City Manager:

City Hall Relocation- Discussion and input from staff continues on the conceptual planning for the new City Hall. Updates to the entire Council are also programmed into the schedule. Significant challenges and concerns continue to involve space needs and staying within budget constraints.

Economic Development- Attention has been given to several items regarding ED over the last couple of weeks. John MacMartin and I participated in a demo of LOIS and have received a draft of the initial contract for service. A future discussion of funding the contract is anticipated for Council discussion/consideration.

A kickoff meeting of community stakeholders/leadership regarding coordinated efforts and communication regarding ED efforts was held. It is planned to have monthly meetings to work through understanding of partner roles, community needs, and planning for future efforts.

Key staff and Alderman Pitner have been meeting to discuss restructuring of policy to enable Magic Funds to be better utilized in comprehensive ED efforts. Next steps are to discuss conceptual approach with MACEDC, and the Council as a collective body.

Carnegie Building- The lease for the administration of programming/access to the City owned Carnegie Building expires the end of August 2021. I have begun the process of exploring options to increase public access and value to the building. I anticipate further conversation on how to accomplish this over the coming months.

Budget- Staff has begun the budgeting process for the next fiscal year. May will be a busy month with several meetings of the Council related to the budget. This will include three days of budget tours of the Departments. A facilitated Council Workshop is scheduled for all day on June 11th and 12th. The facilitator will be reaching out to Council members individually for input in preparation of the Workshop.

Community Survey- Research has been conducted on firms to conduct a Community Satisfaction Survey for Minot. This survey will collect data to help determine satisfaction of service delivery of all departments, and community priorities going forward. It is anticipated the survey would be ready for distribution in late Summer/early Fall and results back by late Fall/early Winter.

Meetings attended: Met with MACEDC Chairman; attended 10th Anniversary of the 2011 Flood planning meeting; Board of Equalization annual meeting; monthly communication meeting with MACEDC Director; monthly communication meeting with Community Foundation Director; attended the MACEDC Board meeting; Tour of the Police Department; ARBI Board meeting; and various one on one monthly communication meetings with Department Heads.
Finance
Director, David Lakefield

Human Resources
HR Director, Lisa Jundt

- **Recruitment** – Continued active recruitments continue for the following: Public Safety 7 (Police, and Fire), 2 in Public Works (Project Engineer/Building and Grounds), 3 in Engineering (Technical, Summer Internships) 1 in Airport, 3 in NDR/CDBG Grants (Program Administration, Compliance, Internship). Testing Cycles have been scheduled for Police officer recruitment on May 20th and 21st, and Firefighters on June 3rd and 4th. Human Resource Staff have recently participated in a recruitment trip to Devils Lake-Lake Region State College to assist the Police Department and will be attending the Minot High School Job Fair event scheduled for April 21st.

- **Hiring and Orientation** - Since January 1st Human Resource Staff have facilitated orientation for 12 new full-time hires in various departments. Facilitating includes first day instruction and benefit enrollment and payroll administration. Staff have also assisted in the hiring of 6 part-time employees with regard to recruitment, background checks and payroll administration.

- **Staff Training** – HR Training staff continue to schedule and facilitate various staff trainings. In the month of April, staff have added auxiliary training webinars in Motivation and Engagement, and Developing your Leadership Skills. Mandatory Supervisor and Employee Trainings upcoming for May are: Conflict Management and Celebrating Diversity in the Workplace.

- **Salary/Benefit** – The department has started the annual process for marking salary and benefits. To date the department has received responses from 13 of the 16 comparable municipalities/counties for data. The next step in this process is to analyze and record data to determine salary ranges.

ERP System Implementation

- The HR Department continues to devote much of its time to continuation of conversion to a new HCM system. Recent implementation issues have required City Project Management and the City’s consultant to escalate troubleshooting issues to Tyler Executive Staff. It is anticipated that continued issues will push the conversion of this phase to January 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:

**Water Treatment Dept. Department:**

The warm weather and dry conditions have caused the water treatment to increase to approx. 6.2 million gallons a day. – If dry conditions continue, we can expect our plant to be working to full capacity to keep up this spring/summer.

The water plant expansion is slowly getting completed and staff work with the startup of the new addition. Having this extra capacity will help immensely if we can get it up and fully operational before our peak water production needs start in May/June.
**Water/Sewer Department:**

The Water/Sewer dept. has implemented a hydrant flushing/inspection/painting program and with the nice weather the past weeks has inspected over 100 hydrants and inspected them for proper operation. More info on this program will be provided at the May 3, Council meeting.

**P.W. Admin:**

The position of Senior Project Manager in PW Dept. has been filled and this person will start on June 7, 2021. This person will assist in management of infrastructure projects that PW is involved in as well as overseeing design of the various projects we design and manage each year.

The following is an update on a few of the maintenance/replacement projects:

Prj. 4567.1 Water Main Replacement Burdick Exp. - will be starting on Burdick Exp. On Monday with Post. This consists for the most part directional drilling with open cut to tie everything in. Est. $600K

Prj. 4567 Water Main Replacement - bids opened on 4-13-2021 – award recommendation on April 19, 2021 Council agenda - Kemper Const. is apparent low bidder

Prj. 4569 2021 Sanitary Sewer Rehabilitation - This project will use the CIPP process to line our sewer lines that are breaking up, cracked and root/water infiltration Est. 500K

Prj. 4569.1 Rehab project for 16th St. Lift Station – will be receiving quotes to complete this work the week of April 19, 2021. This will rehabilitate the wet well side of the lift, new ladder, and grate. This will increase safety for the crews working in the lift as well as rehabilitate and protect the concrete structure from H2S gasses. Est. 75K

Prj. 4569.2 Manhole Rehab City project. –This will rehabilitate manholes that are breaking down due to the high H2S in the manholes. This project will repair the structures and add an epoxy lining to them. EST 400K

**Landfill/Sanitation**

Design continues to progress on the Transfer station and access to landfill.

During the month of March the landfill accepted the following quantities of waste.

MSW - 5948 Tons
Inert - 1189 tons
Lime - 1554 Tons

Monthly March gate collections were $283,840.97 – compared to $264,577.22 in 2020.

**Transit Department:**

We have completed the new bus wireless upgrade including the addition of public Wi-Fi.

The video surveillance upgrade project is complete. This allows us more reliable surveillance on the buses as well as the ability to monitor the buses in real time. This project was 80% funded with a Federal Section 5339 grant and the remaining 20% matching funds were provided through state aid. There were no costs to the city for this project.

Transit provided 4,893 passenger trips in the month of March. This is down 44% from what we would expect to see during this period due to COVID.
Vehicle Maintenance:
Completed 5 of 7 seasonal rebuilds on street sweepers.
Completed 3 of 5 police car up fits.
Performed 204 job orders on city fleet; 128 unscheduled maintenance and 76 scheduled periodic services.

Engineering
City Engineer, Lance Meyer

Fire Department
Fire Chief, Kelli Kronschnabel

This is the time of year where we are looking to establish our list of firefighter candidates. We advertised and were only able to get 8 applicants. That is extremely low so we pushed off the testing process until June and have put together a recruitment plan. Over the next few weeks, we will be getting the word out through television, radio, social media and school visits. We have put together a great team of recruiters and will working hard to find our next group of “Minot’s Bravest.”

We will be establishing promotional lists for both captain and battalion chief over the next few weeks and promoting off those lists at the end of May. Assistant Chief Lonnie Sather will be retiring at the end of the month after 29 years of service to the City of Minot. We will be restructuring the administrative staff with his departure.

We are working hard on establishing our budget requests for next year which is more complex due to the additional fire station that we will be constructing. We look forward to our council tour and look forward to the dialogue with you.

Police Department
John Klug, Chief of Police

The status of the police department as we proceed through the COVID-19 pandemic has remained stable and our personnel have all be healthy. We have about 55% of all PD employees vaccinated as of today’s date. We are still using caution while dealing with the public and our lobby has controlled access, which is only granted to those with a business need within our building.

The police department is currently at 82% effective strength for sworn officers with a total of 15 of the 83 sworn positions not fully effective. This is due to the following:

- 3 – light duty assignment (injury/medical)
- 4 – Law Enforcement Training Academy – Basic
- 2 – In-house new officer training
- 3 – ND Air National Guard military deployment (through November 2021)
- 3 – Vacant positions

We have two new officers who started on February 12th: Connor Kirscher and Alexander Harrington.

We currently have three dispatchers in training in Central Dispatch and offers have been made to two applicants who will both start on April 26th.
The Minot Police Department presented the Officer and Employee of the year awards for 2020 on March 17th. The officer and employee of the year are selected by a panel consisting of past employees who have received the award. The awards went to:

- Master Police Officer Robbie Sumlin – Officer of the Year
- Parking Control Officer Thereisa Thompson – Employee of the Year

The annual report for 2020 is in the process of being printed and produced for distribution. It is my goal to have that information to you before the budget tours the end of April.

**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.

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

**ECONOMIC DEVELOPMENT DIVISION:**

**Renaissance Zone Review Board:**

The Board held a meeting on March 18. They discussed changes to the Renaissance Zone Plan. Staff is working on preparing a first draft of a new Renaissance Zone plan that should be ready to review during their May 20, 2021 meeting.

**Other Projects:**

Jonathan Rosenthal has wrapped up work on a parklet and streeteries program for downtown Minot. He presented the new program to the Downtown Business and Professionals Association. He received warm and positive comments on the program.
Jonathan is currently working with Finance and Engineering Department staff to come up with funding to complete a wayfinding sign program. The city used NDR funding to pay for an initial study in 2019. Jonathan is hoping the engineering study will provide a cost estimate in time for the 2022 budget.

INSPECTIONS DIVISION:

March 2021 Permit Information (March 2020):

- Total Permits Issued: 232 (125)
- Valuations of all Permits: $4,674,000 ($2,463,996)
- Single-Family Homes: 12 (5)
- Multi-Family Units: 0 (3)
- Residential Remodels: $89,000 ($678,000)
- New Commercial: $1,426,000 ($0)
- Commercial Remodels: $696,000 ($467,000)

Other News:

- Inspections issued a building permit to General Dollar Store at 1400 21st Ave. NW.
- Inspections issued a building permit to a strip mall located at 304 4th Ave. NW
- Inspections staff spent the past two months working with our consultants from Cityworks on mapping and flow-charting our plan review and inspections processes. We’re hoping the new building permit software will be activated by the end of the calendar year.

PLANNING DIVISION:

Planning Commission:

The Planning Commission conducted public hearings on eight cases on March 2, 2021. They recommended approval on all cases. The most notable cases being the Zoning Ordinance Update and the landfill master plan amendment.

Zoning Ordinance Steering Committee:

The Zoning Ordinance Steering Committee did not hold any meetings in the month of March. Staff was too preoccupied with wrapping up the Land Development Ordinance.

Development Review Team Meetings:

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


Other Projects:

- Planning and Engineering staff is rewriting the Subdivision Ordinance. It should be ready for adoption by the Fall of 2021.
- Staff wrote a letter of objection to the North Dakota State Senate on HB 1222 (Non-Conforming Structures). The bill failed to pass the Senate by a vote of 29-16.
- Staff is working with the Engineering Department on an RFP for an abatement contractor. We hope to have a contract ready for Council approval in May/June.
- Staff attended a couple of Building Committee meetings in March. The committee is studying the relocation of several city departments into the newly acquired downtown building that will become City Hall in late 2022.
Minot Public Library
Director, Janet Anderson

The Minot Public Library is now offering in-person programs for all ages – children, teens and adults. Already in 2021, more than 160 people have attended programs in person. Some virtual programs continue and in 2021 virtual programs have had almost 4,000 participants.

The Friends of the Minot Public Library, a nonprofit group committed to supporting the Library, will be hosting their first book sale in more than a year beginning April 22nd. Book sales are the primary fundraiser for the Friends of the Library group which helps fund programming and book purchases for the Minot Public Library among other services.

The Library will open late on Monday, May 10th to allow for an in-service training for Library staff.

Planning continues for the Library’s exterior workshop. Meanwhile, staff have begun work to complete a Space Needs Analysis to assist in planning future building needs.

Library staff are busy preparing for the annual Summer Reading Program which will kick-off in June. Children’s Librarian, Randi Monley, was awarded a $1,500 grant to support this program which will emphasize Summer Learning for children.

HUD Resilience
John Zakian

- The International Economic Development Council and the International City/County Management Association have collaboratively put together a FEMA basics tutorial for the membership of both organizations. I have been asked to be one of the presenters for the Webinar that will kick-off the tutorial with background experience with FEMA and being a member of both organizations
- Park South 1 has provided the occupancy report for the first quarter of 2021. There is only one vacancy out of the 40 units. This information is required to be provided on a regular basis to assure compliance with the use of CDBG-NDR funds. However, it is also helpful as a source to regular gauge demand for affordable rental units and it is evident from the report that the demand continues to remain consistently strong
- I have initiated the process to maintain my credential as a Certified Economic Developer through the IEDC. Renewal is required every three years and during the three year period it is necessary to actively participate in economic development related programs and training. I have been a Certified Economic Developer since 2006 and when I complete the ethics refreshing training in June I will have my certification extended three more years.
- Lighthouse Management has prepared the necessary documentation and affidavit for submission to the court in Cass County which has jurisdiction over the Lutheran Social Services North Dakota dissolution. The documentation and affidavit is consistent which what had been agreed with the City and will result in the City gaining ownership of the land that had been the site for the Family Homeless Shelter and the 17 unit LMI apartment project. City and Lighthouse Management will now await the court decision.

Public Information
Dereck Hackett