

## **2022 Budget Tour Information**

**MAY 4<sup>th</sup> 2022** Meet at City Hall at 2:50-3:00 PM

### Members Present:

Olson, Jantzer, Pitner, Podrygula, Ross, Sipma

Police Department with tour of department – Chief Klug

Chief Klug along with his Captains and Lieutenants presented a PowerPoint on the 2023 Budget. He highlighted that 87% of his budget is personnel costs. The PD is asking for 7 new positions and 2 new dispatchers. In 2023, they are budgeting for a Building Space and Feasibility Study for the current City Hall building.

Alderwoman Evans arrived at 4:02 pm.

The City Council toured the space at the PD discussing with staff the different aspects of the PD and how the new positions would be helpful in 2023. During the tour, they demonstrated the new drone and showed the council the new vehicle and internal lights.

Following the PD presentation, there was a break at 5:47 pm. The meeting resumed at 6:00 pm.

City Attorney- Kelly Hendershot

Kelly Hendershot, City Attorney, presented a PowerPoint about her department's 2023 Budget that would include the City employees, the outside counsel, and our Legislative Specialist. She also discussed the certifications and education they budget for. She highlighted the remaining budget to be books, office supplies, computers, etc. Kelly mentioned that her office is working closely with code enforcement/ordinances and policy reviews and revisions.

Human Resources – Lisa Jundt

Lisa Jundt, Human Resource Director, gave an overview on her staff, payroll processing, employee training, risk management and employee safety, and employee recognition. She discussed the challenges the Human Resource Department has faced such as a vacant position and the Tyler software not working for the City of Minot.

Her department has been attending job fairs at Minot State and some departments have been working with Team North Dakota for recruiting. For 2023, she would like to look into healthcare options for the staff.

Assessor's Office- Damon Druse

Damon Druse, Assistant City Assessor, presented information about his staff, how his education budget was going to have a slight increase, and the budget would include a new copy machine for the new area at City Hall. He discussed how the trend is still lower on call backs requiring the staff to have to do curbside evaluations.

Finance Director- David Lakefield

David Lakefield, Finance Director, had a PowerPoint where he discussed his departments organizational structure, the audit process, the new utility billing system/bills, and the 2023 budget requests. In the 2023 budget include a new copier for Finance, an addition IT staff member, software for the creation of a

budget book, and moving one Finance Clerk Senior to a Financial Specialist position. Dave also presented a sample budget book.

Planning & Economic & Development- Brian Billingsley

Brian Billingsley, Community & Economic Development Director, presented to the council on the Inspection Department, Planning Department, and Economic Development Department. In the Economic Development 2023 budget the council can look into the Wayfinding Project funding and possibly adding funding for the façade program.

The Inspections Department is wanting to purchase a digital plan review table, they would like to provide training on the new codes, continue the scanning process, and possibly add in a career ladder for current employees. The Planning Department is wanting to take a part-time position to a full-time Code enforcement assistant in the 2023 budget.

There being no further business, the meeting adjourned at 8:23 pm.

ATTEST: Mikayla McWilliams  
Mikayla McWilliams, City Clerk

APPROVED: Sham Sipma  
Sham Sipma, Mayor