



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

**FROM:** Harold Stewart, City Manager

**DATE:** January 16, 2024

**City Manager:**

Staff has been working on researching and preparing resources and recommendations as directed by Council on ADA compliance. Staff is preparing to present information and options at the second Council meeting in February or the first meeting in March.

The City Manager has been invited to a few local clubs and groups to present a City update. Presentations have been provided to Morning Rotary, Lions Club, and the Know-it-alls. Feedback has been positive from the groups regarding the progress of Minot in 2023.

With the retirement and use of accrued leave of the Economic Development Administrator the position will be advertised for applicants.

Meetings attended included: Community Economic Development Communication meeting; completion of annual performance evaluations for all Department Heads and direct reports to the City Manager; tour of County Administration vacant space as potential location for Municipal Court; Tracks bi-monthly communication meeting; Alcohol Committee meeting; and various internal communication and project meetings.

**Public Works**  
**Public Works Interim Director, Jason Sorenson**

**PUBLIC WORKS ADMIN:**

PW admin is working on the design of maintenance projects for 2024. This includes water main replacement, sewer lining, and storm sewer projects.

The MOA for NAWS Biota plant operations and maintenance is now signed by all parties. Work has begun on the Biota Plant budget and how federal reimbursement will take place. Lots of discussion between City, DWR and DEQ on how Biota and Minot Water Plant will operate together and how compliance will be achieved and where.

Work continues on gathering info for the lead service line inventory. This inventory is due in October of 2024 and will be the basis for lead testing and service line replacement.

The Utilities Director attended the weekly design and construction meeting for the various phases of flood control and NAWS that are under design and construction and provide input for the overall design and operation and long-term maintenance.

Water Treatment Department:

**Monthly Water Report For  
December 2023**

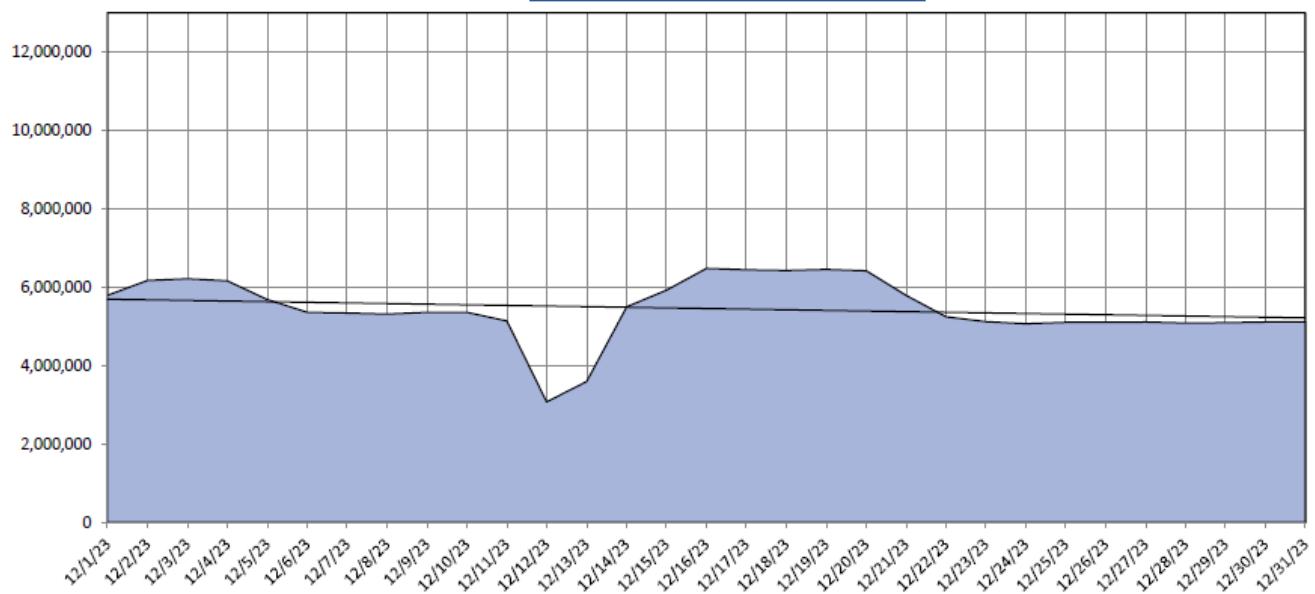
River Water Treated	0 gallons
Well Water Treated	169,131,000 gallons
Recycle & Facility Water	17,785,000 gallons
<b>Total Water Treated</b>	<b>186,916,000 gallons</b>
Total Water Distributed from HSPS Meters	<b>170,722,000 gallons</b>

AMMONIUM SULFATE	5,350 pounds
CARBON DIOXIDE	94,700 pounds
CHLORINE	20,664 pounds
COAGULANT	11,376 gallons
FLOURIDE	7,943 gallons
LIME RECEIVED	796,330 pounds
PHOSPHATE	2,400 pounds
Waste Sludge	137 loads
	1333.40 tons
Bacteria Samples Taken	50 total
Finish Water Turbidity	0.064 NTU

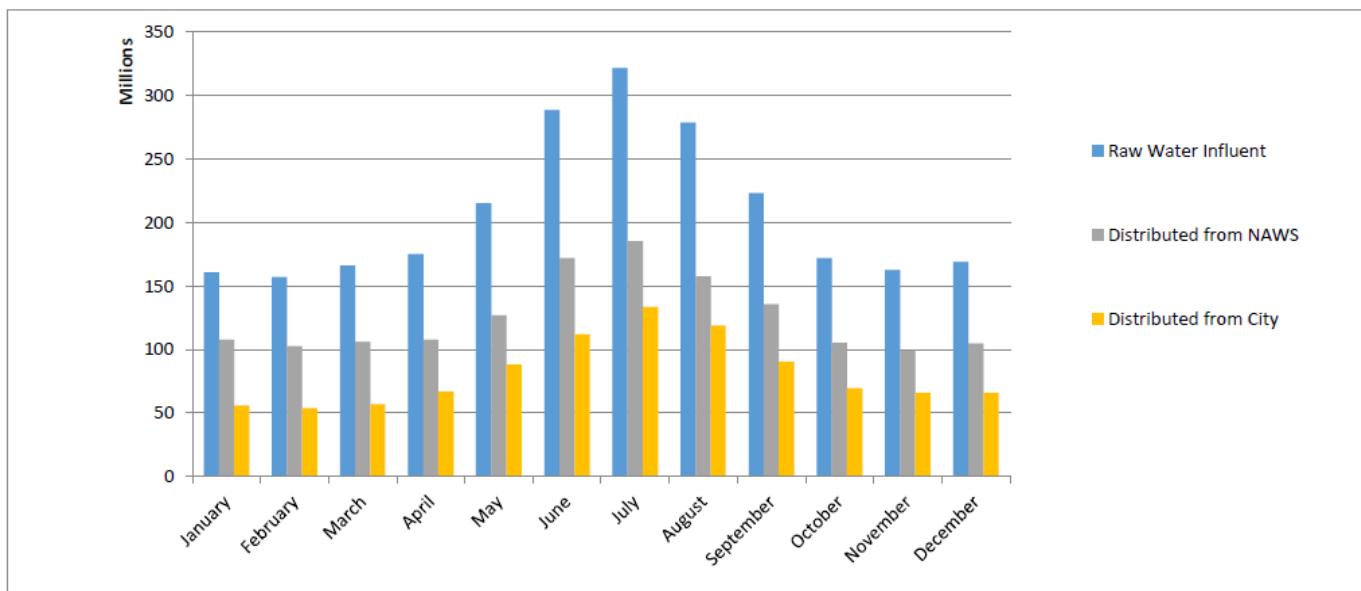
**WELL FIELD INFORMATION**

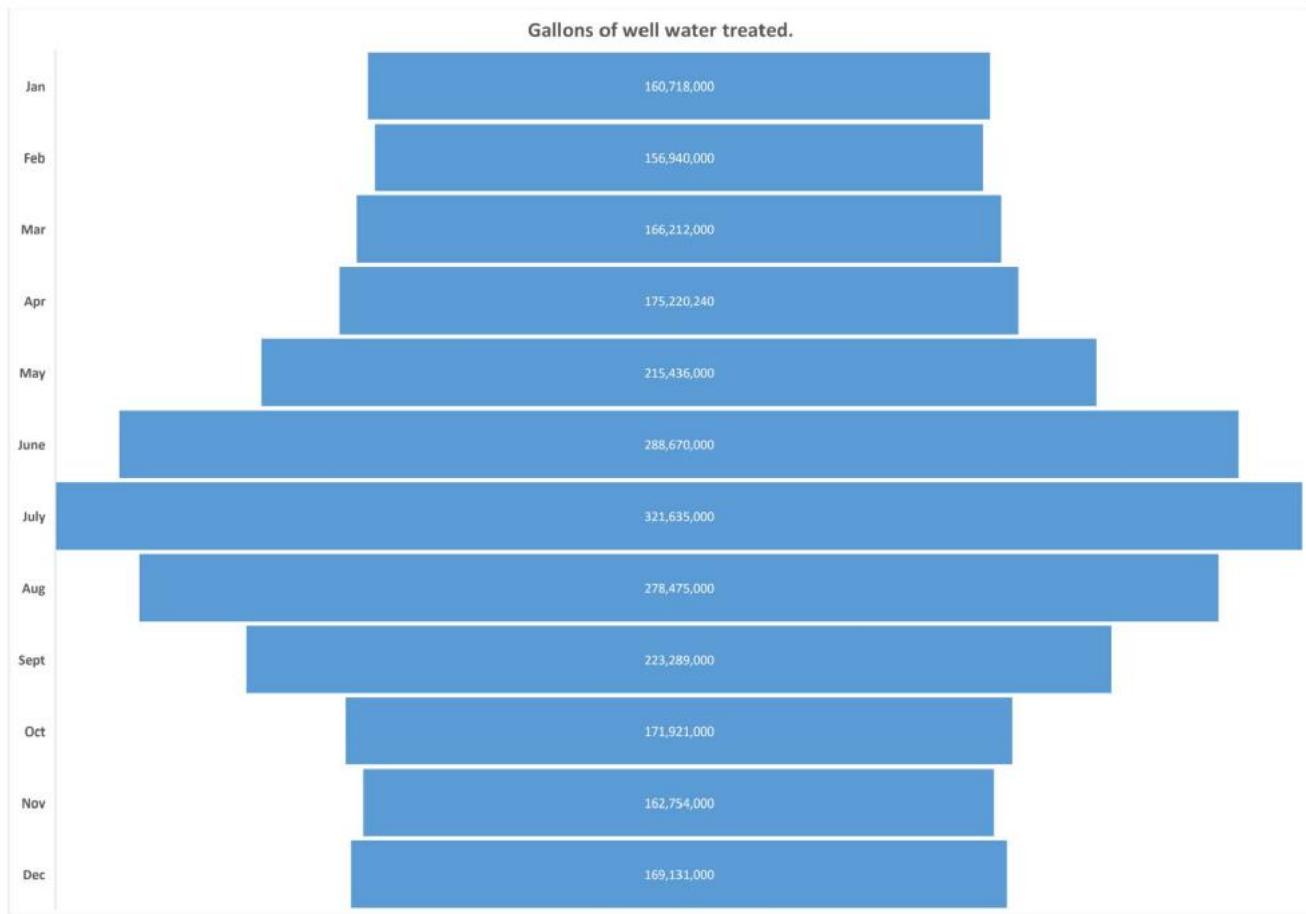
WELL #	Hours Run	Gallons per Minute	Gallons Pumped
5	0.0		0
6	0.0		0
8	0.0		0
11	726.5	279	12,162,000
12A&12B	0.0		0
13	0.0		0
14	717.0	825	35,492,000
15	0.0		0
16	726.5	210	9,154,000
A	0.0		0
B	726.5	611	26,633,000
C	726.5	1560	68,000,000
D	366.3	1560	34,286,000
E	0.0		0
F	0.0		0
			185,727,000

### December 2023 Influent Raw Water



### Minot Water Plant 2023 Water Use

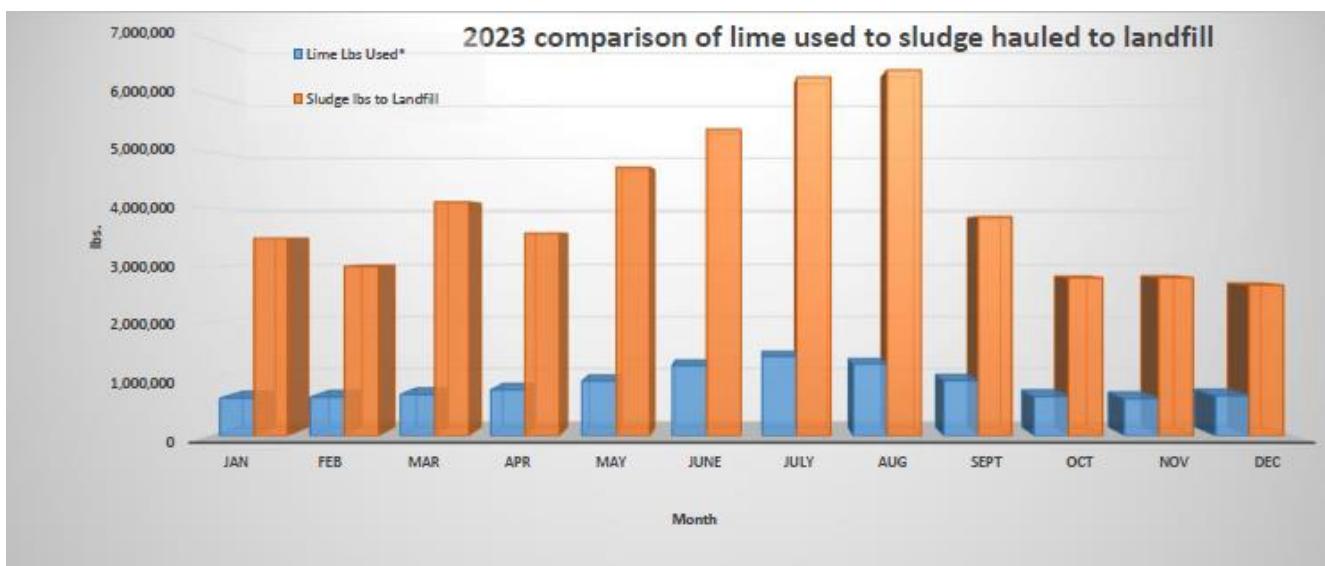




Total gallons treated: **2,490,401,240**

Maximum daily production: 12,253,000 Gallons on June 15, 2023  
 Water Distributed through NAWS: 1,510,254,000  
 Water Distributed through City: 977,968,000

Average daily production: 6,823,017



## Water/Sewer Department:

Water dist continues to address the calls for locates, and valve operations for contractor work as the construction season continues.

### 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	Sep-23	Oct-23	Nov-23	Dec-23	TOTALS
Meetings		9	13	22	19	23	8	17	21	18	18	14	14	196
Service Calls	6,750	529	518	618	576	769	814	737	762	661	804	655	583	8,026
Inspections	150	2	6	7	10	15	30	21	14	20	12	8	4	149
After hours Calls (Foremen)	6	10	11	14	23	20	11	20	11	22	21	11	11	180
Lab Tests	6,500	500	450	460	500	500	500	550	570	550	500	750	650	6,480
<b>Meters</b>														
Install New Meters	100	2	5	7	2	10	9	5	12	6	6	10	5	79
Meter Changes	100	23	9	16	8	10	16	25	14	6	16	33	41	217
Delinquent Water Accounts	112	110	111	98	135	81	100	160	103	152	149	118	118	1,429
MXU Installations	100	9	8	15	7	11	18	19	14	13	15	20	13	162
Locates: water/sewer/storm	4,000	68	26	79	450	948	975	958	938	916	780	324	104	6,566
<b>Hydrants</b>														
Hydrant Inspections	1,150	0	0	0	0	0	96	73	86	61	15	0	0	331
Flow Hydrants(for sewer lines)		70	83	89	90	96	88	93	117	108	82	105	72	1,093
Install Hydrants	15	0	0	0	0	0	0	1	1	2	1	0	0	5
Hydrant Repair	180	0	3	0	2	4	3	2	10	6	3	1	1	35
Hydrant Flow Testing	0	0	0	0	0	0	1	0	0	1	1	1	2	6
Hydrant Meter Set	0	0	1	2	22	5	7	3	6	1	1	0	0	48
Hydrants Painted	0	0	0	0	0	0	0	22	40	27	8	0	0	97
<b>Water</b>														
Curb Stop Maintenance	40	4	1	2	5	6	6	2	4	6	6	2	2	46
Curb Box (riser repair)	100	2	2	2	138	41	17	15	10	13	13	7	6	266
GV exercising/inspections	2,000						52	32	15	18	0	0	0	117
Gate Valve Maintenance	24	0	0	1	3	3	0	0	0	0	4	0	0	11
Gate Valve (riser repair)	50	0	0	0	0	0	0	0	0	0	0	4	0	4
Gate Valves ON/OFF		10	18	23	29	30	40	20	41	49	38	0	16	314
Repair Water Main Breaks	40	1	6	3	3	2	7	4	9	5	1	0	2	43
Service Taps		0	2	0	0	1	2	1	2	3	5	1	1	18
Service Leaks		0	1	0	1	2	1	1	1	1	2	0	0	10
Hydrastopping	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Haul Clay/dirt/gravel/snow	Days	0	0	1	0	3	2	13	0	2	3	10	3	37
PRV Maintenance	5	0	0	0	1	0	0	0	0	0	0	0	0	1
Install Insta-Valve	1	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sewer</b>														
Televising (feet)	60,500	40	200	0	294	2,179	540	1,624	4,728	4,784	4,935	50	807	20,181
Clean Sanitary Sewer (feet)	140,000	6,416	7,124	5,884	11,433	8,126	17,957	10,526	11,419	13,989	6,723	1,454	1,280	102,331
Check/Flush Manholes	5,000	299	306	507	560	353	611	508	735	419	340	730	472	5,840
Inspect Sewer Lift Stations	2,080	600	570	604	609	602	600	600	600	603	600	610	610	7,208
Sewer Calls		3	5	8	3	5	8	5	4	5	7	6	3	62
Manhole Repair	50	0	0	0	0	0	0	0	0	0	0	0	0	0
Repair Sewers (feet)	30	0	0	0	0	0	0	0	0	0	0	0	0	0
Mowing/Snow Removal Hours	6,000	40	11	20	5	20	180	190	195	170	200	60	8	1,099

## Landfill/Sanitation

There were 427 residents whom took advantage of the free dumping at the Landfill with their water bills, for a total of 55.76 additional tons that were disposed of.

There were 194 Christmas trees dropped off at the two compost sites that were designated for them. The following are the 2023 yearly totals, followed by the 2022 totals for comparison:

Single Stream Recycling – 569.99 Tons

MSW – 79,243.12 Tons. 2022 – 76,996 Tons.

Inert – 20,309.22 Tons. 2022 – 21,400 Tons.

Lime – 24,631.81 Tons. 2022 – 23,092.86 Tons.

Trees – 3,541.49 Tons. 2022 – 3,354.16 Tons.

Compost – 3,219.82 Tons. 2022 – 3,023.631 Tons.

Trees Given Away for Firewood – 126.73 Tons. 2022 – 180.12 Tons.

Total number of landfill tickets generated – 56,142 Tickets. 2022 – 54,971 Tickets.

2023 yearly gate collections were \$3,991,516.00 compared to \$3,873,065.69 in 2022.

There was a total of 1,157 roll-off tanks hauled from the ten compost sites, compared to 1,005 roll-off tanks in 2022.

Contractors hauled in 2,826.14 tons of clean fill dirt from projects, a total of 262 truckloads.

A total of 284.22 tons of white goods were baled for recycling in 2023.

A total of 7,950 gallons of oil were picked up from the oil tank at the landfill, to be used at asphalt plants.

A total of 868.97 tons of concrete was stockpiled to be crushed at a later date.

A total of 481.90 tons of asphalt was stockpiled to be crushed at a later date.

#### **Vehicle Maintenance:**

Staff completed 117 work orders in December. 56(48%) were preventive maintenance and 61 (52%) were unscheduled maintenance repairs.

2,340 work orders were completed in 2023 in the Vehicle Maintenance Shop. Of these 1142(49%) were preventive maintenance and 1,198(51%) were unscheduled maintenance repairs.

The parts and labor cost for December was \$108,417.89.

Parts and labor costs for 2023 were approximately \$1,479,570.98.

Our Work Order Turnaround was 46% of work completed within 24 hours and 63% of all work orders were completed in under 72 hours.

## Transit



Ridership for 2023 was 73,758. This is an increase of 4,713 (7%) in ridership from 2024. We are currently at 80% of our pre-COVID ridership numbers.

The design of the new downtown transit center is complete. EAPC has the bid specs and estimates completed and we will be asking for council to approve the call for bids. The NDDOT will also be reviewing and approving the design and specs prior to the call for bids.

Transit staff is also evaluating three different software packages to replace our current RouteMatch software. We anticipate picking a vendor and proceeding with the purchase in early 2024. These vendors are all approved on a state bid so the RFP process has already been completed.

Staff will also be working on writing specifications for a new Low-Floor Transit Bus to be purchased in 2024.

## Cemetery

The Cemetery staff continue with burials, urn interments, etc.

## MONTHLY REPORT

Date: Dec-23  
 To: Jason Sorenson, Utilities Director  
 From:  
 Re: Monthly Report, Acct. #540

LOT SALES	REG	Flat Stone	2			
	REG	Monument	6	<u>Columbarium Niches</u>		
	Niche	Top 3	0		<u>% SOLD</u>	69.44%
	Niche	Bottom 3	0			
	Infant					
				TOTAL		8
	Sell Back	Reg	0			
	Sell Back	Monument	0			
	Sell Back	Col	0	TOTAL		8
PERFORM INTERMENTS		Traditional	Cremation	Columbaria		
WEEKDAY INTERMENT		11	4	1		
Social Service		0	0	0		
Infant		0	0	0		
SATURDAY INTERMENT		3	0	0		
		14	4	3		
HOLIDAY/SUNDAY INTERMENT		0	0			
			Cremation Percentage	22.22%	TOTAL	18
SURCHARGES						
2nd Interment / Lot Reuse					TOTAL	0
DISINTERRED					TOTAL	0
VAULT STORAGE	Prior Month Balance		Intake	Removed		
	3		2	0	TOTAL	5
WORK ORDERS	Prior Balance	New		Closed		
Vase	3	1		0 OPEN		18
Grounds	0	0		0 CLOSED		78
Monument	9	1		0		
MONUMENT/MARKER INSTALLATION	Single		Double			
Flat		0	0			
Monuments		0	0			
Veteran		0			TOTAL	
Vase/Yoke				0	0	

### ITEMS OF NOTE:

- \* Normal month, except for no snow
- \* Above normal temps kept the frost depth shallow
- \*Began looking into columbarium information to plan for expansion in 2025 with usage increasing
- \* Wreaths across America put up wreaths

**Human Resources**  
**HR Director, Lisa Jundt**

**Year End Update**

- **Turnover**- Staffing turnover for the City of Minot decreased in 2023 with a final rate of 9.42%. The year-end rate for 2023 turnover, pertaining to retirements, resignations and terminations, was 12.79% in comparison.
- **WSI Audit** – The City has passed the annual audit for Workforce Safety and Insurance in compliance with the grant programs enrolled. These programs enable the organization to earn substantial safety discounts which are then applied to the annual WSI premiums. A report of the final safety discount will follow in an upcoming HR Department Update.

**Recruitment/Current Openings** HR Staff continue their efforts to recruit for the following positions: 2 Administrative Clerks, 1 Planning and Code Enforcement Assistant, 1 Accountant, 1 Engineering Technician, 1 Project Civil Engineer, 1 Building and Grounds Worker Sr, 1 Airport Facility Technician, 1 Water Plant Operator, 1 Light Mechanic, 1 Light Equipment Operator, 1 Parking Enforcement Officer and 4 Dispatch Positions. Spring testing date for recruitment of Police Officer positions will be February 22<sup>nd</sup> through February 24. The City will also start recruitment for backfilling the position of Economic Development Administrator in the next couple of weeks

**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.

	December			Year to Date 2023		
	Sales	Median	Average	Sales	Median	Average
Residential	35	\$ 215,000	\$ 236,240	806	\$ 223,100	\$ 234,923
Residential Vacant Land	0	\$ 0	\$ 0	89	\$ 20,000	\$ 43,995
Commercial	3	\$ 1,300,000	\$ 2,209,724	70	\$ 458,025	\$ 1,968,251
Commercial Vacant Land	0	\$ 0	\$ 0	6	\$ 91,084	\$ 158,416

\*Special Notes:

None

**Community Development Department**  
**Director, Brian Billingsley**

**INSPECTIONS DIVISION:**

December 2023 Permit Information (December 2022):

- Total Permits Issued: 381 (360)
- Single-Family Homes: 0 (0)
- Multi-Family Permits: 0 (0)
- New Residential Permit: \$0 (\$0)
- Residential Remodels: \$76,000 (\$2,000)
- New Commercial: \$0 (\$0)
- Commercial Remodels: \$30,000 (\$1,373,000)
- Valuations of all Permits: \$106,000 (\$1,375,000)

Notable Building Permits:

- All minor permits

Personnel Update:

None.

**PLANNING DIVISION:**

Planning Commission:

The Planning Commission met on November 7<sup>th</sup>. They held hearings on three (3) cases. They recommended approval of two cases and tabled the third case to the February regular meeting.

Development Review Team Meetings:

The Minot Development Review Team (DRT) held four (4) DRT meetings during the month of December:

- Smith Manufactured Housing Community
- Bossey Minor Plat
- Duchesherer Mobile Home Park
- Therapeutic Services Complex

Personnel Update:

Daniel Falconer was hired as to the Planner I position.

Housing Study Update:

The consultant is working on formulating a first draft of the housing study. They will be making one final visit to Minot on January 16 and 17. Expected completion date is March/April.

Other Projects/Meetings:

- Director participated in two CDBG-DR/NDR meetings.
- Director and Principal Planner attended multiple ADP training session.
- Director attended a virtual meeting with the Retail Coach.
- Director attended two meetings with EPIC regarding phase II of The Tracks projects.
- Director met with a realtor representing a coffee company seeking a location on South Broadway.
- Director received information that Dave's Hot Chicken has selected Minot as one of its six locations they are targeting in the Dakotas.
- Director and Building Official attended Special City Council meeting on The Spot.
- Director attended a meeting on alcohol licensing.
- Director sat on a panel that heard presentations on proposals for the two parking ramp properties.
- Director has been appointed by City Manager to oversee Renaissance Zone and Façade Improvement programs while Economic Development Administrator is on FMLA.
- Director attended annual franchise compliance meeting with Excel Energy.
- Director attended preliminary walk-through of a Façade Improvement project.
- Director attended December 21 Planning Commission meeting.

**HUD Resilience  
Chris Plank, NDR Program Manager**

Project Meetings:

- Manager and Compliance Officer (CO) attended 2 Project Bee meetings
- Manager attended one Project Bee Board Meeting
- Manager and CO attended two CDBG/NDR meetings
- Manager and CO attended two Acquisition meetings
- Manager and CO attended one meeting with IT department
- Manager and CO attended three CTE update meetings
- Manager attended two Department Manager meetings
- Manager attended two City Council meetings
- Manager toured CTE project
- Manager had meeting with Airport staff regarding Title VI

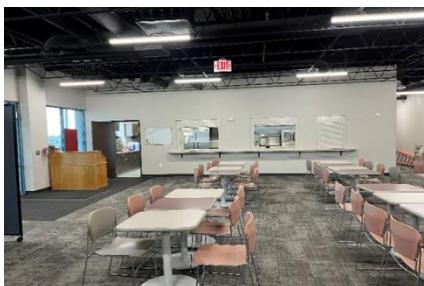
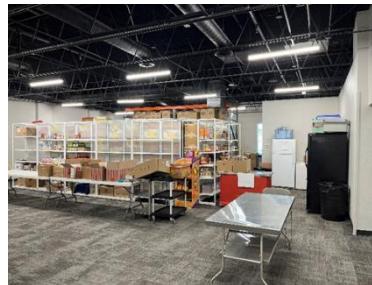
- Manager attended a meeting regarding ADA building codes
- Manager and CO attended one Project Bee construction meeting
- Manager met with Minot Housing Authority
- Manager attended Pre-audit meeting with Project Bee

### **Project Updates:**

#### *Project Bee*

- Executive Director resigned in December.
- Bureau of Criminal Investigation for the State has opened an investigation.
- Meetings were held with Board members to discuss the events and how to proceed.
- Notice of intent for internal audit was sent to Project Bee. Internal Auditor has started to review accounts for correct usage of federal funds.
- Construction is still on-going as of 1/10/2024.
- Lord's Cupboard is open for business.

*Building A: Lord's Cupboard*



*Building B – Family Homeless Shelter*



### *Building C – Multi-Family Housing*



### Center for Technical Excellence

- Dental equipment was delivered the week of 12/25/23 and set along with all the rough in required.
- Countertops installed on first floor.
- Continue to work on basement plumbing mechanical installation.
- Installation of ceiling/wall radiant heaters on second floor.
- Work continues on the vestibule along with counter tops and carpet and tile work
- SRT is working on set up for internet services.
- A power shut down was done for temporary to permanent power transfer



### Minot Housing Authority

- Work continues on the renovation of the restrooms on the main floor.
- Tile replacement in the hallway on the 15<sup>th</sup> floor to be done.
- Anticipated completion date of January 2024.



**Minot Public Library  
Director, Zhaina Moya**

**No Report Submitted**