



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: February 16, 2021

City Manager:

The last two weeks have continued to include introduction meetings and tours and coordinating testimony on Legislative bills. Follow up was also completed on the CTE Project lease agreement and a draft is expected soon. Introductions with community leaders and entities continue to go well and all are excited to have a strong partnership with the City.

I have also been conducting one on one meetings with all City employees who have a birthday during the month. A card and a treat are provided, and a few minutes are spent getting to know the employee. These meetings have been going well and have been well received. The City has great employees doing great work on behalf of the community.

Meetings attended: Meeting with the Ward County Commissioners; Planning Commission meeting; Director of Minot Area Community Foundation; Police Department Leadership Team; Tour of NDR Projects; Military Affairs Committee; Economic Development meeting; This Week Ahead interview; KMOT interview; Tour of Street Dept., Storm Sewer Dept., Transit and Vehicle Maintenance; Property Maintenance; two League of Cities weekly Legislative update calls; Tour of the Broadway Circle Project; Trinity Hospital CEO; COVID Testing meeting; 2020 State Fair Annual Meeting; Parks Director and Tour of the Parks District; LGBT 101 Training; Tour of the Domestic Violence Crisis Center; and Tour of Water Dept., Sewer Dept., Sanitation Dept. and Cemetery.

Finance
Director, David Lakefield

Reports at the First Meeting of the Month

Human Resources
HR Director, Lisa Jundt

Year End Update

- **Turnover-** Although staffing turnover for the City of Minot rose slightly in 2020, our organization has still retained a rate in the single digits. The year-end rate applicable to resignations and/or terminations was 8.27% as compared to the 2019 rate of 7.6%.
- **WSI Audit** – The City has again passed the annual audit for Workforce Safety and Insurance in compliance with the grant programs enrolled. These programs enable the organization to earn substantial safety discounts which are then applied to the annual WSI premiums. A report of the final safety discount will follow in an upcoming HR Department Update.
- **Salary/Benefit Changes** – The Human Resource Department successfully completed open enrollment for benefits amid a difficult year impacted by Covid-19. The need for social distancing and limited contact required this process to be completed by means other than annual benefit meetings. As such, the entire process was conducted electronically through email and intranet

access, with changes processed for the new year payroll. The HR Department also update all applicable salaries as required in year-end processing.

ERP System Implementation

- The HR Department continues to devote most of its time to continuation of conversion to a new HCM system. This has been a difficult task due to some issues with application integration and have required the live date for this phase of the implementation to be pushed back. It was decided a delay for this phase was in the best route due to the effect it would have on all employees’ payroll and records. The Human Resource Director will provide an update in coming City Manager reports.

**Public Works
Director, Dan Jonasson**

The following are a small list if items we are working on in the various departments of Public Works:

Cemetery: The following is the yearend info for the Rosehill Cemetery.

LOT SALES	REG	Flat Stone	81			
	REG	Monument	86			
	Niche	Top 3	11			
	Niche	Bottom 3	0			
	Infant		5			
					TOTAL	183
	Sell Back	Reg	5			
	Sell Back	Monument	18			
	Sell Back	Col	1		TOTAL	159

PERFORM INTERMENTS	Traditional	Cremation	Columbaria		
WEEKDAY INTERMENT	148	51	12		
Social Service	1	1	0		
Infant	6	0	0		
SATURDAY INTERMENT	34	21	0		
HOLIDAY/SUNDAY INTERMENT	2	0	0		
				TOTAL	276

SURCHARGES	Traditional	Cremation	Columbaria	
2nd Interment / Lot Reuse	1	23	2	
			TOTAL	26
DISINTERRED			TOTAL	4
VAULT STORAGE	CURRENT	2	TOTAL	19

Property Maintenance: Converted sanitation building from High pressure sodium to LED lighting.

Sanitation/Landfill:

We have set the spring and fall cleanup weeks and HHW/E-waste collection dates for 2021. They are as follow:

Spring Cleanup Week: May 3rd through May 7th

Spring HHW/E-Waste Event: May 7th and May 8th

Free Dump Week with Water Bill at the Landfill: July 12th through July 17th

Fall Cleanup Week: September 20th through September 24th

Fall HHW/E-Waste Event: September 24th and September 25th

As we have done in the past, we will also honor water bills at the landfill for free dumping during both cleanup weeks.

P.W. Admin: Staff are ready to advertise the portion of water main replacement in Burdick expressway. They continue to prepare plans and specifications for the remaining water main replacement, storm sewer rehab, sewer rehab/lining and other numerous projects.

The master plan update for the landfill will be on the March Planning Commission. This will include the alternate locations for the access road off 37th Ave. SW and transfer station locations.

**Engineering
City Engineer, Lance Meyer**

Reports at the First Meeting of the Month

**Fire Department
Fire Chief, Kelli Kronschnabel**

- As of this week, we are finally again back at full staffing. Personnel have been placed on shift and will be completing their basic training through their 1-year probationary period. An average of 1080 hours of training is required of them their first year of employment. They are also required to obtain their

Emergency Medical Technician (EMT) certification within that first year, which is taught through Trinity Education. This certification requires 120 classroom hours learning the necessary knowledge and hands on skills to prepare for their final testing.

- Through succession planning and preparing for the retirement of our Assistant Chief, we have developed a new Officer Development Program which has started this week. Our new Battalion Chief's positions will be taking on procurement, grant management and data maintenance functions, which has primarily been part of the Assistant Chief's duties. The program will be 6 sessions that focus on administrative functions of the department. Our first session focused on the budget process, grant management and procurement.

This year we will continue having a quarterly officers' meeting. Our first meeting will be discussion on the book "Extreme Ownership" by Jocko Willink and Leif Babin. Further meetings will include the Public Information Office, as they will teach us how to write better press releases and tips on working with the media. Our City Attorney will also be hosting a session on liability and how it relates to the fire department.

In the spring, we will be holding 2-day assessment centers for both Captain and Battalion Chief promotional applicants. This process was implemented in 2016. Assessment centers have a multitude of benefits that are missed through the traditional written test and interview. The process allows for candidates to demonstrate their knowledge, skills and abilities that are most essential for the position. The process consists of several performance related exercises that resemble actual situations and activities to which the candidate will need to react. We currently design assessment centers for Captain and Battalion Chief promotional processes. For more information the following website gives a good breakdown of what is involved: http://kincaidps.com/assessment_fire.html

- At the end of this report, I have attached the most current vision poster that has been developed to provide a snapshot for personnel and visitors to see how we are doing through the use of key data points and quantifying the overall health of our fire department. We have included some new points this year as we evolve within our new data collection software. Due to COVID some of our data is skewed and doesn't provide an accurate baseline.
- We are currently working on compiling our annual report which will be coming out within the next few weeks. The Fire Department has not provided an annual report to the community for a few years, but we are excited to offer this again. This will be a work in progress as we are only two years into our new reporting software, so we are working within two programs to compile historical data. Look for that coming with our next report.
- We are just finishing up entering occupancies and preplans within our new software system. This was a heavy lift for our department this past year starting with over 2400 occupancies at the beginning of 2020. Completion of this project will allow us to move forward with a Community Risk Assessment. Community Risk Reduction (CRR) is defined by Vision 20/20 as *a process of identifying and prioritize local risks, followed by the integrated and strategic investment of resources (emergency response and prevention) to reduce their occurrence and impact.* We will keep you updated in our progression on this project.
- The week of February 15-19 we are hosting the Command and Control – Incident Operations course at the Minot Auditorium through the National Fire Academy in Emmitsburg, Maryland. Our instructor has been to Minot before training our officers. The focus this trip is to train our acting officers and our up and coming officers.

Vision

2025

2020 - 7.59

2019 - 7.87

Goal

0 Lowest 1 2 3 4 5 6 7 8 9 10 Highest

Fire/EMS	Community Risk Reduction	Support
<p>Contain Fires to Room of Origin 80% of the Time</p> <p>Zero Civilian Deaths due to Fire (Accidental or Unintentional)</p> <p>ISO Rating of 2 or Better</p> <p>Turnout Time of 1 Minute 20 Seconds 90% of the Time</p> <p>Arrive at calls within 6 Minutes 20 Seconds (Total Response Time - Lights and Siren)</p> <p>Arrive at EMS Calls within 7 Minutes (Total Response Time)</p> <p>Save 95% of the Value of Property and Contents</p>	<p>Strictly Enforce Fire Prevention Codes (80% Corrections of Violations) **</p> <p>Annual Commercial Fire Inspections Completed **</p> <p>Promote Education and Outreach within the Community</p> <p>Provide Rapid and Accurate Public Information and Media Messaging **</p> <p>EST. 1895</p> <p>** tracking starting in 2021</p>	<p>Maintain Positive Employee Morale **</p> <p>Stations are Well Maintained and Look Professional</p> <p>Provide a Well Maintained and Healthy Fleet</p> <p>Apparatus with Passing Daily/Weekly Checks (90% of the Time)</p> <p>Maintain a Cost Per Capita Equal or Less Than Regional Comparative Average</p>

**Minot Fire Department
Trained, Maintained and Ready!**

Police Department
John Klug, Chief of Police

The month of January continued to be a busy month for the police department. Colder weather brought on an increase in motor vehicle thefts. This increase was communicated to the public using multiple platforms in hope people would not leave their vehicles running with keys inside.

Most of the employees are back to working full days in their offices within the department. A slight remodel to our Records office was needed to make room for some personnel adjustments and office relocations into that space. Police employees have been healthy and COVID-free for the past couple of months.

The police department is currently at 83% effective strength for sworn officers with a total of 14 of the 83 sworn positions not fully effective. This is due to the following:

- 4 – light duty assignment (injury/medical)
- 4 – Law Enforcement Training Academy – Basic
- 1 – Completing department field training program.
- 3 – Eight-month military deployment
- 2 – Vacant positions

We currently also have three dispatchers in training for their new positions and started their shift assignments and training in Central Dispatch February 7th, 2021.

The leadership team with the police department has met weekly for the past few weeks to work on department vision, mission, and goals and how we can advance our service to meet and exceed the needs of the community. Some progress has been made, but there is still a lot of work to do.

Finally, I would like to end with recognition for six of our employees.

- We had three who received the Minot Chamber of Commerce, Eagle Award on February 9, 2021 for their professional and respectful service, which earned this award nomination. My thanks and congratulations on earning this award goes to Lead Dispatcher Jenna Hurt, Master Police Officer Brian Williams, and Officer Kayla Kudronowicz.
- In addition, I would like to wish best of luck from the Minot Police Department to our three officers who are deploying with their Air Force National Guard unit; Detective Elijah Hanks, Officer Stuart Miles, and Officer Seth La Bodda – thank you for your service to our country and stay safe!

Airport
Director, Rick Feltner

Reports at the First Meeting of the Month

Assessor
City Assessor, Ryan Kamrowski

Reports at the First Meeting of the Month

Planning
Community Economic & Development Director, Brian Billingsley

Renaissance Zone Review Board:

The Board met on January 21st and discussed policy changes to our Renaissance Zone Plan, which was most recently updated in 2016. No changes were made. We believe it will take staff four to six months to have a new plan ready for adoption.

Staff mailed a letter to every property owner in the Renaissance Zone to inform him or her of all of the benefits they are eligible to receive when they make improvements their property that meet the guidelines of the program. Several people called staff to ask questions. Staff will continue to mail informational letters before the beginning of every construction season.

Other Projects:

Jonathan Rosenthal has been with the City for just a few months. He has spent much of his time meeting our economic development partners and business owners. He has analyzed the IEDC Steering Committee report from 2018 and has identified 72 action items that need attention. We are in the process of developing a 2021 work program that will be based on IEDC's recommendations.

INSPECTIONS DEPARTMENT:

January Permit Information:

- Total Permits Issued+: 327
- Valuations of all Permits: \$1,300,000
- Single-Family Homes: 5
- Multi-Family Units: 0
- Residential Remodels: \$158,000
- New Commercial: \$0
- Commercial Remodels: \$346,000

Other News:

- Owen Kilichowski successfully completed his first year as our Mechanical Inspector. He is doing a great job and we're happy to have him on our team!
- The department is about to issue a building permit to Trinity Hospital for Bid Package #3. The building permit fee for this package is in the range of \$500,000.

PLANNING DEPARTMENT:

Planning Commission:

The Planning Commission did not have any cases to consider on their January 5th docket. The meeting was canceled.

Zoning Ordinance Steering Committee:

The Zoning Ordinance Steering Committee held two meetings during the month of January. On January 13th, the Committee reviewed all public comments and staff comments on the proposed zoning ordinance. A second meeting was held on January 27th to go over comments made by the Committee members.

Planning staff made several changes to the ordinance. The final draft was submitted to the Department Heads and public agencies on February 1st. The Planning Commission will hold a public hearing on the final draft March 2nd.

Development Review Team Meetings:

The Minot Development Review Team (DRT) held eight DRT meetings during the month of January:

- January 6th – Fast Food Restaurant @ 605 N. Broadway
- January 13th – Retail Store @ 21st Ave SE (Livingston 9th Add.)
- January 13th – Parking Lot Expansion – 1416 S. Broadway
- January 20th – Child Care Center @ 3524 East Burdick
- January 20th – City Landfill Master Plan Amendment @ 3500 19th Ave. SW
- January 20th – Galusha Ranch 2nd Add. @ 43rd Ave. SE
- January 20th – Hacienda Hills 12th Add. @ 1710 Valley Street
- January 20th – Trestle Ridge 5th Add. @ Ward County Rd. #17 & BNSF Railroad

Other Projects:

1. The RFQ/RFP for the Comprehensive Plan update will begin in spring 2021.
2. Planning and Engineering staff is rewriting the Subdivision Ordinance. It should be ready for adoption by Summer/Fall 2021.
3. Planning and Engineering staff updated the zoning map to reflect all annexations and rezones that occurred during the 2020 calendar year.
4. Planning staff wrote letters of objection to HB 1222 (non-conforming structures) and SB 2188 (consumer merchandise). The Community & Economic Development Director testified against HB 1222 in Bismarck.

Minot Public Library Director, Janet Anderson

The Minot Public Library continues to be in “Chapter 3” of the COVID-19 Reaction and Reopening Plan. This means that the Library will be open Monday through Thursday from 9:00 am to 7:00 pm and Friday and Saturday from 10:00 am to 5:00 pm. Curbside services will still be offered, but only after 1:00 pm. In-person programming will be offered on a limited basis, but virtual programs and take & make programs continue.

To commemorate Black History Month, the Library is kicking off a new program called “Ordinary People, Extraordinary Lives.” To start this program the Library is asking some local black business owners, professionals, and community influencers to select an influential African American and share a little about what this person did and why he/she influenced them. In addition, we want to highlight the amazing people within our community and all of the great things they are doing. These

videos will be shared on the Library's social media. We plan for this new program series to extend beyond Black History Month and hope to showcase other populations such as indigenous people, lgbtqia, and latinx.

On February 25th, MPL will host documentary filmmaker Craig Dudnick who made the film "Alice's Ordinary People" about an influential African American woman in Chicago, IL. The Library will screen the film on Thursday, February 25th at 5:00 pm with a virtual conversation with the filmmaker to follow.

Library staff continue to work on the Strategic Plan.

**HUD Resilience
John Zakian**

Reports at the First Meeting of the Month

**Public Information
Dereck Hackett**

Reports at the First Meeting of the Month