



TO: Mayor Tom Ross
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: February 20, 2024

City Manager:

Staff completed the transfer of property and projects related to the Broadway Circle Project. Staff will begin looking into the process of soliciting a new sub-recipient for operation after construction.

Staff is at the beginning stages of preparing for the FY 2025 Budget and creating the schedule. For the city manager recommended budget it will be a priority to prepare the budget holding the property tax revenues to the FY 2024 threshold, meaning a likely recommended decrease in the mill levy. Staff will also utilize a zero-based budgeting process which will require the justification of every expense and position.

Meetings attended included: monthly Community Economic Development Leaders communication meeting; communication meeting with Minot Community Foundation Director; Visit Minot Huddle meeting; State of the City; Alcohol Ordinance Review Committee meeting; meeting with Fire Union representatives; Tracks Communication meeting; meeting with Parks regarding development fees; attended the Honorary Commander MSU Hockey night; and various internal 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.

Work continues 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:

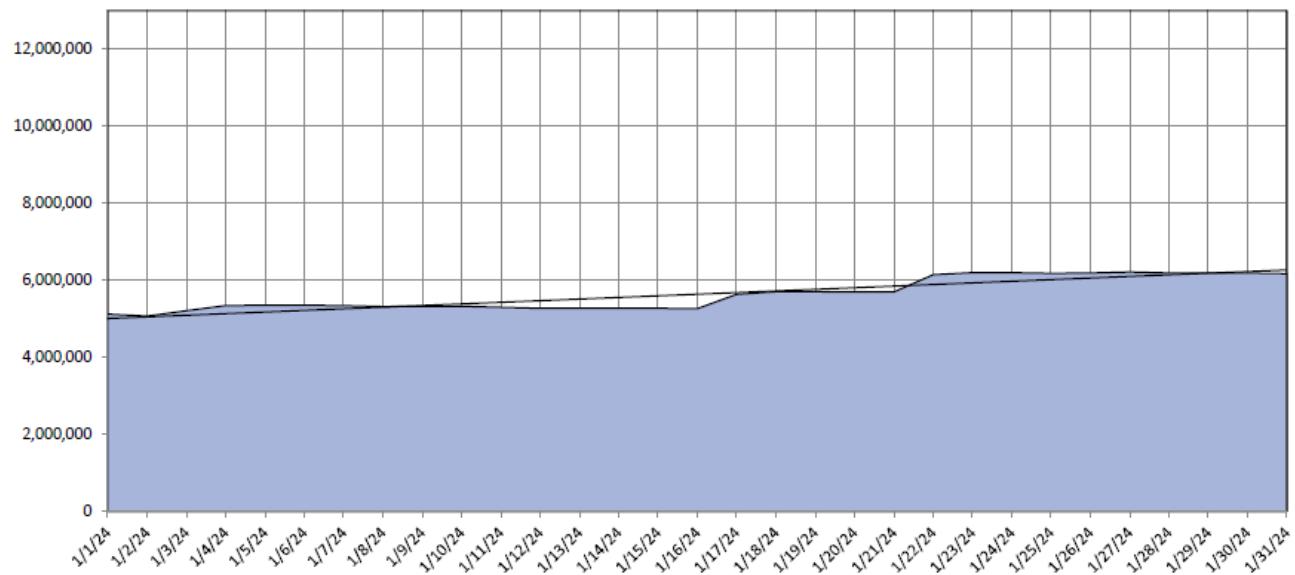
**Monthly Water Report For
January 2024**

River Water Treated	0 gallons
Well Water Treated	174,630,000 gallons
Recycle Water	10,054,000 gallons
Facility Water	11,963,000 gallons
Total Water Treated	196,647,000 gallons
Pumped to City	60,436,000 gallons
Pumped to NAWS	115,872,000 gallons
Pumped Total	176,308,000 gallons

AMMONIUM SULFATE	5,640 pounds
CARBON DIOXIDE	92,100 pounds
CHLORINE	19,899 pounds
COAGULANT	10,603 gallons
FLOURIDE	8,108 gallons
LIME RECEIVED	719,243 pounds
PHOSPHATE	2,582 pounds
Waste Sludge	144 loads
	1552.60 tons
Bacteria Samples Taken	53 total
Finish Water Turbidity	0.070 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	744.0	231	10,312,000
12A&12B	0.0		0
13	0.0		0
14	744.0	780	34,819,000
15	0.0		0
16	744.0	204	9,107,000
A	0.0		0
B	718.2	611	26,329,000
C	507.3	1630	49,614,000
D	423.2	1610	40,881,000
E	0.0		0
F	0.0		0
			171,062,000

January 2024 Influent Raw Water



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
2024 Water & Sewer Monthly Report/Task vs. Objectives

TASK	OBJECTIVE	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	TOTALS
Meetings		14												14
Service Calls	6,750	597												597
Inspections	150													0
After hours Calls (Foremen)		30												30
Lab Tests	6,500	101												101
Meters														
Install New Meters	100	6												6
Meter Changes	100	28												28
Delinquent Water Accounts		206												206
MXU Installations	100	17												17
Locates: water/sewer/storm	4,000	111												111
Hydrants														
Hydrant Inspections	1,150	0												0
Flow Hydrants(for sewer lines)		50												50
Install Hydrants	15	0												0
Hydrant Repair	180	4												4
Hydrant Flow Testing		0												0
Hydrant Meter Set		0												0
Hydrants Painted		0												0
Water														
Curb Stop Maintenance	40	5												5
Curb Box (riser repair)	100	4												4
GV exercising/inspections	2,000	0												0
Gate Valve Maintenance	24	0												0
Gate Valve (riser repair)	50	0												0
Gate Valves ON/OFF		10												10
Repair Water Main Breaks	40	3												3
Service Taps		0												0
Service Leaks		1												1
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	200												200
Clean Sanitary Sewer (feet)	140,000	4,367												4,367
Check/Flush Manholes	5,000	236												236
Inspect Sewer Lift Stations	2,080	612												612
Sewer Calls		5												5
Manhole Repair	50	3												3
Repair Sewers (feet)	30	0												0
Mowing/Snow Removal Hours	6,000	8												8

Landfill/Sanitation

The following are totals for January 2023

Single Stream Recycling – 134.43 Tons (on a positive note Dem-Com's Invoice for January was a credit of \$1327.11 for 73.24 tons)

MSW – 5,512.19 Tons

Inert – 409.11 Tons

Lime – 1643.00 Tons

Trees – 73.49 Tons

Trees Given Away for Firewood –1.29 tons

Total number of landfill tickets generated – 3062 / of those 184 utilized their water bill during free week

January gate collections were \$244,711.14 compared to \$253,142.86 in 2023.

There was a total of 32 C&D tanks set out for residential use

Vehicle Maintenance:

Staff completed 186 work orders in January. 80(43%) were preventive maintenance and 106 (57%) were unscheduled maintenance repairs.

The parts and labor cost for January was \$125,343.29.

Our Work Order Turnaround was 49% of work completed within 24 hours and 66% of all work orders were completed in under 72 hours.

Transit



The design of the new downtown transit center is complete. NDDOT has approved moving forward with the bid process. The project was advertised starting on Feb. 9 and the bid opening will be March 5.

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: Jan-24
To: Jason Sorenson, Utilities Director
From:
Re: Monthly Report, Acct. #540

LOT SALES	REG	Flat Stone	9		
	REG	Monument	2	<u>Columbarium Niches</u>	
	Niche	Top 3	1	<u>% SOLD</u> 70.83%	
	Niche	Bottom 3	1		
	Infant		0		
				TOTAL	13
	Sell Back	Reg	0		
Sell Back Monument			0		
Sell Back Col			0	TOTAL	13
PERFORM INTERMENTS		Traditional	Cremation	Columbaria	
WEEKDAY INTERMENT			8	1	1
Social Service			0	0	0
Infant			1	0	0
SATURDAY INTERMENT			2	1	1
			10	2	2
HOLIDAY/SUNDAY INTERMENT			0	0	
Cremation Percentage				15.38% TOTAL	13
SURCHARGES					
2nd Interment / Lot Reuse					
					TOTAL 0
DISINTERRED					
					TOTAL 0
VAULT STORAGE		Prior Month Balance	Intake	Removed	
		5	4	0	TOTAL 9
WORK ORDERS		Prior Balance	New	Closed	
Vase		4	0	0	OPEN 18
Grounds		1	0	0	CLOSED 78
Monument		13	0	0	
MONUMENT/MARKER INSTALLATION		Single	Double		
Flat		0	0		
Monuments		0	0		
Veteran		0			TOTAL
Vase/Yoke				0	0

ITEMS OF NOTE:

We have started exploring our options for our addition to our columbarium section.

We have also starting looking into our options for replacing our snowblower tractor.

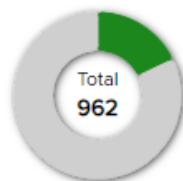
Human Resources
HR Director, Lisa Jundt

Self Service Utilization Analysis from ADP for January 2024

ADP's point-in-time snapshot of the City of Minot's self-service utilization by managers and employees, provides the HR department an overview of where there are opportunities for time and cost savings in some administrative functions for personnel information. This tool will be helpful as the department looks to improve in areas and initiatives in the future, such as staff training and engagement.

Utilization Overview

This graphic compares the percent of changes made by your employees through self service with the percent of changes made by your HR practitioners.



Self Service Changes
● **18%** (172)
Practitioner Changes
● **82%** (790)

Estimated Current Savings

Based on the number of self-service changes made by your employees and the industry standard cost for HR practitioners to make those same changes, we estimate that you've already saved this amount during this time period.

$$\text{Self Service Changes } 172 \times \text{Average HR Task Cost } \$4.51 = \text{Estimated Savings } \$775.72$$

Opportunities to Save More

Every change your employees make through self service helps your HR practitioners save time and your organization save money.

Estimated Savings
\$775.72

Estimated Opportunity
\$3,562.90

Top Saving Areas
[Employment Info](#) >
[Emergency Contacts](#) >
[Personal Info](#) >

Top Opportunity Areas
[Employment Info](#) >
[Employee Pay Rate](#) >
[Paper Suppression](#) >

Recruitment/Current Openings HR Staff continue their efforts to recruit for the following positions: Economic Development Administrator, Public Works Operations Director, Project Civil Engineer, Engineering Technician, Heavy Equipment Operator, Light Equipment Operator, Building and Grounds Worker, Accountant, 911 Dispatcher, Police Officer, Engineer Intern, Library Assistant and Metropolitan Planning Organization Director

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 2024		
	Sales	Median	Average	Sales	Median	Average
Residential	39	\$ 240,000	\$ 274,965	39	\$ 240,000	\$ 274,965
Residential Vacant Land	*27	\$ 35,000	\$ 35,000	*27	\$ 35,000	\$ 35,000
Commercial	4	\$ 475,000	\$ 1,375,125	4	\$ 475,000	\$ 1,375,125
Commercial Vacant Land	0	\$ 0	\$ 0	0	\$ 0	\$ 0

*Special Notes:

Community Development Department
Director, Brian Billingsley

INSPECTIONS DIVISION:

January 2024 Permit Information (December 2023):

- Total Permits Issued: 221 (177)
- Single-Family Homes: 2 (0)
- Multi-Family Permits: 0 (0)
- New Residential Permit: \$364,000 (\$0)
- Residential Remodels: \$258,394 (\$38,000)
- New Commercial: \$68,000 (\$0)
- Commercial Remodels: \$1,105,000 (\$251,000)
- Valuations of all Permits: \$1,795,394 (\$289,000)

Notable Building Permits:

- Take 5 Oil Change – Remodel – 1738 S. Broadway - \$450,000
- Trinity Health – Credit Union Fit Up - \$300,000

Personnel Update:

None.

PLANNING DIVISION:

Planning Commission:

The Planning Commission did not have a meeting in January.

Development Review Team Meetings:

The Minot Development Review Team (DRT) held three (3) DRT meetings during the month of January:

- The Traveling Axt – 17 2nd Ave. SE
- Minot Jr. Gold training room – 305 7th Ave. SW Ste. C
- Cenex Truck Maintenance Facility

Personnel Update:

Hannah Hornberger was hired to the Planning & Code Enforcement Assistant position.

Housing Study Update:

The consultant submitted a final draft of the housing study at the end of January. It should be ready for adoption in April.

Other Projects/Meetings:

- Director participated in two CDBG-DR/NDR meetings.
- Director attended a meeting with other city staff on a possible chronic nuisance property ordinance.
- Director attended a virtual meeting with the Retail Coach.
- Director attended two meetings with EPIC regarding phase II of The Tracks project.
- Director attended two meetings on alcohol licensing.
- Director attended two meetings on ADA programs.
- Director has been appointed by City Manager to oversee Renaissance Zone and Façade Improvement programs while Economic Development Administrator is on FMLA.
- Director attended a preliminary walk-through of a Façade Improvement project.

**Minot Public Library
Director, Zhaina Moya**



Director's Report

A. Activities/Programs (January 2024)

a. 4 CLC Visits	214 Participants
b. 2 Head Start Visits	104 Participants
c. 1 Passive	53 Participants
d. 1 Kids "Other"	100 Participants
e. 2 LEGO Club	85 Participants
f. 1 Pokémon Club	50 Participants
g. 1 READ Dogs	9 Participants
h. 1 Pokémon Scavenger Hunt	70 Participants
i. 2 Teen Crafts	25 Participants
j. 2 Teen Gaming	18 Participants
k. 1 Makerspace Program	25 Participants
l. 2 Teen Board Game Party	33 Participants
m. 1 "Other" Teen Program	19 Participants
n. 3 Teen Passive	38 Participants
o. 1 Bird Scavenger Hunt	33 Participants
p. 1 Books 'N Brews	16 Participants
q. 1 Dungeons & Dragons	24 Participants
r. 1 Mondays are for Murder	12 Participants
s. Tech Tutors	6 Participants
t. Tech Ed @ Ellison	2 Participants
u. 1 That's Craftastic	16 Participants
v. 1 Volunteer Training	3 Participants
w. Twisted Stitches	8 Participants
TOTAL	968 Participants

Building & Grounds:

- a. Rolac has been unresponsive in providing a plan to fix some of the remodel issues including carpet and falling leaves & butterflies. A&E has been negotiating with Rolac in regards to the final payments.

2023 Budget:

- a. Moya is still working with finance to close out the 2023 fiscal year.

Merit Increase Plans:

- a. The library has been working off of outdated salary range tables when determining staff wages. Additionally, the process for determining raises at the end of the year is overly complex. Moya has contracted with PayScale to gain access to detailed and accurate wages for library staff. Moya's goal is to present new salary range tables at the March Library Board Meeting.

HUD Resilience
Chris Plank, NDR Program Manager

Meetings

- National Community Development Association Conference – 4 days
- NDR-CDBG Meeting – Manager and Compliance Officer (CO) – 3 meetings
- CDBG Acquisition – Manager and CO – 2 meetings
- HUD Entitlement Onboarding – Manager and CO – 3 meetings
- City Council – 2 meetings
- Center for Technical Excellence – Manager and CO – 3 meetings
- Project BEE – Manager and CO – 9 meetings
- ADA Grant Meeting – Manager – 3 meetings
- One on One – Manager – 2 meetings
- Senator Hoeven Meeting – Manager and CO – 1 hour
- Senator Cramer Meeting – Manager and CO – 1 hour
- Title VI meeting – Manager – 2 meetings
- Department Head Meeting – Manager – 2 meetings
- Legal meetings – Manager and CO – 2 meetings

Broadway Circle

- Construction continues on Building B (Family Shelter) and Building C (LMI Housing)
- Weekly meetings are being held with Mattson Construction and EAPC to assess progress
- Inventory taken of items at project site. i.e. bedding, pillows etc.
- Meeting with Project BEE staff to identify any items that have been pre-ordered
- Meet with Lord's Cupboard and OSHI Ramen to deliver new lease and do walk through of building
- Quit Claim Deed taken to County to be recorded.

Center for Technical Excellence (CTE)

- Painting continues in the vestibule/lobby area
- Cabinets and countertops are being installed in the reception area
- Stairwells painted

- Exterior signs installed
- Carpet and Tile are being installed on the second floor
- Floor is being prepped in the basement for carpet and tile
- Miscellaneous dental equipment being installed in the dental mechanical room
- Duct installation is ongoing with duct installation
- Looking to do some testing on the dental equipment within the next couple of weeks.
- The boiler system will need to be flushed within the next 3-4 weeks.



Minot Housing Authority – Milton Young Towers

- Construction is finishing up on the first-floor restrooms (see pictures)
- Tiles on the 15th floor have been replaced
- NO extension anticipated



National Community Development Association Conference January 31-February 2, 2024, Washington DC

- Celebrating 50 years of the Community Development Block Grant (CDBG) program
- Over 400 conference attendees from 38 states
- Attended seminars including Environmental Reviews, Subrecipient Contracts, Roundtables for smaller Entitlement Communities, removing barriers for affordable housing.
- Met with Senator Hoeven and Senator Cramer's office to discuss current projects as well as thanking them for their support.

- Keynote speakers at the conference included Senator Susan Collins (R-ME), Congressman Emanuel Cleaver II (D-MO) along with Marion Mollegan McFadden, Principle Deputy Assistant, Office of Community Planning and Development, HUD.



Congressman Cleaver (D-MO)



Senator Collins (R-ME)



Senator Hoeven (R-ND)



Senator Cramer (R-ND) office