TO: Mayor Shaun Sipma  
Members of the City Council  
FROM: Harold Stewart, City Manager  
DATE: December 6, 2021

City Manager:

Much of the last couple of weeks has been dedicated to personnel matters. Currently Staff is conducting annual performance reviews, which is a significant time commitment for the organization. The rollout of the Mission and Values has been completed and work will begin on an orientation video for new employees.

Community Survey
Survey analysis has been completed and the report received by City Staff. A presentation and a copy of the report will be provided to the Council and public at the December 20th Regular Council meeting. The consultant will participate in the meeting virtually. All information will be available on the City’s website after the meeting on the 20th.

Meetings attended included: NDR/CDBG meetings; Annual ND State Fair meeting; Liaison meeting; ARBI Board meeting; ND League of Cities Administrator meeting; City Hall Rehabilitation meeting; monthly communication meeting with MACEDC Executive Director; monthly communication meeting with Trinity CEO; bi-monthly radio interview on WGO; 2021 Annual Minot Flood Tabletop Exercise; NDLC Retirement event for Blake Crosby; and monthly communication meeting with Parks Director.

Upcoming Council Agenda Items:
1. 2022 MACEDC Funding Agreement
2. Proposed Ordinance Change for Staff Administrative Approvals
3. Community Survey Results Presentation (Dec. 20, 2021)
4. Retail Coach Analysis and Progress Presentation (Jan 2022)
5. BNSF Agreement
6. Minot Pound RFP

HUD Resilience
Harold Stewart

- The sale of the CTE building from Trinity Hospital to the MSU Foundation was completed October 15 with the sub-recipient agreement approval at the November 15 city council meeting. There is a kickoff meeting scheduled for December 15 with stakeholders to discuss project requirements to ensure the project moves smoothly and maintains HUD & City compliance throughout the process.
- Project BEE has become active on SAM.GOV showing no debarments, so the subrecipient agreements have been signed for both LMI Housing as well as the Family Shelter. Council had approved signing of both agreements at the September 7 city council meeting pending the SAM.GOV registration requirements be met. Staff is working with Project BEE to get project on track with an updated timeline.
- New City Hall project is out for bid with bid opening scheduled for December 7.
Finance
Director, David Lakefield

The Finance Director submits this report to provide additional information to update you on the financial condition of the City. This report is intended to supplement the monthly/quarterly reports that are published on the City’s website.

Budget

As we approach year end we will continue to monitor budget line items to ensure that they are within budget.

Attached you will see the latest update on sales tax collections. The results are 10.40% better than last year at this time and 32.82% ahead of budget for the year. Hub City funding has remained stable since the beginning of the year and is tracking 36% ahead of budget for the year. We will continue to closely monitor sales tax and other revenues as we continue through the budget cycle.

Sales Tax Collections

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<td>January</td>
<td>1,073,447.18</td>
<td>1,092,148.21</td>
<td>1,202,974.02</td>
<td>1,043,272.87</td>
<td>1,120,906.36</td>
<td>760,382.96</td>
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<td>February</td>
<td>982,501.96</td>
<td>711,861.09</td>
<td>753,896.84</td>
<td>903,257.47</td>
<td>615,653.81</td>
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<td>March</td>
<td>708,597.79</td>
<td>705,525.30</td>
<td>524,286.77</td>
<td>565,591.28</td>
<td>914,086.27</td>
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<td>April</td>
<td>790,569.80</td>
<td>640,082.86</td>
<td>924,895.07</td>
<td>1,000,807.12</td>
<td>642,955.12</td>
<td>1,047,183.76</td>
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<td>May</td>
<td>960,563.47</td>
<td>993,474.66</td>
<td>760,100.12</td>
<td>859,680.24</td>
<td>501,580.95</td>
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<td>June</td>
<td>845,164.38</td>
<td>865,945.71</td>
<td>713,433.15</td>
<td>637,916.33</td>
<td>1,074,529.24</td>
<td>1,167,320.88</td>
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<td>July</td>
<td>743,207.04</td>
<td>945,977.21</td>
<td>1,152,039.27</td>
<td>1,302,838.89</td>
<td>974,267.77</td>
<td>1,014,354.98</td>
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<td>August</td>
<td>1,112,766.06</td>
<td>792,535.87</td>
<td>916,349.83</td>
<td>843,498.66</td>
<td>936,920.71</td>
<td>1,112,419.37</td>
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<td>September</td>
<td>924,022.07</td>
<td>748,469.32</td>
<td>762,096.37</td>
<td>1,041,767.46</td>
<td>899,404.51</td>
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<td>October</td>
<td>921,549.07</td>
<td>1,078,494.96</td>
<td>1,101,698.09</td>
<td>1,074,156.98</td>
<td>841,510.53</td>
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<td>November</td>
<td>891,184.03</td>
<td>757,235.69</td>
<td>872,289.59</td>
<td>663,787.39</td>
<td>910,224.30</td>
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<td>December</td>
<td>733,998.53</td>
<td>685,831.47</td>
<td>906,973.11</td>
<td>1,143,540.64</td>
<td>895,515.07</td>
<td>9,408,102.91</td>
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<tr>
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<td>10,017,582.35</td>
<td>10,591,032.23</td>
<td>11,080,115.33</td>
<td>10,327,554.64</td>
<td>9,408,102.91</td>
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Third Quarter Results
The third quarter report has been published to the website and is available for review. As we approach the end of the year, we will be focused on monitoring the budget and preparing for year end. This is also the time of year that a number of construction projects are winding up. Finance is busy working through final payments and closing out a number of projects.

**Special Assessments**

Nuisance abatements and special assessments are in the process of being finalized and have been certified to the County for collections.

**ERP**

The ERP project continues to take up a great deal of staff time. The Utility Billing/Special Assessment and Human Capital Management/Payroll portions of the project are still underway.

We are currently working with Tyler Technologies to identify the best path forward with the HR/Payroll portion of the project.

**Treasury Activities**

As interest rates continue to remain low, we are looking at a number of investment vehicles that will provide a higher rate of return than the traditional bank CD. We plan to implement these programs for funds that are statutorily restricted and will further evaluate for other funds.

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**Police Department**

**John Klug, Chief of Police**

The police department is currently at 84% effective strength for sworn officers with 13 of the 83 sworn positions not fully effective. We tested applicants on December 2\textsuperscript{nd} & 3\textsuperscript{rd} for our next round of hiring to fill as many of the 7 openings as possible. The effective strength of sworn staff is due to the following:

- 1 – light duty assignment (injury/medical)
- 3 – New Officers in Training
- 1 – ND Law Enforcement Training Academy
- 8 – Vacant positions

Typically, I submit the report for the police department for the second meeting of the month, but due to a planned vacation, I will not be available to submit a report for the meeting in mid-December. This is a perfect opportunity to remind everyone that if I cannot be reached, the three Captains – Justin Sundheim, Jason Sundbakken, Dale Plessas – should be able to help answer your questions. Captain Sundheim will represent the interests of the Police Department at the City Council Meeting.

One of the items on the agenda that I wanted to speak to is the ordinance to increase traffic fines. This is an important issue for the department for deterring drivers from violating the various traffic laws and help improve the safety of our roadways. One of the most common complaints I receive as your Chief is that people are speeding or going through red traffic lights. I agree, it is a problem. Back when I was still working patrol (nearly 10 years ago) people already thought our traffic fines were a joke. This issue is not a matter of revenue, this is 100% an effort to change the behavior of our drivers in the City of Minot. Officers put themselves at risk for a $10.00 speeding ticket when they stop a driver going 10 mph over the limit; $20 isn’t much better,
but it is definitely a start. We all want a safer community and a lower risk of being involved in a traffic crash while operating our vehicles in Minot, this is one step – paired with increased enforcement efforts – that could bring some change in behaviors.

I submitted a memo outlining my recommendations to Mr. Stewart regarding handling incidents involving towing in which the police department has some involvement. If there are any questions about my recommendation, please feel free to contact me directly.

Our final tally on the fundraising from October and November cancer awareness campaigns brought in about $1,600, which will be donated for local cancer care efforts in Minot.

Fire Department
Fire Chief, Kelli Kronschnabel

- December 10th at 2 pm we will be having our promotional/graduation ceremony. We will also be honoring those that assisted us with COVID testing.
- We are putting together specs for a new ARFF truck that is looking to be purchased with CARES funding through the airport. This will replace a 1992 truck that has been out of service for over 6 months due to mechanical issues.
- Continuing to focus on completing projects and year end.

Engineering
City Engineer, Lance Meyer

Department Updates

- In November, the Department issued 19 right of way permits, reviewed two site plans, and attended one DRT meeting.
- Cityworks software configuration continues. We are working through Water and Sewer, Inspections, and Planning Divisions. This includes integration with Utility Billing and our payment software.
- Other ongoing projects include City Hall Relocation (out for bid), City Hall Retaining Wall (awarded), Quiet Zone Study, and subdivision ordinance rewrite.
- 2022 Standard Details and Specification updates are underway and will likely be brought to Council in January, as will updates to Chapter 28 of the Code of Ordinances.
- GIS Tech job description is on the agenda for Council approval. Pending approval, we will begin advertising to fill that position in 2022. The CAD Tech position also remains open.

2021 Construction Project Updates

- Current active construction: Paving District 499 (Day Use Park)
- Substantially completed: Paving & Utility District 2021-1 (1st St NW Reconstruction near Magic City Discovery Center), 2021 Street Improvement, 2021 Street Seal, 2021 Street Patching, 2021 Sidewalk, Curb, & Gutter, 2021 Concrete Rehab, and Burdick ADA Improvements (from 16th St SW to 27th St SE)
- www.minotnd.org/projects for more project information
- www.minotnd.org/traffic-impact-map for more information on current road construction
2022 Project Planning/Design Updates

- 16th Street SW and 37th Avenue SW Mill & Overlay is in final design (Moore Engineering consultant) for a February bid opening.
- Edison Safe Routes to School is in design and the public outreach meeting was held 10/21/21. The City is designing this project in-house and it is also scheduled for a February bid opening.
- Planning for the annual maintenance projects is well underway. Roadway network condition analysis, coordination with other projects, available budget, and other factors are taken into consideration.
- Annual solicitations from NDDOT for future federal aid projects. Recommendations to Council regarding five project applications at the December 6th meeting.

**Airport Director, Jennifer Eckman**

Passenger numbers and load factors began a slow upward trend, this is the time of year where business travel begins to pick up and snowbirds head to their favorite southern destinations. Operations are still in recovery mode from the pandemic and have not yet exceeded 2019 numbers but are overlapping 2018.

The most notable report from October was all revenue generating operations from car rentals to concessions are on an upward trajectory as the airport enters the holiday season.

I accidently noted this a month early, but at the end of October the Minot International Airport participated in FLY-ND’s Career Expo hosted at the Dakota Territory Air Museum. The event focused on careers within the aviation industry and was targeted towards high school and early college-aged individuals. There is so much more to aviation than being a pilot, and this event provided the opportunity for students to network, job hunt, and learn more about the endless opportunities.

**Public Information**

Dereck Hackett

City Manager Report – Public Information

**Highlights and Takeaways**

- Facebook and Instagram recently made some internal changes and that has altered how analytics are reported. “Reach” and “Engagement” are now a combined stat. Keep that in mind when comparing month-to-month
- The Council Magic City Aspirations has been a focus through the month of November. Social media videos are live and circulating on a weekly basis. We recommend Council share those on their respective social media avenues as often as you wish.

**Social Media Metrics**
### Audience

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<thead>
<tr>
<th>Audience</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
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<tbody>
<tr>
<td>Instagram</td>
<td>2,908</td>
<td>3,043</td>
<td>3,188</td>
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<td>3,188</td>
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</tr>
<tr>
<td>Twitter</td>
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### Engagement

| Facebook     | 96,324  | 2,001,001| 705,739| 59,560| 74,275| 213,211| 20,062| 17,616| 2,269      | N/A     |          |          |
| Instagram    | 45,156  | 18,864   | 25,553| 21,214| 28,010| 14,632 | 11,089| 11,089  | 11,089    | 11,089  | 11,089   | 11,089   |
| Twitter      | 3,300   | 3,216    | 2,520 | 2,362 | 2,724 | 2,632 | 2,634 | 3,818   | 15,560    |          |          |          |

### Reach

| Facebook     | 141,200 | 2,210,100| 504,089| 55,380| 116,471| 73,184 | 73,083| 91,528 | 52,700     | 21,300  | 21,300   | 21,300   |
| Instagram    | 2,077   | 2,177    | 2,497 | 2,851 | 2,010 | 1,852 | 1,852 | 4,120 | 2,460       |         |          |          |
| Twitter      | 3,300   | 3,216    | 2,520 | 2,362 | 2,724 | 2,632 | 2,634 | 3,818 | 15,560      |         |          |          |
| youtube      | 809     | 654      | 528   | 528   | 528   | 528   | 528   | 528    |           | 2,524   | 2,460    | 2,460    |
| Newsletter   | 3,300   | 3,216    | 2,520 | 2,362 | 2,724 | 2,632 | 2,634 | 3,818 | 15,560      |         |          |          |

### Audience Diagrams

- **Facebook Followers**
- **Instagram Followers**
- **Twitter Followers**
- **Youtube Subscribers**

### Reach Diagrams

- **Facebook**
- **Instagram**
- **Twitter**
- **Newsletter (Emails Opened)**
- **Newsletter (Emails Sent)**