



TO: Mayor Tom Ross
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: February 21, 2023

City Manager:

As is to be expected, following and monitoring Legislative Bills has been the main priority over the last couple of weeks. So far communications have been effective and expedited funding for the Mouse River Basin Flood Funding is being proposed/considered. Council President Pitner provided similar testimony on the House side as he did on the Senate side regarding a proposal to require cities to pay an additional 33% in acquisition costs if using the eminent domain process. There have also been some bills related to property tax staff has been following. Other Bills of interest include proposed changes of the State Retirement System from a defined benefit plan to a defined contribution plan. This change seems to have significant support and Staff will need to assess the potential financial impacts this will have for the City of Minot. Alderwoman Olson, Dave Lakefield, and the City Manager also attended the Celebrate Cities Day on behalf of the City.

Staff continues to work with the Wages and Benefits Ad Hoc Committee to assess potential changes and recommendations.

The public hearing for the proposed changes to the 2040 Comprehensive Plan was also held. There was very minimal attendance from the public but positive feedback was received by those who did participate. Consideration for approval will come before the City Council in the near future.

The proposal of allowing Urban Chickens inside City limits was requested at the last City Council meeting. As per policy of the Council this can be placed on the agenda by the Mayor or at the request of at least two Council members. To date the City Manager's office has not been requested to place this on a future agenda and will continue to await direction to do so.

With the action of the Council at the last Regular Council meeting regarding the Downtown Parking garages there has been some conversation regarding the matter. Just a reminder that in accordance with Robert's Rules of Order if the Council wants to reconsider or rediscuss the action it needs to be done/requested at the next Regular Meeting, which would be the Feb. 21st Council meeting. A couple of items Staff will need further direction on regarding the Garages is the situation of one garage being free and the other not, and identifying a revenue stream to pay for operational costs with the loss of rental revenue.

Meetings attended included: communication meeting with MACEDC Board President; State of the City function; quarterly communication meeting with MSU President; meeting with the Employee Recognition Committee; legislative update meetings with legal Counsel and the NDLC; CTE Project Update meeting; and GOSCMA Crosstalk video call.

**Fire Department
Fire Chief, Kelli Kronschnabel**

Station 5 progress report:

Over the last couple weeks, they have been working on the interior framing and insulating. The fire sprinkler system is in the process of being installed as well as the roof and fascia blocking. The permanent gas meter was installed. Currently the mechanical and electrical rough ins are in process as well as finishing the roof blocking, roof and framing of interior walls. It's nice to see it taking shape.

Legislative topics:

We are thankful for the support of our legislators in HB 1279 which was a significant bill for both police and fire. This will reduce the time requirement from 5 years to employment to be covered under WSI. We have been following and working on a few other bills that impact us with the assistance of ND Fire Chief's Association. I am traveling to Bismarck for the Celebrate Cities Day on 2/17/23 to serve lunch to our legislators with the ND Fire Chief's and Police Chief's groups.

**Public Works
Public Works Director, Dan Jonasson**

PUBLIC WORKS ADMIN:

PW admin is working on the numerous maintenance projects for 2023. This includes water main replacement, Sewer rehab, storm sewer rehab, updating the EAP, low head dam work near the water plan and Roosevelt park, RFQ for the transit center building, sidewalk quotes for snow removal, Flood protection and NAWS.

Bids were opened for Cell 7 expansion and it was \$40,000 under the engineers estimate. (\$2.1 million)

Bids were also opened for our Sanitary Sewer CIPP lining and they were \$34 thousand under the engineers estimate. (\$342,000)

Staff have been involved in the legislative procedures on funding for SB2020 where our flood control dollars come from as well as testimony on HB 1218, the makeup of a newly proposed NAWS advisory Authority to replace the existing board to oversee the operations of the NAWS system.

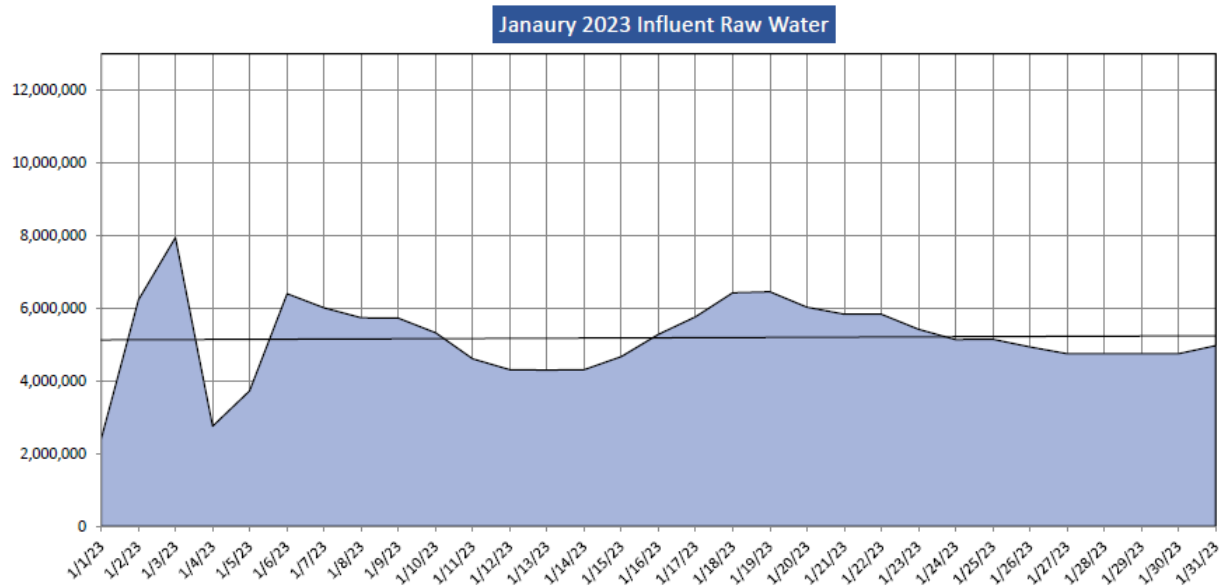
Staff attended the state water commission meeting on Feb 13, 2023 as we had a request for funding a CIP watermain replacement project in NW Minot on the agenda and are looking for 60% cost share of funding or approx. \$1.6 million dollars. This funding was approved.

Work on the recycling transfer station is ongoing. Construction of the building pad continues. The building is up, sheeted and work inside will continue throughout the winter.

We continue to be deeply involved in all of the flood protection design work and construction projects, acquisitions, and eminent domain proceeding for various properties, as well as the numerous phases of NAWS work.

Water Treatment Department:

CO2 issues have been resolved for now as the supplier in ND is now open and producing CO2 again locally (in ND).



Monthly Water Report For January 2023

River Water Treated	0 gallons
Well Water Treated	160,718,000 gallons
Recycle & Facility Water	25,315,000 gallons
Total Water Treated	186,033,000 gallons
Total Water Distributed from HSPS Meters	163,409,000 gallons

AMMONIUM SULFATE	5,700 pounds
CARBON DIOXIDE	124,080 pounds
CHLORINE	20,266 pounds
COAGULANT	17,872 gallons
FLOURIDE	4,039 gallons
LIME RECEIVED	630,740 pounds
PHOSPHATE	2,400 pounds
 Waste Sludge	 165 loads 1751.50 tons
 Bacteria Samples Taken	 50 total
 Finish Water Turbidty	 0.023 NTU

WELL FIELD INFORMATION			
WELL #	Hours Run	Gallons per Minute	Gallons Pumped
5	531.6	1010	32,215,000
6	693.0	830	34,511,000
8	194.2	541	6,304,000
11			0
12A&B			0
13			0
14	45.9	885	2,437,000
15	43.9	400	1,054,000
16	332.1	455	9,066,000
A	540.0	600	19,440,000
B	398.2	600	14,335,000
C	398.2	1640	39,183,000
D			0
E	51.7	700	2,171,000
F	OOS		
			160,716,000

Water/Sewer Department:

Water Dist. Is finally up to full staff again after being down 5-6 persons due to vacancies in the department. It is currently working on training of personnel both for new personnel as well as keeping our state certifications for the existing personnel.

CITY OF MINOT															
2023 Water & Sewer Monthly Report/Task vs. Objectives															
TASK	OBJECTIVE	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sept-23	Oct-23	Nov-23	Dec-23	TOTALS	
Meetings		9												9	
Service Calls	6,750	529												529	
Inspections	150	2												2	
After hours Calls (Foremen)		6												6	
Lab Tests	6,500	500												500	
Meters															
Install New Meters	100	2												2	
Meter Changes	100	23												23	
Delinquent Water Accounts		112												112	
MXU Installations	100	9												9	
Locates: water/sewer/storm	4,000	68												68	
Hydrants															
Hydrant Inspections	1,150	0												0	
Flow Hydrants(for sewer lines)		70												70	
Install Hydrants	15	0												0	
Hydrant Repair	180	0												0	
Hydrant Flow Testing		0												0	
Hydrant Meter Set		0												0	
Hydrants Painted		0												0	
Water															
Curb Stop Maintenance	40	4												4	
Curb Box (riser repair)	100	2												2	
Gate Valve Maintenance	24	0												0	
Gate Valve (riser repair)	50	0												0	
Gate Valves ON/OFF		10												10	
Repair Water Main Breaks	40	1												1	
Service Taps		0												0	
Service Leaks		0												0	
Hydrastopping	1	0												0	
Haul Clay/dirt/gravel/snow	Days	0												0	
PRV Maintenance	5	0												0	
Install Insta-Valve	1	0												0	
Sewer															
Televising (feet)	60,500	40												40	
Clean Sanitary Sewer (feet)	140,000	6,416												6,416	
Check/Flush Manholes	5,000	299												299	
Inspect Sewer Lift Stations	2,080	600												600	
Sewer Calls		3												3	
Manhole Repair	50	0												0	
Repair Sewers (feet)	30	0												0	
Mowing/Snow Removal Hrs	6,000	40												40	

Landfill/Sanitation

The transfer station is progressing well, we have included a couple of pictures to see the progress.



Several Landfill staff and roll-off trucks have been assisting the Street Dept. with snow hauling operations.

Landfill staff continues working in their shop, as they have time. They are repurposing an old truck so it can be utilized to spot and stage recycling transfer trailers. They have also been assisting the

City Maintenance Shop by performing arm rebuilds on the Sanitation Department automated trucks. The Landfill now performs the service and maintenance work on all of their assets.

Work continues daily on the interior of the Recycling Transfer Facility at the Landfill. The building has been sealed off, temporary heaters have been installed for construction crews to keep warm. Progress is being made daily, in the above picture, they are preparing to pour the floor of the facility.

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

MSW – 5,681.87 Tons

Inert – 657.13 Tons

Lime – 1,751.5 Tons

Trees – 12.74 Tons

Trees Given Away for Firewood – 4.13 Tons

Total number of landfill tickets generated – 3,101 Tickets

Monthly January gate collections were \$253,142.86 compared to \$211,168.91 in 2022.

There was a total of 167 tree piles picked up by Sanitation crews on the route for no extra charge.

Vehicle Maintenance:

Vehicle maintenance has finally filled all of the open mechanic positions.

Staff completed 184 work orders in January. 96 (52%) were preventive maintenance work and 88 (48%) were unscheduled maintenance tasks. The parts and labor cost for the work accomplished in December was 109,3339.98. Our Work Order Turnaround was 62% of work completed within 24 hours, and 79% of all work orders were complete in under 72 hours.

Transit

Bus ridership for January was 7,827 rides. This is a 37% increase from January 2022.

Commercial Driver's License Training

Since the new Entry Level Driver Training requirements started in February 2022, which requires anyone who is obtaining a CDL license obtain classroom training and driving training before they can get their license, The Shop/transit dept. has taken on the responsibility of setting up a certified training program. Eighteen employees have successfully completed the classroom and hands on portions of the ELDT requirements and received their Commercial Drivers Licenses throughout the city. We currently have four employees enrolled in the classroom portion that have not yet completed their training.

Street Department

Street Department and storm sewer remain busy with the melt opening up storm sewer catch basins, cleaning iced areas and they continue to haul snow from areas of the city. A spring that started to open up and flood a portion of 12th Ave NE is causing severe icing on the roadway. Staff worked to remove the ice for safety reasons.



Cemetery

LOT SALES	REG	Flat Stone	2		
	REG	Monument	10		
	Niche	Top 3	1	Columbarium Niches	
	Niche	Bottom 3	1	% SOLD	55.56%
	Infant				
					TOTAL
	Sell Back	Reg	0		
	Sell Back	Monument	0		
	Sell Back	Col	0	TOTAL	14
PERFORM INTERMENTS			Traditional	Cremation	Columbaria
WEEKDAY INTERMENT			10	7	1
Social Service			0	0	0
Infant			0	0	0
SATURDAY INTERMENT			5	1	0
HOLIDAY/SUNDAY INTERMENT			0	0	0
CREMATION PERCENTAGES			34.78%		TOTAL
					23
SURCHARGES			Traditional	Cremation	Columbaria
2nd Interment / Lot Reuse			0	0	0
					TOTAL
					0
DISINTERRED					TOTAL
Prior Month Balance			Intake	Removed	0
VAULT STORAGE	5		9	0	TOTAL
					14
WORK ORDERS			Opened	Closed	
Vase			2	0	
Grounds			0	0	
Monuments			0	0	TOTAL
					2
MONUMENT/MARKER INSTALLATION			Single	Double	
Flat			0	0	
Monuments			0	0	
Veteran			0	0	
Vase/Yoke			0	0	TOTAL
					0

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

The police department is currently at 77% effective strength for sworn officers with 19 of the 84 sworn positions not fully effective or vacant. The current effective strength of sworn staff is due to the following:

- 3 – Injury or Medical w/ Restrictions or No Duty
- 3 – New Officers in Training
- 13 – Vacant positions

The Police Department is working hard to fill some of the vacant positions within the department. We increased the number of testing sessions for police officer with the hope of hiring more police officers in 2023 than we have accomplished the past 3 years. We tested and interviewed candidates on February 16th and 17th, and we are hopeful that many will pass and make it to our final selection process. We are also reviewing our process for recruiting and hiring later transfers from other departments. Trained officers bring a level of experience to our department to allow us to continue with a higher level of service to the community, even though the employees are new to our department.

Except for a part-time administrative clerk in Records, we are fully staffed in all other areas of the police department. We have not attempted to fill the part-time position due to the hiring of several other administrative clerks and the lack of space in that office.

We ended 2022 with a murder at a bar and started 2023 with a murder at a hotel. These were followed shortly thereafter by a shooting in another bar in Minot. We are evaluating several areas in Minot to determine if there are any indicators that would help us focus some level of enforcement or work with various businesses to improve safety in or around their property.

The PD has several projects started in 2023. Upgrades to various systems, the space needs and feasibility study, contract reviews and upgrades for Axon Fleet cameras, are all in the works, that that is just to name a few. It is a busy year, but we hope to improve our services through technology, with minimal additional investments where possible.

**Community Development Department
Director, Brian Billingsley**

ECONOMIC DEVELOPMENT DIVISION:

Renaissance Zone Review Board:

The Board did not hold a meeting in January.

Façade Improvement Program:

We are aware of at least five downtown property owners that are currently working with an architect on their façade improvement plans. To date, the City Council has approved five forgivable

loans. Staff is working with the City Attorney on some minor updates to the program guidelines and the design standards.

The Retail Coach:

The Retail Coach's report is attached to the City Manager's report.

INSPECTIONS DIVISION:

January 2023 Permit Information (January 2022):

- Total Permits Issued: 177 (234)
- Single-Family Homes: 0 (0)
- Multi-Family Permits: 0 (0)
- New Residential Permit: \$0 (\$0)
- Residential Remodels: \$38,000 (\$105,000)
- New Commercial: \$0 (\$607,000)
- Commercial Remodels: \$251,000 (\$6,616,000)
- Valuations of all Permits: \$289,000 (\$7,328,000)

Notable Building Permits:

- Candy Store – Dakota Square Mall – Remodel (\$130,000).
- Boppre Law Firm – 2151 36th Ave. SW – Remodel (\$54,000)

2021 Code Updates:

The 2021 codes took effect on January 1st. Staff will be developing a series of “Lunch and Learn” meetings to educate our contractors on all of the changes that have been made to all of the building codes. They conducted similar meetings in 2020 after the 2018 codes were adopted.

Personnel Update:

None.

**Minot Public Library
Director, Janet Anderson**

Building & Grounds Updates:

- **Children's Library Remodel** → Contractor bids were opened Friday, 2/3/2023 and recommendations are included in the 2/21/2023 City Council agenda.
- **Annual Inspection/Space Needs** → Building Maintenance Supervisor, Scott Timothy, has been meeting with various staff members to complete the annual building inspection. In addition, the MPL Space Needs Analysis Committee has begun meeting

again to identify building needs. The Library Board Building & Grounds Committee (Reich and Ulrickson) will likely need to meet in March to review the recommendations.

- **Parking Lot Improvement Project** → Request for Qualifications for Design and Engineering Services for the Library's parking lot project were advertised and packets will be opened on Monday, 3/13/2023 at 4:00 pm. The total available budget for this project is \$230,000 and staff hope to have the work done in August to avoid the busy summer programming and to avoid any potential complications with the City Hall retaining wall work.

Winter Programs: Fall programs and the Fall/Winter Reading Program (Sweater Weather) have continued to grow throughout 2022 and into 2023. As of 2/1/2023, 301 people had signed up to participate in this reading program, funded by the Friends of the Library. This is the highest number of participants this program has ever had. Free programs for the public continue to be offered. 34 programs for all ages will be offered in February. Staff are also busy planning programs for the annual Summer Reading/Learning Program.

Staffing: The Children's Library hired Leah Brown to fill a part-time Library Assistant position. Leah began working at the Library on 1/30/2023. Riley Winiger was hired as the Teen Library Assistant and began her work with MPL on 2/6/2023. The Library is currently fully staffed for the first time in many months.

Staff Anniversaries: On February 7, Betty Pecoraro celebrated 6 years with MPL. Betty is an Adult Services Library Assistant enjoys reading mysteries and playing board games.

Friends of the Minot Public Library: The Board of the Friends of the Minot Public Library met on Thursday, 1/26/23. At this meeting, they approved funding for some new adult programs as well as a meal for the staff in-service. Dave Leite was elected as President, Mary Heit as Vice President, and Paulette Nelson as Secretary. Additionally, the Board set book sale dates for the next three months. Book sales will be the following dates:

- Members-Only Pre-Sale: 2/15 & One-Day Sale: 2/16
- Members-Only Pre-Sale: 3/14 & One-Day Sale: 3/15
- Members-Only Pre-Sale: 4/26 & One-Day Sale: 4/27.

Director's Activities: Anderson continues to work on legislative issues related to libraries. She testified virtual in opposition to HB1205 on 1/17/2023 and on 1/23/2023 in opposition to SB2123. Both of these bills aim to protect minors from obscenity, but will require libraries to censor and/or ban books and (in the case of 2123) could criminalize library employees. She submitted online testimony opposing SB2360 for the 2/14/2023 hearing. This bill proposed restrictions to digital access and also removes the exceptions from criminal prosecution for public libraries. Anderson has been attending weekly NDLA Legislative Committee meetings as well as meetings with the Executive Director of EveryLibrary (a library advocacy organization). She attended two webinars offered by the ND State Library on handling book bans and book challenges. Anderson continues to meet with staff one-on-one weekly and bi-weekly and has

been working with the Administrative Assistant, Holly Hensley, to train her on taking on some of the Library Board reports and other duties. On 1/30/2023 and 2/6/2023, Hensley and Anderson met with two new employees to go over the employees' onboarding paperwork. This will be a duty eventually managed by the Administrative Assistant. The MPL Space Needs Analysis Committee met on 2/2/2023 and the Technology Committee on 2/7/2023.

Library usage in January 2023 was as follows:

New Library Cards issued = 261

Foot Traffic = 8,636

Participation in Library Programs = 1,066

Items Checked Out = 17,529

**Assessor's Office
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.

	January			Year to Date 2023		
	Sales	Median	Average	Sales	Median	Average
Residential	54	\$ 155,878	\$ 122,748	54	\$ 155,878	\$ 122,748
Residential Vacant Land	1	\$ 33,930	\$ 33,930	1	\$ 33,930	\$ 33,930
Commercial	7	\$ 467,127	\$ 235,000	7	\$ 467,127	\$ 235,000
Commercial Vacant Land	0	\$ -	\$ -	0	\$ -	\$ -

*Special Notes:

January Residential sales included 2 – 12-unit condominium buildings in north Minot. Each building sold for \$860,115 or approximately \$71,676 per unit.