- MS/Tools/Other (2.01%)



2023 Monthly Circulation

Total =17,992

- J Books (44.1%)
- A/YA Books (36.03%)
- J CDs (0.64%)
- A/YA CDs (1.46%)
- AV Kits (0.55%)
- J DVDs (3.81%)
- Magazines (0.31%)
- A/YA DVDs (11.25%)
- MS/Other (1.85%)



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

HUD Resilience
Chris Plank, NDR Program Manager

The following meetings were attended:

- Dept Manager (DM) attended 2 City Council Meeting
- DM attended 1 City Council Special Session
- DM and Compliance Officer (CO) attended 2 Region VIII NCDA calls
- DM toured Domestic Violence Center
- DM-CO attended Taskforce21 Symposium
- DM-CO attended 3 CDBG update/acquisition meetings
- DM attended 2 Department Manager Meetings
- DM-CO attended 3 days of HUD CDBG-DR problem solving training – virtual
- DM-CO attended 2 days of HUD Region VIII training – virtual
- DM attended Radon training sessions
- DM 2 stakeholder's sessions
- DM-CO hosted CDBG Entitlement public forum
- DM – 3 days of City Department budget tours
- DM – CO attended 3 Broadway Circle Construction update meetings

Entitlement Update:

- Allocations were announced on May 7, 2024
- Minot was awarded \$331,580
- Consolidated Plan work continues
- Stakeholder meetings held May 7, 2024
- Public forum held on May 8, 2024
- 1st of 2 required Public Hearings Scheduled for Monday May 20, 2024 requesting support or concern for the program
- Gathering required list of certifications to present to Council for approval

Broadway Circle Update:

- Final retainage paid out for Building A.
- Work on the fire suppression system resumes on 5-13-24.
- Building B will resume construction after suppression is completed.
- Building C has trusses for 2nd floor being delivered this week.
- Framing and sheetrock work continues on Building C.
- No delays expected in completing by 10-24-24.

Compliance Officer is conducting monitors to ensure appropriate metrics are being met during affordability periods.



BOARD MEETING AGENDA

Wednesday, May 15, 2024, 9 am

Location: Sleep Inn – Theater Room

Call to Order: Introductions

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

- Ex-officio Reports**

- City Council Report – Paul Pitner
- Dakota Square Mall – Chuck Massey
- Stakeholder Report – Stephanie Schoenrock

- President's Report – Megan Langley**

- Approval of minutes from the March meeting and April special BOD meeting

- Treasurer's Report –**

- Review and Approval of March and April Financials

- Staff Production Report**

- Old Business**

- Building update
- Destination Development Grant – ND Department of Commerce

- New Business**

- City of Minot – contract deliverables
- ND Tourism Conference 2025 – Minot
- Marketing campaign 2025
- Sports Facilities
- Approved Funding

Next Board Meeting: Wednesday, July 17th, 9am

Location – Sleep Inn

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

Regular Meeting: Planning Commission.

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

Meeting Called to Order: Tuesday, May 7, 2024 @ 5:30 pm.

Presiding Official: Chairman Offerdahl.

Members in Attendance: Commissioners Offerdahl, Baumann, Iverson, Kibler, Mennem, Pontenila, Longtin, Johnson

Members Absent: Commissioners Gates, Dohms

City Staff Present: Brian Billingsley (Community Development Director), Doug Diedrichsen (Principal Planner), Nick Schmitz (Assistant City Attorney), Daniel Falconer (Associate Planner), Lance Meyer (City Engineer), Luke Tillema (Building Official), Jason Sorenson (Public Works Director Asst.), Hannah Hornberger (Planning Assistant)

Others Present: Richard Pederson, Jesse Turner, James Kassube, Dan Perkins, Sharon Jewell, Izkra Carrasco, Jolene Stenvold, Arlene Castleman, Jim Paszek, Jeri Laugeme

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

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

Item #1: Roll Call

Item #2: Pledge of Allegiance

Item #3: Intro & Decorum

Item #4: Approval of Minutes

Motion by Commissioner Baumann to approve the April 2, 2024 Planning Commission Meeting Minutes. Second by Commissioner Kibler and carried by the following roll call vote: ayes: all, nays: none. **Motion carries.**

Item #5: 2024-02-05: CUP – Duchsherer Addition Lot 1

Public hearing request by Floyd Duchsherer representing JPW Ventures Inc., owner for a request of a conditional use permit for a "C2" General Commercial District lot

The address for the property is 1830 16th Street SW. Chairman Offerdahl asked for staff report to which Mr. Diedrichsen provided a verbal summary of the written staff report. Mr. Diedrichsen provided an aerial view of the property as well as the current zoning of the property, "C2" General Commercial, Legal non-

conforming. Future Land Use would have to conform to existing underlying zoning. The subject property is designated as General Commercial in our Future Land Use plan. The property is being requested to add Galvanized Chain link fence surrounding the property. Mr. Diedrichsen then showed site photos of the current property, which is the existing self-storage units. Mr. Diedrichsen informs that this is allowed under the Conditional Use Permit.

Commissioner Kibler questions why he needs a Conditional Use Permit if the galvanized chain link fence is allowed as material. Mr. Diedrichsen informs him that is not an accepted material under "C2" and that a Conditional Use Permit is needed to allow for traditional chain link fencing.

PUBLIC HEARING:

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

No one appeared to testify.

Chairman Offerdahl closed the public hearing.

FINDINGS OF FACT:

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

- 1) The applicant has submitted a complete application.
- 2) The property is zoned "C2" General Commercial District
- 3) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as General Commercial.
- 4) The proposal satisfies the evaluative criteria per Section 9.1-4. F. 1. thru 8. as outlined in the Staff Analysis section of staff's written report.
- 5) The Minot Planning Commission has the authority to hear this case and decide whether it should be approved or denied, with or without conditions. The public notice requirements were met, the hearing was legally noticed and posted and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

STAFF RECOMMENDATION:

Staff recommends the Planning Commission adopt the staff findings of fact and approve the conditional use permit for a commercial self-storage with the condition that galvanized chain link fencing be permitted as a fencing material.

FINAL DECISION:

Motion made by Commissioner Kibler based on staff's finding of fact and recommendation. Second by Commissioner Iverson. The motion was carried by the following vote: ayes: 8, nays: 0. **Motion carries.**

Item #6: 2024-03-03: CUP - Pedersen

Public hearing request by Richard Pederson & Anita Lantto, owners for a request of a conditional use permit for a "R1" Single-Family Residential District lot. The legal description for the property is Outlot 18 lying in the southeast 1/4 of the northwest 1/4 Section 24, Township 155 north, Range 83 west, County of Ward, North Dakota.

The address for the property is 118 5th Street SE. Chairman Offerdahl asked for staff report to which Mr. Diedrichsen provided a verbal summary of the written staff report. Mr. Diedrichsen provided an aerial view of the property as well as the current zoning of the property, "R1" Single-Family Residential District, without a principal residence. The subject property is designated as Suburban Residential in our Future Land Use plan. An accessory building was moved onto the property without a moving permit and without securing a conditional use permit providing land use entitlements. Applicant is seeking to establish entitlement so that the moving permit can be processed by the Inspections Division. Mr. Diedrichsen then showed site photos of the current property, which shows the access road, the accessory building, and the remaining of the property. Mr. Diedrichsen stated staff recommends Planning Commission adopts staff findings facts and recommends approval.

Commissioner Baumann questioned if this building was already there and if we need to clean up the FLU designation map. Mr. Diedrichsen informed him that the applicant came in after the building was already moved and that yes the FLU amendment needs to go through clean up. Commissioner Kibler is questioning the closeness to the river and if this property falls under the FEMA mitigation zone. Mr. Diedrichsen informs him that the property is within the 100 year flood plan and the applicant will need to go through the city engineer to remedy with the flood plan.

PUBLIC HEARING:

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

Richard Pederson explains that the building was 100 year old and he didn't want to see it torn down, and it was moved 150-200 feet to his property. The building will only be used for storage.

Jesse Turner, neighbor, in favor just wants to state that it is 6th St not 5th St.

Chairman Offerdahl closed the public hearing.

FINDING OF FACT:

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

- 1) The applicant has submitted a complete application.
- 2) The property is zoned "R1" Single-Family Residential District
- 3) The City of Minot 2040 Comprehensive Plan Future Land Use Map does not designate this area; however, it is located directly adjacent to, and is part of a neighborhood designated Suburban Residential.
- 4) The proposal satisfies the evaluative criteria per Section 9.1-4. F. 1 thru 8. as outlined in the Staff Analysis section of staff's written report.
- 5) The Minot Planning Commission has the authority to hear this case and decide whether it should be approved or denied, with or without conditions. The public notice requirements were met, the hearing was legally noticed and posted and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

STAFF RECOMMENDATION:

Staff recommends the Planning Commission adopt the staff findings of fact and approve the conditional

use permit for accessory structure on a lot with no primary dwelling.

FINAL DECISION:

Motion made by Commissioner Baumann based on staff's finding of fact and recommendation, adding condition that this approval has no impact on the existing tree canopy. Second by Commissioner Kibler. The motion was carried by the following vote: ayes: 8, nays: 0. **Motion carries.**

Item #7: 2024-03-04: Zone Change – Hillcrest Dr

Public hearing request by Marshall Morgan, owner for a request of zone change for a "R1" Single-Family Residential District lot. The legal description for the property is Lots 7 & 8 of Nordstrom & Hanson Subdivision, Section 13, Township 155 north, Range 83 west, County of Ward, North Dakota.

The address for the property is 301 Hillcrest Drive. Chairman Offerdahl asked for staff report to which Mr. Diedrichsen provided a verbal summary of the written staff report. Mr. Diedrichsen provided an aerial view of the property as well as the current zoning of the property, "R1" Single Family Residential District. Legal non-conforming. Future Land Use would have to conform to existing underlying zoning. The subject property is designated as Suburban Residential: in the Future Land Use plan. The property is being requested to change to "RM" Medium Density Residential District, which would complement the Suburban Residential that is given in the Future Land Use map. Mr. Diedrichsen then showed site photos of the current property, which shows access from property on 3rd St and the building frontage on Hillcrest as well as the building itself. Mr. Diedrichsen stated staff recommends Planning Commission adopts staff finding facts and recommends approval.

Commissioner Baumann questions the concerns with spot zone changing. Nick Schmitz, the Assistant City Attorney explains it's okay to move forward because it will be bringing it into conformance and consistent with the FLU. Mr. Diedrichsen also states that best case scenario is that the surrounding houses also come in and request zone changes for "RM". Commissioner Kibler asks if all homeowners in the area received notifications of the request for zone change. Mr. Diedrichsen informed him that everyone within 600ft receives notification as well as a published public hearing in the paper. Commissioner Bauman questions traffic concerns and parking. Mr. Diedrichsen states that they are actually moving from a 4-plex to a 3-plex so parking and traffic should actually decrease.

PUBLIC HEARING:

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

No one appeared to testify.

Chairman Offerdahl closed the public hearing.

FINDING OF FACT:

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

- 1) The applicants have submitted a complete application.
- 2) The present zoning is "R1" Single-Family Residential District.
- 3) The City of Minot 2040 Comprehensive Plan Future Land Use Map designates this area as Suburban Residential.

- 4) The proposed zoning map amendment satisfies the evaluative criteria of Section 9.1-7. H. 1. thru 4. of the Land Development Ordinance as outlined in the Staff Analysis section of staff's written report.
- 5) The Minot Planning Commission has the authority to hear this case and provide a recommendation to City Council whether the zoning map amendment be approved, with or without conditions, or denied. The public notice requirements were met, the hearing was legally noticed and posted, and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

STAFF RECOMMENDATION:

Staff recommends the Planning Commission adopt staff's findings of fact and recommend approval to City Council for a zoning map amendment from "R1" Single-Family Residential District to "RM" Medium Residential District with no conditions.

FINAL DECISION:

Motion made by Commissioner Iverson based on staff's finding of fact and recommendation. Second by Commissioner Longtin. The motion was carried by the following vote: ayes: 8, nays: 0. **Motion carries.**

Item #8: 2024-03-01: Variance – Popeye's

Public hearing request by Harold Rose representing MYLA Property, LLC., owner for a variance for a "C2" General Commercial District lot. The legal description for the property is Outlot 9 of the northeast 1/4 less highway right-of-way Section 35, Township 155 north, Range 83 west, County of Ward, North Dakota.

The address for the property is 300 28th Ave SW. Chairman Offerdahl asked for staff report to which Mr. Diedrichsen provided a verbal summary of the written staff report. Mr. Diedrichsen provided an aerial view of the property as well as the current zoning of the property, "C2" General Commercial. Future Land Use would have to conform to existing underlying zoning. The subject property is designated as General Commercial in the Future Land Use plan. Variance application is being brought to the Planning Commission after the site was constructed. The site as constructed deviates from the approved original site plan significantly. At the time of final inspection it was noted by the building inspector that the building and site as constructed had deviated from the approved plan considerably, and the issue was brought to Mr. Diedrichsen and Mr. Billingsley immediately. A meeting with the applicant was scheduled March 15th to discuss the options moving forward. Requirements for a temporary certificate of occupancy were outlined at that time. The applicant was asked to do several things including: submit a new proposed site plan, proof that the City Forester was contacted about street tree planting, providing landscaping bond, a variance application completed and a letter regarding a need for a retaining wall on the north side of the property that wasn't constructed but was in the original plan to the City Engineer. Mr. Diedrichsen then showed the approved original site plan that met all design requirements. Mr. Diedrichsen then showed the proposed site plan that was submitted with the variance application. The proposed site plan doesn't meet the design requirements for buffer yards, street landscaping and supplemental landscaping. The property was paved right up to the right away line and in turn street landscaping would now be expensive to fix. The proposed street landscaping also falls short of requirements. The buffer yard is 12ft and 7in narrower than the 20ft required buffer yard. Mr. Diedrichsen then presented the site photos showing the buffer yard and the width that was measured, showing the shortage. The required 20ft buffer yard must be on the developer's site entirely, reasonably free of paved areas, sidewalk and storage, entirely

landscaped with grass and one (1) tree is required every 20 linear feet. The buffer strip is defined as a landscaped strip to visibly separate or shield or block noise, light and other nuisances. Mr. Diedrichsen showed additional site photos showing the site being built right up to the right away line. There should be a ten (10) foot strip of landscaping between the retaining wall and sidewalk, there is also a lack of supplemental foundation planting along the building frontage facing south. The last of the pictures are showing where the structural retaining wall was supposed to be built. Also, one last photo to show a rubble pile that hasn't been removed from construction and is a nuisance violation, this will need to be removed before a final occupancy permit can be issued. Mr. Diedrichsen then provided a diagram of what the general landscaping requirements are. Mr. Diedrichsen then presented the code outlying the conditions in which a variance can be granted. The unique hardships cannot be created by the landowner, not including economic or fiscal hardship and a unique hardship is limited by the LDO to one or more of the following: shape of property, topography or exceptional practical difficulties. Staff finds that none of the variance criteria are satisfied or applicable. Mr. Diedrichsen stated staff recommends the Planning Commission deny the variance or alternatively that the Planning Commission allows the applicant additional time to address its nonconforming conditions and propose an alternate solution in the form of a site plan, created by a licensed design professional, conforming to the LDO design standards and table this application until June 4, 2024 meeting at 5:30pm in the Council Chambers of City Hall.

Commissioner Kibler is wondering how this happened, lack of communication? Mr. Diedrichsen informs that to his understanding the contractor deviated from the approved site plan, it was also noted that the contractor was told the site was being constructed in the wrong spot and they needed to reach out to the city and go through the process to amend the site plan that wasn't done. The planning staff doesn't have the authority to stop a build. Commissioner Kibler is questioning after they were told they were building not according to the plan, is that when they received a temporary permit to continue to build. Mr. Diedrichsen informs that they built the site to completion and during the final inspection where a certificate of occupancy would have normally been issued, that is when all of the problems were brought to the staff's attention and they were only given a temporary certificate of occupancy. Commissioner Baumann wanted to clarify that along with the list of LDO requirements that weren't met, the neighbors are also now not granted their 20ft of buffer zone for lights and sound. He also added to clarify that every business in city limits is required to follow guidelines that weren't met in this case. Mr. Diedrichsen informs that he is correct. There is now a concern that there is now a nuisance for property owners. Mr. Diedrichsen also informs him that yes, everyone is required to follow these guidelines and are held to the same standards. Commissioner Baumann wonders if failure to uniformly enforce would fall under legal ramifications. Mr. Diedrichsen lets him know that multiple problems would come from just approving this as a one off. Commissioner Baumann would like to clarify that tabling this would give the applicant a month to come up with a new design to address and fix these problems. Mr. Diedrichsen ensures that yes that is the plan. Mr. Nick Schmitz, the Assistant City Attorney, informs the Commissioners that many legal ramifications can occur if the LDO isn't followed and it is best not to treat this as a one off. Chairman Offerdahl is wondering if there was any reason, verbal or written, why it was moved. Mr. Diedrichsen informs that as far as he knows, no communication was had as to why. Commissioner Iverson is concerned if the building itself is in an "ok" spot right now. Mr. Diedrichsen states that the building does meet setbacks and that Mr. Luke Tillema can speak further to that. Commissioner Iverson also questions if they were informed that they weren't building to the site plan while in the process. Mr. Luke Tillema explains

the building itself meets all building codes, it just wasn't built where the site plan states it would be built. He, as the building official for the city, also does not have the authority to stop a project that meets the codes. But that the applicant was aware that it was against the site plan. Commissioner Baumann questions if there is any record of communication of this. Mr. Tillema informs that he found an email referencing the retaining wall but not about the location. However, it is noted in the inspection report. Commissioner Longtin questions what the impacts to the property owner are if we deny the variance today. Mr. Diedrichsen states the applicant can stop operations to bring everything to compliance or appeal to the city council within 10 business days. Mr. Tillema states the temporary certificate of occupancy states that the building is safe, but not quite done and that it expires May 24th. The certificate of occupancy would be under vote and then held for other reasons. Commissioner Kibler is wondering who submits the site plan, being a franchise holder or the Popeye's chain itself. Mr. Tillema states a firm submitted the plan and then the application was done by the contractor. Mr. Diedrichsen states that if the variance were denied the process would move into a zoning violation. Commissioner Iverson questioned how far off the building is from the original site. Mr. Diedrichsen informed that it is approximately 12ft too far to the west and 10ft too far to the south. Commissioner Iverson also questioned even with the recommendations, the drive through would still be on the set back. Mr. Diedrichsen states that the buffer yard needs to essentially be reasonably free of a built environment and that includes any pavement.

PUBLIC HEARING:

Chairman Offerdahl opened the public hearing to the public for testimony. Harold Rose, owner, started off apologizing and giving some background. He states that this is his first store from the ground up and that he was never told he building in the wrong spot. He says the excavating crew dug in the wrong spot initially. After the concrete was done he questioned if we need to stop and rip everything out. He was informed by the contractor that the inspectors have approved everything to this point. He states they went to his engineer about the retaining wall and was decided among the crew they didn't need a retaining wall. He states he didn't know after changes had been made that he should go back to the city with an updated plan including the changes. He would like everyone to know that they will do whatever they can to make things right for everyone involved. Mr. Rose informs that they have turned in proposed plans to the city to try and fix this. He states that they're creating employment opportunities and they will do what they can to not have to be shut down. Mr. Rose also informs that the drive through lane is already close as it is. Commissioner Baumann asks Mr. Rose if he is willing to work with a design professional to bring the site into compliance. He also asks if they will be cleaning up the construction rubble. Lastly, he asks if he's willing to work with the city engineer to make sure the parking lot is in compliance and putting in a retaining wall if necessary. Mr. Rose says yes he is willing to make this right. He says they want to fix everything and bring it all into compliance. Commissioner Kibler confirms that Mr. Rose would like the commission to table for a month to work with a designer to make things right. Mr. Rose responds yes, that if we can avoid a shutdown so people aren't out of jobs and that he has been working on plans to fix the problems already. Chairman Offerdahl reiterates the temporary occupancy permit expires May 24th, and that if we do table this until June 4th, what is the process for that? Mr. Tillema states he would like to issue a full certificate of occupancy.

James Kassube, resident, states the garbage truck is coming at 4am every day and causing a nuisance, the street itself during busy hours, people are parking on both sides of the street and it's causing dangerous

situations on the street and the ability to pull onto the street. He also states the lights aren't turning off until 2am and they're shining directly into the condos, and can also hear everyone's drive through orders while sitting on his deck. Dan Perkins, resident, states he has no issue with the C2 zoning, however parking is the issue. When residents need to pull out onto the street they practically have to pull out into traffic to see if anyone is coming. He states that maybe the extra gravel area could be made into more parking. He brought pictures to also show the trash problems. The dumpsters aren't being closed and trash is blowing into our yards as well. Mr. Perkins then showed pictures of how the lights are effecting them as well, the windows on that side are either a living room/family room or bedrooms. He is concerned that in the winter months when it is dark at 5pm that it is going to become an even bigger problem. He is also concerned that the trees alone won't be able to deter this problem and they will take a while to grow. Sharon Jewell, board of managers for condo association, states they have a tremendous amount of value in their homes. She is concerned with the value of the homes with the light pollution. Mrs. Jewell also states that the traffic has cause issues as well, not to mention the trash problems. Izkpa Carrosco, resident, states she has the same issues as well with the noise, and is wondering if something can be done to deter late night shipments in the meantime if this is tabled. Mr. Rose states they could make some calls to adjust trash pickup time as well as truck deliveries. They initially had them coming early to adjust for opening, but now that things have settled they will work on adjusting that as well. He also states that parking will start to decrease because they were overstaffing to compensate for a busy opening. Mr. Rose informs that they've already had conversations about graveling the remaining of the lot to use for employee parking as well to help. He talks about purchasing shields to block the lights into the condo property as well. He wants to reiterate that they will fix problems as they are presented to us. Chairman Offerdahl asked about the lights being on until 2am if they close at 10pm. Mr. Rose states that he will speak with his team about getting them shut off earlier and getting the domes to help alleviate that as well. Commissioner Kibler states that the domes would make a significant difference. Jolene Stenvold, resident, questions why the building was continuing to be built if it was in the wrong spot. Mr. Diedrichsen states that the building was built to building code standards so there is no authority to stop the build. Mr. Perkins asks who does have the authority to stop the building when it is found that it was being built in the wrong spot. Mr. Diedrichsen states that each step was inspected and no codes were violated, there are two different codes that are being questioned here. Inspection doesn't have the authority to stop a project because they didn't violate any building codes. It violated the LDO which is the zoning code. All of our authority to deal zoning code is reactive not proactive. Mr. Diedrichsen states he can enforce zoning code violations through that process after they have been committed. There is no proactive step to stop a zoning code violation. Commissioner Baumann questions if that would fall under the century code to be able to stop that proactively. Mr. Nick Schmitz stated that he will have to do some research on that and that certain procedures have to be followed no matter what. The process as it exists is being followed correctly. Mr. Rose informs that he thinks this is the problem, that everything was being passed, they thought that meant everything was good. Commissioner Baumann asks if his builder mentioned why it wasn't built to the plan. Mr. Rose explains the first excavation company left in the middle and a new company was brought in, and he thinks that's when it was dug in the wrong spot. Commissioner Baumann states that there was an approved set plan in place, and we as a city maybe don't have the city staff to check the conformity of every approved plan while it is happening. We are assuming that you as a professional developer are following the plan. Mr. Tillema states he has one (1) commercial building inspector for the entire city. He clarifies they don't carry survey equipment or verify site plans, they are

out there to enforce building codes. If it meets setbacks for fire codes, we pass it, if it meets building codes, it's passed. Chairman Offerdahl reiterates that they were passed on building codes and not the ordinance or the buffer zone. Mr. Billingsley asks Mr. Tillema to verify that it is documented that the inspector did inform the contractor that the issue of the building site being off. Mr. Tillema explains yes, it is documented on the footing inspection, underneath the building there are geo-piers, during the geo-piers inspection it was documented that it didn't appear to match the site plan, but since it wasn't a building code violation we passed it. Commission Iverson asks when the exact date Mr. Rose knew the building wasn't in compliance and the exact date the developer was notified there was a problem. Mr. Rose states the day he knew they weren't legit was the day before opening. He states he called for the occupancy permit and was informed it would be 3 business days. On Wednesday I remember seeing people walking around the property, then I got the notification that we weren't in compliance. Commissioner Kibler asked how we found out it was in the wrong spot and Mr. Rose responded that the city came out and measured everything after the final inspection. Mr. Diedrichsen informed that after the final inspection we were made aware of the violation and went out with a tape measurer. Mrs. Sharon Jewell asked what is going to stop this from happening again. Chairman Offerdahl and Mr. Billingsley state that in the 5-6 years they've been on the commission this situation hasn't happened, and that we would sit down with legal staff and ensure this doesn't happen again. Arlene Castleman, condo owner, states they have built multiple structures in Minot and the building inspectors in Minot were on it and she would like to applaud the city inspectors for their work, but it seems in this project there were errors. Chairman Offerdahl stated that the building inspection process was followed to a T and this is an after the fact zoning issue. Mr. Diedrichsen informs that there is a code enforcement officer, however that is for violations that happen after the fact. Mr. Perkins wanted to state that working with Mr. Diedrichsen and his staff was great and they returned all inquiries timely. Jim Paszek, resident, the majority of the condo complex is at the meeting, that is how concerned the public is with this matter. He asks that the Planning Commission not approve this variance until every problem is fixed. Jeri Laugeme, resident, wants to state that they are just looking for a solution. Mr. Diedrichsen wants to state that the trash screen should have been completely covered by the buffer yard. He also informs that the trees would have to be coniferous, meaning evergreens in the buffer yard. He also states that the shielding of the lights is also a zoning requirement and that the applicant was made aware of that. Commissioner Kibler states that tabling this item seems like the best option, and would like to motion that we table this item until June 4th, 2024 at 5:30pm in the Council Chambers of City Hall. Commission Johnson second the motion. Commissioner Baumann states that we have high standards for what Mr. Rose is to obtain for a developing plan from a professional developer. He expects a plan for very robust line of trees, expects all of our landscaping requirements to meet the code to a "T", that the light issues are to be taken care of above and beyond what is asked, the trash issues to be addressed and for delivery times to be addressed.

Chairman Offerdahl closed the public hearing.

FINDING OF FACT:

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

- 1) The applicants have submitted a complete application.
- 2) The property is zoned "C2" General Commercial on the Official Zoning Map requiring compliance with "C2" General Commercial District design standards and has a "General Commercial" designation on the Future Land Use Map of the 2040 Comprehensive Plan.

- 3) The variance does not meet the applicable criteria per 9.1-3 G., as outlined in the Staff Analysis section of the Planning Commission Staff Report.
- 4) The Minot Planning Commission has the authority to hear this case and decide whether it be approved or denied. The public notice requirements were met, the hearing was legally noticed and posted and the hearing was held and conducted under the requirements of North Dakota Century Code and Minot City ordinances.

STAFF RECOMMENDATION:

Staff recommends the Planning Commission adopt staff findings of fact and:

Deny a variance to the Section 7.1-4. C. & Section 7.1-3. A & C. related to street landscaping, site landscaping and buffer yard standards.

Alternative Recommendation

It may be possible for the applicant to address the concerns outlined in the Staff Analysis section of staff's written report and provide a reasonable strategy to mitigate the possible noise and light nuisances by removing existing built elements to make room for the required landscaping elements and buffers. This could be done by reconfiguring the site and removing some paving. The possibility of land acquisitions from adjacent property could also be explored to achieve the goal of a conforming site. To this end, staff provides the following alternative recommendation to allow the applicant additional time to address its nonconforming conditions and propose an alternate solution in the form of a site plan, created by a licensed design professional, conforming to the LDO design standards.: Table the item until Tuesday, June 4, 2024 at 5:30p.m. in the Council Chambers of City Hall.

FINAL DECISION:

Motion made by Commissioner Kibler to table this item until June 4th, 2024 at 5:30pm in the Council Chambers of City Hall. Second by Commissioner Johnson. The motion was carried by the following vote; ayes: 8; nays: 0. **Motion carries.**

Item #9: Other Business

None

Item #10: Adjournment

With no further business, Chairman Offerdahl adjourned the meeting at 7:35pm.

ORDINANCE NO. XXXX

**AN ORDINANCE REZONING LOTS 7 AND 8, NORDSTROM & HANSON
SUBDIVISION FROM “R1” SINGLE-FAMILY RESIDENTIAL DISTRICT TO “RM”
MEDIUM DENSITY RESIDENTIAL DISTRICT.**

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

Section 1. That the property described below is hereby zoned **“RM” Medium Density Residential District:**

LOTS 7 and 8, Nordstrom & Hanson Subdivision

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

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

PASSED FIRST READING:

PASSED SECOND READING:

ATTEST:

Mikayla McWilliams, City Clerk

APPROVED:

Thomas Ross, Mayor

On May 6, 2024, a Special City Council Budget Tour meeting was held in the Council Chambers at City Hall. Mayor Ross called the meeting to order at 8:01 am.

Members Present:

Burlingame, Jantzer, Olson, Pitner, Podrygula, Ross

Members Absent:

Evans

The City Council members along with City Council candidates Scott Samuelson, Rob Fuller, Mike Blessum, and Leif Snyder met in the City Council Chambers to begin the budget tours.

At 8:01, Harold Stewart spoke to the council and candidates about what to expect from the next few days budget tours. Chief John Klug of the Minot Police Department began his presentation. His presentation included his budget breakdown, the discussion of the CPSM Study recommendations, the PD Space Analysis & Feasibility Study, and the personnel and equipment upgrades. His presentation concluded at 9:18 am.

At 9:30, the budget tours resumed with Chief Kelli Kronschnabel discussing the Fire Department budget. Chief Kronschnabel focused on breaking down the budgets and the needs of the department. She discussed the upcoming staffing requests from the CPSM recommendations and adding in 3 new Firefighter positions, a Fire Marshall, and Assistant Fire Chief. One of the ladder companies did a demonstration of the truck and ladder capabilities. Her presentation concluded at 10:09 am.

Harold Stewart stood for any questions until 10:26 am.

Lunch was provided in the breakroom from 11:30 am – 1:00 pm.

At 1:00, Lisa Jundt provided her presentation on the Human Resource Department. Lisa spoke about the services her department provides to employees, discussed the new HCM software with ADP, and mentioned the implementation of the new Short-Term Disability services provided to employees. In 2025, her department will be completing a formal salary survey, continuing the revision of the City of Minot Personnel Ordinance, establish an employee wellness program with a mental health initiative, expand citywide training, a formal employee satisfaction survey, and implement additional requirements and monitoring for the Title VI program. The Human Resource Department will be asking for one additional full-time employee in the 2025 budget.

Next the City Assessors Department, completed a budget tour video presentation outlining the property assessment process, along with outlining the budget of the department. A major portion of the budget for the department is staff. Damon Druse was available for any questions.

The City Attorney's Office was next on the budget tour schedule. Stefanie broke down her office budget by discussing her staff, the continuing education for the department staff, along with the books, supplies, materials, and maintenance costs. Some additional asks for her department include: the American Institute of Architects (AIA) Documents Suites, an airport law conference, the memberships for the Legal Assistant Association and the Ward County Bar Association, and digitization/records management.

Laurie Nishek presented her budget for the Municipal Court. Municipal Court sees cases on criminal infractions, class B misdemeanors, and traffic violations. Her department is working with Tyler Technologies on moving to an online payment. The case load in the last two years has had about a 25% increase. The Municipal Court budget is staying stable for next year, but the discussion needs to be had about the potential of moving to a new space.

Mikayla McWilliams, City Clerk, presented her portion of the City Manager budget. She discussed her IIMC membership and accreditation she is currently working on. CivicClerk is a new software the City of Minot is implementing, which provides for more transparency and accessible links for the citizens. The council and candidates were able to watch their training videos for the upcoming software changes.

Chris Plank finished the day with the HUD Resilience and NDR Program Presentation. He discussed the 2023 and 2024 projects and updates. Chris also spoke with the council and candidates about the Broadway Circle project, the Center for Technical Excellence project, the Minot Housing Authority – Milton Young Towers project, and he discussed the complete projects affordability period. Chris believes moving forward the city needs to educate the public on affordable housing, there needs to be continued coordination with other departments, and explore other options. Chris concluded his presentation at 3:24 pm.

ADJOURNMENT

There being no further business, the meeting adjourned at 3:26 pm.

ATTEST: _____
Mikayla McWilliams, City Clerk

APPROVED: _____
Thomas Ross, Mayor

On May 6, 2024, a Regular Meeting of the Minot City Council was held in the Council Chambers at City Hall. Mayor Ross called the meeting to order at 5:30 pm.

ROLL CALL

Members Present:

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

Members Absent:

None

PLEDGE OF ALLEGIANCE

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

MAYOR'S REPORT

Mayor Ross attended the May-or Day at Perkett Elementary with the 3rd grade students, the Governor's Military Ball, a Task Force 21 meeting, a MACEDC Board meeting, and the Budget Tour meetings. He also mentioned the four proclamations presented at the meeting.

CITY MANAGER'S REPORT

Harold Stewart submitted a written report to the council.

CITY ATTORNEY'S REPORT

Stefanie Stalheim submitted a written report to the council.

PUBLIC HEARING: APPROVE MINOT 2024 RENAISSANCE ZONE DEVELOPMENT PLAN

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

Motion seconded by Alderwoman Evans 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 7.1-7.17, 7.19-7.27.

7.1 CITY COUNCIL MINUTES - Approve the minutes of the April 15, 2024, Regular City Council meeting and the April 15, 2024, Special City Council meeting.

7.2 ORDINANCES – Approval of the following ordinances considered for 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

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

7.3 ADMINISTRATIVE APPROVALS - Ratify the following Administrative Approvals:

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).

7.4 BILLS, TRANSFERS, AND PAYROLL - 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.

ABSOLUTE COMFORT, INC.	\$52.50	300139	Jennifer Demshur Baker	\$25.00	300373
ACKERMAN ESTVOLD	\$4,010.04	300140	Tamara Sivertson	\$30.00	300374
ADVANCED BUSINESS METHODS	\$1,327.20	300141	GENERAL TRADING	\$135.24	300375
AMERICAN TRUCK & TRAILER, LLC	\$147.13	300142	GERDAU RECYCLING	\$227.20	300376
AMERICAN WELDING & GAS, INC.	\$4,667.63	300143	GOETTLE LAW, PLLC	\$3,500.00	300377
APH/AUTO VALUE	\$19.98	300144	GOOSENECK IMPLEMENT COMPANY	\$240.98	300378
BALCO UNIFORM COMPANY, INC.	\$28,094.00	300146	GRAYMONT WESTERN US INC.	\$64,543.78	300379
BAYCOM, INC.	\$843.00	300147	H.A. THOMPSON & SONS, INC.	\$5,373.88	300380
BRADY MARTZ	\$1,775.00	300148	HAWKINS, INC.	\$2,411.64	300381
BUTLER MACHINERY CO.	\$804.35	300149	HIGH POINT NETWORKS, LLC	\$2,855.50	300382
CENTRAL TRENCHING, INC.	\$139.65	300150	HOME OF ECONOMY	\$49.99	300383
CITY OF MINOT	\$185.00	300250	HOUSTON ENGINEERING, INC.	\$6,534.59	300384
CRAFT BUILDERS, INC.	\$3,000.00	300151	INFORMATION TECHNOLOGY DEPARTMENT	\$6,385.10	300385
DACOTAH PAPER CO.	\$3,107.46	300152	INTERNATIONAL CITY MANAGEMENT ASSOCIATION RET.	\$631.40	300386
DAKOTA FENCE	\$930.00	300153	JANET B ANDERSON	\$342.00	300306
DAKOTA FLUID POWER, INC.	\$4,957.34	300154	JARED STEVEN FOLEY	\$396.00	300366
DECOMM VENTURES, LP	\$2,400.00	300155	JAY WAHLUND	\$300.00	300387
EAPC	\$1,705.17	300157	JEAN LARSON	\$300.00	300388
ELDORADO NATIONAL - CALIFORNIA	\$932.70	300158	JEFFREY WILLIAMSON	\$435.00	300389
Andres Casarez Jr	\$331.00	300159	JET LINE SALES & SERVICE, LLC	\$9,918.00	300390
Andrew Roach	\$265.50	300160	JOB SERVICES OF NORTH DAKOTA	\$4,611.26	100005450
Bill DeNovio	\$106.20	300161	JULIE WOLF	\$328.20	300391
Bill DeNovio	(\$331.00)	300162	KALIX	\$152.98	300392
Brian Horinka	\$314.40	300163	KARA DEL RIO	\$300.00	300393
Brittany Shefstad	\$379.20	300164	KATHERINE KLEIN	\$300.00	300394
Caisee Sandusky	\$405.30	300165	KEVINS AUTO BODY	\$1,203.02	300395
Chad Sickles	\$942.30	300166	KIMBALL MIDWEST	\$43.98	300396
Damon Druse	\$76.70	300167	KIWANIS CLUB OF MINOT	\$150.00	300397
Douglas Diedrichsen	\$316.80	300168	KLI ENGINEERING, LLC	\$6,207.15	300398
Holly Zeece	\$395.00	300169	LANCE LENTON	\$8,000.00	300343
Jeff Behrens	\$64.90	300170	LINDSAY B. JOHANNES	\$300.00	300400
Joshua Noyes	\$361.00	300171	LTP ENTERPRISES, INC	\$6,279.08	300401
Kristin Guerton	\$413.35	300172	LYNNETTE KORGEL	\$1,285.20	300402
Luke Tillema	\$135.70	300173	M-B COMPANIES, INC	\$631.45	300403
Micheal Bieger	\$64.90	300174	MAD DOG BROKERAGE INC	\$10,250.42	300405
Michelle Kimball	\$135.70	300175	MAIN ELECTRIC CONSTRUCTION	\$41,238.00	300406
Mike Murphy	\$135.70	300176	MARCHUS-BATTERIES PLUS	\$8.49	300317
Nathan Derr	\$64.90	300177	MARY LOU ALBERT	\$300.00	300407
Randi Grabow	\$395.00	300178	MATTHEW BENDER & COMPANY, INC.	\$142.70	300399
Shane Haug	\$323.00	300179	MATTHEW RUHLAND	\$300.00	300408
Shawn Reis	\$331.00	300180	MATTSON CONSTRUCTION	\$80,524.47	300409
Stephen Joersz	\$534.70	300181	MIDSTATES WIRELESS, INC.	\$270.00	300410
Tom Joyce	\$578.01	300182	MIDWEST TAPE	\$2,374.80	300411
Travis Seifert	\$777.11	300183	MINOT AREA CHAMBER EDC	\$46,637.50	300404
ENERBASE	\$28,093.15	300184	MINOT AREA COUNCIL OF THE ARTS, INC	\$3,333.33	300412
ENVIRONMENTAL SERVICES, LTD	\$472.04	300185	MINOT AUTO	\$84.44	300413
FIRST WESTERN INSURANCE	\$42.00	300187	MINOT COMMISSION ON AGING	\$12,875.00	300414
FLEETMIND SOLUTIONS, INC.	\$2,120.01	300188	MINOT EMPLOYEE DONATIONS	\$827.26	300415
G & P COMMERCIAL SALES	\$2,313.80	300189	MINOT RURAL FIRE DEPT	\$624.32	300416
GALE	\$25.60	300190	MINOT WELDING INC	\$3,783.75	300417
GALLS, LLC	\$1,298.54	300191	MOWBRAY & SONS	\$2,086.76	300419
GEFROH ELECTRIC	\$292.40	300192	NANCY ANDERSEN	\$300.00	300420
Carl Davidson	\$30.00	300193	NAPA AUTO PARTS	\$3,441.01	300421
Carmela Seright	\$30.00	300194	ND DEPT OF TRANSPORTATION	\$16,399.44	300422
Darrin Mosser	\$50.00	300195	ND ONE CALL, INC.	\$239.45	300423
EZ Money	\$2.94	300196	NEW HALI-BRITE, INC.	\$185.00	300424
Hobby Lobby	\$25.00	300197	NEW VISION SECURITY, LLC	\$420.00	300425
International Inn Inc	\$372.81	300198	NORTH DAKOTA FIREFIGHTER'S MUSEUM	\$25.00	300426
Jennifer Demshur Baker	\$25.00	300199	NORTHWEST TIRE AND RETREAD	\$2,953.90	300427
Julli Nissen	\$17.99	300200	O'DAY EQUIP., INC.	\$3,556.39	300428
Kevin Click	\$20.00	300201	ONE CALL CONCEPTS, INC.	\$406.10	300429

Kevin Click	\$50.00	300202	OTIS ELEVATOR COMPANY	\$26,316.96	300430
Lavaun Mackey	\$5.00	300203	PAIGE MCCRORY	\$300.00	300431
Maria A. Zietz	\$10.00	300204	PARKLAND USA CORPORATION	\$1,981.24	300361
Michaela L Young	\$50.00	300205	PATRICK REINER	\$300.00	300432
Minot Investment Group	\$36.02	300206	PEC SOLUTIONS LLC	\$276.00	300312
Mya L. Hanson	\$145.56	300207	PHILLIP BUSCH	\$307.20	300433
North Dakota Child Support	\$20.00	300208	PRO INDUSTRIAL LLC	\$3,852.15	300434
North Dakota Child Support	\$5.00	300209	PROTECH INTEGRATIONS, LLC	\$150.00	300435
North Dakota Child Support	\$7.06	300210	RACHAEL KREBS	\$438.60	300436
Rebecca Ronde	\$120.00	300211	RDO EQUIPMENT	\$488.96	300437
Rodney B Neuhalfen	\$50.00	300212	ADKINS, AMIE	\$11.01	300438
Shannon L. Hoff	\$10.00	300213	ALLEN, ERIC	\$9.63	300439
Teresa Hunt	\$25.00	300214	GOODMAN, DIANA	\$211.86	300440
WSI ND Workforce Safety & Insurance	\$50.00	300215	HOFFER, TIM	\$50.00	300441
Zumiez	\$21.00	300216	PECK, RAEGAN	\$50.00	300442
GENERAL TRADING	\$101.72	300217	SCHROEDER, KENNEDY	\$71.10	300443
GERDAU RECYCLING	\$476.14	300218	SCOW, TORI	\$10.46	300444
GOLDEN RULE CREATIONS	\$1,137.99	300219	ROBERT TRIBITT	\$300.00	300445
GS SYSTEMS, INC AND AFFILIATES	\$11,451.00	300221	ROBERT TUTTLE JR.	\$686.40	300446
HARLOW'S BUS SALES, INC.	\$84.11	300222	ROGER NEUHALFEN	\$495.00	300447
HAWKINS, INC.	\$2,411.64	300223	ROLLKALL TECHNOLOGIES LLC	\$28.00	300448
HIGH POINT NETWORKS, LLC	\$2,855.00	300224	SANITATION PRODUCTS	\$313.84	300449
HOUSTON ENGINEERING, INC.	\$12,068.88	300225	SCHOLASTIC, INC.	\$67.01	300450
HP, INC.	\$3,546.00	300226	SERTOMA CLUB OF MINOT	\$125.00	300451
HP, INC.	\$2,578.00	300227	SHARE CORPORATION	\$265.74	300452
INFAX, INC.	\$4,263.00	300228	SOURIS BASIN PLANNING COUNCIL	\$1,666.00	300453
INLAND TRUCK PARTS CO	\$677.85	300229	SRF CONSULTING GROUP	\$60,648.41	300454
INTERNATIONAL CITY MANAGEMENT ASSOCIATION RET.	\$624.56	300230	STEPHEN YOUNG	\$300.00	300455
INTERSTATE BATTERY SYSTEM	\$302.85	300231	STEVEN FOGARTY	\$300.00	300456
JOHN BEAN TECHNOLOGIES CORP - OGDEN	\$2,387.48	300232	SUBSURFACE SOLUTIONS	\$1,814.20	300457
JOHN BEAN TECHNOLOGIES CORP - OGDEN	\$5,415.81	300233	SWANSTON EQUIPMENT COMPANIES	\$242.74	300458
JOHN DEERE FINANCIAL	\$19.81	300220	TARYN HAMMER	\$486.00	300459
LANCE LENTON	\$8,000.00	300156	THE DICKINSON PRESS	\$194.29	300460
LOCATORS & SUPPLIES	\$51.10	300234	THE IRIS COMPANIES	\$412.60	300461
M & S SHEET METAL, INC.	\$801.51	300235	THE SALVATION ARMY	\$495.00	300462
M-B COMPANIES, INC	\$1,913.20	300236	TIMOTHY KNUTSON	\$300.00	300463
MAD DOG BROKERAGE INC	\$6,789.90	300237	TODD TRUEBLOOD	\$300.00	300464
MAIN ELECTRIC CONSTRUCTION	\$235,977.23	300238	TYLER TECHNOLOGIES, INC.	\$700.00	300465
MAINTENANCE PLUS, INC	(\$3,720.00)	300239	UNITED MAILING SERVICE	\$5,316.08	300466
MARCO, INC.	\$192.50	300240	VICTOR BEALS	\$300.00	300467
MAX PATZNER	\$2,500.00	300264	VINCENT HORNER	\$799.80	300468
MCMASTER-CARR	\$35.32	300241	VISIT MINOT	\$27,619.15	300469
MENARDS	\$649.99	300242	WALLWORK TRUCK CENTER MINOT	\$1,988.51	300470
MIDWEST TAPE	\$16.49	300243	WARD COUNTY AUDITOR	\$9,600.00	300471
MILLER LAW OFFICE, P.C.	\$937.50	300244	WESTLIE FORD	\$113.29	300472
MINOT AUTO	\$433.88	300245	WESTLIE TRUCK CENTER	\$162.73	300473
MINOT BASEBALL LLC	\$3,347.50	300246	WORKING FIRE FURNITURE & MATTRESS CO, INC	\$829.01	300474
MINOT COMMISSION ON AGING	\$12,875.00	300247	ZACHARY JOHNSHOY	\$215.03	300307
MINOT EMPLOYEE DONATIONS	\$834.51	300248	EMPOWER TRUST COMPANY, LLC	\$34,548.92	100005518
MINOT PARK DISTRICT	\$52,151.91	300249	Casey S. Skedsvold	\$50.00	300475
MOBILE MINI	\$825.20	300251	Goodwill	\$8.96	300476
MOWBRAY & SONS	\$7,755.00	300252	Jim Johnson	\$100.00	300477
MR. LAWN	\$925.00	300253	John August Jones-Hatton	\$116.67	300478
NAPA AUTO PARTS	\$2,476.59	300254	Katelynn Bowen	\$25.00	300479
ND DEPT OF WATER RESOURCES	\$2,150,406.64	300255	Kum & Go	\$11.05	300480
ND FRATERNAL ORDER OF POLICE	\$1,498.50	300256	Lavaun Mackey	\$25.00	300481
NORMONT EQUIPMENT CO	\$383.00	300257	Minot Park District	\$60.00	300482
NORTHERN PLAINS EQUIPMENT CO., INC.	\$449.50	300258	North Dakota Child Support	\$5.00	300483
NORTHWEST TIRE AND RETREAD	\$3,428.63	300259	Rodney Brian Neuhalfen	\$50.00	300484
NORTHWESTERN EQUIPMENT	\$940.00	300260	Rodney Neuhalfen	\$50.00	300485
O'DAY EQUIP., INC.	\$31,839.00	300261	Schatz Crossroads	\$6.89	300486
O'REILLY AUTO PARTS	\$152.18	300262	State Farm Claims	\$116.67	300487
PARKLAND USA CORPORATION	\$407.69	300186	State Farm Claims	\$1,341.18	300488
PATRIOT FIRE & SAFETY INC	\$25,289.04	300263	Teresa Hunt	\$25.00	300489
PEC SOLUTIONS LLC	\$12,190.24	300145	U.S. Postal Service	\$50.00	300490
POSTMASTER	(\$1,600.00)	300287	ND PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$13,233.65	100005520
PRAIRIE ENGINEERING, P.C.	\$1,300.00	300265	PRINGLE & HERIGSTAD, P.C.	\$142.50	300491
PRINGLE & HERIGSTAD, P.C.	\$1,027.50	300266	SOURIS RIVER JOINT WATER RESOURCE	\$370,666.23	300492
PRO INDUSTRIAL LLC	\$5,146.73	300267	WEX HEALTH, INC	\$285.60	100005552
PROCOLLECT	\$267.48	300268	3D SPECIALTIES, INC	\$522.21	300493
PROTECH INTEGRATIONS, LLC	\$50.00	300269	ACME TOOLS	\$341.94	300494
PROVIDENT LIFE & ACC INS CO	\$363.08	300270	ADVANCED FIRST AID, INC.	\$351.00	300495
RDO EQUIPMENT	\$15,683.85	300271	AIRSIDE SOLUTIONS	\$880.10	300496
1ST MINOT MANAGEMENT	\$50.15	300272	AMERICAN TRUCK & TRAILER, LLC	\$54.12	300497
IPM	\$534.93	300273	AMERICAN WELDING & GAS, INC.	\$4,647.50	300498
KNIGHT, SHELLY	\$70.00	300274	APEX ENGINEERING GROUP	\$42,515.50	300500

MOUNTAIN PRIME 2018 LLC	\$54.65	300275	AUTO ZONE 6843	\$9.59	300501
RFS, LLC	\$2,661.00	300276	BALCO UNIFORM COMPANY, INC.	\$74.88	300502
SANITATION PRODUCTS	\$2,028.26	300277	BRIGHTLY SOFTWARE, INC	\$4,250.19	300503
SERTOMA CLUB OF MINOT	\$125.00	300278	BRYAN WHITFIELD	\$1,108.87	300505
SHORT ELLIOTT HENDRICKSON, INC	\$14,015.00	300279	C&C PLUMBING AND HEATING	\$1,785.00	300506
SOLTIS BUSINESS FORMS CO.	\$42.00	300280	CAPITAL ONE	\$549.90	300507
SOURIS RIVER JOINT WATER RESOURCE	\$391.50	300281	CAROLINA SOFTWARE	\$475.00	300508
SWANSTON EQUIPMENT COMPANIES	\$1,775.07	300282	CITY OF MINOT	\$60.00	300577
TITAN MACHINERY	\$33,700.00	300283	CLUTE OFFICE EQUIP., INC.	\$735.50	300509
TRINITY HEALTH	\$1,587.75	300284	CUMMINS POWER, LLC	\$176.80	300510
UNITED MAILING SERVICE	\$487.20	300285	DAKOTA FENCE	\$14,275.00	300511
UNUM LIFE INSURANCE	\$4,657.77	300286	DAKOTA FLUID POWER, INC.	\$625.14	300512
VALS CYCLERY	\$22,950.00	300288	DAKOTALAND AUTOGLASS	\$50.00	300513
VESSCO, INC.	\$335.82	300289	DEVILS LAKE FIRE DEPARTMENT	\$100.00	300514
VISIT MINOT	\$17,413.83	300290	DIAMOND TRUCK EQUIPMENT	\$62.50	300515
WALLWORK TRUCK CENTER MINOT	\$952.38	300291	DR. ANTHONY TATMAN	\$25.00	300516
WEST RIVER STRIPING COMPANY	\$234,796.18	300292	ECOLAB PEST ELIMINATION DIVISION	\$94.04	300517
WESTLIE FORD	\$513.65	300293	ELDORADO NATIONAL - CALIFORNIA	\$1,041.18	300518
WESTLIE TRUCK CENTER	\$485.02	300294	ELECTRIC SERVICE	\$105.00	300519
WEX HEALTH, INC	\$124.17	1E+08	Andrew Roach	\$265.50	300520
WEX HEALTH, INC	\$342.22	1E+08	Bill DeNovio	\$481.00	300521
WEX HEALTH, INC	\$208.82	1E+08	Brian Billingsley	\$279.00	300522
WEX HEALTH, INC	\$262.76	1E+08	BRIAN HORINKA	\$313.40	300523
WEX HEALTH, INC	\$242.50	1E+08	Daniel Raymond	\$729.00	300524
WEX HEALTH, INC	\$677.30	1E+08	Danny Raymond	\$177.00	300525
WEX HEALTH, INC	\$554.10	1E+08	Dave Rodman	\$70.80	300526
WEX HEALTH, INC	\$1,455.61	1E+08	JON JARED VOTAVA	\$20.00	300527
WEX HEALTH, INC	\$103.54	1E+08	Kory Hochsprung	\$419.00	300528
WEX HEALTH, INC	\$1,430.00	1E+08	Nick Schmitz	\$375.02	300529
WEX HEALTH, INC	\$78.34	1E+08	Zhaina Moya	\$311.30	300530
WEX HEALTH, INC	\$49.23	1E+08	ENERBASE	\$53,477.42	300531
WEX HEALTH, INC	\$25.00	1E+08	FACTORY MOTOR PARTS	\$564.27	300532
WEX HEALTH, INC	\$151.46	1E+08	FASTENAL COMPANY	\$2.81	300535
WEX HEALTH, INC	\$358.74	1E+08	FIRE EQUIPMENT CO.	\$1,311.50	300536
WEX HEALTH, INC	\$621.51	1E+08	FIRST INTERNATIONAL BANK & TRUST	\$759.00	300537
WEX HEALTH, INC	\$287.15	1E+08	FLEETMIND SOLUTIONS, INC.	\$2,120.01	300538
WEX HEALTH, INC	\$198.09	1E+08	FORCE AMERICA	\$558.55	300539
WEX HEALTH, INC	\$187.09	1E+08	FUELMASTER SYN-TECH SYSTEMS, INC.	\$825.00	300540
WEX HEALTH, INC	\$683.64	1E+08	G & P COMMERCIAL SALES	\$128.85	300541
WEX HEALTH, INC	\$419.00	1E+08	GALLS, LLC	\$1,264.13	300542
WEX HEALTH, INC	\$122.16	1E+08	Jade R Carson	\$75.00	300543
WEX HEALTH, INC	\$1,213.36	1E+08	Joann Wenzel Estate	\$650.00	300544
WEX HEALTH, INC	\$330.88	1E+08	Joshua Reinholdt	\$50.53	300545
WEX HEALTH, INC	\$457.57	1E+08	Katelynn Bowen	\$25.00	300546
WEX HEALTH, INC	\$49.00	1E+08	Kenneth C. Hewitt	\$28.00	300547
WEX HEALTH, INC	\$39.54	1E+08	Marla Ann Zietz	\$10.00	300548
WEX HEALTH, INC	\$214.93	1E+08	Midwest Vision	\$30.00	300549
WORLD BOOK, INC.	\$229.99	300295	North Dakota Child Support	\$70.00	300550
AFLAC	\$16,105.87	1E+08	Robert Mizera	\$1,600.00	300551
EMPOWER TRUST COMPANY, LLC	\$28,593.27	1E+08	Wal-Mart	\$7.49	300552
HP, INC.	\$961.01	300296	GENERAL TRADING	\$168.42	300553
ND PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$13,183.65	1E+08	GERDAU RECYCLING	\$512.46	300554
ROSENBAUER MINNESOTA, LLC	\$748,752.00	300297	GILLIG, LLC	\$1,082.39	300555
ND PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$264,250.73	1E+08	GOETTLE LAW, PLLC	\$3,500.00	300556
ADP, INC	\$6,757.37	1E+08	GRANITE SPRINGS CO.	\$144.40	300558
ADP, INC	\$159.80	1E+08	H.A. THOMPSON & SONS, INC.	\$10,600.45	300559
MINOT PARK DISTRICT	\$1,413.74	1E+08	HAWKINS, INC.	\$20,647.41	300560
1 CALL SEPTIC SERVICES, INC	\$15,240.84	300298	HOIST AND CRANE SERVICES, INC.	\$2,761.20	300561
ACKERMAN ESTVOLD	\$96,445.00	300299	HOUSTON ENGINEERING, INC.	\$136,830.22	300562
ACME TOOLS	\$11.52	300300	INTERNATIONAL CITY MANAGEMENT ASSOCIATION	\$624.56	300563
ADVANCED BUSINESS METHODS	\$1,247.45	300301	RET.		
ALEXA ROSTVEDT	\$594.60	300302	INTERSTATE BATTERY SYSTEM	\$379.90	300564
ALLEN FOCKE	\$300.00	300303	JLG ARCHITECTS	\$735.00	300565
AMANDA LANG	\$315.00	300304	JOHN DEERE FINANCIAL	\$88.68	300557
AMERICAN WELDING & GAS, INC.	\$4,547.00	300305	KLJ ENGINEERING, LLC	\$940.26	300566
APEX ENGINEERING GROUP	\$9,003.75	300308	LANGUAGE LINE SERVICES	\$106.24	300567
APH/AUTO VALUE	\$38.49	300309	LINDE GAS & EQUIPMENT INC	\$538.57	300568
APPLE BOOKS, LLC	\$997.92	300310	LOCATORS & SUPPLIES	\$676.00	300569
AQUA-PURE, INC.	\$81,344.00	300311	MAIN ELECTRIC CONSTRUCTION	\$18,744.16	300570
AT&T	\$359.43	300313	MCMASTER-CARR	\$47.04	300571
AXON ENTERPRISE, INC.	\$32,508.00	300314	MELANIE MOORE	\$60.00	300578
BAKER & TAYLOR BOOKS	\$4,773.94	300315	MENARDS	\$36.84	300572
BARR ENGINEERING	\$936.00	300316	MINOT AUTO	\$2,186.86	300573
BAYCOM, INC.	\$31,456.00	300318	MINOT EMPLOYEE DONATIONS	\$822.94	300574
BEVERLY WARD	\$300.00	300319	MINOT PARK DISTRICT	\$36,463.86	300575
BUTLER MACHINERY CO.	\$196.15	300320	MINOT PLUMBING & HEATING CO, INC.	\$33,230.83	300576
			NAPA AUTO PARTS	\$8,932.35	300579

C&C PLUMBING AND HEATING	\$275.00	300321	ND DEPT OF ENVIRONMENTAL QUALITY	\$526.78	300580
CABB PROPERTIES, LLC	\$471.60	300322	ND DEPT OF WATER RESOURCES	\$64,259.27	300581
CAPITAL ONE	\$11.59	300323	ND FRATERNAL ORDER OF POLICE	\$1,566.00	300582
CAVCOM, LLC	\$4,490.00	300324	NORTH COUNTRY SPORTSWEAR	\$582.00	300583
CDM SMITH	\$77,407.00	300325	NORTHERN PLAINS EQUIPMENT CO., INC.	\$15,925.14	300584
CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC	\$11,200.00	300331	NORTHWEST TIRE AND RETREAD	\$3,579.56	300585
CENTRAL MACHINING&PUMP REPAIR	\$120.00	300326	O'REILLY AUTO PARTS	\$64.56	300586
CHRISTOPHER ECKER	\$300.00	300327	OLSON'S TOWING	\$1,771.00	300587
CITY OF MINOT	\$410.00	300418	PARKLAND USA CORPORATION	\$6,951.52	300534
CODY LEE SMITH	\$300.00	300328	PATRIOT FIRE & SAFETY INC	\$1,131.05	300588
CODY MCMANIGAL	\$661.20	300329	PERFORMANCE KENNELS, INC	\$252.00	300589
COOKIES FOR YOU	\$900.00	300330	PHIL SCHULTZ	\$400.00	300604
CRAFT BUILDERS, INC.	\$7,229.00	300332	PRAIRIE SUPPLY	\$899.39	300590
DAKOTA FIRE EXTINGUISHER	\$1,278.70	300333	PRINGLE & HERIGSTAD, P.C.	\$600.00	300591
DAKOTA FLUID POWER, INC.	\$1,839.47	300334	PROCOLLECT	\$362.98	300592
DALTON HARVEY	\$315.00	300335	PROTECH INTEGRATIONS, LLC	\$128.00	300593
DANIEL MIERS	\$471.00	300336	RDO EQUIPMENT	\$2,184.60	300594
DAVID VAN SWERINGEN	\$314.40	300337	GUTIERREZ, NICKOLAS	\$6.12	300595
DIAMOND TRUCK EQUIPMENT	\$53.85	300338	HOULE, JENNIFER	\$6.45	300596
DOMESTIC VIOLENCE CRISIS CENTER	\$1,052.53	300339	KNIGHT, SHELLY	\$70.00	300597
DONALD LADNER	\$300.00	300340	LORDSON, JOSEPH	\$30.69	300598
DONNA HAMPTON	\$300.00	300341	MEADOWLARK HOMES	\$33.43	300599
DORSEY & WHITNEY	\$6,006.00	300342	REINHOLDT, JOSHUA	\$50.53	300600
DOUGLAS GOETZ	\$1,257.00	300344	Theodore Roosevelt Medora Foundation	\$119.40	300601
DR. ANTHONY TATMAN	\$25.00	300345	WALTER, NOAH	\$15.86	300602
EIDE BAILY LLP	\$48,401.00	300346	SANITATION PRODUCTS	\$7,217.12	300603
Brent Weber	\$106.20	300347	SHORT ELLIOTT HENDRICKSON, INC	\$37,555.00	300605
Brian Billingsley	\$175.56	300348	SIGN SOLUTIONS USA	\$1,552.09	300606
Dana Summers	\$106.20	300349	SIGNS TODAY	\$176.00	300607
Joshua Pikka	\$300.20	300350	SIMON MOORE	\$275.00	300504
Krystle Foster	\$66.33	300351	SOLTIS BUSINESS FORMS CO.	\$497.80	300608
Melissa Anderson	\$25.80	300352	STALLION AIR, INC. ORPORATED	\$702.82	300609
Minot Public Safety Cadets	\$8,000.00	300353	SVL SERVICE CORPORATION	\$2,032.00	300610
Randi Monley	\$258.99	300354	SWANSTON EQUIPMENT COMPANIES	\$6,009.68	300611
Randi Monley	\$28.61	300355	TERMINAL SUPPLY CO.	\$237.55	300612
Riley Racine	\$20.00	300356	THE RETAIL COACH, LLC	\$13,750.00	300613
Robby Brown	\$106.20	300357	THOMSON REUTERS-WEST PAYMENT CENTER	\$387.00	300614
Stuart Hammer	\$106.20	300358	TRAFFIC CONTROL CORPORATION	\$10,860.00	300615
ENERBASE	\$34,366.05	300359	TRANE U.S. INC.	\$3,476.23	300533
FACTORY MOTOR PARTS	\$625.27	300360	U.S. POST OFFICE	\$5,000.00	300616
FASTENAL COMPANY	\$59.04	300362	UNITED MAILING SERVICE	\$344.18	300617
FIRST DISTRICT HEALTH UNIT	\$26,500.00	300363	VISIT MINOT	\$4,730.35	300618
FIRST INTERNATIONAL BANK & TRUST	\$759.00	300364	WALLWORK TRUCK CENTER MINOT	\$11,128.90	300619
FIRST WESTERN INSURANCE	\$1,038.00	300365	WAYNE LARCOMBE	\$543.97	300620
G & P COMMERCIAL SALES	\$357.87	300367	WESTLIE FORD	\$395.09	300621
GALE	\$24.79	300368	WESTLIE TRUCK CENTER	\$3,036.44	300622
GALLS, LLC	\$1,260.00	300369	ZACHARY JOHNSHOY	\$197.41	300499
Hobby Lobby	\$25.00	300372	ADVANCED BUSINESS METHODS	\$1,247.45	300627

\$6,265,573.17

7.5 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:

- 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)

7.6 MAYORAL APPOINTMENT - 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 - Approve a major subdivision final plat as provided in Attachment A to create Avery's 2nd Addition.

7.8 MINOR SUBDIVISION PLAT: MINOT NORTH 7TH ADDITION - Approve a minor subdivision plat as provided in Attachment A to create North Minot 7th Addition.

7.9 GREAT RIVER FEDERAL CREDIT UNION DONATION - 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.

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

7.11 DISPOSAL OF EXCESS EQUIPMENT UTILIZING AUCTION - 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.

7.12 WESTFIELD WATERMAIN REPLACEMENT AWARD OF BID (4817) - 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 authorize the Mayor to sign contract documents on behalf of the City.

7.13 BUDGET AMENDMENT FOR SEWER PIPE SPOT REPAIR TOOL – Approve the sole source procurement and ratify the purchase of the Quick Lock sewer repair equipment; and approve the budget amendment to move funds from Water/Sewer Department Materials and Supplies to Capital Equipment to make the purchase.

7.14 UNIVERSITY WATERMAIN REPLACEMENT AWARD OF BID (4816) – 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 authorize the Mayor to sign contract documents on behalf of the City.

7.15 2024 AWARD OF FUEL BID (4857) - Award the bid for fuel to Farstad as a primary supplier and Enerbase as a secondary supplier.

7.16 APPOINTMENT OF SPECIAL CITY ATTORNEY - STEPHANIE DAVIS - 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 authorize the City Attorney and Mayor to sign any necessary paperwork to complete the appointment.

7.17 APPOINTMENT OF SPECIAL CITY ATTORNEY - SHANE GOETTLE – Approve and authorize the Mayor to sign the Consulting and Legal Services Agreement between the City of Minot and Shane Goettle; and continue the appointment of Shane Goettle as Special Assistant City Attorney.

7.19 APPROVE TIME EXTENSION FOR FACADE IMPROVEMENT APPLICATION FI-8 (BIG M BUILDING) - Approve a time extension request for Big M Minot, LLC to December 31, 2024.

7.20 PAINTED BUMP-OUTS - 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 1 Street E intersection; and authorize city staff to execute an encroachment permit.

7.21 ALLEY SPEED LIMIT ORDINANCE - 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.

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

7.23 LANGUAGE INTERPRETATION SERVICES AGREEMENT - 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.

7.24 BID AWARD AND BUDGET AMENDMENT – REMOTE CONTROL ROBOT UPGRADE – BOMB SQUAD (2023200010) - Award the bid to Remotec, Inc in the amount of \$224,271.00; approve the proposed budget amendment on first reading; and authorize the Police Chief to sign any necessary documentation.

7.25 NDSWC COST-SHARE REIMBURSEMENT AGREEMENT - 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.

7.26 APPROVE THE FIRST EXTENSION TO THE CONTRACT ASSIGNMENT AGREEMENT BETWEEN CITY OF MINOT AND MATTSON CONSTRUCTION - Approve the construction contract amendment and authorize the Mayor to sign the amendment.

7.27 CONTRACT AWARDS FOR ELECTRIC VAULT (AIP 3-38-0037-072-2024) - Award the contract to the lowest compliant bidder, Gefroh Electric, Inc., contingent upon receipt of FAA grant funding; approve contract for construction administration

services to be conducted by Short Elliott Hendrickson (SEH) for the project; and 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.

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

7.18 TAXI FARE FEES AND ORDINANCE - APPROVED

Alderwoman Evans moved approve the ordinance on first reading regarding the taxi business with the following amendments:

Sec. 30-19. Fares; ~~amount~~; posting.

~~(a) The fares to be charged by taxicab operators shall be as established from time to time by the city council. The schedule of fares shall be kept current and shall be filed in the office of the city auditor.~~

~~(b) It shall be unlawful for any owner or diver of a taxicab to charge or demand a fare in excess of that to which he is entitled, in accordance with the schedule provided for in subsection (a).~~

(a)~~(e)~~ All persons operating taxicabs shall keep posted in some conspicuous place, whether inside or outside of the vehicle, the charges of the vehicle for carrying passengers.

(b)~~(d)~~ Failure to post fares as required by this section shall preclude the operator of any taxicab from collecting any fare.

(c) All applicants or licensees must annually file a statement or schedule listing all fare, multiple loading charges, flat rate charges for certain routes, and any other information necessary to clarify rates to be charged with the city clerk prior to the operation of taxicabs.

(d) An additional fee or fare cannot be charged for the use of an accessible taxi or for serving persons with disabilities. A licensee may not charge a fee for an attendant acting on behalf of and travelling with a passenger with disabilities. Under the Americans with Disability Act, the taxicab business cannot discriminate against individuals with disability by actions, including but not limited to, refusing to assist with the stowing of mobility devices, charging higher fares or fees for carrying individuals with disabilities and their equipment than are charged to other persons.

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

8.1 PUBLIC HEARING: WAYNE JOHNSON MOVE REQUEST – APPROVED

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

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

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

Alderman Pitner moved the City Council approve contract amendment 1 with Apex Engineering Group; authorize the Mayor to sign the amendment; and approve the budget amendment on 1st reading.

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

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

Alderman Jantzer moved the 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 authorize the Mayor to sign the decision document.

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

8.4 AUTOMATIC DOOR ORDINANCE – APPROVED

Alderman Evans moved the City Council approve the ordinance to include the clarification on a vestibule entrance needing both doors accessible. The motion was seconded by Alderman Burlingame.

Alderwoman Evans motioned to amend the original motion to include an exemption on non-forgivable loans. The motion to amend was seconded by Alderman Burlingame and carried the following roll call vote: ayes: Burlingame, Evans, Jantzer, Pitner, Podrygula, Ross; nays: Olson.

Whereupon the council returned to Alderwoman Evans original motion with the amendment to approve the ordinance to include the clarification on a vestibule entrance needing both doors accessible and an exemption on non-forgivable loans. Motion seconded by Alderman Burlingame and carried the following roll call vote: ayes: Burlingame, Evans, Jantzer, Pitner, Podrygula, Ross; nays: Olson.

PERSONAL APPEARANCES

Billi Gunderson spoke to the City Council about ADA accessibility. Lisa Hermaneo thanked the Mayor for the Mental Health Month proclamation. Nancy Bumbleman discussed various issues.

MISCELLANEOUS AND DISCUSSION ITEMS

10.1 CDBG CONSOLIDATED PLAN PRESENTATION

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

10.2 MINOT HOUSING AUTHORITY - MILTON YOUNG PRESENTATION

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

10.3 2025 – 2029 CAPITAL IMPROVEMENT PLAN PRESENTATION (4821)

Lance Meyer, City Engineer, presented on the 2025 – 2029 Capital Improvement Plan.

10.4 MOTION TO RECONSIDER

Alderwoman Evans moved the City Council reconsider item 7.11 Disposal of Excess Equipment Utilizing Auction. Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Burlingame, Evans, Jantzer, Olson, Pitner, Podrygula, Ross; nays: none.

Alderwoman Evans moved the City Council include the ARFF Truck on the impound auction list. Motion seconded by Alderman Jantzer and carried by the following roll call vote: ayes: Burlingame, Evans, Jantzer, Olson, Pitner, Podrygula, Ross; nays: none.

ADJOURNMENT

There being no further business, Alderman Pitner moved the City Council meeting be adjourned. Motion seconded by Alderman Jantzer and carried unanimously. Meeting adjourned at 8:31 pm.

For the full May 6, 2024 Regular City Council meeting video, see: [Minot City Council Meeting 5/6/24 \(youtube.com\)](https://www.youtube.com/watch?v=5624).

ATTEST: _____
Mikayla McWilliams, City Clerk

APPROVED: _____
Thomas Ross, Mayor

On May 6, 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 & PENDING LITIGATION

The next item on the agenda is an executive session to discuss a potential land purchase by the City of Minot and pending litigation. The legal authority for closing this portion of the meeting is North Dakota Century Code Section 44-04-19.1(9) and North Dakota Century Code Section 44-04-19.2.

The topic and purpose of the executive session on item numbers 3 and 4 are 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 Jantzer motioned the City Council move into an executive session. Motion seconded by Alderman Pitner, and carried the following roll call vote: ayes: Burlingame, Evans, Jantzer, Olson, Pitner, Podrygula, Ross; nays: none.

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

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

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

The executive session began at 4:49 pm and was attended by all members of the City Council, as well as the Mayor, City Clerk, City Attorney, City Manager, NDR Program Administrator, Finance Director, and the Utilities Director. At 4:53 ppm, John Warcup joined the executive session.

At 5:03 pm, Alderman Pitner moved the City Council adjourn the executive session and return to the dais in Council Chambers. Motion seconded by Alderwoman Evans, and carried the following roll call vote: ayes: Burlingame, Evans, Jantzer, Olson, Pitner, Podrygula, Ross; nays: none.

POTENTIAL ACTION FOLLOWING EXECUTIVE SESSION

Alderwoman Evans moved the City Council:

1. Approve the purchase of the 100 3rd St and 311 1st Ave NE in the amount of \$310,000 plus closing costs;
2. Approve the earnest money in the amount \$1,000 being issued prior to second reading of the budget amendment;
3. Approve the budget amendment to allocate funding for the purchase; and
4. Authorize the Mayor to sign any necessary documents to complete the acquisition.

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

ADJOURNMENT

There being no further business, Alderman Pitner moved the City Council meeting be adjourned. Motion seconded by Alderman Jantzer and carried unanimously. The meeting adjourned at 5:08 pm.

For the full May 6, 2024 Special City Council meeting video, see: [Minot City Council Executive Session 5/6/24 \(youtube.com\)](https://www.youtube.com/watch?v=Minot City Council Executive Session 5/6/24).

ATTEST: _____
Mikayla McWilliams, City Clerk

APPROVED: _____
Thomas Ross, Mayor

On May 7, 2024, a Special City Council Budget Tour meeting was held in the Council Chambers at City Hall. Mayor Ross called the meeting to order at 8:00 am.

Members Present:

Burlingame, Jantzer, Olson, Pitner, Podrygula, Ross

Members Absent:

Evans

The City Council members along with City Council candidates Rob Fuller, Mike Blessum, and Leif Snyder met in the City Council Chambers to begin the budget tours.

At 8:01, Tom Joyce provided the council members and candidates a budget tour schedule and discussed the morning event for Engineering and Public Works.

Lance started the presentations at 8:06 am discussing the Engineering and Traffic budgets. He talked about pavement markings, traffic signal upgrades, sidewalk improvements, and pavement management. Jason Sorenson spoke about the Public Works Department budget. Some of the topics he touched on were NAWS, the Mouse River Flood Protection, the cast iron pipe replacement project, the lead service line replacement project, and fleet maintenance.

The tour included the Traffic building, the Sanitation building, the shop and maintenance area in Public Works, the recycling facility, and a tour of neighborhoods and project sites within Minot. Each destination was a place for Lance, Jason or city staff to discuss current projects or upcoming needs. Alderman Podrygula left the tour at 10:50 am.

Lunch was provided in the employee breakroom at City Hall at 11:45 am.

Alderman Podrygula and candidate Scott Samuelson were able to join the budget tours for the afternoon. The council members and candidates boarded the bus at 1:00 pm to tour the Minot Public Library. Jennifer Kleen discussed her PIO staff and how the different members of her department offer numerous skills to tell the story of the City of Minot. Looking into 2025, Jennifer would like to start purchasing some action camera equipment.

Zhaina Moya, Library Director, gave the council members and candidates a tour of the background employee areas of the library, along with the main library, tool library area and newly remodeled children's library. Zhaina also discussed the community survey satisfaction results, discussed the changes in needs for the patrons of the library, the programs offered by the library, and the upcoming projects to improve the library.

Jennifer Eckman and staff at the Airport provided the council members and candidates a tour of the terminal building to discuss the needs and improvements they are currently working on and projects they foresee in 2025. In 2025, the Airport is looking to include a pavement project on Runway 8-26, updates some building systems, focus on airport access, and implement career advancement with adding two lead positions in two divisions.

David Lakefield presented at 3:27 pm, when the bus arrived back to City Hall. David Lakefield provided an overview of his staff, the roles of his staff, completed projects, ongoing special projects, future special projects, the strategic financing efforts done by the city, investment activities, and discussed the challenges. David also provided the budget for the IT Department and Utility Billing, which he oversees as well. These departments have numerous completed and ongoing special projects. The group discussed fee structures, how the sales tax pennies are divided, and the general budgeting process. Alderman Pitner left the meeting at 5:00 pm.

Dinner was provided in the employee breakroom at City Hall at 5:00 pm.

Candidate Mike Gietzen was able to attend the meeting at 5:15 pm. Harold Stewart, City Manager, concluded the day with the discussion of his budget and the city as a whole for the budget. He talked about the organization wide how he would like to see a mental health program, work remote policy, health and wellness, employee satisfaction survey, wages/raises, etc. Harold spoke about projects stemming from the community survey, the home study, the CPSM study for both PD and FD. He also spent time on the community wide needs from the City of Minot.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:14 pm.

ATTEST: _____
Mikayla McWilliams, City Clerk

APPROVED: _____
Thomas Ross, Mayor

On May 8, 2024, a Special City Council Budget Tour meeting was held in the Council Chambers at City Hall. Mayor Ross called the meeting to order at 8:00 am.

Members Present:

Burlingame, Jantzer, Olson, Pitner (via teams), Podrygula, Ross

Members Absent:

Evans

The City Council members along with City Council candidates Scott Samuelson, Mike Blessum, and Leif Snyder met in the City Council Chambers to begin the budget tours.

At 8:00 am, Brian Billingsley started presenting on the Inspections Department. He discussed his file scanning projects, the necessary training his staff undergoes, and the purchase of a plan review table. Brian mentioned the 2024 budget uses. The Inspections Department would like to hire a new position of a Commercial Plans Examiner. His current staff is spending too much time on plan reviews currently. He is proposing new fees or the raising of current fees to fund the position. In 2025, they expect training, scanning, reanalyzing and benchmark building permit fees, and acquire a new automobile in the budget. Brian presented an update on the electrical inspection program with the State of ND now that the City of Minot does not have an electrical inspector on staff.

Next, Brian Billingsley presented on the Planning Department. In 2023, the Planning Department wrapped up the Comprehensive Plan, completed 62 DRT meetings, and began the Housing Study. Currently this year, they have wrapped up the Housing Study, working on staff training, and will concentrate on implementing the Comprehensive Plans. The 2025 budget year will include implementing more of the Comprehensive Plan and would like to add a new position, which is a 2nd full-time zoning/code enforcement officer.

For Economic Development the budget will include adding in \$15,000 for developer and building training. Brian also provided the council members and candidates and update to the Façade Improvement Program and its current funding. If this program where to continue, it would need more funding in 2025. Harold Stewart provided an update on the Economic Development position and its current vacancy/application process.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:31 am.

ATTEST: _____
Mikayla McWilliams, City Clerk

APPROVED: _____
Thomas Ross, Mayor

On May 8, 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 9:40 am.

ROLL CALL

Members Present:

Burlingame, Jantzer, Olson, Pitner, Podrygula, Ross

Members Absent:

Evans

PLEDGE OF ALLEGIANCE

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

CITY COUNCIL BUDGET PRIORITIES & DIRECTIVE

Alderman Jantzer:

- Supports no tax increase – limit the 2025 budget to the dollar amount in 2024
- Add 3 new firefighter positions
- Consider positions where fees can cover the new position proposed
- Prioritize maintaining what the City of Minot currently has such as employee wage/benefits and equipment

Alderman Podrygula:

- Safety – adding the 3 additional firefighter positions
- Preservation such as the Airport roofing project
- Citizen Survey – infrastructure/public safety
- Protecting life and property
- Efficiency enhancement/incentive
- Employee engagement survey
- Police Department recruitment/Administrative Assistant
- PD/FD formal accreditation
- Leadership/Management Training

Alderwoman Olson:

- Focus on understanding who we serve and represent the people we employ
- Continue pay plan and benefits
- NDPERS retirement plan for 1st responders
- Promote homestead credit
- Staff – remote work from home policy
- Investment in roads
- PD Space Study
- Investment – Franchise fees/Economic Development
- Property Taxes/Budget – hold the line unless it means cutting services (communicate to the City Council on any services cut)

Alderman Pitner:

- Additional 3 firefighters
- CPSM civilian positions to open up more sworn officers
- Town Hall meetings outside in the community/community outreach
- Economic Development
- Realistic on property tax and 2025 budget – goal of zero increase

Alderman Burlingame:

- Hold the line on property tax
- Take care of current staff first
- Reward efficiencies
- Maintain employees (at home policy/plan for turnover without eliminating positions)
- Review current fees and discuss franchise fees
- Childcare recommendations

Mayor Ross:

- #1 asset is our employees (encourage & empower)
- Leadership training
- Critical position/department look
- Not sold on the Economic Development position and Retail Coach
- Charging appropriately for services
- PD Recruitment is a priority

Candidates:

Mike Blessum:

- Promote homestead credit
- Departments such as Public Transportation, Library, Cemetery, Airport becoming more self sufficient
- Staffing needs: 3 firefighters and payroll position
- Deferred Maintenance such as roads
- Fully revamp Economic Development
- Engage Minot Air Force Base

Scott Samuelson:

- Look at efficiencies such as a Payroll position and look into the Economic Development position
- Hold the line on property taxes
- Employee/citizen input

Leif Snyder:

- Importance of City staff – finding ways to free up time to engage
 - Payroll position
 - Sworn officers on patrol/civilian work
 - 3 firefighters
- Agrees there might be duplication in Economic Development
- Hold the line on property taxes

Summarization:

- Infrastructure
- Empower staff
- Hold the line on property taxes
- Reserves for one-time projects not for operations

11:04 Alderman Burlingame left the meeting.

ADJOURNMENT

There being no further business, Alderman Jantzer moved the City Council meeting be adjourned. Motion seconded by Alderwoman Olson and carried unanimously. Meeting adjourned at 11:07 am.

For the full May 8, 2024 Special City Council meeting video, see: [Minot City Council Special Meeting 5/8/24 \(youtube.com\)](https://www.youtube.com/watch?v=Minot City Council Special Meeting 5/8/24 (youtube.com)).

ATTEST: _____
Mikayla McWilliams, City Clerk

APPROVED: _____
Thomas Ross, Mayor



TO: Mayor Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: May 20, 2024

SUBJECT: ADMINISTRATIVE APPROVALS

I. RECOMMENDED ACTION

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

1. Downtown Business & Professional Association to conduct a raffle and raffle board on May 18, 2024 at The Spot (6 2nd St NE).
2. Four Special Event Permits for The Blue Rider (105 2nd Ave SW).
3. Special Event Permit for Sports on Tap (220 S Broadway).
4. Special Event Permit for The Depot and Baggage Claim (15 N Main St)
5. Special Event Permit for Saul's (105 1st St SE Basement)

II. DEPARTMENT CONTACT PERSONS

Mikayla McWilliams, City Clerk, 701-857-4752
John Klug, Chief of Police, 701-857-9800

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.

B. Proposed Project

N/A

C. Recommendation Detail

N/A

IV. IMPACT

A. Aspirations

Safe and Welcoming

B. Service/Delivery Impact:

N/A

C. Fiscal 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.

Project Costs

N/A

Project Funding

N/A

VI. ALTERNATIVES

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



TO: Mayor Ross
Members of the City Council

FROM: Mikayla McWilliams, City Clerk

DATE: May 20, 2024

SUBJECT: GAMING SITE AUTHORIZATIONS

I. RECOMMENDED ACTION

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

Minot Hockey Boosters

- On the Rocks (614 3rd St NE)
- The "O"riginal (720 N Broadway)
- Aces Lounge & Casino (1524 S Broadway, Ste 8)
- The Depot and Baggage Claim (15 N Main St)
- Nola's Lounge (919 Burdick Expy W)
- Highland Suites (1605 35th Ave SW)
- X-Golf (1621 S Broadway)

II. DEPARTMENT CONTACT PERSONS

Mikayla McWilliams, City Clerk, 701-857-4752
John Klug, Chief of Police, 701-857-9800

III. DESCRIPTION

A. 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.

B. Proposed Project

N/A

C. Recommendation Detail

This is a yearly process for all sites. The gaming year is July 1st - June 30th every year. 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.

IV. IMPACT

A. Aspirations

Safe and Welcoming

B. Service/Delivery Impact:

N/A

C. Fiscal Impact

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

Project Costs

N/A

Project Funding

N/A

VI. 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.



TO: Mayor Ross
Members of the City Council

FROM: Chris Plank, NDR Program Administrator

DATE: May 20, 2024

SUBJECT: CDBG WEB SITE POLICY AND PROCEDURES

I. RECOMMENDED ACTION

Approve and authorize the Mayor to sign the updated CDBG website policy and procedures.

II. DEPARTMENT CONTACT PERSONS

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

III. DESCRIPTION

A. Background

The City of Minot's policy is to maintain a website dedicated to communicating information to its citizens about the Community Disaster Block Grant (CDBG) programs. Procedures shall meet the applicable Federal grant requirements and be designated for ease of use by visitors.

B. Proposed Project

The City's CDBG website is an information portal about flood recovery services and related to HUD grants. It is intended to empower citizens and business partners by providing timely access to relevant information and enable residents to participate in the award/grant process. Content updates will be performed as information is approved and the material will be organized in logical groups.

C. Recommendation Detail

With the addition of the CDBG Entitlement program, current website policies are in need of being updated to include the CDBG Entitlement information.

IV. IMPACT

A. Aspirations

This would meet the Council's aspiration of being Excellent and Connected.

B. Service/Delivery Impact:

Providing updated information allows the public to keep informed on any updates or changes approved regarding the CDBG programs.

C. Fiscal Impact

The CDBG program is being funded through CDBG-DR, NDR and Entitlement Grants

Project Costs

There is no cost for updating the procedures.

VI. ALTERNATIVES

Certain information is required to be made public for residents. If the Council chooses not to authorize the website policies and procedures, may result in a "Finding" if audited by HUD or the internal auditor.



Community Development Block Grant (CDBG)

Web site Policy & Procedures

Section 1: Purpose

The City of Minot's policy is to maintain a website dedicated to communicating information to its citizens about the Community Development Block Grant (CDBG) programs, including Entitlement, Disaster Recovery (DR) and the National Disaster Resilience competition (NDR). Procedures shall meet applicable Federal grant requirements and be designed for ease of use by visitors.

Section 2: Introduction

1. The comprehensive website shall be featured prominently and linked from the City's homepage at <http://www.minotnd.gov>. to the dedicated CDBG section.
2. The City's CDBG website is an information portal about flood recovery services and related Department of Housing and Urban Development's (HUD) grants. It is intended to empower citizens and business partners by providing timely access to relevant information and enabling the involvement in the disaster/grant award process.
3. The content and design are guided by CDBG rules, statutes, waivers, and alternative requirements as referenced in the Federal Registers.

Section 3: Responsibility

1. The Information Technology (IT) department will organize and maintain the site (Sec 4).
2. The Finance Department/Federal Compliance Officer and IT Department will upload required content to site (Sec 4).
3. The Internal Auditor will review the site on a quarterly basis.

Sec 4: Content and Links:

The City of Minot's CDBG website will contain mandatory items coupled with additional information that may enhance understanding or provide additional resources for citizens. Content updates will be performed as information is approved and the material will be organized in logical groupings that include the following:

1. Disaster Recovery Grant Reporting (DRGR) system Quarterly Performance Reports (QPR) for activities described in the Action Plan/Program Administrator reports.
2. Action Plans (including DRGR) and Information Disbursement & Information System (IDIS) and sequentially numbered Amendments.
3. City Council approved CDBG policies, including (Grant) procurement.
4. Status of goods & services being procured and funded by CDBG.

5. Copies of required contracts procured directly by the City of Minot.
6. Summary of procured contracts procured directly by the City of Minot (Contract Reporting Template).
7. Citizen Participation Plan.
8. City of Minot Disaster Recovery Office contact information.
9. How to request information in accessible formats.
10. Link to HUD website.

CITY OF MINOT

Mayor

Date

Attest:

City Clerk

Date



TO: Mayor Ross and City Council
FROM: Brian Billingsley, AICP, Community & Economic Development Director
DATE: May 15, 2024
SUBJECT: **APPROVE 2024 MINOT RENASSAINCE ZONE DEVELOPMENT PLAN
RESOLUTION AND MEMORANDUM OF UNDERSTADING**

I. RECOMMENDED ACTION

City Council should approve the 2024 Minot Renaissance Zone Development Plan Resolution and Memorandum of Understanding, authorize the Mayor to execute both documents, and authorize staff to submit both documents 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

The Minot City Council voted to approve the 2024 Development Plan for the Minot Renaissance Zone on May 6, 2024

B. Proposed Project

The State of North Dakota requires the City to adopt a formal resolution of support and a memorandum of understanding that the City will follow the State's rules and guidelines for the program.

IV. IMPACT:

A. Strategic Impact:

To prevent the further spread of slum and blight within the zone.

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.

VII. TIME CONSTRAINTS

- A. None

VIII. LIST OF ATTACHMENTS

- A. Resolution
- B. Memorandum of Understanding
- C. 2024 Development Plan with Renaissance Zone Map



RESOLUTION NO. _____

A RESOLUTION BY THE MINOT CITY COUNCIL CONFIRMING THAT IF THE DEPARTMENT OF COMMERCE DIVISION OF COMMUNITY SERVICES DESIGNATES A PORTION OF THE CITY OF MINOT AS A RENAISSANCE ZONE, PERSONS AND PROPERTY WITHIN THE RENAISSANCE ZONE ARE EXEMPT FROM TAXES AS PROVIDED IN NDCC 40-63-04 THROUGH 40-63-07.

WHEREAS, the City of Minot recognizes the need to encourage investment within a defined geographic area of its jurisdiction that needs to be revitalized, and

WHEREAS, the Renaissance Zone Act (North Dakota Century Code (N.D.C.C.) ch. 40-63 authorizes cities to apply to the Department of Commerce Division of Community Services (DCS) for the designation of an area within their respective political boundaries as a Renaissance Zone; and

WHEREAS, as a precondition of the application described in the preceding paragraph, cities are required to enact a resolution that states if the renaissance zone designation is granted, persons and property within the renaissance zone are exempt from taxes as provided in N.D.C.C. sections 40-63-04 through 40-63-07; and

WHEREAS, enactment of such exemptions and credits will result in improving the economic, physical, and social conditions with the proposed Renaissance Zone, and

WHEREAS, the City of Minot is participating in an application to the DCS seeking approval of a Renaissance Zone; and

NOW, THEREFORE, BE IT RESOLVED by the City of Minot, that, contingent upon DCS approval of the City's Renaissance Zone application, the City of Minot will approve the tax exemptions and credits provided for in the Renaissance Zone Act.

Passed and adopted this day _____ day of _____, 2024.

ATTEST:

Mikayla McWilliams, City Clerk

APPROVED:

Thomas Ross, Mayor

RENAISSANCE ZONE MEMORANDUM OF AGREEMENT

Between

The North Dakota Department of Commerce Division of Community Services

and

The City of Minot, North Dakota

This Memorandum of Agreement (MOA) between the North Dakota Department of Commerce Division of Community Services (DCS) and the City of Minot (City), is made effective May 20, 2024, and continues a Renaissance Zone for the City (see attached map) pursuant to N.D.C.C. 40-63, for a period not to exceed 5 years. The City's Development Plan and any related Renaissance Zone goals as submitted and approved by DCS are attached and incorporated herein as if those items were set out at length in this MOA.

The City agrees that it will fulfill its responsibilities under the Renaissance Zone Program Statement. The City further agrees that it will follow its Development Plan as submitted to DCS, that it will provide all requested information to DCS, and that it will meet its obligations under N.D.C.C. 40-63. If the City does not fulfill these requirements, or if the City fails to make adequate progress after the DCS provides 90 days written notice that its progress has been inadequate, then DCS may cancel its Renaissance Zone approval for future projects as outlined in Part X, Paragraph 18, of the Renaissance Zone Program Statement.

If N.D.C.C. 40-63 is amended or repealed by the Legislative Assembly, all changes will apply to the Renaissance Zone or to this MOA automatically on the effective date of the legislation. Any changes to the Development Plan, or to any other matter, required by any legislative changes, must be made in writing and signed by both parties. The failure of the parties to agree to any changes required by legislation before the effective date of the legislation will automatically terminate Renaissance Zone approval without further action by DCS, unless DCS waives the termination in writing. Any project or investment completed before the effective date of any legislative changes is grandfathered under the prior law unless the new law requires otherwise.

Director Division of Community Services

Mayor, City of Minot

Date

Date

Adopted – May 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.



MAIN ST. N. FROM 3 AVE. S.
MINOT N.D. COPYRIGHT LANDSVERK

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

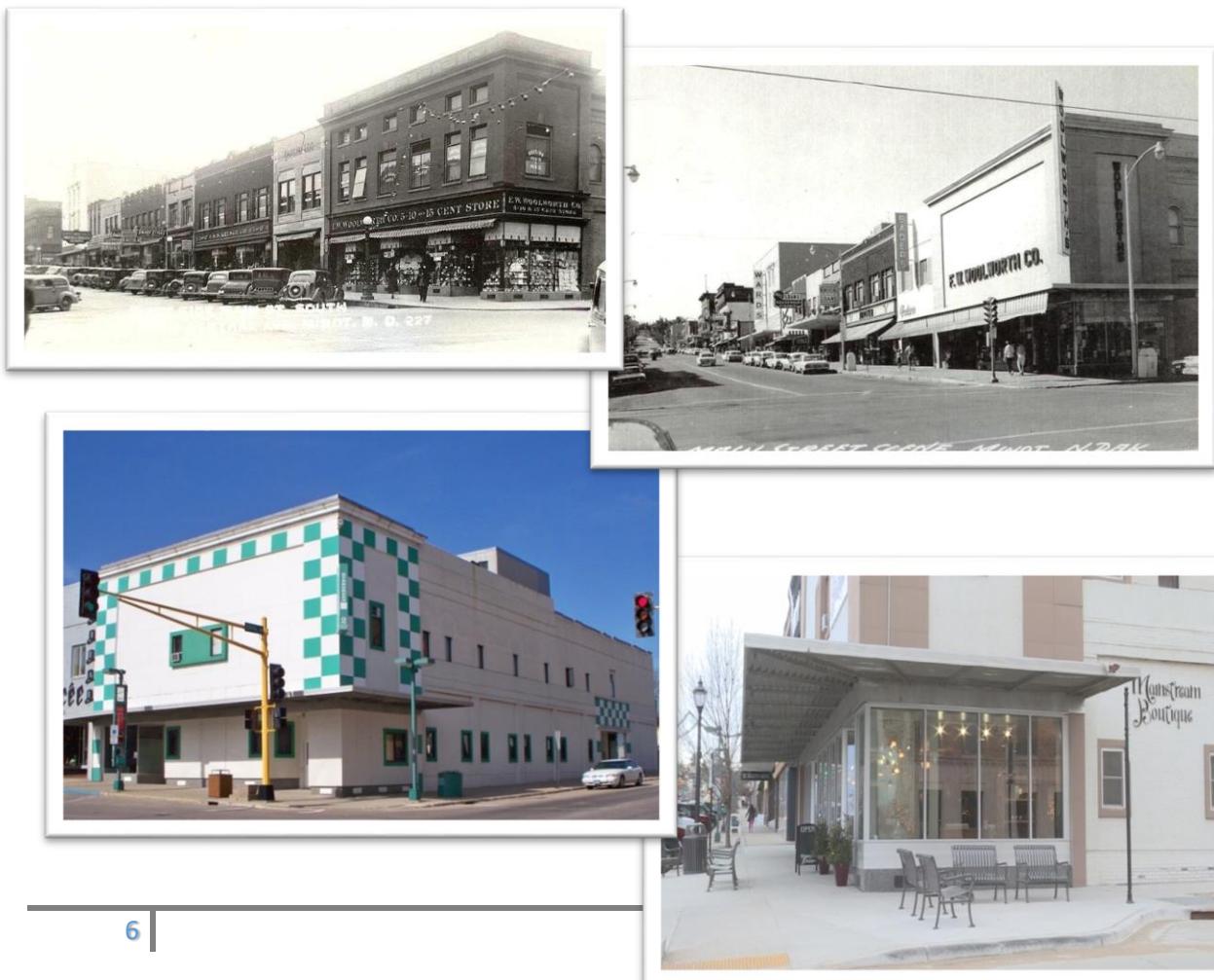
The proposed development or redevelopment of properties within the Renaissance Zone consisted of, or will consist of, property improvements and rehabilitation, associated with commercial or residential redevelopments. The development or redevelopment of these properties, which include apartment buildings, 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.*

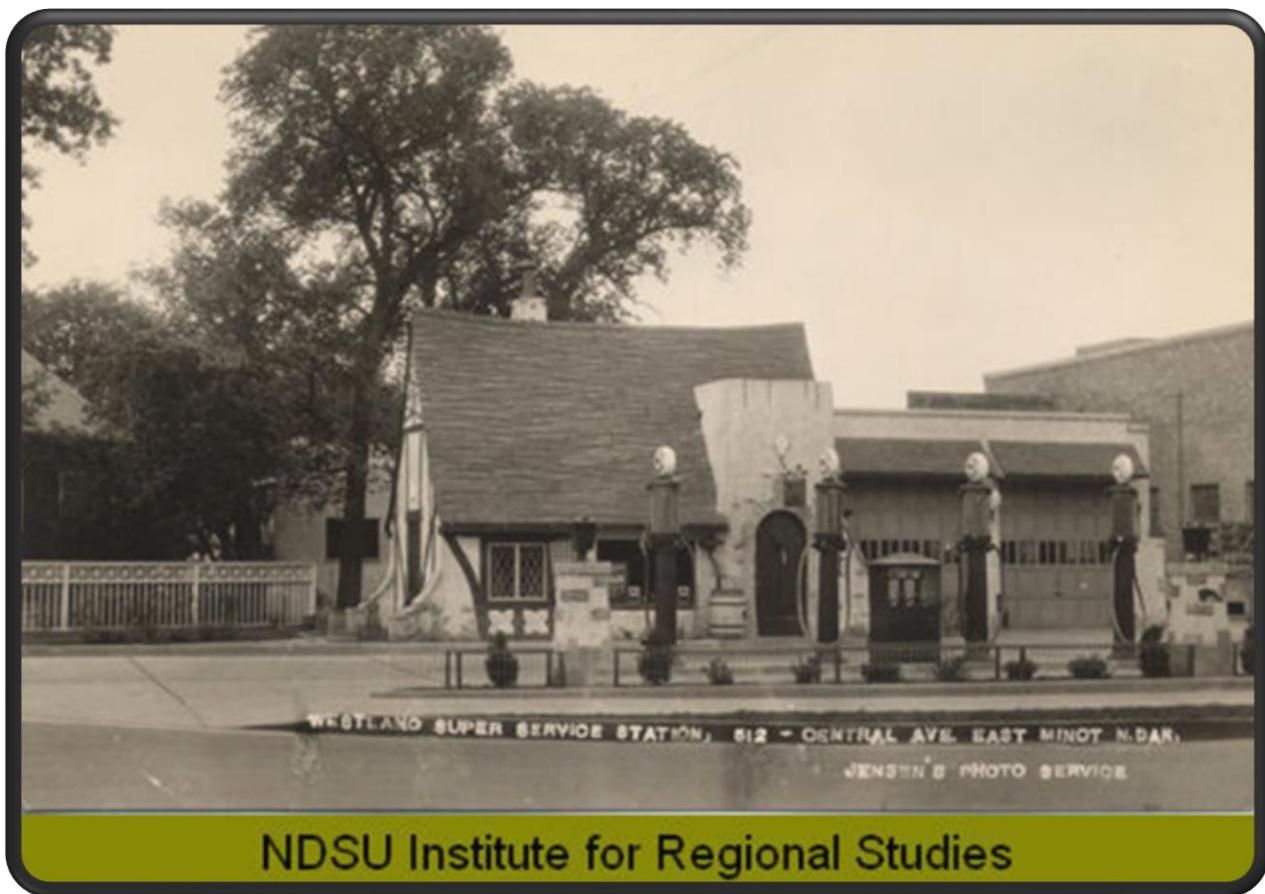
The City of Minot will assure that all construction, renovation and remodeling projects receiving zone incentives will comply with the State and Locally Adopted Building Codes, State Energy Code, and the Americans with Disabilities Act Accessibility Guidelines (ADAAG) through their existing building 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.



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.*

Only one person spoke in support of the development plan. Nobody testified in opposition.

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

No issues were raised.

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

The plan was discussed at three Ward County Commission meetings, two Minot Public School Board meetings, one Renaissance Zone Board Review meeting, and one City Council meeting. A copy of the plan was made available to the general public in the Community Development Department. A public hearing notices was twice posted in the Minot Daily News inviting the general public to attend and speak at the City Council public hearing.

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

Local business owner and downtown developer Ryan Ackerman wrote the following email to the City Council:

Greetings, Mayor and City Council.

My wife, Jessica, and I own Aksal Group, which is a real estate redevelopment company that operates in downtown Minot. I have some experience with the Renaissance Zone (RZ) Program, and I wanted to share some thoughts about it as you consider the changes proposed by the City of Minot Community Development Department. I can only speak for investments in downtown Minot that are generally commercial in nature. I don't have any experience with the residential components of the program.

Opponents of the RZ will criticize the program by claiming that its purpose is to 'give tax breaks to wealthy corporations or investors'. This is really misleading. The purpose of the program is to address urban blight. Take the photo below. This was taken from inside the building currently occupied by Don Tapatio Mexican Cuisine. This was the condition of the the second floor of that space, obviously before any improvements were made. The space was illegally occupied, with no legitimate water, sewer, electric or other utility services. Heat was generated through the use of open flame propane torches (see fuel canisters beneath windows). Sanitary sewer service was 'provided' through use of the five gallon bucket at the front of the photo. Don't kid yourselves – this is happening elsewhere within downtown, and it will continue to happen if the blight isn't addressed. It's not a great situation to talk about publicly, but it's real when you get into a number of the older dilapidated buildings downtown. The outside of the buildings may seem benign, but the issues behind the storefronts that face the street can be significant in many instances.

The other critique of the program that can be misleading is which entities actually benefit from the program. If we focus in on the property tax benefits associated with the program, the primary beneficiaries are the small businesses that tend to operate within downtown. For Aksal Group, our leases are structured as a triple net, meaning that property tax expenditures flow through to the tenants. The only instance in which the property owner benefits is the instance where a space is vacant and not producing any revenue. These benefits are critically important to startup businesses during the period in which their capital is limited. From the real estate perspective, they provide some relief during the stabilization period for the real estate when vacancy rates are at their highest.

Opponents of the RZ Program will claim that the granting of RZ benefits creates a burden on the balance of the taxpayers. This is an unfortunately common mischaracterization of properties that are included in the Renaissance Zone (RZ). For downtown RZ properties, they are already paying taxes and they are already receiving government services – utilities, snow removal, police patrols, fire protection, etc. This is unlike development built on the fringe of the community that requires expanded infrastructure and services. During the benefit period, taxes are still paid on the value of the land. It is only the improvements that are exempt, and the City Council has the authority to limit the extent of the exemptions.

As expected, property values have begun to rise in downtown Minot, even those that haven't had a nickel of investment put into them. Aksal Group owns two underdeveloped properties adjacent to one that we redeveloped as a RZ project. The taxable valuation of those properties has increased by approximately 50% in the last five years, with essentially no investment being made in them beyond ordinary maintenance. As a result, Aksal Group is paying more in property taxes on our downtown properties than we paid prior to the City Council's approval of our first RZ application. In other words, Aksal Group is paying more property taxes now than it did prior to any RZ benefits being received. How is that creating a burden?

Interest rates have nearly doubled, which means that any interest buydown available from the Bank of North Dakota is consumed much sooner in the financial life of the investment and this is typically before the building is stabilized, from a rent perspective. Interest rates are also a deterrent to investment by tenants. People can't afford to invest in leasehold improvements because the cost of capital is too high.

And our construction costs are higher in Minot than most of the state. I can cite from my own first-hand experience that we designed a building in Minot and put that building out for bids. The costs of that building totaled \$2.8 million. We put the exact same building out for bid in Fargo, and the costs totaled just under \$2 million. It cost our client 30% more to build that building in Minot than it did in Fargo. This is an unfortunate result of high pressure on our labor market and competition with a large industry to our west.

You may have read recently about changes to the M Building design. It was originally designed to have a much higher residential unit count, but the design had to change because the costs of development were simply too high. Unfortunately, if that building was in Fargo, the costs would have been in line with the original proposal.

My point of bringing this up is to illustrate that there are challenges to redevelopment – higher real estate costs, higher interest rates, higher capital costs, and low or negative rates of return. I commend the leadership of the council in maintaining and establishing new programs to redevelop our historic core. The progress doesn't happen without the support and foresight of elected officials to see the potential for a better, brighter downtown.

Best,

Ryan Ackerman, PE

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.



NDSU Institute for Regional Studies

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 follows 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, 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*

75 -100%

Type of Capital Improvement

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	RASMUSSON, 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
MI24.288.153.0123	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 LLP	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	HEJDE, 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	JJT 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	EWR 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	WOBBEEMA, 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	FRYRHOG, 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.G20.000.0010	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.F55.000.0010	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.F10.000.0010	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	BRENTRUP, 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	PIFHERR, 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 WALDERS 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 & BURTCHE, 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 WALDERS 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 PROPERTIES, 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

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



TO: Mayor Ross
Members of the City Council

FROM: Stephen Joersz, Traffic Engineer
Lance Meyer, City Engineer

DATE: May 20, 2024

SUBJECT: TRAFFIC SIGNAL HIGHWAY SAFETY IMPROVEMENT PROGRAM PE AGREEMENT WITH NDDOT (4665)

I. RECOMMENDED ACTION

Recommend council approve the PE Agreement with the NDDOT and authorize the mayor to sign the agreement

II. DEPARTMENT CONTACT PERSONS

Stephen Joersz, Traffic Engineer, 701-857-4111
Lance Meyer, City Engineer, 701-857-4100

III. DESCRIPTION

A. Background

The NDDOT, at the request of the City, is designing traffic signal improvements at several intersections in Minot as part of a Highway Safety Improvement Program (HSIP). These improvements include:

- Flashing Yellow Arrow
- Accessible Pedestrian Signal pushbuttons (there are commonly known as the talking pushbuttons),
- Pedestrian Countdown Walk/Don't Walk Timers
- Dynamic No Turn on Red signs

The project is under design with a plans complete goal of August. Construction is planned for 2026.

B. Proposed Project

The NDDOT requires local governments to sign professional engineering or PE Agreements for projects the NDDOT designs on their behalf. The agreement states that if the City were to unilaterally withdraw from the project or terminate the project, the City agrees to reimburse the NDDOT for the expense they have incurred to design the project. This is a standard template agreement that the

city has signed before.

C. Recommendation Detail

The City has signed PE Agreements with the NDDOT on several occasions in the past with similar or the exact same language. Staff recommends proceeding with this agreement as the City is the one asking NDDOT for this design work to be done. The NDDOT is requesting City approval of the agreement soon.

IV. IMPACT

A. Aspirations

Safe and Welcoming

B. Service/Delivery Impact:

After project completion, the traffic signals will have updated safety features that will enhance driver and pedestrian safety.

C. Fiscal Impact

This project is primarily funded with federal funds at a 90% cost share. At some intersections, the State has a 5% cost share and City has a 5% cost share. At others, the cost share is 90% federal and 10% City. The final breakdown of costs will be known once design is complete and a CPM agreement is generated from the NDDOT. At this time, an estimate from the CIP is being used.

Project Costs

Federal/State: \$1,296,162

City: \$ 312,441

Project Funding

Sales Tax Infrastructure

VI. ALTERNATIVES

Alternative 1: Council could choose not to approve the PE Agreement. In that event, the project would stop since the NDDOT is designing the project.

MEMO TO: Chad Orn
Deputy Director for Planning

FROM: Marohl, Sengaroun H., 328-4449
Local Government Division

DATE: 4/16/2024

SUBJECT: Preliminary Engineering Reimbursement Agreement for Project SHE-HEU-4-999(049) PCN 23787

This contract is a Preliminary Engineering Reimbursement agreement with City of Minot on Citywide Traffic Signal Revise project.

Contract # 38240474

- The type of work is the traffic signal revise
- City agrees for the NDDOT to proceed with the development of the project.
- City agrees to reimburse NDDOT for engineering costs if City terminate the project.
- No one time changes on the standard agreement template.

38/sm

Contract routing:

Seng Marohl - Contract Owner

Stacey Hanson

Paul Benning

Shannon Sauer

Lance Meyer - Minot City Engineer

City of Minot Officials

Seng Marohl

Legal

Chad Orn

NDOT Contract No. 38240474
Project No. SHE-HEU-4-999(049)
PCN No. 23787

**North Dakota Department of Transportation
PRELIMINARY ENGINEERING REIMBURSEMENT AGREEMENT**

This agreement is between the state of North Dakota, acting by and through its Director of Transportation, hereinafter referred to as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and City of Minot, North Dakota, hereinafter referred to as the City.

WHEREAS, the City agrees that NDDOT proceed with the citywide traffic signal revise project; and;

WHEREAS, the City agrees that the project be developed in accordance with NDDOT policies and with the scope of work identified in Attachment A, attached hereto and incorporated by reference.

NOW, THEREFORE, it is agreed that NDDOT will take all necessary steps in project development to deliver an environmental document and set of design plans approved by the City, and construct the project by scheduling a bid opening at such time as funding and project completion allows.

The City agrees that should it unilaterally and voluntarily terminate this agreement by whatever means or action, it shall reimburse NDDOT for any and all costs it has incurred for engineering services under this agreement.

The City further agrees that should it request or otherwise cause a material alteration to, or a reduction of the scope of the project, it shall reimburse NDDOT for any and all costs it has incurred for engineering services under this agreement.

In the event the City fails to reimburse NDDOT, such failure shall constitute an assignment of funds, derived from the State Highway Tax Distribution Fund now or hereafter coming into the hands of the State Treasurer to the credit of the City, and that the State Treasurer is hereby directed to deliver and pay over to NDDOT all funds credited to the City until the total thereof equals the sum billed pursuant to this agreement.

Appendices A and E of the Title VI Assurances, attached, are hereby incorporated into and made a part of this agreement.

The Risk Management Appendix, attached, is hereby incorporated and made a part of this agreement.



Executed by the city of Minot, at Minot North Dakota, the last date below signed.

APPROVED:

CITY ATTORNEY (TYPE OR PRINT)

SIGNATURE

DATE

City of

NAME (TYPE OR PRINT)

SIGNATURE

*

TITLE

DATE

ATTEST:

CITY AUDITOR (TYPE OR PRINT)

SIGNATURE

DATE

Executed for the North Dakota Department of Transportation by the Director at Bismarck, North Dakota, the last date below signed.

APPROVED as to substance by:

Paul Benning

LOCAL GOVERNMENT ENGINEER (TYPE OR PRINT)

Paul Benning

04/16/24

DATE

NORTH DAKOTA
DEPARTMENT OF TRANSPORTATION

DIRECTOR (TYPE OR PRINT)

SIGNATURE

DATE

SS

*Mayor or President City Commission

CLA 17057 (Div. 38)
L.D. Approved 7-17-89; 10-23



NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
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.



NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
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.P.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 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, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes nondiscrimination 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.*).



Risk Management Appendix

Routine* Service Agreements with Sovereign Entities and Political Subdivisions of the State of North Dakota:

Parties: **State** – State of North Dakota, its agencies, officers and employees

Governmental Entity – The Governmental Entity executing the attached document, its agencies, officers and employees

Governments – State and Government Entity, as defined above

Each party agrees to assume its own liability for any and all claims of any nature including all costs, expenses and attorney's fees which may in any manner result from or arise out of this agreement.

Each party shall secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds, authorized to do business in North Dakota, the following insurance coverages:

- 1) **Commercial general liability and automobile liability** insurance – minimum limits of liability required of the Governmental Entity are **\$406,250 per person and \$1,625,000 per occurrence**. The minimum limits of liability required of the State are **\$406,250 per person and \$1,625,000 per occurrence**.
- 2) **Workers compensation** insurance meeting all statutory limits.
- 3) The policies and endorsements may not be canceled or modified without **thirty (30) days prior written notice** to the undersigned State representative.

The State reserves the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time.

Each party that hires subcontractors shall require any non-public subcontractors, prior to commencement of work set out under an agreement between that party and the non-public subcontractor, to:

Defend, indemnify, and hold harmless the Governments, its agencies, officers and employees, from and against claims based on the vicarious liability of the Governments or its agents, but not against claims based on the Government's contributory negligence, comparative and/or contributory negligence or fault, sole negligence, or intentional misconduct. The legal defense provided by the Subcontractor to the Governments under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for the Governments is necessary. Subcontractor also agrees to defend, indemnify, and hold the Governments harmless for all costs, expenses and attorneys' fees incurred if the Governments prevail in an action against Subcontractor in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this agreement.

Subcontractor shall secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds authorized to do business in North Dakota: 1) commercial general liability; 2) automobile liability; and 3) workers compensation insurance all covering the Subcontractor for any and all claims of any nature which may in any manner arise out of or result from this agreement. The minimum limits of liability required are \$500,000 per person and \$2,000,000 per occurrence for commercial general liability and automobile liability coverages, and statutory limits for workers compensation. The Governments shall be endorsed on the commercial general liability policy and automobile liability policy as additional insureds. The Governments shall have all the benefits, rights and coverages of an additional insured under these policies that shall not be limited to the minimum limits of insurance required by this agreement or by the contractual indemnity obligations of the Contractor. Said endorsement shall contain a "Waiver of Subrogation" waiving any right of recovery the insurance company may have against the Governments as well as provisions that the policy and/or endorsement may not be canceled or modified without thirty (30) days prior written notice to the undersigned representatives of the Governments, and that any attorney who represents the State under this policy must first qualify as and be appointed by the North Dakota Attorney General as a Special Assistant Attorney General as required under N.D.C.C. Section 54-12-08. Subcontractor's insurance coverage shall be primary (i.e., pay first) as respects any insurance, self-insurance or self-retention maintained by the Governments. Any insurance, self-insurance or self-retention maintained by the Governments shall be excess of the Contractor's insurance and the Subcontractor's insurance and shall not contribute with them. The insolvency or bankruptcy of the insured Subcontractor shall 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. Any deductible amount or other obligations under the Subcontractor's policy(ies) shall be the sole responsibility of the Subcontractor. This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and be placed with insurers rated "A-" or better by A.M. Best Company, Inc. The Governments will be indemnified, saved, 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 Government Entity that hired the Subcontractor shall be held responsible for ensuring compliance with the above requirements by all Subcontractors. The Governments reserve the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time.

*See *North Dakota Risk Management Manual*, section 5.1 for discussion of "unique" and "routine" agreements.

RM Consulted 2007
Revised 11-23



HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)**PROJECT APPLICATION**North Dakota Department of Transportation, Programming
SFN 59959 (11-2019)**23 USC § 409 Documents
NDDOT Reserves All Objections**

Please attach a location map(s). You may use additional sheets to further describe your project.

Agency Name City of Minot	NDDOT District Minot		
Contact Name Stephen Joersz	Current Date 12/1/21		
Email Address stephen.joersz@minotnd.org	Telephone Number 701.857.4100	Project Cost Estimate (attach detailed copy) \$1,440,180.00	
Location Description 26 Traffic Signals throughout the City of Minot	Roadway Ownership <input type="checkbox"/> State <input type="checkbox"/> County <input checked="" type="checkbox"/> City <input type="checkbox"/> Tribe	Vision Zero Emphasis Area (check all that apply) <input type="checkbox"/> Younger Drivers <input type="checkbox"/> Speeding or Aggressive Drivers <input type="checkbox"/> Alcohol-Related <input type="checkbox"/> Unbelted Vehicle Occupants <input type="checkbox"/> Lane Departure <input checked="" type="checkbox"/> Intersections	Functional Class <input type="checkbox"/> Local Road or Street <input type="checkbox"/> Minor Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Arterial <input checked="" type="checkbox"/> Principal Arterial

Improvement Category (check all that apply)

<input type="checkbox"/> Access Management	<input type="checkbox"/> Intersection Geometry	<input type="checkbox"/> Parking	<input type="checkbox"/> Roadway Delineation
<input checked="" type="checkbox"/> Advanced Technology & ITS	<input checked="" type="checkbox"/> Intersection Traffic Control	<input checked="" type="checkbox"/> Pedestrians & Bicyclists	<input type="checkbox"/> Roadway Signs & Traffic Control
<input type="checkbox"/> Alignment	<input type="checkbox"/> Lighting	<input type="checkbox"/> Railroad Grade Crossings	<input type="checkbox"/> Shoulder Treatments
<input type="checkbox"/> Animal Related	<input checked="" type="checkbox"/> Miscellaneous	<input type="checkbox"/> Roadside	<input type="checkbox"/> Speed Management
<input type="checkbox"/> Interchange Design	<input type="checkbox"/> Non-infrastructure	<input type="checkbox"/> Roadway	<input type="checkbox"/> Work Zone

Describe Current Safety Issues

From 2015-2019, there were 9 pedestrian related crashes on Broadway alone. 5 of which occurred at signals. According to the Broadway Corridor Study, there were 1,168 crashes on the Broadway Corridor between January 1, 2015 and December 31, 2019. 65% of which occurred at intersections. 47% of which were rear-end type crashes, the City of Minot is undertaking a comprehensive signal re-timing effort to try and lower this number. 31% of the crashes were angle-type crashes, the City hopes that installing FYA throughout the Broadway Corridor (and the rest of Minot) that this angle-type crash will be reduced. A significant Crash Density on Broadway occurs between 11th Ave NW and 31st Ave SW. From November 1, 2015 through October 31, 2020; there have been 397 (approx 79 per year) angle-type crashes at City of Minot traffic signals. A recent MnDOT found that converting protected-permissive and permissive-only has a crash modification factor of 0.79-0.82 and 0.53 respectively.

Describe Proposed Safety Improvements

Identified as part of 'City-Wide Signal Improvements" from the Broadway Corridor Study, completed in 2021. The safety countermeasures of Flashing Yellow Arrow (FYA) and Pedestrian Improvements were identified. The City of Minot is proposing of implementing Flashing Yellow Arrow where applicable city-wide. For the Pedestrian Improvements, this was broken down into three separate components; first being Accessible Pedestrian Signal (APS) pushbuttons, second being Pedestrian Countdown Walk/Don't Walk Timers and third being Dynamic No Turn on Red signs. Not all locations require all improvements, for example some intersections are not capable of FYA while others already have Pedestrian Countdown Walk/Don't Walk Timers installed but not APS pushbuttons. A detailed list of which improvements are proposed where is included.

From the Broadway Corridor Study, Broadway is a very congested corridor in Minot and left-turns can often be difficult (as described in the Broadway Corridor Study). The City is wanting to implement Leading Pedestrian Interval into it's signal system. But only when ready and safe, as in having APS pushbuttons, Dynamic No Turns on Red and Pedestrian Countdown Timers. The City is incorporating all of these improvements in future signal improvements.

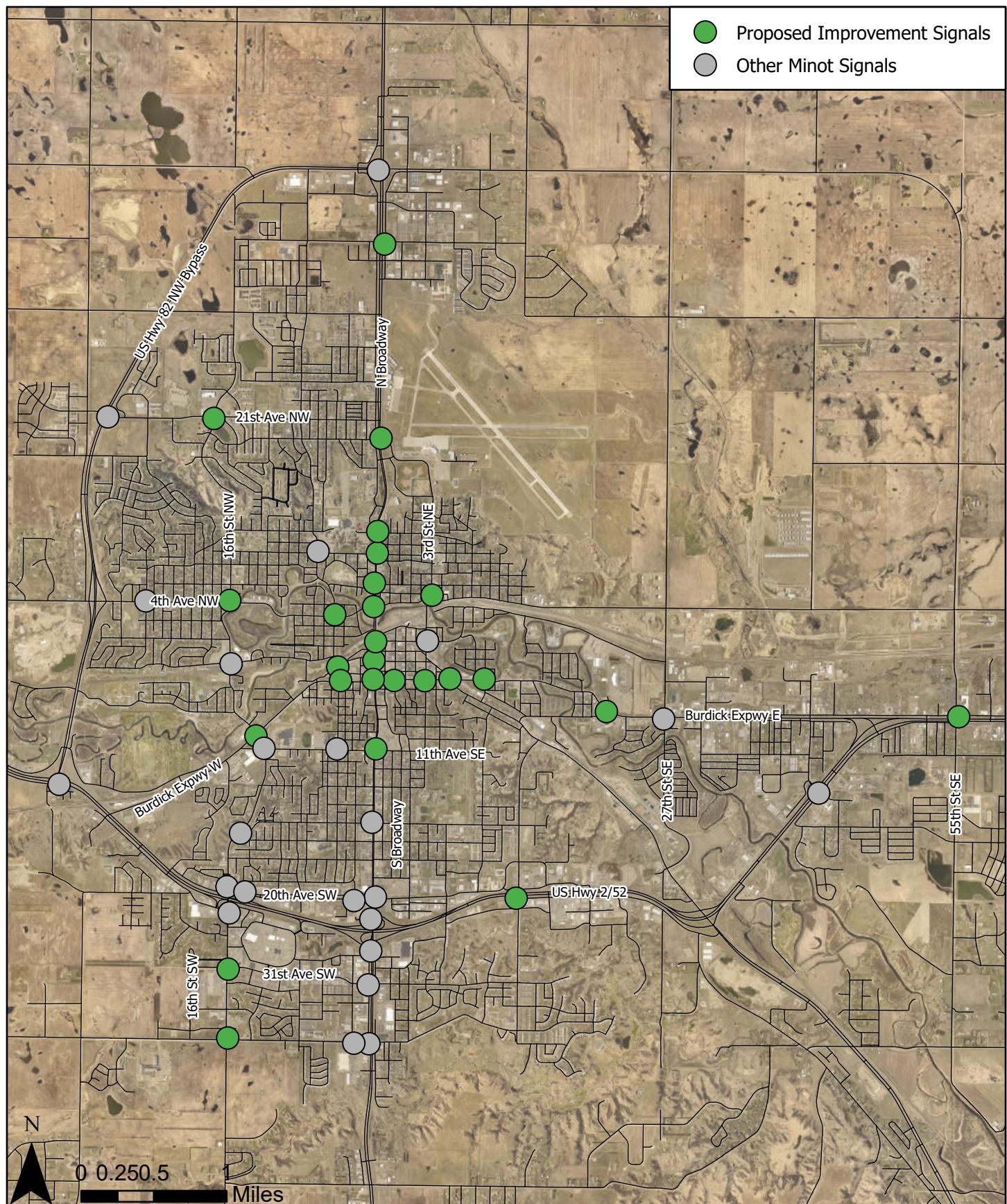
For questions or comments contact:

Justin Schlosser
701-328-2673
jjschlosser@nd.gov

Please email completed form to this address: hsip@nd.gov

City of Minot

Project # 4665 2023-2023 Highway Safety Improvement Program



City of Minot Project 4665 - 2023-2026 Highway Safety Improvement Project							Cost Estimate					Funding Allocation							
Intersection Number	Intersection Roadways	Flashing Yellow Arrow	Ped Countdown Timer	APS Pushbuttons	Dynamic No Turn on Red		Flashing Yellow Arrow	Ped Countdown Timer	APS Pushbuttons	Dynamic No Turn on Red	Sum	Federal	State	Local	Total				
2	E Burdick Expwy and 8th Ave SE	-	4	-	4	2	\$ 16,000	\$ 8,000	11,000	12,000	\$ 47,000	90% \$ 42,300	5% \$ 2,350	5% \$ 2,350	\$ 47,000				
4	E Burdick and 9th St SE	-	-	-	-	4	\$ -	\$ -	-	24,000	\$ 24,000	90% \$ 21,600	5% \$ 1,200	5% \$ 1,200	\$ 24,000				
5	E Burdick and Valley St	-	-	-	-	4	\$ -	\$ -	-	24,000	\$ 24,000	90% \$ 21,600	5% \$ 1,200	5% \$ 1,200	\$ 24,000				
6	E Burdick and 3rd St SE	-	-	-	-	4	\$ -	\$ -	-	24,000	\$ 24,000	90% \$ 21,600	5% \$ 1,200	5% \$ 1,200	\$ 24,000				
7	Burdick and S Main	-	-	-	-	4	\$ -	\$ -	-	24,000	\$ 24,000	90% \$ 21,600	5% \$ 1,200	5% \$ 1,200	\$ 24,000				
8	S Broadway and W Burdick	4	8	8	-		\$ 16,000	\$ 16,000	22,000	-	\$ 54,000	90% \$ 48,600	5% \$ 2,700	5% \$ 2,700	\$ 54,000				
9	W Burdick and 6th St SW	-	-	-	-	1	\$ -	\$ -	-	6,000	\$ 6,000	90% \$ 5,400	5% \$ 300	5% \$ 300	\$ 6,000				
10	16th St SW and W Burdick	-	-	-	-	1	\$ -	\$ -	-	6,000	\$ 6,000	90% \$ 5,400	5% \$ 300	5% \$ 300	\$ 6,000				
19	S Broadway and 11th Ave SW	8	8	8	-	4	\$ 32,000	\$ 16,000	22,000	24,000	\$ 94,000	90% \$ 84,600	5% \$ 4,700	5% \$ 4,700	\$ 94,000				
20	S Broadway and 2nd Ave SW	8	8	8	-	4	\$ 32,000	\$ 16,000	22,000	24,000	\$ 94,000	90% \$ 84,600	5% \$ 4,700	5% \$ 4,700	\$ 94,000				
21	Broadway and Central Ave	2	-	-	-	2	\$ 8,000	\$ -	-	12,000	\$ 20,000	90% \$ 18,000	5% \$ 1,000	5% \$ 1,000	\$ 20,000				
22	N Broadway and 4th Ave NW	8	-	8	-	4	\$ 32,000	\$ -	22,000	24,000	\$ 78,000	90% \$ 70,200	5% \$ 3,900	5% \$ 3,900	\$ 78,000				
23	N Broadway and 5th/6th Ave NW	8	-	8	-	4	\$ 32,000	\$ -	22,000	24,000	\$ 78,000	90% \$ 70,200	5% \$ 3,900	5% \$ 3,900	\$ 78,000				
24	N Broadway and University Ave	8	-	8	-	4	\$ 32,000	\$ -	22,000	24,000	\$ 78,000	90% \$ 70,200	5% \$ 3,900	5% \$ 3,900	\$ 78,000				
25	N Broadway and 11th Ave NW	8	-	8	-	4	\$ 32,000	\$ -	22,000	24,000	\$ 78,000	90% \$ 70,200	5% \$ 3,900	5% \$ 3,900	\$ 78,000				
26	N Broadway and 20th Ave NW	-	-	-	10	4	\$ -	\$ -	27,500	24,000	\$ 51,500	90% \$ 46,350	5% \$ 2,575	5% \$ 2,575	\$ 51,500				
29	16th St NW and 4th Ave NW	-	8	8	-	4	\$ -	\$ 16,000	22,000	24,000	\$ 62,000	90% \$ 55,800	0% \$ -	10% \$ 6,200	\$ 62,000				
30	6th St NW and 3rd Ave NW	-	-	8	-	4	\$ -	\$ -	22,000	24,000	\$ 46,000	90% \$ 41,400	0% \$ -	10% \$ 4,600	\$ 46,000				
36	16th St SW and 37th Ave SW	-	-	-	-	4	\$ -	\$ -	-	24,000	\$ 24,000	90% \$ 21,600	0% \$ -	10% \$ 2,400	\$ 24,000				
45	6th St SW and 2nd Ave SW	8	-	6	-	4	\$ 32,000	\$ -	16,500	24,000	\$ 72,500	90% \$ 65,250	0% \$ -	10% \$ 7,250	\$ 72,500				
48	3rd St NE and 5th Ave NE	-	-	-	-	4	\$ -	\$ -	-	24,000	\$ 24,000	90% \$ 21,600	0% \$ -	10% \$ 2,400	\$ 24,000				
51	13th St SE and US Hwy 2	8	-	3	-	-	\$ 32,000	\$ -	8,250	-	\$ 40,250	90% \$ 36,225	10% \$ 4,025	0% \$ -	\$ 40,250				
52	55th St SE and US Hwy 2	4	-	-	-	-	\$ 16,000	\$ -	-	-	\$ 16,000	90% \$ 14,400	10% \$ 1,600	0% \$ -	\$ 16,000				
53	16th St SW and 31st Ave SW	-	-	-	-	3	\$ -	\$ -	-	18,000	\$ 18,000	90% \$ 16,200	0% \$ -	10% \$ 1,800	\$ 18,000				
54	16th St NW and 21st Ave NW	-	-	8	-	4	\$ -	\$ -	22,000	24,000	\$ 46,000	90% \$ 41,400	0% \$ -	10% \$ 4,600	\$ 46,000				
55	N Broadway and 36th Ave NW	-	-	5	-	-	\$ -	\$ -	13,750	-	\$ 13,750	90% \$ 12,375	5% \$ 688	5% \$ 688	\$ 13,750				
							\$ 312,000	\$ 72,000	\$ 297,000	\$ 462,000	\$ 1,143,000	Federal	\$ 1,028,700	State	\$ 45,338	Local	\$ 68,963	\$ 1,143,000	Construction Costs
							Federal	\$ 51,435	State	\$ 2,267	Local	\$ 3,448	\$ 57,150	5% Contingency					
							Federal	\$ -	State	\$ -	Local	\$ 240,030	\$ 240,030	20% Engineering					
							Federal	\$ 1,080,135	State	\$ 47,604	Local	\$ 312,441	\$ 1,440,180	Total					

Certificate Of Completion

Envelope Id: BF02EAA19181461184A65DD045E12541

Status: Sent

Subject: Contract #38240474: Please DocuSign: PE Reimbursement Agreement for Citywide Signal Revise

Contract Number: 38240474

PCN: 23787

Source Envelope:

Document Pages: 9

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 4

Sengaroun Marohl

AutoNav: Enabled

608 E Boulevard Ave

EnvelopeD Stamping: Enabled

Bismarck, ND 58505

Time Zone: (UTC-06:00) Central Time (US & Canada)

smarohl@nd.gov

IP Address: 165.234.92.5

Record Tracking

Status: Original

Holder: Sengaroun Marohl

Location: DocuSign

4/16/2024 10:24:18 AM

smarohl@nd.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Carahsoft OBO North Dakota Department of

Location: DocuSign

Transportation CLOUD

Signer Events**Signature****Timestamp**

Stacey Hanson



Sent: 4/16/2024 10:36:36 AM

smhanson@nd.gov

Viewed: 4/16/2024 2:41:13 PM

Assistant Local Government Engineer

Signed: 4/16/2024 2:41:37 PM

Carahsoft OBO North Dakota Department of

Signature Adoption: Pre-selected Style

Transportation CLOUD

Using IP Address: 165.234.253.12

Security Level: Email, Account Authentication

(None), Authentication

Authentication Details

SMS Auth:

Transaction: 9feb65ca-ad07-4ac2-9ac3-a2f1f25681d8

Result: passed

Vendor ID: TeleSign

Type: SMSAuth

Performed: 4/16/2024 2:41:07 PM

Phone: +1 701-527-8879

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Paul Benning



Sent: 4/16/2024 2:41:39 PM

pbenning@nd.gov

Viewed: 4/16/2024 2:43:15 PM

Local Government Director

Signed: 4/16/2024 2:44:29 PM

Security Level: Email, Account Authentication
(None), Authentication

Signature Adoption: Pre-selected Style

Using IP Address: 47.179.6.47

Signed using mobile

Authentication Details

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Result: passed

Vendor ID: TeleSign

Type: SMSAuth

Performed: 4/16/2024 2:43:10 PM

Phone: +1 701-214-2502

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
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Authentication Details		
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Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Lance Meyer lance.meyer@minotnd.gov Security Level: Email, Account Authentication (None)		Sent: 5/10/2024 2:36:46 PM Viewed: 5/10/2024 2:37:41 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Stefanie Stalheim stefanie.stalheim@minotnd.gov Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
David Lakefield david.lakefield@minotnd.gov Security Level: Email, Account Authentication (None)		
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Electronic Record and Signature Disclosure: Not Offered via DocuSign		
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Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Clint Morgenstern cdmorgenstern@nd.gov Security Level: Email, Account Authentication (None), Authentication		
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Chad Orn corn@nd.gov Security Level: Email, Account Authentication (None), Authentication		

Signer Events	Signature	Timestamp
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
In Person Signer Events	Signature	Timestamp
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Legal Admin dotlegaladmin@nd.gov Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
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Envelope Updated	Security Checked	5/14/2024 10:39:15 AM

Payment Events	Status	Timestamps



TO: Mayor Ross
Members of the City Council

FROM: Lance Meyer, City Engineer

DATE: May 20, 2024

SUBJECT: ADOPT 2025 - 2029 CAPITAL IMPROVEMENT PLAN (4821)

I. RECOMMENDED ACTION

Recommend council adopt the 2025 - 2029 Capital Improvement Plan.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, 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

Staff did not receive any public comment or requested changes from council. Thus, the CIP can be considered complete and ready for adoption by the council.

C. Recommendation Detail

N/A

IV. IMPACT

A. Aspirations

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

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 by 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

VI. ALTERNATIVES

Alternative 1: Council could direct staff to make changes to the CIP.

CAPITAL IMPROVEMENT PLAN



City of Minot

PREPARED BY THE CITY OF MINOT
ENGINEERING DEPARTMENT

2025-2029

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- Appendix B – Engineering Worksheets
- Appendix C – Public Works Worksheets
- 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.

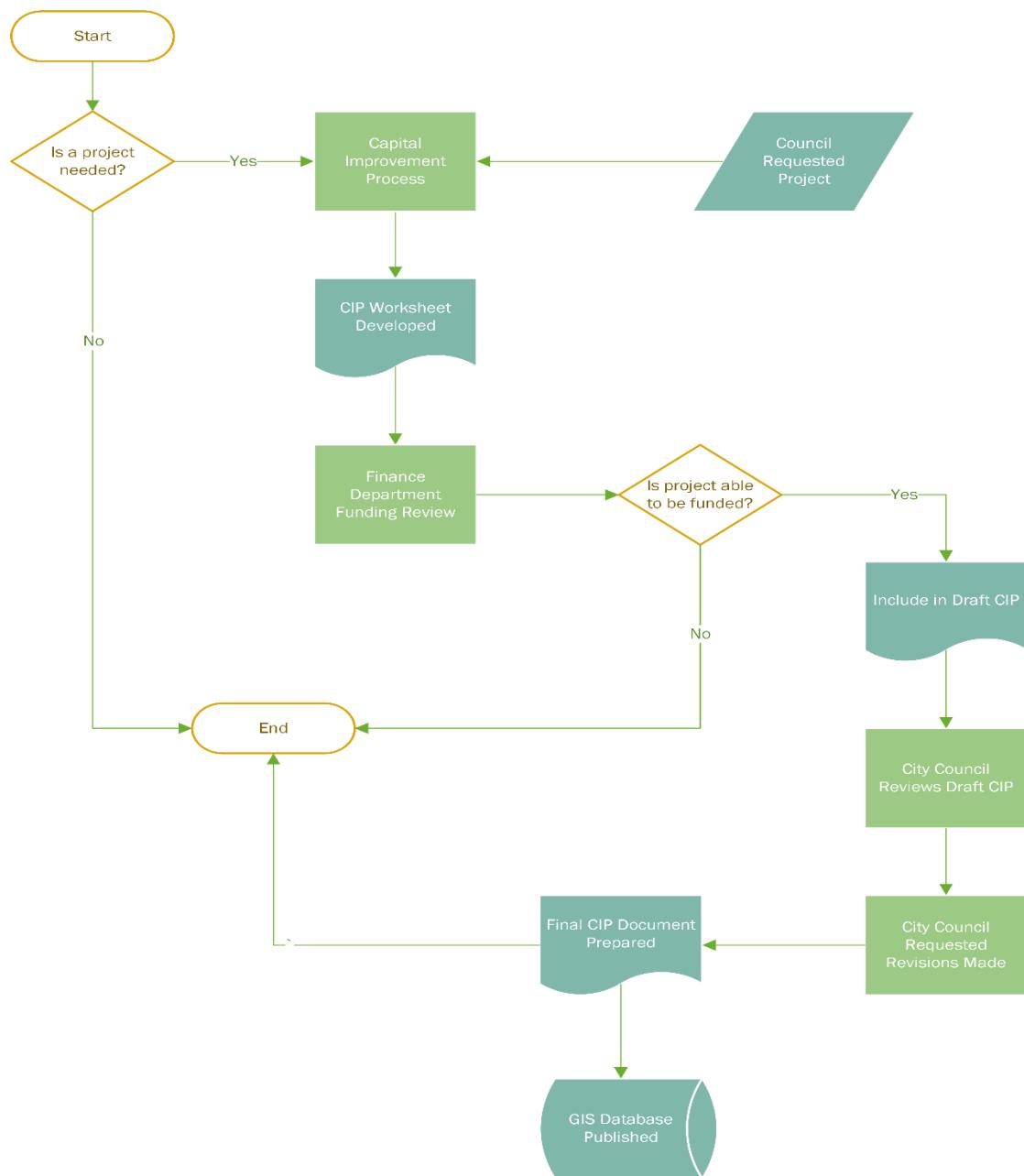
The highest skilled professionals in each department review projects to be brought forth using ranking criteria developed by the department. The ranking criteria are based on industry standards and professional judgement for the development of infrastructure projects.

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.

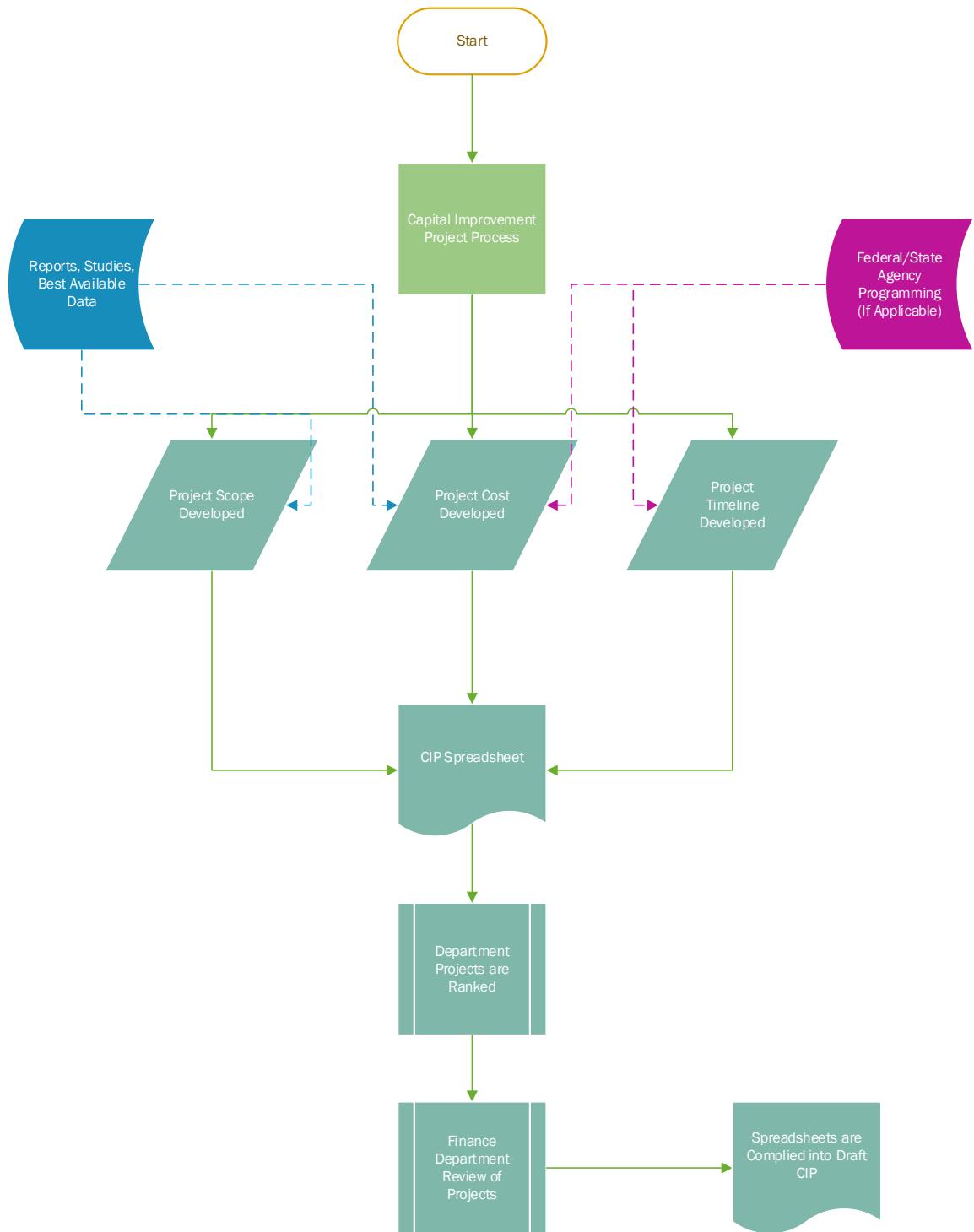
Because federal or state funding can play a significant role in determining project timing and cost shares, programming with these agencies starts early in the overall process. Approval of federal or state participation is generally sent to the City council for approval before a project is placed into 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, navaids, 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 years 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 a1	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 a1	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 a1	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 a1	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	<u>\$ 35,560,000</u>

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	<u>\$ 5,400,000</u>	<u>\$ 16,860,000</u>	<u>\$ 12,500,000</u>	<u>\$ 800,000</u>	<u>\$ -</u>

Figure 3 Airport Funding Sources

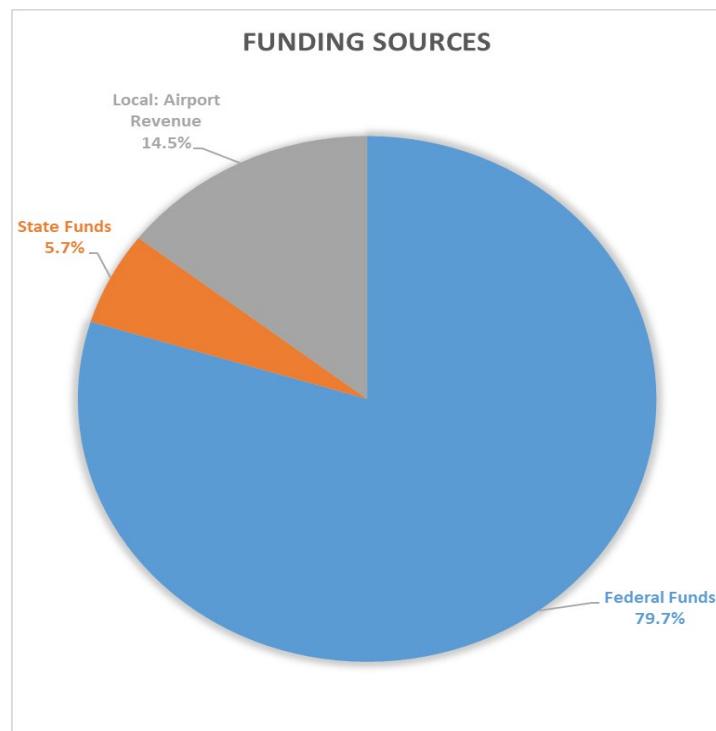
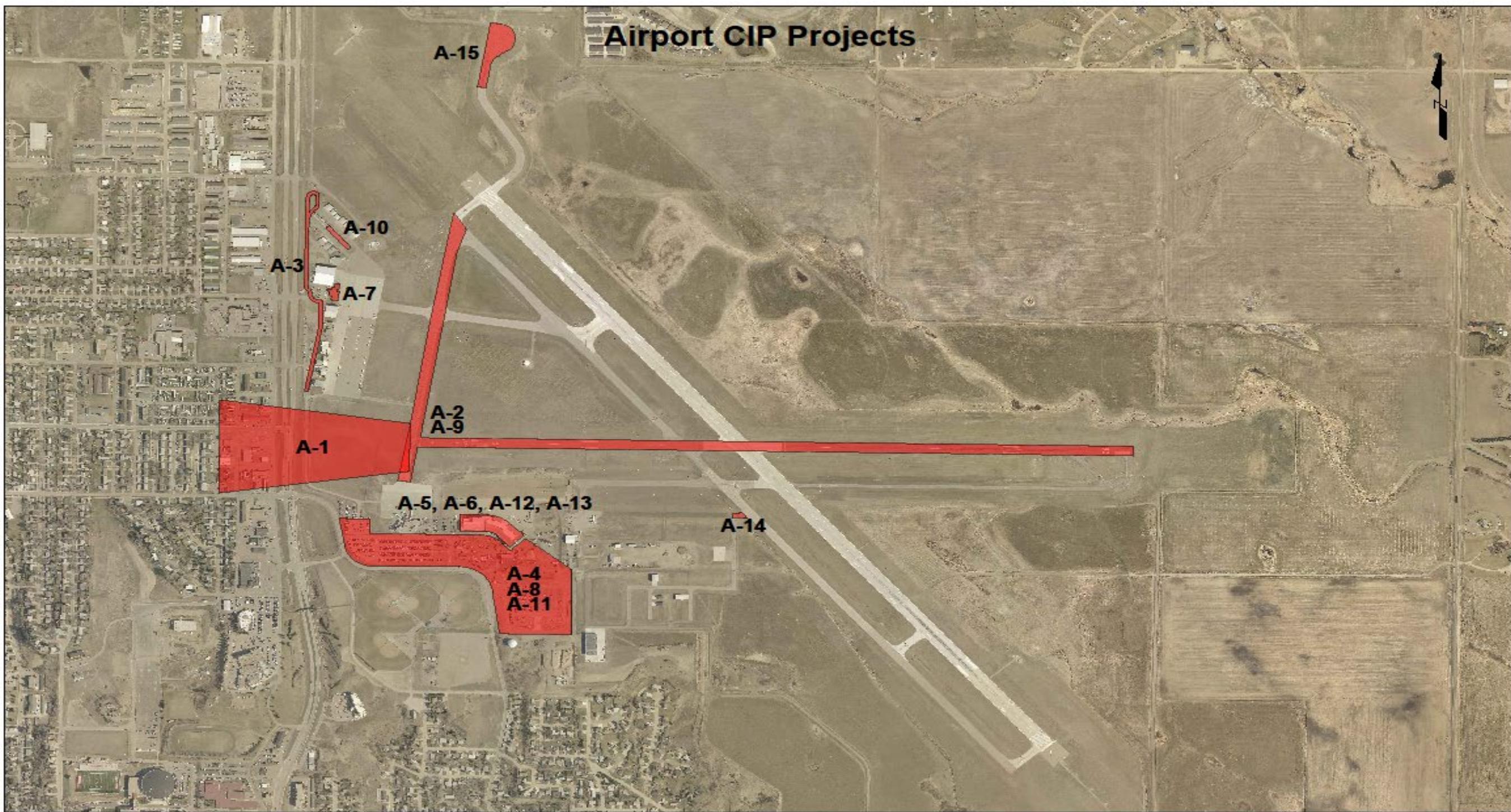


Figure 4 Airport CIP Project Map



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 speed 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

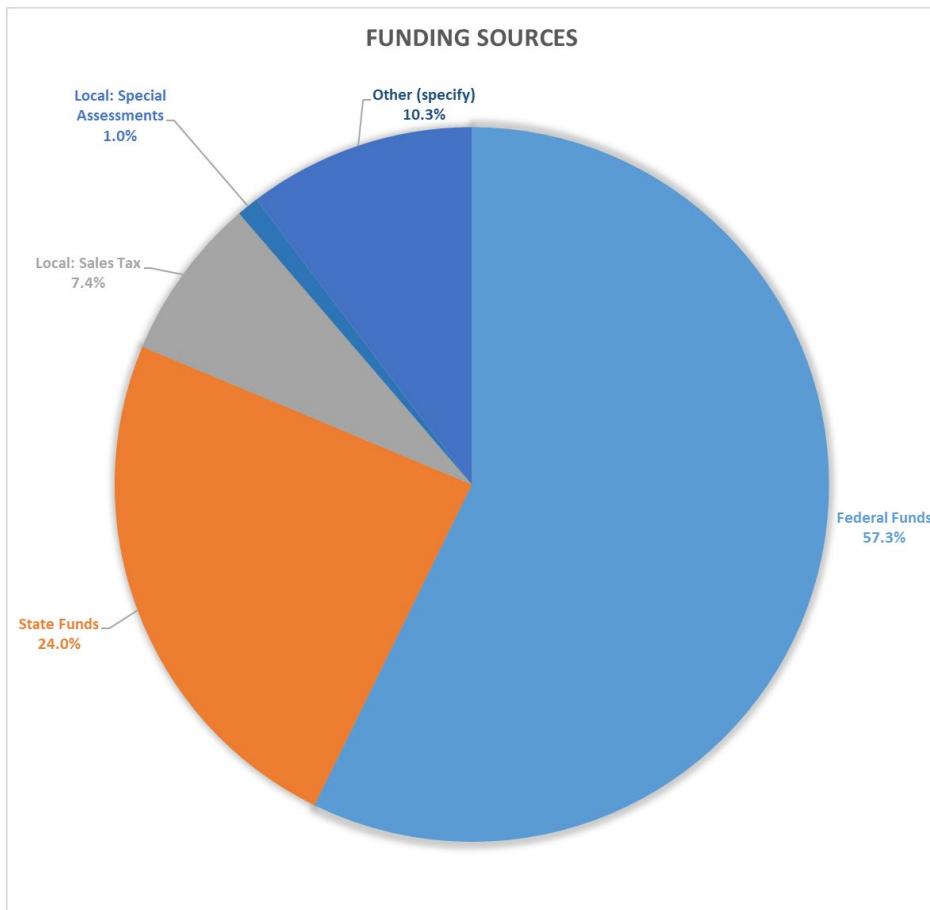
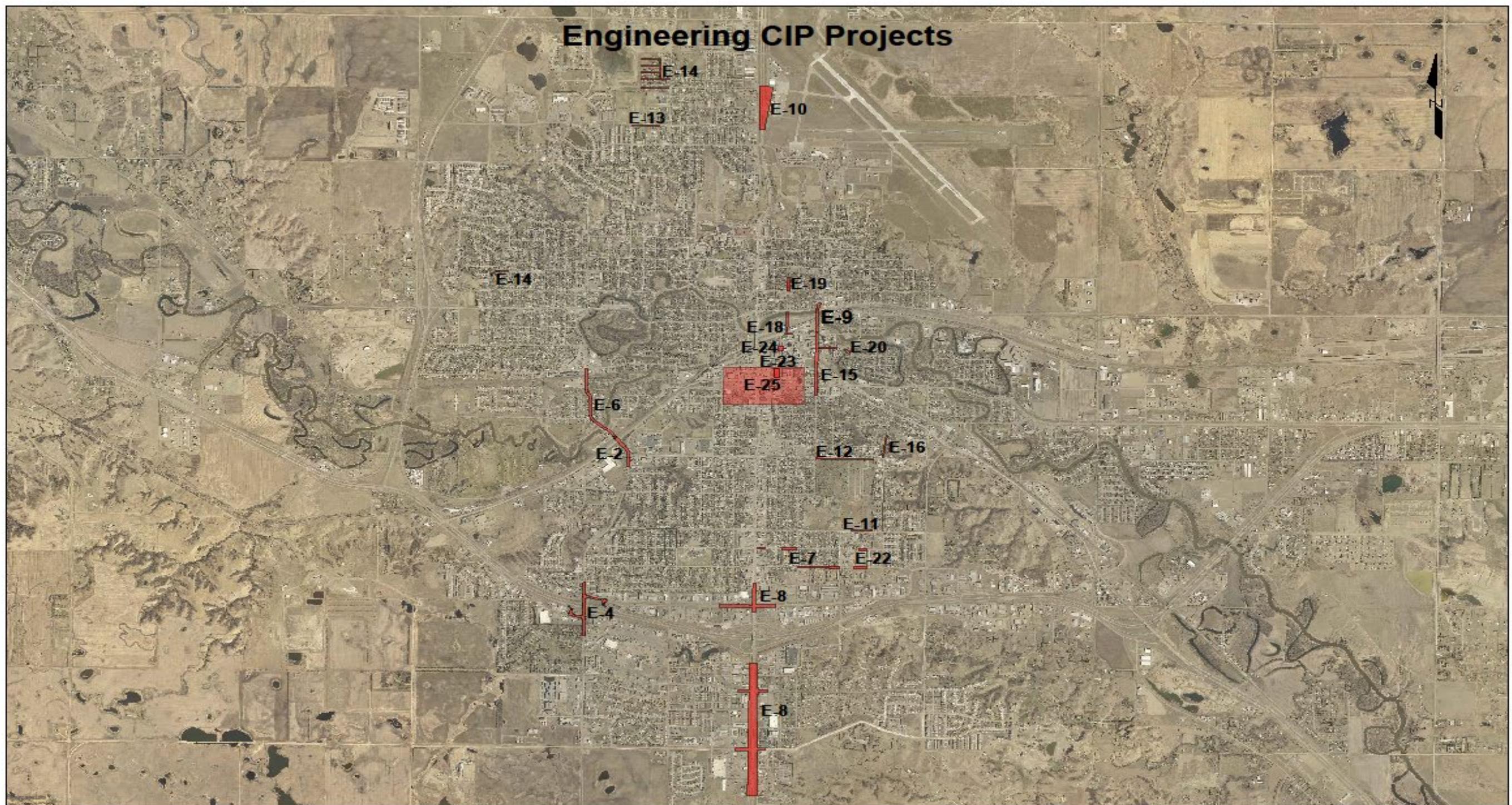


Figure 6 Engineering CIP Project Map



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 (MREFPP) 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

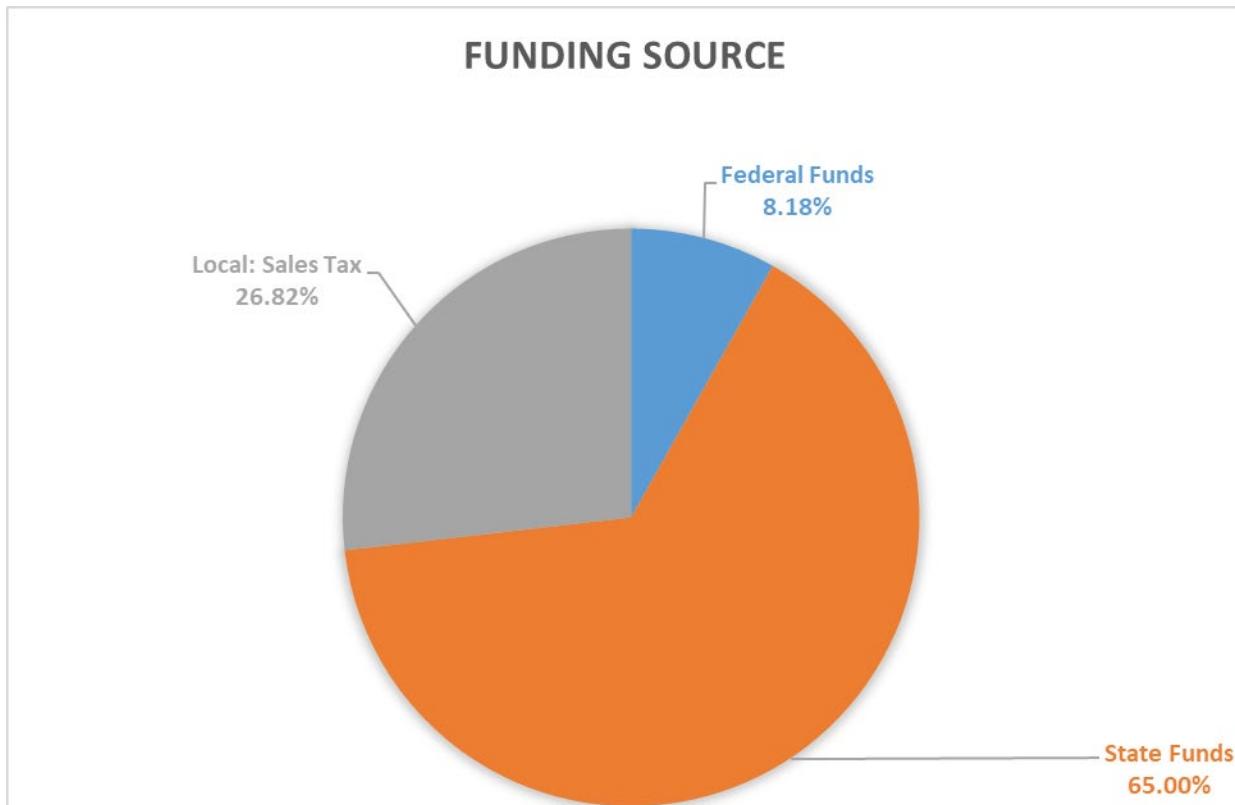
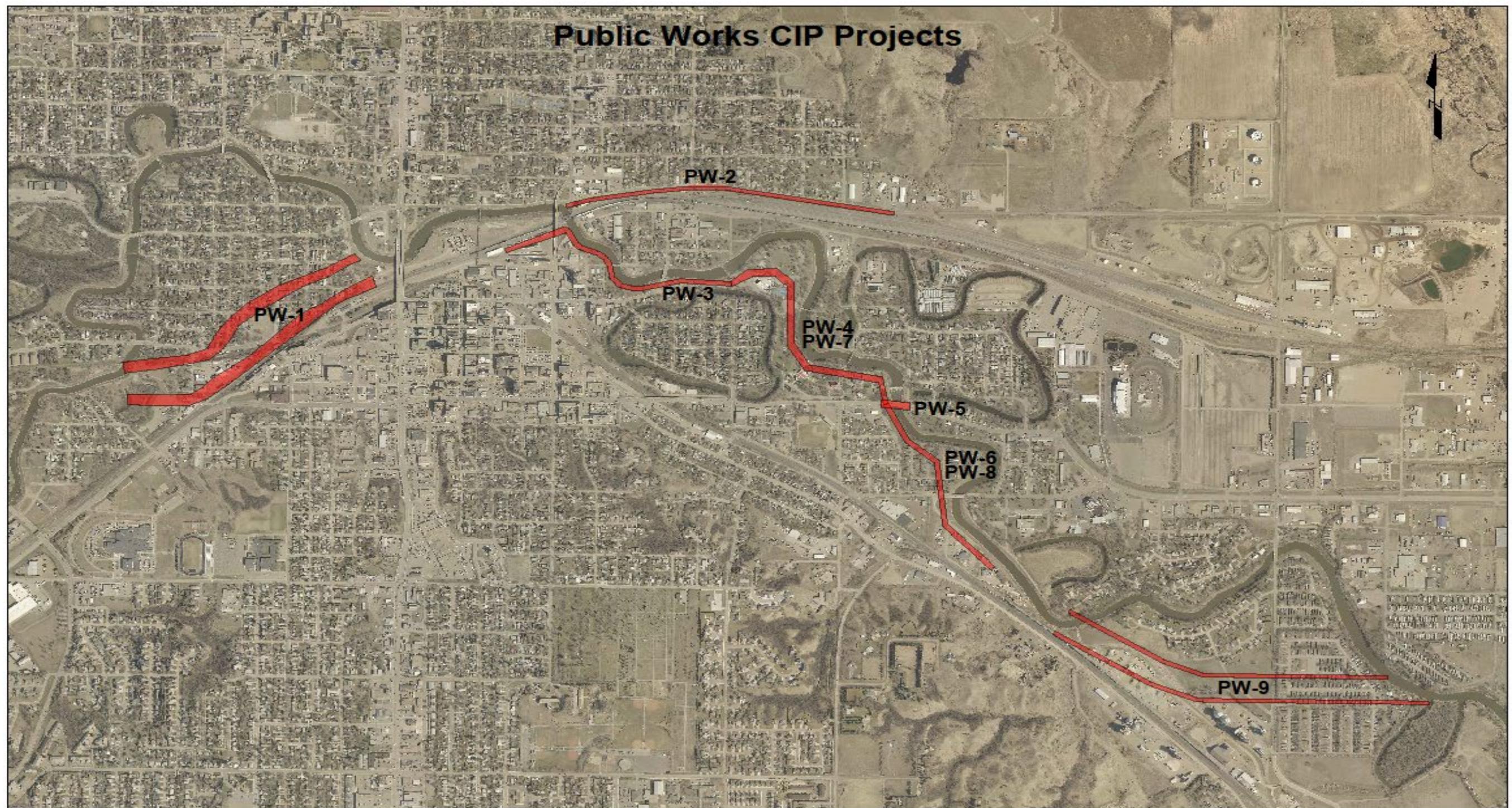


Figure 8 Public Works CIP Project Map



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						\$ 100,700,000

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		\$ -	\$ -	\$ -	\$ -	\$ 100,700,000

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	\$ 100,700,000

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

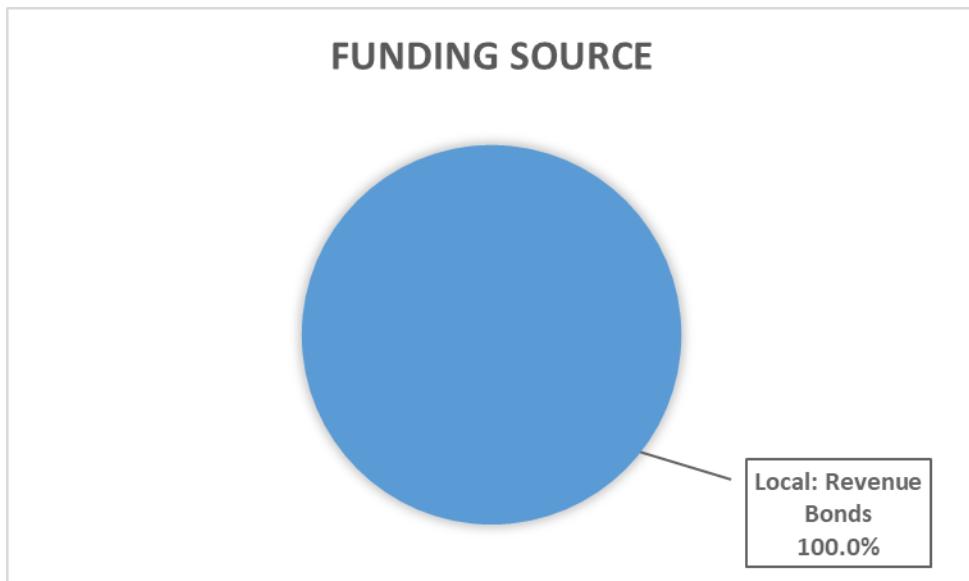
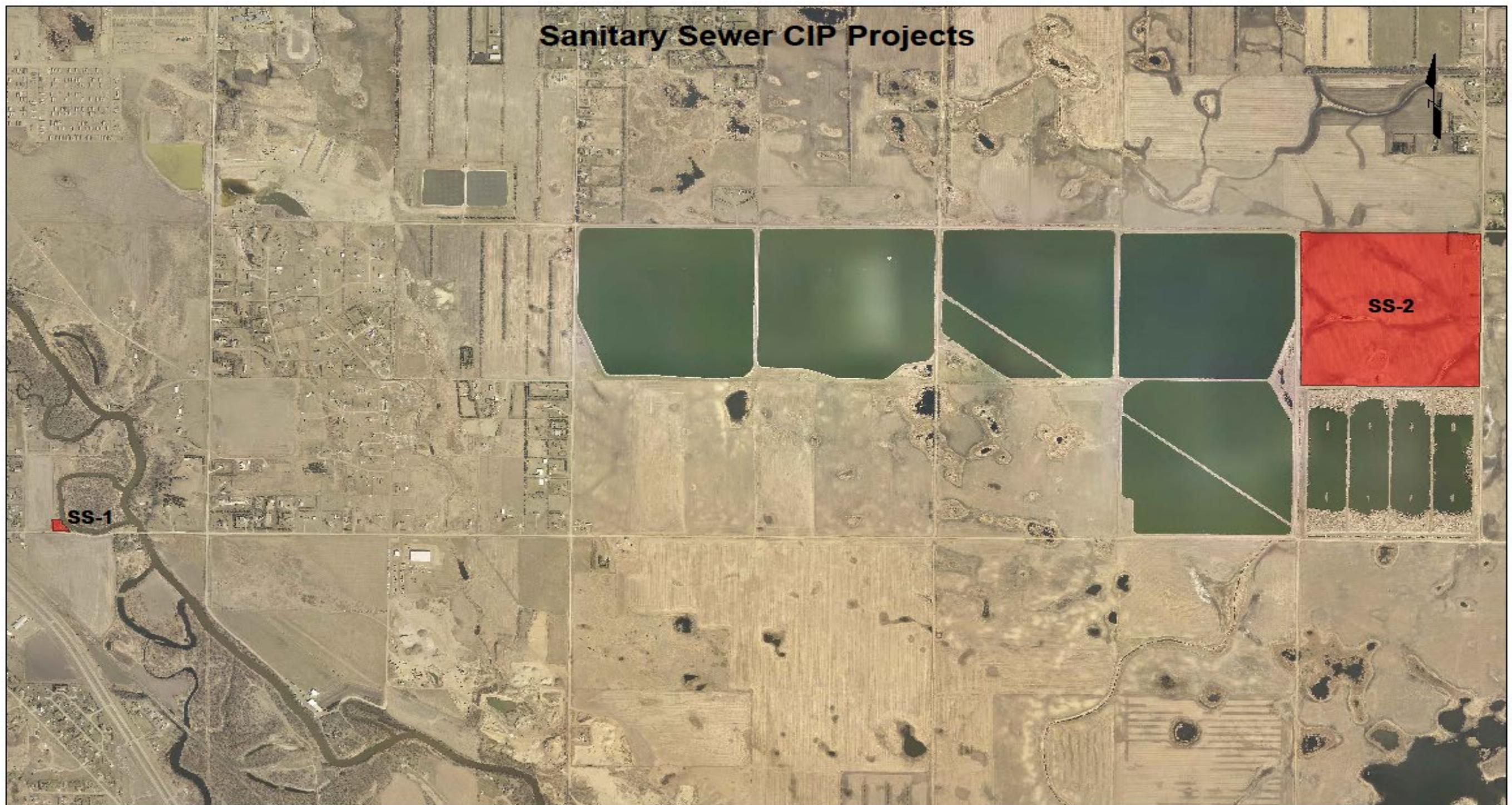


Figure 10 Sanitary Sewer CIP Project Map



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						\$ 36,765,000

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		\$ 21,800,000	\$ -	\$ 1,665,000	\$ -	\$ 13,300,000

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	\$ 36,765,000

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

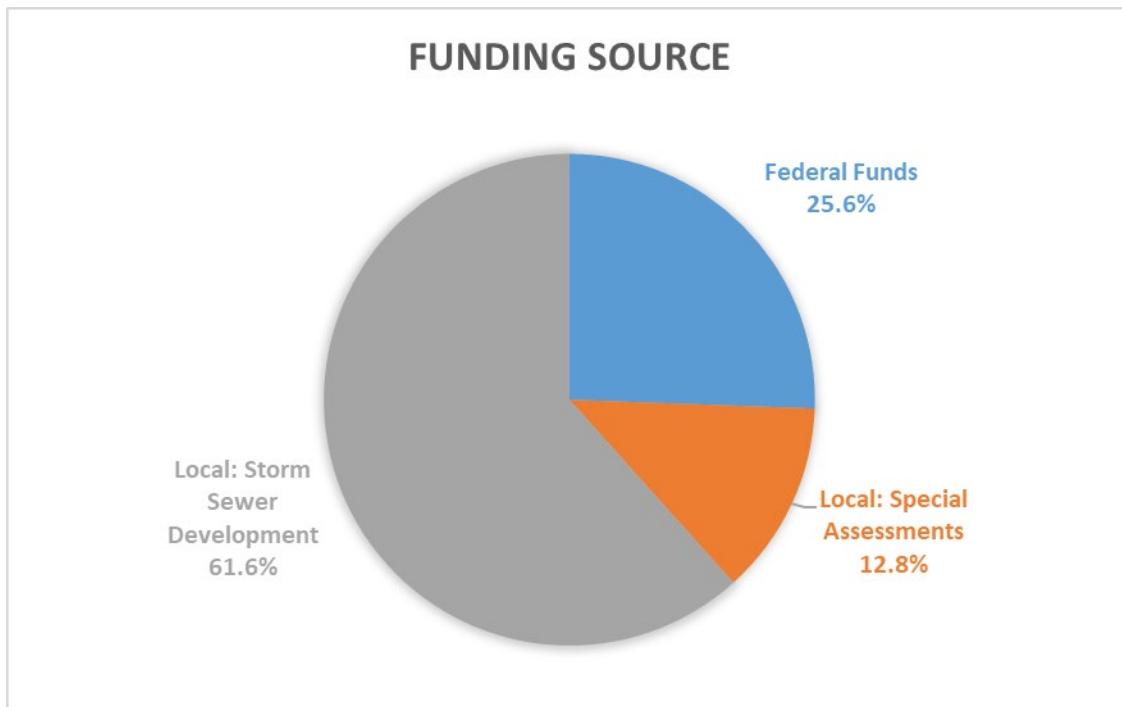
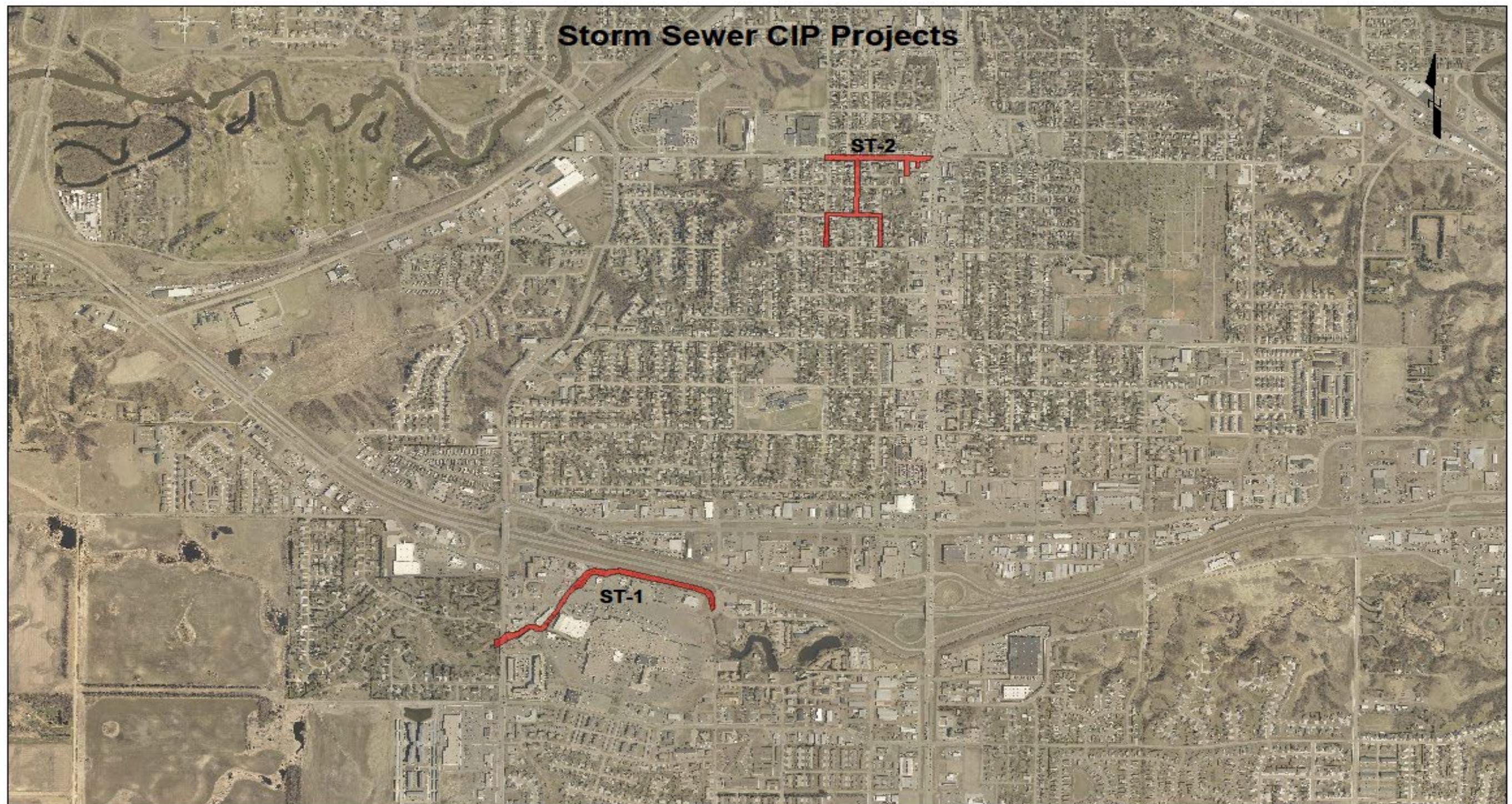


Figure 12 Storm Sewer CIP Project Map



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						<u>\$ 40,486,000</u>

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		<u>\$ 10,930,000</u>	<u>\$ 3,950,000</u>	<u>\$ 7,521,000</u>	<u>\$ 8,880,000</u>	<u>\$ 9,205,000</u>

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		<u>\$ 40,486,000</u>

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

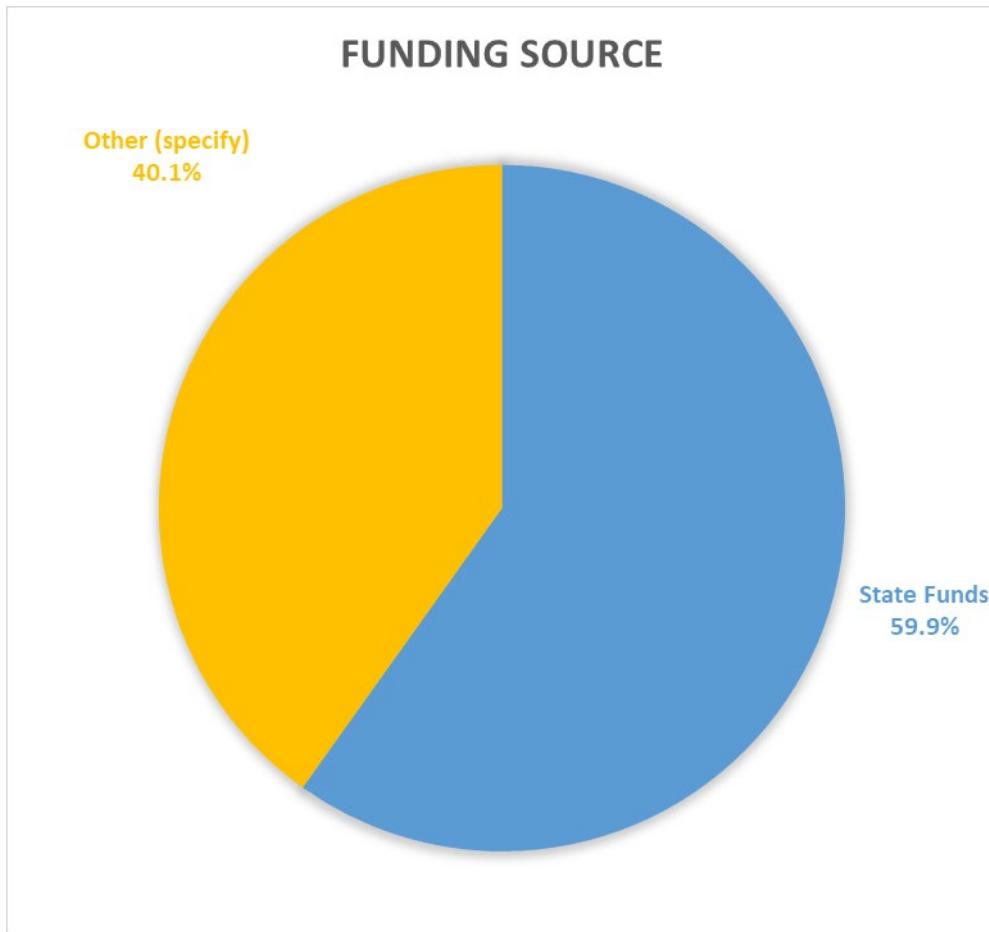
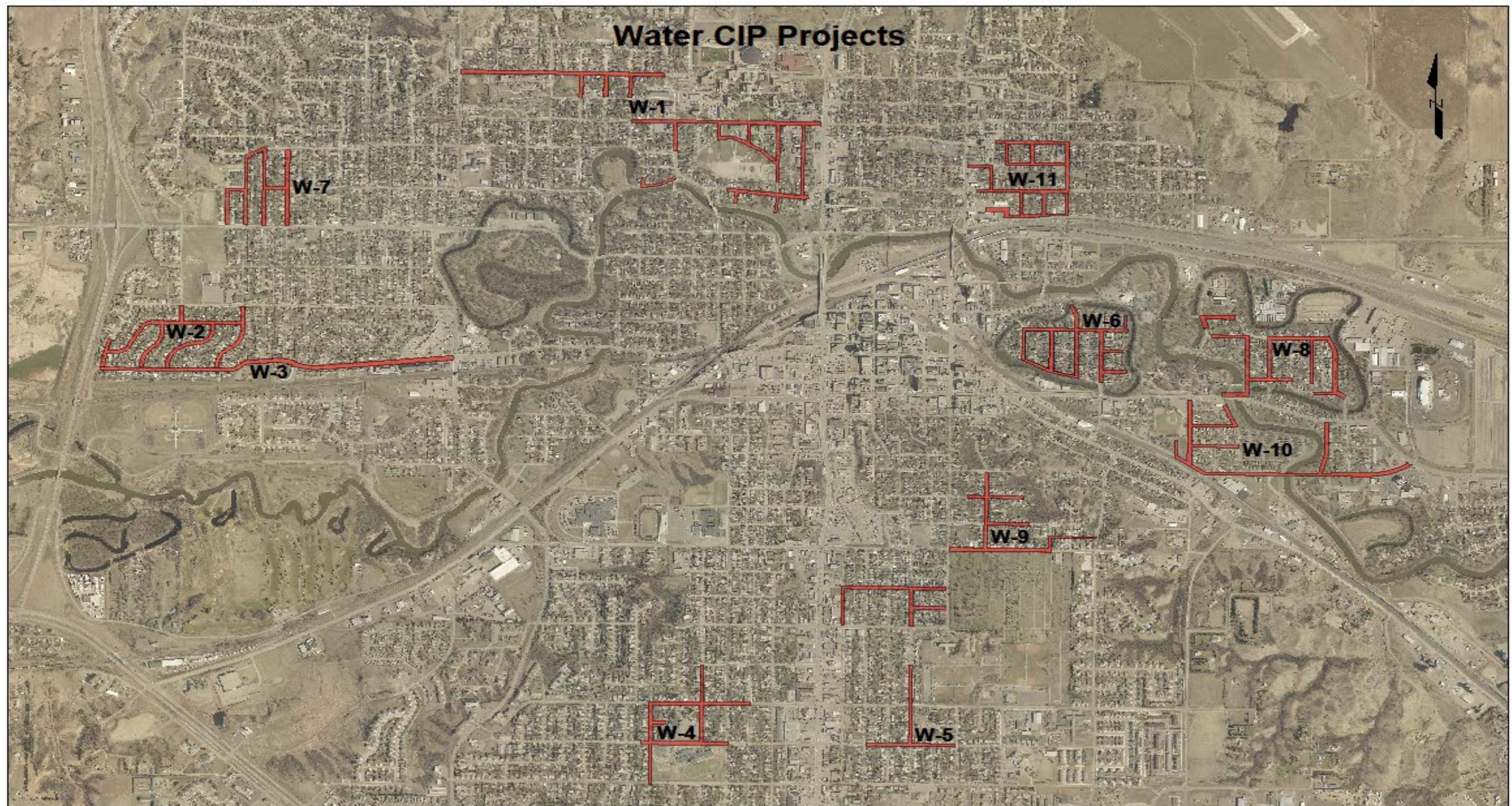


Figure 14 Water CIP Project Map

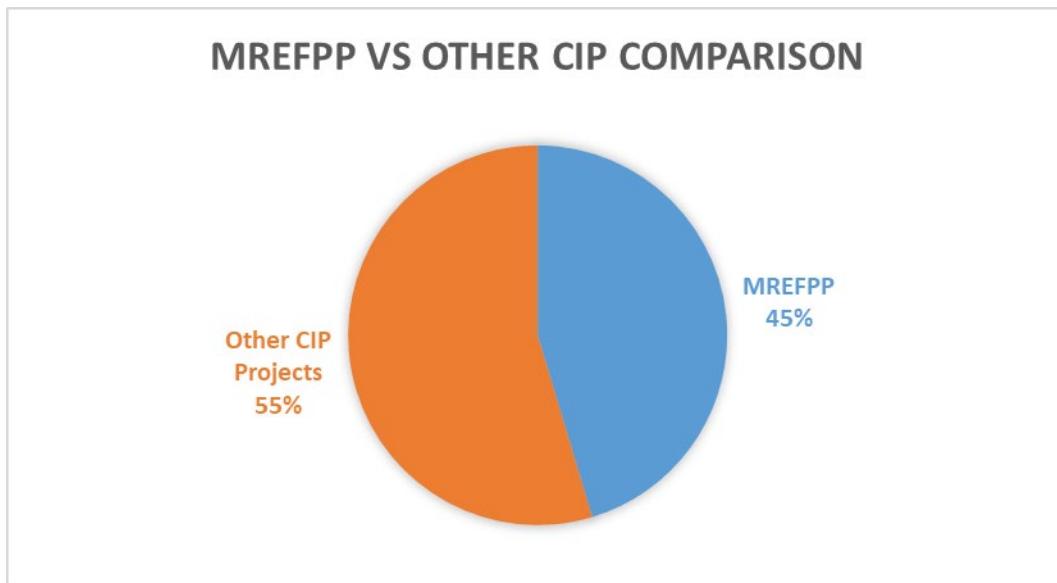


Capital Improvement Plan Final Summary

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

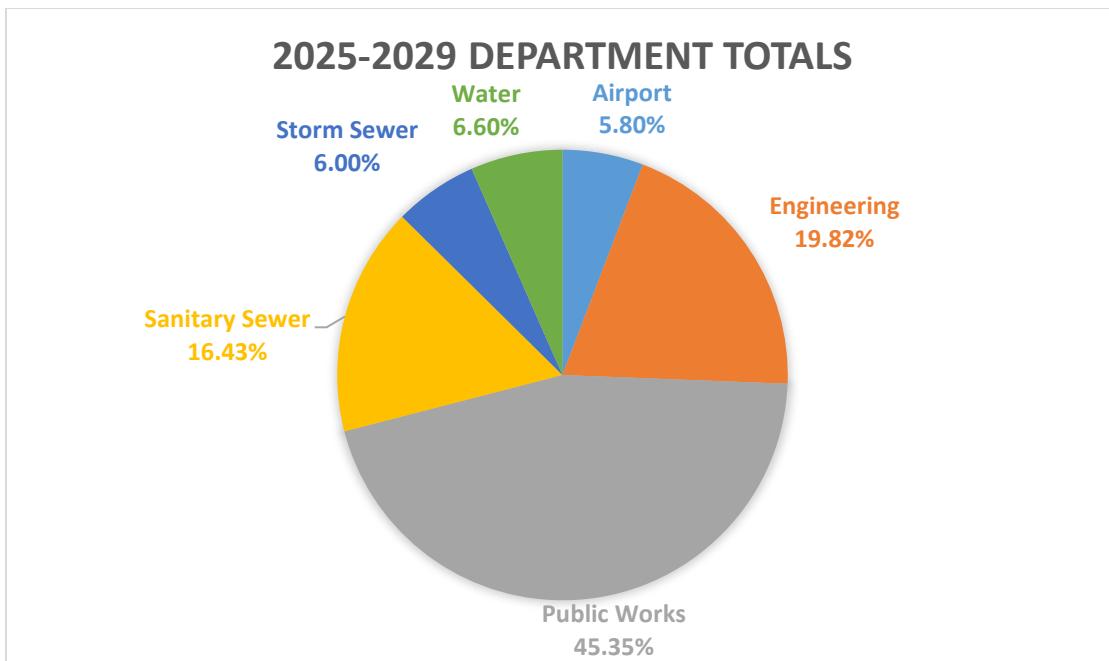


Table 26 2025-2029 CIP Project List

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.

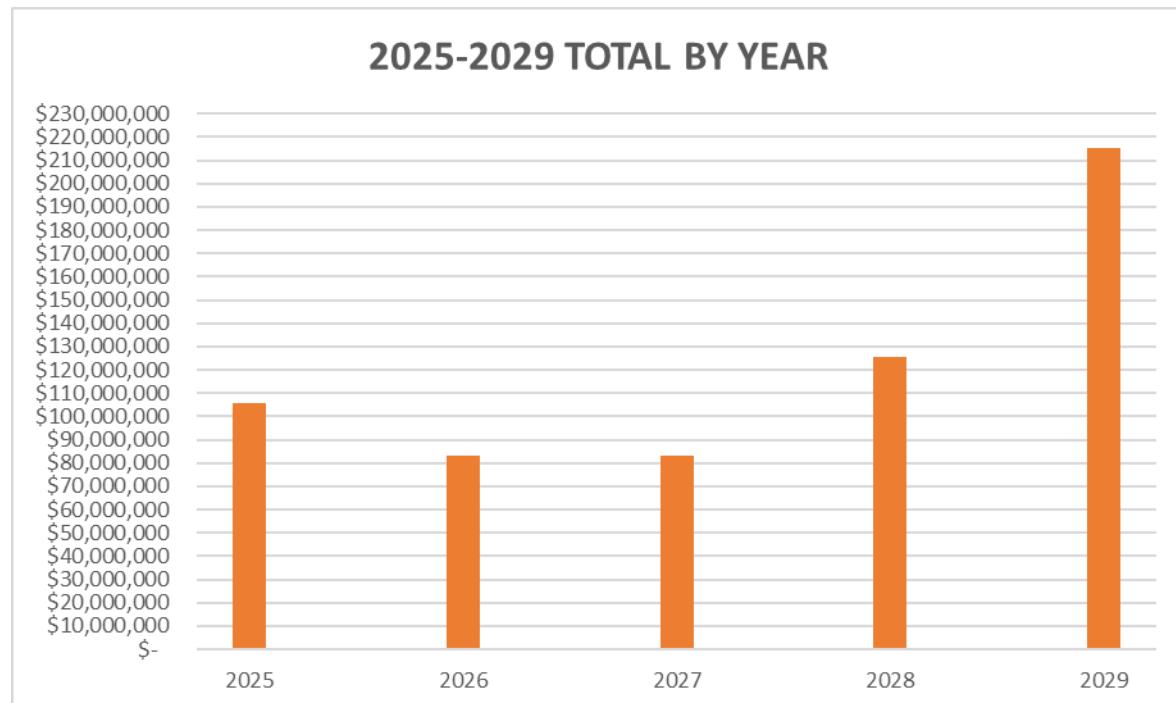
NDDOT and FAA funding timelines largely dictate project schedules for the engineering and airport departments respectively.

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



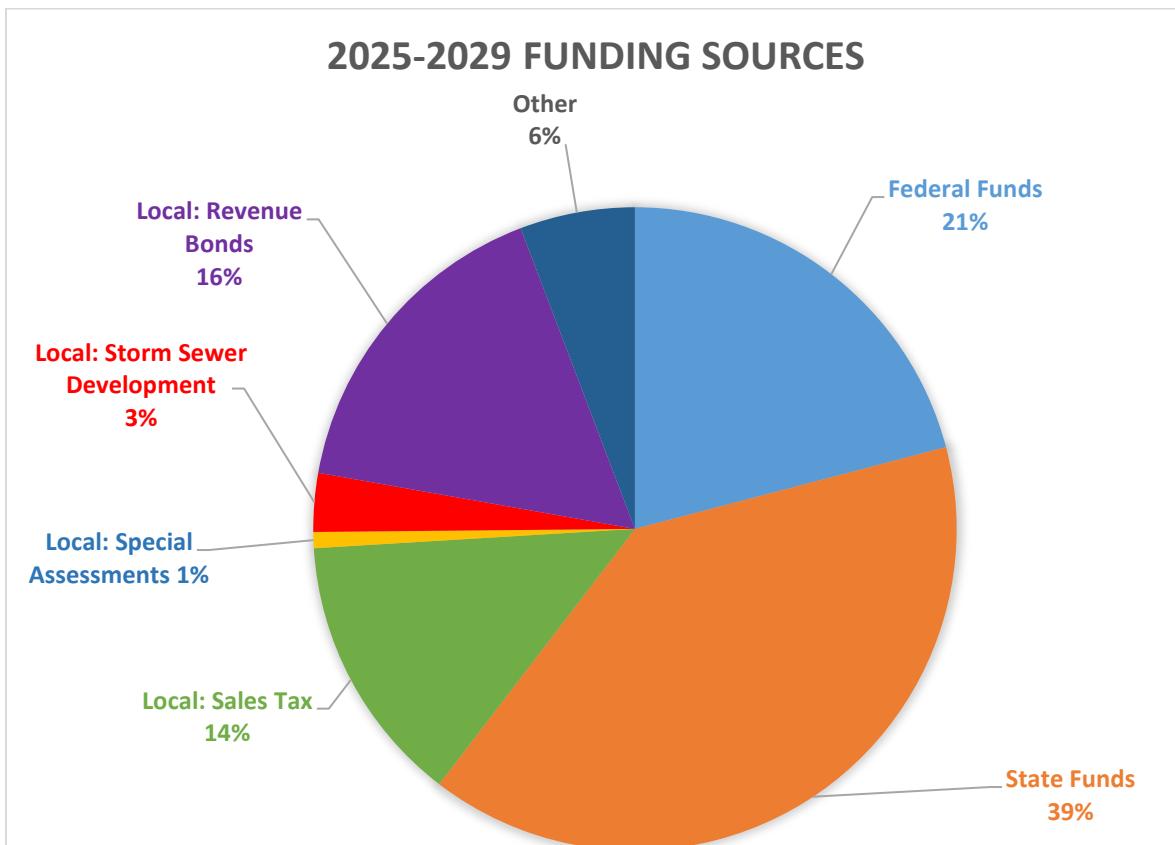
The table and figure below show the total allocation of funding sources.

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	<u>\$ 612,985,872</u>

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						<u>\$ 35,560,000</u>

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		<u>\$ 5,400,000</u>	<u>\$ 16,860,000</u>	<u>\$ 12,500,000</u>	<u>\$ 800,000</u>	<u>\$ -</u>

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	<u>\$ 35,560,000</u>

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	<u>\$ 5,400,000</u>	<u>\$ 16,860,000</u>	<u>\$ 12,500,000</u>	<u>\$ 800,000</u>	<u>\$ -</u>

city of Minot

Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Construction	—	—	—	—	
Capital Outlay	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 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

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Design	Construction	—	—	—	
Capital Outlay	\$ 900,000	\$ 12,500,000	\$ -	\$ -	\$ -	\$ 13,400,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 900,000	\$ 12,500,000	\$ -	\$ -	\$ -	\$ 13,400,000



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 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.**

city of Minot

Capital Improvement Plan

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



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 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?

city of Minot

Capital Improvement Plan

Estimated Project Costs

Project Status	2025	2026	2027	2028	2029	Total 5-Year Costs
	Construction	—	—	—	—	
Capital Outlay	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 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

Project Status	2025	2026	2027	2028	2029	Total 5-Year Costs
	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?

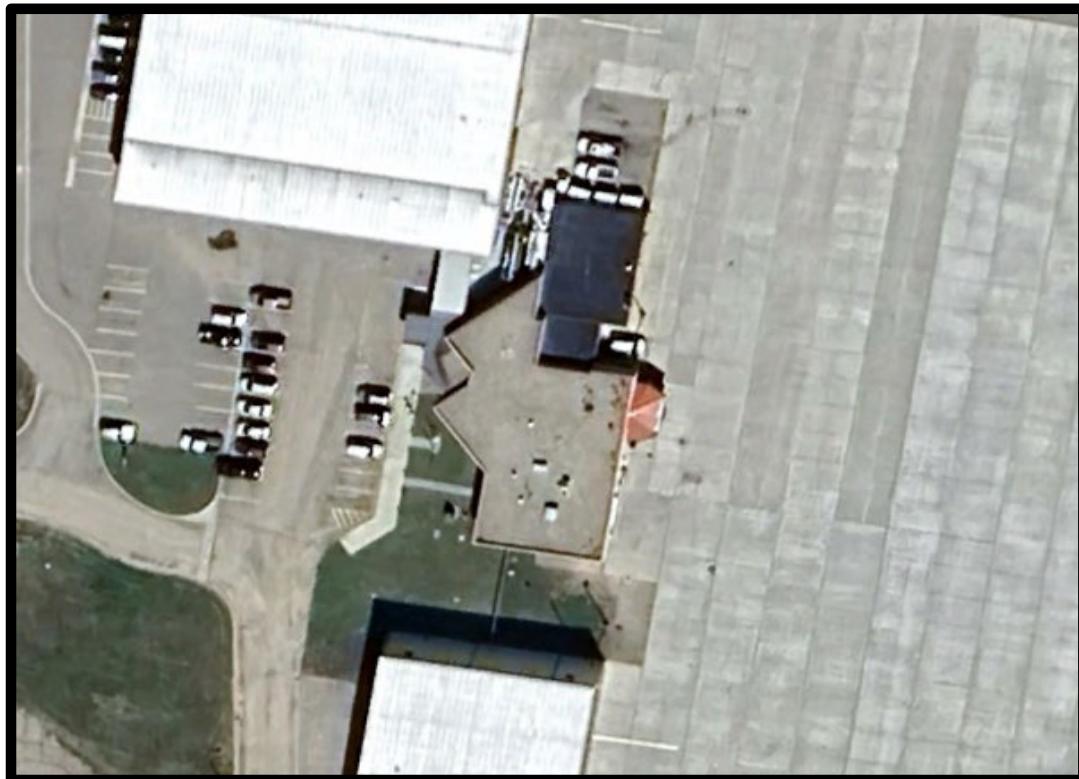
No.



Capital Improvement Plan

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



Project Name	GA Terminal HVAC Repair/Replacement
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Priority	3
Scoring	90

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?

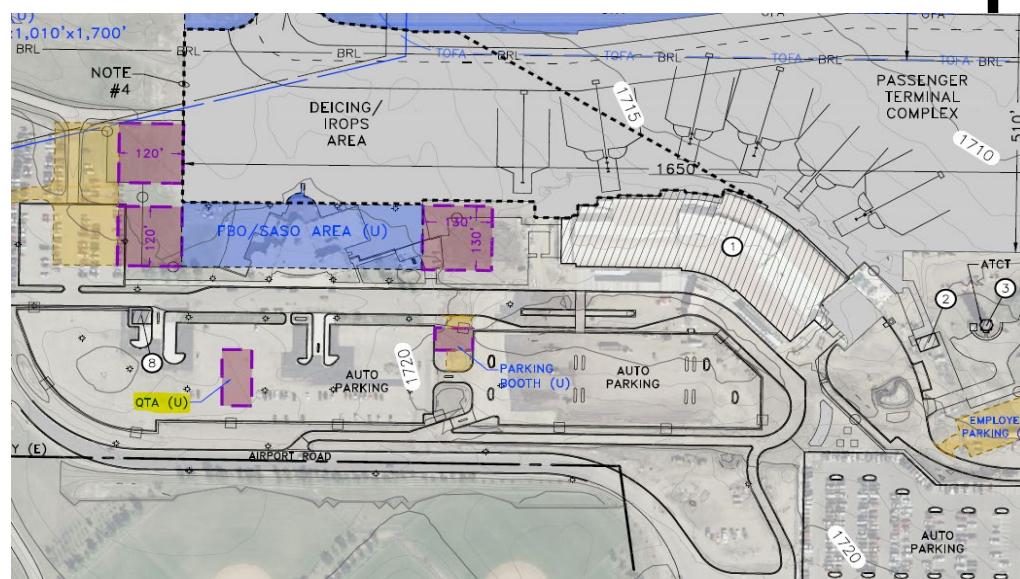
No.

city of Minot

Capital Improvement Plan

Estimated Project Costs

Project Status	2025	2026	2027	2028	2029	Total 5-Year Costs
	Construction	—	—	—	—	
Capital Outlay	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 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

5
10
20
20
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

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



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 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

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



Project Name	Replace T-Hangar
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Priority	12
Scoring	90

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

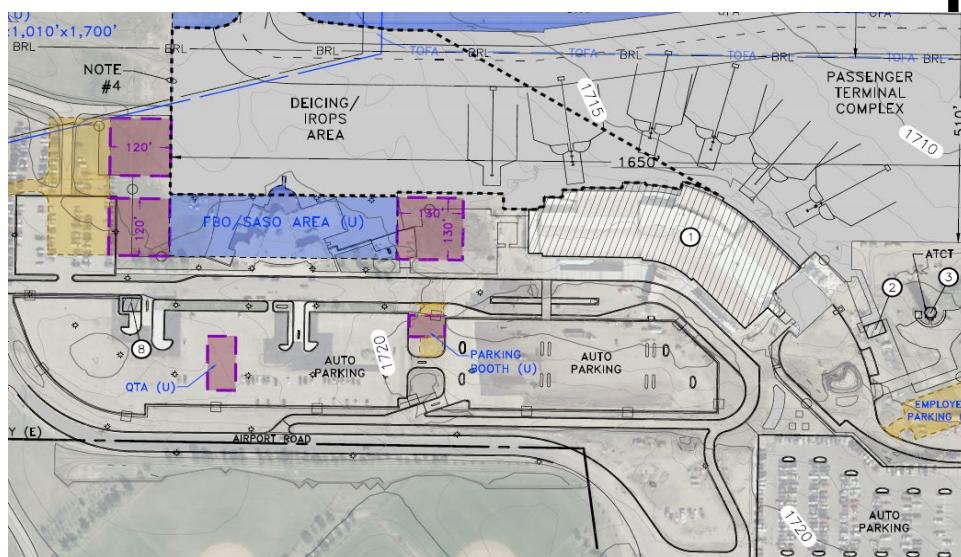
5. Any additional comments?

City of Minot

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?

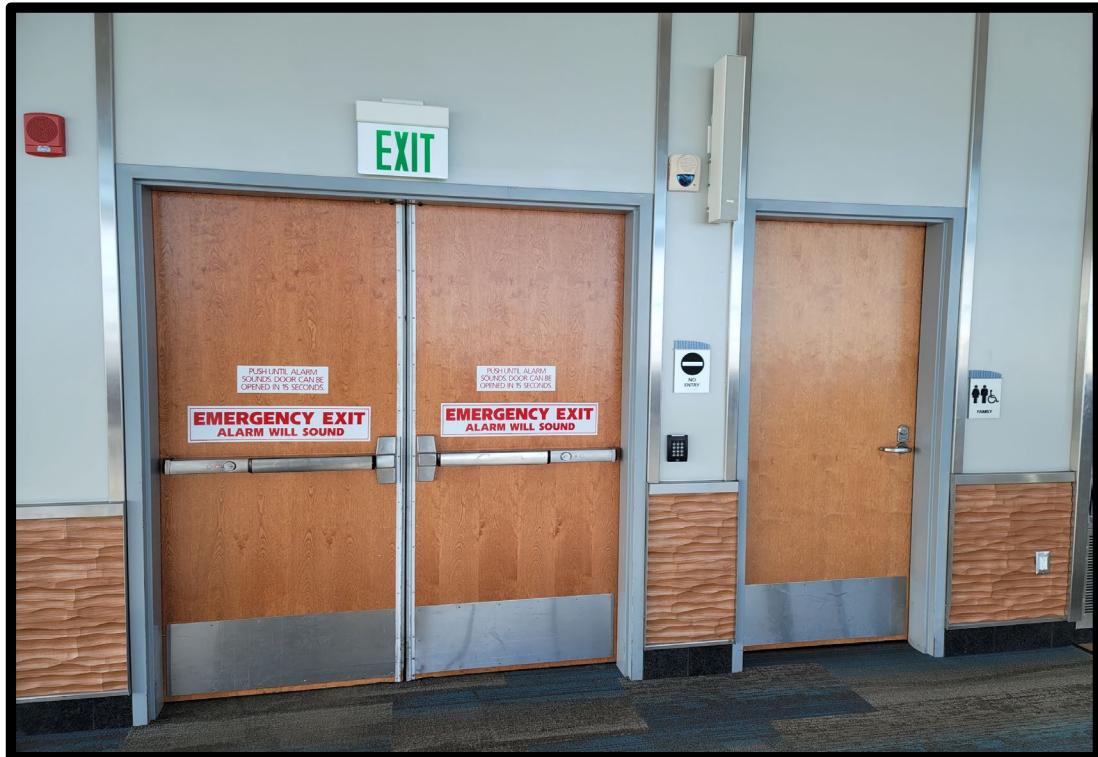
This project will be planned in more detail as part of the 2023 Landside Planning Study. Project phasing and timeline will be finalized upon completion of that study and identification of funding that will be utilized for each phase. A funding plan will also be developed as part of the Planning Study.

City of Minot

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?

City of Minot

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?

City of Minot

Capital Improvement Plan

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



Project Name	Taxiway F Reconstruction
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Priority	13
Scoring	90

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?

City of Minot

Capital Improvement Plan

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



Project Name	Taxiway A Reconstruction
Project Fund	Airport (Fund 110)
Department	Airport
Project Number	N/A
Priority	14
Scoring	90

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

City of Minot

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
Anna 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
Anna 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:		2025	2026	2027	2028	2029
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				

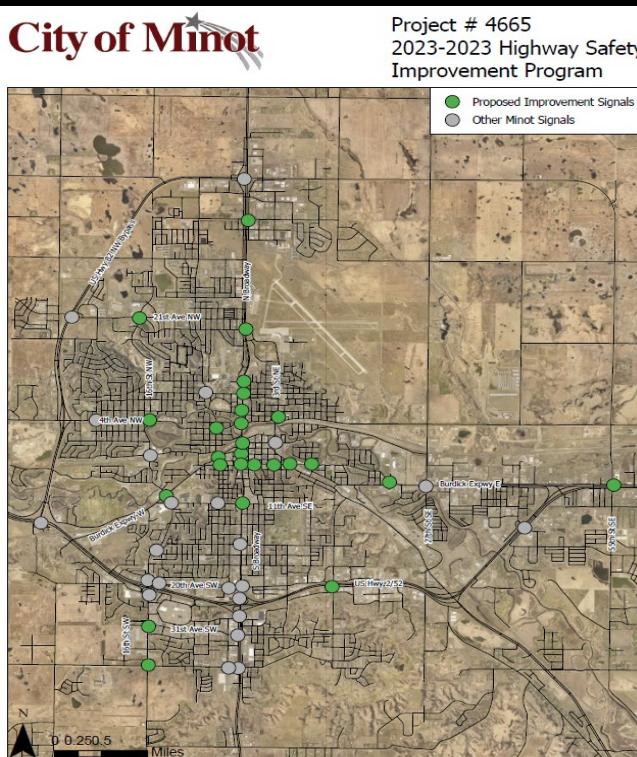
Funding Sources by Year:		2025	2026	2027	2028	2029
Federal Funds		\$ 8,190,860	\$ 7,355,241	\$ 3,500,000	\$ 43,016,643	\$ 7,500,000
State Funds		6,435,000	4,230,000	6,566,000	9,454,202	2,512,000
Local: Sales Tax		1,526,500	2,203,056	1,047,000	1,585,870	2,631,500
Local: Tax Levy		-				
Local: Special 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

City of Minot

Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Construction	Operation	Operation	Operation	Operation	
Capital Outlay	\$ -	\$ 1,608,603	\$ -	\$ -	\$ -	\$ 1,608,603
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 1,608,603	\$ -	\$ -	\$ -	\$ 1,608,603



Project Name	Traffic Signal Highway Safety Improvement
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	4665
Priority	E-1
Scoring	93

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	<hr/> \$ 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

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 programmed 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.

city of Minot

Capital Improvement Plan

Estimated Project Costs

Project Status	2025	2026	2027	2028	2029	Total 5-Year Costs
	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



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 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

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Construction	Construction	Construction	Construction	Construction	
Capital Outlay	\$ 775,000	\$ 805,000	\$ 841,000	\$ 867,000	\$ 898,000	\$ 4,186,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 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

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

	2025	2026	2027	2028	2029	Total 5-Year Costs
	Design	Construction	Operation	Operation	Operation	
Project Status	\$ -	\$ 6,151,694	\$ -	\$ -	\$ -	\$ 6,151,694
Capital Outlay						
Personnel Costs						
Operation Costs						
Total Project	\$ -	\$ 6,151,694	\$ -	\$ -	\$ -	\$ 6,151,694



Project Name
Project Fund
Department
Project Number
Priority
Scoring

16th St SW Interchange Rehabilitation
Capital Infrastructure (Fund 410)
Engineering
4753
E-4
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 to 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.

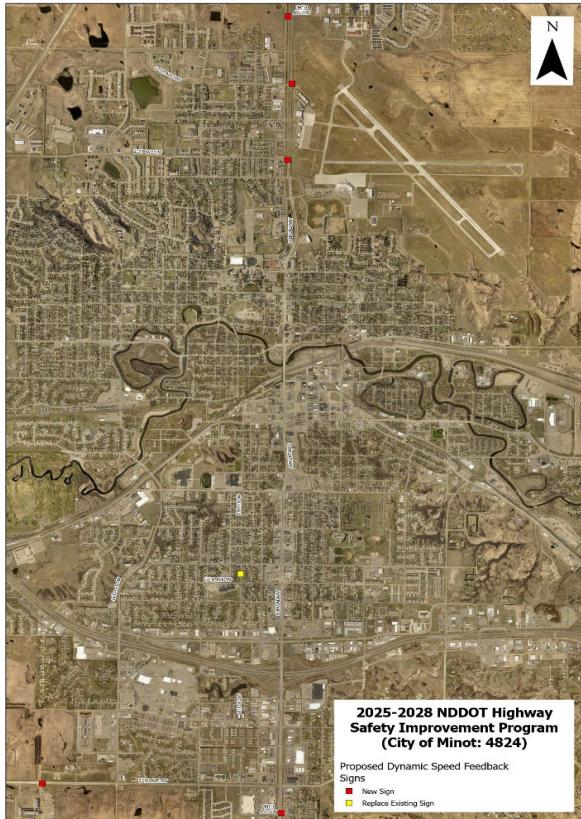


Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	—	—	—
Capital Outlay	\$ -	\$ -	\$ -	\$ 83,600	\$ -	\$ 83,600
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 83,600	\$ -	\$ 83,600



Project Name	2028 Highway Safety Improvement
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-5
Scoring	86

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 programmed 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?

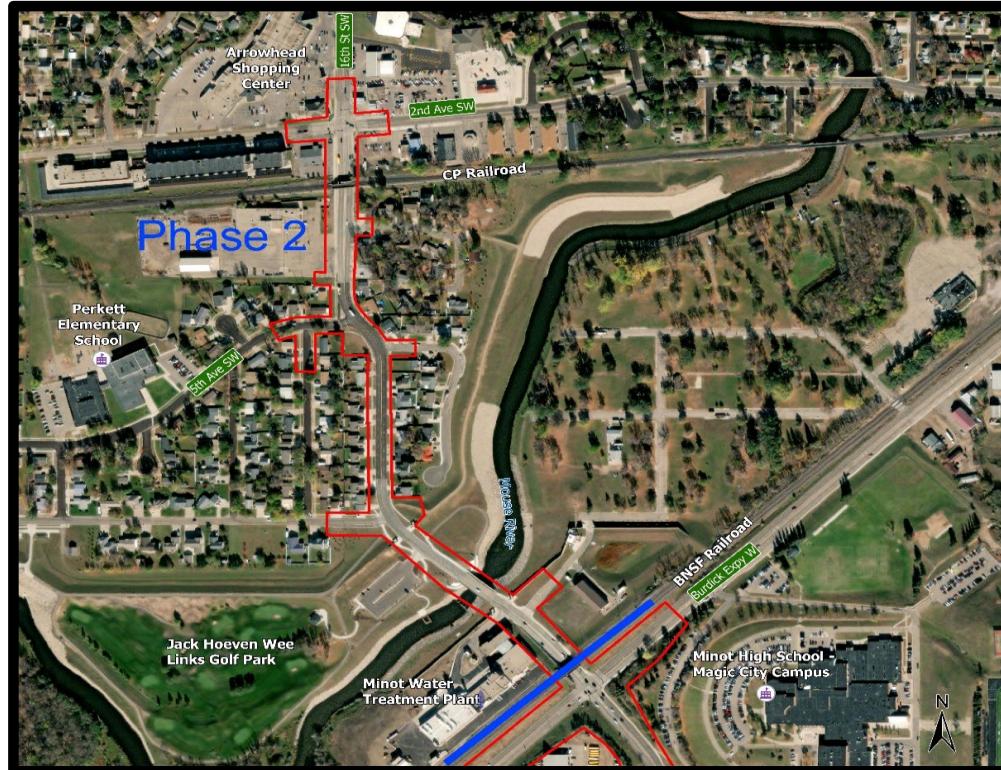
As part of the Broadway Corridor Study, speeds in excess of 10mph over the speed limit were seen on the outskirts of the Broadway Corridor. This is correlated to an increase in crash severity rates as well as increased difficulty crossing the Broadway corridor. With the addition of dynamic speed feedback signs, it is anticipated that there will be a reduction in overall speeds and an increased conformance with posted speed limits.

city of Minot

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.

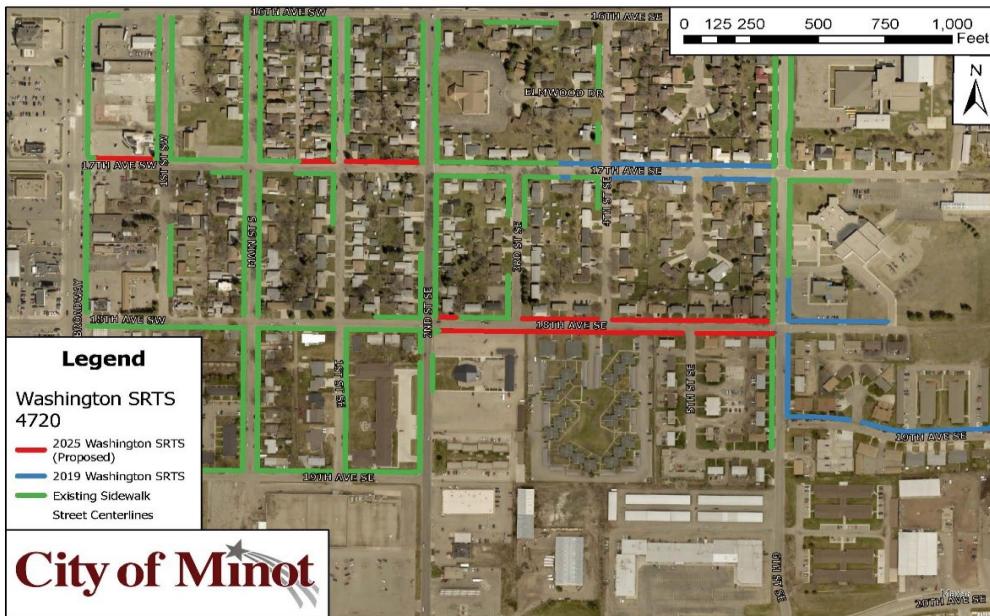
city of Minot

Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	—	—	
Capital Outlay	\$ 790,604	\$ -	\$ -	\$ -	\$ -	\$ 790,604
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 790,604	\$ -	\$ -	\$ -	\$ -	\$ 790,604

Attachment 1 - Washington Safe Routes to School Project Location Map



Project Name
Project Fund
Department
Project Number
Priority
Scoring

2025 Washington Safe Routes to School
Capital Infrastructure (Fund 410)
Engineering
4720
E-7
83

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.

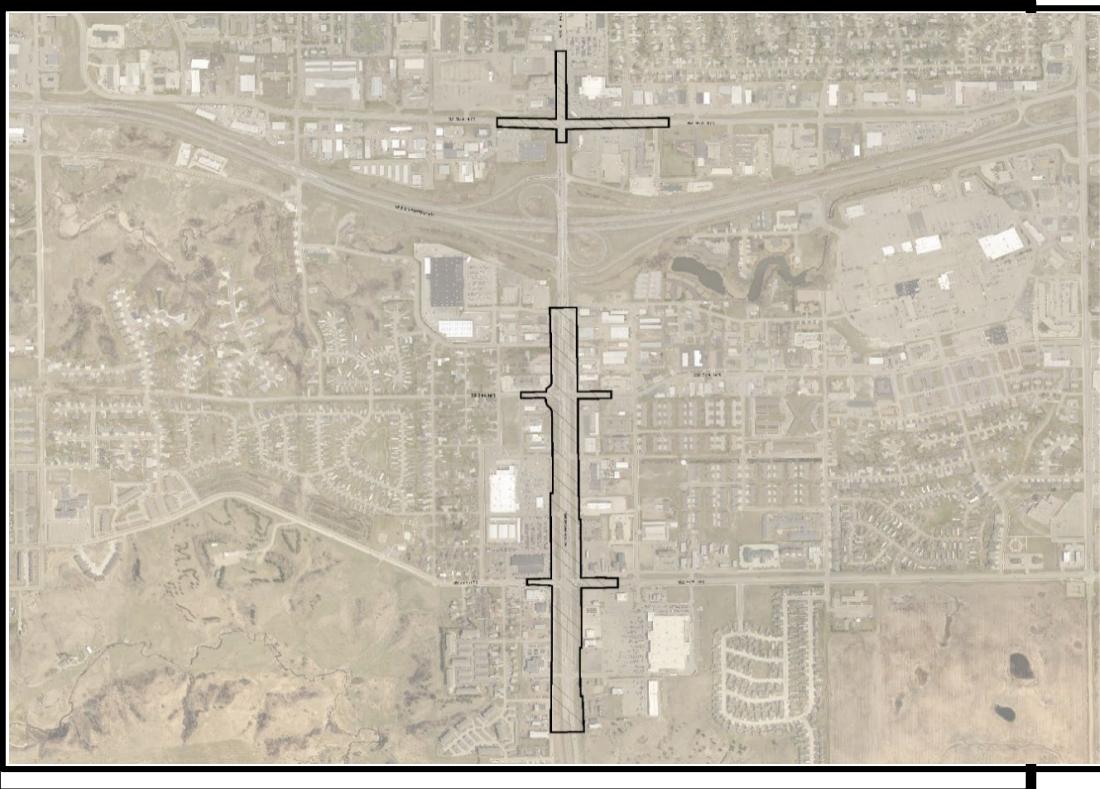
5. Any additional comments?



Capital Improvement Plan

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



Project Name	South Broadway Reconstruction
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-8
Scoring	83

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

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



Project Name	3rd Street NE Bridge Rehabilitation
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-9
Scoring	81

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?

city of Minot

Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Construction	Operation	Operation	Operation	Operation	
Capital Outlay	\$ -	\$ -	\$ -	\$ 40,000	\$ 310,000	\$ 350,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 40,000	\$ 310,000	\$ 350,000



Picture

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

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



Project Name	16th Avenue SE Sidewalk
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-11
Scoring	80

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

Estimated Project Costs

	2025	2026	2027	2028		2029		Total 5-Year Costs
	—	—	—	Design	Construction			
Project Status	—	—	—	—	—	—	—	—
Capital Outlay	\$ -	\$ -	\$ -	\$ 118,000	\$ 920,000	\$ -	\$ 1,038,000	\$ 1,038,000
Personnel Costs	-	-	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ 118,000	\$ 920,000	\$ -	\$ 1,038,000	\$ 1,038,000



Project Name	11th Avenue SE Sidewalk
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-12
Scoring	80

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

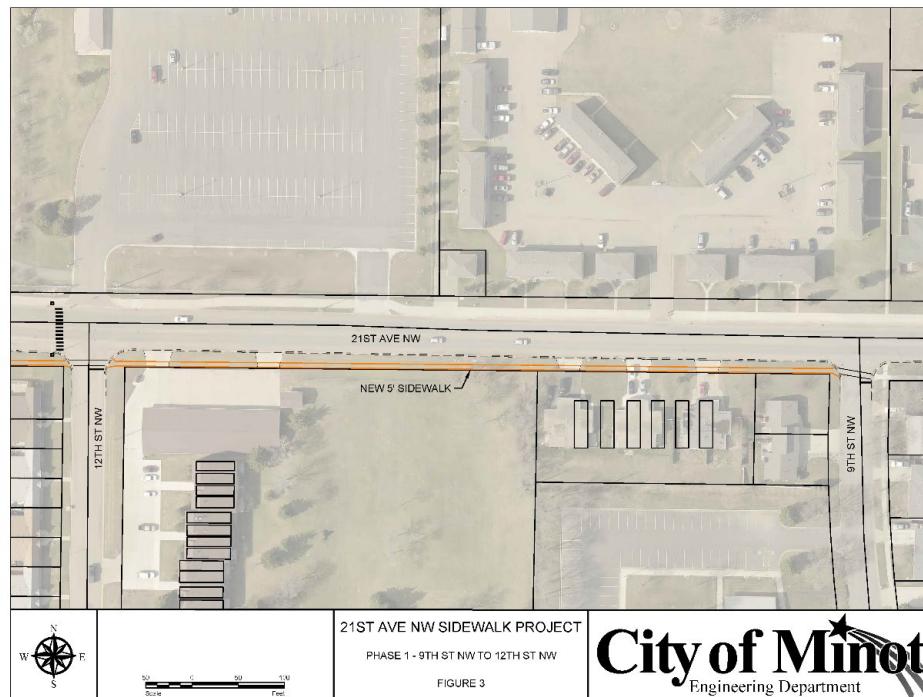
5. Any additional comments?



Capital Improvement Plan

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



Project Name	21st Avenue NW Sidewalk Phase 1
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-13
Scoring	77

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

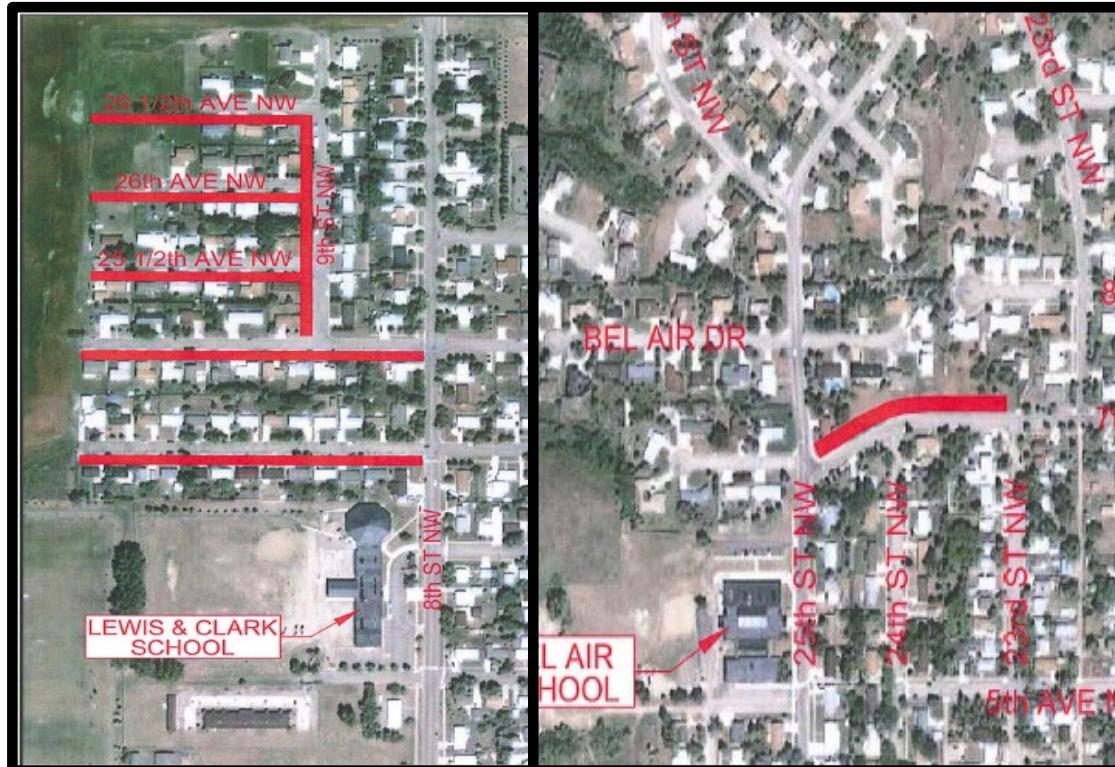
5. Any additional comments?

city of Minot

Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	—	—	—
Capital Outlay	\$ 75,000	\$ 1,816,000	\$ -	\$ -	\$ -	\$ 1,891,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 75,000	\$ 1,816,000	\$ -	\$ -	\$ -	\$ 1,891,000



Project Name	Lewis & Clark/Bel Air SRTS
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-14
Scoring	76

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

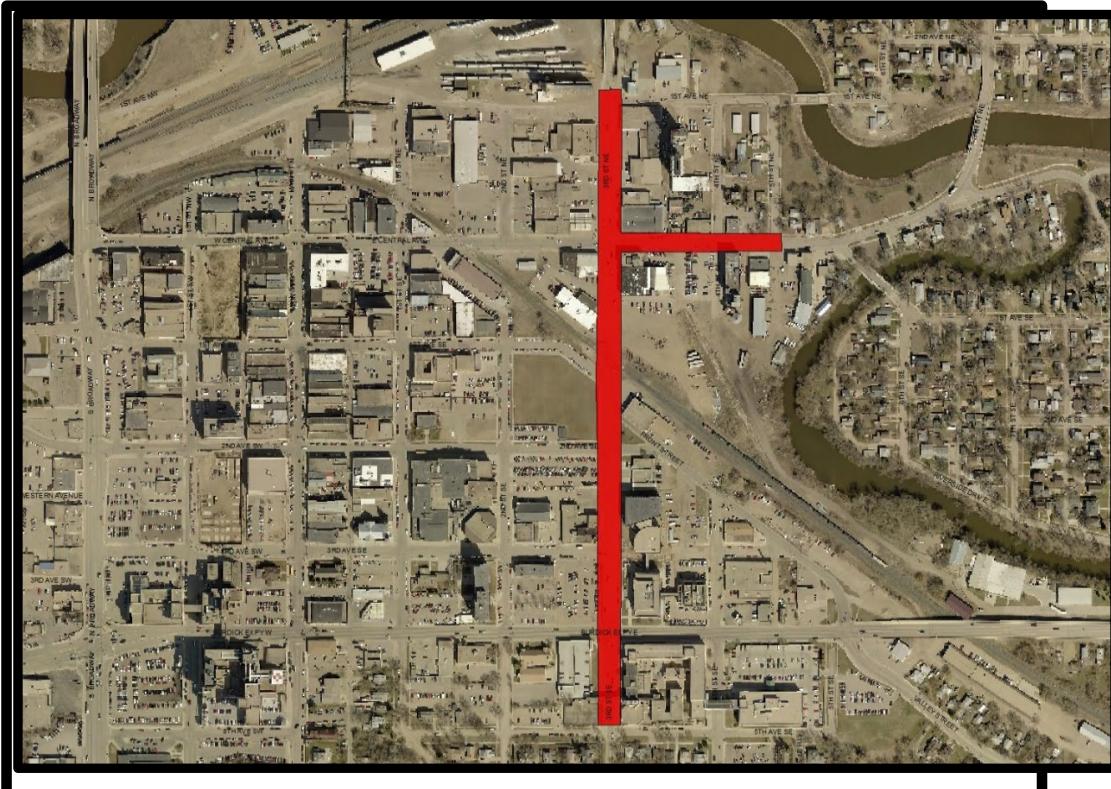
5. Any additional comments?



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
Project Fund
Department
Project Number
Priority
Scoring

3rd St E and Central Ave Reconstruction
Capital Infrastructure (Fund 410)
Engineering
E-15
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

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



Project Name	Hiawatha Street Slope Stability
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-16
Scoring	63

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

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Construction	Construction	Construction	Construction	Construction	Construction	
Project Status	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
Capital Outlay						
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 40,000	\$ 200,000				



Project Name	Street Light Feed Point Replacement
Project Fund	Capital Equipment (Fund 420)
Department	Engineering
Project Number	
Priority	E-17
Scoring	63

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

	2025	2026	2027	2028	2029	Total 5-Year Costs
	Construction	Operation	Operation	Operation	Operation	
Project Status	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000
Capital Outlay	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 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

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	—	—	—
Capital Outlay	\$ -	\$ 100,000	\$ 660,000	\$ -	\$ -	\$ 760,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ 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

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	\$ 625,000				



Project Name	Street Light LED Conversion
Project Fund	Capital Equipment (Fund 420)
Department	Engineering
Project Number	
Priority	E-21
Scoring	56

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 project 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).

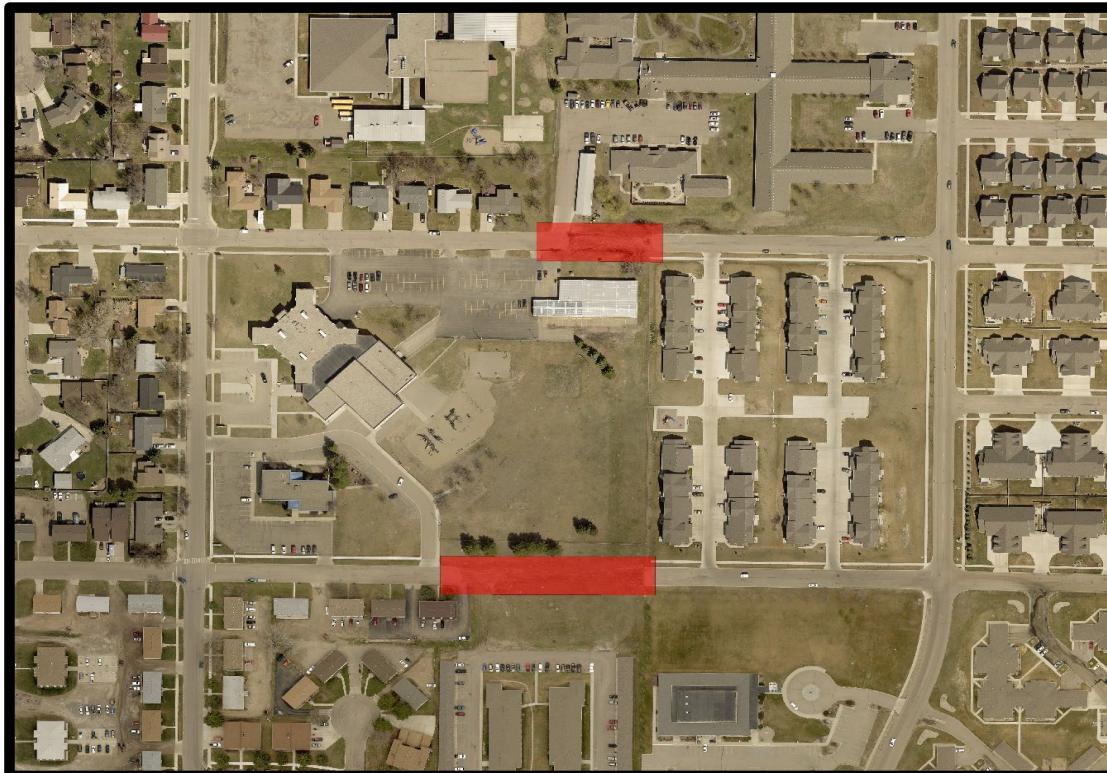
5. Any additional comments?



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.

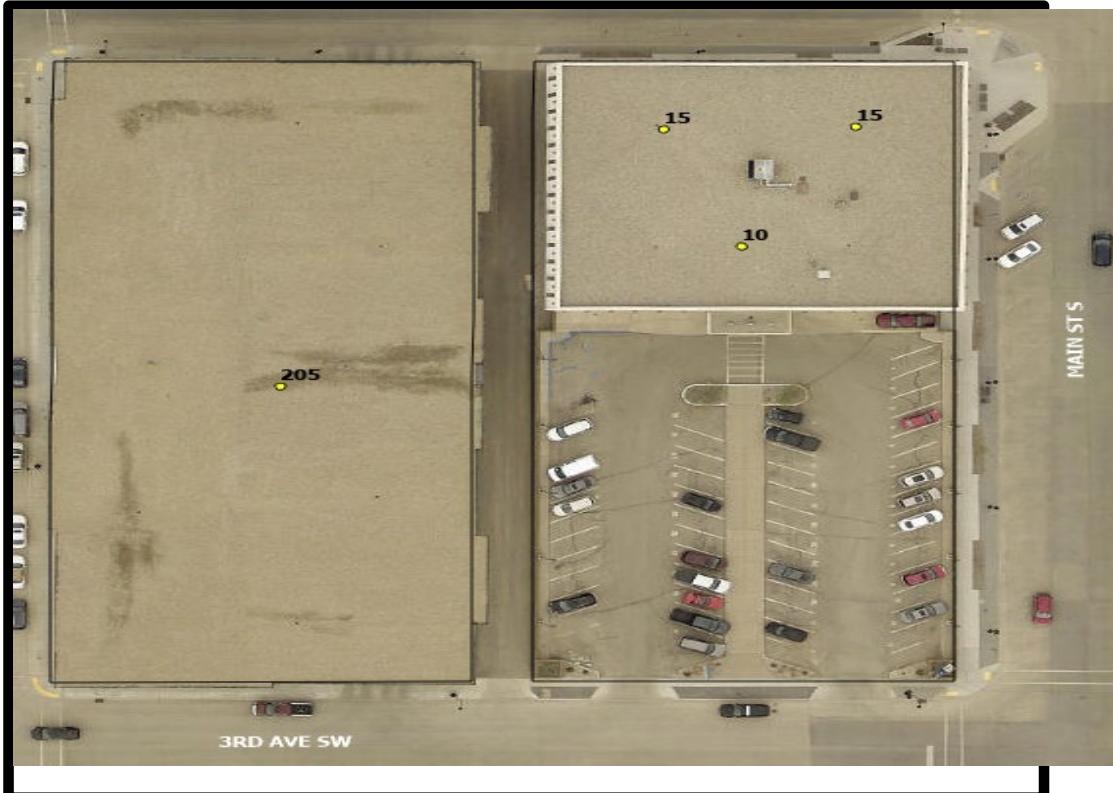
5. Any additional comments?



Capital Improvement Plan

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



Project Name	City Hall Site Improvements
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	
Priority	E-23
Scoring	48

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?

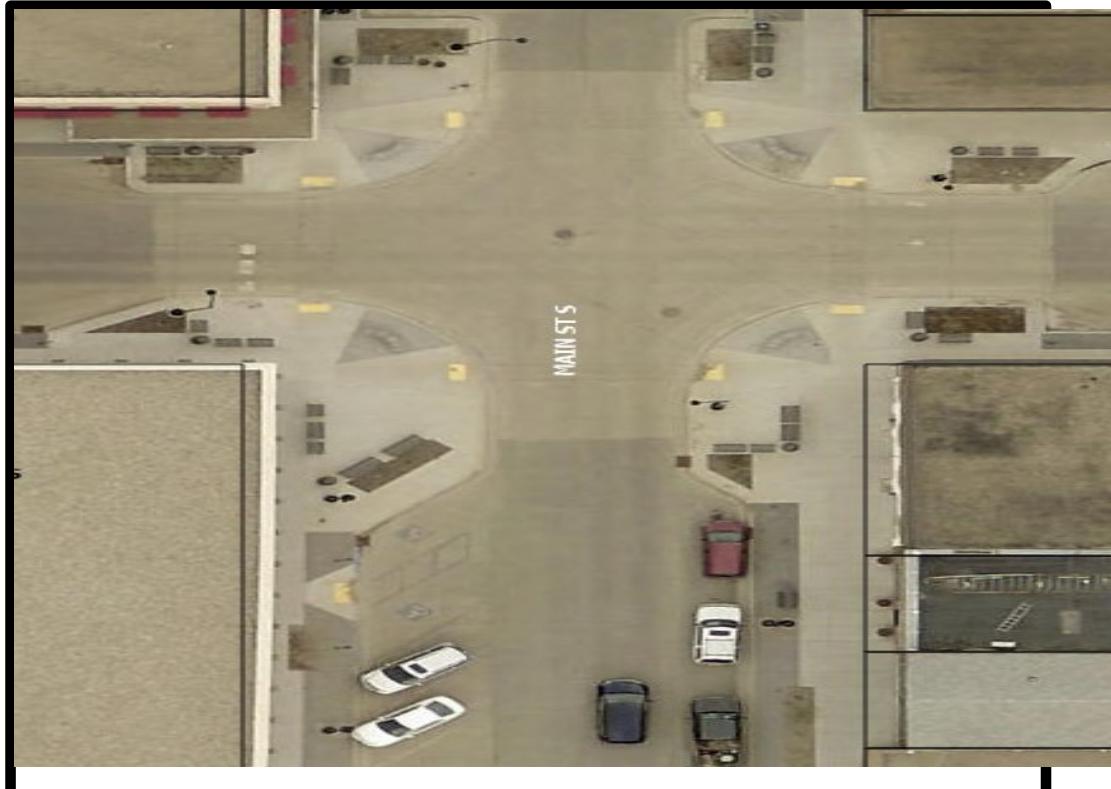
This project can move forward or backward as funding allows, but as time goes by, the improvements will become more extensive and costs will increase.



Capital Improvement Plan

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



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 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.

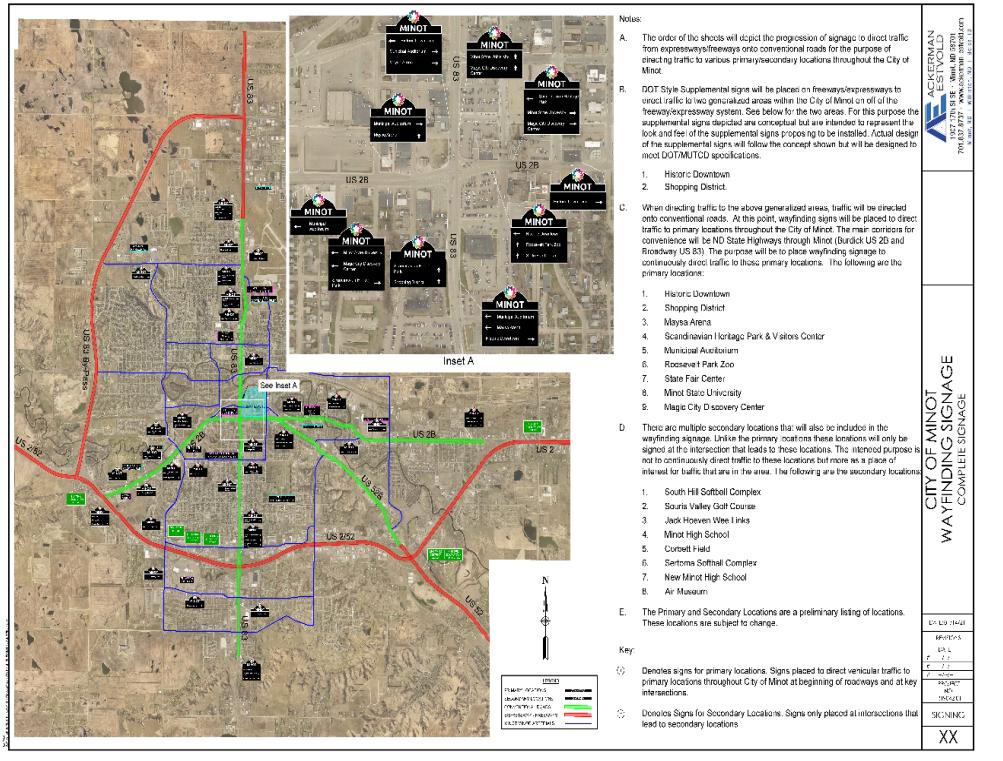


Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	—	—	—
Capital Outlay	\$ 398,000	\$ -	\$ -	\$ -	\$ -	\$ 398,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 398,000	\$ -	\$ -	\$ -	\$ -	\$ 398,000

Project Name	Citywide Wayfinding Signage
Project Fund	Capital Infrastructure (Fund 410)
Department	Engineering
Project Number	4620
Priority	E-25
Scoring	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
0
0
0
17
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

City of Minot

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						<u><u>\$ 278,000,000</u></u>

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		<u><u>\$ 48,500,000</u></u>	<u><u>\$ 48,500,000</u></u>	<u><u>\$ 48,000,000</u></u>	<u><u>\$ 54,000,000</u></u>	<u><u>\$ 79,000,000</u></u>

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	<u><u>\$ 278,000,000</u></u>

Funding Sources by Year:

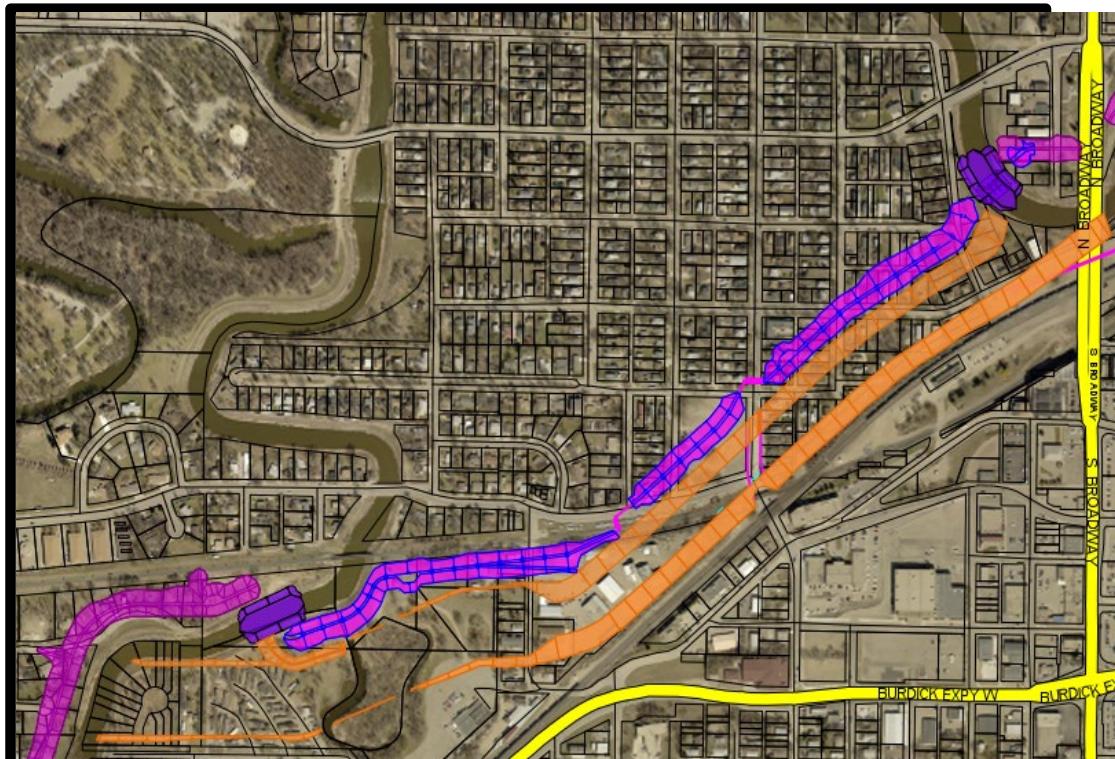
	2025	2026	2027	2028	2029
Federal Funds	\$ -	\$ 2,275,000	\$ 6,825,000	\$ 6,825,000	\$ 6,825,000
State Funds	31,525,000	31,525,000	31,200,000	35,100,000	51,350,000
Local: Sales Tax	16,975,000	14,700,000	9,975,000	12,075,000	20,825,000
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	-
Other	-	-	-	-	-
Department Total	<u><u>\$ 48,500,000</u></u>	<u><u>\$ 48,500,000</u></u>	<u><u>\$ 48,000,000</u></u>	<u><u>\$ 54,000,000</u></u>	<u><u>\$ 79,000,000</u></u>



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.

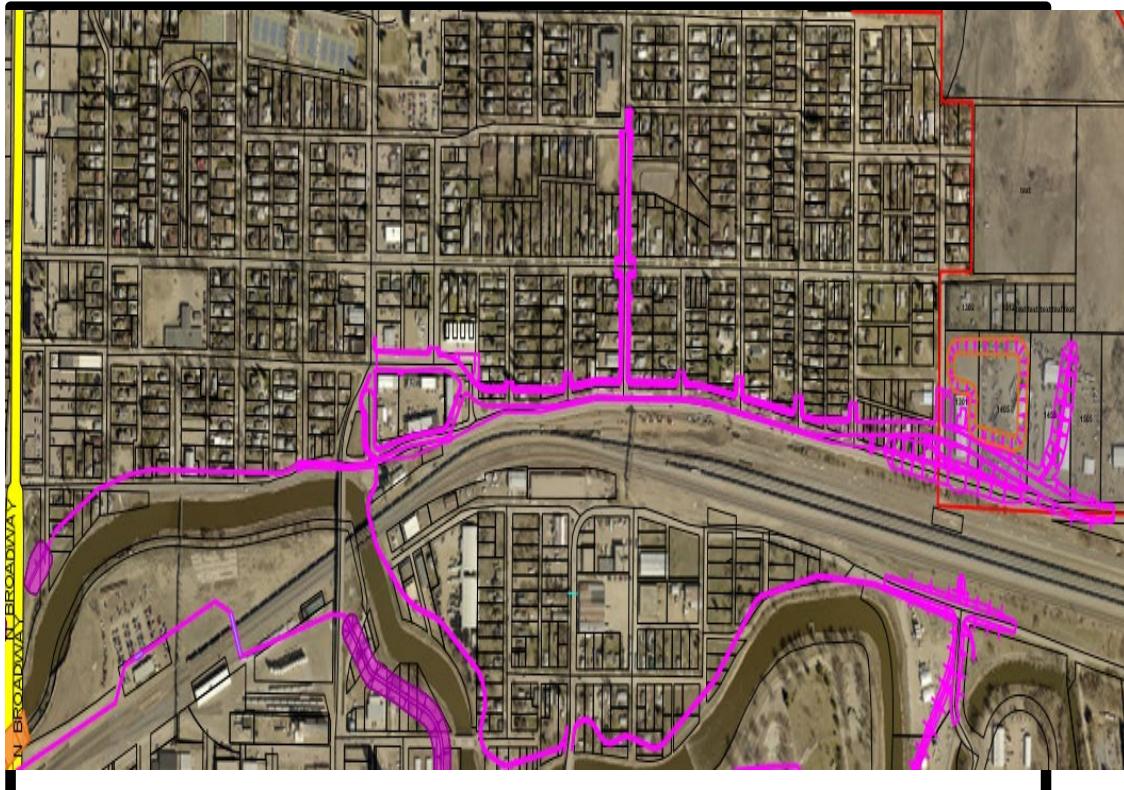
5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	Construction	—	—	—	—	
Capital Outlay	\$ 5,000,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 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 MREFPP. 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 minor maintenance, mowing of boulevards, etc.

5. Any additional comments?

City of Minot

Capital Improvement Plan

Estimated Project Costs

2025	2026	2027	2028	2029	Total 5-Year Costs
Construction \$ 20,000,000	Construction \$ 20,000,000	Construction \$ 3,000,000	— \$ -	— \$ -	\$ 43,000,000
— \$ -	— \$ -	— \$ -	— \$ -	— \$ -	— \$ -
— \$ 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

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
	Construction	Construction	Construction	—	—	
Project Status	\$ 15,000,000	\$ 15,000,000	\$ 2,000,000	\$ -	\$ -	\$ 32,000,000
Capital Outlay	-	-	-	-	-	-
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 15,000,000	\$ 15,000,000	\$ 2,000,000	\$ -	\$ -	\$ 32,000,000



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 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

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



Project Name	Burdick Expressway Bridge (MI-8)
Project Fund	Flood Control Capital (Fund 430)
Department	Public Works
Project Number	3529
Priority	
Scoring	100

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?

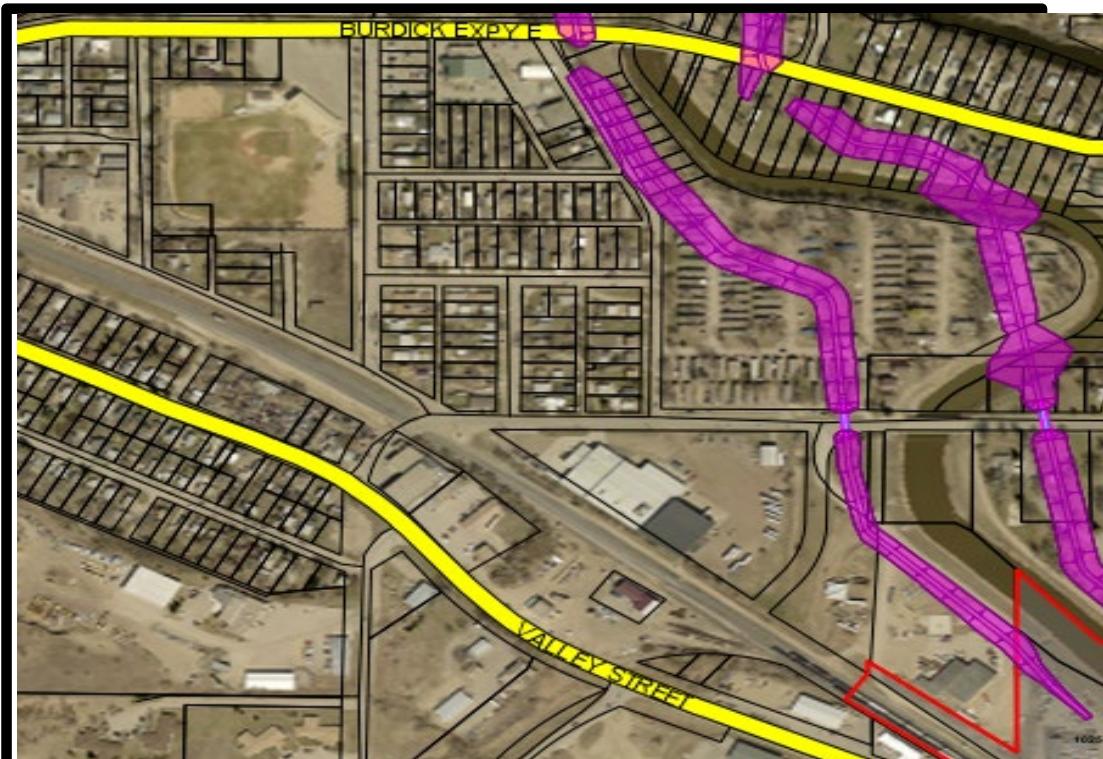


Capital Improvement Plan

Estimated Project Costs

Project Status
Capital Outlay
Personnel Costs
Operation Costs
Total Project

	2025	2026	2027	2028	2029	Total 5-Year Costs
Design		Design	—	Construction	Construction	
Project Status	\$ 2,500,000	\$ 1,500,000	\$ -	\$ 10,000,000	\$ 5,000,000	\$ 19,000,000
Capital Outlay						
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 2,500,000	\$ 1,500,000	\$ -	\$ 10,000,000	\$ 5,000,000	\$ 19,000,000



Project Name	Walker Road Levee (West) (MI-9)
Project Fund	Flood Control Capital (Fund 430)
Department	Public Works
Project Number	3529
Priority	
Scoring	100

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 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 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.

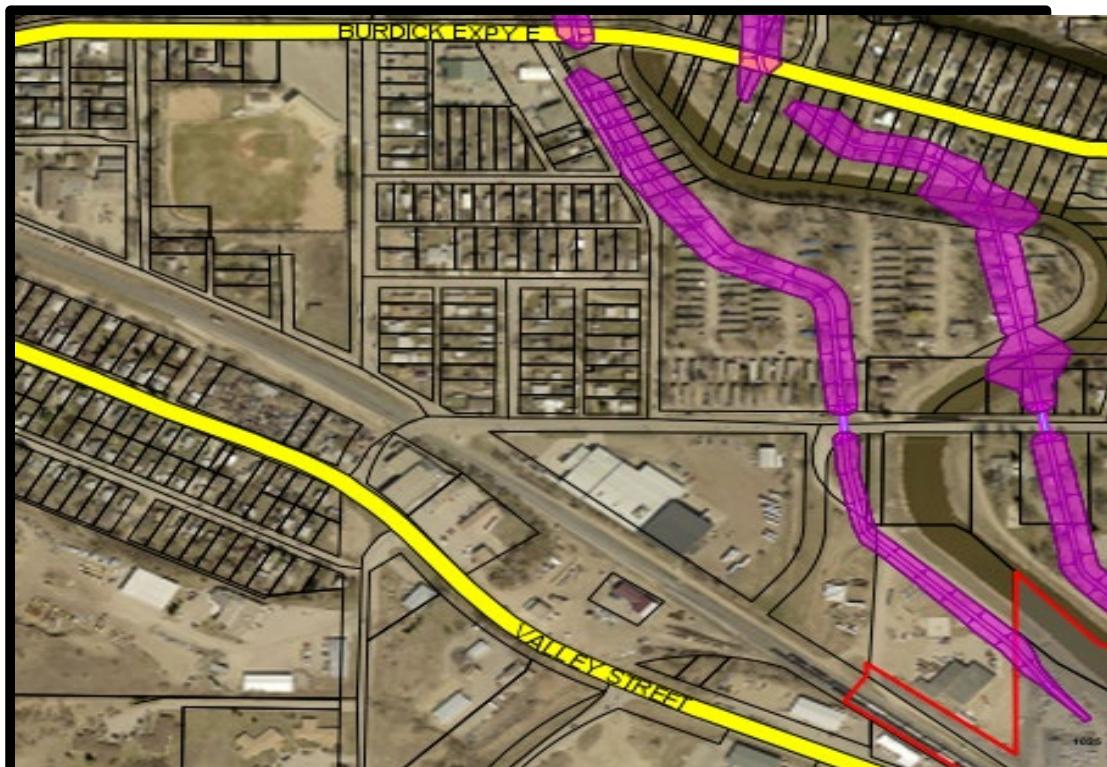
5. Any additional comments?



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.

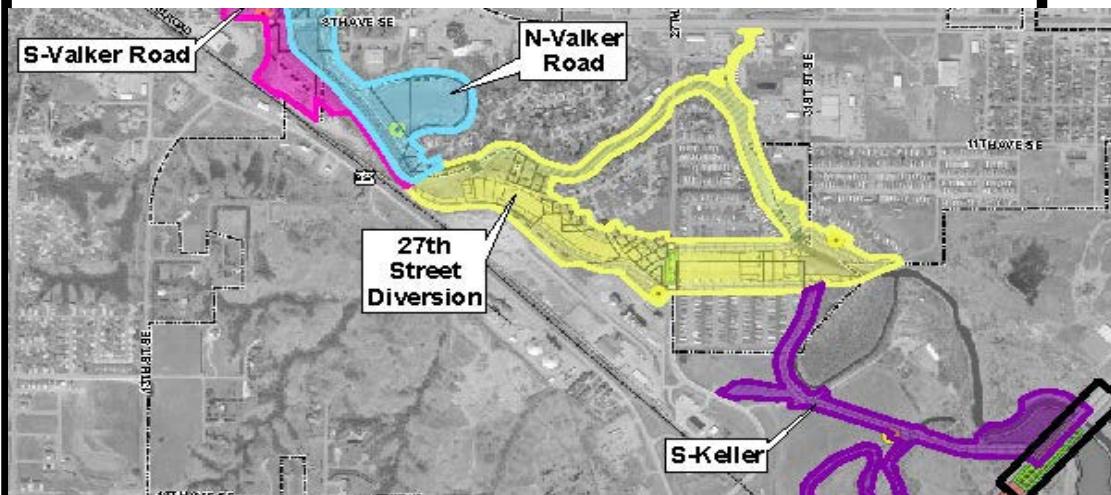
5. Any additional comments?

city of Minot

Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	—	Design	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 4,000,000	\$ 4,000,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ -	\$ 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><u>\$ 100,700,000</u></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><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 100,700,000</u></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><u>\$ 100,700,000</u></u>

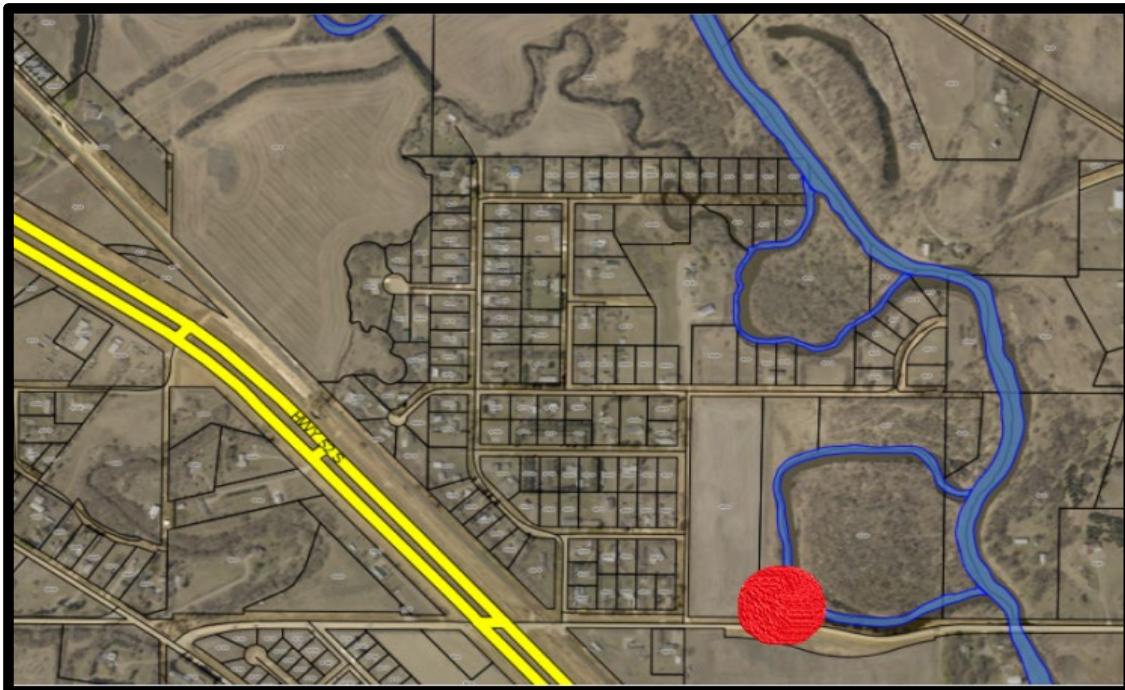
Funding Sources by Year:	2024	2025	2026	2027	2028
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -
State Funds	-	-	-	-	-
Local: Sales Tax	-	-	-	-	-
Local: Tax Levy	-	-	-	-	-
Local: Special Assessments	-	-	-	-	-
Local: Sales Tax Bonds	-	-	-	-	-
Local: General Obligation Bonds	-	-	-	-	-
Local: Storm Sewer Development	-	-	-	-	-
Local: Revenue Bonds	-	-	-	-	100,700,000
Other (specify)	-	-	-	-	-
Department Total	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 100,700,000</u></u>



Capital Improvement Plan

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



Project Name	Puppydog VII - Lift Station Improvements
Project Fund	Capital Infrastructure (Fund 410)
Department	Sanitary Sewer
Project Number	
Priority	
Scoring	55

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

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



Project Name	Wastewater Treatment Facility
Project Fund	Capital Infrastructure (Fund 410)
Department	Sanitary Sewer
Project Number	
Priority	
Scoring	68

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

City of Minot

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						<u>\$ 36,765,000</u>

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>

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>

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	<u>\$ 21,800,000</u>	<u>\$ -</u>	<u>\$ 1,665,000</u>	<u>\$ -</u>	<u>\$ 13,300,000</u>



Capital Improvement Plan

Estimated Project Costs

Project Status	2025	2026	2027	2028	2029	Total 5-Year Costs
	Construction	Operation	Operation	Operation	Operation	
Capital Outlay	\$ 21,800,000	\$ -	\$ -	\$ -	\$ -	\$ 21,800,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ 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
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

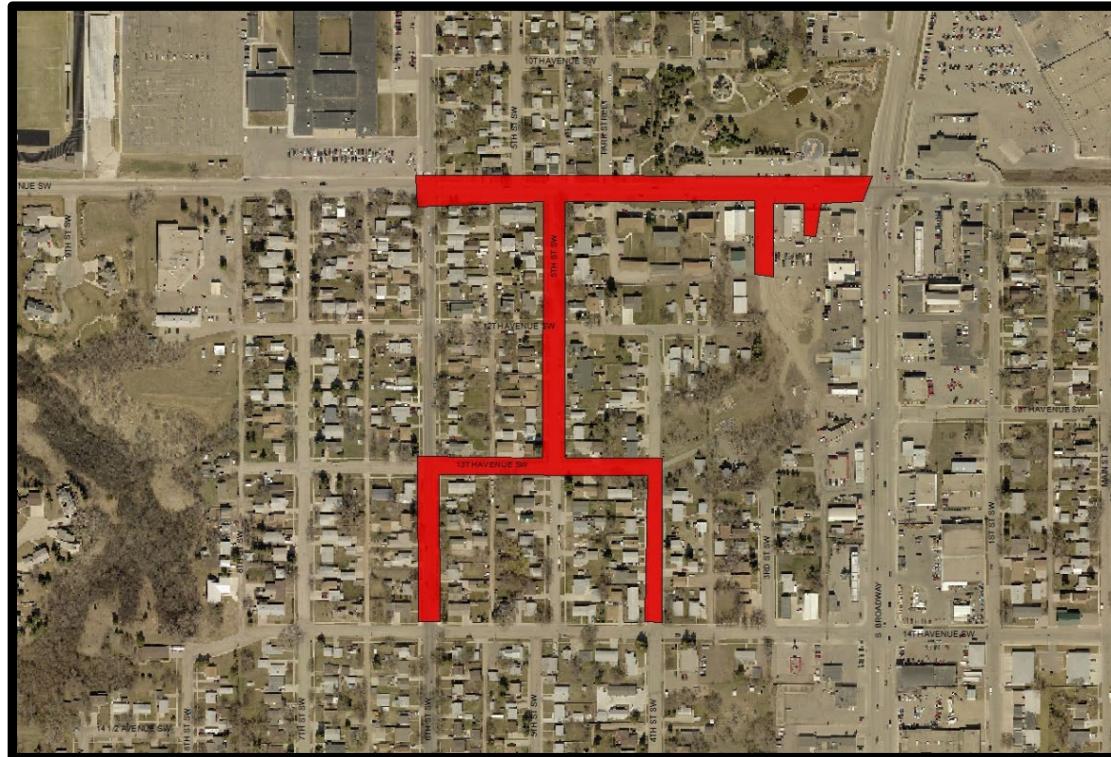
5. Any additional comments?



Capital Improvement Plan

Estimated Project Costs

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	—	—	—
Capital Outlay	\$ -	\$ -	\$ 1,665,000	\$ -	\$ 13,300,000	\$ 14,965,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ 1,665,000	\$ -	\$ 13,300,000	\$ 14,965,000



Project Name	11th Ave SW Watershed Storm Sewer District
Project Fund	Water and Sewer (Fund 140)
Department	Storm Sewer
Project Number	ST-2
Priority	79
Scoring	

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

City of Minot

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

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



Project Name
Project Fund
Department
Project Number
Priority
Scoring

11th Ave NW & Lincoln Ave Watermain Repl
 Water and Sewer (Fund 140)
 Water
 65

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
Project Fund
Department
Project Number
Priority
Scoring

Dakotah Homes 2nd Addition Watermain Rep
Water and Sewer (Fund 140)
Water
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.

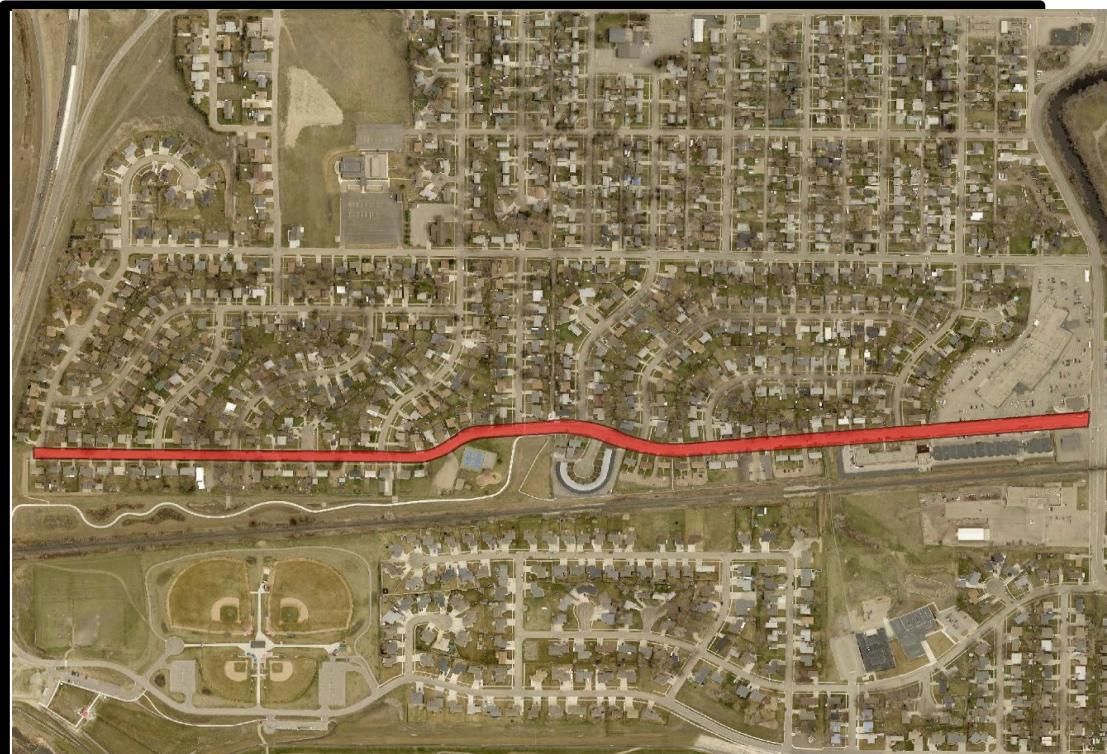
5. Any additional comments?



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.

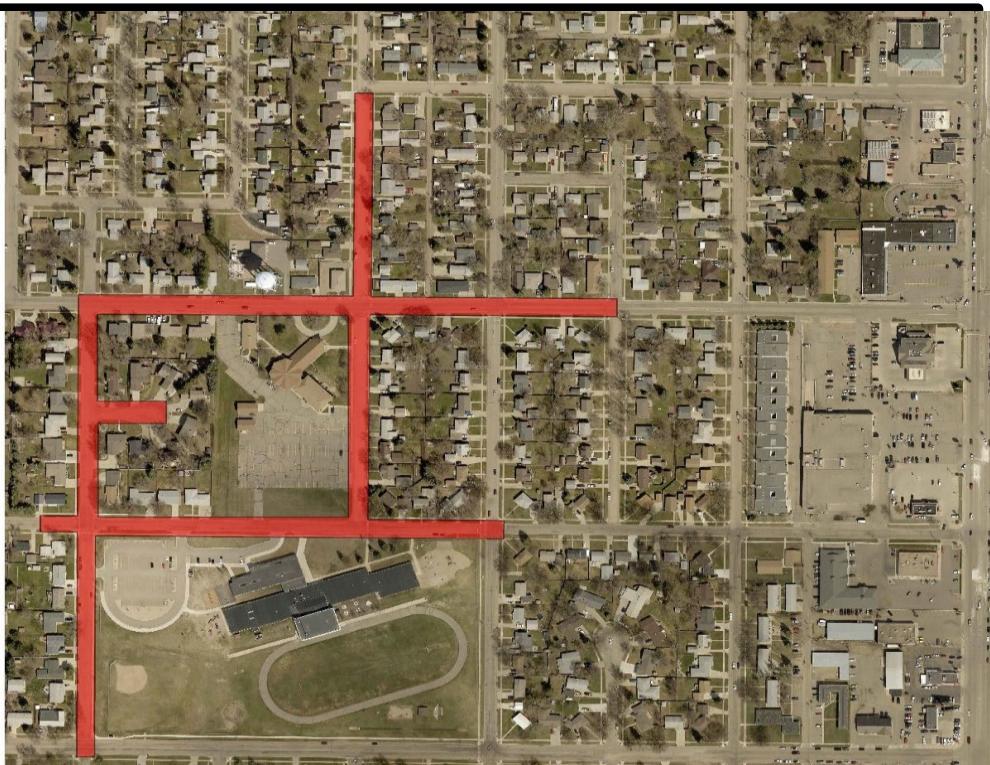
5. Any additional comments?



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.

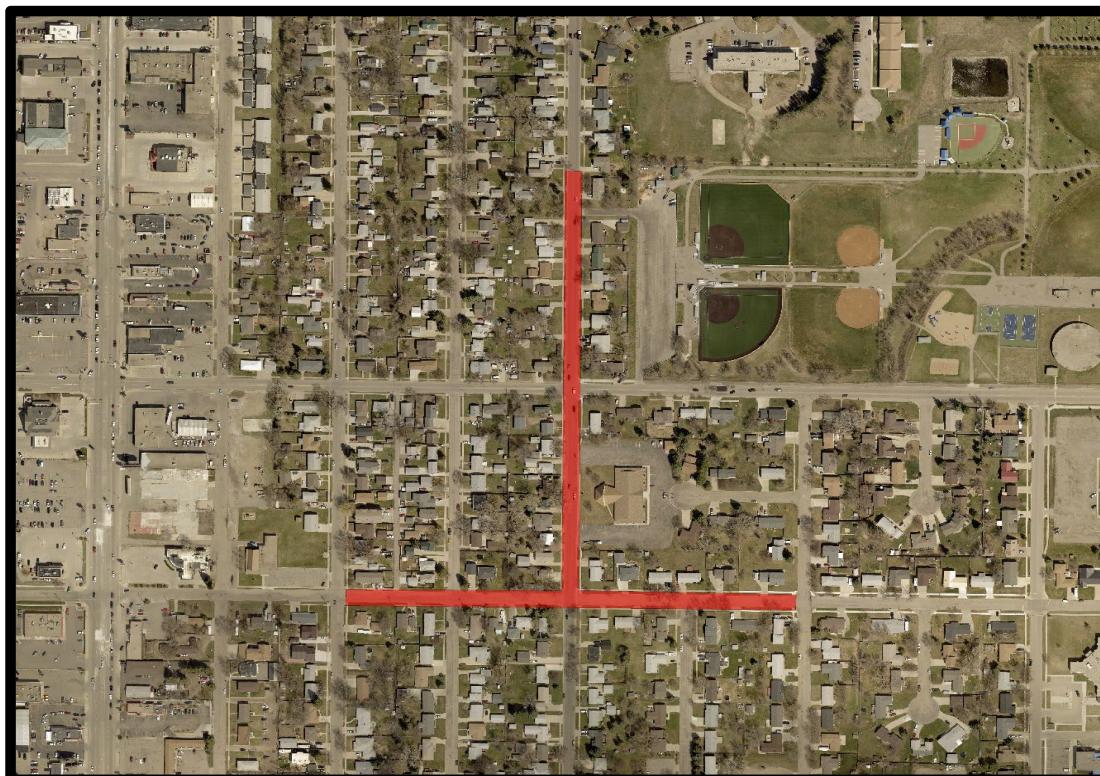
5. Any additional comments?



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 Replacement
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

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



Project Name	BelAir 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	\$ 2,340,000
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.

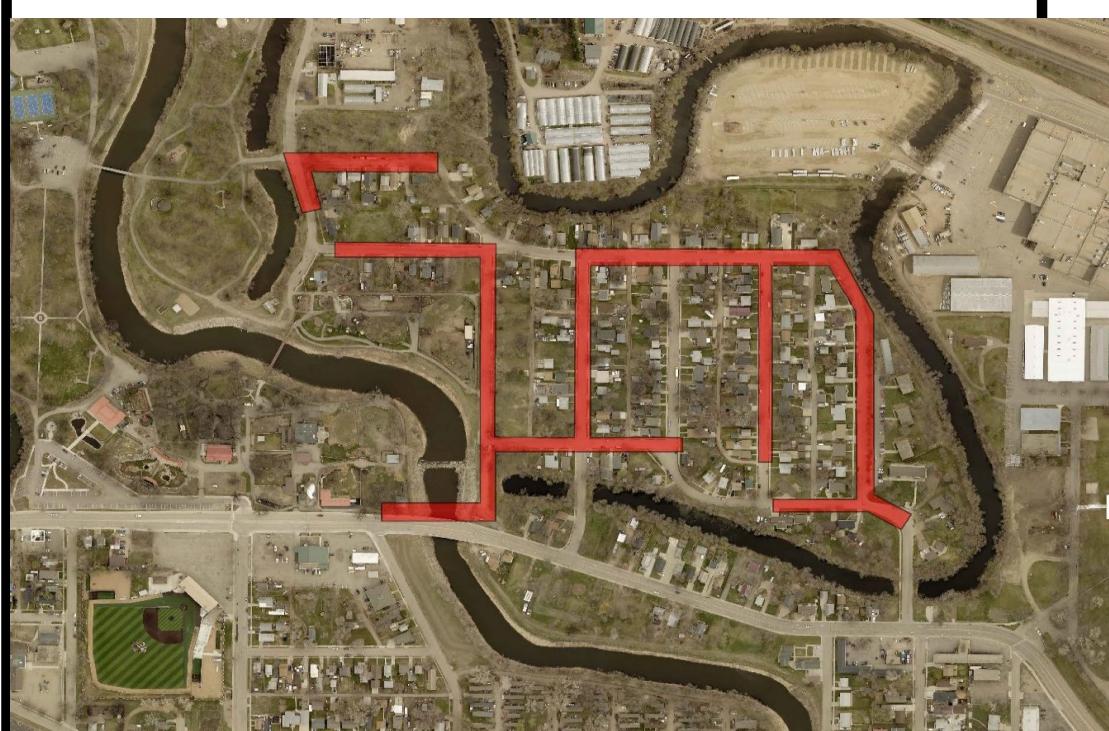
5. Any additional comments?



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



Project Name
Project Fund
Department
Project Number
Priority
Scoring

Area West of NDSF Watermain Replacement
 Water and Sewer (Fund 140)
 Water

 64

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

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	—	Design	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 525,000	\$ 525,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ -	\$ 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

	2025	2026	2027	2028	2029	Total 5-Year Costs
Project Status	—	—	—	—	Design	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
Personnel Costs	-	-	-	-	-	-
Operation Costs	-	-	-	-	-	-
Total Project	\$ -	\$ -	\$ -	\$ -	\$ 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?



TO: Mayor Ross
Members of the City Council

FROM: Lance Meyer, City Engineer

DATE: May 20, 2024

SUBJECT: ACCEPT NDDOT URBAN GRANT FUNDS FOR 3RD STREET AND CENTRAL AVENUE RECONSTRUCTION PROJECT (4826)

I. RECOMMENDED ACTION

Recommend council accept the Urban Grant Program funding award and authorize the mayor to sign the acceptance letter.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer, 701-857-4100

III. DESCRIPTION

A. Background

In December of 2023, council authorized staff to apply for an Urban Grant Program (UGP) grant for \$3.5 million for phase 1 of the 3rd Street and Central Avenue Reconstruction project.

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 phase 1 project will start at the south end of the 3rd St bridge and continue south to Front Street SE and would also include Central Avenue from 3rd Street to 4th Street.

B. Proposed Project

The UGP is a competitive grant program with other North Dakota cities able to apply. The maximum grant amount each year is \$4.6 million. Staff was recently notified that Minot was awarded the full grant amount of \$4.6 million, which is more than the requested amount of \$3.5 million. In our application, we stated we would accept the full grant amount, but in fairness to other applicants, we requested a minimum of \$3.5 million.

C. Recommendation Detail

NDDOT is requesting Minot reply by letter officially accepting the grant.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing, Safe and Welcoming, Excellent and Connected

B. Service/Delivery Impact:

During construction several streets and avenues will be closed to allow the work to proceed. A phasing plan and pedestrian access plan will be implemented.

C. Fiscal Impact

This project will be funded over multiple years with several funding sources. In 2025, \$1,750,000 has been allocated in the CIP for engineering, easements, and permitting which is funded with Hub City Oil & Gas funding. The \$4.6 million in UPG funding will come from federal funds in 2027.

VI. ALTERNATIVES

Alternative 1: Council could reject the federal funds. Staff would then inform the NDDOT and they would allocate the funds to someone else.

Office of the Mayor
10 3rd Avenue SW
Minot, ND 58701
701-857-4750



Ms. Stacey Hanson, PE
Assistant Local Government Engineer
NDDOT Local Government Division

RE: Urban Grant Program Funding Acceptance

Ms. Hanson:

The City of Minot is grateful for the opportunity to apply for and receive federal funds to enhance our community's core in downtown Minot. These funds will go a long way in helping us to revitalize one of Minot's arterial roadways in east Minot that connects downtown to our airport, government plaza, law enforcement, education, and of course dozens of successful business within our downtown core.

We gladly accept these funds and look forward to future opportunities within the Urban Grant Program.

Sincerely,

Tom Ross
Mayor, City of Minot



TO: Mayor Ross
Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: May 20, 2024

SUBJECT: SKYDANCER ADVERTISING AGREEMENTS

I. RECOMMENDED ACTION

Approve the advertising contracts between Skydancer Casino and City of Minot located at Minot International Airport; and Direct Mayor to sign contracts

II. DEPARTMENT CONTACT PERSONS

Jennifer Eckman, Airport Director, 701-857-4739

III. DESCRIPTION

A. Background

Skydancer Casino and Minot International Airport (MOT) had previous Advertising contracts dated February 1, 2023 and ending January 31, 2024 using six locations within the terminal to advertise for their establishment. At the end of the contract the former marketing director left Skydancer and the contracts were not renewed. In April of 2024 the new marketing director for Skydancer requested new contracts for the same six locations used the prior year with a request to price match the prior year's cost.

B. Proposed Project

The agreement will allow additional advertising in the terminal and provide a continued working relationship between Skydancer and MOT.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing

B. Service/Delivery Impact:

Promotion of businesses provides additional services to customers as well as businesses.

C. Fiscal Impact

Advertising is revenue generating. The six locations are broken down below including a discount that is offered to all advertisers that choose multiple locations and/or an extended contract.

Location	Location Use Cost	Contract Length	Total
TSA Checkpoint - Static	400	12	4800
Gate 4 Exit Lane - Static	400	12	4800
Northside TSA door - Static	150	12	1800
ATM 1st Floor - Static	300	12	3600
Baggage Claim - Electronic	250	12	3000
Power Bar - Electronic	300	12	3600
Total			21600
10% discount			-2160
New Total			19440

VI. ALTERNATIVES

Reject the advertising agreement and space will be left open for a different advertiser if one becomes available.



MINOT INTERNATIONAL AIRPORT
DIGITAL AND STATIC FIXED ADVERTISING AGREEMENT TERMS AND CONDITIONS

This agreement is between the City of Minot, Minot International Airport ("MOT"), a municipal corporation, and Sky Dancer Casino and Resort ("Advertiser"), (the "Parties" and each a "Party").

1. **Services.** Advertiser's Digital media will be displayed and located as described 1st Floor Landside (see attached map for location(s)) within the Power Bar in front of Trestle Tap House of the commercial terminal interior of the Minot International Airport starting on May 1, 2024 and ending on April 30, 2025 ("Term") unless terminated or extended by written agreement of the Parties. MOT makes no representation or warranty regarding the other advertisements shown within the terminal interior's vicinity. MOT reserves the right to alter the advertising schedule as needed.
2. **Rates.** Advertiser agrees to pay a monthly rate of \$270.00 ("Rate") for the specified Term. Rate is due for payment on the twentieth (20th) day of each consecutive month of the Term and must be sent to the address listed in this agreement. MOT may suspend providing services under the Agreement in the case of nonpayment or late payment, without terminating the Agreement. Rates are not refundable or prorated once the advertisement has been displayed within the terminal for the agreed monthly term.
3. **Advertisement.** Advertiser grants MOT a non-exclusive, non-transferable, royalty-free license to display the Advertisement for purposes of the Agreement. At all times during the Term, Advertiser covenants, represents, and warrants the Advertisement shall not: (a) infringe any third party's copyright, patent, trademark, trade secret, or other proprietary rights or right of publicity or privacy; (b) violate any law, statute, ordinance, or regulation; (c) be defamatory or libelous; (d) be pornographic, obscene, or inconsistent with the purpose of the Advertisement; or (e) violate any laws regarding unfair competition, anti discrimination, or false advertising. Advertiser shall be solely responsible for delivering the Advertisement to MOT. Airport Administration may refuse to display an Advertisement at its sole discretion and/or if the Advertisement violates this agreement.
4. **Deletions & Modifications of Advertisement Information.** During the Term of the Advertisement, should any of the Advertisement information change, the Advertiser shall contact and inform MOT of the intent to change and shall coordinate access to the Advertisement with Airport Administration in advance. The Advertiser is solely responsible for any costs associated with modifications to Advertising media. The Airport accepts digital advertising only in specified sizes and file formats (see attached list). All static advertisements, including their mounting methods and fixtures, must be approved by MOT prior to installation. MOT is not responsible for costs incurred in the production, installation, or removal of Advertisements. Airport Administration reserves the right to approve or deny any modifications as requested by the Advertiser. Should it be determined and verified by Airport Administration that the Advertiser is no longer in business and/or providing the advertised product and/or service, Airport Administration shall then have the right, without any liability, to remove the advertisement from public display in the terminal.
5. **Liability Limitation.** In no event shall MOT be liable for any consequential, incidental, indirect, punitive, or special damages for lost business or profits related to the Agreement. In no event shall MOT's liability to Advertiser exceed the fees actually paid under the Agreement. The



Parties hereto agree to promptly report to the other any claim or suit arising against it, arising out of, or in connection to this Agreement or the Advertisement.

6. **Indemnity and Waiver of Damages.** If the Advertiser or Advertisement violates this agreement, Advertiser shall indemnify and hold MOT harmless to the extent indemnification is allowed by North Dakota law from any claims and demands of third persons, including the United States of America, resulting from the Advertiser or Advertisement's noncompliance with any provisions of this Agreement and Advertiser shall reimburse MOT for any loss or expense incurred by reason of such noncompliance.
7. **Termination.** This Agreement will terminate upon the expiration of the Term. The Parties may only terminate the Agreement prior to expiration of the Term by mutual written consent. Otherwise, either Party may terminate the Agreement: (a) if the other Party makes a general assignment for the benefit of its creditors, is generally unable to pay its debts as they become due, or becomes the subject of any voluntary or involuntary bankruptcy proceeding; or (b) in the case of a material breach on the part of the other Party, provided the non-breaching Party first notifies the breaching Party of the material breach and affords the breaching Party ten (10) days to cure the breach, failing which the Agreement shall be deemed terminated upon the expiration of this ten (10) business day period.
8. **Notice.** All payments, demands and notices required herein shall be deemed to be properly served if hand delivered, or if sent by certified or registered mail, postage prepaid, or courier to the last address previously furnished by the Parties hereto. Until hereafter changed by the Parties, in writing, notices shall be addressed to the Parties as follows:

SKY DANCER CASINO AND RESORT
3965 Sky Dancer Way NE
Belcourt, ND 58316

MINOT INTERNATIONAL AIRPORT
305 Airport Road, Suite 216
Minot, ND 58703

9. **Miscellaneous.** The Parties hereby agree that North Dakota law will be used to govern and interpret this Agreement. The Parties will maintain the facts and terms of the Agreement as strictly confidential, to the extent allowed by North Dakota's open records laws. No Party may assign the Agreement without the other's express written consent. Any other assignment shall be void and without force or effect. The Parties agree that any action/lawsuit regarding this Agreement shall be brought in Ward County, North Dakota. The prevailing Party in any action/lawsuit shall be awarded its reasonable attorneys' fees and costs. The Agreement is the entire and only agreement between the Parties regarding its subject matter, and all prior agreements between or among the Parties and related to the subject matter of the Agreement are of no force or effect. The individuals signing the Agreement personally represent, warrant, and covenant they have the authority to bind to the Agreement the Party on whose behalf they are signing. Neither Party makes any representation, covenant, or warranty except as expressly set forth in the Agreement. This Agreement will not be construed against either Party by virtue of that Party having written all or any part of the Agreement. The failure on the part of a Party to enforce a term or provision of the Agreement will not constitute a waiver of the right to later enforce that provision. If any term or provision of this Agreement shall to any extent be held invalid or unenforceable, the remaining terms of this Agreement shall not be affected thereby, but each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by North Dakota law. The Parties may not amend the Agreement except in writing, signed by both Parties. The Parties may execute the Agreement in counterparts. Unmodified faxed or electronically stored executed



copies of the Agreement will be regarded as originals of the Agreement. No third party may claim any rights under the Agreement. The waiving of any portion of this Agreement by either Party must be in writing and shall be limited to that particular instance and shall not be deemed to waive any other breach of this Agreement. The consent by MOT to any act by Advertiser requiring MOT's consent shall not be deemed to constitute consent to any subsequent similar act by Advertiser.

By signing this Agreement, you are certifying you have read the foregoing and agree to all terms set out above.

SKY DANCER CASINO AND RESORT

3965 Sky Dancer Way NE
Belcourt, ND 58316

Tel:
Fax:

X A handwritten signature in black ink, appearing to read "Randy Brunelle".

Name: Randy Brunelle
Title: GM
Date: 4-29-24

City of Minot

10 3rd Ave SW
Minot, ND 58701

Tel: 701-857-4724
Fax: 701-857-4710

X

Thomas Ross
Mayor
Date:

ATTEST

X

Mikayla Williams
City Clerk
Date:



MINOT INTERNATIONAL AIRPORT
DIGITAL AND STATIC FIXED ADVERTISING AGREEMENT TERMS AND CONDITIONS

This agreement is between the City of Minot, Minot International Airport ("MOT"), a municipal corporation, and Sky Dancer Casino and Resort ("Advertiser"), (the "Parties" and each a "Party").

1. **Services.** Advertiser's Static Media will be displayed and located as described (see attached map for location(s)) Holdroom Wall Space Adjacent to TSA of the commercial terminal interior of the Minot International Airport starting on May 1, 2024 and ending on April 30, 2025 ("Term") unless terminated or extended by written agreement of the Parties. MOT makes no representation or warranty regarding the other advertisements shown within the terminal interior's vicinity. MOT reserves the right to alter the advertising schedule as needed.
2. **Rates.** Advertiser agrees to pay a monthly rate of \$135.00 ("Rate") for the specified Term. Rate is due for payment on the twentieth (20th) day of each consecutive month of the Term and must be sent to the address listed in this agreement. MOT may suspend providing services under the Agreement in the case of nonpayment or late payment, without terminating the Agreement. Rates are not refundable or prorated once the advertisement has been displayed within the terminal for the agreed monthly term.
3. **Advertisement.** Advertiser grants MOT a non-exclusive, non-transferable, royalty-free license to display the Advertisement for purposes of the Agreement. At all times during the Term, Advertiser covenants, represents, and warrants the Advertisement shall not: (a) infringe any third party's copyright, patent, trademark, trade secret, or other proprietary rights or right of publicity or privacy; (b) violate any law, statute, ordinance, or regulation; (c) be defamatory or libelous; (d) be pornographic, obscene, or inconsistent with the purpose of the Advertisement; or (e) violate any laws regarding unfair competition, anti discrimination, or false advertising. Advertiser shall be solely responsible for delivering the Advertisement to MOT. Airport Administration may refuse to display an Advertisement at its sole discretion and/or if the Advertisement violates this agreement.
4. **Deletions & Modifications of Advertisement Information.** During the Term of the Advertisement, should any of the Advertisement information change, the Advertiser shall contact and inform MOT of the intent to change and shall coordinate access to the Advertisement with Airport Administration in advance. The Advertiser is solely responsible for any costs associated with modifications to Advertising media. The Airport accepts digital advertising only in specified sizes and file formats (see attached list). All static advertisements, including their mounting methods and fixtures, must be approved by MOT prior to installation. MOT is not responsible for costs incurred in the production, installation, or removal of Advertisements. Airport Administration reserves the right to approve or deny any modifications as requested by the Advertiser. Should it be determined and verified by Airport Administration that the Advertiser is no longer in business and/or providing the advertised product and/or service, Airport Administration shall then have the right, without any liability, to remove the advertisement from public display in the terminal.
5. **Liability Limitation.** In no event shall MOT be liable for any consequential, incidental, indirect, punitive, or special damages for lost business or profits related to the Agreement. In no event shall MOT's liability to Advertiser exceed the fees actually paid under the Agreement. The



Parties hereto agree to promptly report to the other any claim or suit arising against it, arising out of, or in connection to this Agreement or the Advertisement.

6. **Indemnity and Waiver of Damages.** If the Advertiser or Advertisement violates this agreement, Advertiser shall indemnify and hold MOT harmless to the extent indemnification is allowed by North Dakota law from any claims and demands of third persons, including the United States of America, resulting from the Advertiser or Advertisement's noncompliance with any provisions of this Agreement and Advertiser shall reimburse MOT for any loss or expense incurred by reason of such noncompliance.
7. **Termination.** This Agreement will terminate upon the expiration of the Term. The Parties may only terminate the Agreement prior to expiration of the Term by mutual written consent. Otherwise, either Party may terminate the Agreement: (a) if the other Party makes a general assignment for the benefit of its creditors, is generally unable to pay its debts as they become due, or becomes the subject of any voluntary or involuntary bankruptcy proceeding; or (b) in the case of a material breach on the part of the other Party, provided the non-breaching Party first notifies the breaching Party of the material breach and affords the breaching Party ten (10) days to cure the breach, failing which the Agreement shall be deemed terminated upon the expiration of this ten (10) business day period.
8. **Notice.** All payments, demands and notices required herein shall be deemed to be properly served if hand delivered, or if sent by certified or registered mail, postage prepaid, or courier to the last address previously furnished by the Parties hereto. Until hereafter changed by the Parties, in writing, notices shall be addressed to the Parties as follows:

SKY DANCER CASINO AND RESORT
3965 Sky Dancer Way NE
Belcourt, ND 58316

MINOT INTERNATIONAL AIRPORT
305 Airport Road, Suite 216
Minot, ND 58703

9. **Miscellaneous.** The Parties hereby agree that North Dakota law will be used to govern and interpret this Agreement. The Parties will maintain the facts and terms of the Agreement as strictly confidential, to the extent allowed by North Dakota's open records laws. No Party may assign the Agreement without the other's express written consent. Any other assignment shall be void and without force or effect. The Parties agree that any action/lawsuit regarding this Agreement shall be brought in Ward County, North Dakota. The prevailing Party in any action/lawsuit shall be awarded its reasonable attorneys' fees and costs. The Agreement is the entire and only agreement between the Parties regarding its subject matter, and all prior agreements between or among the Parties and related to the subject matter of the Agreement are of no force or effect. The individuals signing the Agreement personally represent, warrant, and covenant they have the authority to bind to the Agreement the Party on whose behalf they are signing. Neither Party makes any representation, covenant, or warranty except as expressly set forth in the Agreement. This Agreement will not be construed against either Party by virtue of that Party having written all or any part of the Agreement. The failure on the part of a Party to enforce a term or provision of the Agreement will not constitute a waiver of the right to later enforce that provision. If any term or provision of this Agreement shall to any extent be held invalid or unenforceable, the remaining terms of this Agreement shall not be affected thereby, but each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by North Dakota law. The Parties may not amend the Agreement except in writing, signed by both Parties. The Parties may execute the Agreement in counterparts. Unmodified faxed or electronically stored executed



copies of the Agreement will be regarded as originals of the Agreement. No third party may claim any rights under the Agreement. The waiving of any portion of this Agreement by either Party must be in writing and shall be limited to that particular instance and shall not be deemed to waive any other breach of this Agreement. The consent by MOT to any act by Advertiser requiring MOT's consent shall not be deemed to constitute consent to any subsequent similar act by Advertiser.

By signing this Agreement, you are certifying you have read the foregoing and agree to all terms set out above.

SKY DANCER CASINO AND RESORT

3965 Sky Dancer Way NE
Belcourt, ND 58316

Tel:
Fax:

X A handwritten signature in black ink, appearing to read "Randy Brunelle".

Name: Randy Brunelle
Title: GM
Date: 4-29-24

City of Minot

10 3rd Ave SW
Minot, ND 58701

Tel: 701-857-4724
Fax: 701-857-4710

X A handwritten signature in black ink, appearing to read "Thomas Ross".

Thomas Ross
Mayor
Date:

ATTEST

X A handwritten signature in black ink, appearing to read "Mikayla Williams".

Mikayla Williams
City Clerk
Date:



MINOT INTERNATIONAL AIRPORT
DIGITAL AND STATIC FIXED ADVERTISING AGREEMENT TERMS AND CONDITIONS

This agreement is between the City of Minot, Minot International Airport ("MOT"), a municipal corporation, and Sky Dancer Casino and Resort ("Advertiser"), (the "Parties" and each a "Party").

1. **Services.** Advertiser's Static Media will be displayed and located as described (see attached map for location(s)) within the TSA Checkpoint of the commercial terminal interior of the Minot International Airport starting on May 1, 2024 and ending on April 31, 2025 ("Term") unless terminated or extended by written agreement of the Parties. MOT makes no representation or warranty regarding the other advertisements shown within the terminal interior's vicinity. MOT reserves the right to alter the advertising schedule as needed.
2. **Rates.** Advertiser agrees to pay a monthly rate of \$400.00 ("Rate") for the specified Term. Rate is due for payment on the twentieth (20th) day of each consecutive month of the Term and must be sent to the address listed in this agreement. MOT may suspend providing services under the Agreement in the case of nonpayment or late payment, without terminating the Agreement. Rates are not refundable or prorated once the advertisement has been displayed within the terminal for the agreed monthly term.
3. **Advertisement.** Advertiser grants MOT a non-exclusive, non-transferable, royalty-free license to display the Advertisement for purposes of the Agreement. At all times during the Term, Advertiser covenants, represents, and warrants the Advertisement shall not: (a) infringe any third party's copyright, patent, trademark, trade secret, or other proprietary rights or right of publicity or privacy; (b) violate any law, statute, ordinance, or regulation; (c) be defamatory or libelous; (d) be pornographic, obscene, or inconsistent with the purpose of the Advertisement; or (e) violate any laws regarding unfair competition, anti discrimination, or false advertising. Advertiser shall be solely responsible for delivering the Advertisement to MOT. Airport Administration may refuse to display an Advertisement at its sole discretion and/or if the Advertisement violates this agreement.
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Parties hereto agree to promptly report to the other any claim or suit arising against it, arising out of, or in connection to this Agreement or the Advertisement.

6. **Indemnity and Waiver of Damages.** If the Advertiser or Advertisement violates this agreement, Advertiser shall indemnify and hold MOT harmless to the extent indemnification is allowed by North Dakota law from any claims and demands of third persons, including the United States of America, resulting from the Advertiser or Advertisement's noncompliance with any provisions of this Agreement and Advertiser shall reimburse MOT for any loss or expense incurred by reason of such noncompliance.
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Belcourt, ND 58316

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Minot, ND 58703

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3965 Sky Dancer Way NE
Belcourt, ND 58316

Tel:
Fax:

X A handwritten signature in black ink, appearing to read "Randy Brunelle".

Name: Randy Brunelle
Title: GM
Date: 4-29-24

City of Minot

10 3rd Ave SW
Minot, ND 58701

Tel: 701-857-4724
Fax: 701-857-4710

X _____

Thomas Ross
Mayor
Date:

ATTEST

X

Mikayla Williams
City Clerk
Date:



MINOT INTERNATIONAL AIRPORT
DIGITAL AND STATIC FIXED ADVERTISING AGREEMENT TERMS AND CONDITIONS

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Name: Randy Brunelle
Title: GM
Date: 4-29-24

City of Minot

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Thomas Ross
Mayor
Date:

ATTEST

X

Mikayla Williams
City Clerk
Date:



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DIGITAL AND STATIC FIXED ADVERTISING AGREEMENT TERMS AND CONDITIONS

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Name: Randy Brunelle
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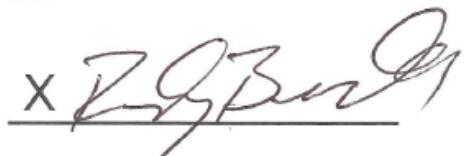
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Name: Randy Brunelle
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City of Minot

10 3rd Ave SW
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Tel: 701-857-4724
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X

Thomas Ross
Mayor
Date:

ATTEST

X

Mikayla Williams
City Clerk
Date:



TO: Mayor Ross
Members of the City Council

FROM: Jason Sorenson, Utilities Director

DATE: May 20, 2024

SUBJECT: 2024 STORM SEWER REHAB – BUDGET AMENDMENT

I. RECOMMENDED ACTION

Recommend council approve the budget amendment in the amount of \$400,000 to increase the storm sewer rehab budget to allow more projects to get completed.

II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director, 701-857-4768

III. DESCRIPTION

A. Background

Each year funds are included in the Storm Sewer Department budget for storm sewer rehab projects. Some years the funds are spent on one or two large projects and other years the funding is spent on many smaller projects scattered around Minot. In 2024 due to multiple large watermain projects taking place, it makes sense to do some storm sewer improvements in the areas of these projects. This has led to favorable pricing due to contractors working in proximity to these areas needing improvements. These projects have depleted the budgeted funds for additional miscellaneous storm sewer projects.

B. Proposed Project

The budget amendment will allocate additional funds to storm sewer maintenance so additional maintenance projects can be designed and constructed.

C. Recommendation Detail

N/A

IV. IMPACT

A. Aspirations

Resilient and Prepared

B. Service/Delivery Impact:

Maintaining storm sewer infrastructure ensures roadways drain quickly during rain events and keep localized flooding to a minimum. Doing storm sewer maintenance in conjunction with other projects is more efficient and impacts an area once for multiple utility repairs.

C. Fiscal Impact

Project Costs

There are several small storm sewer projects along with materials for other projects either awarded or planned for construction. The projects total around \$1,100,000. The budget amendment would allocate adequate funding for all of the planned projects plus leave some remaining funding to respond to unexpected issues.

Project Funding

In the 2024 budget, \$800,000 was included for storm sewer rehab. It is worth noting that between 2021 and 2023 over \$585,000 was unspent and went back to reserves. It is recommended the \$400,000 for the budget amendment come from cash reserves.

VI. ALTERNATIVES

Council could elect to deny the budget amendment. In this case projects will need to be delayed to a future budget year. With many of these projects happening in conjunction with other projects it will cost more to get repairs made in a future construction season.

ORDINANCE NO:

**AN ORDINANCE AMENDING THE 2024 ANNUAL BUDGET TO INCREASE THE
STORM SEWER MAINTENANCE EXPENDITURES FOR MULTIPLE STORM
SEWER REHABILITATION PROJECTS AND APPROVE THE USE OF
WATER/SEWER CASH RESERVES.**

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

§1: Amend the 2024 annual budget to increase the storm sewer maintenance expenditures for multiple storm sewer rehabilitation projects:

14059000-44503		400,000
----------------	--	---------

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

PASSED FIRST READING:

PASSED SECOND READING:

APPROVED:

ATTEST:

Thomas Ross, Mayor

Mikayla McWilliams, City Clerk



TO: Mayor Ross
Members of the City Council

FROM: Jennifer Eckman, Airport Director

DATE: May 20, 2024

SUBJECT: BIDDING OF TAXIWAY C PAVEMENT REHABILITATION AND EDGE LIGHTING REPLACEMENT (AIP 3-38-0037-073-2024)

I. RECOMMENDED ACTION

Authorize City staff to advertise and solicit bids for the Taxiway C Pavement Rehabilitation and Edge Lighting Replacement Project

II. DEPARTMENT CONTACT PERSONS

Maria Romanick, Operations & Maint. Manager, 701-420-4503

III. DESCRIPTION

A. Background

Taxiway C and C3 at the Minot International Airport (MOT) are experiencing deterioration and need repair. The 2021 Pavement Condition Index (PCI) report for these sections range from 39 – 57, with the PCI projected to deteriorate to 31-52 by 2024-2025 when the reconstruction is anticipated to take place, warranting repair. Pavement distresses noted in the last PCI inspection include alligator cracking, depressions, longitudinal and transverse cracking, raveling, and weathering.

The construction of the southern half of Taxiway C South (between TW C4 and C6) was completed in 2002, and the northern half of TW C south (between RW 8/26 and TW C4) was last constructed in 1998 (4" overlay). Taxiway C3 was constructed in 2002.

Rehabilitation is necessary to provide adequate and safe access to and from the terminal facilities to Runway 13/31, the primary runway for the Minot International Airport.

B. Proposed Project

The proposed project will be bid as (1) bid package to rehabilitate the pavement on Taxiway C as well as replace the existing edge lighting.

The construction project will include the pavement repairs discussed above and

also the replacement of associated electrical systems, edge lighting and signage. The existing electrical systems have reached the end of their useful life and need replacement to prevent failure. The existing systems will be replaced with new LED lighting systems.

While under construction, access will remain to Runway 13/31. Temporary closures of Taxiway C and C3 will be necessary during construction and a phasing plan will be determined minimize impacts to air traffic. Alternative taxi routes will be provided during these periods, so access is maintained throughout construction.

C. Recommendation Detail

The following project schedule is intended to accommodate City and FAA funding and grant schedule requirements:

1. April - May 2024 – Complete Final Design
2. June 18, 2024 – Bid Opening
3. July 1, 2024 – Contract Award
4. July 2024 – Submit AIP-Discretionary grant application to FAA
5. Summer 2025 – Construction

IV. IMPACT

A. 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. Safe use of the taxiways is of the utmost importance to providing safe and efficient aviation transportation for the Minot Community.

B. Service/Delivery Impact:

By designing a solution to address the deteriorating structural components of the airport's taxiways, this project will allow for continued safe operations for commercial aviation, general aviation and emergency vehicles at Minot International Airport.

C. Fiscal Impact

Project Costs

The anticipated cost of this project is outlined below, and it is included in the 2024 CIP for Minot International Airport:

Project Costs - Taxiway C Rehabilitation & Edge Lighting

Engineering - Preliminary Design	\$95,300.00
Engineering – Final Design and Bidding	\$344,400.00
Construction Costs (Estimated)	\$5,000,000.00
Engineering - Construction Administration (Estimated)	\$600,000.00
<u>Admin Costs</u>	<u>\$10,000.00</u>
	TOTAL \$6,049,700.00

Project Funding

The funding will come from the FAA Airport Improvement Program (AIP). The airport receives approximately \$1.6M of AIP entitlement funding annually, in addition to the carry-over from previous years. Project funding beyond the available AIP funding will be funded with FAA discretionary funding. A grant application will be prepared to utilize this funding source following the bid opening. It is projected that the City of Minot share will be 5 percent of total project costs.

Project Funding - Taxiway C Rehabilitation & Edge Lighting

FAA Grant (90%)	\$5,444,730.00
NDAC State Grant (5%)	\$302,485.00
<u>Local Funding (5%)</u>	<u>\$302,485.00</u>
	TOTAL \$6,049,700.00

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 structural failure of the airport's taxiways. Poor pavement condition could result in taxiway closure, causing delays for air traffic control's ability to taxi aircraft efficiently.

ADVERTISEMENT FOR BIDS

2024 Taxiway C Pavement Rehabilitation & Edge Lighting Replacement
Minot International Airport
Minot, North Dakota
SEH No. MINOT 178165

Notice is hereby given that Online Bids will be received by the City of Minot, North Dakota, until 2 p.m., Tuesday, June 18, 2024, via [QuestCDN](#) for the furnishing of all labor and material for the construction of 2024 Taxiway C Pavement Rehabilitation & Edge Lighting Replacement.

The bid opening will be conducted via Microsoft Teams, at which time they will be publicly opened and read aloud:

2024 TAXIWAY C PAVEMENT REHABILITATION & EDGE LIGHTING REPLACEMENT Bid Opening
JUNE 18, 2024, 2:00 P.M. (CDT)

Please join my meeting from your computer, tablet or smartphone: <https://bit.ly/3JV3rEv>

Or call in (audio only)
+1 872-242-7640,,763188683# United States, Chicago
Phone conference ID: 763 188 683#

Any person monitoring the meeting remotely may be responsible for any documented costs. Message and data rates may apply.

Major components of the Work include: Bituminous pavement milling, bituminous overlay paving, pavement patching, pavement markings, airfield lighting, signage, circuitry, topsoiling, and turf restoration.

The Bidding Documents may be viewed for no cost at <http://www.sehinc.com> by selecting the Project Bid Information link at the bottom of the page and the View Plans option from the menu at the top of the selected project page.

Digital image copies of the Bidding Documents are available at <http://www.sehinc.com> for a fee of \$30. These documents may be downloaded by selecting this project from the "Project Bid Information" link and by entering eBidDoc™ Number 9098400 on the SEARCH PROJECTS page. For assistance and free membership registration, contact QuestCDN at 952.233.1632 or info@questcdn.com.

For this project, bids will **ONLY** be received electronically. Contractors submitting an electronic bid will be charged an additional \$42 at the time of bid submission via the online electronic bid service [QuestCDN.com](#). To access the electronic Bid Worksheet, download the project document and click the online bidding button at the top of the advertisement. Prospective bidders must be on the plan holders list through QuestCDN for bids to be accepted. Bids shall be completed according to the Bidding Requirements prepared by SEH dated May 21, 2024.

In addition to digital plans, paper copies of the Bidding Documents may be obtained from Docunet Corp. located at 2435 Xenium Lane North, Plymouth, MN 55441 (763.475.9600) for a fee of \$120.00.

A pre-Bid conference will not be held for this project.

Bid security in the amount of 5 percent of the Bid must accompany each Bid in accordance with the Instructions to Bidders.

The City of Minot reserves the right to reject any and all Bids, to waive irregularities and informalities therein and to award the Contract in the best interests of the City of Minot.

Maria Romanick
Airport Operations Manager
Minot, North Dakota



TO: Mayor Tom Ross
Members of the City Council

FROM: Chris Plank, NDR Grant Manager

DATE: 5/20/2024

SUBJECT: CDBG PUBLIC HEARING

I. RECOMMENDED ACTION

It is recommended City Council hold a public hearing for residents to either voice support or concerns for the CDBG Entitlement Program and authorize staff to continue completion of the 5 year Consolidated Plan.

II. DEPARTMENT CONTACT PERSONS

Chris Plank, NDR Grant Manager 701-857-1553

III. DESCRIPTION

A. Background

In August 2023, the City of Minot received notification it was designated as a Community Development Block Grant (CDBG) Entitlement community as defined by the Department of Housing and Development (HUD). The designation ensures the City will receive an annual allocation from HUD to help fund projects/activities for individuals who are of low to moderate income (LMI) status.

B. Proposed Project

The City of Minot's allocation for FY24 is \$331,580. The City is required by HUD to develop a 5 year Consolidated Plan outlining the needs of the community. Part of the process is to gather community feedback. On May 8 and May 9, 2024, meetings were held with residents along with those working with LMI individuals to assist in identifying areas where assistance is needed. The information will be used to assist in the decision on which project/activities are to be funded.

24CFR540.431(b)(3) requires the Grantee to have 2 Public Hearings throughout the process. Public Hearings allow residents to voice their support or concerns regarding the program. A second hearing will be held after the Consolidated Plan has been completed.

B. Recommended Detail:

Allow residents of the community to voice their support or concern for the CDBG Entitlement program or process.

IV. IMPACT

A. Aspirations

Resilient and Prepared - This will allow LMI residents to receive services to assist in their daily lives

Excellent and Connected - Public hearings allow residents to voice their opinion and to be part of the Consolidated Plan process

B. Service/Delivery Impact:

To assist those of low to moderate income (LMI) levels to receive services and housing to assist them in developing a dynamic and flourishing life.

C. Fiscal Impact

The fiscal year (FY)24 dollar amount for the City of Minot is \$331,580.

Project Costs

Funding from the allocation will be awarded after reviewing the projects/activities identified.

VI. ALTERNATIVES

The Council may not authorize the continuation of the Consolidated Plan process. By doing so, the City of Minot will not be in compliance with Federal Regulations and the money would be returned to the Federal Government and disbursed to other Entitlement Communities.

CDBG Entitlement Public Hearing

May 20, 2024

CDBG Entitlement Process

- FY 2024 allocations were announced May 7, 2024
- Minot will receive \$331,580
- 24 CFR 540.431(b)(3) requires the Grantee to have two (2) Public Hearings throughout the process.
- A second hearing will be held after the Consolidated Plan has been completed.

Stakeholder and Public Information Session

Stakeholder Sessions

- 2 sessions held on May 7, 2024
- 16 attendees
- 14 questionnaires received, including multiple responses from Legal Aid.
- Top 5 Identified Unmet Needs
 - Year round shelter for families, women and men – especially low barrier
 - Mental Health Services
 - Childcare Services
 - Addiction Services
 - Transportation Options
- Discussion:
 - Rental difficulty – low credit or criminal history
 - Housing affordability – high deposits
 - Substandard housing stock for LMI
 - Extremely LMI face higher cost burden and live in rentals with issues such as power and plumbing.
 - Limited number of qualified affordable housing developers.

Public Information Session

- Held May 8, 2024
- 9 people signed in, some did not
- Viewers on-line could comment
- Attendees broadly agreed with stakeholder sessions
- Additional needs:
 - Financial counseling services
 - Life skill classes
 - Nutrition classes/services
 - Mental health needs that include:
 - Finding purpose, hope, joy and a way to participate in change and daily life
- Assisting residents of trailer courts/parks in owning their own land

Comments



TO: Mayor Ross
Members of the City Council

FROM: Stefanie Stalheim, City Attorney

DATE: May 20, 2024

SUBJECT: PUBLIC HEARING: LIQUOR LICENSE NO. BL24-0322 (DUCKPOND VENTURES, LLC)

I. RECOMMENDED ACTION

It is recommended City Council hold a hearing on this matter, and staff recommends to suspend license no. BL24-0322 for 45 days if the Council agrees that the licensee violated Sec. 5-40 on six different occasions since October 19, 2023.

II. DEPARTMENT CONTACT PERSONS

Corbin Dickerson, Asst. City Attorney, 701-857-4175
Stefanie Stalheim, City Attorney, 701-857-4190

III. DESCRIPTION

A. Background

City staff received information leading it to believe Duckpond Ventures, LLC operated their premises at a premise other than the licensed premise to which their city liquor license relates without obtaining a permit pursuant to Minot City Ordinance Sec. 5-40 on six different occasions since October 19, 2023.

B. Proposed Project

City staff recommends suspending this license for 45 days if the Council agrees that the licensee violated Sec. 5-40 on six different occasions since October 19, 2023.

C. Recommendation Detail

The City Clerk has provided the licensee with written notice of the date, time, and place of this hearing in regard to the suspension of this license. Pursuant to City Ordinance Sec. 5-32, the City Council has the power to suspend or revoke any license issued under the authority of this chapter if the licensee violates any of the provisions of Chapter 5 of the City of Minot's Code of Ordinances.

Sec. 5-32(f) of the City's Ordinances provides the following in regard to penalties for by alcohol licensees for violation of any provision or state or local

law:

(f)

The Minot Police Department will be responsible for conducting compliance checks to determine whether the licensees are in compliance with the provisions of subsection (a)(1). If (1) the licensee admits a violation, (2) fails to appear at the scheduled hearing relating to the alleged violation, or (3) the city council determines a violation under subsection (a)(1) occurred after a hearing, the licensee is subject to the following penalties, in addition to any other civil or criminal penalties a licensee may be subject to for violation of any provision of state or local law:

First violation: Letter of warning

Second violation: Business closed for three (3) consecutive days

Third violation: Business closed for seven (7) consecutive days

Fourth violation: Business closed for thirty (30) consecutive days

Fifth violation: Business liquor license recommended to be revoked.

The penalties described above shall be for violations that occur within a period of twenty-four (24) months. The twenty-four-month time period commences to run and is calculated from the first offense by the licensee.

IV. IMPACT

A. Aspirations

Holding this hearing to ensure compliance with the City's ordinances aligns with the 'Resilient and Prepared' and 'Safe and Welcoming' aspirations.

B. Service/Delivery Impact:

Holding a hearing on this matter and making a decision on whether or not to suspend this license for noncompliance with the City's ordinances will not have an impact on City services.

C. Fiscal Impact

This project is being funded using existing City staff and staff salaries.

Project Costs

City staff involved include members of the City Attorneys Office, Police Department and City Clerk's Office.

Project Funding

Funding to facilitate this matter includes general salary and office supplies from the City Attorney's Office, Police Department, and City Clerk's Office.

VI. ALTERNATIVES

1. If after the hearing, the City Council does not believe Duckpond Ventures, LLC violated city ordinances, it should dismiss the complaint.
2. If after the hearing, the City Council finds Duckpond Ventures, LLC violated city ordinances, but recommends a different disposition, the City Council should state a rational basis for the alternate disposition, keeping in mind the guidance in Minot City Ordinance 5-32(f).
3. If the licensee does not appear at the hearing, or does not dispute the allegations, Minot City Ordinance Sec. 5-32(c) states the factual allegations in the complaint shall be deemed to be admitted.
4. If the licensee requests that the originally scheduled hearing date be continued, the City Council shall grant a continuance to a time mutually convenient to the licensee and the City Council, but the Council has the discretion to suspend the license from the date for which the hearing was originally scheduled to the date of the continued hearing. See Minot City Ordinance Sec. 5-32(d).

City of Minot

STATE OF NORTH DAKOTA
COUNTY OF WARD
BEFORE THE MINOT CITY COUNCIL

IN THE MATTER OF:

DUCKPOND VENTURES, LLC
Attn: JON LAKODUK
LICENSE NO. BL24-0322
105 1st ST SE (Basement)
MINOT, NORTH DAKOTA
58701

**AFFIDAVIT OF
SERVICE**

I, Dave Chapman, being first duly sworn, deposes and says that I am a citizen of the United States of America, over the age of twenty-one years, and am not a party to nor interested in the above-entitled action; that on May 9, 2024 this Affiant served true and correct copies of the following documents in the above-entitled action:

1. Hearing Notice
2. Complaint and Specifications

Hand delivered those copies to Jon Lakoduk at 105 1st St. SE (Basement) Minot, ND 58701 and the above documents were duly filed with the Minot City Clerk in accordance with the provisions of the North Dakota Rules of Civil Procedure.

Dated: May 9, 2024



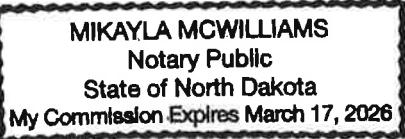
Dave Chapman

STATE OF NORTH DAKOTA
COUNTY OF WARD

Subscribed and sworn to before me on May 9, 2024.

Mikayla McWilliams

Notary Public





STATE OF NORTH DAKOTA
COUNTY OF WARD
BEFORE THE MINOT CITY COUNCIL

IN THE MATTER OF:

DUCKPOND VENTURES, LLC
Attn: Jon Lakoduk
LICENSE NO. BL24-0322
105 1st ST SE (Basement)
MINOT, NORTH DAKOTA
58701

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**NOTICE OF
HEARING**

TO: DUCKPOND VENTURES, LLC

Date: MONDAY, MAY 20, 2024
Time: 5:30 PM
Place: City of Minot City Council Chambers,
10 – 3rd Ave. SW, Minot, ND 58701
Before: City Council

NOTICE IS HEREBY GIVEN that at 5:30 PM on Monday, May 20, 2024 in the City Council Chambers located in City Hall, 10 – 3rd Ave, Minot, North Dakota, a hearing shall be held before the Minot City Council with regard to the suspension or revocation of the City of Minot Retail Liquor, Beer, & Wine License No. BL24-0322, presently held by DUCKPOND VENTURES, LLC, located in the basement of 105 1st St. SE in Minot, North Dakota. Factual allegations, which form the basis for this hearing before the City Council, are specified in a complaint and specification of issues dated May 9, 2024 by John Klug, Police Chief, City of Minot. A copy of the complaint and specification of issues is also attached to this written notice and is incorporated by reference and made a part hereof.

Dated this 9th day of May, 2024.

A handwritten signature in black ink that reads "Mikayla McWilliams".

Mikayla McWilliams, City Clerk
City of Minot
P.O. Box 5006
Minot, North Dakota 58702-5006

City of Minot

STATE OF NORTH DAKOTA
COUNTY OF WARD
BEFORE THE MINOT CITY COUNCIL

IN THE MATTER OF:

DUCKPOND VENTURES, LLC
Attn: Jon Lakoduk
LICENSE NO. BL24-0322
105 1st ST SE (Basement)
MINOT, NORTH DAKOTA
58701

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**COMPLAINT AND
SPECIFICATION OF
ISSUES**

TO: DUCKPOND VENTURES, LLC

This complaint and specification of issues is being served upon you with regard to a City of Minot Retail Liquor, Beer, & Wine License, license number BL24-0322. The purpose of this complaint and specification of issues is to request the suspension or revocation of such license at a subsequent hearing to be held before the Minot City Council at 5:30 pm on Monday, May 20, 2024. If you fail to respond and appear at the hearing as scheduled above, an order imposing a penalty of suspension or revocation will be issued. The factual circumstances alleged in support of this suspension or revocation action are the following:

1. The City of Minot is a municipal entity as a political subdivision in the state of North Dakota, and pursuant to North Dakota law codified at NDCC 5-02-09, and powers in the City of Minot's Home Rule Charter, the City, as the local governing body, may implement ordinances or resolutions to regulate or restrict the operation of licensees obtaining liquor licenses in said municipality; and
2. That the City of Minot has codified in its code of ordinances certain regulations and restrictions relating to alcoholic beverages. See Minot City Ordinance Chapter 5, Sections 5-1 through 5-44, inclusive; and
3. DUKPOND VENTURES, located in the basement of 105 1st St. SE in Minot, North Dakota ("Licensee") is a licensed alcohol beverage retailer in the City of Minot, and is the current holder of a 2024 Retail Liquor, Beer, & Wine License No. BL24-0322, issued to Licensee and effective on February 5, 2024; and
4. Following an investigation, the affiant has reason to believe the following events have occurred:
 - a. On October 19, 2023, DUCKPOND VENTURES, LLC operated their premises at a premises other than the licensed premises to which

their city liquor license relates without obtaining a permit pursuant to Minot City Ordinance Sec. 5-40.

- b. On November 2, 2023, DUCKPOND VENTURES, LLC operated their premises at a premises other than the licensed premises to which their city liquor license relates without obtaining a permit pursuant to Minot City Ordinance Sec. 5-40.
- c. On November 30, 2023, DUCKPOND VENTURES, LLC operated their premises at a premises other than the licensed premises to which their city liquor license relates without obtaining a permit pursuant to Minot City Ordinance Sec. 5-40.
- d. On December 14, 2023, DUCKPOND VENTURES, LLC operated their premises at a premises other than the licensed premises to which their city liquor license relates without obtaining a permit pursuant to Minot City Ordinance Sec. 5-40.
- e. On February 2, 2024, DUCKPOND VENTURES, LLC operated their premises at a premises other than the licensed premises to which their city liquor license relates without obtaining a permit pursuant to Minot City Ordinance Sec. 5-40.
- f. On March 9, 2024, DUCKPOND VENTURES, LLC operated their premises at a premises other than the licensed premises to which their city liquor license relates without obtaining a permit pursuant to Minot City Ordinance Sec. 5-40.

5. If the City Council determines allegations set forth in paragraph 4 did in fact occur, they would be considered violations of Minot City Ordinance Sec. 5-40, which prohibits a licensee from allowing the sale and consumption of alcoholic beverages off the premises to which their license specifically relates.

6. THEREFORE, the affiant hereby considers this complaint and specifications submitted to the Minot City Council to hold any hearings it deems necessary to make a determination as to what action, if any, it wants to take against the City of Minot retail alcoholic beverage license of Licensee, including such actions as, suspension or revocation of the license pursuant to Minot City Ordinance Sec. 5-32.

Dated this 9th day of May, 2024.



John Klug, Police Chief

City of Minot

PO Box 5006

Minot, North Dakota 58702-5006

City of Minot

STATE OF NORTH DAKOTA
COUNTY OF WARD
BEFORE THE MINOT CITY COUNCIL

IN THE MATTER OF:)
)
DUCKPOND VENTURES, LLC)
Attn: Jon Lakoduk)
LICENSE NO. BL24-0322)
105 1st ST SE (Basement))
MINOT, NORTH DAKOTA)
58701)

**NOTICE OF
HEARING**

TO: DUCKPOND VENTURES, LLC

Date: MONDAY, MAY 20, 2024
Time: 5:30 PM
Place: City of Minot City Council Chambers,
10 – 3rd Ave. SW, Minot, ND 58701
Before: City Council

NOTICE IS HEREBY GIVEN that at 5:30 PM on Monday, May 20th 2024 in the City Council Chambers located in City Hall, 10 – 3rd Ave, Minot, North Dakota, a hearing shall be held before the Minot City Council with regard to the suspension or revocation of the City of Minot Retail Liquor, Beer, & Wine License No. BL24-0322, presently held by DUCKPOND VENTURES, LLC, located in the basement of 105 1st St. SE in Minot, North Dakota. Factual allegations, which form the basis for this hearing before the City Council, are specified in an amended complaint and specification of issues dated May 16th 2024 by John Klug, Police Chief, City of Minot. A copy of the amended complaint and specification of issues is attached to this written notice, is incorporated by reference, and made a part hereof.

Dated this 16th day of May, 2024.

Mikayla McWilliams

Mikayla McWilliams, City Clerk
City of Minot
P.O. Box 5006
Minot, North Dakota 58702-5006



STATE OF NORTH DAKOTA
COUNTY OF WARD
BEFORE THE MINOT CITY COUNCIL

IN THE MATTER OF:)	
)	
DUCKPOND VENTURES, LLC)	AMENDED
Attn: Jon Lakoduk)	COMPLAINT AND
LICENSE NO. BL24-0322)	SPECIFICATION OF
105 1st ST SE (Basement))	ISSUES
MINOT, NORTH DAKOTA)	
58701)	

TO: DUCKPOND VENTURES, LLC

This complaint and specification of issues is being served upon you with regard to a City of Minot Retail Liquor, Beer, & Wine License, license number BL24-0322. The purpose of this complaint and specification of issues is to request the suspension or revocation of such license at a subsequent hearing to be held before the Minot City Council at 5:30 pm on Monday, May 20th, 2024. If you fail to respond and appear at the hearing as scheduled above, an order imposing a penalty of suspension or revocation will be issued. The factual circumstances alleged in support of this suspension or revocation action are the following:

1. The City of Minot is a municipal entity as a political subdivision in the state of North Dakota, and pursuant to North Dakota law codified at NDCC 5-02-09, and powers in the City of Minot's Home Rule Charter, the City, as the local governing body, may implement ordinances or resolutions to regulate or restrict the operation of licensees obtaining liquor licenses in said municipality; and
2. That the City of Minot has codified in its code of ordinances certain regulations and restrictions relating to alcoholic beverages. See Minot City Ordinance Chapter 5, Sections 5-1 through 5-44, inclusive; and
3. DUKPOND VENTURES, located in the basement of 105 1st St. SE in Minot, North Dakota ("Licensee") is a licensed alcohol beverage retailer in the City of Minot, and is the current holder of a 2024 Retail Liquor, Beer, & Wine License No. BL24-0322, issued to Licensee and effective on February 5, 2024; and
4. Following an investigation, the affiant has reason to believe the following events have occurred:
 - a. On October 19, 2023, DUCKPOND VENTURES, LLC operated their premises at a premises other than the licensed premises to which

their city liquor license relates without obtaining a permit pursuant to Minot City Ordinance Sec. 5-40.

- b. On November 2, 2023, DUCKPOND VENTURES, LLC operated their premises at a premises other than the licensed premises to which their city liquor license relates without obtaining a permit pursuant to Minot City Ordinance Sec. 5-40.
- c. On November 30, 2023, DUCKPOND VENTURES, LLC operated their premises at a premises other than the licensed premises to which their city liquor license relates without obtaining a permit pursuant to Minot City Ordinance Sec. 5-40.
- d. On December 14, 2023, DUCKPOND VENTURES, LLC operated their premises at a premises other than the licensed premises to which their city liquor license relates without obtaining a permit pursuant to Minot City Ordinance Sec. 5-40.
- e. On February 22, 2024, DUCKPOND VENTURES, LLC operated their premises at a premises other than the licensed premises to which their city liquor license relates without obtaining a permit pursuant to Minot City Ordinance Sec. 5-40.
- f. On March 9, 2024, DUCKPOND VENTURES, LLC operated their premises at a premises other than the licensed premises to which their city liquor license relates without obtaining a permit pursuant to Minot City Ordinance Sec. 5-40.

5. If the City Council determines allegations set forth in paragraph 4 did in fact occur, they would be considered violations of Minot City Ordinance Sec. 5-40, which prohibits a licensee from allowing the sale and consumption of alcoholic beverages off the premises to which their license specifically relates.

6. THEREFORE, the affiant hereby considers this complaint and specifications submitted to the Minot City Council to hold any hearings it deems necessary to make a determination as to what action, if any, it wants to take against the City of Minot retail alcoholic beverage license of Licensee, including such actions as, suspension or revocation of the license pursuant to Minot City Ordinance Sec. 5-32.

Dated this 16 day of May, 2024.



John Klug, Police Chief
City of Minot
PO Box 5006
Minot, North Dakota 58702-5006

City of Minot

STATE OF NORTH DAKOTA
COUNTY OF WARD
BEFORE THE MINOT CITY COUNCIL

IN THE MATTER OF:

DUCKPOND VENTURES, LLC
Attn: JON LAKODUK
LICENSE NO. BL24-0322
105 1st ST SE (Basement)
MINOT, NORTH DAKOTA
58701

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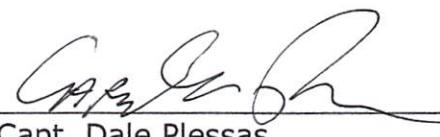
**AFFIDAVIT OF
SERVICE**

I, Dale Plessas, being first duly sworn, deposes and says that I am a citizen of the United States of America, over the age of twenty-one years, and am not a party to nor interested in the above-entitled action; that on May 16th 2024 this Affiant served true and correct copies of the following documents in the above-entitled action:

1. Hearing Notice
2. Amended Complaint and Specifications

Hand delivered those copies to Jon Lakoduk at 3425 S. Broadway, Minot, ND 58701 and the above documents were duly filed with the Minot City Clerk in accordance with the provisions of the North Dakota Rules of Civil Procedure.

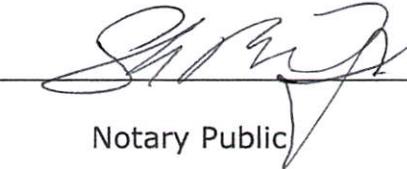
Dated: May 16, 2024



Capt. Dale Plessas
Minot Police Department

STATE OF NORTH DAKOTA
COUNTY OF WARD

Subscribed and sworn to before me on 16 May 2024.



Notary Public

SHAWN P WEGNER
Notary Public
State of North Dakota
My Commission Expires January 20 2028

М.А.СОМИРОВА РЕДАКТОР ГЛАВНЫЙ
С.А.СИДОРЧУК РЕДАКТОР
М.А.БУРДА
М.А.МИХЕИЧЕН

Издательство «Мир»

СОВЕТСКАЯ АССАДИЧКА. КОМПЛЕКСНЫЙ УЧЕБНИК

ДЛЯ УЧЕБЫ В 10-М КЛАССЕ

СОВЕТСКАЯ АССАДИЧКА

СОВЕТСКАЯ

СОВЕТСКАЯ АССАДИЧКА

СОВЕТСКАЯ

СОВЕТСКАЯ АССАДИЧКА



TO: Mayor Ross
Members of the City Council

FROM: Stefanie Stalheim, City Attorney

DATE: May 20, 2024

SUBJECT: CONTRACT COUNSEL – ALCOHOL ORDINANCES

I. RECOMMENDED ACTION

It is recommended City Council retain Ohnstad Twichell, P.C. as contract counsel to assist the City Attorney's Office with reviewing and advising the City Council on proposed modifications to the City's current liquor license ordinances.

II. DEPARTMENT CONTACT PERSONS

Stefanie Stalheim, City Attorney, 701-857-4190
Mikayla McWilliams, City Clerk, 701-857-4752
John Klug, Chief of Police, 701-857-9800

III. DESCRIPTION

A. Background

The City Council has established an ad hoc committee to conduct a comprehensive review and update of the City's alcohol ordinances. The committee has held discussion on amending the City's liquor license ordinances to remove the cap on liquor licenses set Minot City Ordinance Sec. 5-16(2)(d) and to remove the defeasible property right in the license provided by Sec. 5-31.

Before investing more time in this discussion, city staff would like the City Council to weigh in on whether they would consider modifying the liquor license ordinances to remove the cap and defeasible property interest, and if so, to approve the attached retainer agreement contracting with Ohnstad Twichell, P.C. to assist the City Attorney's Office with reviewing and advising on modifications to the City's existing liquor license ordinances.

B. Proposed Project

If the City Council is agreeable to modifying its existing liquor licenses, City staff anticipates the work involved to include diagnosing problems with the existing ordinance; reviewing goals and making recommendations for the new ordinance; developing a public outreach strategy; evaluating the present

licensing and permitting structure; drafting a proposed ordinance; integrating the ordinance and any new licenses and permits into user-friendly formats; and training staff on how to implement the new ordinance.

Researching these questions at the pace the committee wants to address them will take more time than the City Attorney's Office and other City staff have the capacity to provide, and staff is therefore recommending retaining outside counsel to assist with the heavy lift that a rewrite of this nature requires.

C. Recommendation Detail

If the Council would like to immediately retain outside counsel to begin a comprehensive rewrite, Ohnstad Twichell, P.C. has advised that they are available and willing to assist with this project. City staff has also reached out to Swanson & Warcup, Ltd., to see if they still have an interest in assisting with this project, and they are still considering the City's request.

Alternatively, the Council could direct City staff to draft and issue a Request for Proposals (RFP) from qualified firms with experience and expertise in facilitating alcohol ordinance rewrites to act as contract counsel for the City Attorney's Office on matters relating to amending its liquor license ordinances.

IV. IMPACT

A. Aspirations

Dynamic and Flourishing
Safe and Welcoming

B. Service/Delivery Impact:

Rewriting the City's alcohol ordinances will require local residents and business owners to acclimate to the new ordinances, the impact of which may vary.

C. Fiscal Impact

The City Attorney's Office has budgeted \$100,000 in account 10014000-43020 (Attorney's) for Fiscal Year (FY) 2024. As of the date of this memo, approximately \$24,931.69 has either already been paid or is encumbered – leaving approximately \$50,568.31 remaining. This funding could be applied towards this contract, or alternatively it could be rolled back into the general fund at the end of the year.

Alternatively, this project could be included in a future budget if the Council did not want to commence this project in FY 2024.

VI. ALTERNATIVES

1. The City Council can affirmatively decline to modify its liquor license ordinances, and direct the committee to leave the current liquor license structure intact.
2. The City Council can direct the committee to move at the pace of city staff and the City Attorney's Office and their ability to research this topic as time allows.

RETAINER AGREEMENT

I, City of Minot, agree to engage the services of Ohnstad Twichell, P.C., to act as my legal counsel and to represent me in the following matter: To advise on modifications to the City's current liquor license ordinances.

I agree to pay attorneys' fees as follows: up to \$215.00 per hour for all legal services rendered. I agree to pay up to \$180.00 per hour for a legal assistant to work on this matter. I agree that associate legal counsel may be employed at the discretion of Ohnstad Twichell, P.C., and that any attorneys so employed may be designated to appear on my behalf or undertake my representation in this matter. Payment of attorneys' fees for any such associate counsel shall be governed by the provisions set forth above. Ohnstad Twichell, P.C., may increase its hourly fees during January of each year, and I understand I will be given reasonable notice of any such increases and that this Retainer Agreement shall be subject to any such increases.

I understand that Ohnstad Twichell, P.C., will charge me for legal services including, but not limited to the following: 1) office time and court time; 2) telephone contact with me, attorneys, and other relevant persons; 3) review of and preparation of correspondence; 4) preparation of documents; 5) legal research; 6) office conferences; 7) court appearances; 8) opening and closing the file; and 9) travel time to and from locations away from the offices of Ohnstad Twichell, P.C., at the hourly rate stated in the preceding paragraph. I understand that I will be billed on time spent on my case. I understand that Ohnstad Twichell, P.C., has made no estimate of the amount of legal services or the total amount of fees and costs my matter will require. Further, I agree that I will be billed for all telephone calls to any tenth of an hour to which the call extends and I will be billed a minimum of one-tenth (1/10th) for each telephone call. Ohnstad Twichell, P.C., may bill non-emergency, unrequested telephone calls, emails, or text messages to the attorney's personal telephone at a minimum charge of five-tenths of an hour (.5).

I agree that in addition to the above attorneys' fees, all court costs, service of process costs, subpoena costs, photos, depositions, court reporter costs, expert fees, legal computer research expenses, reports, witness statements, filing fees, travel expenses (including auto mileage at IRS rate), long distance telephone charges, postage, facsimile charges, copying charges, and all other out-of-pocket expenses, including but not limited to meals and lodging, incurred in investigating this matter shall be paid by me in addition to the hourly fees for attorneys' services. I understand that Ohnstad Twichell, P.C., may not advance any expert fees and expenses.

I understand my attorney will provide me with copies of all pleadings and correspondence when they are received or sent by my attorney. I agree to pay the cost of additional copies of my attorney's file or the cost of electronically retrieving copies in the event that I or my representative requests my file. Accordingly, I agree that my records may be retained by Ohnstad Twichell, P.C., during and subsequent to active representation, in a format selected by them, whether by paper file or electronic file. I also understand after the representation concludes, Ohnstad Twichell, P.C., will return any original documents to me and keep only an electronic copy, and I may request copies of my file. I further understand, after one (1) year, my paper file will be destroyed by Ohnstad Twichell, P.C., without further notice to me, and my file will remain in electronic form.

I understand that Ohnstad Twichell, P.C., cannot guarantee the results of any proceeding, and I acknowledge that no representations have been made by Ohnstad Twichell, P.C., about the outcome of this matter.

As part of this Retainer Agreement, I agree to pay my fees on a timely basis, which is within ten (10) days of receipt of my bill. I understand that I will receive monthly billings for accrued fees and costs. I understand that statements not paid within thirty (30) days of the statement date shall bear a late charge of one-half percent (.5%) per month until paid. Any objection I have to items listed on the bills for services rendered or costs must be brought to my Attorney's attention by me within thirty (30) days of the date of the bill; otherwise, the bill is deemed to be proper and accurate as sent. In the event it becomes necessary for Ohnstad Twichell, P.C., to bring suit to collect its fees and costs, as set out in this Retainer Agreement, I agree to pay all costs of collections including time spent by Ohnstad Twichell, P.C., equivalent to reasonable attorneys' fees.

I further agree that Ohnstad Twichell, P.C., at their discretion, may withdraw as my counsel if, after undertaking this matter, it is their opinion that they are unable to continue representation of me for any reason, provided all procedures required by applicable state law or court rule, if any, are followed. Some examples of reasons for withdrawal include, but are not limited to, my failure to cooperate or communicate with counsel, my failure to follow counsel advice, or any request by me which would require counsel to violate the Rules of Professional Conduct. I specifically agree that my failure to make payment for fees and costs promptly when billed shall constitute sufficient cause for Ohnstad Twichell, P.C., at their discretion, to withdraw as my counsel. In this regard, I agree that I will make myself available to communicate regularly and as requested with my attorney by means including, but not limited to, in person, telephone, email, facsimile, text messaging, and other such means.

This Retainer Agreement shall be governed by North Dakota law and enforcement shall be venued in East Central Judicial District Court, Fargo North Dakota, and I agree that I shall voluntarily submit to the jurisdiction of the North Dakota court.

I acknowledge that I have read this Retainer Agreement and have discussed any questions or concerns I have regarding this Retainer Agreement with the attorney. I fully understand the terms of the Retainer Agreement and will receive a copy of it. I have entered into this Retainer Agreement freely and voluntarily without coercion or duress; I am not under the influence of any substance or person that would cause me to enter into this Retainer Agreement against my free will or better judgment.

Dated this _____ day of _____, 2024.

Mayor, City of Minot

ATTEST:

City Clerk, City of Minot

The aforementioned employment is hereby accepted on the terms stated above. The client will receive a full copy of this Retainer Agreement.

Dated this _____ day of _____, 2024.

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