



TO: Mayor Tom Ross
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: March 4, 2024

City Manager:

City Staff continues to prepare for the FY 2025 Budget process. Staff will present a schedule for Council approval at the April 1st Regular City Council meeting. Current Council members and Council Candidates will be invited to attend tours of the departments and a Council budget prioritization Special meeting the week of May 6th-10th. The City Manager has communicated to Department Heads the City Manager recommended budget is planned to include no increase in property tax revenues. This means with a likely increase in assessed property values the City Manager recommended FY 2025 Budget will result in a decrease to the mil levy. Staff will be working with the Public Information Office to prepare budget videos for each department to aid the Council and public in understanding the budget. Staff will also organize and prepare to have a series of live/virtual Question and Answer sessions to review each department's budget shortly after the City Manager's presentation of the recommended budget. The City Manager's recommended budget will be presented at the July 15th Regular City Council meeting.

In addition to regular responsibilities such as yearend closeouts, Staff has begun working on emergency plans for the new City Hall building and all other city facilities. The Fire department is also providing CPR and fire extinguisher training city staff and departments.

Upcoming Council items include:

April 1st: 2023 Citizen Survey Satisfaction Results

April 15th: Urban Housing Study Final Report

May 6-10th: Council Budget Tours of Departments and Budget Prioritization Special Meeting

TBD: CPSM Study Final Report

July 9th and 10th: Council Facilitated Strategic Planning meeting

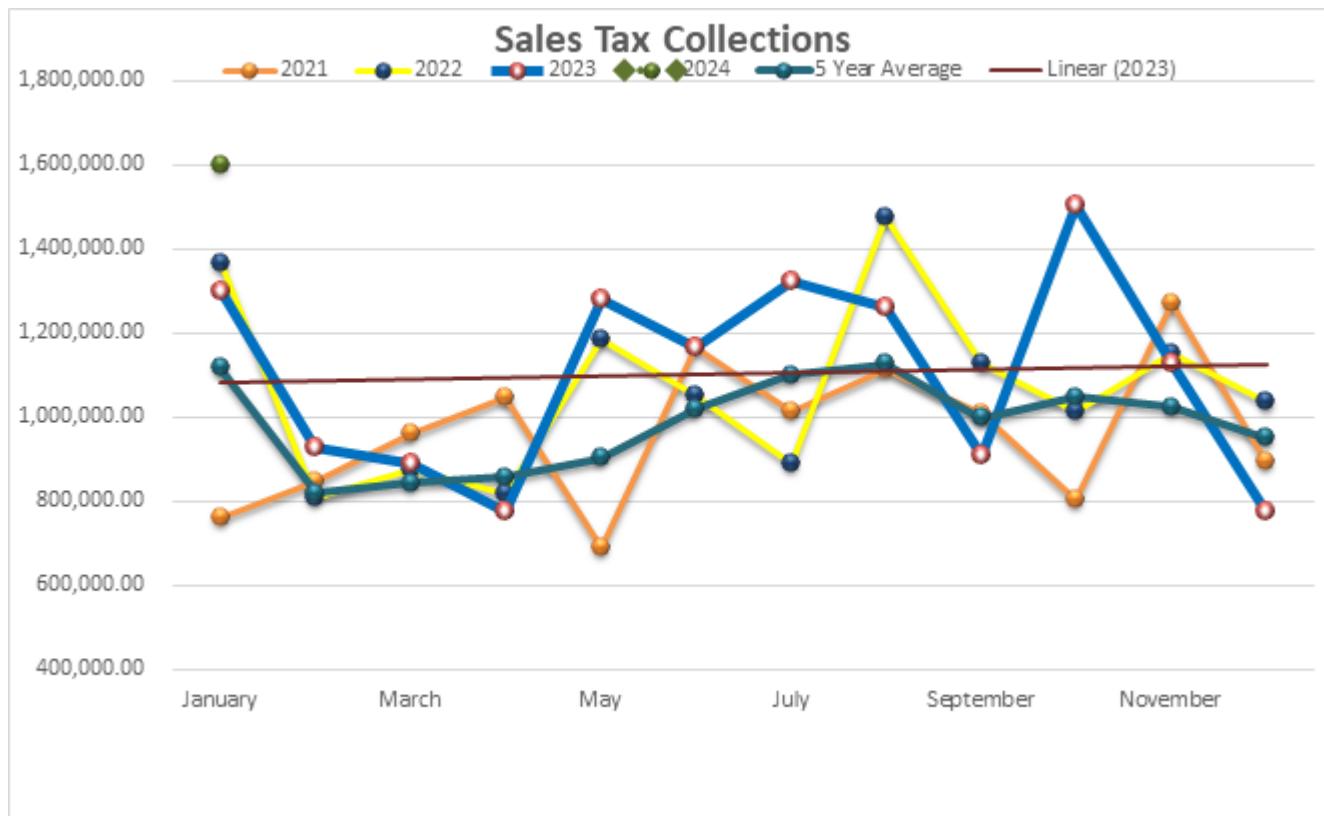
Meetings attended included: Senator Hoeven and Congressman Armstrong Town Hall meeting regarding Agriculture; Minot Flood meeting with Senator Hoeven; NDLC Policy Committee meeting to discuss some potential legislative priorities for the upcoming legislative session; Central Dakota MPO Policy Board meeting; ADA compliance walk-thru of City Hall; tour of the CTE facility downtown; walk-thru of the Downtown Trinity Hospital facility; Alcohol Ordinance Review and Rewrite Committee; Tracks bi-monthly communication meeting; meeting with Rick Becker on Property Tax Elimination Measure; Minot CDBG-DR/NDR Progress meeting; Broadway Circle Project Update meeting (staff only); monthly communication meeting with MACEDC President/CEO; communication meeting with Trinity Hospital CEO; monthly communication meeting with Parks Director; meeting with State Fair Director regarding upcoming 2024 State Fair; monthly communication meeting with The Retail Coach; and various other communication and project meetings with staff.

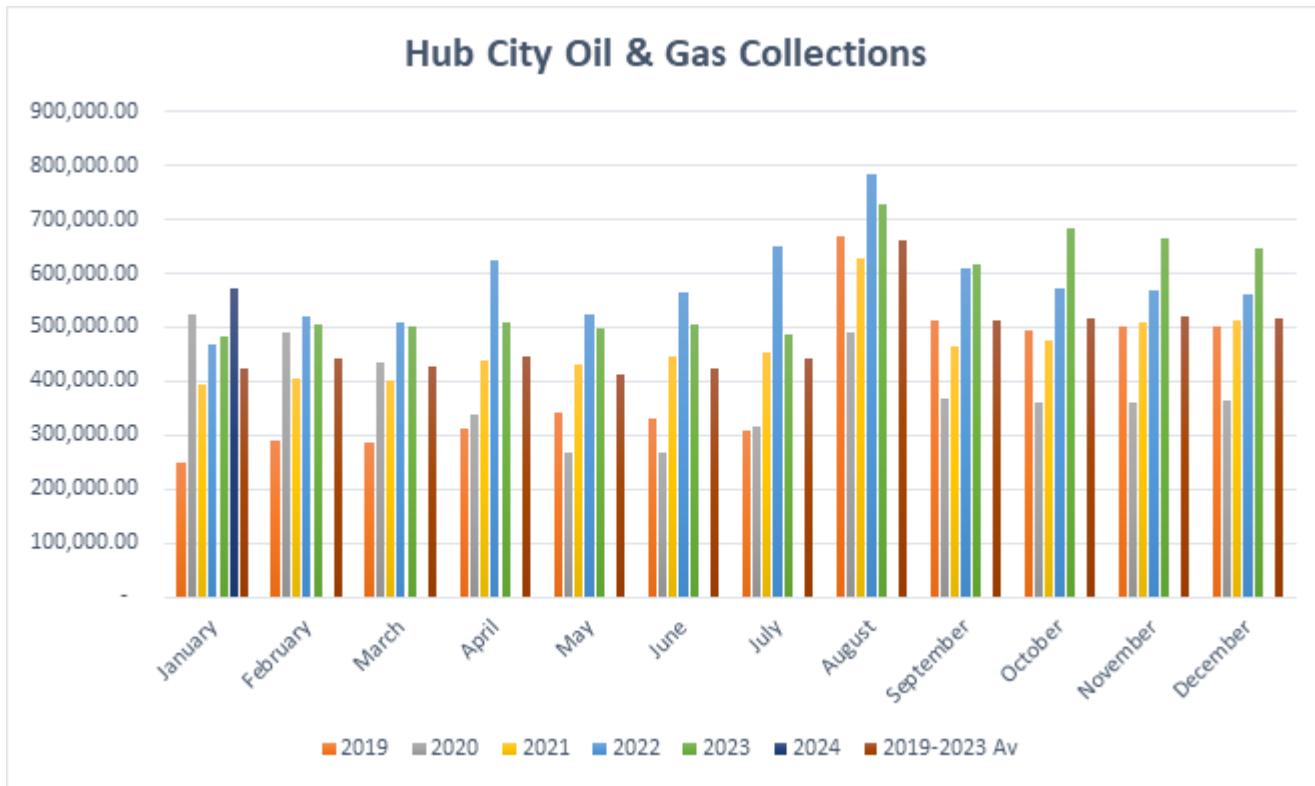
Finance
Director, David Lakefield

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 a number of average/weak months of collections, we have set a new monthly record for sales tax collections. YTD collections are 23.19% ahead of 2023 and well ahead of budget. Hub City collections remained strong but off of last month's collection numbers but well ahead of this time last year.





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

Fiscal Year 2023 is expected to be closed prior to the Council Meeting. Our Financial Audit is scheduled for mid-March. Thank you to Jenna, Melody and their teams that have worked very hard to keep us 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 February, the Department issued 3+ right of way permits and attended 4 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've hosted contractor sessions for plumbing permits and will be continuing the rollout with special event permits and gaming site authorization in the coming weeks.
- In February, the Traffic Division had 7 emergency call backs and completed 47 work orders, including 9 streetlight luminaire replacements, 5 signal led replacements and 13 hit traffic signs.
- In early-March, Lance, Stephen, Jesse and Taylor will be attending the North Dakota Transportation Conference hosted by the NDDOT.
- In mid-March, the traffic maintenance staff of Stephen, Jeff, Nathan and Michael will be attending the ATSSA How-To conference in Fargo. This conference allows staff to integrate, learn and share ideas/practices with other traffic maintenance professionals.
- In December 2023, the Engineering Department submitted 5 Flex Fund applications to the NDDOT. Staff is still awaiting on the NDDOT decision on the awarded projects.

Staffing

- We continue to attend several spring career fairs across the state in hopes of recruiting a new graduate to fill the project engineer position.
- We are currently receiving applications for Engineering Intern and GIS Intern for summer 2024

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.
- 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 were both awarded at the last council meeting.
- 2024 Street Improvement, Patching, SC&G, Concrete Rehab, and Pavement Markings advertised mid-February for a March 12th bid opening.
- 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.
- The 16th Street Reconstruction project is in preliminary design and the draft environmental document and decision document will be presented to council at the March 18th meeting.
- The CP Rail Quiet Zone project has finished design for the city portion of the project, and we are working with the railroad to finish their portion of the signal design. We will discuss with the railroad if it is better to construct the city improvements this year or wait until 2025 when their crossings signals arrive.
- The 16th Street Interchange Improvements are in preliminary design. We are working with the NDDOT bridge division to decide if a bridge deck overlay will be required in addition to the approach slab replacement. Pavement improvements and signal replacements will also occur.

**Fire Department
Fire Chief, Kelli Kronschnabel**

**Fires reported in the month.....****5**

- Structure Fires: 4
- Vehicle Fires: 1

2024 Monthly Fire Counts**Year to date Total:****9**

Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec
4	5										

YTD Dollar loss attributed to fire..... \$125,500**Total incidents reported for the month: 262**

Fires	Overpressure ruptures, etc	EMS	HAZMAT	Service Call	Good Intent Call	False Alarm	Severe Weather	Special Incident Type
5	0	214	6	5	11	20	0	1

Injuries and Fatalities Caused by Fire	Month	Year to date
Civilian Fire Casualties	0	0
Civilian Fire Injuries	0	0
Fire Service Injuries	0	0

Update from Chief's Kronschnabel's office:

The Fire Department is conducting CPR/AED and fire extinguisher training for city staff over the next few weeks.

We are currently putting together our EMS Bike Patrol program so we can launch the program this spring. To date, we have purchased six bikes and formulated the structure of our Bike Patrol Division. Our EMS Bike Patrol units will be in teams of two. Each unit will carry an AED and medical supplies, including essential first-aid equipment. We are excited to add this new division to our department. This new service will provide quick medical responses during our community activities in the parks and downtown.

We are rewriting our emergency action plans for every city building to ensure preparedness if an emergency event occurs. We will be planning exercises for these plans in the summer.

This is a snapshot of what we have been working on for the past month and as we move into March. There is a lot to be excited about.

**Jennifer Eckman
Airport Director**

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

- January 2024 there continued to be an increase in enplanements and revenues across the board over last year. Some of this can be attributed to the additional flights to Florida and to the updated fees and charges for fiscal year 2024. This is good news considering the artic temperatures over the MLK holiday weekend caused a number of pieces of equipment to fail or not work properly for both the airlines and the airport and the following week the National Weather Service's Airport Surface Observation System malfunctioned. This led to a number of flights being delayed and cancelled.

Staffing and Training

- Staffing –
 - Airport Facility Tech – The vacated position was recruited for and filled by an employee who was working as a temporary facility tech.
 - Part-Time – Due to some anticipated leave of absences (military and medical) this spring the part-time position was switched back over to the in the Airport Operations division to allow for better schedule coverage.
 - Airport Internship – The internship was posted and there was a lot larger pool of eligible applicants than last year.
- Training and City P.R.I.D.E. –
 - PRIDE Employee Recognition Committee – Airport Operations and Maintenance Manager continues to serve on this committee as the chair.
 - City Safety Committee – The Airport Facility Foremen and staff represents the Airport on this committee.
 - Lunch and Learn – The airport hosted the first, city-wide lunch and learn event. The topic was transforming culture.

Equipment and Facilities

- Equipment –
 - Snow Removal Equipment (SRE) –
 - High-speed plow – Has been out of serves since October 2023 due to broken leaf springs.
 - Tractor at third party for repairs. All parts came in, waiting on final repair. 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.
 - ASOS (Automated Surface Observation System) weather monitoring equipment experienced a several-day outage, impacting several commercial flight operations. Equipment is owned and maintained by National Weather Service.

- Fuel farm experienced a catastrophic failure of the Jet A pump that resulted in loss of fuel sales for several days. A temporary fix is in place for the interim, with plans to install two new pumps in March/April for redundancy purposes.
- 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 airport is not a recipient of this funding and will be looking at other funding options to address the issue.
 - Tug Tunnel – Install of overhead door sweeps, door curtains, and additional heat within tug tunnel completed this month.
 - Washer/dryer – Installed for cleaning rags.
 - Overhead gate at restaurant is severely damaged. Likely looking at full replacement if unable to repair.
 - HVAC System – DOAS heat recovery wheel damaged. Working with contractor for repairs.

Community Engagement

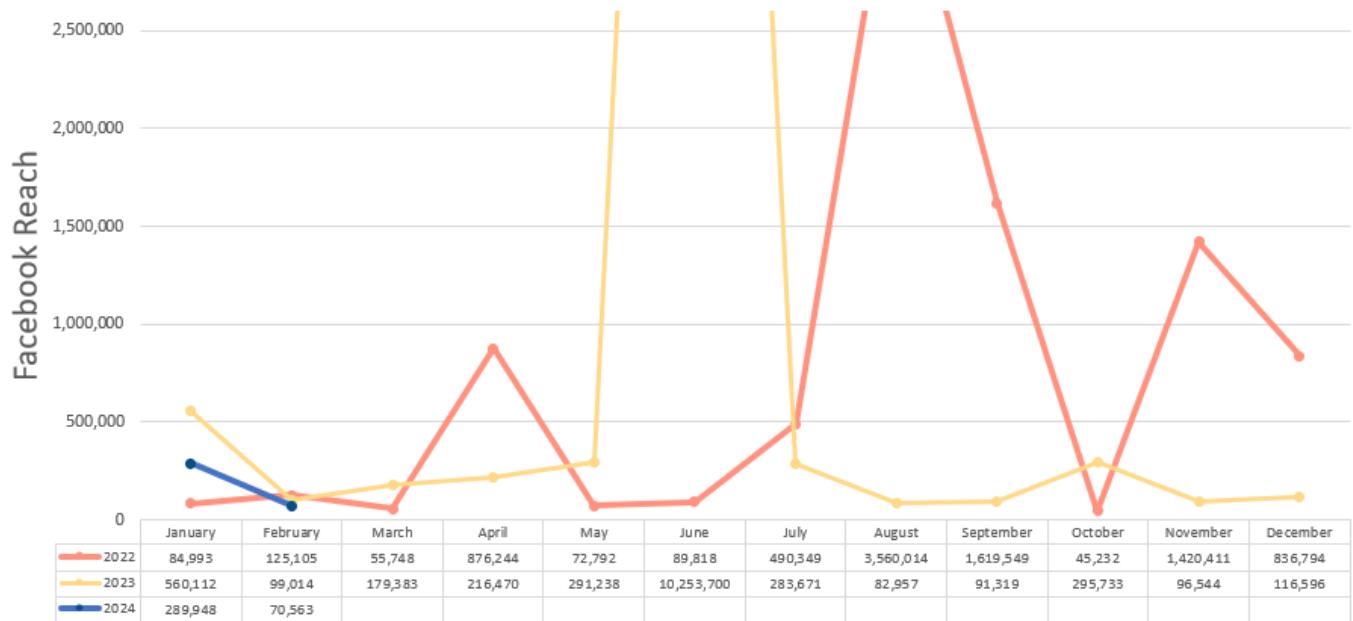
- Media – KXNews story about the fuel farm.
- Local Emergency Planning Committee (LEPC) – Airport staff participates in LEPC activities.
- Airport Association of North Dakota (AAND) – Airport Operations and Maintenance Manager is on the board.
- Service Organizations –
 - Rotary - The Airport Operations and Maintenance Manager participates in Rotary.
 - Social Media –The top post for the month talked about delays and cancelations due to equipment not working during the extreme, cold weather event on January 12.
- 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
Communication and Engagement Manager Jennifer Kleen**

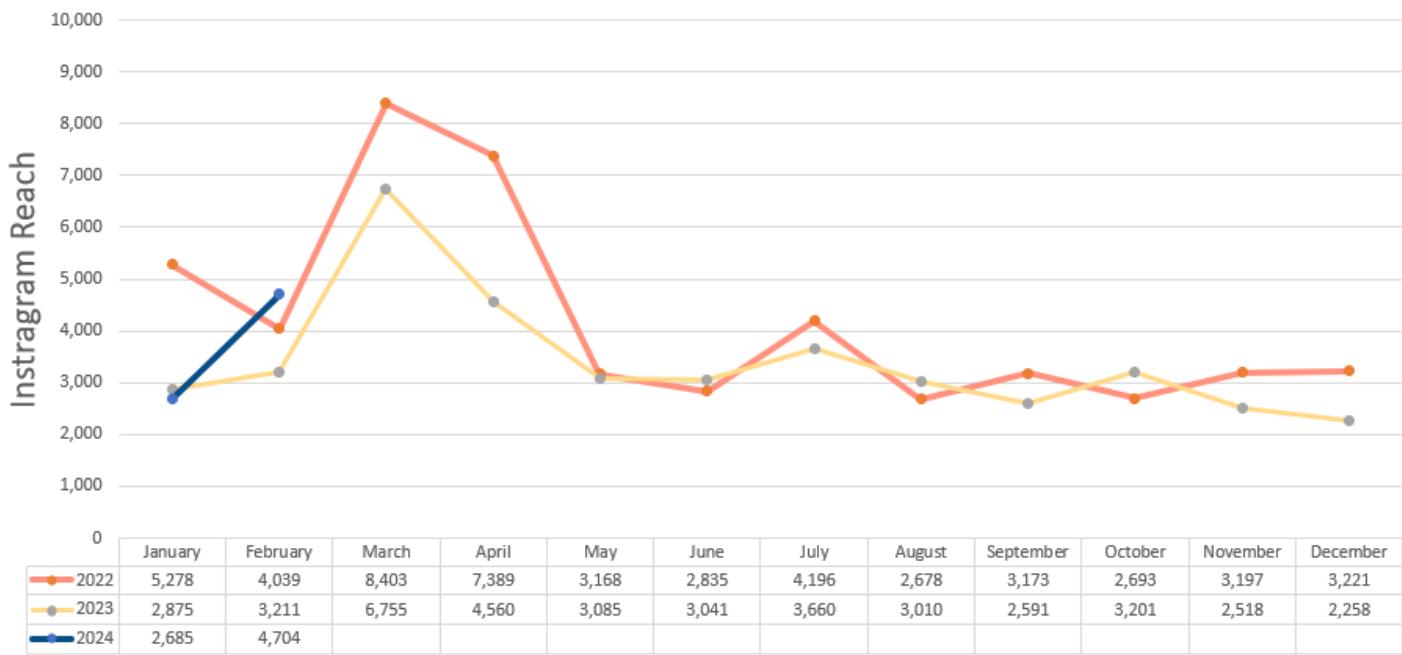
Highlights and Takeaways

- The annual State of the City event was a success. The PIO office worked collectively with Mayor Tom Ross, City Manager Harold Stewart, and a host of others to make sure the event took place as smoothly as possible. We owe gratitude to Minot State University for hosting the event and providing us with whatever assistance we needed.
- We continue to assist multiple City departments with communication efforts. The past month was a busy one for answering general City-related questions, recycling and general sanitation questions, as well as the usual questions/concerns about snow removal, street conditions, etc. The lack of snow has made the answers easier so far this year, although we were accused of triggering a late February snow after we posted about the street sweepers were out working. 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. Some bid openings are happening now, with a lot more set in the very near future.
- Communication Specialist Bryan Obenchain is working on a schedule for the year where he will focus a number of social media posts and/or website articles on a particular department. In January, he highlighted the landfill, and he focused on the airport in February. We're fortunate to have great assistance from every department whenever we ask.

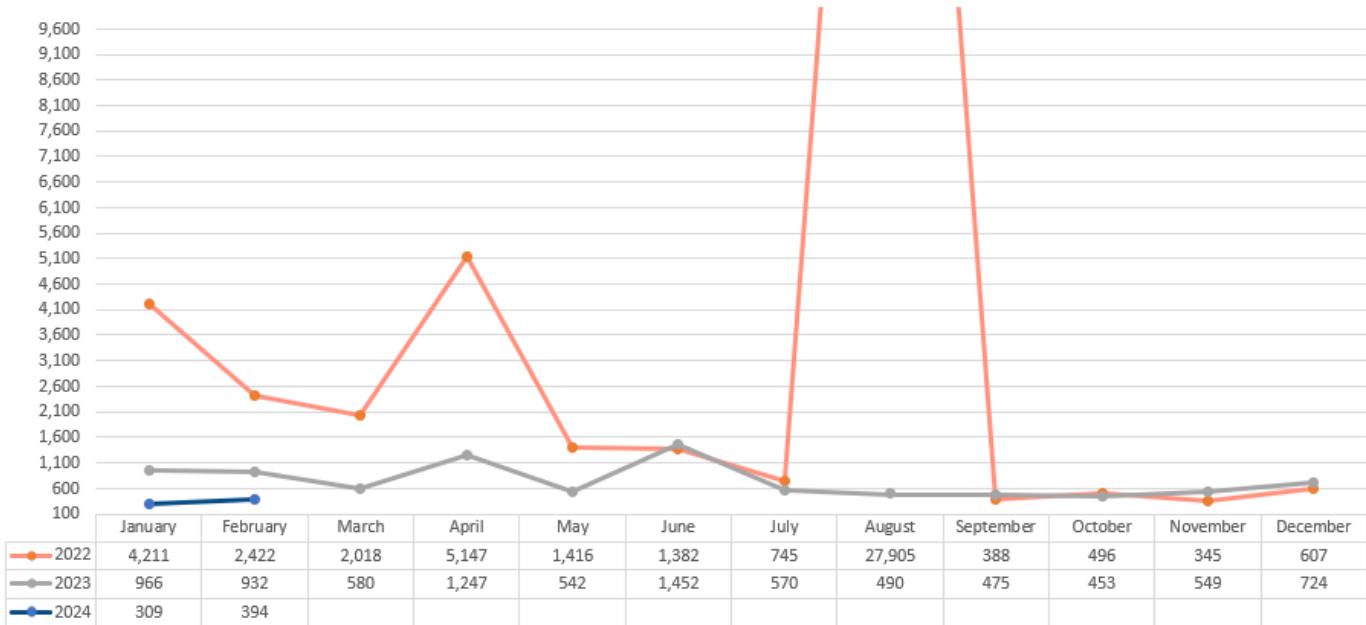
Facebook Reach Month by Month



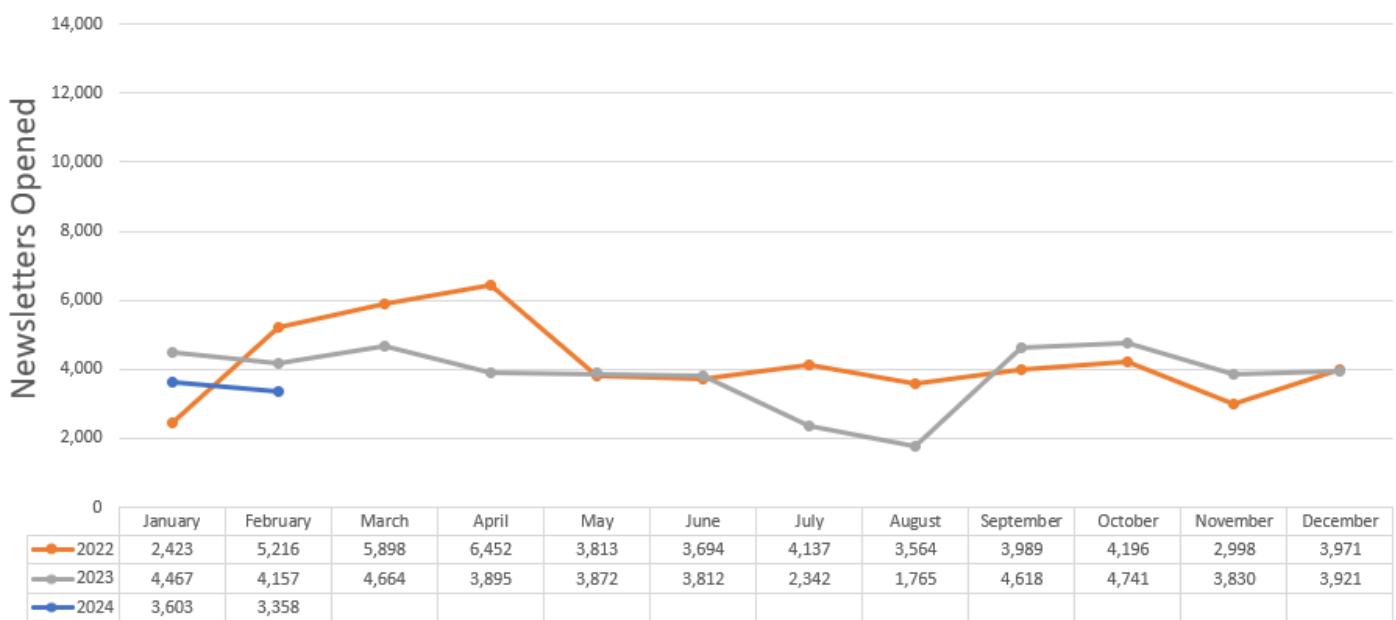
Instagram Reach Month by Month



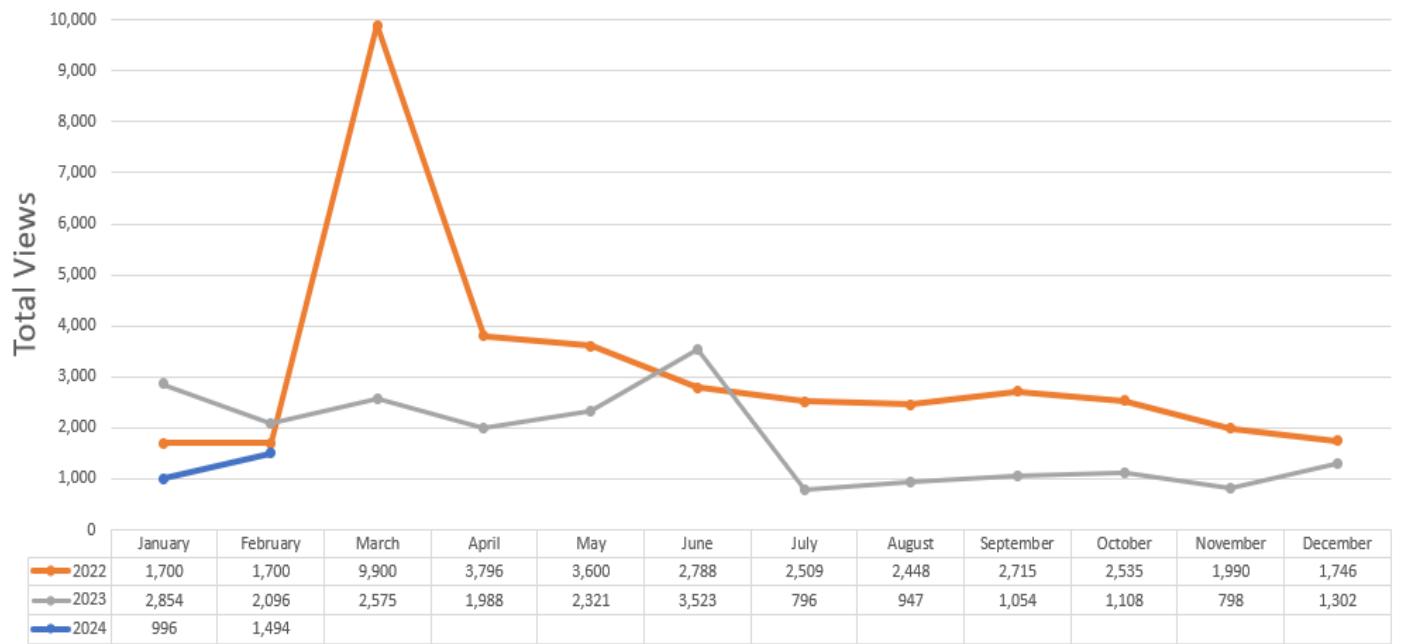
Twitter Reach Month by Month



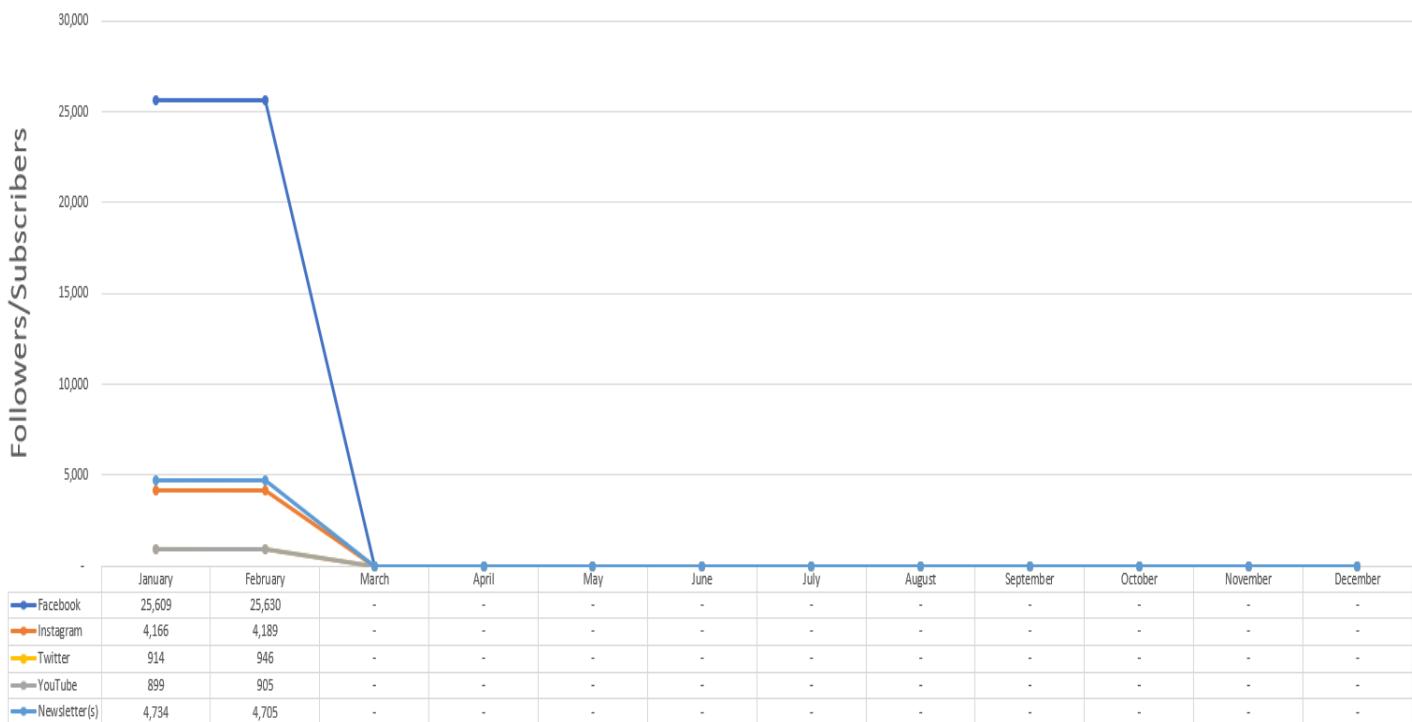
Newsletter Opens Month by Month



YouTube Views Month by Month



2024 Social Media Footprint



Public Information

Public Safety Information & Outreach Officer – T Kvigne

26,939 and Instagram's reach was 546. In comparison, 2023 Facebook reach was 1,749 and the Instagram reach was 129.

Our top performing post for Facebook was an update on our new ARFF truck.

Overview

Reach 1	Impressions 1	Interactions 1	Link clicks 1
7,961	8,160	54	—
Higher than typical	Higher than typical	Typical	

Reach

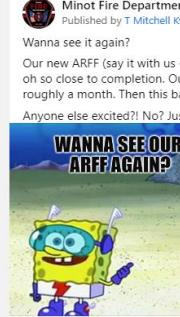
Interactions

Reactions 1	Comments 1	Shares 1	Saves 1
50	0	8	1
Typical	Typical	Higher than typical	Higher than typical

Feed preview

Minot Fire Department Published by T Mitchell Kvigne 5d

Wanna see it again? Our new ARFF (say it with us - "Aircraft Rescue Fire Fighting") is getting oh so close to completion. Our final inspection will take place in roughly a month. Then this bad boy will call ...







[View post on Facebook](#)

a focus on producing more reels to help growth on Instagram and engage with users of the platform more.

Overview

Reach 1	Impressions 1	Interactions 1
336	354	20
Higher than typical	Higher than typical	Typical

Plays and watch time

Plays 1	Average watch time 1	Watch time 1
566	5s	30m 51s
Typical	Typical	Typical
Initial Plays 348		
Replays 218		

Interactions

Likes 1	Comments 1	Shares 1	Saves 1
19	0	1	0
Typical	Typical	Typical	Typical

Audience

Age & gender

Age & gender

Feed preview

Instagram minot.fire

345 EMS CALLS
46 MISC. CALLS
45 FALSE ALARM CALLS
14 HAZMAT CALLS
0:00 / 0:06

[View post on Instagram](#)

Police Department

- In February, I participated in a PIO and Community Engagement Seminar that was put on by Police Technical, instructed by Jim Thorburn. This was a 2 day seminar that touch on a variety of topics, Archive Social, different methods to engaging with the community, event ideas, press release structure, etc. The overall message identified that utilizing out reach on our social media channels is the most effective was to engage with our community. Events are important, but the event may not react the same number of people, however the quality may be more impactful.
- Our Facebook reach was down slightly in February, compared to January. We had a reach of 120,017 in Feb. vs the reach of 151,366 in Jan. (A decrease of 19.5%) We did have three less media release, which typically receive an average of 10,000 per post, which would almost make up that decrease amount. We gained a total of 395 followers in the month of February.
 - I tried to put more of an emphasis on focusing on the subject matters that a majority of people enjoy. For example, the Super Bowl. I a “meme” style picture of Travis Kelce bumping into Andy Reid to hopefully gain more applications for our officer openings. This post ended up being our 2nd top reaching post with 22,216 impressions. (See Below)
 - I also showcased our K9 units more. Everybody loves dogs. K9 Caspian was used to ensure the safety of all the attendees at the State of the City. I made a short video showcasing him doing what he loves to do. This was our top post of the month by amassing 76,847 impressions. (See below)

 We are 87 percent sure this is why Travis was so mad at Andy. Don't let him catch wind that you haven't applied yet either. Apply here: tinyurl.com/MinotPDJob

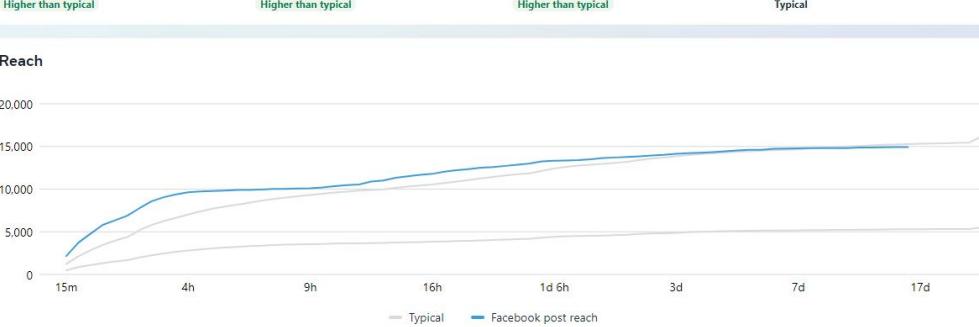
Post · Published on: Sun Feb 11, 8:06pm

Boost post

Overview

Reach <small>1</small> 21,838 <small>Higher than typical</small>	Impressions <small>1</small> 22,216 <small>Higher than typical</small>	Interactions <small>1</small> 657 <small>Higher than typical</small>	Link clicks <small>1</small> 23 <small>Typical</small>
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Reach



Reach over 17 days. Typical reach is shown as a grey line, and the Facebook post reach is shown as a blue line.

Interactions 1

Reactions <small>1</small> 595 <small>Higher than typical</small>	Comments <small>1</small> 31 <small>Typical</small>	Shares <small>1</small> 30 <small>Typical</small>	Saves <small>1</small> 1 <small>Typical</small>
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Feed preview

Minot Police Department · Published by T Mitchell Kvigne · February 11 at 8:06 PM · ...

We are 87 percent sure this is why Travis was so mad at Andy. Don't let him catch wind that you haven't applied yet either. Apply here: tinyurl.com/MinotPDJob



What do you mean you haven't applied yet to be a Minot PD Officer?!

Boost post

←  Rumor has it, y'all love Caspian - so do we! Here's a fun little video of Caspian doing his thing before yesterday's State of the City event at the MSU Dome. He's such a good boy.

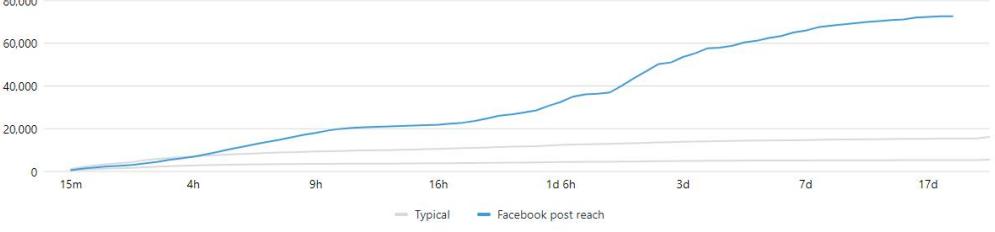
Post · Published on: Fri Feb 9, 1:11pm

Boost post

Overview

Reach <small>1</small>	Impressions <small>1</small>	Interactions <small>1</small>	Link clicks <small>1</small>
75,902	76,847	1,446	--
Higher than typical	Higher than typical	Higher than typical	

Reach



Time	Reach
15m	0
4h	~5,000
9h	~10,000
16h	~15,000
1d 6h	~35,000
3d	~55,000
7d	~60,000
17d	~68,000

Plays and minutes viewed

Plays <small>1</small>	Average minutes viewed <small>1</small>	Minutes viewed <small>1</small>
--	0:11	11,995
Higher than typical	Higher than typical	Higher than typical

Interactions 1

Reactions <small>1</small>	Comments <small>1</small>	Shares <small>1</small>	Saves <small>1</small>
1,317	52	71	6
Higher than typical	Higher than typical	Higher than typical	Higher than typical

Feed preview

 Minot Police Department · Published by T Mitchell Kvigne · February 9 at 1:11 PM · [View post](#)

Rumor has it, y'all love Caspian - so do we! Here's a fun little video of Caspian doing his thing before yesterday's State of the City event at the MSU Dome.

He's such a good boy.



[View post on Facebook](#)