



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Harold Stewart, City Manager

**DATE:** January 2, 2024

**City Manager:**

While attending the North Dakota League of Cities conference in the Fall of 2023, the City Manager spoke with representatives of the KSU-TAB Program (Kansas State University-Technical Assistance to Brownfields) regarding potential resources to assist with transitioning the old Trinity Hospital buildings Downtown. The City Manager was invited to the December Trinity Health Board meeting to discuss the opportunities and resources, and received support to proceed with a partnership between Trinity and the City to pursue the funding. Application material will be prepared by the City Manager which will be brought to the City Council for approval prior to submission. A representative of the ND Brownfields Program will also be invited to Minot for a tour of the old hospital facilities prior to the application material being finalized and submitted.

City Manager took some personal time off between the Christmas and New Year's holidays, so the report is a bit briefer with less to report.

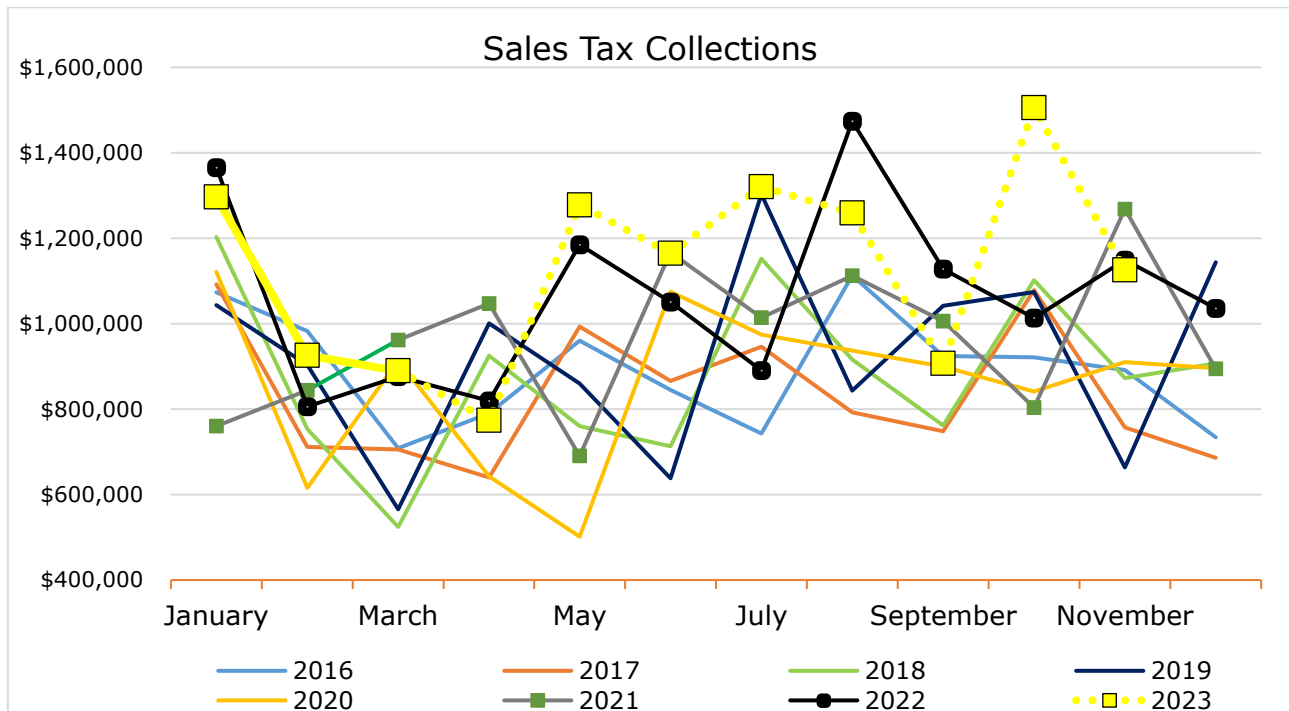
Meetings attended included: Meetings related to Project Bee; Minot Area Transition to MPO standing meeting; City Hall Employee December Potluck; North Dakota Intergovernmental Sustainability call; KMOT Interview regarding MAGIC Fund Guidelines; MPO Policy Board meeting; Library Board meeting; Special Council meeting; various annual performance evaluations for Department Heads and direct reports; and a variety of internal project and communication

**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.

**Tax Collections**

Below is the latest update on sales tax collections. YTD collections are 5.85% ahead of 2022 and 23.43% ahead of budget. HUB City collections remained strong and are 12.5% ahead of budget but down \$207,783 or 3.2% YOY.



### HUB City Oil and Gas Tax State of North Dakota

**Total 2023 Budget**      \$ 5,500,000

Month	Date	Total
Jan	2/24/2023	484,341
Feb	3/21/2023	506,046
Mar	4/27/2023	499,821
Apr	5/19/2023	509,353
May	6/22/2023	496,631
Jun	7/25/2023	505,335
Jul	8/21/2023	488,209
Aug	9/27/2023	729,587
Sep	10/24/2023	617,671
Oct	11/22/2023	683,064
Nov	12/21/2023	666,098
<b>Totals</b>		<b><u>\$ 6,186,157</u></b>

### Treasury Activities

As interest rates continue to rise, we continue to evaluate the best investment vehicle for funds that are kept in reserve. We are following the markets closely and will work to lock in some of the higher interest rates in long-term investments as the opportunities arise. These efforts have included deposits in additional financial institutions within the city.

We also continue to work on implementation of an Accounts Payable Payment Management system that will allow us to issue payments to vendors via electronic methods and reduce the number of paper checks that we issue.

### Fiscal Year 2023 Year End

As we approach the end of the year, we will be monitoring budgets to ensure that all budgets will be within their appropriation and looking for cost savings opportunities. These cost savings play a critical role in our ability develop future balanced budgets.

Our annual external audit has been scheduled with Eide Bailly for the end of March 2024.

### **Ongoing Projects**

The first draft of the update to the City Procurement Policy is nearly complete. This effort was necessary to bring the policy into alignment with the current process since the implementation of the ERP system, simplify the process and improve compliance. Training for employees is anticipated in mid-January-early February.

We continue to work on several implementation projects including: Special Assessments, Cashiering upgrade, ERP upgrade, Cityworks/Assetworks integration and a number of others.

## **Engineering City Engineer, Lance Meyer**

### **Department Updates**

- In December, the Department issued 8+ right of way permits and attended 4 DRT meeting.
- Cityworks software configuration is in its final stages. We are currently renewing contractor licenses for 2024, as well as alarm and tobacco licensing.
- In December, the Traffic Division completed 48 work orders, including 12 streetlight luminaire replacements and 9 hit traffic signs.
- Lance continues to provide technical assistance to the newly created Central Dakota MPO.
- Engineering staff has been working on several NDDOT funding opportunities. Those brought to City Council are staff recommendations for the following programs; Transportation Alternatives, Highway Safety Improvement Program, Urban Grant Program, and the Flexible Transportation Fund Program.
- In mid-January, Stephen will be attending the Transportation Research Board. The TRB is an annual national meeting that shares ideas and research for all forms of transportation engineering.

### **Staffing**

- We continue to have two open project engineer positions, one of which has been vacant since June 2022 and the other since November 2022. We plan to attend several spring career fairs across the state in hopes of recruiting new graduates. We will also begin recruiting for an engineering technician – the right candidate could be hired in place of one of the project engineers.

## **2023 Project Updates**

- Most 2023 projects have been completed and final payments issued.
- 2023 Signal Improvement and 2023 Signal Cabinet Improvement projects are awaiting material. There are significant delays in traffic signal related equipment. Both of these projects are anticipated to be completed by July 2024.
- 2022 Signal District-1 for 37<sup>th</sup> Avenue SW and 23<sup>rd</sup> Street SW has recently received material. This traffic signal is anticipated to be completed in early January 2024.
- 2023 Sidewalk, Curb & Gutter is substantially complete but has punch list items that cannot be completed until spring.

## **2024 Project Design**

- Next year's projects are well into design. Some may begin bidding in late January or February.
- 2024 Signal Improvement for S Broadway and 16<sup>th</sup> Avenue SW was awarded and material is being ordered.
- Storm Sewer District 124 is in preliminary design. A public information meeting regarding the district will take place in early 2024.
- The Puppy Dog Storm Sewer project is in final design and has begun right of way acquisition. Staff is aiming for a spring bid.

### **Fire Department Fire Chief, Kelli Kronschnabel**

As we are wrapping up our 2023 year, we have been working feverishly on converting to the new ADP system. Evaluations and timekeeping are the final steps to completing our conversion and will be holding training session starting next week.

CPSM will be here the second week of January for their site visit. We have received the preliminary data report which we have reviewed and we were pleased to see that Station 5 is making an impact on our overall response times.

## RESPONSE TIME BY MONTH

Table 18 presents the average and 90th percentile response times for each month between October 1, 2022, and September 30, 2023. MFD added Station 5 on 8/20/2023. This analysis examines the impact of the new station on MFD's response time.

**TABLE 18: Average and 90th Percentile Response Time of First Arriving Unit, by Year and Month (Minutes)**

Year	Month	Average Response Time				90th Percentile Response Time				Call Count
		Dispatch	Turnout	Travel	Total	Dispatch	Turnout	Travel	Total	
2022	10	3.0	0.8	3.8	7.6	4.3	1.6	6.7	10.7	325
2022	11	2.7	1.0	3.8	7.5	4.3	1.8	6.2	10.7	329
2022	12	3.0	1.0	4.0	8.0	4.8	1.8	6.7	11.3	413
2023	1	3.0	1.0	4.0	8.0	4.4	2.0	6.1	11.1	355
2023	2	2.8	1.0	4.0	7.8	4.3	1.8	6.5	11.0	294
2023	3	2.8	0.9	3.9	7.6	4.3	1.9	6.2	10.6	322
2023	4	2.4	1.0	3.8	7.2	3.6	1.9	6.1	9.9	287
2023	5	2.8	0.9	3.7	7.4	4.2	1.8	6.0	10.9	340
2023	6	3.2	0.9	4.0	8.0	4.8	1.9	6.0	11.3	300
2023	7	2.7	1.0	4.2	7.8	4.1	1.9	6.9	11.1	338
<b>10 Month Subtotal</b>		<b>2.8</b>	<b>1.0</b>	<b>3.9</b>	<b>7.7</b>	<b>4.3</b>	<b>1.8</b>	<b>6.4</b>	<b>10.9</b>	<b>3,303</b>
2023	8	2.6	1.0	3.6	7.1	4.1	1.9	6.0	9.9	321
2023	9	2.9	0.8	3.4	7.1	4.4	1.6	5.5	9.7	311
<b>Total</b>		<b>2.8</b>	<b>0.9</b>	<b>3.8</b>	<b>7.6</b>	<b>4.3</b>	<b>1.8</b>	<b>6.2</b>	<b>10.8</b>	<b>3,935</b>

### Observations:

- Between October 2022 and July 2023, before Station 5 was in service, the average and 90th percentile response times were 7.7 and 10.9 minutes, respectively.
- After Station 5 was in service, in September 2023, the average response time decreased eight percent from 7.7 to 7.1 minutes, and the 90th percentile response time decreased 11 percent from 10.9 to 9.7 minutes, respectively.

We are rolling out the 2024 training plan and finalizing our reporting for 2023. 2023 has been a year of growth for the Minot Fire Department. So many changes have happened over the past year moving our department in a new direction. Anticipating the arrival of 2024, we eagerly await the unfolding of new changes on the horizon.

**Airport  
Director, Jennifer Eckman**

**Statistics** – (Additional statistics can be found here: (<https://www.motairport.com/260/Statistics>))

- November of 2023 had a slight increase in enplanements and revenues across the board over last year and mostly over last month. We started the direct flights to Orlando-Sanford Airport at the end of the month and we anticipate that the demand for that flight should remain strong through the winter months.

## **Staffing and Training**

- **Staffing** –
  - Part-Time – The part-time Facility Tech position was advertised, interviews were conducted, and the job was offered. The new employee starts in December.
  - Airport Safety & Security Specialist – The job was posted during the month to begin the recruitment process with an anticipated start date in January.
  - Traffic Control Officer Interview Panel – The Airport Operations and Maintenance Manager participated on the interview panel for City Police Department.
- **Training and City P.R.I.D.E.** –
  - Minot Area Chamber EDC Community Leadership Institute (CLI) – The Airport Director and the Airport Business and Development Manager “graduated” from the program on November 2, 2023.
  - PRIDE Employee Committees - Airport Staff members continued to represent the department on each committee.
  - City Safety Committee – The Airport Facility Foremen and staff represents the Airport on this committee.
  - Hunter’s Safety – The Airport Operations team completed the ND Hunter’s Safety Course.
  - Overview of Public Procurement– The Airport Director participated in the Finance sponsored online training.
  - NDSU Pesticide Certification Webinar Training – The Operations team members took this training to meet the requirements to handle and dispense pesticides on the airfield.
  - Job Shadow – The Airport’s foremen developed a job shadow program within their divisions (ops and facilities) to help foster relations between the two divisions and to create a greater understanding of what each other does.
  - ADP Training – The Airport team attended various trainings offered by HR throughout the month.
  - HazMat Tabletop – Airport staff participated in the City’s HazMat Tabletop on November 1.
  - Quarterly Staff Meeting (Thanksgiving Potluck) – The airport admin gave a quick status brief to the team and we enjoyed a Thanksgiving potluck.

## **Equipment and Facilities**

- **Equipment** –
  - Snow Removal Equipment (SRE) – The broken high speed plow continued to be out-of-service as the City Shop looked for replacement parts to a broken leaf-spring set. They were able to find some at a much lower cost than the initial quoted of \$45,000. The airport is now looking at a bill of under \$10,000 for full repair (parts and instillation).
  - Airside Equipment –
    - Electrical Vault – The equipment in the vault continues to be an issue. The FAA and the NDAC are in agreement to add this as a fundable project for the 2024 grants.
    - Airside Electrical Generator – There is no change in the slow leak in radiator. We are looking to see if it can be added to the other needs for the electrical vault.
- **Facilities** –

- Commercial Terminal –
  - Fire Alarm – The fire alarm panel’s annunciator continues to not work properly. Federal ATP grant was applied for the estimated \$140,000 repair. The last heard is early spring may be the soonest we hear. The team has asked SEH to see if they could develop specs for an RFP.
  - Exit Lane – TSA sign off on a fully-functioning exit lane on November 28.

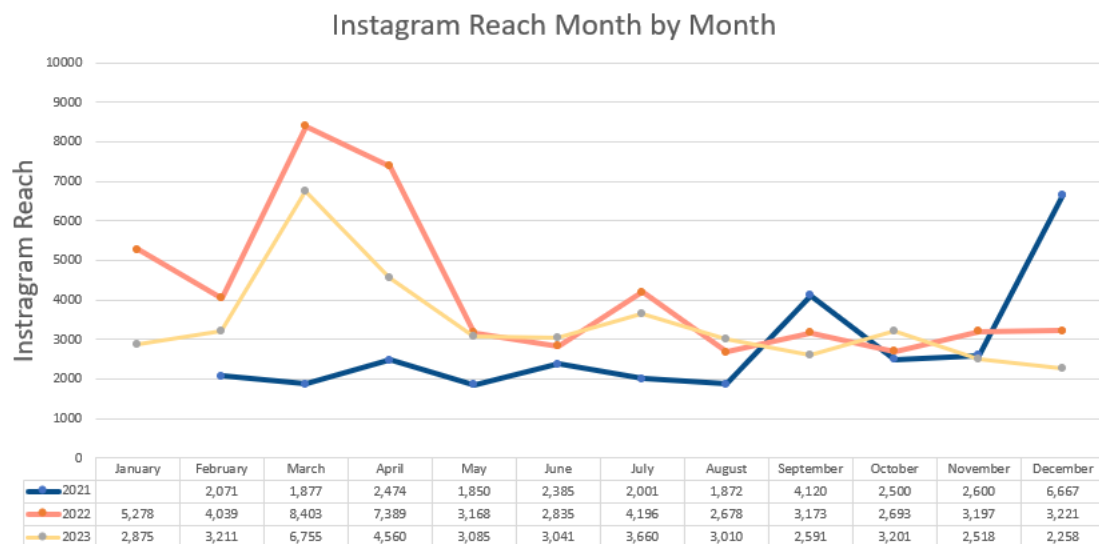
### Community Engagement

- Suspicious Bag – The Airport had a passenger leave behind a bag at the ticketing counter. The airport team treated it as a bomb threat and followed procedures. The PIO helped us inform the public of the developing situation. The terminal was evacuated and the City Bomb Squad responded appropriately deeming the bag a non-threat.
- Make-A-Wish – Wish Kid Anna began her adventure to the Disney from Minot.
- Local Emergency Planning Committee (LEPC) – Airport staff participates in LEPC activities.
- Airport Association of North Dakota (AAND) – Airport Operations and Maintenance Manager is on the board.
- Service Clubs –
  - Rotary - The Airport Operations and Maintenance Manager participates in Rotary.
- Social Media – The top post for the month was the post for the inaugural flight to Orlando-Sanford on November 22, 2023 reaching over 1.2 million.
- Firefighter Graduation Ceremony – The Airport Director attended the ceremony.
- NDAC Statewide PCI Proposals – The Airport Director assisted the NDAC in scoring and ranking the respondents to the Statewide PCI study which will be starting this summer.
- Career Expo – The career expo was held at the ND State Fair Grounds and the airport staff put together a hands-on “build a taxiway light” experience and played airport Jeopardy with the attending high schoolers.
- Minot Area Chamber EDC Committees – Airport Director participates in the Infrastructure, Energy, and Military Affairs committees and serves as an honorary commander of the 5th Logistical Readiness Squadron.
- Showcase of Business – The Airport had a popular booth at the annual event and played airport themed Jeopardy with the attendees.
- American Association of Airport Executives – Airport staff participates in a variety of subcommittees and working groups within this organization and its Great Lakes Chapter.
- Greater ND Chamber Transportation Forum – The Airport director moderated the session “The Impact of New Airport Terminals.”
- Media –
  - KMOT News – Interview about Holiday Travel (November 17)
  - KX News – Interview about Holiday Travel (November 22)

**Public Information**  
**Communication and Engagement Manager Jennifer Kleen**

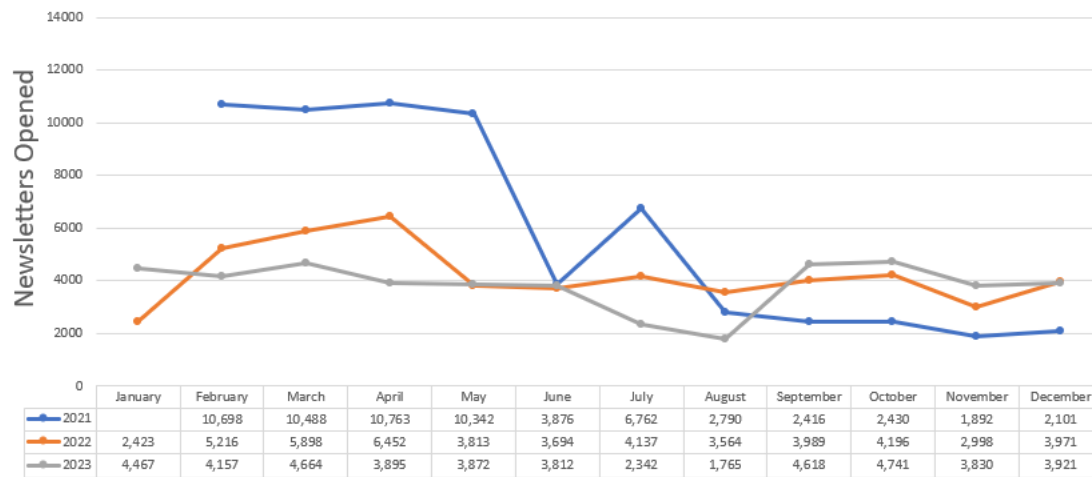
**Highlights and Takeaways**

- Our office continues to assist with ongoing communications regarding the City’s recycling/garbage programs, highlighted by a story of an amazing landfill crew that helped save a man’s life this past summer. To address the day-to-day questions about potential missed collections, we’re part of a Teams group chat with Sanitation Department employees that allows us to quickly respond to resident questions or cases where someone’s recycling/garbage wasn’t collected. The Sanitation Department is very quick to respond when a resident is missed in collection and provides us with information to help educate residents about sanitation collection schedules when necessary.
- In December, we held our second meeting with Mayor Tom Ross, City Manager Harold Stewart, and Executive Secretary Anna Schraeder to discuss the 2024 State of the City event. The event is set for Feb. 8. Details, including the time and event location, will be announced when they are finalized.
- We continue to assist multiple City departments with a wide variety of communication efforts, including helping the Police Department provide accurate and timely information to the public concerning high-profile cases that have included shooting incidents in the past month. T Kvigne also assisted the PD with its internal remembrance of Officer Pat Blanchard, and continues to work with PD and FD on their recruiting efforts and introductions of new department members.
- The level of support we receive from every department at the City continues to grow, which makes our jobs much easier. Thanks to everyone we’ve leaned on for information, assistance, and education.

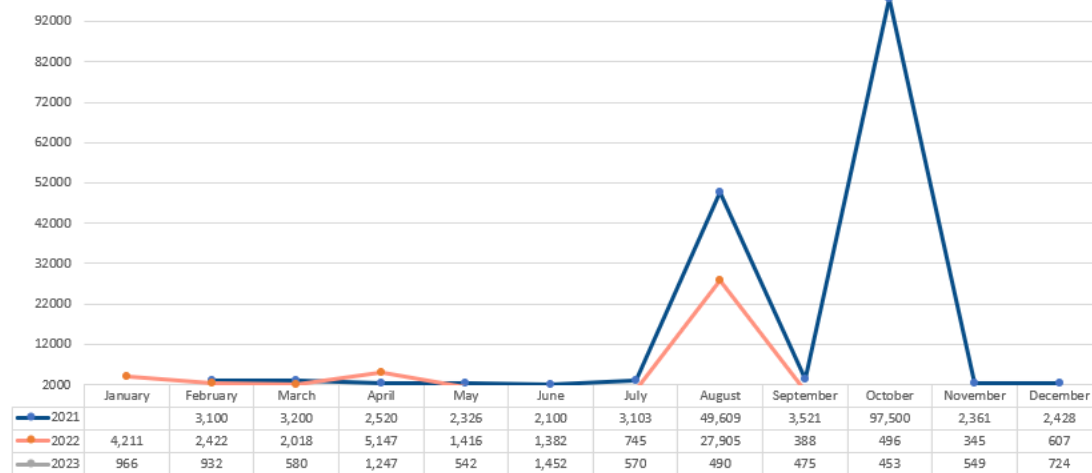




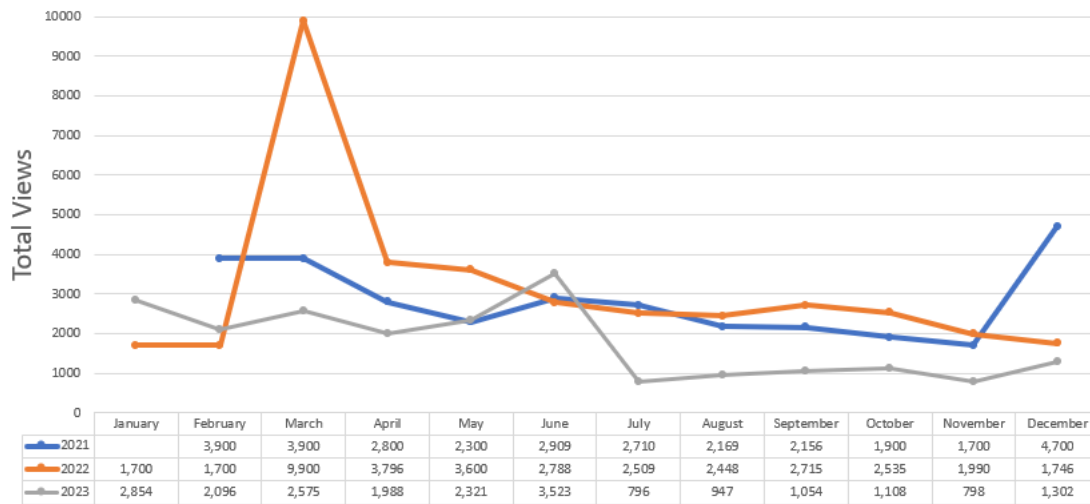
## Newsletter Opens Month by Month



## Twitter Reach Month by Month



### YouTube Views Month by Month



### Facebook Reach Month by Month

