

City of Minot



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: June 21, 2021

City Manager:

The facilitated Strategic Planning session with the Council on June 11-12th was very successful. A comprehensive report summarizing the work results will be available soon, and Staff will work on getting it to Council and on the City Website in the near future. The next step will include a facilitated process with the management team on July 15th, which will result in the development of an organizational mission statement and values. Once this step is completed, the City will have completed 3 of 4 steps of the process of developing a City Strategic Plan. I am working on obtaining a quote from the facilitator to return, once the City has its Community Survey results, to complete the final component with the Council, Staff, and Public to complete the Strategic Plan.

Progress on the Community Survey continues positively, and Staff is working on the survey questions. I will provide a draft to the Council once Staff has completed its development process.

The Retail Services RFQ is close to being completed and should be available for response on the City's website by June 25th.

On Friday June 18th I went to Fargo to tour the EPIC Development project in partnership with the City of Fargo and the Fargo Parks Department. The intent was to gage the viability of doing a similar project in Minot.

On Wednesday June 9th I participated in a new effort of transparency and communication with the community by having an interview with the WGO Radio Station. This interview will happen the 2nd and 4th Wednesday of every month for the foreseeable future.

Staff is working on the Façade Improvement Program guidelines and will present it to Council during the first meeting in July.

Meetings attended included: City Hall Building Committee; meeting with Visit Minot Director; Spoke at the Bakken API meeting; meeting with Airport Director recruiter; introductory meeting with new MACEDC Economic Development hire; LOIS training meeting with MACEDC; Tour of Blu on Broadway Project; Community Leader Economic Development Coordination meeting; Spoke with "Know it Alls" coffee group; meeting with Souris Basin Director; and the ARBI Board meeting.

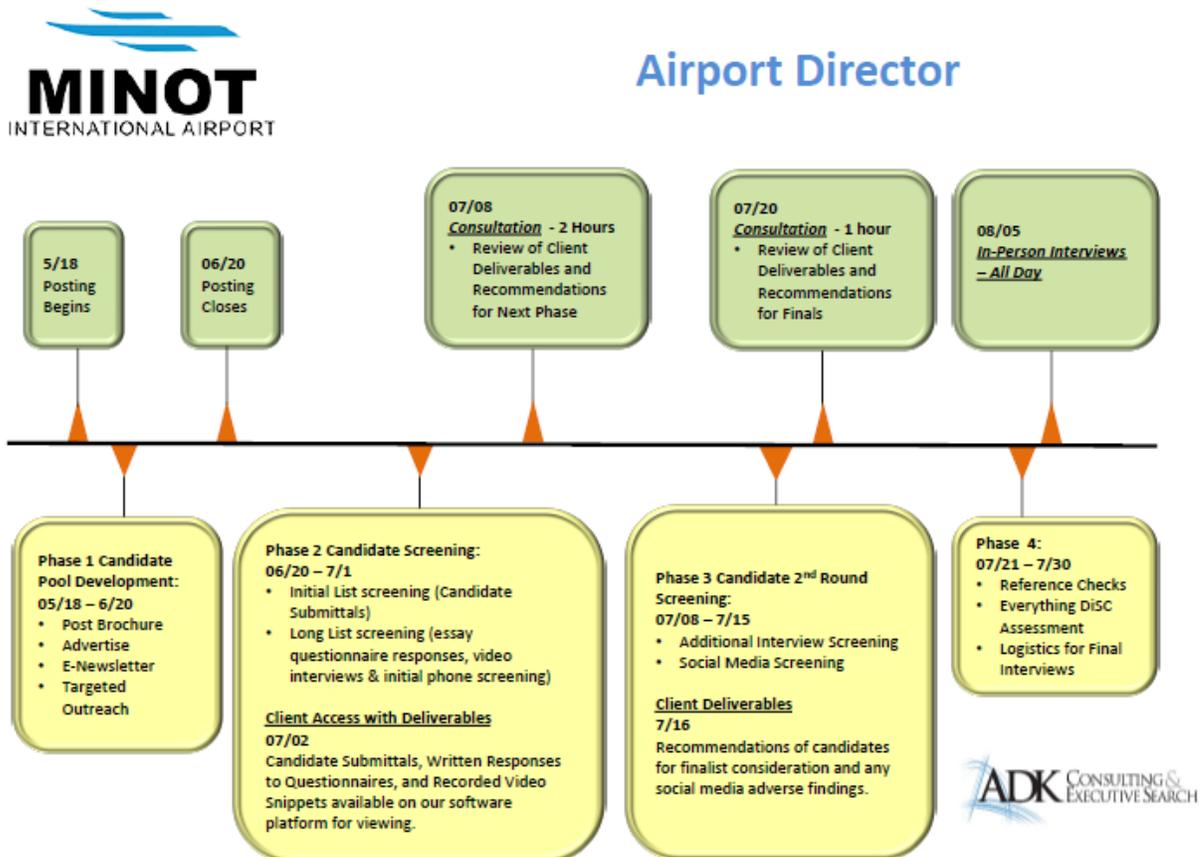
Finance
Director, David Lakefield

**Human Resources
HR Director, Lisa Jundt**

Recruitment

Current Openings

The HR Department Continues to recruit difficult to fill positions in the Engineering department including the CAD Technician position that has been open for the past year. Other positions to fill in that department currently, are 2 Project Civil Engineer positions. Testing cycles for Public Safety positions in Police and Fire have just been completed to establish Civil Service hiring lists. An additional testing cycle for Police has been scheduled for August due to limited applicants attending May testing. The Police Department will be doing onsite recruitment during the North Dakota State Fair with the hope that this will garner more applicants for the next round of testing. The NDR/CDBG Department just completed interviews for the Assistant in that department and continues to look for applicants for a Support Intern. The Airport has openings for Operations Technicians as well as the outsourced recruitment for Airport Director. The timeline for that position from ADK Consultants is provided below:



Annual Compensation Plan Meetings

The Human Resource Department presented the proposed Annual Pay Plan to the Civil Service Commission on Monday, June 14, 2021 and has received their approval to move forward with the plan as proposed. The Public Meeting is scheduled for Monday, June 21, 2021 at 10:00 a.m. in the City Council Chambers.

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 of items we are working on in the various departments of Public Works:

Water Treatment Dept. Department:

Startup of the NAWS expansion of the water plant continues.
Staff dealt with well issues and water restrictions, but we able to minimize the amount of time through coordination with the well repair company.

Water/Sewer Department:

See the attached monthly report for service calls. Exhibit: 1

P.W. Admin:

The position of Project Manager in PW Dept. started on June 7, 2021 as well as the Senior project manager. WE welcome Veronica Meyer as the new Senior Project Manager and Kathryn Goos as the new project engineer in Public Works.

Public Works held an open house for residents to come and see various types of equipment and see what public works does on May 20, 2021. Approximately 200+ people attended the event.

Landfill/Sanitation

During the month of May, the landfill accepted the following quantities of waste:

MSW – 6,592.47 Tons

Inert – 2,042.63 Tons

Lime – 1,739.95 Tons

Trees – 706.54 Tons

Compost – 403.73 Tons

Trees Given Away for Firewood – 19.98 Tons

Total number of landfill tickets generated – 5,985 Tickets

Monthly May gate collections were \$322,178.12 compared to \$322,428.34 in 2020.

There was a total of 118 roll-off tanks hauled from the ten compost sites.

There were a total of 204 tree piles picked up by Sanitation crews on the route for no extra charge.

The cell 3 final cover project has been complete and is seeded with straw waddles in place. Final cover is now complete on all closed portions of cells 1-3.

A summary of the HHW and e-waste events is attached. Exhibit: 2

Street Dept.:

- The June mosquito spray mission was cancelled by the Air Force, due to lack of funding of the training mission. We are still optimistic that the July spray mission will be completed.
- Street sweeping is approximately 2 weeks ahead of schedule.

Transit Department:

- Took delivery of a new 2021 ElDorado EZ Rider II Heavy Duty Transit bus that will replace a 2004 light duty Freightliner bus.
- Prepared the 1977 AM General bus for donation to the Midwest Bus Museum in Bangor Wisconsin. Bus was picked up by museum staff and driven to the museum on June 11th.
- Provided bus service for city wide cleanup, city council tours, and static bus displays for Public Works Day.

Vehicle Maintenance:

- Assisted in preparing the 1977 AM General bus for donation to the Midwest Bus Museum.
- Completed the last of 5 police car upfits
- Completed 156 job orders on city fleet; 116 unscheduled maintenance and 40 scheduled periodic services.
- Began seasonal rebuilds on airport snow removal equipment.

Engineering
City Engineer, Lance Meyer

Fire Department
Fire Chief, Kelli Kronschnabel

- We just completed our firefighter testing which established a list of candidates for the next year. We are looking to hire in the fall and put them through an academy in cooler weather.
- We are working on developing our current and upcoming leadership through a multitude of book studies. Staff has been utilizing “Strengthsfinder 2.0” with training from the HR department. All officers are studying the book “Leaders Eat Last” and upcoming officers are using “Extreme Ownership.”
- Budget has been submitted and preparations are being made for our meeting with the City Manager and Finance next week.
- I have included a snapshot of the first 6 months of our incidents. We have had a significant number of fires but there is no common factor that we have determined. I will submit a report in the future on the causes of the fires.

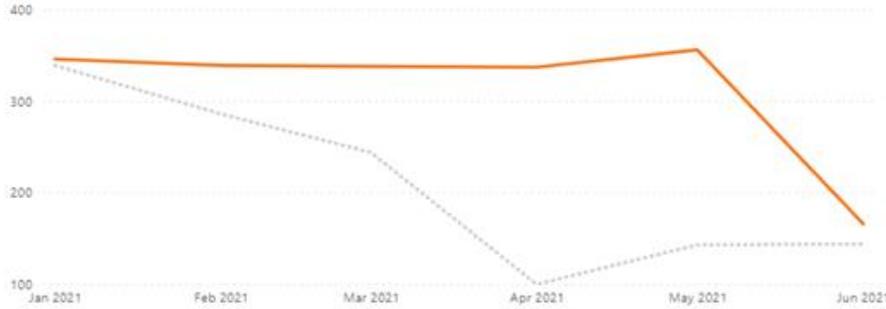
INCIDENTS: REVIEWED INCIDENT COUNTS

MINOT FIRE DEPARTMENT | Last Refresh: 6/15/2021 8:00 PM

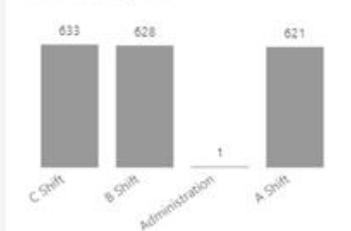
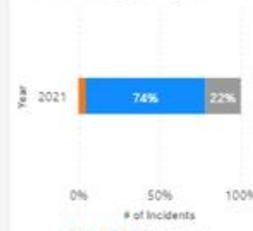
1,882	13	1,882	1,262	620	49%
Incidents Filtered	Not Reviewed	Incidents YTD	Prior YTD	Δ over PYTD	% over PYTD

of Incidents by Month

● # of Incidents ○ # of Incidents (Prior Year)

**Incident Series**

Incident Series	# of Incidents
1XX - Fire	85
2XX - Overpressure Rupture, Explosion, Overheat(no fire)	2
3XX - Rescue & Emergency Medical Service Incident	1,384
4XX - Hazardous Condition (No Fire)	97
5XX - Service Call	68
6XX - Good Intent Call	101
7XX - False Alarm & False Call	143
9XX - Special Incident Type	2
Total	1,882

Top Stations by # of Incidents**# of Incidents by Shift****# of Incidents by Category**

**Police Department
John Klug, Chief of Police**

The Police Department has completed the process of promotional interviews and one new lieutenant, and two new sergeants were selected and will be pinned with their new rank this week. Effective June 20th Sgt. David Chapman will be promoted to Lieutenant and assigned to the Administration Division. Master Police Officer Matthew Pappenfus will be promoted to Sergeant and will continue his assignment with the Patrol Division. Master Police Officer Shane Johnson, who is currently assigned to the Investigations Division working with the Drug Task Force, will have a promotion date of August 2nd and his assignment has not been determined.

The police department is currently at 85% effective strength for sworn officers with 12 of the 83 sworn positions not fully effective. This is due to the following:

- 1 – light duty assignment (injury/medical)
- 2 – Field Training
- 3 – ND Air National Guard military deployment (through November 2021)
- 5 – Vacant positions

In addition to the 5 openings for police officers, we are also in need of hiring 3 dispatchers to fill a recent resignation.

In my last report, through the end of April we were tracking about 400 calls behind our 2020 numbers. We are now tracking about 175 ahead in calls for service through the end of May 2021. More than ever, it is increasingly important for our dispatchers to triage the calls and send officers to the higher priority calls for service. Although it is a great feeling from where we were in 2020, we cannot be as proactive as we would like to be due to call volume.

Two citizens were awarded the North Dakota Peace Officers Association – Good Samaritan Award and Life Saver Award for their actions on September 27, 2020. They were nominated by Officer Anthony Hugg after seeing the impact their actions had to care for and transport a stabbing victim from a location in McLean County to Trinity Hospital in Minot. According to doctors in the Emergency Trauma Center, without their actions the victim would have likely died. The Life Saver Award was presented to Clayton Mattern and the Good Samaritan Award was presented to Tanner Schock. My sincere thanks to those young gentlemen for their quick actions.

Master Police Officer Andy Mehlhoff received the North Dakota Peace Officers Association – Exceptional Performance Award for his response and actions in investigating the death of a 5-day old infant on April 8, 2021. Although the life could not be saved, Officer Mehlhoff remained calm and initiated the critical steps needed to effectively investigate the incident. Facing one of the worst calls in an officer’s career, Officer Mehlhoff remained focused and professional. I sincerely appreciate Andy for his dedicated and professional service to the Minot Community.

**Airport
Interim Director, Maria Romanick**

**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.

	May	Year-to-Date
Residential: Median Sale Price	\$237,950	\$217,936
Residential: Total Sales	84	362
Commercial: Median Sale Price	\$420,000	\$512,875
Commercial: Total Sales	4	24
Vacant Lot: Median Sale Price	\$62,500	\$59,558*
Vacant Lot: Total Sales	2	14*

**Community Development Department Report
Brian Billingsley**

ECONOMIC DEVELOPMENT DIVISION:

Renaissance Zone Review Board:

The Board held a meeting on May 20th. The Board issued final approval on an application to renovate a building at 21 East Central Avenue. The Board also reviewed the first draft of a new Renaissance Zone Plan.

Partners in Planning Grant:

The City was awarded a Partners in Planning grant from the North Dakota Department of Commerce in the amount in \$19,400. Ackerman-Estvold is conducting a walking study of downtown Minot that reviews

building conditions, non-conforming uses, and ADA accessibility. They are also obtaining feedback from downtown residents, college students and staff, and high school students on their perceptions of the downtown and types of businesses and activities that they would like the downtown to have. Work will continue through the months of June and July.

INSPECTIONS DIVISION:

May 2021 Permit Information (May 2020):

- Total Permits Issued: 300 (44)
- Valuations of all Permits: \$17,701,000 (\$3,894,550)
- Single-Family Homes: 11 (4)
- Multi-Family Permits: 1 (0)
- Residential Remodels: \$433,000 (\$281,500)
- New Commercial: \$5,328,000 (\$0)
- Commercial Remodels: \$663,000 (\$2,838,050)

Other News:

- Inspections issued a building permit to Souris Heights Apartments.
- Inspections staff has spent the past several months working with our consultants from Cityworks on mapping and flow-charting our plan review and inspections processes. The new building permit software is scheduled to be ready for use by the end of the calendar year.

PLANNING DIVISION:

Planning Commission:

The Planning Commission conducted public hearings on four cases on May 4, 2021. They recommended approval on all cases.

Zoning Ordinance Steering Committee:

The Zoning Ordinance Steering Committee did not hold any meetings in the month of May. Staff is now focusing its efforts on re-writing the Subdivision Ordinance. Meetings on the new ordinance will take place throughout the summer.

Development Review Team Meetings:

The Minot Development Review Team (DRT) held five (5) DRT meetings during the month of April:

- May 5 – Subdivision plat for aeronautical uses at Minot International Airport.
- May 12 – Electrical substation expansion in south Minot.
- May 19 – Pendleton Estate plat – property line adjustment.
- May 19 – Outlot 23: Three lot subdivision plat.
- May 19 – Big O Tires: 6th Street SE & 21st Ave SE.
- May 26 – Plat for one residential lot – 16th Street NW.

Comprehensive Plan Update:

Staff prepared a Request for Qualifications (RFQ) to help the City recruit a qualified professional land use planning consulting firm to update our Comprehensive Plan, which was written in 2011-12. Staff posted the RFQ on the City's website and posted a notice in the Minot Daily News. Staff emailed RFQ's to all professional planning, engineering, and architectural firms in the state of North Dakota. The RFQ is also available on the American Planning Association's website. The deadline to submit qualifications is June 18, 2021. A committee consisting of staff, planning commissioners and aldermen/women will interview the finalists in July and we hope to have a contract secured with the highest ranked firm by August. We estimate it will take 18-24 months to complete this project.

Other Projects:

- Staff attended two Building Committee meetings during the month of May for space planning the new City Hall.
- Planning staff virtually attended the 2021 American Planning Association National Conference on May 5-7.
- Staff assisted NDR staff with interviewing candidates for the vacant Federal Compliance Officer position.
- Staff interviewed and hired Jamison Baier to the summer time Code Enforcement Officer position.

**Minot Public Library
Director, Janet Anderson**

The Minot Public Library's Summer Reading/Learning Program kicked off on June 1st and within the first week 475 people had signed up via the online registration service (Beanstack). MPL will be hosting 63 free programs for a variety of ages in the month of June.

Children's Librarian Randi Monley and Library Director Janet Anderson continue to work with area teachers, librarians and booksellers to promote the importance of reading every day with the #ReadFor20 campaign. This campaign launched on 6/3/2021 with the Mayor reading at Main Street Books and will continue with weekly guest readers downtown Thursday nights at 5:00 pm. Teachers and others community members (including the Sabre Dogs) will be available at the Minot Public Library on Thursdays mornings throughout the summer for "Thursday Takeovers" which will allow children (and others) to visit with local leaders and educators.

An employee committee continues to work on the Library's Strategic Plan. The committee hopes to have a final draft to the Library Board later this summer.

Library staff will be busy attending outreach events over the summer with the MPL Book Bike. Staff will be attending Arts in the City events every Thursday and Sunday this summer as well as Juneteenth, the Midsummer Festival, the 10-year anniversary of the Flood and other events. Library staff are committed to meeting people where they are and understand that there are still many people in Minot who do not know about all of the services available to them at MPL.

The Library has begun working to update the website with plans to unveil the new layout in July. The Library is experiencing an overabundance of donated materials and a lack of space. Anderson continues to work with the City Manager to look for other locations for storage. In the meantime, the Library has had to stop receiving donated material.

The June art display at the Library is the photography from the Minot Camera Club. Photographs will be on display for the entire month of June in the Library lobby.

The Library will be hosting American pop artist and author Michael Albert on Saturday June 26. New York based Artist Michael Albert has been making a Summer Tour of libraries and museums with his Pop Art Collage workshops for the last decade and is scheduled to visit North Dakota for the first time. Mr. Albert will be leading a Pop Art Collage Workshop for all ages at the Minot Public Library on the 26th from 10:30 am-2:30 pm.

Library usage in May, 2021 was as follows:

New Library Cards issued = 173

Foot Traffic = 11,888

Participation in Library Programs = 387

Materials Checked Out = 11,630

CITY OF MINOT

2021 Water & Sewer Monthly Report/Task vs. Objectives

TASK	OBJECTIVE	2021												TOTALS	
		Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Aug-21	Nov-21	Dec-21		
Meetings		21	13	13	22	28									97
Service Calls	6,750	635	716	862	832	755									3,800
Inspections	150		3	9	22	18									52
After hours Calls (Foremen)		5	17	5	15	12									54
Lab Tests	6,500	250	250	250	475	700									1,925
Meters															
Install New Meters	100	5	5	11	4	11									36
Meter Changes	100	83	112	86	58	32									371
Delinquent Water Accounts		160	160	55	100	155									630
MXU Installations	100	27	34	22	15	19									117
Locates: water/sewer/storm	4,000	161	85	448	525	1,030									2,249
Hydrants															
Hydrant Inspections	1,150	0	0	24	185	162									371
Flow Hydrants(for sewer lines)		133	99	76	111	15									434
Install Hydrants	15	1	0	0	0	2									3
Hydrant Repair	180	3	2	4	5	11									25
Hydrant Flow Testing		3	1	1	2	1									8
Hydrant Meter Set		2	0	0	6	13									21
Hydrants Painted					24	71									95
Water															
Curb Stop Maintenance	40	8	6	125	45	10									194
Curb Box (riser repair)	100	3	2	1	34	30									70
Gate Valve Maintenance	24	3	2	1	1	0									7
Gate Valve (riser repair)	50	3	2	1	4	3									13
Gate Valves ON/OFF		18	28	17	17	18									98
Repair Water Main Breaks	40	5	4	4	0	2									15
Service Taps		1	0	0	0	0									1
Service Leaks		0	1	0	0	1									2
Hydrastopping	1	0	0	0	0	0									0
Haul Clay/dirt/gravel/snow	Days	1	1	0	3	2									7
PRV Maintenance	5	0	0	0	0	1									1
Install Insta-Valve	1	0	0	0	0	0									0
Sewer															
Televising (feet)	60,500	1,543	150	7,191	1,749	528									11,161
Clean Sanitary Sewer (feet)	140,000	8,334	7,284	12,128	15,764	10,552									54,062
Check/Flush Manholes	5,000	495	300	561	605	433									2,394
Inspect Sewer Lift Stations	2,080	80	694	700	700	690									2,864
Sewer Calls			10	5	4	5									24
Manhole Repair	50	0	0	0	0	0									0
Repair Sewers (feet)	30	0	0	0	0	0									0
Mowing/Snow Removal Hrs	6,000	20	15	40	10	97									182

2015-2021 HHW/E-WASTE COLLECTION PARTICIPATION

	May 2015	May 2016	May 2017	May 2018	May 2019	October 2019	June 2020	September 2020	May 2021
Total Number of Cars	N/A	N/A	N/A	734	470	163	690	409	495

2015-2021 HHW/E-WASTE COLLECTION TOTALS- PER INDIVIDUAL EVENT

	May 2015	May 2016	May 2017	May 2018	May 2019	October 2019	June 2020	September 2020	May 2021
E-Waste (Pounds)	14,812	6,296	19,631	19,879	15,497	2,903	22,197	13,211	18,161
Latex Paint (Pounds)	12,740	7,740	26,460	22,460	16,560	7,600	22,400	14,840	17,620
Oil-Based Paint (Pounds)	6,185	4,913	11,125	8,800	6,594	4,479	10,740	5,912	7,628
Mixed Aerosols (Pounds)	832	570	1,491	1,030	1,020	374	1,338	714	932
Pesticides (Pounds)	693	950	3,282	3,200	1,839	853	2,680	2,455	1,708
Misc. Cleaning Supplies (Pounds)	186	210	1,023	1,600	1,619	96	233	195	1,766
Fluorescent Light Bulbs (Pounds)	77	233	185	160	72	34	198	260	181
Misc. Corrosive Liquids- Battery Acid, Etc. (Pounds)	186	277	199	320	257	52	90	150	317
Flammable Liquids- Gas, Mineral Spirits, Etc. (Pounds)	98	764	2,697	1,200	983	280	1,077	520	637
Used Motor Oil (Gallons)	N/A	N/A	N/A	860	375	180	550	200	580
Antifreeze (Gallons)	N/A	N/A	55	110	110	83	104	51	58
Batteries (Pounds)	95	288	318	200	254	100	196	204	233
Grand Totals (Pounds and Gallons)	35,904	22,241	66,466	59,819	45,180	17,034	61,803	38,712	49,821

Exhibit 2