



TO: Mayor Tom Ross
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: February 5,2024

City Manager:

The Assistant City Manager has officially started in his position. Time was spent onboarding and introducing Mr. Joyce throughout the organization, and transitioning some key projects and information to him.

Significant time was spent by Staff assessing the Project BEE situation and preparing documents for Council action. A special thanks to the City Attorney, the Finance Director and other key staff, and the NDR/CDBG staff for making this matter a priority. This was an unexpected and time-consuming need in addition to other priority projects.

Coordination and preparation has begun to submit an application to the EPA to conduct Phase 1 and Phase 2 Assessment of the old Trinity Hospital properties. It is anticipated this will be on the Council agenda for February 20th.

Staff is planning to present information and options regarding ADA compliance and power assisted doors at the February 20th Council meeting.

Staff has also begun working on updating the City's Title VI plan, and developing an Emergency Action Plan for the new City Hall and other City facilities.

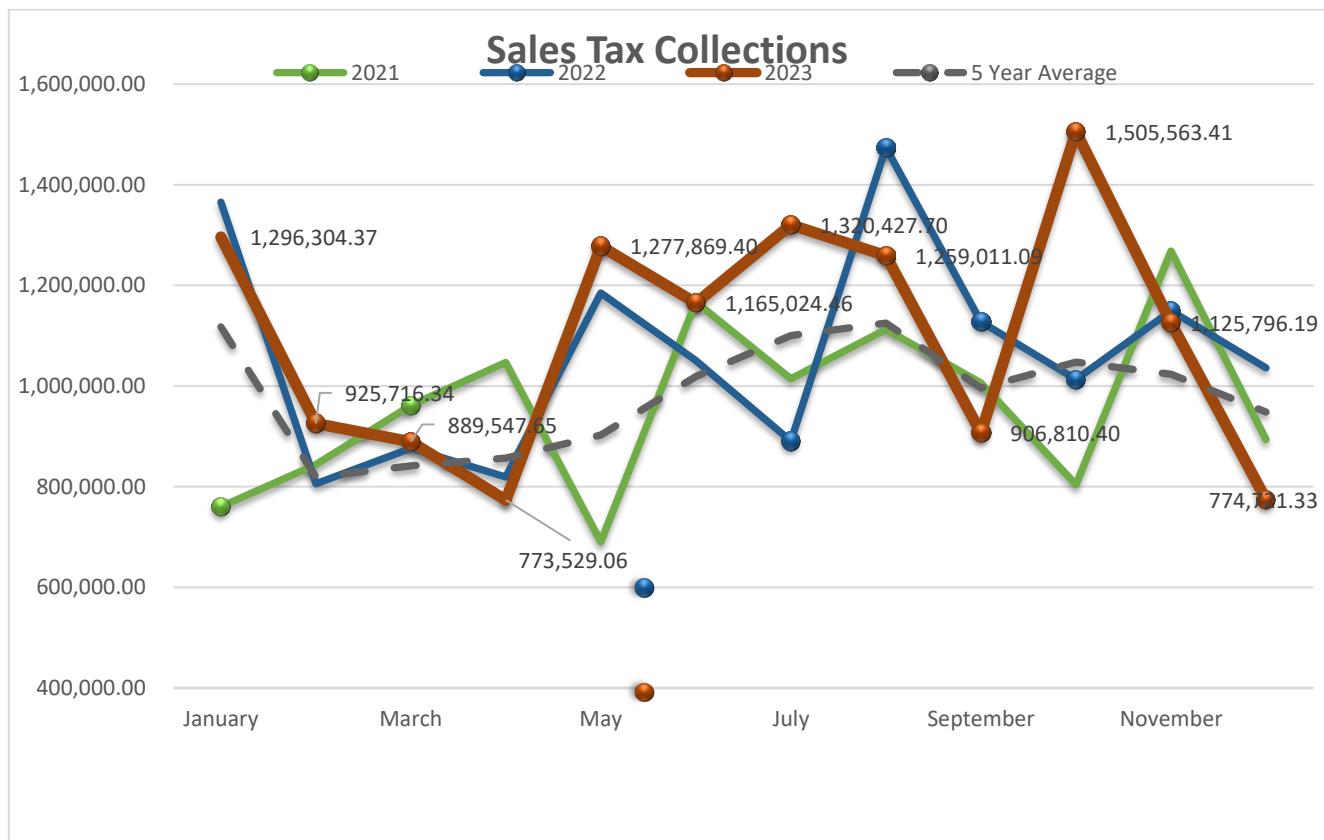
Meetings attended included: Attended the Verendrye Electric CEO retirement open house; Liaison Committee meeting; communication meeting with The Retail Coach; meeting planning the upcoming State of the City; attended the Winter Employee Recognition event; Project Sentinel quarterly communication meeting; Alcohol Ordinance Review and Rewrite Committee meeting; meetings with CPSM representatives on the Fire Department assessment; City Hall employee potluck; attended the 2024 Honorary Commander Induction Ceremony; monthly meeting with the Parks Director; Central Dakota Policy Board meeting; Veteran's Symposium Committee meeting; American Battle of the Books at Hoeven Elementary; and various communication meetings with Department Heads and staff.

**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

Attached you will see the latest update on sales tax collections. After several months of strong collections, we have seen collections retreat. YTD collections are still 3.33% ahead of 2022 and 20.18% ahead of budget. Hub City collections remained strong but off of last month's collection numbers and down \$120,577 or 1.7% YOY.



Treasury Activities

As interest rates have stabilized, 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 longer 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

The Finance Dept. is working diligently to complete year-end activities and prepare for the upcoming financial audit. This is a very busy time for staff and this is compounded by current staff shortages. I appreciate the hard work and dedication of the Finance staff who are putting in extra hours to keep things on schedule.

2025 Budget

Meetings are already starting in anticipation of preparation of the 2025 Budget. We will have a number of challenges and uncertainties to work through with the upcoming budget. More information will be forthcoming as we get further into this process.

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 JARVIS computer system, simplify the process and improve compliance. Once complete, there will be scheduled training for all employees who make purchases on behalf of the City. We will also be looking at updates to the Code of Ordinances to update the process of handling budget amendments.

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

Engineering
City Engineer, Lance Meyer

Department Updates

- In January, the Department issued 3+ right of way permits and attended 3 DRT meetings.
- Cityworks software configuration is in its final stages. We are currently wrapping up contractor licensing for 2024, as well as alarm and tobacco licensing. We are hosting the first sessions on permitting training for contractors and will continue to do so in February.
- In January, the Traffic Division had 11 emergency call backs and completed 38 work orders, including 4 streetlight luminaire replacements, 4 signal led replacements and 13 hit traffic signs.
- In early-February, Stephen will be attending the ATSSA annual meeting via a public agency scholarship offered by the organization. The ATSSA annual national meeting with the mindset of innovating roadways, advancing safety and enhancing infrastructure.
- In December 2023, the Engineering Department submitted 5 Flex Fund applications to the NDDOT. Staff is hopeful that decisions on the awarded projects will be made in February.

Staffing

- We have converted one open project engineer position to an engineering technician position and are currently working through the process with a qualified applicant.
- We plan to attend several spring career fairs across the state in hopes of recruiting a new graduate to fill the project engineer position.

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.
- The 37th Avenue SW and 23rd Street SW traffic signal, as part of the 2022 Signal District-1, was turned on in early January. Seeding and final checklist items will be completed in the spring.
- 2023 Sidewalk, Curb & Gutter is substantially complete but has punch list items that cannot be completed until spring.

2024 Project Design

- 2024 Street Seal and Microsurfacing are both currently advertising for a February 13th bid opening. 2024 Street Improvement, Patching, SC&G, Concrete Rehab, and Pavement Markings will advertise mid-February for a March 12th bid opening.
- 2024 Signal Improvement for S Broadway and 16th 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**

CPSM site visit took place this past week. They took three days to visit all the stations, meet with many of our stakeholders and seem to have a real understanding of our organization. We are looking forward to their report in a couple months. January has been busy not only with emergencies but also with the nice weather we are again able to get outside.

INCIDENTS: REVIEWED INCIDENT COUNTS

MINOT FIRE DEPARTMENT | Last Refresh: 1/29/2024 8:00 PM

429

4

429

398

31

8%

Incidents Filtered Not Reviewed Incidents YTD Prior YTD Δ over PYTD % over PYTD

of Incidents by Month

● # of Incidents ● # of Incidents (Prior Year)

420

400

380

2024

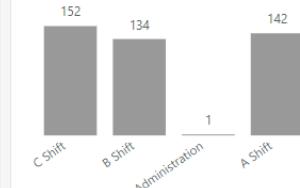
Incident Series

	# of Incidents
1XX - Fire	3
2XX - Overpressure Rupture, Explosion, Overheat(no fire)	2
3XX - Rescue & Emergency Medical Service Incident	323
4XX - Hazardous Condition (No Fire)	14
5XX - Service Call	13
6XX - Good Intent Call	28
7XX - False Alarm & False Call	45
9XX - Special Incident Type	1
Total	429

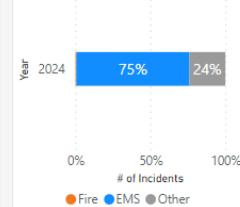
Top Stations by # of Incidents

Station 2	149
Station 1 ...	140
Station 3 ...	56
Station 5 ...	51
Station 4 ...	33

of Incidents by Shift



of Incidents by Category



Occupancies: Inspection Counts

MINOT FIRE DEPARTMENT | Last Refresh: 1/29/2024 8:00 PM

Occupancies Inspected Inspections Inspections YTD Inspections PYTD % Over PYTD

142

142

142

52

173%

Average Duration

Number of Inspections

Total Time Estimate

Total Time Spent

● Current ● Previous Year

Inspections

150

Jan 2024
Mar 2024
May 2024
Jul 2024
Sep 2024
Nov 2024

MonthStart

Inspector

Inspections Completed

Inspections YTD

Inspections PYTD

Total

63

63

15

75

75

16

4

4

21

142

142

52

Inspections

138.00

100

50

0

Annual

Construction Final

4.00

Inspections

106.00

Passed

26.00

Passed with Comm...

10.00

Correction Notice Iss...

Inspection Observations

Inspection Tree

Police Department
Police Chief, John Klug

The report provided for information updates for the police department is in the transition phase to become more informative for the Council members. My intent is to start providing data that will give you a monthly snapshot of activity within the Minot community. It will also continue to provide information about the department's operation. My intent to change the police reporting to the first meeting does not work as intended since some reports are due before the month end, thus skewing the data slightly. Therefore, the new format will be implemented more thoroughly for the second meeting in February.

The police department is currently at 83% effective strength for sworn officers with 14 of the 84 sworn positions not fully effective or vacant. The current effective strength of sworn staff is due to the following:

- 3 – Injury/Medical
- 11 – Vacant positions

In addition to police officers, we have extended an offer of employment for our Parking Enforcement Officer, who will be assigned to Patrol, and our additional Administrative Clerk for our Records Section.

We have had a few resignations from our team in Central Dispatch. We are currently at 58% effective strength with 7 of the 17 positions not fully effective or vacant. We are in the process of hiring for the vacant positions so we should have some of them filled in the next month. The current effective strength is due to the following:

- 2 – New Dispatchers in Training
- 5 – Vacant Positions

The police department responded to 41,103 calls for service in 2023. This is about a 4.5% increase, 1,922 more calls for service, than in 2022.

Airport
Director, Jennifer Eckman

Attached you will find the information pertaining to the airport's operations during the month of December 2023. I am including the City Manager so he may add the information to his report.

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

- December of 2023 there was a significant increase in enplanements and revenues across the board over last year and mostly over last month. With the direct flights to Orlando-Sanford Airport the increased capacity brought the overall load factor (% of seats filled) down slightly, but still well above national average. The only revenue number which was lower over last month was car rentals. This is typical seasonal activity with less demand for rental cars during the holidays.

Staffing and Training

- Staffing –
 - Part-Time – A new part-time Facility Tech started December 6, 2023 to help with the heavy holiday travel.
 - Airport Safety & Security Specialist – Interviews were conducted during the month and an offer was made to an internal candidate. The start date for the new position will be late-January.
 - Airport Facility Tech – Since the Airport Safety & Security Specialist was filled with an internal candidate the recruitment process for the vacated position has begun.
- Training and City P.R.I.D.E. –
 - 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.
 - ADP Training – The Airport team continued to attended various trainings offered by HR throughout the month.

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 installation).
 - Tractor at third party for repairs. Been out of service since May 2023.
- 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.
 - Two caster wheels on high speed broom had bad seal and needed total replacement.
 - Jet bridge 4 continues to exhibit electrical issues when connected to aircraft. Working to coordinate a time for troubleshooting with airlines, mechanic, and electrician.
- 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.
 - North baggage carousel in baggage make-up area was down for a couple of weeks due to bad rollers. Airport staff were able to find replacement parts in order to make necessary repairs.
 - Began procurement and installs preparation for overhead door sweeps and additional heat within tug tunnel and rental car offices.

Community Engagement

- *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 Organizations* –
 - *Kiwanis* – The airport director gave a short presentation and provided a tour of the terminal during the month.
 - *Optimist Club* – The airport director spoke at the club's regular meeting.
 - *Rotary* - The Airport Operations and Maintenance Manager participates in Rotary.
- *Social Media* –The top post for the month was the airport's elf-on-a-shelf playing hide and go seek on December 21, 2023 with a reach of over 3,800+.
- *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.
- *American Association of Airport Executives* – Airport staff participates in a variety of subcommittees and working groups within this organization and its Great Lakes Chapter.

**Public Information
Public Safety
T. Kvigne**

Highlights and Takeaways

Fire Department

- Work continues to increase the number of followers on both Facebook and Instagram. Since the creation of this position, we have seen continued growth month over month in both followers and reach. In 2024, our main goal is to see continued growth, which will be monitored monthly.
- In January, I gave a presentation at a command staff meeting for the Fire Department. The presentation recapped 2023 in regards to social media metrics, community outreach, and the goals of 2024.

- In regards to social media, January started off on a high note. Our Facebook account gained 146 new followers/likes, which put us at 4,063. The total reach we gained from our January Facebook posts was 428,895, and they were all organic (organic meaning no ad campaigns attributed to that number). To put this in perspective, we had a total of 168,802 in total reach for the whole year in 2023. Our two highest reaching posts are attached below.

Hey, want to see something cool? Here is a look at our new Aircraft Rescue and Fire Fighting (ARFF) apparatus that should arrive this spring. Did you know that Station 3, located at the Minot Intern... [View post](#)

Post · Published on: Fri Jan 19, 10:15am

Overview

Reach <small>19,171</small>	Impressions <small>19,705</small>	Interactions <small>168</small>	Link clicks <small>--</small>
Higher than typical	Higher than typical	Higher than typical	

Reach

Interactions

Reactions <small>152</small>	Comments <small>9</small>	Shares <small>6</small>	Saves <small>1</small>
Higher than typical	Higher than typical	Typical	Higher than typical

Feed preview

Minot Fire Department · Published by T Mitchell Kvigne · January 19 at 10:15 AM · [View post](#)

Hey, want to see something cool? Here is a look at our new Aircraft Rescue and Fire Fighting (ARFF) apparatus that should arrive this spring. Did you know that Station 3, located at the Minot International Airport, responds to calls throughout the city, and is ready to respond to any incident that may occur at the airport? ... [See more](#)

[View post on Facebook](#)

Police Department

- Similar to the goals of the Fire Department, continual growth of the social media accounts is a goal for the Police Department. Since the creation of this position, the PD Facebook page has seen growth. In January of 2023 the PD Facebook page had 15,386 whereas at the end of January 2024 we have 18,984 followers, so an increase of 3,598 followers.
- In January, I attended the quarterly Sergeant meeting to discuss the topics of interest in regards to media releases, and created a media release form that the Sergeants can fill out and send to me for potential releases. This is a step in the right direction in getting more information out to the media and public, and allow our department to strengthen the relationship with our community and media members.

Like Fire, the PD social media started off the year on a high note as well. In January we gained 284followers/likes on our Facebook. Our reach for the month of January was also impressive. Our

monthly reach was up 116% from December for a total of 151,240 people reached. Most of this can be attributed to a different recruiting tactic we implemented for job vacancies in Dispatch and Police Officers. We utilized a simplistic approach, by drawing a job ad for both positions rather than creating a graphic via photoshop/canva. These posts (attached below) generated a lot of engagement throughout the community, and we interacted with people in the comments to encourage more engagement.

Our graphics guy = NOT HAPPY. He mumbled something about "since you can do a better job" as he threw down some colored markers and information about another job opening. Drum roll please.....

Post · Published on: Thu Jan 11, 2:30pm

Overview

Reach <small>1</small>	Impressions <small>1</small>	Interactions <small>1</small>	Link clicks <small>1</small>
62,118	64,689	819	1,064
Higher than typical	Higher than typical	Higher than typical	Higher than typical

Reach

Interactions 1

Reactions <small>1</small>	Comments <small>1</small>	Shares <small>1</small>	Saves <small>1</small>
599	139	70	11
Higher than typical	Higher than typical	Higher than typical	Higher than typical

Feed preview

Minot Police Department · Published by T Mitchell Kvigne · January 11 at 2:30 PM · [View post](#)

Our graphics guy = NOT HAPPY. He mumbled something about "since you can do a better job" as he threw down some colored markers and information about another job opening. Drum roll please.... 🎉 Here it is - Come be a dispatcher for us.... See more

[See insights and ads](#) [Boost post](#)

599 139 70

[View post on Facebook](#)

We apologize, but this will have to do. The person who does our graphics is out of the office. Start 2024 on a high note, come work for us. <http://tinyurl.com/MinotPDOfficerJob>

Post · Published on: Wed Jan 10, 3:21pm

Overview

Reach <small>1</small>	Impressions <small>1</small>	Interactions <small>1</small>	Link clicks <small>1</small>
38,351	40,084	982	192
Higher than typical	Higher than typical	Higher than typical	Typical

Reach

Interactions 1

Reactions <small>1</small>	Comments <small>1</small>	Shares <small>1</small>	Saves <small>1</small>
770	126	84	2
Higher than typical	Higher than typical	Higher than typical	Typical

Feed preview

Minot Police Department · Published by T Mitchell Kvigne · January 10 at 3:21 PM · [View post](#)

We apologize, but this will have to do. The person who does our graphics is out of the office. Start 2024 on a high note, come work for us. <http://tinyurl.com/MinotPDOfficerJob>... See more

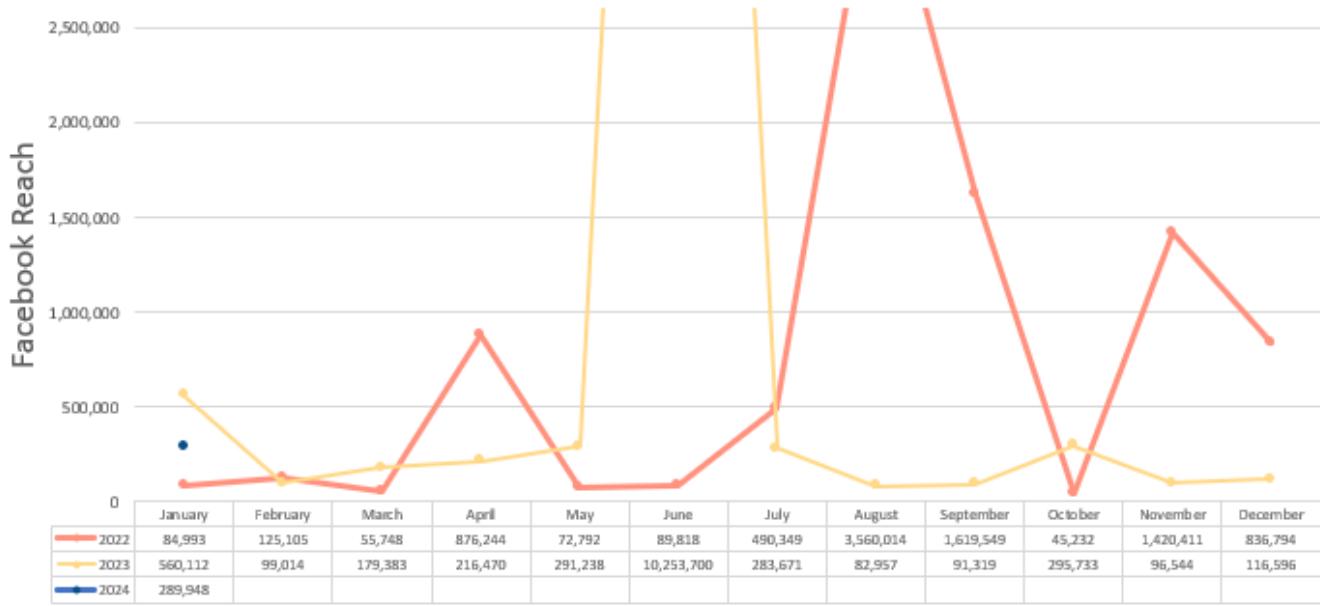
[View post on Facebook](#)

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

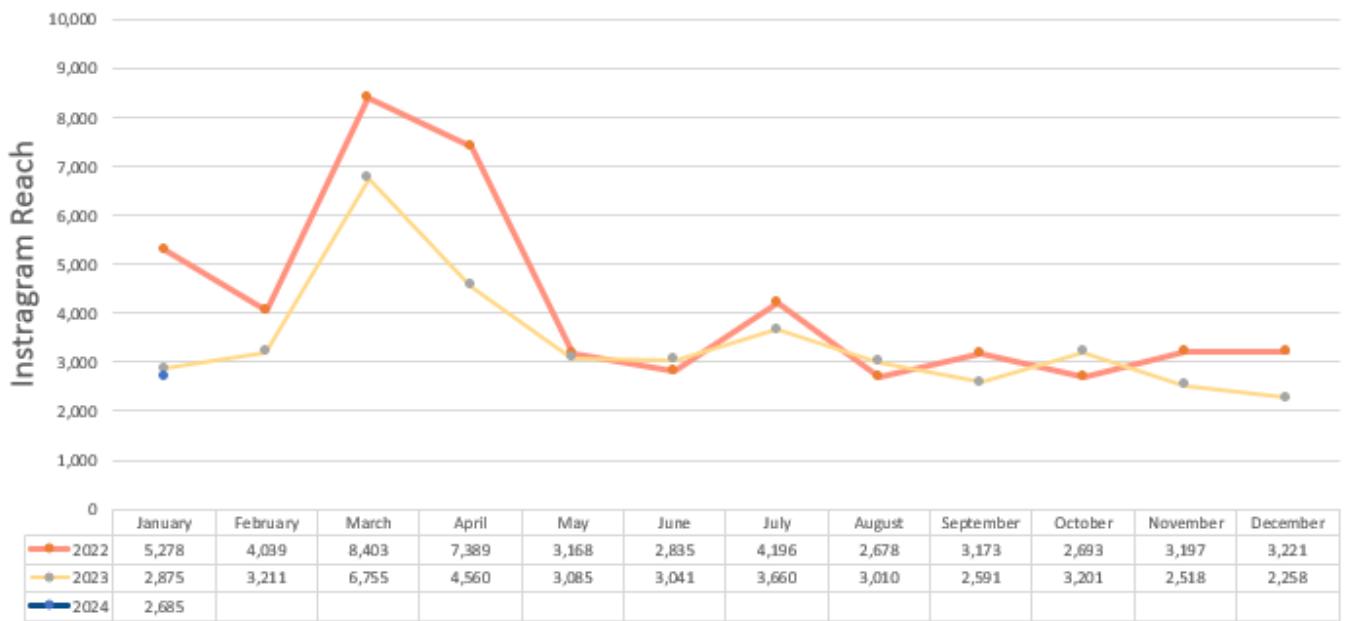
Highlights and Takeaways

- Work continues in our office in conjunction with Mayor Tom Ross, City Manager Harold Stewart, Executive Secretary Anna Schraeder, and others on the upcoming State of the City, which is set for Feb. 8 at the MSU Dome. The noon luncheon event will broadcast on the City's social media platforms, including Facebook and YouTube.
- In January, the three staff members in our office spoke to the Minot Area Professional Communicators group at a lunch. In addition to informing the group about the duties of our office, we answered a lot of questions about City related issues, including streets, sanitation, snow removal, and how the City, in general, decides how and when to communicate with the public.
- We continue to assist multiple City departments with communication efforts. The past month was a busy one for answering airport de-icing questions, recycling and general sanitation questions, as well as the usual questions/concerns about snow removal, street conditions, etc. Our goal is to always answer these questions or concerns with facts, and the level of support we receive from every department at the City continues to grow makes our jobs much easier.
- Construction season will be here before long, so we'll begin working with Public Works, Engineering, Traffic, Street, Water/Sewer and other departments on what's on their construction schedules for 2024.

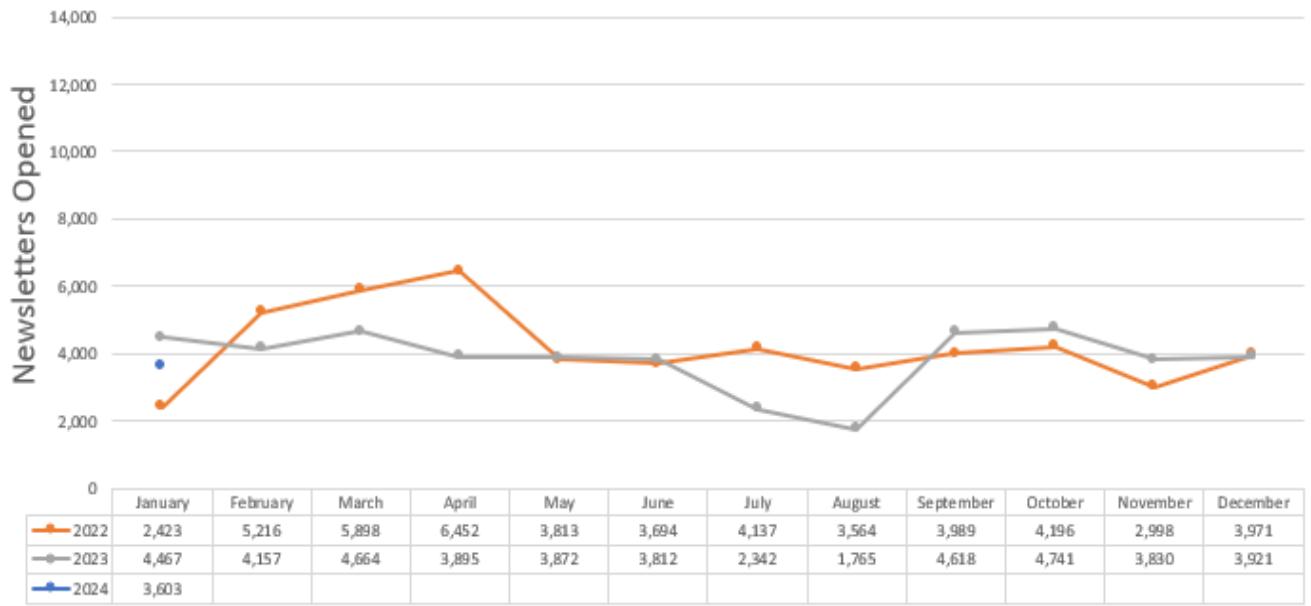
Facebook Reach Month by Month



Instagram Reach Month by Month



Newsletter Opens Month by Month



Twitter Reach Month by Month

