



Monday, July 1, 2024
5:30PM CST

City Commission Meeting Agenda
Devils Lake City Hall Commission Chambers
423 6th St NE, Devils Lake, 58301

Meeting Items

- 1) Pledge of Allegiance
- 2) Call to Order

Awards and Proclamations

- 1) Recognition of Outgoing Commissioners

Adjournment

Devils Lake City Commission Organizational Meeting
Devils Lake City Hall Commission Chambers
423 6th St NE, Devils Lake, 58301

Meeting Items

- 1) Call to Order
- 2) Administer Oath of Office to Municipal Court Judge
- 3) Administer Oath of Office to New Commissioners
- 4) Elect Vice President of City Commission
- 5) Commission Portfolios and Committee Assignments
- 6) Appointment of Appointive Officers
- 7) Approval of Meeting Minutes – June 17, 2024
- 8) Public Hearings:
 - a. Recommendation from Planning Commission – Conditional Use 517 1st Street
 - b. Recommendation from Planning Commission – Conditional Use for Accessory Dwelling Unit - Morehouse
- 9) Recognition of City Employees – Years of Service
 - a. Annette Buchmeier – 30 years
 - b. Joel Myhro – 30 years
- 10) City Commission Portfolio Updates
 - a. Tentative budget briefings and approval timeline
- 11) Appointments to Board of Adjustments
- 12) Appointments to Parking Authority
- 13) Appointments Renaissance Zone Authority
- 14) Change Order #2 – Watermain Replacement 28-23 and 29-23
- 15) Pay Estimate #6 - Watermain Replacement 28-23 and 29-23

Informational

Motion to approve payment of the list of bills as submitted.

The City of Devils Lake may convene in an executive session as provided by NDCC 44-04-19.2 to consider and discuss closed or confidential records and information, negotiating strategy or negotiating instructions as provided by NDCC 44-04-19.1, 44-04-19.2, 44-04-18.4.

Directly following City Commission Organizational Meeting

Devils Lake Jobs Development Authority

Devils Lake City Hall Commission Chambers

423 6th St NE, Devils Lake, 58301

Meeting Items

- 1) Approval of Minutes – June 17, 2024
- 2) Talent and Attraction Retention Grant Application and Matching Support
- 3) Authorization of Expansion of 20x20 and Business Training Programs

Informational

- 1) City Attorney Opinion on Bidding Requirements for Jobs Development Authority

06/28/24

Mayor Jim Moe

Police Commissioner
Finance Commissioner
Municipal Judge
City Attorney Commissioner
Water Issues Commissioner
Chamber of Commerce Board of Directors
Renaissance Zone Authority
Planning and Zoning Commission
Personnel Policy Advisory Committee
Forward Devils Lake

Rob Hach

Sanitation Commissioner
Assessor/Building Official Commissioner
Airport Authority
Engineering Commissioner
North Central Planning Council Board
Ramsey County Fair Board
Ramsey County Planning and Zoning Commission
Senior Meals & Services Board of Directors
Forward Devils Lake Board

Lisa Uhlenkamp

Street Commissioner
Cemetery and Weed Commissioner
Weed Control Board
Library Board
Law Enforcement Center Board
Personnel Policy Advisory Committee
Northern Plains RC & D Board
North Central Planning Council Board (alt)

Joe Knowski

Sewer Commissioner
Water Commissioner
Parking Authority
Local Emergency Preparedness Committee
Senior Commission on Aging

Jason Pierce

Fire Commissioner
Law Enforcement Center Board
Ramsey County Fair Board
Ramsey County Planning and Zoning Commission
Shade Tree Committee

APPOINTMENT OF OFFICERS

City Code 2.12.010 outlays the need to appoint officers for noted positions within the administration. The terms of appointive officers are for two years and terms begin on July 1, 2024 after the regular election of City Commissioners.

Below are the appointed positions for the term July 1, 2024 – June 30, 2026

City Administrator*
City Attorney
City Assessor
City Auditor
Police Chief
City Engineer
Fire Chief

Spencer Halvorson
Traynor Law Firm
Rob Johnson
Spencer Halvorson
Jason Toso
Michael Grafsgaard
Nathan Bennett

*"other officer" not specifically listed in City Code.

Minutes of the Devils Lake City Commission
June 17, 2024

The regular meeting of the Devils Lake City Commission was held on June 17, 2024 with the following members present: President Moe, Dale Robbins, Jason Pierce, and Rob Hach.

Commissioner Hach moved to approve the minutes of the regular Commission meeting held on June 03, 2024. The motion was seconded by Commissioner Pierce, and the motion carried unanimously.

Brandon Padilla with the Devils Lake Rodeo Club provided an update on the progress of planning for the rodeo. He also requested the \$15,000 the City budgeted for as a sponsorship for the rodeo. Commissioner Pierce made a motion to release the \$15,000 sponsorship. Commissioner Robbins seconded the motion. The motion carried unanimously on a roll call vote.

Maddie Cummings with the Lake Region Public Library presented her 2023 annual report. She highlighted the upgrading of the HVAC system, increased traffic of people coming to the library, increased programming attendance, and increased circulation of physical and digital items. She said it is an exiting time for the public library.

The Commission heard a request from Jermiah Agnes with Mum Pyrotechnics for a special fireworks permit. They would like to use Rugar Park to do a fireworks show as part of a family reunion on September 28th. Mr. Agnes said they do the largest fireworks show in the state as part of the ND State Fair and do their shows scripted to music. Mr. Agnes gave an overview of the shows around the region they do throughout the year. He said they would aim for around 1,000 shells to go off as part of the show. Commissioner Robbins approved providing a special fireworks permit to Mum Pyrotechnics for a fireworks show on September 28th subject to Fire Department and City Attorney review. Commissioner Hach seconded the motion. The motion carried unanimously.

Commissioner Pierce - The Fire Chief communicated there were 314 attendees to the state conference hosted in Devils Lake. Commissioner Pierce said they have a LEC meeting this week on Wednesday.

Commissioner Robbins – The Assistant City Engineer gave an update on the watermain construction project in progress. For the Street Department, the Assistant City Engineer said ground spraying for mosquitos occurred last week.

Commissioner Hach – There were no updates for the Sanitation or Assessing Departments.

The Assistant City Engineer said the Utilities Department fixed a watermain break last week.

President Moe – The Police Chief said they made a conditional offer to a prospective new officer. After this hire, that will put the Police Department at full staff. The City Administrator said he has met with all the department heads on their budgets. He also gave an overview how the City Commission meeting will proceed on July 1 with the new City Commissioner's being sworn in. The City Administrator said the Airport Authority and city staff have sought third party guidance on how to address the Tax ID and SAM.gov issues for the Airport Authority. The City Attorney said he has met with the Fire Chief regarding nuisances and is working on a few reports for the City Auditor.

2nd Reading of Ordinance #955 – Heavy Industrial District – Commissioner Hach mad a motion to approve the ordinance. Commissioner Pierce seconded the motion. The motion carried unanimously.

Award Shade Tree Bid to Angry Beaver Tree Service – Commissioner Pierce made a motion to approve the bid for tree services to Angry Beaver. The motion was seconded by Commissioner Robbins. The motion carried unanimously on a roll call vote.

Appointments to Shade Tree – Commissioner Pierce made a motion to reappoint Terry Wallace and Sara Laite and appoint Jessica Kuntx as members of the Shade Tree Committee. Commissioner Robbins seconded the motion. The motion carried unanimously.

Appointments to Historic Preservation Commission – Commissioner Pierce made motion to approve the reappointment of Doug Goulding, Susan Goulding, and Mary Lundy and appointment of Beau Cummings, John Dumont, and Vincent Knuth to the Historic Preservation Commission. The motion was carried by Commissioner Robbins. The motion carried unanimously.

Budget Amendment 23-08 – Budgeted to Actuals – Commissioner Robbins made a motion to approve the budget amendment. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

Designate Official Town Newspaper – Commissioner Pierce made a motion to establish the Devils Lake Journal as the official town newspaper. Commissioner Robbins seconded the motion. The motion carried unanimously.

Liquor License Approvals for July 1, 2024 – June 30, 2025 – Commissioner Pierce made a motion to approve the liquor licenses for July 1, 2024 to June 30, 2024. Commissioner Hach seconded the motion. The motion carried unanimously.

Resolution to set the Limit of Liability on Commercial Blanket Bond of the City of Devils Lake – Commissioner Robbins made a motion to approve the resolution. Commissioner Pierce seconded the motion. The motion carried unanimously on a roll call vote.

Available to the Commission was the 2023 Year End Financial Report as an informational item. No questions were asked.

List of Bills – Commissioner Robbins made a motion to approve the list of bills. Commissioner Pierce seconded the motion. The motion carried unanimously on a roll call vote.

SPENCER HALVORSON
CITY ADMINISTRATOR/AUDITOR

JIM MOE
PRESIDENT OF CITY COMMISSION



Date: June 21, 2024

To: President Moe and City Commissioners

From: Devils Lake Planning Commission *he*

Re: Recommendation of conditional use permit

The Devils Lake Planning Commission took action at their June 20, 2024 meeting to recommend approval of a conditional use permit to allow the structure at 517 1st St NE be returned to single family use. The home had been converted into a site for a business a number of years ago and the current owner wants to restore it to a residential home.



VACATED

5TH AVE NE

2ND ST NE

Location of request for single family home

6TH AVE NE

RAILROAD AVE NE

1ST ST NE



Date: June 21, 2024
To: President Moe and City Commissioners
From: Devils Lake Planning Commission *hac*
Re: Recommendation of conditional use permit

The Devils Lake Planning Commission took action at their June 20, 2024 meeting to recommend approval of a conditional use permit to allow an Accessory Dwelling Unit to be attached to the garage to be constructed at 2317 14th St NW, with the requirement of a house being placed on the lot within 24 months of approval of this conditional use permit. A building permit for the house construction must be obtained and the foundation for the house be complete before a permit for garage construction can be issued.

Application for Plan Examination and Building Permit

PO Box 1048
 Devils Lake, ND 58301
 (701) 662-7600, Ex. 3

Building Permit No. _____

Important - Applicant to complete all items in sections: I, II, III, IV, and VIII.

I. Location of Building	AT (LOCATION) <u>2317 14th ST NW</u>	I.D. NO. _____
	(No.) (Street)	
	OWNER'S NAME <u>Duane Morehouse Jessica Anderson</u>	
	SUBDIVISION _____	LOT _____

II. Type and Cost of Building - All applicants complete parts A-D

<p>A. TYPE OF IMPROVEMENT</p> <p>1. <input checked="" type="checkbox"/> New Building</p> <p>2. <input type="checkbox"/> Addition</p> <p>3. <input type="checkbox"/> Repair, Replacement</p> <p>4. <input type="checkbox"/> Wrecking</p> <p>5. <input type="checkbox"/> Relocation</p> <p>6. <input type="checkbox"/> Moving</p> <p>7. <input type="checkbox"/> Foundation only</p>	<p>D. PROPOSED USE - For "Wrecking" most recent use</p> <table style="width: 100%;"> <tr> <th style="width: 50%;">Residential</th> <th style="width: 50%;">Non-Residential</th> </tr> <tr> <td>13. <input checked="" type="checkbox"/> One Family</td> <td>19. <input type="checkbox"/> Amusement, recreational</td> </tr> <tr> <td>14. <input type="checkbox"/> Two or more family - Enter number of units _____</td> <td>20. <input type="checkbox"/> Church, other religious</td> </tr> <tr> <td>15. <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units _____</td> <td>21. <input type="checkbox"/> Industrial</td> </tr> <tr> <td>16. <input type="checkbox"/> Garage</td> <td>22. <input type="checkbox"/> Parking garage</td> </tr> <tr> <td>17. <input type="checkbox"/> Carport</td> <td>23. <input type="checkbox"/> Service station, repair garage</td> </tr> <tr> <td>18. <input type="checkbox"/> Other - specify _____</td> <td>24. <input type="checkbox"/> Hospital, Institutional</td> </tr> <tr> <td></td> <td>25. <input type="checkbox"/> Office, bank, professional</td> </tr> <tr> <td></td> <td>26. <input type="checkbox"/> Public utility</td> </tr> <tr> <td></td> <td>27. <input type="checkbox"/> School, library, other educational</td> </tr> <tr> <td></td> <td>28. <input type="checkbox"/> Stores, mercantile</td> </tr> <tr> <td></td> <td>29. <input type="checkbox"/> Tanks, towers</td> </tr> <tr> <td></td> <td>30. <input type="checkbox"/> Other - specify _____</td> </tr> </table>	Residential	Non-Residential	13. <input checked="" type="checkbox"/> One Family	19. <input type="checkbox"/> Amusement, recreational	14. <input type="checkbox"/> Two or more family - Enter number of units _____	20. <input type="checkbox"/> Church, other religious	15. <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units _____	21. <input type="checkbox"/> Industrial	16. <input type="checkbox"/> Garage	22. <input type="checkbox"/> Parking garage	17. <input type="checkbox"/> Carport	23. <input type="checkbox"/> Service station, repair garage	18. <input type="checkbox"/> Other - specify _____	24. <input type="checkbox"/> Hospital, Institutional		25. <input type="checkbox"/> Office, bank, professional		26. <input type="checkbox"/> Public utility		27. <input type="checkbox"/> School, library, other educational		28. <input type="checkbox"/> Stores, mercantile		29. <input type="checkbox"/> Tanks, towers		30. <input type="checkbox"/> Other - specify _____
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<p>B. OWNERSHIP</p> <p>8. <input checked="" type="checkbox"/> Private (individual, corporation, non-profit institution, etc.)</p> <p>9. <input type="checkbox"/> Public (Federal, State or local government)</p>																											

<p>C. COST</p> <p>10. Cost of Building Materials \$ <u>140,000</u></p> <p>11. Labor (general) \$ <u>60,000</u></p> <p style="margin-left: 20px;">a. Electrical \$ _____</p> <p style="margin-left: 20px;">b. Plumbing \$ _____</p> <p style="margin-left: 20px;">c. Heating, air conditioning \$ _____</p> <p style="margin-left: 20px;">d. Other (elevator, etc.) \$ _____</p> <p>12. Total Cost of Improvement \$ <u>300,000</u></p>	<p>Describe proposed use of buildings, e.g. food processing plant, machine shop, laundry building at hospital, elementary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.</p>
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Permit fees for new construction will be based on construction costs as determined by Building Valuation Data Tables

III. Selected Characteristics of Building -

For new building and additions, complete Parts E-J; for wrecking, complete only Part H, for all others skip to IV.

<p>E. PRINCIPLE TYPE OF FRAME</p> <p>31. <input type="checkbox"/> Masonry (wall bearing)</p> <p>32. <input checked="" type="checkbox"/> Wood Frame</p> <p>33. <input type="checkbox"/> Structural steel</p> <p>34. <input type="checkbox"/> Reinforced concrete</p> <p>35. <input type="checkbox"/> Other - specify _____</p>	<p>G. TYPE OF MECHANICAL</p> <p>Will there be central air conditioning?</p> <p>41. <input checked="" type="checkbox"/> Yes 42. <input type="checkbox"/> NO</p> <p>Will there be an elevator?</p> <p>43. <input type="checkbox"/> Yes 44. <input checked="" type="checkbox"/> NO</p>	<p>I. NUMBER OF OFF-STREET PARKING SPACES</p> <p>48. Enclosed _____</p> <p>49. Outdoors _____</p>
<p>F. PRINCIPLE TYPE OF HEATING FUEL</p> <p>36. <input checked="" type="checkbox"/> Gas</p> <p>37. <input type="checkbox"/> Oil</p> <p>38. <input type="checkbox"/> Electricity</p> <p>39. <input type="checkbox"/> Coal</p> <p>40. <input type="checkbox"/> Other - specify _____</p>	<p>H. DIMENSIONS</p> <p>45. Number of stories <u>1</u></p> <p>46. Total square feet of floor area, all floors, based on exterior dimensions _____</p> <p>47. Total land area, sq. ft <u>3768</u></p>	<p>J. RESIDENTIAL BUILDING ONLY</p> <p>50. Number of bedrooms <u>1</u></p> <p>51. Number of bathrooms: Full <u>1</u> Partial _____</p>

IV. Identification - To be completed by all applicants

	Name	Mailing Address - number, street, city, state	Zip Code	Tel. No.
1. Owner or Lessee	Duane morehouse	506 14 th st NW	58301	701-351-5500
		506 14 th st NW	58301	701-230 1939
2. Architect or Engineer	Chris Dumont	college drive		
3. Contractor	more weldy	506 14 th st NW		701-351-5500

The permit applicant/holder/owner at all times remains responsible for ensuring that the construction, plans, and specifications comply with all requirements of all City Codes and other applicable requirements. Through application for and acceptance of this building permit the permit applicant/holder/owner understands and agrees that the City will conduct periodic observations of construction, but that such observation or review of plans and/or construction does not constitute either explicit or implied certification that the plans and/or construction comply with City Codes or any other applicable requirements.

Signature of Applicant:	Mailing Address :
X Duane morehouse Jessica Anderson	506 14 th st NW
Application Date:	Telephone No. :
	701-351-5500 / 701-230-1939

V. Licensed Contractors

General	more weldy
Plumbing	A mc
Electrical	Nielson
Heating & Air Conditioning	A mc more weldy
Other	

VI. Validation

Building Permit Number _____

Building Permit Issued _____ 20 _____

Building Permit Fee \$ _____

Approved By: _____

Title

VII. Zoning Plan Examiners Notes

Zoning District

Use

Front Yard

Side Yard

Side Yard

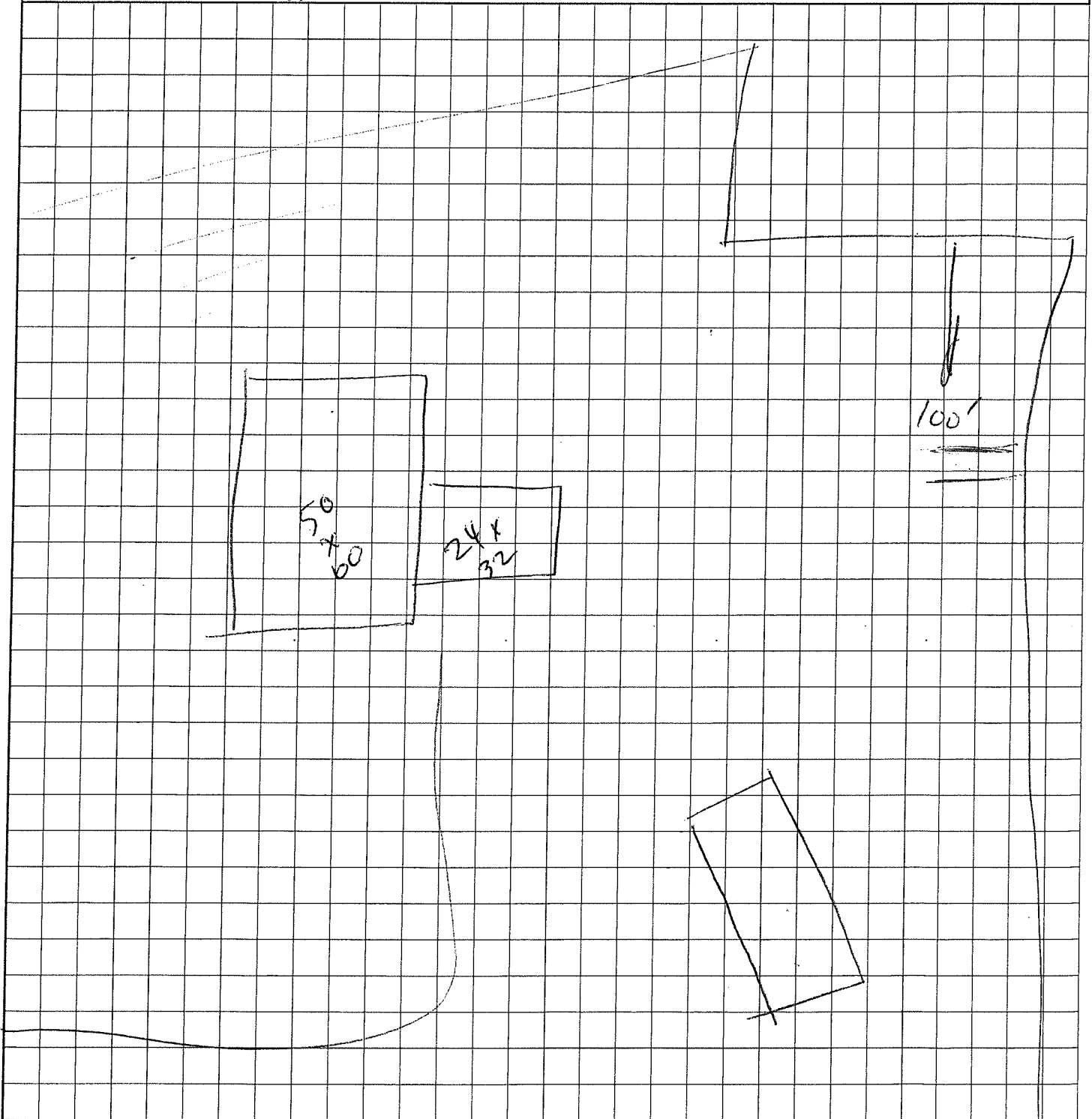
Rear Yard

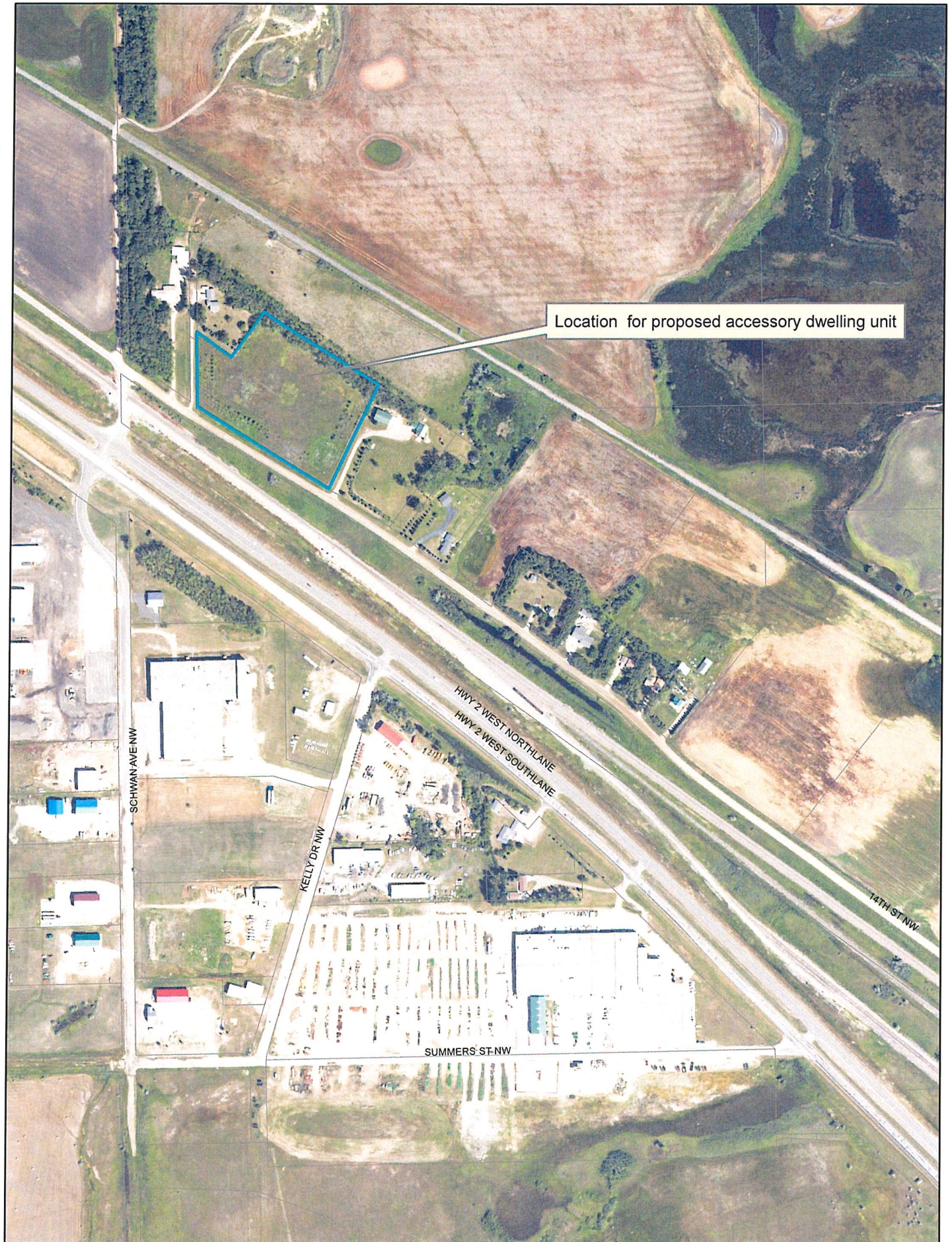
Flood Zone

Notes

Lot Size

VIII. Site or Plot Plan - For Applicant Use





Location for proposed accessory dwelling unit

SCHWAN AVE NW

KELLY DR NW

HWY 2 WEST NORTHLANE
HWY 2 WEST SOUTHLANE

14TH ST NW

SUMMERS ST NW

MEMORANDUM

To: City Commission
 From: Spencer Halvorson, City Administrator/Auditor
 Date: 06/28/2024
 Re: 2024 City Budget Meetings

President Moe and City Commissioners,

The following is a tentative schedule for City Commission informational meetings regarding the FY 2025 budget.

ND Century Code requires municipalities to approve a preliminary budget on or before August 10th. Prior to August 10th, it is also necessary to set a public hearing date no earlier than September 7th and no later than October 7th for the purpose of adopting the final budget and setting the annual tax levy. A certified copy of the approved final budget and adoption of tax levy must be sent to the County Auditor no later than October 10th.

Targeted weeks are identified, and specific days and times will be coordinated in advance.

July 15th City Commission Meeting	<ul style="list-style-type: none"> - Sales Tax Allocation - 5000's – Debt Service Funds - 8000's – Trust and Fiduciary Funds - 9000's – JDA and Growth Fund
Special Meeting July 16th -18th	<ul style="list-style-type: none"> - Salary Plan Briefing and Direction - 1000 – General Fund
Special Meeting July 22nd – 26th	<ul style="list-style-type: none"> - Lake Region Public Library - Forward Devils Lake - Lake Region Heritage Center - Devils Lake Regional Airport - 2000's – Special Revenue Funds - 6000's – Enterprise Funds - Rates and Fees
August 5 City Commission Meeting	Approve FY 2025 Preliminary Budget
September 16 City Commission Meeting	Adopt FY 2025 Budget



Date: June 24, 2024

To: President Moe and City Commissioners

From: Board of Adjustment *hc*

Re: Reappointment of members

The Devils Lake Board of Adjustment took action at their June 19, 2024 meeting to recommend the reappointment of Chad Peterson as a member of the Board, with his term expiring June 30, 2027; and appointment of Chase Freidig as a member of the Board, with his term expiring June 30, 2027. Rick Jorgenson was also reappointed as an alternate member, with his term expiring June 30, 2025.



Date: June 24, 2024

To: President Moe and City Commissioners

From: Devils Lake Parking Authority *hc*

Re: Parking Authority member

Shane Diseth has agreed to serve another term as a member of the Parking Authority. His term will expire June 30, 2027.

Michael Grafsgaard, City Engineer/Public Works Director
Devin Gathman, Assistant City Engineer
Helen Carlson, Engineering Admin Tech



423 6th St NE
Devils Lake, ND
701-662-7600 Ext 3
www.dvlnd.com

To: President Moe and City Commissioners
From: Devils Lake Renaissance Zone Authority
Date: June 27, 2024
Re: Appointment of members

The Renaissance Zone Authority recommends reappointment of Renard Bergstrom, Tony Prozinski, and Brad Barth to the Authority.

The Authority also recommends the appointment of Suzie Kenner and Kevin Osborne to the Authority who will replace Paula Vistad and Vonda Markestad.

The Authority would like to thank Paula and Vonda for their years of service.

All referenced terms will expire June 30, 2028.



Project Information			
Project:	City Project 230201 – WM 28-23 & WM 29-23 Water Main Replacement		
Location:	WM 28-23 – 3 rd St SE, 4 th St SE, 5 th St SE, 6 th St SE, 6 th Ave SE, 7 th Ave SE & 8th Ave SE WM 29-23 – 2 nd St NE		
Contractor:	Kemper Construction		
Date:	7/1/24	Change Order #:	2

Change Order Description

2 – The water main plans call for the replacement of water main along 8th Ave SE from 6th St SE to 7th St SE, however, it was determined that this stretch of water main had been previously replaced with 8” PVC water main. This stretch of water main replacement will be removed from the plans and an updated connecting at the intersection of 6th St SE/8th Ave SE will be included. Also, it was determined that the existing connection at 5th St SE/8th Ave SE was a 6” Ductile Iron Tee with minimal 6” PVC connected to it, therefore, a revised connection will be included.

During install of the water main at 5th St SE/5th Ave SE, it was determined that the water main directly under 5th Ave SE along both 4th St SE and 5th St SE was 6” CI water main as opposed to the 8” PVC water main as shown in the plans. This change order includes revised plans to show additional pipe bursting across both intersections and the needed connections in these areas. Included is a temporary connection to the existing water main to allow the Contractor to proceed with the work and complete the water main work outside of 5th Ave SE before coming back to remove the temporary connection and complete the additional water main replacement.

This change order revises the quantities listed below at the unit price agreed to with the Contractor. Due to the additional work, this Change Order adds five (5) days to the Contract completion date for a new completion date of September 26th, 2024.

Change Order Summary – 2		
Plan Sheet Changes		
Section	Sheet	Description
1	1	Revised drawing to show updated project locations.
2	1	Revised drawing to show deleted plan sheet.
4	1	Revised drawing to show updated project locations and deleted plan sheet.
8	1	Revised drawing to show updated quantities as listed below.
60	6	Revised drawing to show extension of water main replacement through the intersection of 4 th St SE/5 th Ave SE. Revised connections at this intersection.

60	7	Revised drawing to show extension of water main replacement through the intersection of 4 th St SE/5 th Ave SE. Revised connections at this intersection. Move water service line from 502 4 th St SE to 501 4 th St SE. Remove 8" GV near Sta 18+00.				
60	8	Revised drawing to show extension of water main replacement through the intersection of 5 th St SE/5 th Ave SE. Revised connections at this intersection.				
60	10	Revised drawing to show updated connection at the intersection of 6 th St SE/8 th Ave SE and removal of water main installation along 8 th Ave SE south of 6 th St SE.				
60	14	Deleted drawing as existing water main was found to be PVC previously replaced.				
60	15	Revised drawing to show extension of water main replacement through the intersection of 6 th St SE/8 th Ave SE. Eliminated "Watermain 8IN PVC" and included "Watermain 8IN PE/PVC". Revised connection at 5 th St SE/8 th Ave SE.				
Added Quantities						
Spec	Code	Item Description	Quantity	Unit	Unit Price	Extended Price
724	0947	Temporary Connection to Existing Main	2	EA	\$5,000.00	\$10,000.00
Total:						\$10,000.00
Increased Quantities						
Spec	Code	Item Description	Quantity	Unit	Unit Price	Extended Price
430	0001	Full Depth HMA Replacement	64	SY	\$150.00	\$9,600.00
724	0300	Gate Valve & Box 6IN	2	EA	\$5,187.00	\$10,374.00
724	0411	6IN Hydrant	1	EA	\$9,852.00	\$9,852.00
724	0800	Watermain 6IN PE/PVC	10	LF	\$121.00	\$1,210.00
724	0820	Watermain 8IN PE/PVC	563	LF	\$76.00	\$42,788.00
724	0944	Connection to Existing Main	1	EA	\$4,485.00	\$4,485.00
724	6980	8IN X 8IN X 6IN Tee	1	EA	\$3,541.00	\$3,541.00
724	7011	8IN Tee	1	EA	\$4,265.00	\$4,265.00
724	7012	8IN Cross	2	EA	\$3,167.00	\$6,334.00
Total:						\$92,449.00
Decreased Quantities						
202	0114	Removal of Concrete	30	SY	\$190.00	(\$5,700.00)
724	0310	Gate Valve & Box 8IN	2	EA	\$5,760.00	(\$11,520.00)
724	0611	Water Service Line 1IN	1	LF	\$63.00	(\$63.00)

724	0820	Watermain 8IN PVC	602	LF	\$124.00	(\$74,648.00)
724	0955	Water Service Connection 1IN	1	EA	\$3,858.00	(\$3,858.00)
724	7029	1IN Curb Stop & Box	1	EA	\$2,621.00	(\$2,621.00)
724	9999	Thrust Restraint	3	EA	\$1,398.00	(\$4,194.00)
Total:						(\$102,604.00)
Net Increase/Decrease:						(\$155.00)
Change Order Summary						
Change Order Net Increase/Decrease:						(\$155.00)
Contract Price Prior to Change Order:						\$2,719,887.50
Total Contract Price:						\$2,719,732.50

The above changes are approved: Engineer
By _____
Date _____

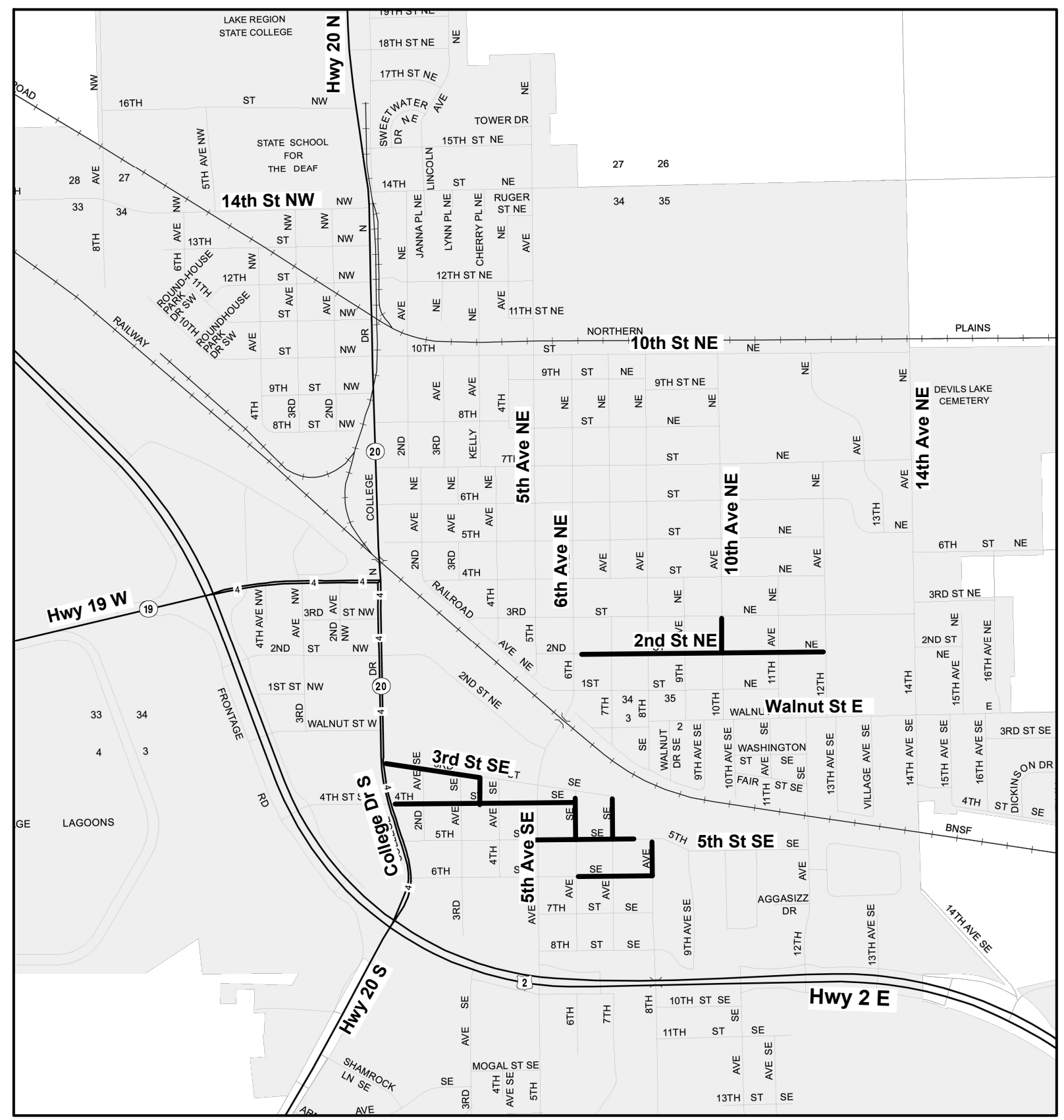
The above changes are approved: Prime Contractor
By _____
Date _____

You are directed to make the changes described above in the subject contract.
City of Devils Lake, Owner
By _____
Jim Moe, President of City Commission
Date _____

Rev. 11/20/2023 Rev. 7/1/2024	STATE ND	PROJECT NO. 230201	PCN -	SECTION NO. 1	SHEET NO. 1
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CITY OF DEVILS LAKE, NORTH DAKOTA
CITY PROJECT 230201
WATER MAIN REPLACEMENT DISTRICT 28-23
 3rd St SE, 4th St SE, 5th St SE, 6th St SE, 6th Ave SE, 7th Ave SE and 8th Ave SE
WATER MAIN REPLACEMENT DISTRICT 29-23
 2nd St NE



TWP. 154 N.

TWP. 153 N.

GOVERNING SPECIFICATIONS
 2022 Standard Specifications adopted by the North Dakota Department of Transportation and the Supplemental Specifications effective on the date the project is advertised.

CITY COMMISSION
 Jim Moe - President
 Rob Hach
 Jason Pierce
 Joe Knowski
 Lisa Uhlenkamp

ENGINEERING ADMIN _____
 ASSISTANT CITY ENGINEER _____

CITY OF DEVILS LAKE
 ENGINEERING DEPARTMENT
 423 6TH ST NE
 P.O. BOX 1048
 DEVILS LAKE, ND 58301-1048
 (701) 662-7600, Ext. 2, FAX (701) 662-7612



PROJECT LOCATIONS

I HEREBY CERTIFY THAT THE ATTACHED PLANS WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF NORTH DAKOTA.

 CITY ENGINEER, CITY OF DEVILS LAKE

DATE _____ REGISTRATION NUMBER _____

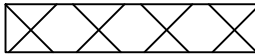

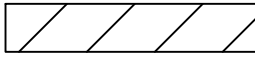



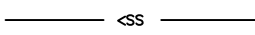



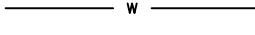



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60	1-13, 15-21	Plan Sheets

LIST OF STANDARD DRAWINGS

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D-101-30, 31, 32 & 33	Symbols
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LEGEND

	Street Opening		Storm Inlet
	Open-Cut Trench		Storm Manhole
	Underground Gas Line		Sanitary Manhole
	Sanitary Sewer		Gate Valve
	Storm Sewer		Fire Hydrant
	Water Main - Existing		Curb Stop
	Water Main - New		
	Underground Telephone		

LOCAL UTILITY AND EMERGENCY CONTACTS

CITY ENGINEER

City Engineering Dept.
Devils Lake, ND
P: (701) 662-7600, Ext 2

GAS

Montana Dakota Utilities (MDU)
Devils Lake, ND
P: (701) 662-4990

POLICE

Devils Lake Police Dept.
Devils Lake, ND
P: (701) 662-0712

CITY WATER & SEWER

City Public Works Dept.
Devils Lake, ND
P: (701) 662-7623

POWER

Otter Tail Power Company
Devils Lake, ND
P: (701) 662-4021

AMBULANCE

Lake Region Ambulance
Devils Lake, ND
P: (701) 662-8832

NDDOT

Devils Lake District
Devils Lake, ND
P: (701) 665-5100

CABLE TELEVISION

Midco
Devils Lake, ND
P: (701) 662-8766

FIRE

Devils Lake Fire Dept.
Devils Lake, ND
P: (701) 662-3913

UTILITY LOCATING

North Dakota One Call
P: 1-800-795-0555
P: 811

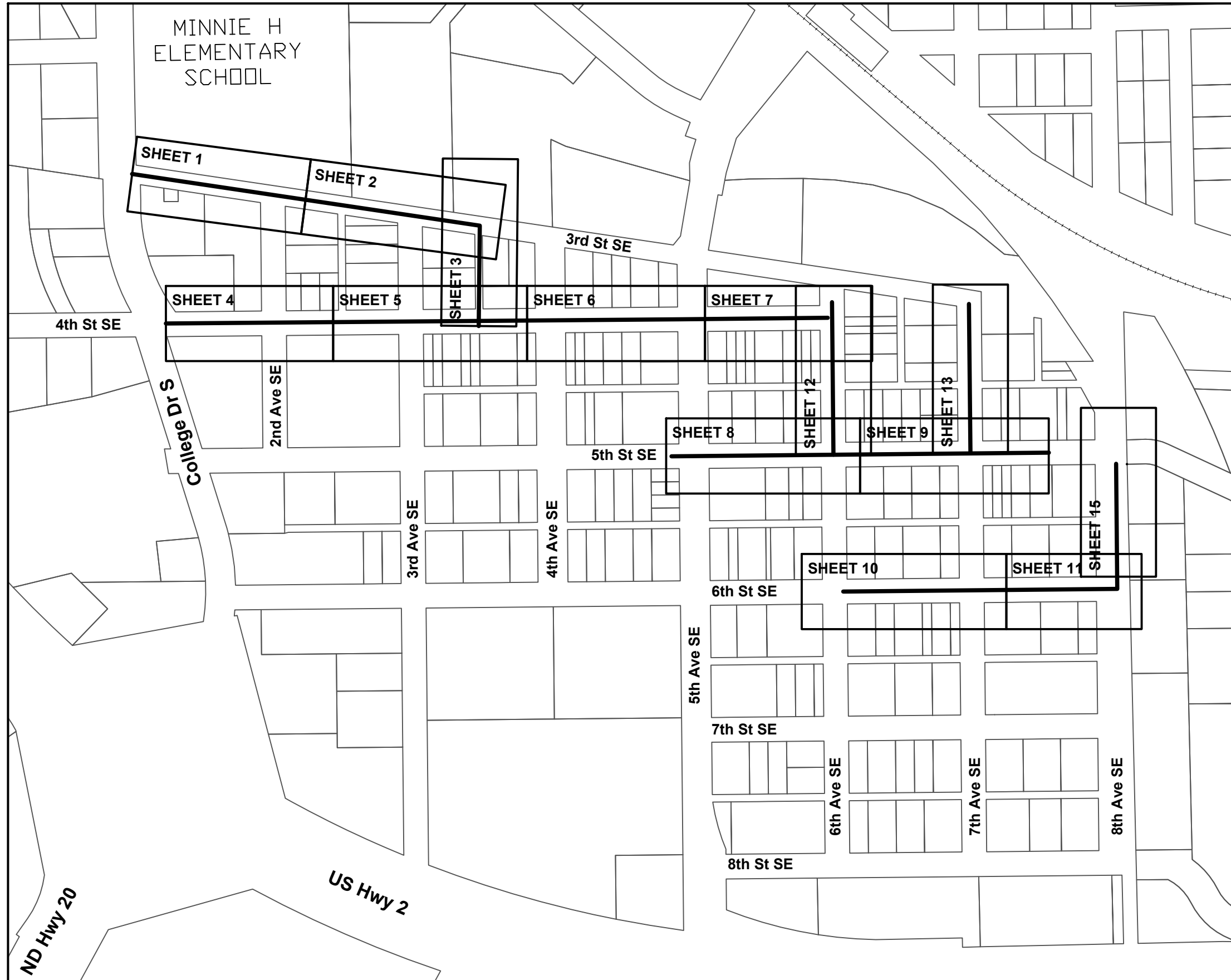
TELEPHONE

NDTC
Devils Lake, ND
P: (701) 662-1100

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Engineering

**Table of Contents and List
of Standard Drawings**

DRWN BY DTG	CHD BY MG	PROJECT NO. 230201
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SCOPE OF WORK
WM 28-23

DRWN BY DTG	CHKD BY MG	PROJECT NO. 230201
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ESTIMATE OF QUANTITIES

Rev. 11/20/2023 Rev. 7/1/2024	STATE	PROJECT NO.	SECTION NO.	SHEET NO.
	ND	230201	8	1

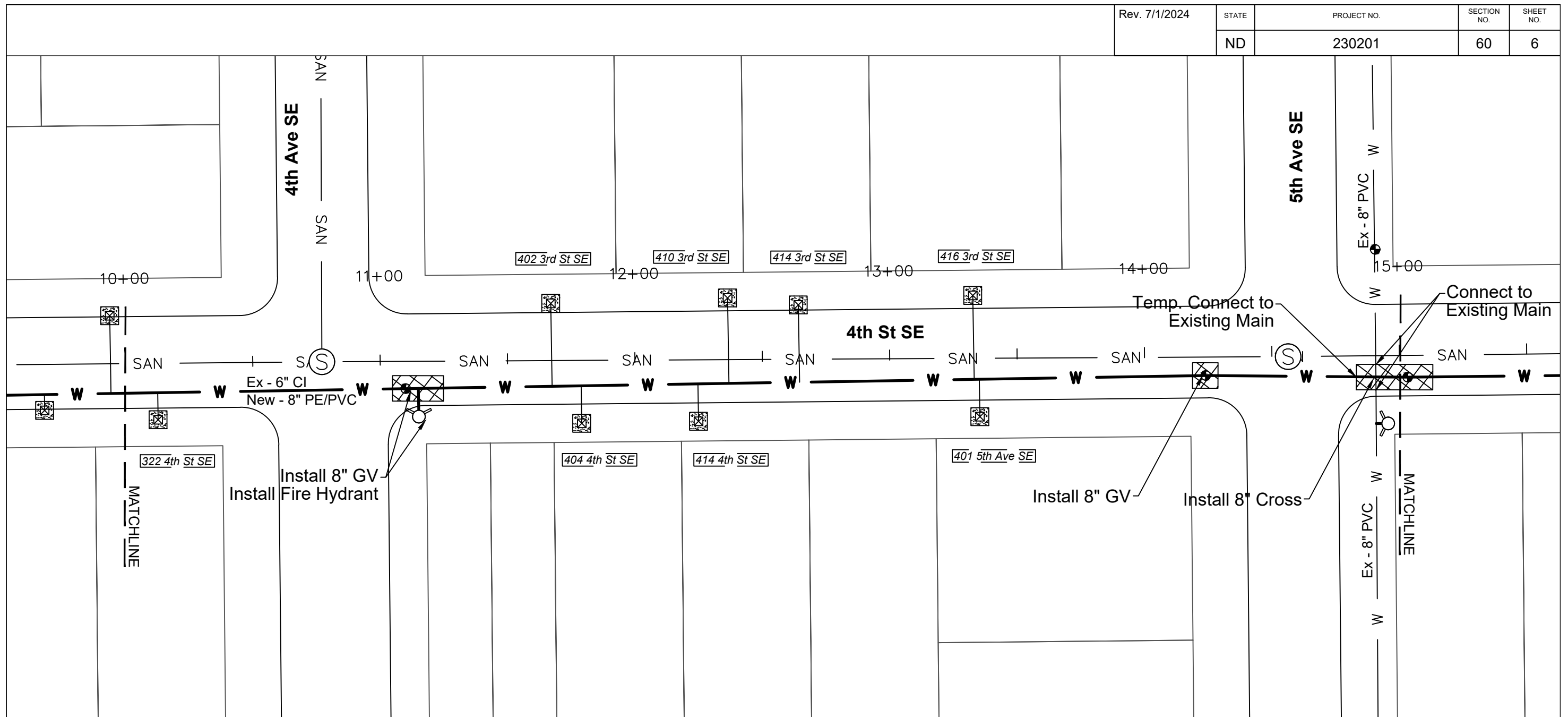
SPEC	CODE	ITEM DESCRIPTION	UNIT	WM 28-23	WM 29-23	TOTAL
103	0100	CONTRACT BOND	L SUM	0.6	0.4	1
202	0114	REMOVAL OF CONCRETE	SY	10	-	10
202	0130	REMOVAL OF CURB & GUTTER	LF	60	40	100
203	0138	COMMON EXCAVATION - SUBCUT	CY	365	195	560
430	0001	FULL DEPTH HMA REPLACEMENT	SY	609	286	895
702	0100	MOBILIZATION	L SUM	-	-	1
704	0001	TRAFFIC CONTROL	L SUM	-	-	1
724	0300	GATE VALVE & BOX 6IN	EA	2	3	5
724	0310	GATE VALVE & BOX 8IN	EA	20	9	29
724	0411	6IN HYDRANT	EA	13	7	20
724	0430	REMOVE HYDRANT	EA	5	-	5
724	0611	WATER SERVICE LINE 1IN	LF	1,540	1,852	3,392
724	0621	WATER SERVICE LINE 2IN	LF	42	-	42
724	0800	WATERMAIN 6IN PE/PVC	LF	192	118	310
724	0820	WATERMAIN 8IN PE/PVC	LF	5,825	2,750	8,575
724	0830	WATERMAIN 8IN PVC	LF	-	-	-
724	0944	CONNECTION TO EXISTING MAIN	EA	12	6	18
724	0947	TEMPORARY CONNECTION TO EXISTING MAIN	EA	2	-	2
724	0955	WATER SERVICE CONNECTION 1IN	EA	59	68	127
724	0960	WATER SERVICE CONNECTION 2IN	EA	1	-	1
724	6013	ABANDON GATE VALVE	EA	9	-	9
724	6980	8IN X 8IN X 6IN TEE	EA	12	9	21
724	7010	8IN X 6IN REDUCER	EA	1	-	1
724	7011	8IN TEE	EA	4	-	4
724	7012	8IN CROSS	EA	2	1	3
724	7015	8IN 90DEG BEND	EA	3	-	3
724	7029	1IN CURB STOP & BOX	EA	59	68	127
724	7031	2IN CURB STOP & BOX	EA	1	-	1
724	9997	SEWER MAIN VIDEO	LF	5,429	2,488	7,917
724	9998	SEWER SERVICE VIDEO LAUNCH	EA	65	71	136
724	9999	THRUST RESTRAINT	EA	5	2	7
748	0140	INSTALL CURB & GUTTER	LF	60	40	100

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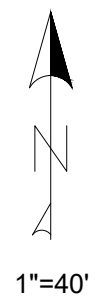
ESTIMATE OF QUANTITIES

DRWN. BY DTG	CHKD. BY MG	PROJECT NO. 230201
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QUANTITIES

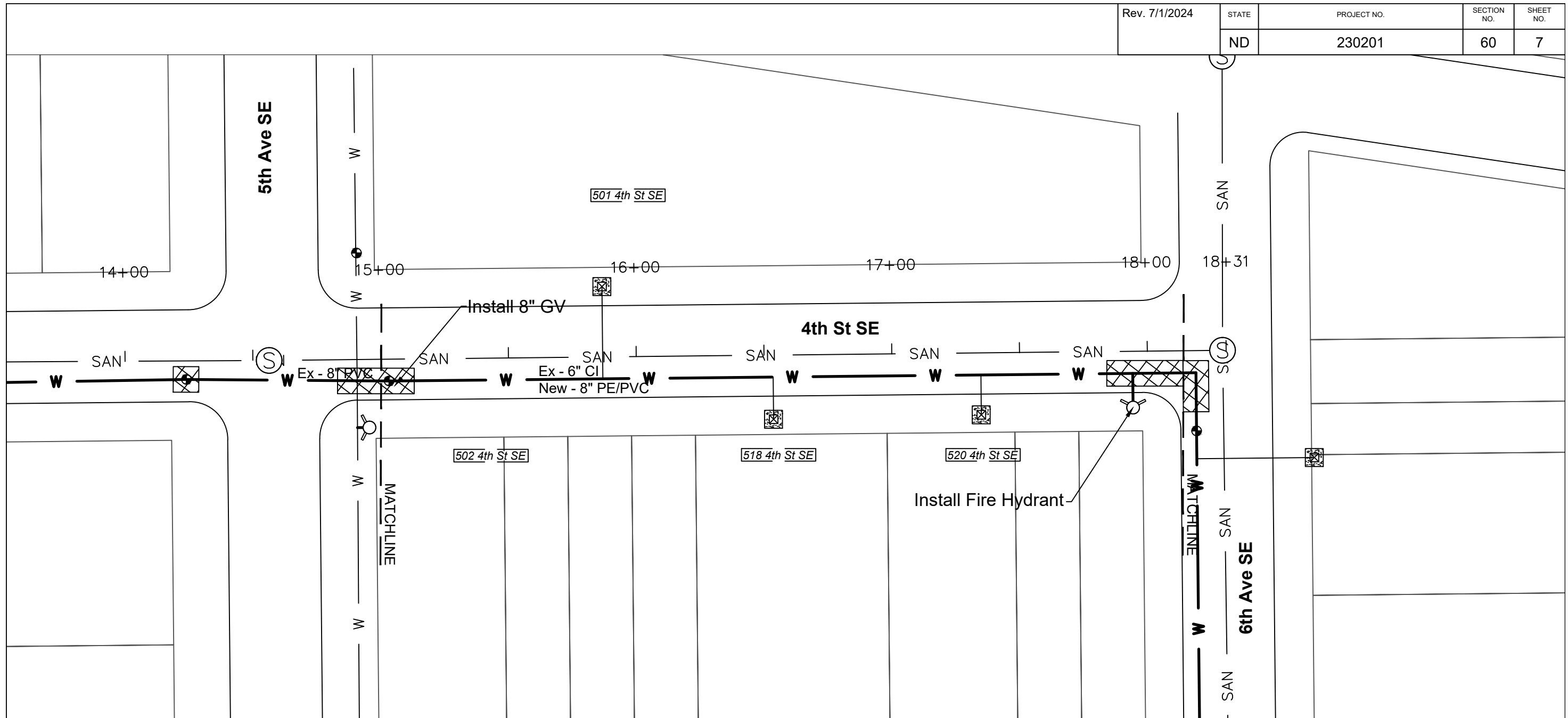
202	0130	REMOVAL OF CURB & GUTTER	5	LF
430	0001	FULL DEPTH HMA REPLACEMENT	56	SY
724	0310	GATE VALVE & BOX 8IN	2	EA
724	0411	6IN HYDRANT	1	EA
724	0611	WATER SERVICE LINE 1IN	186	LF
724	0800	WATERMAIN 6IN PE/PVC	14	LF
724	0820	WATERMAIN 8IN PE/PVC	500	LF
724	0944	CONNECTION TO EXISTING MAIN	2	EA
724	0947	TEMPORARY CONNECTION TO EXISTING MAIN	1	EA
724	0955	WATER SERVICE CONNECTION 1IN	8	EA
724	6980	8IN X 8IN X 6IN TEE	1	EA
724	7012	8IN CROSS	1	EA
724	7029	1IN CURB STOP & BOX	8	EA
724	9997	SEWER MAIN VIDEO	457	LF
724	9998	SEWER SERVICE VIDEO LAUNCH	8	EA
748	0140	INSTALL CURB & GUTTER	5	LF



- Remove & Replace Curb Stop/Connect to Existing Service (Typ)
- Street Opening (Typ)

PLAN VIEW - 4TH ST SE
Sta 10+00 to Sta 15+00

DRWN BY DTG	CHD. BY MG	PROJECT NO. 230201
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QUANTITIES

202	0130	REMOVAL OF CURB & GUTTER	5	LF
430	0001	FULL DEPTH HMA REPLACEMENT	55	SY
724	0310	GATE VALVE & BOX 8IN	1	EA
724	0411	6IN HYDRANT	1	EA
724	0611	WATER SERVICE LINE 1IN	69	LF
724	0800	WATERMAIN 6IN PE/PVC	14	LF
724	0820	WATERMAIN 8IN PE/PVC	315	LF
724	0944	CONNECTION TO EXISTING MAIN	1	EA
724	0955	WATER SERVICE CONNECTION 1IN	3	EA
724	6980	8IN X 8IN X 6IN TEE	1	EA
724	7029	1IN CURB STOP & BOX	3	EA
724	9997	SEWER MAIN VIDEO	371	LF
724	9998	SEWER SERVICE VIDEO LAUNCH	4	EA
748	0140	INSTALL CURB & GUTTER	5	LF



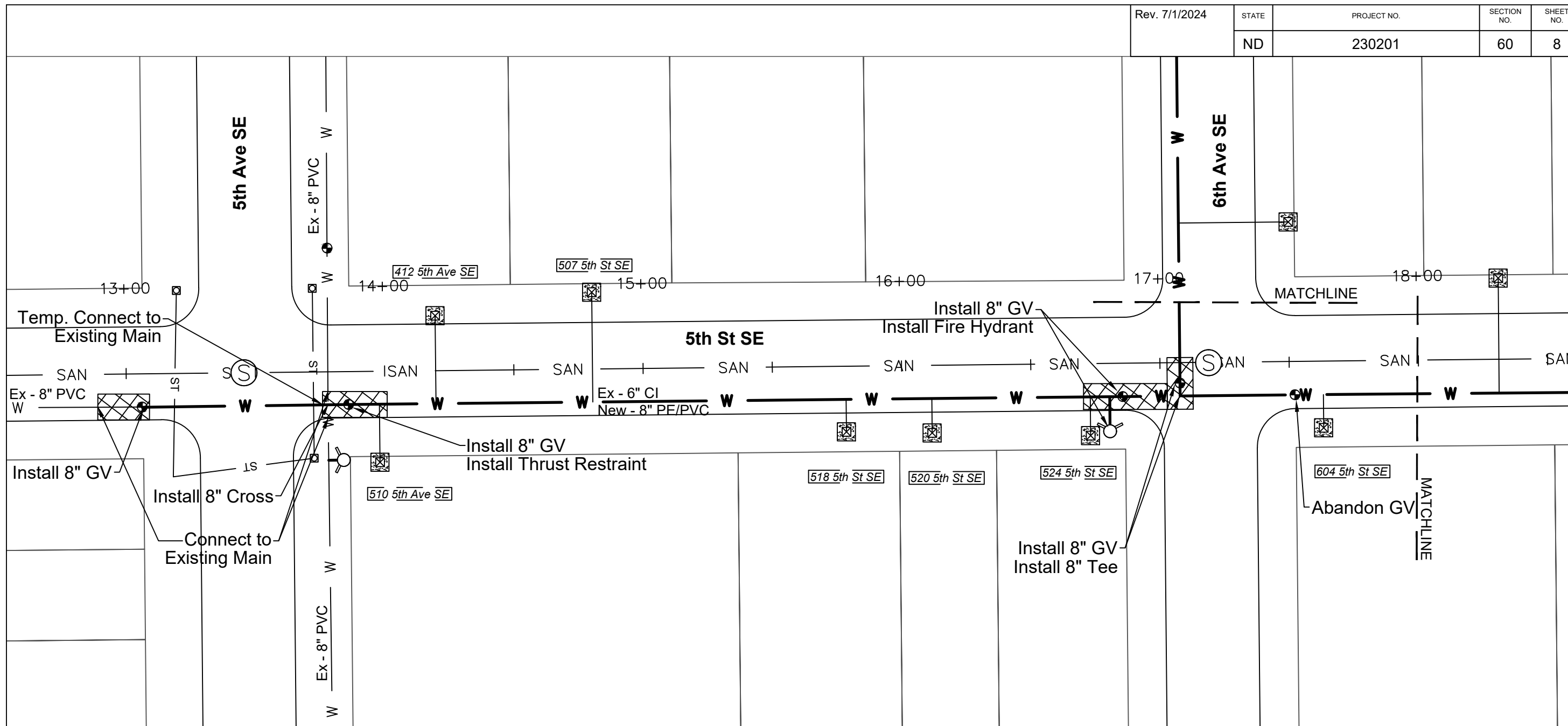
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- Remove & Replace Curb Stop/Connect to Existing Service (Typ)
- Street Opening (Typ)

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PLAN VIEW - 4TH ST SE
Sta 15+00 to Sta 18+15

DRWN BY DTG	CHKD BY MG	PROJECT NO. 230201
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QUANTITIES

202	0130	REMOVAL OF CURB & GUTTER	5	LF
430	0001	FULL DEPTH HMA REPLACEMENT	102	SY
724	0310	GATE VALVE & BOX 8IN	4	EA
724	0411	6IN HYDRANT	1	EA
724	0611	WATER SERVICE LINE 1IN	153	LF
724	0800	WATERMAIN 6IN PE/PVC	14	LF
724	0820	WATERMAIN 8IN PE/PVC	541	LF
724	0944	CONNECTION TO EXISTING MAIN	3	EA
724	0947	TEMPORARY CONNECTION TO EXISTING MAIN	1	EA
724	0955	WATER SERVICE CONNECTION 1IN	7	EA
724	6013	ABANDON GATE VALVE	1	EA
724	6980	8IN X 8IN X 6IN TEE	1	EA
724	7011	8IN TEE	1	EA
724	7012	8IN CROSS	1	EA
724	7029	1IN CURB STOP & BOX	7	EA
724	9997	SEWER MAIN VIDEO	455	LF
724	9998	SEWER SERVICE VIDEO LAUNCH	7	EA
724	9999	THRUST RESTRAINT	1	EA
748	0140	INSTALL CURB & GUTTER	5	LF



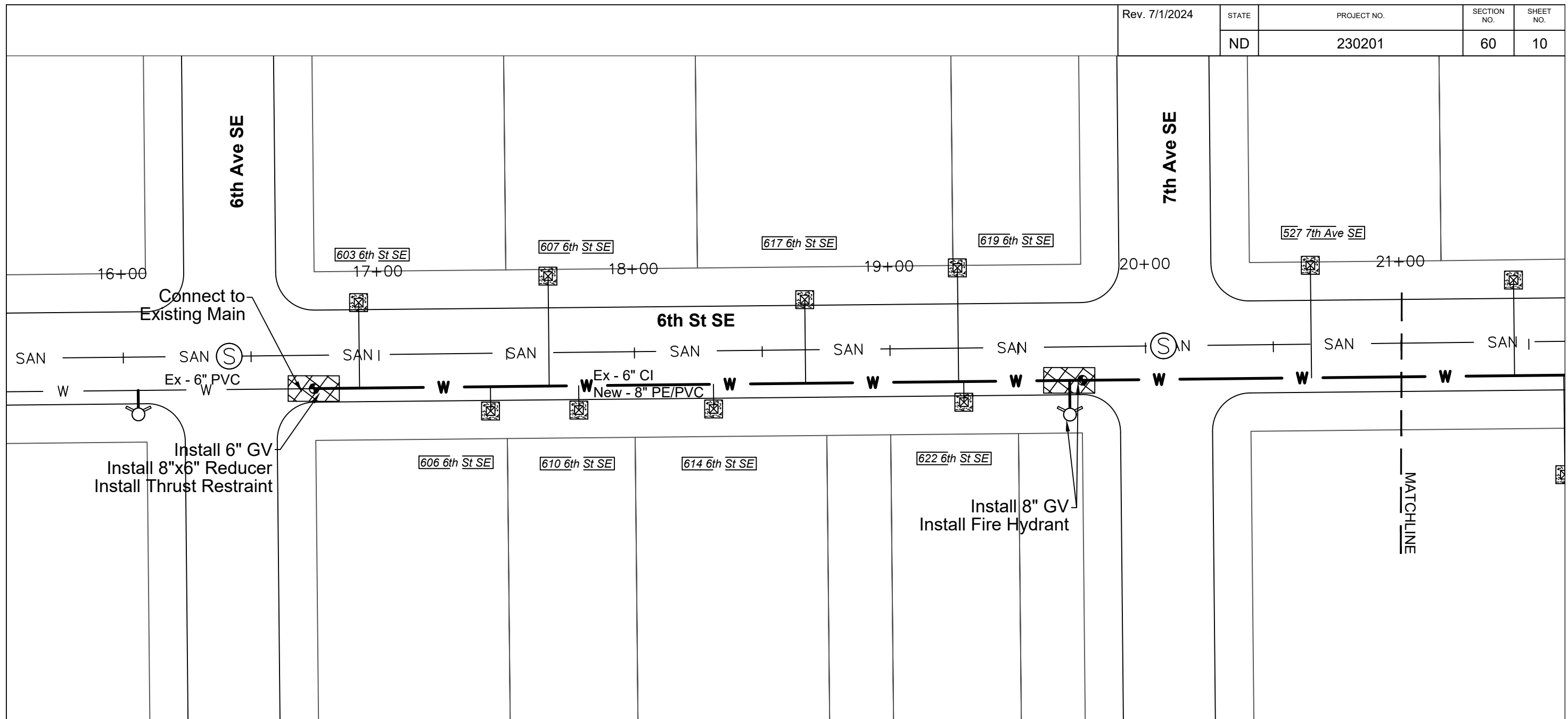
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PLAN VIEW - 5TH ST SE
Sta 12+89 to Sta 18+00

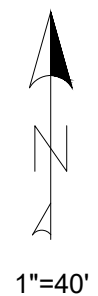
- Remove & Replace Curb Stop/Connect to Existing Service (Typ)
- Street Opening (Typ)

DRWN BY DTG	CHKD BY MG	PROJECT NO. 230201
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QUANTITIES

202	0130	REMOVAL OF CURB & GUTTER	5	LF
430	0001	FULL DEPTH HMA REPLACEMENT	44	SY
724	0300	GATE VALVE & BOX 6IN	1	EA
724	0310	GATE VALVE & BOX 8IN	1	EA
724	0411	6IN HYDRANT	1	EA
724	0611	WATER SERVICE LINE 1IN	238	LF
724	0800	WATERMAIN 6IN PE/PVC	14	LF
724	0820	WATERMAIN 8IN PE/PVC	426	LF
724	0944	CONNECTION TO EXISTING MAIN	1	EA
724	0955	WATER SERVICE CONNECTION 1IN	9	EA
724	6980	8IN X 8IN X 6IN TEE	1	EA
724	7029	1IN CURB STOP & BOX	9	EA
724	9997	SEWER MAIN VIDEO	458	LF
724	9998	SEWER SERVICE VIDEO LAUNCH	9	EA
724	9999	THRUST RESTRAINT	1	EA
748	0140	INSTALL CURB & GUTTER	5	LF

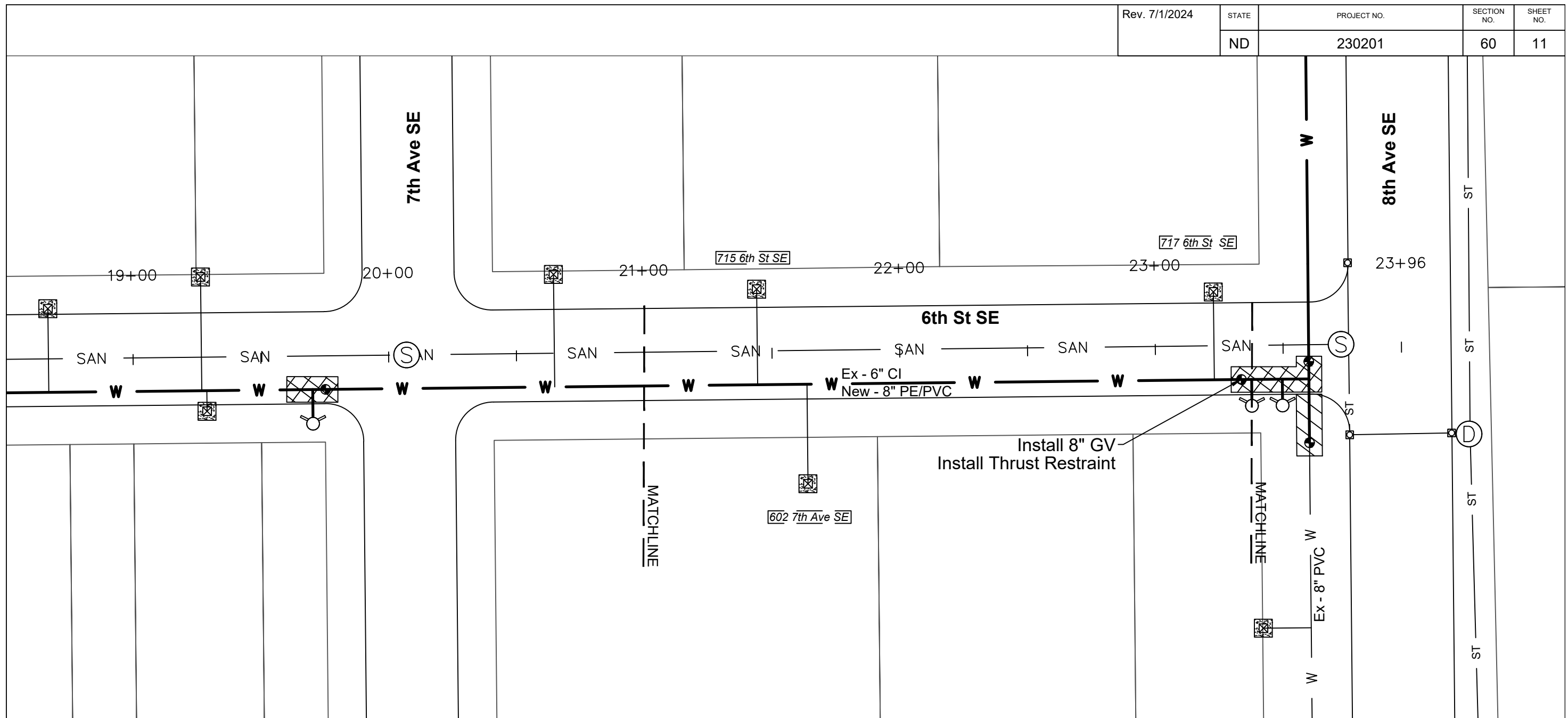


- Remove & Replace Curb Stop/Connect to Existing Service (Typ)
- Street Opening (Typ)

devils lake
Engineering

PLAN VIEW - 6TH ST SE
Sta 16+74 to Sta 21+00

DRWN BY DTG	CHKD BY MG	PROJECT NO. 230201
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QUANTITIES

430	0001	FULL DEPTH HMA REPLACEMENT	22	SY
724	0310	GATE VALVE & BOX 8IN	1	EA
724	0611	WATER SERVICE LINE 1IN	110	LF
724	0800	WATERMAIN 6IN PE/PVC	14	LF
724	0820	WATERMAIN 8IN PE/PVC	236	LF
724	0955	WATER SERVICE CONNECTION 1IN	3	EA
724	7029	1IN CURB STOP & BOX	3	EA
724	9997	SEWER MAIN VIDEO	273	LF
724	9998	SEWER SERVICE VIDEO LAUNCH	4	EA



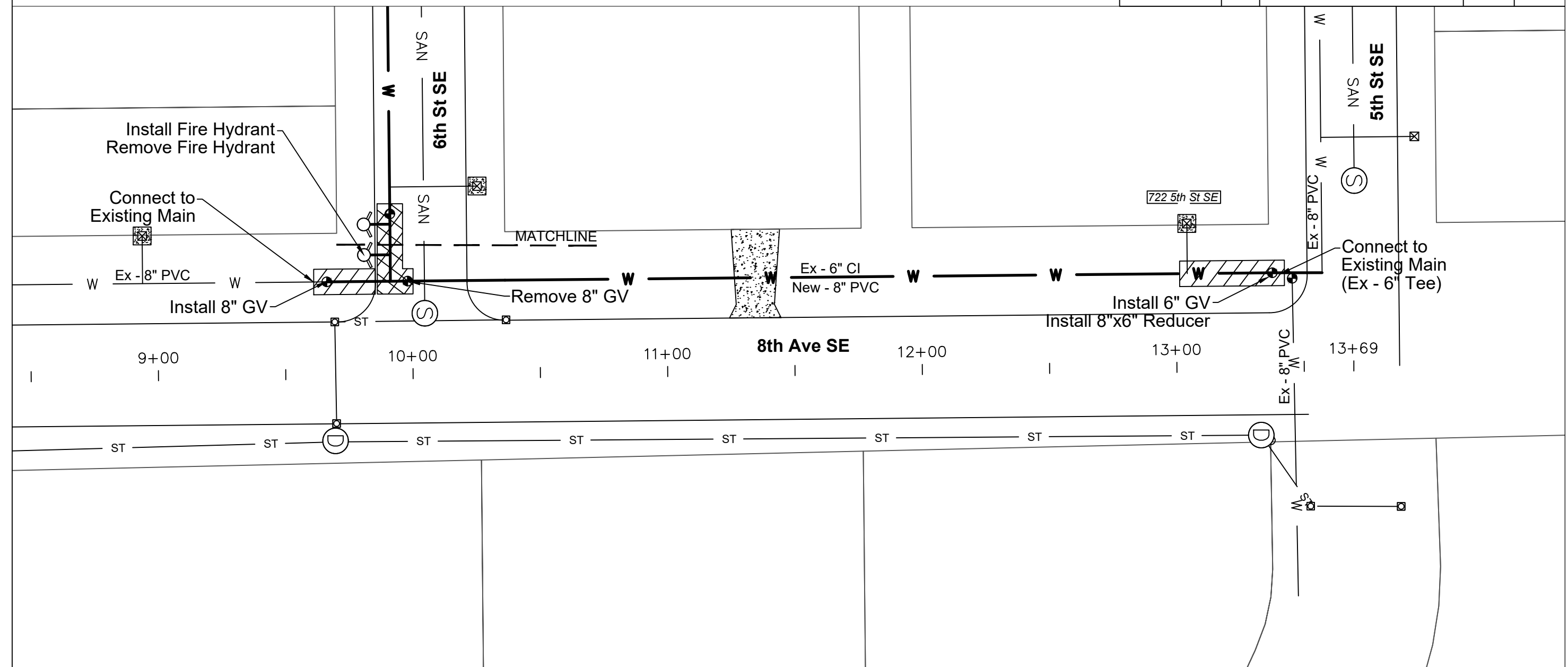
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Engineering

PLAN VIEW - 6TH ST SE
Sta 21+00 to Sta 23+36

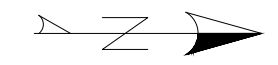
-  Remove & Replace Curb Stop/Connect to Existing Service (Typ)
-  Street Opening (Typ)

DRWN BY	CHKD BY	PROJECT NO.
DTG	MG	230201



QUANTITIES

430	0001	FULL DEPTH HMA REPLACEMENT	30	SY
724	0300	GATE VALVE & BOX 6IN	1	EA
724	0300	GATE VALVE & BOX 8IN	1	EA
724	0411	6IN HYDRANT	1	EA
724	0611	WATER SERVICE LINE 1IN	20	LF
724	0800	WATERMAIN 6IN PE/PVC	10	LF
724	0830	WATERMAIN 8IN PE/PVC	396	LF
724	0944	CONNECTION TO EXISTING MAIN	2	EA
724	0955	WATER SERVICE CONNECTION 1IN	1	EA
724	6980	8IN X 8IN X 6IN TEE	1	EA
724	7011	8IN TEE	1	EA
724	7029	1IN CURB STOP & BOX	1	EA



1"=40'

- Remove & Replace Curb Stop/Connect to Existing Service (Typ)
- Open-Cut Trench

devils lake
Engineering

PLAN VIEW - 8TH AVE SE
Sta 9+66 to Sta 13+38

DRWN BY DTG	CHKD BY MG	PROJECT NO. 230201
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Date: 7/1/2024
 To: President Moe and City Commissioners
 From: Michael Grafsgaard, City Engineer
 Re: City Project 230201 - Water Main Replacement 28-23 & 29-23 - 4315-000-56600
 Contract Cost: \$2,719,732.50



I hereby certify the work listed below has been completed and inspected and has been done in conformity with the plans and specifications for the above mentioned project. All work was completed by Kemper Construction, PO Box 8, Minot ND 58702.

Estimate No 6

WM 28-23 - 3rd St SE, 4th St SE, 5th St SE, 6th St SE, 6th Ave SE, 7th Ave SE

Spec	Code	Item Description	Quantity	Unit	Unit Price	Bid Amount	QUANTITIES		AMOUNT	
							Current	Date	Current	Total to Date
103	0100	CONTRACT BOND	0.6	L SUM	\$23,000.00	\$13,800.00	0.00	0.59	\$0.00	\$13,455.00
202	0114	REMOVAL OF CONCRETE	10	SY	\$190.00	\$1,900.00	0.00	0.00	\$0.00	\$0.00
202	0130	REMOVAL OF CURB & GUTTER	60	LF	\$58.00	\$3,480.00	54.00	54.00	\$3,132.00	\$3,132.00
203	0138	COMMON EXCAVATION - SUBCUT	365	CY	\$60.25	\$21,991.25	0.00	0.00	\$0.00	\$0.00
430	0001	FULL DEPTH HMA REPLACEMENT	609	SY	\$150.00	\$91,350.00	0.00	0.00	\$0.00	\$0.00
702	0100	MOBILIZATION	0.6	L SUM	\$70,400.00	\$42,240.00	0.00	0.00	\$0.00	\$0.00
704	0001	TRAFFIC CONTROL	0.6	L SUM	\$26,720.00	\$16,032.00	0.00	0.00	\$0.00	\$0.00
724	0300	GATE VALVE & BOX 6IN	2	EA	\$5,187.00	\$10,374.00	2.00	2.00	\$10,374.00	\$10,374.00
724	0310	GATE VALVE & BOX 8IN	20	EA	\$5,760.00	\$115,200.00	3.00	3.00	\$17,280.00	\$17,280.00
724	0411	6IN HYDRANT	13	EA	\$9,852.00	\$128,076.00	2.00	2.00	\$19,704.00	\$19,704.00
724	0430	REMOVE HYDRANT	5	EA	\$2,662.00	\$13,310.00	1.00	1.00	\$2,662.00	\$2,662.00
724	0611	WATER SERVICE LINE 1IN	1,540	LF	\$63.00	\$97,020.00	359.00	359.00	\$22,617.00	\$22,617.00
724	0621	WATER SERVICE LINE 2IN	42	LF	\$90.50	\$3,801.00	0.00	0.00	\$0.00	\$0.00
724	0800	WATERMAIN 6IN PE/PVC	192	LF	\$121.00	\$23,232.00	22.00	22.00	\$2,662.00	\$2,662.00
724	0820	WATERMAIN 8IN PE/PVC	5,825	LF	\$76.00	\$442,700.00	1,046.00	1046.00	\$79,496.00	\$79,496.00
724	0830	WATERMAIN 8IN PVC	-	LF	\$124.00	\$0.00	0.00	0.00	\$0.00	\$0.00
724	0944	CONNECTION TO EXISTING MAIN	12	EA	\$4,485.00	\$53,820.00	3.00	3.00	\$13,455.00	\$13,455.00
724	0947	TEMPORARY CONNECTION TO EX	2	EA	\$5,000.00	\$10,000.00	0.00	0.00	\$0.00	\$0.00
724	0955	WATER SERVICE CONNECTION 1I	59	EA	\$3,858.00	\$227,622.00	13.00	13.00	\$50,154.00	\$50,154.00
724	0960	WATER SERVICE CONNECTION 2I	1	EA	\$3,296.00	\$3,296.00	0.00	0.00	\$0.00	\$0.00
724	6013	ABANDON GATE VALVE	9	EA	\$1,132.00	\$10,188.00	0.00	0.00	\$0.00	\$0.00
724	6980	8IN X 8IN X 6IN TEE	12	EA	\$3,541.00	\$42,492.00	2.00	2.00	\$7,082.00	\$7,082.00
724	7010	8IN X 6IN REDUCER	1	EA	\$1,238.00	\$1,238.00	0.00	0.00	\$0.00	\$0.00
724	7011	8IN TEE	4	EA	\$4,265.00	\$17,060.00	0.00	0.00	\$0.00	\$0.00
724	7012	8IN CROSS	2	EA	\$3,167.00	\$6,334.00	0.00	0.00	\$0.00	\$0.00
724	7015	8IN 90DEG BEND	3	EA	\$1,950.00	\$5,850.00	0.00	0.00	\$0.00	\$0.00
724	7029	1IN CURB STOP & BOX	59	EA	\$2,621.00	\$154,639.00	13.00	13.00	\$34,073.00	\$34,073.00
724	7031	2IN CURB STOP & BOX	1	EA	\$4,205.00	\$4,205.00	0.00	0.00	\$0.00	\$0.00
724	9997	SEWER MAIN VIDEO	5,429	LF	\$2.50	\$13,572.50	0.00	0.00	\$0.00	\$0.00
724	9998	SEWER SERVICE VIDEO LAUNCH	65	EA	\$200.00	\$13,000.00	0.00	0.00	\$0.00	\$0.00
724	9999	THRUST RESTRAINT	5	EA	\$1,398.00	\$6,990.00	1.00	1.00	\$1,398.00	\$1,398.00
748	0140	INSTALL CURB & GUTTER	60	LF	\$178.50	\$10,710.00	0.00	0.00	\$0.00	\$0.00
Total Current Amount:									\$264,089.00	
Total Bid Amount:						\$1,605,522.75				\$277,544.00

WM 29-23 - 2nd St NE between 6th Ave and 12th Ave

Spec	Code	Item Description	Quantity	Unit	Unit Price	Bid Amount	QUANTITIES		AMOUNT	
							Current	Date	Current	Total to Date
103	0100	CONTRACT BOND	0.4	L SUM	\$23,000.00	\$9,200.00	0.00	0.39	\$0.00	\$8,970.00
202	0114	REMOVAL OF CONCRETE	-	SY	\$190.00	\$0.00	0.00	0.00	\$0.00	\$0.00
202	0130	REMOVAL OF CURB & GUTTER	40	LF	\$58.00	\$2,320.00	0.00	52.00	\$0.00	\$3,016.00
203	0138	COMMON EXCAVATION - SUBCUT	195	CY	\$60.25	\$11,748.75	0.00	0.00	\$0.00	\$0.00
430	0001	FULL DEPTH HMA REPLACEMENT	286	SY	\$150.00	\$42,900.00	0.00	212.00	\$0.00	\$31,800.00
702	0100	MOBILIZATION	0.4	L SUM	\$70,400.00	\$28,160.00	0.00	0.40	\$0.00	\$28,160.00
704	0001	TRAFFIC CONTROL	0.4	L SUM	\$26,720.00	\$10,688.00	0.00	0.40	\$0.00	\$10,688.00
724	0300	GATE VALVE & BOX 6IN	3	EA	\$5,187.00	\$15,561.00	0.00	3.00	\$0.00	\$15,561.00
724	0310	GATE VALVE & BOX 8IN	9	EA	\$5,760.00	\$51,840.00	0.00	8.00	\$0.00	\$46,080.00
724	0411	6IN HYDRANT	7	EA	\$9,852.00	\$68,964.00	0.00	7.00	\$0.00	\$68,964.00
724	0430	REMOVE HYDRANT	-	EA	\$2,662.00	\$0.00	0.00	2.00	\$0.00	\$5,324.00
724	0611	WATER SERVICE LINE 1IN	1,852	LF	\$63.00	\$116,676.00	0.00	1964.00	\$0.00	\$123,732.00
724	0621	WATER SERVICE LINE 2IN	-	LF	\$90.50	\$0.00	0.00	0.00	\$0.00	\$0.00
724	0800	WATERMAIN 6IN PE/PVC	118	LF	\$121.00	\$14,278.00	0.00	110.00	\$0.00	\$13,310.00
724	0820	WATERMAIN 8IN PE/PVC	2,750	LF	\$76.00	\$209,000.00	0.00	2752.00	\$0.00	\$209,152.00
724	0830	WATERMAIN 8IN PVC	-	LF	\$124.00	\$0.00	0.00	0.00	\$0.00	\$0.00
724	0944	CONNECTION TO EXISTING MAIN	6	EA	\$4,485.00	\$26,910.00	0.00	6.00	\$0.00	\$26,910.00
724	0955	WATER SERVICE CONNECTION 1I	68	EA	\$3,858.00	\$262,344.00	0.00	69.00	\$0.00	\$266,202.00
724	0960	WATER SERVICE CONNECTION 2I	-	EA	\$3,296.00	\$0.00	0.00	0.00	\$0.00	\$0.00
724	6013	ABANDON GATE VALVE	-	EA	\$1,132.00	\$0.00	0.00	1.00	\$0.00	\$1,132.00
724	6980	8IN X 8IN X 6IN TEE	9	EA	\$3,541.00	\$31,869.00	0.00	9.00	\$0.00	\$31,869.00
724	7010	8IN X 6IN REDUCER	-	EA	\$1,238.00	\$0.00	0.00	0.00	\$0.00	\$0.00
724	7011	8IN TEE	-	EA	\$4,265.00	\$0.00	0.00	0.00	\$0.00	\$0.00
724	7012	8IN CROSS	1	EA	\$3,167.00	\$3,167.00	0.00	1.00	\$0.00	\$3,167.00

724	7015	8IN 90DEG BEND	-	EA	\$1,950.00	\$0.00	0.00	0.00	\$0.00	\$0.00
724	7029	1IN CURB STOP & BOX	68	EA	\$2,621.00	\$178,228.00	0.00	69.00	\$0.00	\$180,849.00
724	7031	2IN CURB STOP & BOX	-	EA	\$4,205.00	\$0.00	0.00	0.00	\$0.00	\$0.00
724	9997	SEWER MAIN VIDEO	2,488	LF	\$2.50	\$6,220.00	0.00	2473.00	\$0.00	\$6,182.50
724	9998	SEWER SERVICE VIDEO LAUNCH	71	EA	\$200.00	\$14,200.00	0.00	58.00	\$0.00	\$11,600.00
724	9999	THRUST RESTRAINT	2	EA	\$1,398.00	\$2,796.00	0.00	2.00	\$0.00	\$2,796.00
748	0140	INSTALL CURB & GUTTER	40	LF	\$178.50	\$7,140.00	0.00	52.00	\$0.00	\$9,282.00

Total Current Amount:

Total Bid Amount: \$1,114,209.75

\$0.00

\$1,104,746.50

Total Work Completed: \$1,382,290.50

Retainage @ 4%: \$55,291.62

Previous Payments: \$1,073,473.44

Total Due This Estimate: \$253,525.44

230201-ESTK
5/20/24 to 6/14/2024

202 0130 Removal of Curb & Gutter			
6th St SE			
Sta	to	Sta	Length (LF)
17+50	to	17+45	10
			10th/11th Ave NE Hydrant
19+78	to	-	16
			7th Ave SE Hydrant
23+53	to	-	28
			8th Ave SE Hydrant
Total: 54.0 ✓			

724 0300 Gate Valve & Box 6IN			
6th St SE			
Sta	to	Sta	Total (EA)
16+76	to	-	1
			6th Ave SE GV
8th Ave SE			
13+36	to	-	1
			5th St SE GV
Total: 2 ✓			

724 0310 Gate Valve & Box 8IN			
6th St SE			
Sta	to	Sta	Total (EA)
19+74	to	-	1
			7th Ave SE GV
23+50	to	-	1
			8th Ave SE GV
8th Ave SE			
9+74	to	-	1
			6th St SE GV
Total: 3 ✓			

724 0411 6IN Hydrant			
6th St SE			
Sta	to	Sta	Total (EA)
19+78	to	-	1
			7th Ave SE Hydrant
23+53	to	-	1
			8th Ave SE Hydrant
Total: 2 ✓			

724 0430 Remove Hydrant			
6th St SE			
Sta	to	Sta	Total (EA)
23+38	to	-	1
			8th Ave SE Hydrant
Total: 1 ✓			

724 0611 Water Service Line 1IN			
6th St SE			
Address	Length (LF)	Comment	
603 6th St SE	37	2 LF additional behind CS	
606 6th St SE	11	2 LF additional behind CS	
607 6th St SE	45	10 LF additional behind CS	
610 6th St SE	7		
614 6th St SE	13	5 LF additional behind CS	
617 6th St SE	38	3 LF additional behind CS	
619 6th St SE	46	9 LF additional behind CS	
622 6th St SE	10	2 LF additional behind CS	
522 7th Ave SE	45	10 LF additional behind CS	
715 6th St SE	36	2 LF additional behind CS	
602 7th Ave SE	10	3 LF additional behind CS	
717 6th St SE	40	6 LF additional behind CS	
722 5th St SE	21	13 LF additional behind CS	
Total: 359 ✓			

724 0800 Watermain 6IN PE			
6th St SE			
Sta	to	Sta	Length (LF)
19+78	to	-	10
			7th Ave SE Hydrant
23+53	to	-	12
			8th Ave SE Hydrant
Total: 22 ✓			

230201-EST6
5/20/24 to 6/14/2024

724 0820 Watermain 8IN PE			
6th St SE			
Sta	to	Sta	Length (LF) Comment
16+76	to	19+74	298 6th Ave SE GV to 7th Ave SE GV
19+74	to	23+50	376 7th Ave SE GV to 8th Ave SE GV
23+50	to	23+60	10 8th Ave SE GV to 8IN Tee at 8th Ave SE
Subtotal:		684	

8th Ave SE			
Sta	to	Sta	Length (LF) Comment
9+74	to	13+36	362 5th St SE GV to 6th St SE GV (S)
Subtotal:		362	
Total:		1046	

724 0944 Connection to Existing Main			
6th St SE			
Sta	to	Sta	Total (EA) Comment
16+73	to	-	1 Connect to existing 6" PVC
Subtotal:		1	

8th Ave SE			
Sta	to	Sta	Total (EA) Comment
9+69	to	-	1 Connect to existing 6" PVC
13+44	to	-	1 Connect to existing 6" PVC at Tee
Subtotal:		2	
Total:		3	

724 0955 Water Service Connection 1IN			
6th St SE			
Address		Total (EA)	Comment
603 6th St SE		1	Connect to copper
606 6th St SE		1	Connect to copper
607 6th St SE		1	Connect to copper
610 6th St SE		1	Connect to poly
614 6th St SE		1	Connect to poly
617 6th St SE		1	Connect to poly
619 6th St SE		1	Connect to copper
622 6th St SE		1	Connect to copper
522 7th Ave SE		1	Connect to poly
715 6th St SE		1	Connect to poly
602 7th Ave SE		1	Connect to poly
717 6th St SE		1	Connect to poly
722 5th St SE		1	Connect to copper
Total:		13	

724 6980 8IN X 8IN X 6IN Tee			
6th St SE			
Sta	to	Sta	Total (EA) Comment
19+78	to	-	1 7th Ave SE Hydrant
23+53	to	-	1 8th Ave SE Hydrant
Total:		2	

230201 ESTB

5/20/24 to 6/14/2024

724 7029 1IN Curb Stop & Box			
6th St SE			
Address	Total (EA)	Comment	
Various	13	See 724 0955 Water Service Connection 1IN for locations & quantities	

Total: 13 ✓

724 9999 Thrust Restraint				
6th St SE				
Sta	to	Sta	Total (EA)	Comment
16+84	to	-	1	

Total: 1 ✓

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
1-Jul-24

VENDOR	AMOUNT DUE
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AIRPORT

AVI Systems	\$1,217.50
Bergstrom Electric	\$75,930.81
Capital One Trade Credit-Mac's	\$0.80
Dakota Implement-NAPA	\$139.25
Daniel Trump	\$940.32
Farmer's Union Insurance	\$7,101.00
Gleason Construction	\$1,891,194.46
Inter Office	\$42,206.62
Klemetsrud Plumbing	\$142,221.70
Mead & Hunt	\$148,514.41

CITY

Advanced Business Systems	\$522.19
Amazon Capital Services	\$802.90
AT & T	\$2,190.48
Brenco	\$102.28
Capital One-Walmart	\$156.06
Capital One Trade Credit-Mac's	\$1,412.61
City of Devils Lake	\$1,955.56
Corporate Technologies	\$4,135.00
Creative Impressions	\$1,428.00
Dakota Implement-NAPA	\$15,012.93
David Bergstrom	\$125.00
Defensive Edge Training & Consulting	\$550.00
DL Chamber of Commerce/Tourism	\$38,452.97
DL Park Board	\$40,479.35
DL Rodeo Club	\$15,000.00
Ecolab	\$225.98

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
1-Jul-24

VENDOR	AMOUNT DUE
Exhaust Pros	\$105.00
Gerrells	\$106.48
GF Fire Equipment	\$510.00
Ihry Insurance	\$51,193.00
Intoximeters	\$399.00
James Moe	\$75.00
Keller's Briteway	\$22.00
Klemetsrud Plumbing	\$290.00
Lakeside Dry Cleaners	\$187.00
Lake Region E-911	\$66,415.25
Lake Region Corporation	\$672.50
Lake Region Law Enforcement Center	\$34,773.25
Lake Region Heritage Center	\$4,800.00
LEAF	\$346.91
Leon's Building Center	\$136.32
Mark's Hwy2 Service	\$853.60
Mid-Land Excavating	\$2,480.00
Motorola	\$6,645.41
Nathan Bennett	\$450.00
Newby's Ace Hardware	\$307.50
Nodak Electric	\$12,917.26
Northstar Auto	\$30.00
Prairie Truck & Tractor Repair	\$1,070.72
Proz	\$41.49
Quill	\$72.55
Razr Trackin	\$150.00
Robert Johnson	\$75.00
Sanitation Products	\$336.05
Scouts BSA Troop 31	\$250.00
Service Tire	\$780.53
Sign Solutions	\$225.53

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
1-Jul-24

VENDOR	AMOUNT DUE
Spencer Halvorson	\$525.00
Sue Schwab	\$14.00
Tanya Weiler	\$1,000.00
Thompson's DL Glass & Paint	\$90.00
Tractor Supply Credit Plan	\$15.98
Usable Life	\$604.14
TOTAL LIST OF BILLS	\$2,620,984.65

Minutes of the Devils Lake Jobs Development Authority
June 17, 2024

The regular meeting of the Devils Lake Jobs Development Authority was held on June 17, 2024 with the following members present: President Moe, Jason Pierce, Dale Robbins, and Rob Hach.

Jason moved to approve the minutes of the regular Jobs Development Authority meeting held on May 20, 2024. The motion was seconded by Rob Hach, and the motion was carried unanimously.

Housing Incentive Fund for Single Family Housing Pilot Program Application with Gleason Companies – The City Administrator gave an overview of the program. He said it is designed to help spur single family owner-occupied development in communities of 20,000 or less people. He said the original funding authorized has been depleted but that an additional \$1.3 million has been allocated. The design of the program is to provide reduced risk to land owned by a political subdivision or economic/land development non-profit for development. The City Administrator said the program was brought to the attention of City officials by Gleason Companies. They have expressed a desire to potentially partner with the Devils Lake Jobs Development Authority on applying for the program for future development on the north end of town. Tim Gleason with Gleason Companies gave an overview of the type of housing they would be looking at building with this program, as well as what is being seen in the housing/development industry. He asserted that the program is really set up for communities like Devils Lake. The City Administrator said he has asked the City Attorney to provide an opinion on whether or not the JDA is subject to the same bidding requirements as the City. He added that approval to apply is being requested and details such as the price point and location can still be re-evaluated early in this process. Rob Hach made a motion to approve the submission of the Program Application. Jason Pierce seconded the motion. The motion was approved unanimously.

SPENCER HALVORSON
CITY ADMINISTRATOR/AUDITOR

JIM MOE
PRESIDENT OF CITY COMMISSION



REGIONAL WORKFORCE IMPACT PROGRAM GRANT (RWIP)

Total Grants: \$500,000 + \$125,000 match for total of \$625,000.

Total ask from City of Devils Lake: up to \$30,000

Total ask from Devils Lake Tourism/Devils Lake Chamber: up to \$30,000

Grant in-kind: \$71,895+

Grant Applicant: Devils Lake Chamber of Commerce

Grant Funding: North Dakota Regional Impact Program. The Department of Commerce received an appropriation from the 68th North Dakota Legislative Assembly to provide support to organizations addressing workforce challenges and barriers to employment through the ND Regional Workforce Impact Program (RWIP).

Timeframe: August 15, 2024 to June 15, 2025

Projects:

Grant #1 Talent Attraction:

- Website enhancement including new videos focused on highlighting workforce and talent attraction.
- Expanded presence at trade shows and enhancement of current marketing to include: move here, live here, work here.
- Enhancement of promotional material including table banner, creation of rack card focused on talent attraction for trade shows, expanding 2025 Devils Lake visitors guide to include page on relocation/work here and expanded message from Lake region State College on come to school here and hunt and fish while you learn.
- Monthly email marketing campaign highlighting workforce/talent attraction/Lake Region State College.
- Creation of Devils Lake Navigators program.
- Creation of hosted YouTube series focusing on workforce/talent and the benefits of living in this community. These segments will highlight people from other areas that have chosen here as the place to live.
- Billboard advertising in the Lake Region, state of ND, Minneapolis and South Dakota.
- Brand messaging for "live here, work here and fish here"

Grant #2 Retention:

- Summer Job Fair for grades 9-12. Focusing on summer employment in the Devils Lake region.
- Comprehensive Career Fair for grades 11-12.
- Individual Student Meetings for students in grade 12.
- Quarterly Business Meetings. These meetings will serve as a platform for businesses to learn more about innovative strategies to engage the workforce i.e. work based learning, job shadows, internships, scholarships.
- Establishing a Devils Lake High School/Devils Lake Community Job Shadow Program.
- Creation of 20-25 business videos to help students learn about opportunities in the community and to help them learn more to choose potential businesses to shadow or participate in work-based learning.
- Creation of marketing program with LRSC for student employment while in school and after graduation.

ACCT #	DESCRIPTION	ACTUAL		ACTUAL		BUDGET		PROJECTED		PROJECTED		PROJECTED	
		2021	2022	2023	2024	2025	2026	2027	2028				
8013	LAKE REGION GROWTH FUND												
36100	INTEREST	0	0	0	0	0	0	0	0	0	0	0	0
36900	MISCELLANEOUS	137,107	0	0	0	0	0	0	0	0	0	0	0
36950	PRINCIPAL PAYMENTS ON LOANS												
	PACE/FLEX	0	0	2,143	94,286	8,571	19,312	24,400	27,300				
	HOUSING	0	0	0	0	0	0	16,397	19,677				
	FAÇADE	0	0	4,638	8,548	8,548	8,056	4,720	490				
	SBR/LF	0	0	2,333	5,887	7,234	7,234	7,234	7,234				
36960	INTEREST PAYMENTS ON LOANS	0	0	0	0	0	0	0	0	0	0	0	0
700	TRANSFER IN/OUT												
39930	SALES TAX TRANSFER (FROM 2034)	158,458	257,174	463,940	228,627	233,200	237,864	242,621	247,473				
39990	TRANSFER IN	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL REVENUES	295,564	257,174	473,054	337,347	257,553	272,465	295,373	302,174				
	EXPENSES												
43120	LEGAL FEES	0	0	0	0	0	0	0	0	0	0	0	0
43170	ADMINISTRATION FEES	0	0	0	0	0	0	0	0	0	0	0	0
43600	PUBLISHING & PRINTING	0	0	0	0	0	0	0	0	0	0	0	0
44900	MISCELLANEOUS	0	0	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
56280	REAL ESTATE TAXES	0	0	0	0	0	0	0	0	0	0	0	0
56320	LAND PURCHASE	47,904	33,962	0	0	0	0	0	0	0	0	0	0
57300	INTEREST BUYDOWN (PACE/FLEX)	33,886	14,592	53,999	49,851	69,387	60,395	57,806	48,844				
57380	HOUSING INTEREST BUYDOWN	17,824	3,001	9,853	8,960	6,146	3,184	2,684	2,154				
57440	FAÇADE LOAN POOL	0	0	20,000	20,000	20,000	20,000	20,000	20,000				
57490	LOANS THIS YEAR	0	0	215,000	25,000	25,000	25,000	25,000	25,000				
57500	2020 PROGRAM	0	0	32,312	30,000	20,000	20,000	20,000	20,000				
57510	BUSINESS TRAINING	0	0	27,918	12,000	10,000	10,000	10,000	10,000				
57520	RWIP	0	0	15,000	20,000	0	0	0	0				
57520	RWIP	0	0	15,000	30,000	0	0	0	0				
57530	SPONSORSHIPS (DOCKSIDE)	0	0	0	25,000	25,000	25,000	25,000	25,000				
57530	SPONSORSHIPS (EVENT CENTER-FAIR BD)	0	0	0	0	25,000	25,000	25,000	25,000				
57540	LOAN GUARANTY	0	0	343,027	0	0	0	0	0				
58010	GRANTS THIS YEAR	0	0	0	0	0	0	0	0				
700	TRANSFER IN/OUT												
43020	ADMINISTRATION (TO 1000)	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200				
55100	CITY BEAUTIFICATION (TO 8008)	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000				
58410	SPECIAL ASSESSMENTS	0	0	0	0	0	0	0	0				
	TOTAL EXPENDITURES	110,813	62,756	728,308	242,010	221,733	209,779	206,691	167,198				
	REVENUE OVER (UNDER) EXP	184,751	194,418	-255,254	95,337	35,820	62,686	88,682	134,976				
	BEGINNING JANUARY BALANCE	388,296	573,047	767,465	512,211	607,548	643,368	706,054	794,736				
	ACTUAL/ESTIMATED REVENUES	295,564	257,174	473,054	337,347	257,553	272,465	295,373	302,174				
	ACTUAL/ESTIMATED EXPENDITURES	110,813	62,756	728,308	242,010	221,733	209,779	206,691	167,198				
	ENDING DECEMBER BALANCE	573,047	767,465	512,211	607,548	643,368	706,054	794,736	929,712				

Grant Application Talent Attraction:

Project Start Date: August 15th

Identify the workforce challenges facing your region and any reason identified as a contributing cause.

The main contributing cause/primary issue is simple, lack of people in the workforce to take available jobs. The workforce challenges in Ramsey County are representative of a broader trend affecting most if not all of the state of ND. As of April 2024, the most recent data from NDJS indicates a 2.2% unemployment rate in Ramsey County. With a labor force of 5,651 individuals, 5,524 are employed, leaving only 127 unemployed. This low unemployment rate, while seemingly positive, shows the critical shortage of labor. This disparity between the number of job seekers and available jobs is exacerbated by factors such as skill mismatches, geographic mobility constraints, and possibly unreported or underreported job vacancies, suggesting that the actual number of available jobs could be even higher than reported.

The local tourism industry, driven by the allure of Devils Lake's fishing opportunities, further stresses the workforce deficit. Restaurants, hotels, and convenience stores struggle to cope with the influx of visitors, which can diminish the quality of service and potentially impact the region's reputation as a tourist destination. Direct tourism employment for 2023 was 964 jobs. Ramsey County has the second highest amount of tourism related jobs in the state of ND, falling behind Billings County, which house TRNP and Medora. Employment in the hospitality industry is still below 2019 levels—tourism was one of the most impacted industries by closures during the pandemic.

Addressing these workforce challenges of the community requires a multifaceted approach, including target incentives to attract workers. This Talent Attraction grant will support initiatives aimed at mitigating workforce challenges. Devils Lake has always done a good job attracting people to the region for tourism but have never included a come work here/live here message.

In the application, we frequently discuss collaboration with partners to tackle workforce challenges. The acronyms listed below are used consistently throughout the proposal:

- LRSC (LRSC)
- Region 3 Mobile Career Exploration Classroom (R3MCEC)
- Devils Lake Chamber of Commerce (DLCOC)
- Forward Devils Lake (FDL)
- North Central Planning Council (NCPC)
- North Dakota Job Service (NDJS)

Fits online

Identify who is impacted by the workforce challenges including if the challenge is unique or disproportionate to underserved populations. Underserved populations may include, but are not limited to people with disabilities, women, veterans, justice-involved persons, low-and moderate-income individuals, individuals transitioning out of homelessness, workers with lower levels of educational attainment, workers of color and other minority groups.

Local businesses are impacted by challenges and struggle to find qualified employees, leading to reduced productivity and missed opportunities for expansion. Many of our businesses rely on local talent. With a workforce shortage, these businesses struggle to operate efficiently.

Workforce challenges in Devils Lake have a multifaceted impact, affecting not only businesses but also the broader community. The inability to find qualified staff, such as a daycare manager, hinders the opening of new services which are crucial for working families. This shortage extends to various sectors, leading to reduced operational hours and increased wait times, which in turn can drive up prices, affecting the cost of living for all residents.

Transportation emerges as a significant barrier, particularly for low-income individuals who may lack ownership of personal vehicles. The absence of a robust public transit system exacerbates this issue, limiting employment opportunities for those living on the Spirit Lake Indian Reservation. Approximately 6200 people live on the Spirit Lake Indian Reservation. There is a limited transport service available from the reservation but its restricted hours fail to meet the needs of both businesses and workers, creating a disconnect between available jobs and the workforce. The Spirit Lake Reservation is just seven miles from Devils Lake and resides in Benson and Eddy counties.

We feel that addressing these workforce challenges requires a comprehensive approach, thus proposing multiple elements in this proposal all focused on talent attraction. We feel the elements consider the unique needs of the community and the economic vitality of the Lake Region.

Identify at least one metric that will be used to determine impact and provide the current status of that metric.

Currently, we monitor out-of-state visits to the Devils Lake website, with 71,231 recorded in 2023. This figure excludes the 16,519 North Dakota visitors, totaling 87,750. Our social media presence is 53,888 Facebook followers, 2,583 Instagram followers, and 1,472 YouTube subscribers. In addition to social media, we have 2,127 email subscribers. All these metrics will be used to determine grant impact.

To gauge the impact of our initiatives, we will track several metrics including website traffic, social media engagement, and demographic reach. There will be many additional metrics that will be created by grant elements that will show reach of the RWIP grant.

ND Labor Market indicates there is a population of 11,463 for 2023. While the ND Labor Market population figure provides a demographic snapshot, it cannot be directly tied to the grant's influence.

The implementation of QR codes in marketing we feel is a forward-thinking strategy that will enable the collection of valuable contact information at tradeshow August 2024-May 2025. When a person receives an email, we will be able to gather analytics on user engagement with our website. We will also be able to see email open rates. Although there is no current baseline for this metric, it presents an opportunity to establish one and track progress over time. In addition, with the videos added to the website, we will be able to see the number of individuals that have viewed the videos.

The email marketing campaign is designed to be a dynamic, monthly initiative that pinpoints key engagement opportunities while focusing on workforce strategies, talent attraction, and promoting higher education. Regular account audits will ensure the delivery of detailed reports each month. These reports will not only provide an executive summary but also offer an in-depth analysis of analytics, KPIs, trends, and industry benchmarks, complemented by strategic recommendations for upcoming projects derived from our findings. While current projections are not available, we will be sharing results throughout the duration of the grant.

Monitoring tools like Google Analytics and social media followers will provide quantitative data to measure the increase in engagement, offering a clear link between the grant funding and its impact on marketing effectiveness.

Describe and define the geographic extent of the challenge and the proposed solution; include the populations, municipalities and/or counties impacted. Provide data, research and/or evidence to support the project need and include how you engaged with affected stakeholders to support the project need.

The workforce challenge in North Dakota is a statewide issue, exacerbated by the state's low unemployment rate and rapid economic growth, which have intensified the competition for workforce. The proposed solution is geographically concentrated in Ramsey County, within Region 3, with the goal of bolstering talent attraction efforts in the Lake Region. While the application is not intended to be regional, the anticipated benefits are expected to extend to the surrounding counties of Eddy, Towner, Benson, Rolette, and Cavalier, although to a much lesser degree.

Evidence from the RWIP Mobile Career Exploration project meetings suggests a pattern of some inter-county travel for employment. The population for each county in Region 3 is: Ramsey (11,515), Eddy (2,314), Towner (2,064), Benson (5,770), Rolette (11,933), and Cavalier (3,597). The greatest and most significant impact will be in Ramsey County.

Project need was also identified in recent months by the Region 3 MCEC (MCEC) initiative. MCEC has engaged in a series of productive meetings with local agencies, educational institutions, and businesses across all six counties in the region. These meetings with 27 distinct businesses, reveal a unanimous demand for workforce. All 27 stakeholders are looking for workforce.

The necessity for the project is underscored by the number of job vacancies, the average duration of job vacancies, and the low unemployment rates. A healthy unemployment rate is typically between 3% and 5%. With North Dakota's unemployment rate at 2% and Ramsey County's at 2.2%, these figures indicate an economy operating at or beyond full capacity, suggesting inefficiencies and a critical need for skilled workers. The average time to fill a position in the U.S., as reported by SHRM, is 44 days, further highlighting the urgency of addressing the workforce challenge.

Identify the number of individuals projected to be impacted on or prior to June 30, 2025. All programs must include program capacity.

It is anticipated that our marketing efforts will engage approximately 3,500 individuals through direct conversations at trade shows. Additionally, we expect to distribute an estimated 30,000 Devils Lake Visitors Guides across five shows, with the following projected attendances: Ultimate Fishing Expo (29,000), Wisconsin Fishing Expo (23,000), Chicagoland Fishing Travel and Outdoor Show (23,000), St. Paul Ice Fishing Expo (25,000), and Wisconsin Ice Fishing Expo (22,000). Our presence at these events will be strategically designed to maximize outreach and promote meaningful discussions about employment opportunities, leveraging resources such as the Find the Good Life. At these shows we will also utilize geofencing, their reach is calculated by impressions. These are the projections: \$3000 budget = 272,727 impressions and \$5,000 budget = 454,545 impressions.

While precise projections for website traffic increases are challenging to determine, we are committed to monitoring and reporting this data throughout the project's duration. Our monthly email marketing campaign, has an estimated reach of 13,000-18,000 recipients and will highlight workforce and talent attraction alongside Lake Region resources. The development of the Devils Lake Navigators program, although expected to have a

limited impact within the grant period, is envisioned as a sustainable long-term initiative that will significantly contribute post-grant. Furthermore, the creation of a hosted YouTube series is projected to have between 16,000 and 20,000 views. All elements have a keen focus on workforce development, talent attraction, and the advantages of residing in our community.

The grant is implementing new projects so a significant amount of the impact will be seen post-grant.

How did you determine that the identified issue is not being addressed (or fully addressed) through existing programs and/or funding in your region? Explain how this project provides an innovative solution to minimize the workforce issue and goes beyond the status quo in your region. If your project is a completely new approach, explain why you believe it will be successful. Provide data, research, and evidence to support your proposed approach to address the workforce challenge.

Through meetings leading up to this grant application with a variety of key community business leaders and organizations we discussed what is currently being done and are confident that others are not addressing the workforce issue with a project targeted at the entire community with talent attraction through marketing and engagement. The Region 3 MCEC is targeted at area students whereas our project is focused on attracting talent to Ramsey County.

We have checked with area guide services; none are participating in the key industry events that our project targets. A local resort is participating in one of the events. The DLCOC/Tourism office has attended 2 of these in prior years but others are a vast expansion to past efforts.

This project introduces innovative strategies that have not been previously explored in our region, aiming to attract Talent to the community. The videos created through this project will be shared with Economic Development and the City of Devils Lake as well as agencies like Job Service. Furthermore, StrengthND is set to amplify Find The Good Life's visibility by establishing a web presence for cities across the region and fostering community branding. Sharing our efforts with the StrengthND initiative that encompasses 16 communities, significantly broadens the scope and impact of our efforts through this proposed project. We look forward to the expansions and collaboration.

We believe the projects will be successful alongside all the other efforts going on in the state. We are all working to showcase the great opportunities ND has and welcoming people to come take advantage of these opportunities. By providing an incentive to give us their contact information we can communicate with them longer term—getting in front of their eyes more often.

We do not have direct data or research that it will address the workforce challenge. We do know that has not been tried and again we feel that the region has potential for recruiting into the area because of the allure of the Devils Lake Basin for hunting and fishing.

Describe the proposed project, as aligned with one or more of the categories listed above, and how it meets the stated need and critical workforce issues of the region and/or industry. Explain how the proposed program implements a long-term solution to permanently mitigate or remove workforce participation issues. Include information on how the proposed program is reflected in the region's comprehensive economic development strategy or other economic development planning efforts. How will the proposed program impact underserved populations and promote economic opportunity enhancements in the region?

The proposed project aligns to talent attraction and this project will be done through marketing and engagement, aiming to address the critical workforce issues in Devils Lake.

The project has multifaceted approach:

1. Enhancing the website and promotional materials to broadcast a compelling message for talent attraction, including new videos that spotlight opportunities within the workforce. Promotional materials (display, rack card etc.) will be uniformly updated. The 2025 Devils Lake Visitors Guide, will feature dedicated sections on relocation and educational opportunities at LRSC, coupled with the region's recreational activities.
2. The project would vastly expand the Lake Regions presence at out of state trade shows, gathering contact information through QR codes and initiating dialogues on talent attraction. This approach will give us a significant database to utilize for talent attraction. This project aligns with the region's economic development strategy by going beyond inviting them to visit by encouraging them to consider a permanent move to the area for work or entrepreneurship.
3. A monthly email execution that will highlighting workforce/talent attraction/tourism/LRSC.
4. Creation of Navigators program (similar to Rolecall's Wayfinder) to attract talent to this region. Navigator is a term that we can innovatively market towards hunting/fishing. Navigators would be an online service designed to make the process of relocation to the Devils Lake area even easier. Navigators would create a personalized connection for newcomers and potential newcomers to the area, the Navigators resource would help them access the information, assistance, and support they need during their relocation process. This program would have key people in the Devils Lake community called Navigators that can help people Navigate their way to Devils Lake to work! This will be able to be link to other community and statewide websites. The Chamber has gotten permission to do this from Odney Advertising and ND Tourism.
5. Creation of hosted YouTube series focusing on workforce/talent and the benefits of living in this community. These segments will highlight people from other areas that have chosen here as the place to live.
6. Billboard campaign with come here, work here, live here message.
7. Work with marketing agency to create a come here, work here, live here, fish here branding message for use throughout the project materials and long term.

*In all elements, where applicable integration of the Find the Good Life campaign and their Candidate Marketplace will be utilized. All resources will be created throughout all local and state agencies that are relevant. **Fits online**

Describe the activities and outcomes of the proposed project. Include the timeline for implementation, and project milestones. Implementation must include a timeline, with an initial milestone identified (this initial milestone will be a trigger for funding and must be a milestone that is obtainable within a reasonable time period in order to request funds).

August 15 to September 15, a dedicated committee will be formed to oversee the grant project, requiring a 40-hour commitment from each member.

By August 31, a scope of work will be established for an independent contractor to develop the Navigators online platform and support marketing efforts, with selection by September 30 and program operational by February 1, 2025.

By August 31 there will be a scope of work written for an independent contractor that will assist at trade shows. Contractor must be experienced in hunting, fishing, and tourism. Selection by September 30.

A contract with Simpleview will be signed by August 31 for Email Marketing Automation services from September 1 to June 30, focusing on engagement and workforce strategies. This element will customize a strategy for marketing automation and an email marketing initiative utilizing QR codes and informational opt-ins.

By September 15 there will be a signed contract or agreement for video production for the website videos. The grant will fund a digital enhancement project for the DLCOC and Tourism, including a series of four promotional videos focusing on the vibrant community, the opportunities for outdoor activities, work force recruitment and the overall quality of life in the Lake Region and an improved website relocation tab, to be completed by February 1, 2025. These videos will not only serve as a tool for workforce recruitment but will also be leveraged across various platforms including StrengthenND and Find the Goodlife, amplifying reach.

September 1-June 1. Billboards creation, design, application and display.

September 1—signed contract or agreement with an advertising/marketing agency to assist with a message or tagline for marketing materials with come here, live here, work here, etc.

From October 1 to June 15, nine monthly YouTube videos, hosted by Jason Mitchell, will spotlight Devils Lake's appeal and resident experiences to boost skilled workforce recruitment. The project aims to increase the DLCOC and Tourism's YouTube channel viewership and subscribers, with videos provided in various formats for social media optimization. An AI-generated blog will accompany each video, enriching the promotional narrative.

By December 1 all promotional marketing materials will be created for trade show booths.

December 1 - March 15. The following tradeshow will be attended. Ultimate Fishing Expo – Detroit, MI, Chicagoland Fishing, Travel & Outdoor Show and Wisconsin Fishing Expo, St. Paul Ice Fishing Show and Wisconsin Ice Fishing Expo. These shows are significant in size so we would use retargeting AI workforce ads and geofencing to get people to visit the booth. This strategic approach is designed to integrate with the region's comprehensive economic development strategy, ensuring alignment with broader economic goals. The project's focus on multimedia content and expanded trade show participation is expected to have a significant impact offering new avenues for talent attraction and enhancing the region's appeal as a desirable place to work and live.

By June 1 two 4-night, three-day fishing trip will be awarded.

Grant funds will be spent by June 15th, 2025

Fits online

Describe the regional partners involved in the proposed workforce solution; describe each partner's experience and expertise providing relevant services/solutions in the region and how that experience will benefit the project. What role will each partner play? How does this collaboration support objectives and

outcomes? What assurances are there that each partner will maintain its commitment for the length of the project?

This is not a regional project however we do feel there is some potential regional impact, although minimal. The project could attract individuals whose spouses may end up working in neighboring counties. Additionally, local businesses in adjacent counties could see increased patronage shopping and entertainment options, snow skiing, or attending events such as community theater and local festivals.

Although we don't have regional partners, we have local partners. Our consortium of key partners comprises entities with deep-rooted experience in community engagement and economic development, including Devils Lake City, Forward Devils Lake, Devils Lake Tourism, the DLCOC, NCPC, Region 3 MCEC and LRSC. These partners, with their extensive experience in community engagement and economic development, were integral in shaping the project. These partners bring a wealth of support, expertise, and community insight to the project. Their collective experience will be instrumental in guiding the project's direction and fostering a collaborative environment for the duration of the initiative. Each partner will have the same role for the project and that is to actively participate in the project committee, contributing to the review and implementation of project activities. All partners have pledged to serve on the committee for the length of the project.

Devils Lake is a very collaborative, smaller community. Many of the businesses and organizations work on many projects together.

Sandra Shively, NCPC. Sandra has worked at NCPC since 2010 and has 27 years working for non-profits. She has written and administered numerous grants from state and federal agencies such as EDA, USDA RD, SBA, and HUD CDBG with projects ranging from \$20,000 to \$1.2 million.

Brad Barth, Forward Devils Lake. Brad is passionate about helping Devils Lake and Region III grow in people and businesses. He has spent the last 15 years of his career helping to increase ND workforce by building relationships with the states core businesses.

Erin Wood, Vice President for Advancement at LRSC. Erin works directly with students and has held multiple positions within the college giving her a clear understand of the student population and experience attracting them to the college.

Ann Pollert, Job Coach from the R3 MCEC project. Ann has experience with nonprofits and with recruitment. Ann has worked with businesses on their talent attraction strategies.

Suzie Kenner, DLCOC and DL Tourism is the grant applicant and her experience is highlighted in that section.

If grant is awarded the committee will include the above professionals as well as a couple more to be identified upon award.

Describe how partners were involved in identifying the proposed workforce solution. How will communication and coordination with partners be maintained through the project period to maintain accountability and meet program objectives? Provide letters of support from within the region that these organizations have reviewed the project and are on board. We require at least 3 unique letters of support.

Partners were actively involved through brainstorming sessions where diverse ideas were evaluated for their collective benefit to the Lake Region Community. May 28th, a meeting was held and decisions were made on what grants we wanted to pursue and the projects within those grants. In addition, a current Region 3 RWIP

grant is currently conducting business meetings and feedback from businesses throughout the region was shared at meetings.

If awarded the project, a committee comprising the NCPC, Forward Devils Lake, the City of Devils Lake, Region 3 Mobile Career Exploration project, DLCOC of Commerce, LRSC and Devils Lake Tourism would be established to oversee the grant's execution and adherence to program objectives. This committee would be tasked with critical functions such as:

1. Review of website enhancement, give feedback on videos as far as what should be included, ideas and review of videos for feedback/changes.
2. A least one committee member will attend or have a representative from their office attend the trade shows to be able to speak about all the opportunities as far as working in the Lake Region.
3. Review and give feedback on marketing materials, billboards designs and materials used at tradeshow and beyond.
4. Monitoring of implementation, achievement of milestones, and the grant budget.
5. Assist with project elements as needed, for example giving ideas for Lake Region Navigators.

Letters of support provided from: Woodland Resort, Ironhide Equipment and the City of Devils Lake.

Describe the lead organization's experience in managing local, state, or federal grant programs within the last five years; please provide specific examples and details of the experience. Please indicate who specifically will be responsible for grant management activities as part of this project, and their grant management and reporting experience. The name and contact information for the individual managing the grant should be included in this section.

Over the past fifteen years, the DLCOC of Commerce, under the leadership of Suzie Kenner, has successfully managed a variety of grant programs that have significantly contributed to the economic development of our community. Suzie Kenner, who has been with the organization since 2009 and currently holds the positions of Tourism Director and Director of the Chamber, will be the primary individual responsible for grant management activities for this project. Her experience includes overseeing grants for building and marketing projects, demonstrate her capability in overseeing this proposed project.

Suzie's expertise in business development, marketing, and government relations has been instrumental in advocating for the business community at all governmental levels. Her commitment to fostering economic growth is evident through her initiatives to support business expansion and her efforts to promote Devils Lake as an attractive location for living, working, and investing. Her strong relationships with businesses, community organizations, and government agencies further underscore her qualifications for managing this grant.

Grants that the Chamber has received in the past:

*In 2018 awarded the North Dakota Tourism Main Street Expansion Grant for the Bridgestone Park Project: \$10,000

*In 2015, awarded an Outdoor Heritage Fund Grant for Devils Lake Access Improvements for Fishing Piers for Handicapped, Elderly and Mobility Impaired: \$361,000

*In 2011, Public Information Coordinator Project from the Department of Transportation for the RADS project around Devils Lake.

Suzie will bear the responsibility overseeing the grant management activities and reporting. Her proven track record and dedication ensure that the grant management process will be handled with the utmost professionalism and efficiency. For direct communication Suzie Kenner can be reached at: 701-662-4903 and suzie@devilslakend.com

Describe the resources and activities that the applicant will employ to ensure deliverables of the workforce project will continue beyond the grant period. Be specific about the financial and human resources that will continue and who will be responsible for ensuring continuation. If a project is intended to be a one-time expense, note this information accordingly.

To ensure the sustainability of the workforce project deliverables beyond the grant period, we will do our best to align future budgets to the elements with significant return on investment.

The expanded website will be maintained by our current staff, who are already responsible for its daily upkeep. This approach not only ensures continuity but also capitalizes on our team's existing expertise.

In producing videos, we will adopt a strategy to extend their relevance, aiming for a lifespan of approximately five years before updates are required. This will be achieved by selecting language and visuals that are considered timeless, thus avoiding elements that may quickly date the content, such as current slang or specific dates.

With all elements of the project, we will closely monitor their impact and adjust our budgets to support the most effective elements. The return on investment (ROI) for each tradeshow will be meticulously tracked, with future participation focused on those with the highest engagement levels.

The committee will meet after grant completion to review all results and have a conversation about sustainability and working collectively to ensure that the most valuable aspects of the project continue to receive support. One of the fundamentals of this grant is that most projects will be sustained to some level, this grant will give them the resources to be implemented.

Budget Narrative: The DLCOC is requesting \$250,000 of RWIP funding for this Talent Attraction project. The match of \$62,500 has been committed.

The total tradeshow budget is: **xxx** All meals and travel follow GSA requirements and each city has been researched for correct numbers. *2024 GSA numbers were used due to 2025 not being available. If registration information wasn't available online, we reached out to event organizers to get those numbers. A geofencing quote will be attached to grant proposal.

Tradeshows: total =

St. Paul

Registration: \$910

Rooms: 4 nights x 2 x \$148 GSA =\$1184

Electricity: \$120

Meals: GSA \$79 per day x2 x 4 =\$632

Shipping—none driving.

Mileage—399 miles @ .65.5 cents per mile x 2 (to and from) = \$522.69

Salary: None, in-kind from DLCOC

Geofencing \$3000

Total: \$6368.69

WI Fishing –Madison

Registration: \$700

Rooms: GSA \$109 x4 =\$436

Electricity: \$120

Travel: Flight cost via internet \$373

Uber: \$100

Shipping: \$750

Geofencing: \$5000

Salary: None, in-kind from DLCOC.

Meals: GSA \$64x4 = \$256

Total: \$7,735

Chicagoland

Registration: \$1050

Rooms: GSA Per diem \$107 night. 5nights x 2 people = \$1070

Meals and Incidentals: GSA \$59 per day x 5 x 2 people = \$590

Travel: Flight estimated \$325 based on current flight search. Devils Lake to Chicago. \$650

Shipping: \$750 shipping of display and promotional materials.

Geofencing: \$5000

Uber: \$100

Electricity: \$120

Staffing: Contractor \$6000, Staff: \$3900 (salary and fringe). \$9900

Total: \$19,230

Ultimate Detroit

Registration: \$1050

Rooms: GSA Per diem 5 nights \$145 per person x 2=\$1450

Meals and Incidentals: GSA \$64 per day x 6 x 2 people = \$768

Travel: Estimated from internet \$309 x2=\$618

Uber: \$100

Electricity: \$120

Shipping: \$750

Geofencing: \$5000

Salary Contractor \$6000, Staff: \$3900 (salary and fringe). \$9900

Total: \$19,756

WI Ice Fishing Expo

Registration: \$695

Rooms: GSA Per diem \$107 4 nights =\$428

Travel: Airfare \$621

Uber: \$100

Shipping: \$750

Electricity: \$120

Geofencing: \$3000

Salary: None, in-kind DLCOC

Meals: GSA \$59 x 5 =\$295

Total \$6009.

Budget: Tradeshows = \$59,098.69

\$15000 Independent Contractor Allyson. An independent contractor will be chosen by the Chamber of Commerce to assist with the implementation of the Devils Lake Navigators program. This person will also be utilized for work on the Simpleview platform and other projects as assigned by Chamber Executive Director. This person is estimated at 3-5 hours per week.

Printing and display - \$5,000. New booth displays for tradeshows and 25,000 rack cards. Display-- \$3500 (quote from online). Rack cards for handouts at the booth \$1500. Quotes have been received and will be provided.

Rawfish for 4 videos for website- \$15,810. A quote has been received and will be provided.

Ipad Pro for booths X2 = \$2,000. A quote has been received and will be provided.

\$5,200 for Prize of 2 guided fishing trips. Current price through Woodland Resort available on their website.

\$45,000 YouTube videos. A quote has been received and will be provided.

\$25,000 SimpleView email marketing. A quote has been received and will be provided.

\$50,000 billboard campaign. A quote has been received and will be provided.

\$15,000 contracted services for creating tagline for all marketing materials, website for come here, work here.

$\$237,108.69 / \$312,500 = \$75,391.31$

In-kind:

\$4,395 LRSC covering cost of employee attending a trade show = Travel \$800, salary and fringe \$3300 Salary and fringe at \$55 per hour. Meals considered at lowest GSA \$59 x 5 = \$295.

\$5,200 (80 hours at \$65 wage plus fringe) Website Enhancement that aligns with project. The chamber staff does a lot of the basic website editing and has the skill to create a new area focused on workforce/talent attraction/retention. This is estimated at 80 hours of in-kind.

\$15,000 DLCOC Director 3-5 hours per week \$75 salary and fringe x 5 hours per week for 10 months. Director will be involved in all project elements.

\$7,800 Cost of DLCOC staff attending 2/5 of shows. \$3900 in salary and fringe x2

\$13,200 Committee time 6 members—40 numbers over grant period. Low estimate of average \$55 per hour salary and fringe.

Total in-kind: \$45,595

Cash Match:

Grant Application Retention:

Project Start Date: August 15th 2024

Identify the workforce challenges facing your region and any reason identified as a contributing cause.

The main contributing cause/primary issue is simple, lack of people in the workforce to take available jobs. The workforce challenges in Ramsey County are representative of a broader trend affecting most if not all of the state of ND. As of April 2024, the most recent data from NDJS indicates a 2.2% unemployment rate in Ramsey County. With a labor force of 5,651 individuals, 5,524 are employed, leaving only 127 unemployed. This low unemployment rate, while seemingly positive, shows the critical shortage of labor. This disparity between the number of job seekers and available jobs is exacerbated by factors such as skill mismatches, geographic mobility constraints, and possibly unreported or underreported job vacancies, suggesting that the actual number of available jobs could be even higher than reported.

The local tourism industry, driven by the allure of Devils Lake's fishing opportunities, further stresses the workforce deficit. Restaurants, hotels, and convenience stores struggle to cope with the influx of visitors, which can diminish the quality of service and potentially impact the region's reputation as a tourist destination. Direct tourism employment for 2023 was 964 jobs. Many of these are part time and have been in the past filled by high school students. Ramsey County has the second highest amount of tourism related jobs in the state of ND, falling behind Billings County, which house TRNP and Medora. Employment in the hospitality industry is still below 2019 levels—tourism was one of the most impacted industries by closures during the pandemic.

Addressing these workforce challenges of the community requires a multifaceted approach, including target incentives to attract workers. This Talent Attraction grant will support initiatives aimed at mitigating workforce challenges. Devils Lake has always done a good job attracting people to the region for tourism but have never included a come work here/live here message.

In the application, we frequently discuss collaboration with partners to tackle workforce challenges. The acronyms listed below are used consistently throughout the proposal for ease of reference:

- LRSC (LRSC)
- Devils Lake High School (DLHS)
- Region 3 Mobile Career Exploration Classroom (R3MCEC)
- DLCOC(DLCOC)
- FDL(FDL)
- North Central Planning Council (NCPC)

Identify who is impacted by the workforce challenges including if the challenge is unique or disproportionate to underserved populations. Underserved populations may include, but are not limited to people with disabilities, women, veterans, justice-involved persons, low-and moderate-income individuals, individuals transitioning out of homelessness, workers with lower levels of educational attainment, workers of color and other minority groups.

We believe there is a notable underemployment among high school students, attributed to scheduling conflicts with extracurricular activities such as sports, and a perception that their limited availability diminishes their employability. This is compounded by a parental sentiment that we believe also feels limited availability diminishes their employability.

DLHS reports that 27% of 9-12 students are Native American. Approximately 35% of students are on free or reduced lunch programing.

Local businesses are impacted by challenges and struggle to find qualified employees, leading to reduced productivity and missed opportunities for expansion. Many of our businesses rely on local talent. With a workforce shortage, these businesses struggle to operate efficiently.

Workforce challenges in Devils Lake have a multifaceted impact, affecting not only businesses but also the broader community. The inability to find qualified staff, such as a daycare manager, hinders the opening of new services which are crucial for working families. This shortage extends to various sectors, leading to reduced operational hours and increased wait times, which in turn can drive up prices, affecting the cost of living for all residents.

Transportation emerges as a significant barrier, particularly for low-income individuals who may lack ownership of personal vehicles. The absence of a robust public transit system exacerbates this issue, limiting employment opportunities for those living in remote areas like the Spirit Lake Indian Reservation. Approximately 6200 people live on the Spirit Lake Indian Reservation. Despite the availability of a limited transport service from the reservation, its restricted hours fail to meet the needs of both businesses and workers, creating a disconnect between available jobs and the workforce.

Identify at least one metric that will be used to determine impact and provide the current status of that metric.

One metric that will be used to determine impact is the number of students that attend LRSC from DLHS. In 2023 63% of DLHS students attended LRSC, 2024 was 36%. Although we won't know the exact number for 2025 by the time this grant ends, we will know how many have committed by June 1.

Other metrics are at 0 because this project has new programs being implemented. We will track all numbers for this grant and will easily be able to share student participation in events.

ND Labor Market indicates there is a population of 11,463 for 2023. While the ND Labor Market population figure provides a demographic snapshot, it cannot be directly tied to the grant's influence on retention.

Describe and define the geographic extent of the challenge and the proposed solution; include the populations, municipalities and/or counties impacted. Provide data, research and/or evidence to support the project need and include how you engaged with affected stakeholders to support the project need.

The extent of the workforce challenge is really statewide. Few would argue that North Dakota's low unemployment rate and rapid economic growth, have created a competitive job market and a need for skilled workers statewide.

The geographic scope of the proposed solution focuses on Devils Lake Region in Region 3.

Population statistics for the counties of Region 3 are as follows: Ramsey (11,515), Eddy (2,314), Towner (2,064), Benson (5,770), Rolette (11,933), and Cavalier (3,597). The project will be focused on Ramsey County. Schools within the region and area will be invited to the summer job fair and career fair. Schools in Ramsey County include DLHS, ND School for the Deaf and Starkweather.

Project need can be identified by job openings, time to fill positions and low unemployment rate. According to Forbes, a reasonable unemployment rate is between 3% and 5%. However, economists suggest that as the U.S. unemployment rate gets below 5%, the economy is very close to or at full capacity. So, at 3.5% one could argue the level of unemployment is too low, and the U.S. economy is becoming inefficient. North Dakota as of April 2024 was at 2% and Ramsey County, ND was at 2.2%.

The need is validated by conversations had with businesses by the Region 3 MCEC Job Coach. The job coach for that project has completed 27 one on one meetings with businesses and organizations. Safe to say, all businesses are concerned about finding employees and are desperate for resources and solutions to finding workforce.

Efforts through this project aim to establish a strong connection between the students' and their short term and long-term potential future roles in the community.

Identify the number of individuals projected to be impacted on or prior to June 30, 2025. All programs must include program capacity.

The Summer Job Fair is anticipated to have an attendance of 523 students from grades 9-12. In addition, area schools will be invited, although hard to project attendance since this has never been done before. This event is designed to provide valuable employment opportunities and insights into various industries for our 9-12 grade youth. This will be communicated with parents and provide education on the value of working in high school. The goal of the summer job fair is getting students employed for the summer which may potentially get

them aligned with businesses that will engage them and, in some cases, show career exploration and a career path that may align with the students' skills set.

Additionally, the Career Fair is projected to reach 240 students from grades 11-12, offering a platform to explore potential career paths and professional networks.

We will be inviting all schools within the area to the summer job fair and the career fair but with travel we are unsure of participation—numbers for outlying schools are not included in the projection.

We are introducing Business Meetings, with an estimated participation of 150 business members. This initiative is a new effort. It holds the promise of creating great partnerships with school and education. In addition it will provide valuable resources for businesses to learn efforts to retain their employees and build culture.

Individual Student Meetings will be scheduled for 116 seniors, ensuring personalized guidance and support as they transition from high school to their future endeavors. In each meeting representatives will gather information about students plan after high school, share resources, encourage career exploration, encourage job shadows, help to align students with local businesses for tours, job shadows, work-based learning, internships and ND Career Builder Program.

The Job Shadow program, a new and significant addition to DLHS is expected to engage 120 students. It would be the program's first year and full participation is not anticipated. The job shadow program will not only provide practical insights into various industries but also foster a culture of proactive career exploration. To ensure inclusivity, dedicated staff and a contractor through this grant will assist students who face difficulties in securing shadow opportunities in the community.

The impact of our video resources, which will be disseminated to DLHS, the local reentry center, Job Service, Vocational Rehab, and all project partners, cannot be quantified at this time. Nevertheless, the anticipated reach is significant, promising to extend the benefits of these initiatives well beyond our immediate student body.

How did you determine that the identified issue is not being addressed (or fully addressed) through existing programs and/or funding in your region? Explain how this project provides an innovative solution to minimize the workforce issue and goes beyond the status quo in your region. If your project is based on solutions that have been successfully implemented in other regions, provide information about those outcomes. If your project is a completely new approach, explain why you believe it will be successful. Provide data, research, and evidence to support your proposed approach to address the workforce challenge.

Specifically, discussions with the High School and North Dakota NDJS revealed a lack of initiatives targeting comprehensive career development for students. While the high school hosts career events, these primarily feature local colleges and do not encompass the full spectrum of post-secondary pathways, such as two-year and four-year colleges, apprenticeships, military service, and direct entry into the workforce. This project proposes a multifaceted approach by introducing a targeted summer job fair, which is unprecedented in our region. Furthermore, a survey conducted with the DLCOC members underscored the demand for a job shadow program, with 50% of respondents identifying it as a critical need. This project is innovative in its commitment to providing a holistic view of career opportunities and hands-on experience (job shadowing) significantly expanding current programming.

This project was put together with input from business, the DLHS and LRSC. We feel it this multi-faceted approach ensures a long-term solution to workforce challenges, equipping our youth with the necessary skills

and knowledge while simultaneously providing businesses with the tools to cultivate a dynamic and skilled workforce.

Describe the proposed project, as aligned with one or more of the categories listed above, and how it meets the stated need and critical workforce issues of the region and/or industry. Explain how the proposed program implements a long-term solution to permanently mitigate or remove workforce participation issues. Include information on how the proposed program is reflected in the region's comprehensive economic development strategy or other economic development planning efforts. How will the proposed program impact underserved populations and promote economic opportunity enhancements in the region?

The proposed retention project aims to address the critical workforce issues by creating programming that retains students (high school and college) and aligns them with local employment and career opportunities. In addition, the business meetings focused on helping business retain their employees as well as engaging high school and college students to their businesses.

The initiative includes these elements: Summer Job Fair for grades 9-12 will communicate the value of summer employment to students and their parents. Local businesses will be present to discuss open positions, offering students insights into various industries and potential career paths.

A comprehensive Career Fair will assist students with career planning and potentially match them with local employers. It will feature a diverse group of participants, including businesses, colleges, military recruiters, and resources for financial aid and career planning, such as Gold Path solutions, O*net, and Career One Stop. The fair's objective is to provide career exploration opportunities and prepare students for post-secondary education, work force training, apprenticeship or immediate workforce entry.

Both these events/fairs are designed to integrate into the region's economic development strategy, offering solutions to workforce participation challenges. They will enhance access to employment and educational resources. The initiative reflects a commitment to fostering a robust economic future for the region through strategic alignment of students and workforce needs.

Individualized student meetings with DLHS seniors. Each meeting will consist of: student, school representative, local college representative and other project partners.

Additionally, the proposed project aims to address the critical workforce challenges in our region by establishing a comprehensive job shadow program. The job shadow initiative will be a collaborative effort with DLHS.

The proposed project aims to create a series of 20-25 concise business videos, each ranging from 30-45 seconds, designed to highlight and showcase local businesses within the Lake Region. These videos are intended to help students in the job shadow decisions, help them see some of the places they can go and give them a sense of what the business have to offer.

The project would also include the inception of Quarterly Business Workforce meetings. These meetings will serve as a platform for businesses to learn more about innovative strategies to engage the workforce and enhance company culture. The agenda will cover a range of topics including implementing tours, job shadows, internships, apprenticeships, and work-based learning into their business or organizations. Meetings will also promote state resources such as the Candidate Marketplace tool. In addition to the meetings there will be 10 Did you Know segments in the Chamber Newsletter. Like Did You Know that businesses can set up in the high school over lunch to engage students in future employment opportunities/recruitment.

A marketing campaign in partnership with LRSC will encourage college student to stay for summer employment in between their two years. In addition, it will target the message to students who are not going on to another higher education institution to stay in the community to seek jobs.

Describe the activities and outcomes of the proposed project. Include the timeline for implementation, and project milestones. Implementation must include a timeline, with an initial milestone identified (this initial milestone will be a trigger for funding and must be a milestone that is obtainable within a reasonable time period in order to request funds). Fits online—don't add to this section.

August 15- August 30 Seek an independent contractor to provide contracted service that will fully implement, facilitate carry out the seven elements of the project. Experience in recruiting, retention and workforce development will be required as well as confidence in public speaking and event coordination. By September 1-Contractor selected for contracted services.

August 30th-April 1st. Business video production (20-25) and editing will be in process. These videos will serve as a dynamic visual platform to illustrate the diverse career opportunities available, the passion employees have for their roles, and the unique attributes of each business's facilities. By distributing these videos through various channels such as StrengthenND, Find The Good Life, Region 3 MCEC, DLHS, NDJS (which has an outreach program that includes Spirit Lake Reservation), VocRehab, and local reentry centers the project seeks to address critical workforce issues by enhancing visibility and interest in employment opportunities, and by increasing awareness and understanding of the local job market for all populations. This approach will show real-world examples of successful employment and career satisfaction, thereby inspiring viewers to consider new possibilities for their own career paths. Use of video content will create a lasting resource that can be utilized by various stakeholders to promote a thriving, diverse, and inclusive workforce in the region.

November 2024- April 2025—Marketing campaign at LRSC to target summer employment & for second years employment after graduation.

*September, October & November 2024---Individual student meetings with DLHS students. Goals of each meeting are: work to retain students to the community, when possible, align them with a local business, get them to go to college/workforce training locally, share and encourage local opportunities, tell them we would love to have them stay in the community if the community can align with the opportunity they are looking for. This piece of the project will provide a lot of research for future areas to focus on. For students more unsure of what they want to do a wealth of resources will be provides such as Compass, Career View XR, and North Dakota RU Ready, which are instrumental in career exploration and planning.

*October or November--Career Fair for 11-12 grade students.

*March or April 2025—Summer Job fair at DLHS.

*October 2024, January 2025, March 2025 and June 2025—Quarterly Business Meetings. Meetings will serve as a platform for businesses to learn more about innovative strategies to engage the workforce i.e. work based learning, job shadows, school partnership programs, internships, scholarships.

*October 2024-May 2025—Pilot program start of DLHS Job Shadow program.

*Dates are estimates. DLHS will determine dates for best attendance/alignment with school calendar.

Grant funds will be spent by June 15th, 2025

Describe the regional partners involved in the proposed workforce solution; describe each partner's experience and expertise providing relevant services/solutions in the region and how that experience will benefit the project. What role will each partner play? How does this collaboration support objectives and outcomes? What assurances are there that each partner will maintain its commitment for the length of the project?

This is not a regional project per se however we do feel there is some potential regional impact, although minimal. Local partners involved are: NCPC, Forward Devils Lake, Region 3 MCEC, DLCOC, Devils Lake Tourism, NDJS and the DLHS.

All entities are fully aware that this is a significant project and will take their time and support for the period of the grant. They see this is a great opportunity to do things they haven't had the financial opportunity to do. Entities feel like all these programs will create community momentum and awareness. Partners also feel this grant will facilitate engagement of business and education which is currently deficient.

These partners, with their extensive experience in community engagement and economic development, were integral in shaping the ideas of this project. These partners bring a wealth of support, expertise, and community insight to the project. Their collective experience will be instrumental in guiding the project's direction and fostering a collaborative environment for the duration of the initiative. Each partner will have the same role for the project and that is to actively participate in the project committee, contributing to the review and implementation of project activities. All partners have pledged to serve on the committee for the length of the project.

Sandra Shively, NCPC. Sandra has worked at NCPC since 2010 and has 27 years working for non-profits. She has written and administered numerous grants from state and federal agencies such as EDA, USDA RD, SBA, and HUD CDBG with projects ranging from \$20,000 to \$1.2 million.

Brad Barth, Forward Devils Lake. Brad is passionate about helping Devils Lake and Region III grow in people and businesses. He has spent the last 15 years of his career helping to increase ND workforce by building relationships with the states core businesses.

Erin Wood, Vice President for Advancement at LRSC. Erin works directly with students and has held multiple positions within the college giving her a clear understand of the student population and experience attracting them to the college.

Ann Pollert, Job Coach from the R3 MCEC project. Ann has experience with nonprofits and with recruitment. Ann has worked with businesses on their talent attraction strategies.

Ryan Hanson, Principal at DLHS. Ryan understands the DLHS student population and recently won the Principal of the Year award. Ryan is a hands-on principal and has a keen focus on making programing at the DLHS the best it can be.

Suzie Kenner, DLCOC and DL Tourism is the grant applicant and her experience is highlighted in that section.

If grant is awarded the project committee will include the above professionals as well as possibly additional members that will be identified upon award.

Describe how partners were involved in identifying the proposed workforce solution. How will communication and coordination with partners be maintained through the project period to maintain accountability and meet

program objectives? Provide letters of support from within the region that these organizations have reviewed the project and are on board. We require at least 3 unique letters of support.

Partners were actively involved through brainstorming sessions where a multitude of ideas were evaluated for their potential effectiveness on retention. Additionally, leveraging insights from the ongoing Region 3 RWIP grant, we have incorporated feedback from business meetings, highlighting a desire to employ high school students for evening and weekend shifts. There is no duplication between this project proposal and the R3MCEC project, the tasks are completely different.

Upon receiving the grant, we will form a dedicated oversight committee possibly consisting of partners mentioned above. This committee will ensure the grant's objectives are met with utmost accountability.

These organizations are passionate about doing something to address the work force issue and are eager to bring the projects to the community.

Their responsibilities will include:

1. Providing assistance and in-kind support at the summer job and career fair.
2. Aiding in the promotion of these events to local businesses and organizations, utilizing websites, newsletters, and applicable meetings for outreach.
3. Facilitating the acquisition of speakers for quarterly business meetings and, when appropriate, presenting at these gatherings.
4. Actively promoting and encouraging participation in job shadowing and work-based learning opportunities.
5. Monitoring of implementation, achievement of milestones, and the grant budget.
6. Spend a minimum of 50 hours working with the projects over the 10-month period. Participating in meetings, events, video taping at businesses etc.

See attached letters of support to substantiate our collaborative efforts and commitment. These letters serve as a testament to the strong community backing and the shared vision for retention and workforce development.

Describe the lead organization's experience in managing local, state, or federal grant programs within the last five years; please provide specific examples and details of the experience. Please indicate who specifically will be responsible for grant management activities as part of this project, and their grant management and reporting experience. The name and contact information for the individual managing the grant should be included in this section.

Over the past fifteen years, the DLCOC, under the leadership of Suzie Kenner, has successfully managed a variety of grant programs that have significantly contributed to the economic development of our community. Suzie Kenner, who has been with the organization since 2009 and currently holds the positions of Tourism Director and Director of the Chamber, will be the primary individual responsible for grant management activities for this project. Her experience includes overseeing grants for building and marketing projects, demonstrate her capability in overseeing this proposed project.

Suzie's expertise in business development, marketing, and government relations has been instrumental in advocating for the business community at all governmental levels. Her commitment to fostering economic

growth is evident through her initiatives to support business expansion and her efforts to promote Devils Lake as an attractive location for living, working, and investing. Her strong relationships with businesses, community organizations, and government agencies further underscore her qualifications for managing this grant.

Grants that the Chamber has received in the past:

*In 2018 awarded the North Dakota Tourism Main Street Expansion Grant for the Bridgestone Park Project: \$10,000

*In 2015, awarded an Outdoor Heritage Fund Grant for Devils Lake Access Improvements for Fishing Piers for Handicapped, Elderly and Mobility Impaired: \$361,000

*In 2011, Public Information Coordinator Project from the Department of Transportation for the RADS project around Devils Lake.

Suzie will bear the responsibility overseeing the grant management activities and reporting. Her proven track record and dedication ensure that the grant management process will be handled with the utmost professionalism and efficiency. For direct communication Suzie Kenner can be reached at: 701-662-4903 and suzie@devilslakend.com

Describe the resources and activities that the applicant will employ to ensure deliverables of the workforce project will continue beyond the grant period. Be specific about the financial and human resources that will continue and who will be responsible for ensuring continuation. If a project is intended to be a one-time expense, note this information accordingly.

To ensure the sustainability of the workforce project's deliverables beyond the grant period, the Chamber will maintain the initiative of holding the business meetings, with a flexible approach to frequency, possibly adjusting from quarterly to biannual based on participant engagement. These meetings will serve as a platform for continuous feedback and evolution, ensuring relevance and value to the business community.

We are optimistic that businesses will recognize the value of the business videos for their internal recruitment and will take the initiative to update them as necessary.

The NDJS currently offers community career fairs with the target audience the wider community. Efforts to engage, inform and involve students at these community events will be made through outreach to the schools to notify and encourage students of the events.

The high school is confident to support job shadowing opportunities and a summer career fair, contingent upon the development of necessary resources through the project. The administration, counselors, and project stakeholders are committed to establishing a framework that will facilitate the ongoing organization of these events, potentially at a varied scale depending on resource availability.

The longevity of individual student meetings remains uncertain; however, the LRSC is prepared to contribute to this endeavor within its capabilities.

Budget Narrative: The DLCOC is requesting a \$250,000 RWIP grant for Retention. The DLCOC has secured the match of \$62,500 and has letters of commitment for those dollars.

The project committee will be tasked with formulating a comprehensive scope of work and establishing a network to identify a qualified individual or company to contract for services with for the entire project. The selected contractor will be required to possess expertise in workforce development, talent attraction, recruitment, public speaking, and event management. The scope of work will define the contractor's obligation to support the committee in executing all events, with the understanding that the contractor will bear all related expenses to all activities throughout the grant. The contractor is expected to dedicate significant time at the DLHS being involved in school-related grant elements.

Projected expenses for contracted service may encompass, but are not limited to:

- Project Materials and Supplies: Costs associated with materials or supplies specifically required for the project, including office supplies and equipment.
- Human Resources: Compensation for the contractor engaged in the project and any additional personnel employed.
- Travel Expenses: Transportation costs for students attending events and travel expenses incurred by the contractor for project-related activities.
- Event Promotion and Marketing: Expenses for graphic design of promotional materials, advertising, and social media campaigns to publicize events.
- Event Logistics: Costs for renting and setting up event venues, along with refreshments and other hospitality-related expenses. Costs for meals if events are over meal times.
- Printing and Publishing: Expenditures for printing brochures, flyers, bags, posters, and other project-related materials.
- Mailing and Communication: Postage for dispatching invitations, newsletters, or other forms of communication.
- Insurance Costs: Premiums for event liability insurance or other relevant coverage for project events.
- Technology and Software: Expenses for software licenses, subscriptions, or specialized tools necessary for project management, data analysis, or communication.
- Evaluation and Reporting: Costs tied to surveys, focus groups, or other evaluative measures.
- Community Outreach: Expenses related to employer engagement and promotional materials such as banners and signs.
- Student Incentives: Costs associated with incentivizes for student participation (costs for prizes, giveaways). Bags for handouts with stay in Lake Region message.
- Accessibility and Accommodations: Costs for making events accessible (e.g., sign language interpreters, accessible venues).

Match:

In-kind:

Committee. \$22,500 Estimated 6 members at 50 hours throughout grant. 6 members \$75 per hours (salary and fringe).

\$3300 LRSC recruiting staff and individual student meetings estimated at 60 hours.

Draft 7/1/2024

North Dakota Regional Workforce Impact Program

Section I Grant Information

A. Background

The Department of Commerce received an appropriation from the 68th North Dakota Legislative Assembly to provide support to organizations addressing workforce challenges and barriers to employment through the ND Regional Workforce Impact Program (RWIP). The RWIP provides grants to regional workforce entities in North Dakota to design and implement innovative plans to address their region's most demanding workforce challenges. The grant program is designed to encourage regions and communities to develop sustainable, innovative solutions to help businesses find workers, and help workers and jobseekers connect to jobs and communities. The RWIP grant aims to support the cost of local solutions that will have a broad impact through a community or region. Funds may be provided as a resource to implement a long-term, sustainable solution to permanently mitigate workforce participation issues in a community or region. Single business solutions are not eligible.

B. Purpose

The goal of the Regional Workforce Impact Program is to empower locally led solutions to one of the state's greatest challenges. Workforce needs vary by region throughout North Dakota, so a one size fits all approach is unrealistic and would not adequately address challenges in all parts of the state. By creating a regional funding mechanism to support workforce initiatives, local and regional partners have the opportunity to articulate their needs and the ability to access funding to address them. The Department of Commerce aims to increase participation in the workforce statewide by equipping communities with resources to invest in initiatives that are catered to the needs of their region.

An application's proposed solution must address the region's most immediate workforce challenges. This program will assist applicants in funding workforce initiatives that promote economic stability and prosperity by addressing workforce challenges. The Department of Commerce encourages utilizing new and existing collaborations of regional partners to leverage resources that foster the development of partnerships to implement sustainable workforce development solutions.

Collaboration to develop initiatives that address the region's most pressing workforce challenges and impact various geographies and/or populations throughout the region representing both rural and urban is encouraged; however, it is not required. Each project will be submitted on its own application. A single application on behalf of the region is no longer required. Applicants must be able to articulate the greatest impact possible to the region as a whole. Please note that

regions are defined as the eight planning regions, although the impact of a project may extend beyond a region's borders.

To ensure equitable access to these grant dollars, a portion of funding is reserved for each of the eight planning regions based on population as provided by the 2020 decennial US Census. Applicants are required to demonstrate 25% match for each project. Below is the breakout of maximum funding amount per region and the counties that are included in each region.

Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8
\$1,313,000	\$1,566,000	\$1,215,000	\$1,535,000	\$2,319,000	\$1,319,000	\$1,957,500	\$1,275,500
Divide	Bottineau	Benson	Grand Forks	Cass	Barnes	Burleigh	Adams
McKenzie	Burke	Eddy	Nelson	Ransom	Dickey	Emmons	Billings
Williams	McHenry	Cavalier	Pembina	Richland	Foster	Grant	Bowman
	Mountrail	Ramsey	Walsh	Sargent	Griggs	Kidder	Dunn
	Pierce	Rolette		Steele	LaMoure	McLean	Golden Valley
	Renville	Towner		Trail	Logan	Mercer	Hettinger
	Ward				McIntosh	Morton	Slope
					Stutsman	Oliver	Stark
					Wells	Sheridan	
						Sioux	

To qualify, proposals must fall under at least one of the following categories:

- Talent attraction marketing and locally implemented strategies for business, industry, and communities that leverages existing statewide assets like *Find the Good Life* platform and pipeline to recruit employees nationwide and retain students and recent graduates. - cap of \$250,000
- Retention - cap of \$250,000.00
- Infrastructure investments that directly relate to the proposed workforce solution – cap of \$500,000
- Infrastructure investments that expand a childcare center – cap of \$500,000
 - The childcare must be a center and cannot be home-based or in a site that can be repurposed for housing

- Capital investments, capital purchases for new or renovated space to support the applicant's proposed program must be able to show direct influence on the workforce solution- cap of \$500,000.

Grant funds must be used for newly proposed activities and cannot be applied toward projects that are duplicative of state-funded initiatives. Grant funds cannot supplant an existing budget. Grant and match funds can only cover expenses during the term of the agreement. Grant funds must be spent by June 15, 2025.

C. Eligible Applicants and Projects

Eligible applicants include the following types of North Dakota-based organizations:

- Economic Development Organizations
- Cities (must be incorporated)
- Chambers of Commerce
- Job Development Authorities
- Tribal Entities
- Regional Councils
- Counties
- Other organizations addressing local or regional economic development needs.
- Childcare Centers
- Schools (may be eligible for childcare facility projects)

NOTE

- Projects and populations impacted must be in North Dakota.
- Enhancements to projects previously funded by RWIP and in one of the qualified categories stated above are eligible.

Applicants may submit no more than 2 applications. Each project must clearly show how it is expanding upon workforce solutions and cannot be an extension of any current or previously funded projects or current applications.

D. Ineligible Applicants and Projects

Ineligible applicants include:

- Applicants that reside outside of North Dakota
- Individuals
- Political organizations subject to tax under IRC section 527, such as political parties; campaign committees for candidates for federal, state, or local office; lobbying organizations, and political action committees.
- Institutions of postsecondary education
- School districts and private schools
- Private Businesses (except for childcare centers which may be eligible)

Ineligible projects include:

- Program that are duplicative of state resources or programs
- Subsidized or Supplanted projects that are an extension and do not clearly show how they are expanding upon their current or previous funds by RWIP, Technical Skills Training Grant, and/or Workforce Innovation Grant funds.
- Housing projects that include capital investment for property, structure, or construction. (Alternate Funding Sources Found in ATTACHMENT A)
- Workforce training programs to upskill, reskill, or prepare new and existing staff. (Alternate Funding Sources Found in ATTACHMENT A)
- Funds cannot be used for lobbying at the local, state, or federal level.

E. Administration

The Regional Workforce Impact Program is administered by the Workforce Development Division of the Department of Commerce. References to 'division' throughout this guide are in reference to the Workforce Development Division.

Questions may be directed to:

Evan Moser

ND Department of Commerce

P.O. Box 2057

Bismarck, North Dakota 58502-2057

Phone: 701-328-5324

E-mail: ejmoser@nd.gov

Section II Grant Proposals

A. Proposal Requirements

All application materials **MUST** be submitted online at: (The link will be here once application window is open). The items listed below will need to be completed and/or uploaded as part of the applicant's submission.

- Complete vendor registration with Office of Management and Budget to receive payment (if you have never received or have not received payment from the state within the past 12 months): [Supplier Registration](#)
- Upload Letters of Commitment from all partners and sub-recipients identified in the proposal; the lead applicant must upload/attach the letters in a single PDF.

Grant proposals must follow the format shown in Part B, Proposal Format and Part C, Proposal Submission (below). Proposals that fail to meet the criteria set in Parts B and C will not be rated until clarification or additional information is sufficient for the proposal rating process.

B. Proposal Format

Ensure a detailed proposal that clearly explains the project, target workforce initiative, milestones to achieve, population served, and impact to the region. **An application may contain only one project. If an application is submitting multiple projects, they must submit a separate application for each project. Applicants are limited to 2 applications per round.** Within the proposal format you will see points awarded to each section. To be considered for award, you will need to meet or exceed 75 points overall.

C. Proposal Submission

The department requires this section be used as the template for all applications. Within the application portal each text box will have a character limit of 3,000.

Proposal elements must include the following sections:

Project Description (80 points)

Project Needs Statement (20 points)

Project Need - (10 points)

Identify the workforce challenges facing your region and any reason identified as a contributing cause. Identify who is impacted by the workforce challenges including if the challenge is unique or disproportionate to underserved populations. Underserved populations may include, but are not limited to people with disabilities, women, veterans, justice-involved persons, low-and moderate-income individuals, individuals transitioning out of homelessness, workers with lower levels of educational attainment, workers of color and other minority groups. Identify at least one metric that will be used to determine impact and provide the current status of that metric.

Describe and define the geographic extent of the challenge and the proposed solution; include the populations, municipalities and/or counties impacted. Provide data, research and/or evidence to support the project need and include how you engaged with affected stakeholders to support the project need.

Identify the number of individuals projected to be impacted on or prior to June 30, 2025. All programs must include program capacity. Existing programs must identify current and projected capacity after expansion.

Innovative Approach - (10 points)

How did you determine that the identified issue is not being addressed (or fully addressed) through existing programs and/or funding in your region? Explain how this project provides an innovative solution to minimize the workforce challenges and goes beyond the status quo in your region. If your project is based on solutions that have been successfully implemented in other regions, provide information about those outcomes. If

your project is a completely new approach, explain why you believe it will be successful. Provide data, research, and evidence to support your proposed approach to address the workforce challenge.

Project Description and Implementation (20 points)

Project Description - (10 points)

Describe the proposed project, as aligned with one or more of the categories listed above, and how it meets the stated need and critical workforce issues of the region

Implementation (10 points)

Describe the activities and outcomes of the proposed project. Include the timeline for implementation, and project milestones.

- Grant funds must be spent by June 15, 2025.

Implementation must include a timeline that identifies project milestones. (The initial milestone will be a trigger for funding and must be a milestone that is obtainable within a reasonable time period in order to request funds). When approved, agreement compensation schedule is partially based on milestones identified in the Implementation timeline.

Partnerships and Collaborations (20 points)

Partner Experience and Commitment (10 points)

Describe the regional partners involved in the proposed workforce solution; describe each partner's experience and expertise providing relevant services/solutions in the region and how that experience will benefit the project. What role will each partner play? How does this collaboration support objectives and outcomes? What assurances are there that each partner will maintain its commitment for the length of the project?

Partner Communication and Coordination (10 points)

Describe how partners were involved in identifying the proposed workforce solution. How will communication and coordination with partners be maintained through the project period to maintain accountability and meet program objectives? Provide letters of support from within the region that these organizations have reviewed the project and are on board. **At least 3** unique letters of support are required.

Applicant Capability and Staffing (5 points)

Grant Management (5 points)

Describe the lead organization's experience in managing local, state, or federal grant programs within the last five years; please provide specific examples and details of the experience. Please indicate who specifically will be responsible for grant management activities as part of this project, and their grant management and reporting

experience. The name and contact information for the individual managing the grant should be included in this section.

Outlook and Project Sustainability (15 points)

Sustainability (5 points)

Describe the resources and activities that the applicant will employ to ensure deliverables of the workforce project will continue beyond the grant period. Be specific about the financial and human resources that will continue and who will be responsible for ensuring continuation. If a project is intended to be a one-time expense, note this information accordingly.

For Childcare Centers

Describe the plan for staffing the center. Please indicate how you will recruit new staff and who you will be recruiting. If new staff need to be trained, describe the process for achieving all training requirements.

Capacity Building (10 points)

Describe how this project will meet workforce needs in your region. Explain how the project will increase the capacity of your workforce. Be specific about the workforce capacity building and how you will be able to continue to grow the capacity.

Budget Proposal (20 points)

The budget section must include a line-item narrative that explains the budget breakout. All items must be aligned with the projects categories listed above. All line items must be supported by a bid/quote/estimate or supporting documentation of how that expense was determined.

Eligible grant fund expenses:

- *Equipment*
- *Technology, including hardware, software, digital subscriptions during the timeframe of the grant.*
- *Career counseling and coaching services*
- *Capital investments*
- *Project-related marketing*
- *Contracted services specific to the proposed project(s)*
- *Infrastructure supplies and materials*
- *Travel and lodging using current GSA rates (Per Diem Rates | GSA) for participation in hiring/recruitment events (paid to the grant recipient)*

Ineligible grant fund expenses:

- *Direct payment to individuals. Funds must be paid to a registered organization.*
- *Current and future operation expenses (including but not limited to salary/fringe, organizational operations, and indirect costs)*
 - *Note: This grant cannot supplant an existing budget.*
- *Housing projects*
- *Administration rate for grant*
- *Fees incurred preparing and submitting an application (i.e., time, research, grant writing fees, etc.)*
- *Administrative, personnel and programmatic funding for operations of the lead applicant, program partners, and sub-recipient(s)*
- *Taxes, except sales taxes on eligible expenses*
- *Advocacy or lobbying efforts (not eligible for match)*
- *Programs that propose work stipends or wage subsidies*
- *Scholarships and scholarship funds*
- *Rental expenses for applicant entity*
- *Private sale purchases of approved items (i.e., Facebook Marketplace, Craigslist, BisMan Online, garage sale, etc.)*
- *Incidentals (i.e. Misc. expenses) or indirect costs*

NOTE: Some ineligible grant fund expenses may be eligible for match contribution

Budget Narrative (10 points):

The budget narrative is the connection between the line-item budget and the project activities.

- a. Identify total project cost, grant funds requested, match obtained, and/or match pending. Describe what the line items will be used to purchase.
- b. Provide a description of the match (equipment donations or discounts, in-kind activities, cash donations) and the private sector entities supplying the match.
- c. Describe how the grant funds requested, by line item, relate to the proposed workforce initiative(s)
- d. Describe how the match and match provider relate to the proposed workforce initiative(s)
- e. Explain any fund-leveraging and activities beyond match

General Match Requirements - Applicants are required to obtain a 25% match of the grant funds requested. This means that when calculating match, you will take your requested grant amount and calculate 25% of that total. For example, an applicant requesting grant funds of \$100,000 will be required to obtain a \$25,000 match. In this example, the total project budget with grant and match combined is \$125,000. Match is defined as the portion of project costs that are not covered by grant funding provided from the Department of Commerce. The grantee must contribute the balance to complete the project. All line items must be supported by a bid/quote/estimate or supporting documentation of how that expense was determined.

Cash, equipment, supplies and/or in-kind match (i.e., salary/fringe, mileage, and lodging) may be used as match under this grant.

Match must be identified in the proposal. In some instances, match may not be fully obtained at the time the proposal is made. This is allowable; however, in this instance, once match is identified, it must be approved by the Department of Commerce and the grant agreement will be modified to describe the match.

- a. Match collected and/or applied prior to agreement start date will not be eligible.
- b. All match contributions must be properly valued by the donor and clearly identifiable from the grantee's records and have adequate supporting documentation.
- c. Match should be from the private sector. Federal funds may qualify as match. If using federal funds as match, applicant must specify the source, federal funding period, confirmation of federal award, and demonstrate that the funds can be used as match per funding source regulations.
- d. Match must be approved by the Department of Commerce and must be directly related to the approved project.
- e. Project records must include documentation to demonstrate that match was used to support acquisition or provision of the approved grant project.
- f. All match used to support grant reimbursement must be used solely for this project during the grant agreement period.

Cash Match

- a. All cash match reported must be supported by documentation of the day the cash was received and the related accounting records that show the cash was used for the project.
- b. Cash match must be applied to the project and must be spent within the grant agreement dates of the project.

Equipment/Supplies Donation or Discount Match

- a. Match from equipment or supplies donation or discount must include documentation to support valuation of the donated/discounted item(s) at the time of use for the project. The match contributor must describe the item(s), state the value, and explain how the value was determined. The match contributor must sign and date the document containing this information. **Note:** If the match contributor is unwilling to provide this information, the requestor will contact the Division for assistance in determining an alternate method.

- b. Donation of equipment or supplies received prior to use for the project will not be eligible as match for this project.

In-Kind Match

- a. In-kind match is defined as temporary use of equipment, space, or personal services. In-kind match can also include, but is not limited to, salary/fringe and/or travel expenses (mileage and lodging).
- b. Documentation of in-kind match must include a description of the process for determining the value of the services.
- c. If in-kind match consists of personal service that is provided on a fixed contract amount, the documentation must include the services to be provided, the name of individual(s) providing the services and the time period in which the services are to be provided.
- d. If the in-kind match consists of personal service that is provided based on an hourly amount, the documentation must include a description of the services provided, the name of individual(s) providing the in-kind personal services, the hourly rate for the service and a time sheet with an hourly log reflecting the time services were provided.
- e. In-kind space must be valued at market rate for the area. Documentation must include the methodology for determining the rate and proof of rates for the market.

IMPORTANT NOTE: Match contributions spent prior to agreement start date are not eligible and will not be applied toward overall match for this grant.

Budget Breakout (10 points)

The budget breakout will be formatted as shown below. The tables listed below are for template purposes. The number of Line-Item Categories or Line Items may be adjusted as needed. Applicants should demonstrate in writing and through attached documentation how they came to line-item costs (i.e., bid from vendor, retail website, etc.)

Total Project Cost: \$ _____

Grant Funds Breakout

Line-Item Category	Cost
Line Item	\$
Line Item	\$
Line-Item Category	\$
Line-Item Category	\$
Line-Item Category	
	\$
Total Funds Requested	\$

Match Description

Line-Item Category	Match Value
Line Item	\$
Line Item	\$
In-Kind Services Breakout	
In-kind description	\$
In-kind description	\$
Cash – Business Providing Donation	\$
Total Match	\$

Section III Proposal Review and Approval**A. Proposal Review and Rating**

Review and rating of proposals is conducted by the Workforce Development Division of the Department of Commerce. The Division will work with designated individuals to clarify proposals, verify match requirements, and to ensure completeness.

1. Proposals will be rated by the division
 - a. Project Needs Statement (20 Points)
 - a. Project Description and Implementation (20 points)
 - b. Partnership and Collaborations (20 points)
 - c. Applicant Capability and Staffing (5 points)
 - d. Outlook and Project Sustainability (15 points)
 - e. Budget Proposal and Narrative (20 points)

Total Points = 100

2. The Division will recommend funding to the Commissioner of the Department of Commerce.

B. Grant Approval

The Division will officially notify the grantee of the award by contacting the respective applicant. The notification will include:

1. Amount awarded,
2. Request that the applicant name an authorized agent as the contact with the division on the specific grant,
3. Request that the grantee not publicize the award, pending a press release by the Department of Commerce first.

Section IV Grant Agreement

A. Grant Agreement Development

Upon approval of a grant proposal, the division will develop a grant agreement. The division will work with the authorized agent to finalize grant agreement details.

The budget breakout section of the grant proposal will be inserted into the grant agreement under Section 3, Compensation. Payment of grant funds will be based on the grantee reaching certain milestones. The payment schedule for funding will be made in accordance as follows:

- a. Twenty-five percent (25%) of the total award will be disbursed upon execution of the grant agreement and successful submission of Request for Funds form
- b. Twenty-five (25%) of the total award will be disbursed upon reporting and documentation by the grantee showing 75% expenditure of the initial payment.
- c. Remainder of funds will be provided, upon report and documentation by the awardee after the first milestone described in the application has been met.

All unspent funds must be returned to the State by July 15, 2025.

B. Reporting Requirements

The Regional Workforce Impact Program is state-funded. The applicant and all organizations receiving grant funds as sub-recipients will be subject to State reporting and auditing requirements with all other applicable statutes, regulations, and executive orders.

1. Performance Reporting

Performance reporting for the Regional Workforce Impact Program is required under the Common Accountability Measures established by the Division of Workforce Development in compliance with NDCC 54-60-19.2. The GRANTEE will submit the performance data as requested by the Department of Commerce, Workforce Division Performance Accountability Reporting. Grantee will send separate notification of delivery (exclusive of data) to the Department of Commerce via email to: ejmoser@nd.gov. **The subject line must read: Regional Workforce Impact Program Performance Reporting**

2. Progress Narrative

Progress Narratives will be required, at minimum, every 6 months from the commencement of the agreement, and with any request for funds disbursement and budget modifications (As outlined in the agreement) . The required information will be sent out with the required documentation form upon approval.

The progress narrative must include a brief report of implementation progress and basic demographic information, which will include progress on milestones identified in the project proposal description and implementation. The progress narrative must also include a detailed report of expenditures under this grant, including both grant and match funds. (Note: If it is determined that grant funds have been utilized for ineligible expenses, the

Department of Commerce may terminate the grant and seek recoup the misused funds). Narratives will be sent via email to: ejmoser@nd.gov. **The subject line must read: Regional Workforce Impact Progress Narrative ending (date)**

3. Expenditure Report/Request for Funds

Payment of grant funds will be made as outlined, in the signed agreement. Requests for funds will include a clear description and valuation of match received to date. Request for Funds forms will be sent via email to the following email address: ejmoser@nd.gov. **The subject line must read: Regional Workforce Impact Request for Funds**

Upon reporting and documentation by the awardee showing 75% expenditures of the initial grant payment, the awardee must include invoices to support proof of match spent, documentation that match item was received, or in-kind applied, as it relates to the project. This will ensure expenditures and match are being applied and tracked accurately. All grant expenditures will be required by May 15, 2025 (45 days prior to the closure of the grant to ensure complete reconciliation and closeout).

C. Grant Agreement Modification-

The grantee will contact the Department of Commerce to get prior approval on changes to match, authorized use of grant funds, grant agreement term, or funding. Approved requests may be denied if not appropriate to the grant or may require grant agreement modification prior to implementation. A line-item deviation from grant agreement budget of no more than 10% will be accepted without prior permission and will not require grant agreement modification. This deviation allowance does not include total grant agreement amount.

Grant agreement modifications should be completed during the grant agreement period.

D. Grant Agreement Closeout

Near the end of the grant agreement, the Division will notify the grantee via letter and or email, that the grant agreement has been closed. This notification signifies the end of the grant agreement and releases the administrator and the grantee from any further obligations under the grant agreement.

Section V Monitoring

The division will monitor at least 50% of all grants during the grant term. Monitoring via desk review is allowable if documentation can satisfactorily support the review. Monitoring times will be targeted to allow the grantee to have submitted at least one request for funds. This gives the monitor and grantee an opportunity to review the process more completely.



June 25, 2024

Spencer Halvorson
City Administrator/Auditor
City of Devils Lake
423 6th St NE
Devils Lake, ND 58301

VIA EMAIL (SPENCERH@DVLND.COM) ONLY

Re: Applicability of Bidding Requirements for land owned by and to be developed by the Devils Lake Jobs Development Authority

Dear Mr. Halvorson:

I write in response to your June 5, 2024 email in which you seek a legal opinion on the applicability of bidding requirements to the Devils Lake Jobs Development Authority. Specifically, you ask if land owned by the Devils Lake Jobs Development Authority is to be developed while such land is still titled in the Jobs Development Authority, is the Jobs Development Authority subject to the same bidding requirements as the City of Devils Lake would be. Based upon my review of North Dakota law and the Devils Lake Municipal Code, I conclude that the Devils Lake Jobs Development Authority would not be subject to the same restrictions and bidding requirements that apply to the City of Devils Lake.

The Devils Lake Municipal Code requires the City of Devils Lake engage in competitive bidding which includes a procedure for inviting bids and, in certain circumstances, requires awarding a contract to the lowest responsible bidder. See generally Devils Lake Municipal Code ch. 1.07. Such bidding requirements and restrictions are not applicable to job development authorities because such requirements and restrictions are not expressly stated in the North Dakota Century Code. See N.D.C.C. ch. 11.1. Section 11-11.1-03, N.D.C.C., sets forth the powers and duties of job development authorities. Said section of the North Dakota Century Code does not contain any restrictions or requirements for competitive bidding in relation to the powers and duties of a job development authority. By comparison, the restrictions and requirements for competitive bidding applicable to individual counties within the State of North Dakota are limited to the purchase of fuel by a county by and through its board of county commissioners. See N.D.C.C. §§ 11-11-26 and -27. A review of Chapter 40-05, N.D.C.C., demonstrates a legal requirement for competitive bidding when a municipality is obtaining supplies. See N.D.C.C. § 40-05-01(52). The above-stated citations to State law indicate that municipalities are subject to competitive bidding when procuring supplies, individual counties within the State of North Dakota are required to engage in

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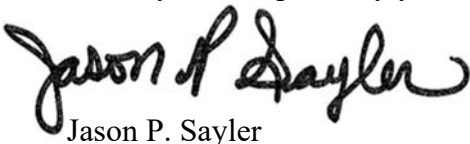
competitive bidding when obtaining fuel, yet no such competitive bidding requirements are expressly stated in the Century Code when identifying the powers and duties of a job development authority.

Based on the information available to me, and my review of applicable state and municipal law, I conclude the Devils Lake Jobs Development Authority is not required to engage in competitive bidding for the development of real property titled in the Devils Lake Jobs Development Authority nor is the Devils Lake Jobs Development Authority required to engage in any form of competitive bidding for the procurement of supplies or the awarding of contracts. This conclusion contrasts the competitive bidding requirements applicable to the City of Devils Lake as set forth in Chapter 1.07 of the Devils Lake Municipal Code; yet as previously stated, no comparable competitive bidding requirements appear in Chapter 11-11.1 of the North Dakota Century Code as that Chapter applies to job development authorities.

The above-stated statutory law is supported by North Dakota case law interpreting N.D.C.C. ch. 11-11.1 and other State law when such statutory law was challenged on a constitutional basis. See e.g., Hale v. State, 818 N.W.2d 684 (ND 2012); Haugland v. City of Bismarck, 818 N.W.2d 660 (ND 2012). In Hale, the North Dakota Supreme Court struck down a constitutional challenge to, among other things, the powers and duties of jobs development authorities by refusing to find validity in a constitutional challenge brought pursuant to the “gift clause.” See Hale, 818 N.W.2d 684. The Court’s opinion in Hale reinforces the powers and duties given to job development authorities. Id. at 693. The Court in Hale further supported its position on the powers and duties of job development authorities by citing to North Dakota Attorney General opinions identifying a job development authority as engaging in authorized economic development programs constituting an “enterprise” thereby permitting the county to loan funds for public purposes. See id. at 694 (citing N.D. Op. Att’y Gen. 93-L-129 (April 12, 1993)). The fact that job development authorities, and the powers and duties granted them, have survived constitutional challenges further supports the efficacy of powers and duties held by job development authorities which includes the absence of competitive bidding restrictions upon job development authorities. See N.D.C.C. § 11-11.1-03.

For the reasons set forth herein, I conclude the Devils Lake Jobs Development Authority is not subject to competitive bidding requirements because I find no statutory or common law requiring a job development authority to engage in competitive bidding. This letter is based upon my review of North Dakota law and relevant portions of the Devils Lake Municipal Code. I believe this letter is responsive to the question set forth in your June 5, 2024 email. If you have any questions, or if you wish to discuss this matter further, please contact me.

Thank you. Respectfully yours,

A handwritten signature in black ink that reads "Jason P. Sayler". The signature is written in a cursive, flowing style.

Jason P. Sayler

JPS/pdd