



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

**FROM:** Harold Stewart, City Manager

**DATE:** March 18, 2024

**City Manager:**

Staff continues to research and gather the information the Council requested at the March 4<sup>th</sup> City Council meeting regarding grant payments and ADA changes. Staff anticipates having this on one of the April Council meetings.

The process for potentially refilling the Economic Development Administrator continues to progress. Three finalists will be interviewed on April 15<sup>th</sup>.

Public input meetings are being scheduled with the consultant to occur on April 15<sup>th</sup> and 16<sup>th</sup> as part of the Strategic Plan development process. More information will be provided as it becomes available.

Meetings attended included: Community and Economic Development Leaders Coordination/Communication meeting; meetings regarding potential campground on City flood property during the State Fair; meeting with staff regarding snow removal response; Alcohol Ordinance Review Committee; and the 2024 Annual MACEDC meeting.

**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. Discussion continues 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  
February 2024**

River Water Treated	0 gallons
Well Water Treated	161,900,000 gallons
Recycle Water	8,297,000 gallons
Facility Water	10,872,000 gallons
<b>Total Water Treated</b>	<b>181,069,000 gallons</b>
Pumped to City	54,804,000 gallons
Pumped to NAWS	110,082,000 gallons
Pumped Total	164,886,000 gallons

AMMONIUM SULFATE	5,640 pounds
CARBON DIOXIDE	92,100 pounds
CHLORINE	19,899 pounds
COAGULANT	10,603 gallons
FLUORIDE	8,108 gallons
LIME RECEIVED	719,243 pounds
PHOSPHATE	2,582 pounds
Waste Sludge	124 loads 1367.05 tons
Bacteria Samples Taken	50 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	696.0	220	9,187,000
12A&12B	0.0		0
13	0.0		0
14	8.0	760	365,000
15	0.0		0
16	696.0	295	12,319,000
A	0.0		0
B	696.0	580	24,221,000
C	10.0	1630	978,000
D	498.2	1610	48,126,000
E	0.0		0
F	488.8	2290	67,161,000
			162,357,000

February 2024 Influent Raw Water



**Water/Sewer Department:**

**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
<b>Meetings</b>		14	21											35
Service Calls	6,750	597	694											1,291
Inspections	150													0
After hours Calls (Foremen)		30	7											37
Lab Tests	6,500	101	100											201
<b>Meters</b>														
Install New Meters	100	6	9											15
Meter Changes	100	28	16											44
Delinquent Water Accounts		206	99											305
MXU Installations	100	17	13											30
Locates: water/sewer/storm	4,000	111	74											185
<b>Hydrants</b>														
Hydrant Inspections	1,150	0	0											0
Flow Hydrants(for sewer lines)		50	78											128
Install Hydrants	15	0	0											0
Hydrant Repair	180	4	2											6
Hydrant Flow Testing		0	0											0
Hydrant Meter Set		0	0											0
Hydrants Painted		0	0											0
<b>Water</b>														
Curb Stop Maintenance	40	5	5											10
Curb Box (riser repair)	100	4	6											10
GV exercising/inspections	2,000	0	10											10
Gate Valve Maintenance	24	0	1											1
Gate Valve (riser repair)	50	0	1											1
Gate Valves ON/OFF		10	23											33
Repair Water Main Breaks	40	3	2											5
Service Taps		0	0											0
Service Leaks		1	0											1
Hydrastopping	1	0	0											0
Haul Clay/dirt/gravel/snow		Days	0	0										0
PRV Maintenance	5	0	0											0
Install Insta-Valve	1	0	0											0
<b>Sewer</b>														
Televising (feet)	60,500	200	100											300
Clean Sanitary Sewer (feet)	140,000	4,367	4,990											9,357
Check/Flush Manholes	5,000	236	424											660
Inspect Sewer Lift Stations	2,080	612	609											1,221
Sewer Calls		5	2											7
Manhole Repair	50	3	1											4
Repair Sewers (feet)	30	0	0											0
Mowing/Snow Removal Hours	6,000	8	10											18

**Landfill/Sanitation:**

The following are totals for February 2024

Single Stream Recycling – 80.63 Tons

MSW – 5,221.85 Tons

Inert – 666.1 Tons

Lime – 1367.05 Tons

Trees – 91.74 Tons

Trees Given Away for Firewood – 11.03 tons

Total number of landfill tickets generated – 2994

February gate collections were \$240,792.76 compared to \$240,733.67 in 2023.

There was a total of 18 C&D tanks set out for residential use

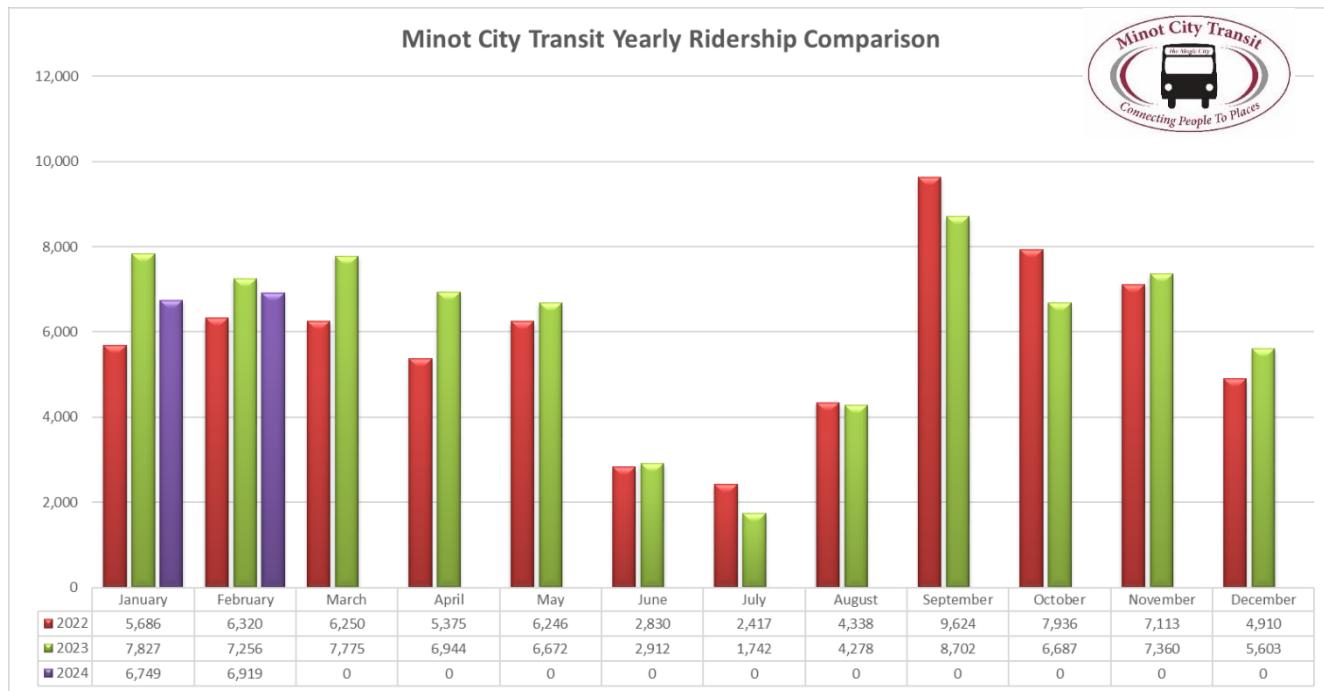
Sanitation – Pickup 850.04 tons of MSW in the month of February

**Vehicle Maintenance:**

Staff completed 171 work orders in February. 74(43%) were preventive maintenance and 97 (57%) were unscheduled maintenance repairs.

The parts and labor cost for February was \$125,631.93.

Our Work Order Turnaround was 53% of work completed within 24 hours and 71% of all work orders were completed in under 72 hours.

**Transit:**

Bids were opened March 5 for the construction of the new transit transfer center. Bids were slightly above the original \$500,000 budget. NDDOT is currently evaluating the bids and will also be doing an amendment to our original Section 5339 grant to allocate additional funding so that the project can move forward.

Transit staff has evaluated 3 different software packages to replace our current RouteMatch software. The recommendation for entering into a contract with TripSpark Technologies to provide the new fixed route software system is on the council's agenda for March 18.

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

<b>LOT SALES</b>	REG	Flat Stone	2	<b>Columbarium Niches</b>
	REG	Monument	4	
	Niche	Top 3	0	
	Niche	Bottom 3	0	
	Infant		2	
				<b>TOTAL</b>
	Sell Back	Reg	0	8
	Sell Back	Monument	0	
	Sell Back	Col	0	<b>TOTAL</b>
				8
<b>PERFORM INTERMENTS</b>				
WEEKDAY INTERMENT		Traditional	Cremation	Columbaria
SATURDAY INTERMENT		10	2	2
Social Service		1	0	0
Infant		0	0	
		2	0	
		13	2	2
HOLIDAY/SUNDAY INTERMENT		0	0	
Cremation Percentage				13.33% <b>TOTAL</b>
				15
<b>SURCHARGES</b>				
2nd Interment / Lot Reuse				
				<b>TOTAL</b>
				0
<b>DISINTERRED</b>				
Prior Month Balance		Intake	Removed	<b>TOTAL</b>
<b>VAULT STORAGE</b>		9	2	0 <b>TOTAL</b>
		9	2	11
<b>WORK ORDERS</b>				
Prior Balance		New	Closed	
Vase		4	1	0 OPEN
Grounds		1	0	0 CLOSED
Monument		13	1	0
<b>MONUMENT/MARKER INSTALLATION</b>				
Single		Double		
Flat		0	0	
Monuments		0	0	
Veteran		0		<b>TOTAL</b>
Vase/Yoke			0	0

## Human Resources

## Self Service Utilization Analysis from ADP Year to Date

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.



### 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.

Self Service Changes **267** x Average HR Task Cost **\$4.51** = Estimated Savings **\$1,204.17**

## 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

**\$1,204.17**

Estimated Opportunity



**\$7,585.82**

Top Saving Areas

[Tax Withholdings >](#)

[Emergency Contacts >](#)

[Personal Info >](#)

Top Opportunity Areas

[Employment Info >](#)

[Employee Pay Rate >](#)

[Personal Info >](#)

**WSI Audit** – As reported in a previous City Manager Report, the organization has again passed the annual audit for Workforce Safety and Insurance. Compliance by the City and participation in Workforce grant programs has contributed to the City earning \$110,161 in safety discounts to use towards annual WSI premiums.

**Recruitment/Current Openings** HR Staff continue their efforts to recruit for the following positions: Economic Development Administrator, Public Works Operations Director, Fleet Management Services Superintendent, Project Civil Engineer, Engineering Technician, Intelligence Analyst, 911 Dispatcher, Police Officer, Engineer Intern, GIS 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.

	February			Year to Date 2024		
	Sales	Median	Average	Sales	Median	Average
Residential	4	\$ 330,950	\$ 271,850	44	\$ 239,987	\$ 274,970
Residential Vacant Land	0	\$ 0	\$ 0	27	\$ 35,000	\$ 35,000
Commercial	0	\$ 0	\$ 0	4	\$ 475,000	\$ 1,375,125
Commercial Vacant Land	0	\$ 0	\$ 0	0	\$ 0	\$ 0

\*Special Notes:

The Ward County Auditor's office has been delayed in processing deeds due to a backlog of property tax payments. We expect deed processing to normalize in March 2024.

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

**INSPECTIONS DIVISION:**

February 2024 Permit Information (February 2023):

- Total Permits Issued: 187 (130)
- Single-Family Homes: 2 (0)
- Multi-Family Permits: 0 (0)
- New Residential Permit: \$307,698 (\$0)
- Residential Remodels: \$177,128 (\$36,500)
- New Commercial: \$6,000 (\$65,372,000)
- Commercial Remodels: \$830,000 (\$465,000)
- Valuations of all Permits: \$1,320,826 (\$65,873,500)

Notable Building Permits:

- Badlands Power Fuels, LLC – Tenant Buildout – 305 17<sup>th</sup> Ave. SE - \$370,000

Electrical Inspection Update:

Director will be sending out a survey to all electricians and contractors during the month of March to obtain feedback on the quality of service.

**PLANNING DIVISION:**

Planning Commission:

The Planning Commission had a meeting in February. All items were approved.

Development Review Team Meetings:

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

- Square 1 Construction Shop – SE Minot (2-mile)
- Central Parking Ramp Project – Edgewood
- Magic City Beverage – Building Addition
- Gooseneck Implement Complex – Highway 83 S (2-mile)

Housing Study Update:

The housing study should be ready for adoption at the April 16 city council meeting.

Other Projects/Meetings:

- Director participated in two CDBG-DR/NDR meetings.
- Director attended a virtual meeting with the Retail Coach.
- Director attended a meeting for the Central Garage development proposal.
- Director attended two meetings with EPIC regarding phase II of The Tracks project.
- Director attended two meetings on alcohol licensing.
- Director and Principal Planner attended the State of the City address.
- Director attended a meeting on ADA accessibility at City Hall.
- Director attended a meeting of the Renaissance Zone Review Board.
- Director and Principal Planner attended a meeting with the Park Board staff to discuss the collection of impact fees.
- Director attended flood control meeting hosted by Senator Hoeven.

**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 Pokemon Club	50 Participants
g. 1 READ Dogs	9 Participants
h. 1 Pokemon 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 @ Elison	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 an 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

- Director attended two Department Manager meeting – 2
- Director and staff attended Broadway Circle Construction Meeting – 3
- Director and staff attended Broadway Circle Update Meeting – 2
- Director and staff attended CDBG- NDR meetings– 3
- Director and staff attended Acquisition meeting – 2
- Director attended City Manager One on One - 1
- Director and Staff attended CRP Fire Extinguisher Training
- Director and staff attended Grant Monitoring meeting – 1
- Director attended Lunch n Learn – 1
- Director and staff attended Senator Hoeven Flood Control meeting – 1
- Director attended CTE Council Tour – 1
- Director and staff attended CTE Construction Update – 2
- Staff one on one – 1
- Director attended ADA walkthrough of City Hall – 1
- Director attended City Attorney Meeting – 1
- Director attended City Council Meetings - 2

## **Project Updates**

### Milton Young Towers

Construction on the project has been completed and the request for the final payoff has been submitted for Council approval. Minot Housing Authority planning Open House. Date to be determined.

### Center for Technical Excellence (CTE)

Tour of the facility was held on February 23, 2024. Members of Council were present along with individuals from MAEDC, Dakota College of Bottineau, Minot State. Final punch list items are being reviewed. Construction is set to be completed on March 29, 2024. Final payment has been submitted for Council approval.

### Acquisitions/Demolition

Open records request initialed by attorney for Parkview Trailer park. Gathering and redacting personal information per the request.

Demolition bids are being accepted for 309 1st Ave NE and will run in the newspaper as well as being posted on the City of Minot Website.

### Broadway Circle

Construction continues on the project. Trusses have been installed on Building C (17 unit LMI Housing) along with walls on first and second floors. There are a couple of items needing to be corrected however this will not delay the final date of completion. Anticipation of warmer weather will allow the parking lot behind the building to be completed.

### Entitlement Process

Onboarding meeting with Consultant. Elizabeth McNannay will be in town the week of April 18, 2024 to do public information gathering meetings along with stakeholder sessions. IDIS Access information sent to HUD for approval. Environmental review for Administration Costs has been completed.

Still unsure of allocation for fiscal year 24. HUD is still waiting for the final Allocation to be decided.