



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: March 15, 2021

City Manager:

Crossover in the State Legislature has been completed and bills have been transitioned to the Chamber opposite of those in which they were introduced. Bills regarding State funding for the Mouse River Basin Flood Mitigation efforts and NAWS continue to proceed with strong positive support. A local coalition of Educational leaders and City representatives is also prepared to speak in support of additional CTE Funding being considered in the State Legislature.

Staff has also been following the Federal conversation of COVID Stimulus funding for local governments. If passed, it is estimated the City of Minot could receive approximately \$7 million in Stimulus money.

Meetings attended: One on one meetings with developers and community leaders; meeting regarding potential Downtown Façade Improvement Program; monthly communication meeting with MACEDC Director; monthly communication meeting with Parks Director; tour of Sewer Department; monthly one on one meetings with various Department Heads; meeting with Magic City Equality; and weekly NDLC Legislative update meeting.

Finance
Director, David Lakefield

Human Resources
HR Director, Lisa Jundt

- **Recruitment** – As of March 8, 2021 the human resource department is in the process of recruiting for 19 positions within various departments in the organization, including 3 Intern positions. The breakdown is as follows: 8 in Public Safety (Police, Fire, Dispatch), 4 in Public Works (Project Management/Engineering, Water/Sewer, Shop), 3 in Engineering (Technical, Summer Internships) 1 in Human Resources, 3 in NDR/CDBG Grants (Program Administration, Compliance, Internship). Final offers for 6 of these positions will be complete before the end of March.
- **WSI Audit** – As reported in last month’s City Manager Report, the organization has again passed the annual audit for Workforce Safety and Insurance. Compliance by the City and participation in Workforce grant programs has contributed to the City earning \$123,793 in safety discounts to use towards annual WSI premiums. This discount provides a 25% savings to the overall premium.
- **Affordable Care Act Compliance-** In March the human resource department will complete the required compliance reporting for the Affordable Care act. Compliance for this regulation requires the City to supply 1095C forms to all 2020 health care eligible employees. In the month of February and March, the department processed approximately 500 forms for mailing to eligible active and former employees.

- **Staff Training** – HR Training staff has finalized the 2021 schedule of required trainings for supervisors and all staff. Trainings scheduled will address conflict management, effective communication/performance evaluations, workplace diversity, civility in the workplace and compliance with a drug free workplace. Human resources will also schedule various elective training opportunities, when available throughout the year, related to employee well-being.
- **Salary/Benefit** – The department has started the annual process for marking salary and benefits. This process will be completed over the next three months in preparation for Annual Pay Plan presentations to Civil Service, Employees and the Public conducted in the month of June. The survey includes a request for market data on 52 benchmark positions and has been forwarded to 16 comparable municipalities/counties for data, as well as 10 airports/airport authorities.

ERP System Implementation

- The HR Department continues to devote much of its time to continuation of conversion to a new HCM system. Since the beginning of the year, staff have devoted approximately 350 training hours, which is 30% of overall staff time, to this initiative. As stated in the February 16, 2021 City Manager report the live date for this phase of the conversion has been pushed back from April 1st to October 1st.

Public Works Director, Dan Jonasson

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

Property Maintenance:

Working on the transfer of ownership of the Wells Fargo building and programming maintenance updates, scheduling of cleaning of facilities and snow removal around the facility, setting up garbage collection and coordinating with the rental entities so they have contact information.

Street Department:

The Air Force has tentatively scheduled our two mosquito flight missions for 2021. They are scheduled for June 21-25 and again the week of July 12-16. These applications for spraying are sent in and requested two years in advance of the actual spray mission.

Water/sewer Dept. Department:

The attached PDF is a summary of work items completed by the Water Dist. Sewage treatment department in 2020.

CITY OF MINOT

2020 Water & Sewer Monthly Report/Task vs. Objectives

TASK	OBJECTIVE	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Aug-20	Nov-20	Dec-20	TOTALS
Meetings		13	10	8	8	18	17	19	20	22	8	18	15	178
Service Calls	6,750	603	567	649	590	679	656	695	700	758	719	499	785	7900
Install New Meters	100	14	2	3	7	7	10	10	12	10	7	14	6	102
Meter Changes	200	16	25	15	9	14	22	20	21	16	28	40	82	308
Delinquent Water Accounts		160	200	130	155	185	195	232	145	135	160	covid	255	1952
MXU Installations	50	38	12	6	14	12	21	20	32	17	11	29	30	242
Locates: water/sewer/storm	4,000	85	69	239	693	1,025	1,043	603	581	649	844	365	195	6391
Televising (feet)	60,500	2,023	174	0	1,746	none	3,677	974	1,925	613	390	3,782	1,707	17011
Sewer Calls		8	7	8		7	6	7	6	10	3	4	11	77
Check/Flush Manholes	5,000	404	433	1,438	1,860	764	1,125	1,204	872	480	781	939	480	10780
Curb Stop Maintenance	40	2	1	0	4	6	7	6	1	9	1	2	2	41
Curb Box Maintenance	100	3	7	16	252	59	20	20	28	28	2	15	5	455
Gate Valve Riser Repair	50	0	0	4	5	4	4	4	4	1	2	2	4	34
Gate Valve Maintenance	24	0	0	0	2	3	4	5	3	1	2	0	0	20
Gate Valves ON/OFF		18	15	11	12	24	149	93	54	55	58	28	8	525
Manhole Repair	50	0	0	2	82	0	0	0	0	0	0	0	0	84
Repair Water Main Breaks	40	4	5	1	4	1	3	1	6	1	0	0	1	27
Clean Sanitary Sewer (feet)	140,000	4,023	13,503	2,555	8,095	5,930	10,066	11,195	7,366	6,482	8,273	14,636	20,239	112363
Flow Hydrants		15	6	170	112	225	127	145	95	82	90	120	123	1310
Install Hydrants	15	0	0	0	0	1	2	2	0	1	1	1	0	8
Hydrant Repair	180	3	3	6	8	5	10	8	4	12	2	1	4	66
Hydrant Flow Testing								1	1	0	0	0	0	2
Hydrant Meter Set		0	0	0	8	8	7	2	1	2	0	4	0	32
Install Insta-Valve	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Hydrastopping	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Leaks		2	1	3	0	3	5	2	1	2	1	0	3	23
Inspections	150	4	4	10	11	19	18	19	12	17	20	10	8	152
Service Taps		0	0	0	2	10	3	4	2	1	1	0	0	23
Repair Sewers (feet)	30	0	0	0	0	0	0	0	0	0	0	0	0	0
Haul Clay/dirt/gravel/snow	Days	2	2	5	5	3	2	2	2	4	4	15	6	52
PRV Maintenance	5	2	0	0	0	0	0	0	0	0	0	0	0	2
Inspect Sewer Lift Stations	2,080	625	630	650	670	655	672	670	680	682	681	680	770	8065
Mowing/Snow Removal Hrs	6,000	21	4	18	0	20	177	236	300	315	40	2	8	1141
Lab Tests	6,500	120	135	250	350	600	700	700	715	600	800	750	748	6468

P.W. Admin: The following is a list of projects the administrative staff of Public works, which is currently 3 at this time, the PW Director, Asst. PW Director and a project engineer are managing and overseeing.

We have two positions open a Senior Project manager and a project engineer position that we hope to fill soon to help with oversight of these projects.

MREFPP – Mouse River Enhanced Flood Protection Project

Phase MI-1 – 45.5 million – major work finish up this year, large pump station on line Sept. 2020 – remainder June 2021

MI-5 – design new alignment – 65 million

Burlington Levee – BU-1 – Construction started June 2020 – \$9 million levee, utility work

Burlington BU-1C levee project – bid spring/summer 2021 \$10 million dollar project

Tierrecita Vallejo – \$20 million – 100 % Design – bid spring/summer 2021

MI-4 Maple diversion – design – 90 million

MI-4a maple diversion utility relocation – 3.3 million

MI-6 downtown south side design – beginning design Spring/summer 2021-\$40-50 Million

Bridges in Velva, Sawyer, Mouse River Park – design done fall 2020 – \$10-12 million

Outlaw creek –\$ 1 million – summer 2020

\$305.8 million total

SWIF – Levee repair

Update of Flood Emergency Action Plan (EAP) – being done inhouse

Quarterly levee inspections on flood features in Minot

SWIF E – 3.2 million – started June 2020 – June 2021 completion

\$3.2 million total

NAWS

Water plant expansion – \$28 million – complete spring/summer 2021

Westhope – ALL seasons – \$6.1 million

NAWS line condition assessment – \$300k – July

NAWS biota plant construction – start Spring 2021 - \$60 million

NAWS intake structure at Lake – Sept Oct bid – \$30 million

RAW water pump station and 10 million gallon reservoir – south prairie – \$20 million – design complete summer of 2021

Treated water reservoir and pump station – Lansford – 4 million gallon and pump station – \$11 million

Westhope to Bottineau waterline – construction complete fall 2021 - \$4.5 million

Souris Reservoir and Bottineau Reservoir – design 2021 - \$8.0 million

\$167.9 million total

Utility projects

Water main replacement in Burdick expressway- \$500K

Watermain replacement city wide - \$1.25 million

Raw Water line well line replacement - \$500K

Storm Sewer maintenance- \$700K

Sanitary Sewer manhole rehab in first Larson coulee (Country Club)- \$450K

Sanitary Sewer lining city wide - \$1 million

Manhole inverts and lining - \$150K

Abandon Forsburg Lift - \$300K

SW 1.5 million gallon water tower – \$4 million

Removal of 1 MGD reservoir and piping imp. - \$800k

Watermain upsizing along Broadway from 19th ave NW to 36th ave NW - \$2 million

Levee Maintenance - \$100K

Trail Maintenance - \$75K

Public Works concrete repair - \$65K

Building relocation - \$200K

\$12.09 million total

Landfill/Sanitation

Cell 7 design - \$300K

Transfer station design and access to landfill \$2.125 million

Ground water monitoring reports

Superfund Site redevelopment

\$2.4 million Total

TOTAL overall work managed - \$491.39 Million

**Engineering
City Engineer, Lance Meyer**

**Fire Department
Fire Chief, Kelli Kronschnabel**

- Minot experienced its first grass fire for the season. We have been experiencing dryer than normal conditions this past year and this will continue to be a concern due to the lack of precipitation. In the past, we have relied on Minot Rural Fire Department for wildland support. Over the years we have added more green space within the city proper making the danger from a wildland fire more of a reality. We are looking to add a skid unit to one of our pickups to provide a small amount of water (200 gallons) with a pump to give us the ability to pump and roll. Our fire engines do not have the ability to move once they are placed in pump and are not conducive to a wildland situation. They are designed for a fire that is contained (structure, car, etc.).
- We are enjoying the nice weather and having the ability to be outside more. We will be opening bids this month and looking to move forward on building a trench prop. This will be a vital training piece to prepare personnel in trench rescue situations, as well as other types of technical level rescue responses.
- We are continuing to work on our succession and strategic plan for the year. Our annual report will be completed in the next couple of weeks.
- Preplans are now available to the crews upon being dispatched to a scene through our on-board tablets. They now have a quick snapshot of the building, hazards, fire protection system information, and keyholder information. We will be adding to and updating this as we conduct our annual inspections.

Police Department
John Klug, Chief of Police

I will start with a brief update on COVID impact to the police department. We have about 50% of our employees vaccinated and continue to encourage others to receive the vaccinations. We continue to see minimal impacts to our staffing due to the pandemic with one working from home and one having to stay home with their children due to a COVID related school closure.

The police department is currently at 80% effective strength for sworn officers with a total of 16 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
- 3 – Eight-month military deployment
- 5 – Vacant positions

We made three conditional offers of employment for police officer candidates. If all goes well with their background checks they will start with us on April 12th, 2021.

We currently have three dispatchers in training in Central Dispatch and two vacant positions to fill.

The leadership team with the police department has changed to meeting every other week to discuss our mission, vision, and goals for the police department. Budget meetings will start soon as we prepare for our future needs and focus on what we can do to better serve our citizens.

Although our overall calls for service are down, we are feeling the impacts of having staff shortages within our department. We are still seeing large quantities of methamphetamine, heroine, and fentanyl entering our community weekly. Although we have gotten several large seizures, patrol has still responded to several overdoses and we are investigating our first overdose death of 2021. We are continuing to collaborate with other agencies in Minot to try to help bring these numbers down from 2020.

We hope to have our 2020 annual report complete and available by April 1st. A copy will be provided to the City Council Members as soon as it is available.

Airport
Director, Rick Feltner

Assessor
City Assessor, Ryan Kamrowski

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

February Year-to-Date.

Residential: Median Sale Price

February: \$215,000

YTD: \$214,950

Residential: Total sales

February: 35

YTD: 82
Commercial: Meridian Sale Price
February: \$547,500
YTD: \$522,500
Vacant Lot: Median Sale Price
February: \$327,500
YTD: \$230,000
Vacant lot: Total sales
February: 2
YTD: 3

**Community Development
Community Economic & Development Director,
Brian Billingsley**

ECONOMIC DEVELOPMENT DIVISION:

Renaissance Zone Review Board:

The Board did not hold a meeting in February. Staff has been working on a new Renaissance Zone Development Plan, which we will review with the Board during their meeting in March.

Other Projects:

Jonathan Rosenthal has been working on a couple of programs that we would like to implement this year. A parklet and streeteries program will help encourage downtown restaurants to offer outside seating during warm weather months. He is also working with the City Manager, finance and legal staff on developing a downtown façade improvement program, which is a recommended action item in the 2018 IEDC white paper report.

INSPECTIONS DIVISION:

February 2021 Permit Information (February 2020):

- Total Permits Issued: 179 (141)
- Valuations of all Permits: \$178,586,886 (\$564,000)
- Single-Family Homes: 1 (1)
- Multi-Family Units: 0 (0)
- Residential Remodels: \$123,000 (\$12,000)
- New Commercial: \$175,417,386 (\$400,000)
- Commercial Remodels: \$2,831,500 (\$564,000)

Other News:

- Inspections issued a building permit to Trinity Hospital for Bid Package #3. The building permit fee for this package was \$508,000.
- Inspections issued a building permit to Bremer Bank for a new bank location in SW Minot.

- Inspections issued a building permit to Minot Housing Authority for renovations inside Milton Young Towers.
- Inspections staff spent the month working with our consultants from Cityworks on mapping and flow-charting our plan review and inspections processes. We're hoping our new building permit software will be ready to go live by the end of the calendar year.
- Anyone that applied for a building permit in 2020 was given multiple opportunities to respond to a Survey Monkey poll. The Inspections Division had a customer satisfaction score of 4.33 on a scale of five. This is the second year in a row the Inspections Division has received positive responses from our customers.
- Community Development and Inspections staff served on the City Hall RFP review panel. We reviewed RFP's and interviewed the three finalists.

PLANNING DIVISION:

Planning Commission:

The Planning Commission conducted public hearings on six cases on February 2, 2021. A seventh case, Broadway Circle planned unit development, was withdrawn by the Applicant.

Zoning Ordinance Steering Committee:

The Zoning Ordinance Steering Committee did not hold any meetings in the month of February. Planning staff spent a great deal of the month proof-reading and formatting the new ordinance. The revised zoning ordinance is on schedule to be adopted by the City Council at their meeting on April 5th.

Development Review Team Meetings:

The Minot Development Review Team (DRT) held one DRT meeting during the month of February:

- February 3, 2021 – 919 & 923 36th Ave SE – Lot merger and building expansion.

Other Projects:

- Planning and Engineering staff is rewriting the Subdivision Ordinance. It should be ready for adoption by the Fall of 2021.
- Anyone that applied for a Planning Commission application in 2020 was given multiple opportunities to respond to a Survey Monkey poll. The Planning Division had a customer satisfaction score of 4.08 on a scale of five. This is the second year in a row the Planning Division has received positive responses from our customers.

Minot Public Library Director, Janet Anderson

The Minot Public Library is now open normal hours; Monday through Thursday from 9:00 am – 9:00 pm, Friday from 9:00 am – to 6:00 pm and Saturday from 10:00 am – 5:00 pm.

In-person programming has increased as Library staff are now hosting programs for teens and adults at the Library and will begin some children's programming in April.

MPL received a grant to distribute 150 beading packets and host Tawny Trotter Cale on March 31st as we celebrate Women's History Month. Ms. Cale is an enrolled member of the Standing Rock Sioux Tribe as well as a descendant of the Turtle Mountain Band of Chippewa and the Spirit Lake Nation and she will discuss the role women play in Indigenous culture, specifically her own tribes, and she will also share her beadwork journey.

Library staff continue to work on the Library's Strategic Plan.

**HUD Resilience
John Zakian**

CDBG-DR/NDR

- While specific case updates for Eminent Domain are the purview of the City Attorney in her monthly report, it is worth noting the overall perspective of these “last resort” flood buyout acquisitions. During the past three and half years, less than 3% of acquisitions have had to have authorization for Eminent Domain, and less than half of those authorizations have actually gone to a court decision. In cases which have had to involve the courts, the final purchase price has either been the City's final offer or closer to the City's final offer than the purchase price demanded by the property owner. Keep in mind that even when Eminent Domain is authorized, we make every effort possible to amicably resolve prior to a court decision. Also, prior to bringing an acquisition to the City Council for Eminent Domain authorization, every possible effort within a reasonable HUD compliant time frame is made to amicably reach a purchase price agreement. Currently, we are now with one active Eminent Domain case with a second one being actively pursued for amicable resolution. In terms of the remaining 20 acquisitions, it appears three may be to be brought to the City Council for Eminent Domain authorization.
- All CDBG-DR/NDR Grantees continue to wait to receive amended grant agreements from HUD which will reflect the statutory one year extension of spend deadline to September 30, 2023. The deadline is certain but it will not be known if there are any added requirements until receipt of the new grant agreements. The extended deadline and the revised grant agreement does not apply to the City's first CDBG-DR grant known as Allocation #1 for which there is no expenditure deadline.
- Process has begun to identify ongoing compliance requirements that HUD will expect the City to carry out after September 30, 2023. Examples are the 15 year obligations with the LMI Single Family Home 2nd mortgage gap financing program, the 20 year LMI rental requirements for the apartment buildings fully or partially funded by CDBG-DR/NDR grants, the 10 year training program requirements with CTE, etc. A summary of all requirements has been shared with City Departments and it is planned that shortly discussions will begin on future roles, responsibilities and funding for these ongoing compliance mandates.

**Public Information
Dereck Hackett**