



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: April 18, 2022

City Manager

Meetings for Council related to the 2023 FY Budget have begun or been scheduled. The tour of the new City Hall will be rescheduled after being canceled due to weather. Spring is lining up to be a very busy time for Staff and Council.

Preparation also continues for the Governor's visit in May, as well as discussion with State officials regarding NAWS and Flood Mitigation.

Previously the Council agreed an implementation of some sort of recognition for academic and athletic achievements is warranted. The Mayor and Staff, with review by Alderwoman Evans, have decided the best approach is to issue a proclamation declaring a day in honor of the achievement be read at future Council meetings. Staff has reached out to schools within the City limit boundaries to identify teams and students who have achieved significant accomplishments, such as State Titles. If Council agrees, Staff will begin preparing the appropriate proclamations and scheduling the recognitions on future Council meeting agendas.

Public appreciation is deserved for the dedicated City staff who worked during the recent storm to maintain public safety, and to keep time sensitive projects progressing and on schedule.

Meetings attended included: TIF communication meetings with Epic, Ward County Commission, and Minot Public School Board; monthly Community Leader Economic Development Communication meeting; monthly communication meeting with MACEDC Executive Director; Presentation to the Downtown Business Professional Association; bi-monthly radio interview on WGO.

HUD Resilience Interim NDR Program Manager, Emily Berg

- The Family Shelter/Broadway Circle project is holding their bid opening April 12 at 2:00 pm
- Rehabilitation of the New City Hall building is progressing on schedule. Framing is complete on the second floor and will move on to the first floor. Mechanical and electrical rough ins are nearly complete on the second floor and progressing on the third and first floors.
- For the Center for Technical Education (CTE) Dakota College at Bottineau is advertising for an Agency Construction Management (ACM) firm while Ackerman-Estvold continues to work on bid specifications.
- Bid opening is scheduled for April 22 for demolition of homes acquired by City of Minot for flood protection.
- All LMI rental housing projects are on track to be completed in accordance to the timelines provided in advance of the NDR funding deadline.

Human Resources
HR Director, Lisa Jundt

- **Recruitment** – Continued active recruitments continue for the following positions: Public Safety (8 Police Officers, 1 Firefighter and 1 Dispatcher), 1 Project Civil Engineer in Public Works, 1 Mechanic, 1 Traffic Maintenance Worker, 1 Accountant, 2 Civil Engineering Interns, 1 GIS Data Collection Intern and 1 Planning and Code Enforcement Intern. The Police Department completed their most recent testing and interview cycle on April 6th and the next testing cycle for the Fire Department will take place on May 12th and 13th. Human Resource Staff have recently participated in a recruitment events at Minot State University and the ND Job Service event held at the Auditorium.
- **Hiring and Orientation-** Since January 1st Human Resource Staff have facilitated orientation for 20 new full-time hires in various departments. Facilitating includes first day instruction and benefit enrollment and payroll administration. Staff have also assisted in the hiring of 3 part-time employees with regard to recruitment, background checks and payroll administration.
- **Salary/Benefit** – The department has enlisted Gallagher Human Resources and Compensation Consultants to complete the survey and provide the necessary data. Final results will be presented to the Civil Service Commission on June 13th at 10:00 am as part of the annual budget process addressing salary adjustments for 2023.

Assessor’s Department
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.

	March	Year-to-Date
Residential: Median Sale Price	\$199,900	\$201,766
Residential: Total Sales	73	203
Vacant Lot Residential: Median Sale Price	\$14,950	\$42,500
Vacant Lot Residential: Total Sales	2	10
Commercial: Median Sale Price	\$300,000	\$395,000
Commercial: Total Sales	5	19
Vacant Lot Commercial: Median Sale Price	\$0	\$0
Vacant Lot Commercial: Total Sales	0	0

Public Works
Public Works Director, Dan Jonasson

We are seeing a lot of substantive increases in operation cost, whether is high fuel prices, higher equipment replacement prices or supplies such as fittings, pipe, gate valves, hydrants or chemicals for water treatment. We continue to monitor our budget and do what we can to minimize the funds needed to be expended, but still maintain our services.

The USACE was in Minot for 2 days to get up to speed on the Maple Diversion (MI-4) design.

Public Works has received bids for Watermain replacement, Sewer rehab and will be receiving bids for manhole rehab this week, as well as we continue on a project to replace the 36” sewer line that failed last summer, as well as televising the remaining portion of this major trunk sewer system to assess condition and needed replacements or repairs.

We also continue to formulate a long-term CIP water main replacement plan. We hope to have some of this information available for Council budget presentations.

The yearly update to the emergency flood fight action plan has been completed and the SWIF plan yearly update is in progress. We also continue to work day to day with the various departments on operational tasks as well as scheduling our workload for the spring/summer projects.

National Public Works week is May 15-21. Each year we host an open house at public works for citizens and kids to see the workings of public works. We are looking at hosting tours of our water plant, a sanitary lift station and a water tours for citizens who would like to see what those important pieces of infrastructure look like and how they operate.



Water Treatment Department:

Well F – the new well for the Sundre aquifer was approved by Council and bids are being opened on April 12, 2022. A memo to award with tentatively be on the April 18, Council meeting. As soon as the well location is narrowed down, the remaining plans for piping and electrical will follow to tie this into the rest of the Sundre system.

Well C has been pulled apart televised and holes were found in the casing. We are currently working with a well driller to order liner, pump, motor and pit less unit to have this well back on line by mid-May.

Monthly Water Report For March 2022

River Water Treated	0 gallons
Well Water Treated	166,905,930 gallons
Recycle Water*	gallons
Total Water Treated	166,905,930 gallons
Total Water Distributed from HSPS Meters	168,312,192 gallons

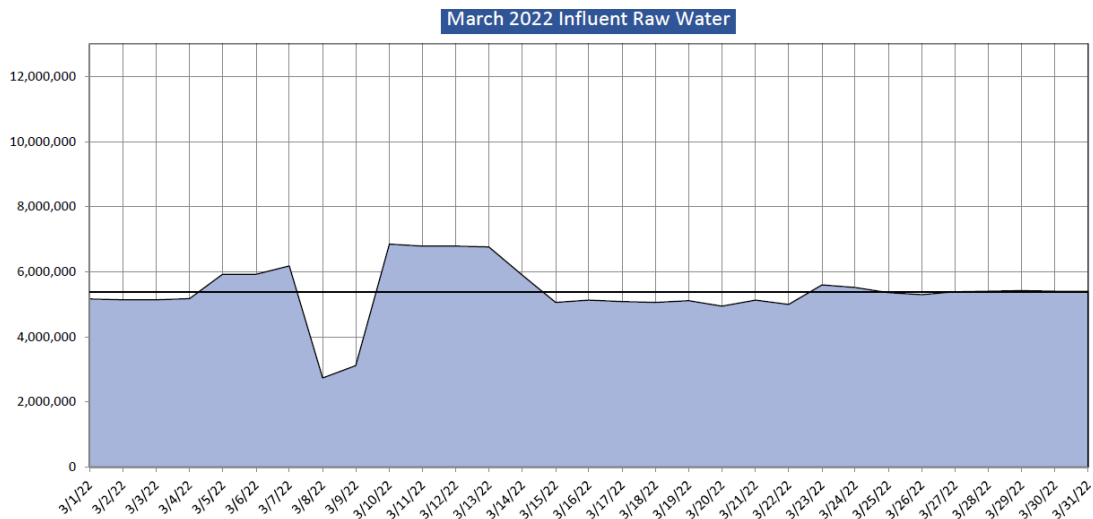
*New Plant. Recycle water gallons is not yet captured.

AMMONIUM SULFATE	5,450 pounds
CARBON DIOXIDE	74,455 pounds
CHLORINE	20,358 pounds
COAGULANT	7,281 gallons
FLOURIDE	6,638 gallons
LIME RECEIVED	888,280 pounds
PHOSPHATE	2,899 pounds

Waste Sludge	132 loads
	1666.20 tons

Bacteria Samples Taken	50 total
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Finish Water Turbidty	0.088 NTU
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Water/Sewer Department:

CITY OF MINOT														
2022 Water & Sewer Monthly Report/Task vs. Objectives														
TASK	OBJECTIVE	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	TOTALS
Meetings		13	18	13										44
Service Calls	6,750	447	468	463										1,378
Inspections	150	3	2	1										6
After hours Calls (Foremen)		11	16	6										33
Lab Tests	6,500	615	550	560										1,725
Meters														
Install New Meters	100	2	2	6										10
Meter Changes	100	18	24	21										63
Delinquent Water Accounts		99	105	82										286
MXU Installations	100	5	9	14										28
Locates: water/sewer/storm	4,000	66	69	145										280
Hydrants														
Hydrant Inspections	1,150	0	0	0										0
Flow Hydrants(for sewer lines)		62	72	68										202
Install Hydrants	15	0	1	0										1
Hydrant Repair	180	4	5	2										11
Hydrant Flow Testing		0	0	0										0
Hydrant/Const Meter Set		0	2	0										2
Hydrants Painted		0	0	0										0
Water														
Curb Stop Maintenance	40	0	1	3										4
Curb Box (riser repair)	100	3	1	10										14
Gate Valve Maintenance	24	0	1	0										1
Gate Valve (riser repair)	50	0	8	2										10
Gate Valves ON/OFF		21	20	21										62
Repair Water Main Breaks	40	5	8	6										19
Service Taps		0	0	0										0
Service Leaks		1	0	1										2
Hydrastopping	1	0	0	0										0
Haul Clay/dirt/gravel/snow	Days	5	1	4										10
PRV Maintenance	5	1	0	0										1
Install Insta-Valve	1	0	0	0										0
Sewer														
Televising (feet)	60,500	0	160	300										460
Clean Sanitary Sewer (feet)	140,000	10,877	8,499	9,504										28,880
Check/Flush Manholes	5,000	299	319	233										851
Inspect Sewer Lift Stations	2,080	708	672	665										2,045
Sewer Calls		4	4	5										13
Manhole Repair	50	0	0	0										0
Repair Sewers (feet)	30	0	0	0										0
Mowing/Snow Removal Hrs	6,000	106	60	20										186

Landfill/Sanitation

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

MSW – 5,834.09 Tons

Inert – 1,285.68 Tons

Lime – 1,666.2 Tons

Compost – 8.14 Tons

Trees – 178.19 Tons

Trees Given Away for Firewood – 27.23 Tons

Total number of landfill tickets generated in March – 3,674 Tickets

Monthly March gate collections were \$285,886.71 compared to \$283,840.97 in 2021.

There was a total of 40 tree piles picked up by Sanitation crews on the route for no extra charge.

Vehicle Maintenance:

Staff completed 187 work orders in March. 93 (49.7%) were preventive maintenance work and 94 (50.3%) were unscheduled maintenance tasks. The parts and labor cost for the work accomplished in January was \$85,193.92.

Our Work Order Turnaround was 53% of work completed within 24 hours, and 71% of all work orders were complete in under 72 hours.

We are currently understaffed with two open mechanic positions that need to be filled and applicants are scarce, let alone qualified applicants.

Transit

Bus ridership for March was 6,250 rides. This is a 28% increase from March 2021.

Street Department

The street department has started sweeping some of the major roadways, sidewalks along the roadways and path and trails adjacent to these major roadways as part of our sweeping program. They are also coordinating with the downtown association for sweeping and cleanup of the downtown area.

This week our concentration is on the pending snow storm and large amounts of snow being forecast for the area. Blades, loaders, plow trucks and sanders and being checked over and making sure they are ready for the event. We are contracting contractors to have on standby.

Cemetery

MONTHLY REPORT		eb updated 4/1/2022			
Date:	March	2022			
To:	Dan Jonasson, Director of Public Works				
From:	Eileen Bean- Rosehill Cemetery Office Admin				
Re:	Monthly Report, Acct. #540				
LOT SALES					
	REG	Flat Stone	7		
	REG	Monumen	2		
	Niche	Top 3	0		
	Niche	Bottom 3	0		
	Infant		0		
				TOTAL	9
	Sell Back	Reg	0		
	Sell Back	Monumen	0		
	Sell Back	Col	0	TOTAL	9
PERFORM INTERMENTS					
			Traditional	Cremation	Columbaria
	WEEKDAY INTERMENT		5	4	0
	Social Service		0	0	0
	Infant		1	0	0
	SATURDAY INTERMENT		2	0	1
			0	0	0
	HOLIDAY/SUNDAY INTERMENT		0	0	0
				TOTAL	13
SURCHARGES					
			Traditional	Cremation	Columbaria
	2nd Interment / Lot Reuse		0	0	0
				TOTAL	0
DISINTERRED					
				TOTAL	0
VAULT STORAGE					
				TOTAL	26
Updates:	Updated Chapel Burial Index				
	Pumped out ponds/ spring runoff				
	Stopped using frost breaker				
	Wreathes are all removed				
	Cemetery map was installed in the office				

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

The police department is currently at 80% effective strength for sworn officers with 16 of the 83 sworn positions not fully effective or vacant. The current effective strength of sworn staff is due to the following:

- 4 – light duty assignment (injury/medical)
- 4 – New Officers in Training
- 8 – Vacant positions

Our police officer testing took place on April 7th and 8th and we are in the process of making offers to a few of the candidates. The start date for the next class of officers will be May 9th, 2022.

We have had a few employees test positive for Covid. We have switched our procedure to keep the employee home for the first 5 days, then work the next 5 days and where a mask. This has not caused any major problems for staffing the minimums of our shifts.

We have 5 vacant positions for dispatchers. One of the two dispatch candidates mentioned in last month's report did not make it through the background check and the conditional offer was rescinded. The week of April 10th to 16th is National Telecommunicator's Week and this year's theme for their celebration was fittingly – SUPERHEROS. I would like to thank all the Dispatchers and PSAP Manager for the excellent work in service to the residents and visitors to Ward County.

**Community Development Department
Director, Brian Billingsley**

ECONOMIC DEVELOPMENT DIVISION:

Renaissance Zone Review Board:

The Board did not meet in March.

Façade Improvement Program:

A contract for a façade improvement program loan was delivered to Margie's Art Glass studio. A contract for Mouse River Players is on hold until we can figure out how to handle the personal guarantee.

Retail Development Services Contract:

The Retail Coach is continuing retail recruitment efforts for the City of Minot. A more detailed report will be given in April.

INSPECTIONS DIVISION:

March 2022 Permit Information (March 2021):

- Total Permits Issued: 220 (232)

- Single-Family Homes: 8 (12)
- Multi-Family Permits: 0 (0)
- New Residential Permits: \$1,385,000 (\$2,463,000)
- Residential Remodels: \$141,000 (\$89,000)
- New Commercial Permits: \$1,200,000 (\$1,426,000)
- Commercial Remodels: \$468,500 (\$696,000)
- Valuations of all Permits: \$3,194,500 (\$4,674,000)

Notable Building Permits:

- Demolition Permit for exterior wall at Target (prepping for building addition) - \$250,000.
- Roosevelt Park Zoo Leopard Exhibit - \$1,200,000.

PLL Project:

The building permit software project is making progress. Employee training is continuing to take place, with a possible launch date in late May or June.

DIVISION:

Planning Commission:

The Planning Commission held public hearings on five (5) cases on March 1. They recommended approval of all the cases.

Zoning Ordinance Steering Committee:

A meeting was held on March 30th to discuss two minor amendments to the Land Development Ordinance. Both amendments were approved by the Committee. A public hearing before the Planning Commission is scheduled to take place on May 3rd.

Development Review Team Meetings:

The Minot Development Review Team (DRT) held seven (7) DRT meetings during the month of January:

- March 9 – New Public High School (#2) – 21st Ave NW
- March 9 – Lube Shop @ 37th Ave SW or 2415 N. Broadway
- March 16 – Valvoline Oil Change Shop – North Marketplace
- March 16 – SOS Image – Expansion
- March 23 – Enbridge Terminal – New Driveway for Future Expansion
- March 30 – Keller Paving – Building Relocation
- March 30 – Beeter Brothers Construction – Storage Yard & Shop

Comprehensive Plan Update:

The steering committee did not meet in March. A meeting has been scheduled on the 8th of April. A community wide opinion survey was made available to the general public throughout the month of March. We received 1,037 responses to the survey.

Other Projects/Meetings:

- Staff participated in two CDBG-DR/NDR meetings.
- Staff participated in weekly TIF meetings with EPIC Companies.
- Staff participated in two wayfinding meetings with Visit Minot and Ackerman-Estvold.
- Planning and Inspections staff shared a booth at the Home and Garden show on March 4 & 5.
- Planning staff participated in a meeting with Airport staff and their consultant to discuss coordinating the airport's long-range planning efforts with planning staff's comprehensive plan update.
- Staff attended a meeting at the Chamber EDC to discuss a possible business lead.

Minot Public Library Director, Janet Anderson

There have been no updates on the final work to complete the Library's exterior work, but the contractor has until 4/30/2022 to complete the items on the punch list.

Request for Qualifications for the Architect/Engineering firms to work on the Children's Library remodel should be advertised in the upcoming week with a recommendation presented to Council in May. This remodel was originally slated to begin in 2023, but will begin in 2022 due to the recommended delay to the parking lot repairs. Though the total cost of the remodel will exceed what's available this year, an early start will allow staff to begin working with an architect firm to create plans and drawings for this project.

The Minot Public Library celebrated National Library Week April 3rd through April 9th by hosting 13 in-person programs and 3 virtual/Take & Make programs. In addition, the Library gave away tote bags and prizes for 2 separate guessing contests and prizes for anyone who participated in the "Spirit Week" dress-up days. Beyond having fun and acknowledging the MPL staff's dedication to exceptional service, this week was meant to show community members how they can connect to dozens of resources at no cost by using their public library. Two television interviews were conducted, a newspaper article released, and many posts on the Library's Facebook, Instagram, and TikTok pages were made to help inform people. However, MPL still struggles to spread the word about all the services offered and any opportunity to do this is appreciated and taken.

MPL has returned to in-person programs while keeping some virtual/Take & Make options for those unable to come to the Library. Library staff will be hosting 46 programs in 24 days during the month of April and will continue with in-person programs in May. May programs will be fewer in preparation for the busy summer programs which kick off in June.

The Fall/Winter Sweater Weather Reading Program wrapped up at the end of March. Overall, 273 people participated in this program; 108 children, 39 teens, and 126 adults. 24 \$25 gift cards to local business were provided for monthly prizes and 4 \$100 gift cards for the grand prize winners. To be eligible for the grand prize, a person only had to read one book three of the six months. The Friends of the Library provided all the funds for promotions and prizes as well as the cost for the online/mobile app service used for this. Following a brief break, Library staff will next be gearing up for the annual Summer Reading/Learning Program.

In an effort to help negate the detrimental effects of students not reading over the summer (often referred to as the “Summer Slide”), Library staff are diligently working to visit the various Minot Public Schools to promote the Summer Reading/Learning Program. Children’s Librarian Randi Monley is hoping to visit each elementary school to spread the word about the fun programs available during the summer while Teen Librarian Pam Carswell met with 6th graders at Jim Hill to share the services available to teens. Staff believe that by collaborating with schools they can not only increase participation in MPL programs, but (more importantly) help prevent a loss of skills over the summer months which will improve students’ scores and ability to learn new skills once school begins again in the fall. For schools or individual classes where staff are unable to visit, MPL will have a short video available to be shared in school libraries and/or classrooms.

The Library has completed its annual report for 2021 and submitted it to the Library Board and ND State Library. Copies of the report will be distributed to Council members at the April 18th meeting and available for the public online and at the Minot Public Library.

Library usage in March 2022 was as follows:

New Library Cards issued = 210 (+89)

Foot Traffic = 9,044 (+3,132)

Participation in Library Programs (In-Person and Take & Make) = 1,960 (+1,067)

Materials Checked Out = 17,486 (+3,282)