TO: Mayor Shaun Sipma
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: December 20, 2021

City Manager:

The Community Economic and Development group met this month and took a tour of the new hospital. Progress continues quickly on the building and the building will be a significant asset to the community and region. With 600 construction workers active on the site it was a bustle of activity. It has been well planned out and designed. The new hospital will be something the community can be proud of once it is open.

I was invited to attend the annual Fire Department Promotional Graduation Ceremony. It was well attended and organized. The recent cadet class graduated, and several promotions were honored. In addition, all those who helped staff the COVID testing site were recognized.

Meetings attended: CDBG/NDR Progress meetings; Annual Employee Christmas Party; monthly communication with the Minot Community Foundation executive director; meeting with The Tracks, and the M Building Development Team; and the CTE kickoff meeting.

Upcoming Council Agenda Items:
1. Proposed Ordinance Change for Staff Administrative Approvals
2. Retail Coach Analysis and Progress Presentation (Jan 2022)
3. Minot Pound RFP

Human Resources
HR Director, Lisa Jundt

- **Employee Engagement and Satisfaction Survey** - The HR Department is currently conducting an Employee Engagement and Satisfaction Survey. This survey will be open to employees until January 31, 2022 to allow for as much participation as possible.

- **Blood Drive at City Hall** - As the holiday season approaches, the need for blood donation increases. HR staff has arranged for Vitalant to be onsite for blood donations on December 23rd at City Hall from 10:00 to 2:00 pm. Interested individuals can contact Karen Dugan (420-4534 or karen.dugan@minotnd.org) in the HR department to arrange a time to donate.

- **ERP System Implementation** - The HR Department continues to work towards a successful implementation process for conversion to a new HCM system. Tyler Technologies has provided a proposal in which additional specialized support from their company will provide a demo/proof concept to the City’s current Munis Payroll and ExecuTime applications by December 17th. A project team recommendation on which way to proceed has been presented and approved by Council. Council will be provided an update of the demo results in the next couple of weeks.
Fire Department
Fire Chief, Kelli Kronschnabel

Station 5 Update:

- We will be going out to bid for Station 5 at the beginning of January. Bid opening will be January 27 and taken to council on February 7th. The plans have all gone through inspections and engineering. The budget for the construction of the station was split between 2021 and 2022 budgets and has been adjusted due to the increase in cost of construction materials.
- The engine has been ordered for this station and should take delivery around the time of opening the station.
- Three full-time firefighters will need to be added to our roster to open this station. 2023 budget will reflect the three additional FTE’s as well as adding three additional captain positions.

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.

<table>
<thead>
<tr>
<th></th>
<th>November</th>
<th>Year-to-Date</th>
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<tbody>
<tr>
<td>Residential: Median Sale Price</td>
<td>$238,700</td>
<td>$225,661</td>
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<tr>
<td>Residential: Total Sales</td>
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<td>Commercial: Median Sale Price</td>
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<td>Vacant Lot: Median Sale Price</td>
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<tr>
<td>Vacant Lot: Total Sales</td>
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</tbody>
</table>

Community Development Department
Director, Brian Billingsley

ECONOMIC DEVELOPMENT DIVISION:

Renaissance Zone Review Board:

The Board met on November 18. The Board recommended approval of the annexation of 1½ blocks on the west side of Broadway on North Hill into the zone. The Board recommended final approval of Case #97, Dakota Apple Partnership located on 4th Avenue NW.

Retail Development Services Contract:

Staff received a preliminary report from the Retail Coach on the types of retail and service businesses we should try to recruit to Minot.
INSPECTIONS DIVISION:

November 2021 Permit Information (November 2020):

- Total Permits Issued: 462 (348)
- Single-Family Homes: 1 (8)
- Multi-Family Permits: 0 (0)
- New Residential Permit: $262,000 ($1,351,000)
- Residential Remodels: $43,000 ($296,900)
- New Commercial: $255,452 ($156,000)
- Commercial Remodels: $148,000 ($1,401,000)
- Valuations of all Permits: $708,000 ($3,204,900)

Building Permits:

- Storage Facility – 1613 27th St. SE
- Karma Convenient Store Remodel – 600 3rd Street NE
- Cobalt Nutrition – Blu on Broadway
- Quilt Shop Remodel – 2705 4th Ave. NW
- Liberty Square Remodel – 1401 S. Broadway
- Treatment Room Remodel – 2 Main St. S.

PLL Project:

The building permit software project is making progress. We are still on schedule to be operational around the beginning of the calendar year.

PLANNING DIVISION:

Planning Commission:

The Planning Commission held public hearings on ten (10) cases on September 8. They recommended approval on eight (8) cases; they tabled one case to the December meeting. The tenth case, a variance, was denied due to a lack of a hardship. The applicant did not file an appeal.

Zoning Ordinance Steering Committee:

The Zoning Ordinance Steering Committee did not meet in November.

Development Review Team Meetings:

The Minot Development Review Team (DRT) held one (1) DRT meeting during the month of October:


Comprehensive Plan Update:

We held an introductory steering committee meeting on November 18th with staff and consultants present. The Committee did not make any decisions. It was mostly a “get-to-know” each other meeting and we shared our proposed schedule for the next 18 months. The next meeting will take place in January.

Other Projects:

- Planning staff attended one meeting during the month of November with our PLL consultant.
Planning, economic development, and inspections staff shared a booth at Minot Career Fair on November 10th. We talked with area students about future career opportunities in the Community Development Department.

Planning staff hosted a Greenway Corridor Task Force meeting on November 16th. Minot Park District and several city personnel attended the meeting.

Community Development staff participated in the Flood Table Top meeting on November 30th.

Minot Public Library
Director, Janet Anderson

The Minot Public Library will be closed 12/24-12/26 and 12/31-1/1 for the Christmas and New Years’ holidays.

Library continue to wait for the work to the exterior of the building to be completed. Work remaining includes:

1. Installation of roof edge;
2. Repair of a damaged sign post;
3. Repair of damaged exterior light; and
4. Tightening of a loose cable rail at the entry plaza.

MPL staff have worked hard this past year to secure funding for various projects. Most recently, Teen Librarian, Pam Carswell, applied to take part in a program through the University of Maryland to evaluate programs for computational thinking. Carswell and MPL were selected for this program and will receive $1,000 for participating. She has also applied for an opportunity to host a virtual escape room and if selected will also receive another $1,000. Technology Coordinator, Joshua Pikka, received a $10,000 grant from the ND State Library to digitize old issues of the *Minot Daily News* which we currently have on microfilm. In addition, Pikka also received funding to provide Wi-Fi hotspots for patrons to check out. Finally, Children’s Librarian, Randi Monley, continues to work on funding for the remodel of the Children’s Library. She received $3,000 from Enbridge, $1,000 from Scheels and is applying for funds from Otto Bremer and the Minot Area Community Foundation.

The Library has now completed two months of the fall/winter reading program (Sweater Weather) and continue to promote this program which wraps up in March. The November theme was “Science Fiction/Fantasy” and four out of 78 participants received $25 gift cards thanks to donations from the Friends of the Minot Public Library. The December genre is music and another four participants who read a book from this genre will win prizes. As of 12/13/2021, 239 people had signed up for this program using the Beanstack app (which is also funded by the Friends of the Library); this is 28 more than the previous month. 94 children, 35 teens, and 110 adults are registered and people can register throughout the upcoming months.

Library usage in November 2021 was as follows:

New Library Cards issued = 152
Foot Traffic = 6,746
Participation in Library Programs (virtual and Take & Make) = 1,102
Participation in Library Outreach = 60
Materials Checked Out = 16,491

**HUD Resilience**  
Harold Stewart

- Kickoff meeting was held for CTE on December 15 with stakeholders. According to project timeline submitted, project is on track to be completed by summer 2023.
- Family Shelter/Broadway Circle project is getting back on track with an updated timeline and is in the process of prepping for going out to bid with project to be completed by summer 2023.
- Resilient Homebuyer Program will be closing 2021 having assisted with the purchase of 64 homes by LMI homeowners.
- All LMI rental housing projects are on track to be completed in accordance to the timelines provided in advance of the NDR funding deadline.
- Property demolitions have been completed for the year and will commence once again in the spring weather pending.