

## **May 27, 2021 Special City Council Meeting- Budget Tour**

Members Present:

Evans, Olson, Jantzer, Podrygula, Ross, Sipma

Members Absent:

Pitner

The City Council met at City Hall at 2:55 where they boarded a bus to Minot International Airport.

### **Airport Presentation**

Rick Feltner, Airport Director, introduced staff and presented information on the Airport budget. He defined MOT as a Part 139 Commercial Service, Non-Hub, Primary Airport and explained how that designation affects financial planning. He described the various types of grants and how they are utilized at Minot Airport. He also explained different types of revenue the Airport collects and how those funds can be spent.

He provided an outlook for the future of air travel which is showing improvement since the COVID-19 pandemic. He also discussed upcoming projects and potential funding sources to complete them.

Following the Airport presentation, the Council toured the Snow Removal Equipment (SRE) Building, where Mr. Feltner pointed out new and outdated equipment.

There was a break at 5:00 pm. The meeting resumed at 5:27 pm.

### **City Clerk Presentation**

Kelly Matalka, City Clerk provided information on the City Clerk's Office, which is included in the City Manager's budget. She described the responsibilities of the Clerk's Office and highlighted some items included in the budget. She explained that publication of City Council minutes in the Minot Daily News is required by the State of North Dakota unless disapproved during a quadrennial election. The budget also includes lease payments for the City Hall copier and memberships to relevant associations. She then pointed out the need for a legal review of the Code of Ordinances provided by Municode and described electronic content management software called Laserfiche for consideration for the 2022 budget.

### **Public Information Office Presentation**

Derek Hackett, Public Information Officer, gave a presentation on the Public Information Office which is also part of the City Manager's budget. He explained the levels of transparency of government information and pointed out their goals when it comes to communicating with the public. The PIO budget consists of salaries, operation supplies and service subscriptions. He described what the office does and reviewed the impacts of social media. He also summarized the results of a communication and information survey conducted online. He provided a comparison between Minot's Public Information Office and the offices of other cities in North

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Dakota. Future budget requests for the department include formal website training, professional development resources, an additional staff member, and potentially a drone and UAS license.

### **Community & Economic Development Presentation**

Brian Billingsley, Community & Economic Development Director, explained the divisions he oversees including Economic Development, Inspections, and Planning.

### **Library Presentation**

Janet Anderson, Library Director,

### **City Manager Presentation**

Harold Stewart, City Manager,

There being no further business, the meeting adjourned at 9:32 pm

Respectfully submitted,

Kelly Matalka,  
City Clerk