



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

**FROM:** Harold Stewart, City Manager

**DATE:** April 1, 2024

**City Manager:**

After attending the NDLC Spring Conference the Finance Director and the City Manager discussed improving financial reporting to the Council and citizens. As a result, moving forward the Finance Director will provide a financial presentation to the Council and public once a month under the City Manager Report section of the Regular City Council Agenda. The first report will be provided at the April 1<sup>st</sup> Regular City Council meeting, and thereafter the report will be presented at the 2<sup>nd</sup> Regular City Council meeting of the month. The report will include a summary of revenues received in comparison with the budgeted amount, total expenditures to date in comparison to amounts budgeted, and a reserves balance update.

April 15<sup>th</sup> will be a lengthy meeting with several presentations scheduled to be presented. Presentations will include the final Housing Study Report, CPSM assessment of the Police Department, CPSM assessment of the Fire Department, and a presentation related to 16<sup>th</sup> Street improvements.

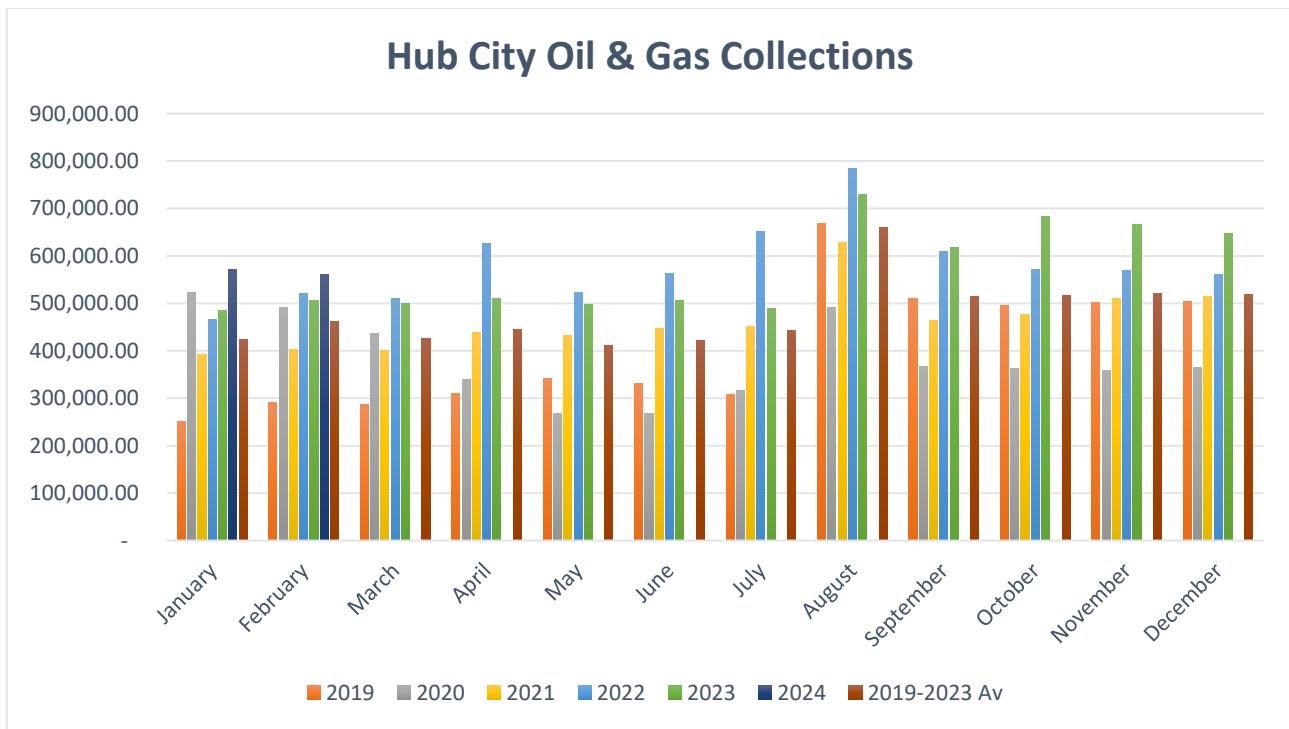
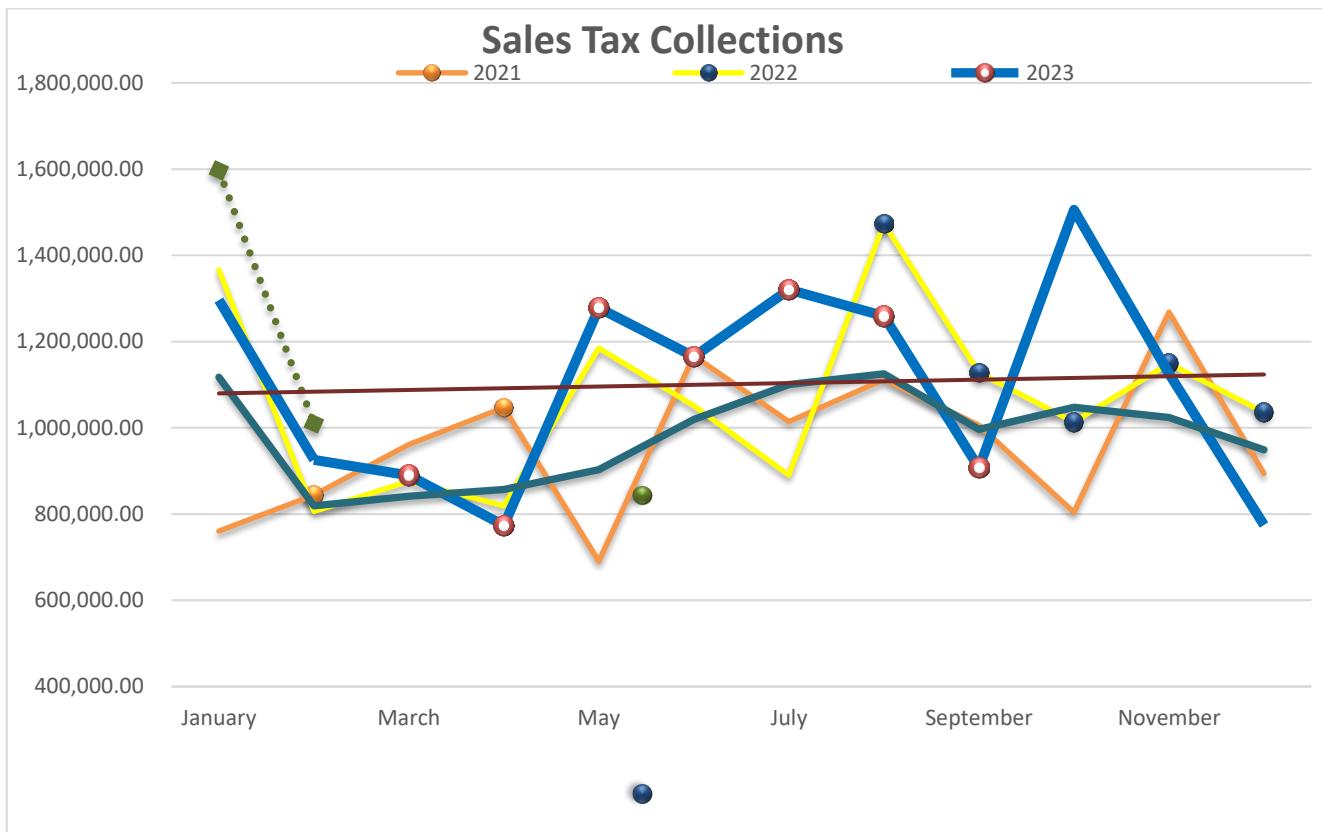
Meetings attended included: North Dakota League of Cities Spring Workshop (held in Minot); F5 Project Open House; Prairie Warrior Auction; GOSCMA Cross Talk video call; Alcohol Ordinance Review and Rewrite Committee; Opioid Task Force meeting hosted by First District Health; Meeting with Congressman Armstrong's staff; 2025 State Legislative preparation meeting with Shane Goettle; communication meeting with the Mayor; Central Dakota MPO Policy Board meeting; and various other staff and project meetings.

**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 record monthly collection in January, we recorded a very strong number in February. YTD collections are 17.33% ahead of 2023 and well ahead of budget. Hub City collections remained strong, off of last month's collection numbers but still 14% ahead of last YTD and 28% better than the 5-year average YTD.



## **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 closed, and our Independent Financial Auditors are on site doing field work. We will be working diligently to complete the 2023 ACFR and are preparing for budget season.

## **2025 Budget**

The budget module is open for departments to begin work on the 2025 budget. This year, we will be utilizing a zero-based approach and will require departments to present budgets for 2025 and 2026. This is in an attempt to highlight the impact of decisions that are made regarding the near-term budget on future budgets.

The Finance Department will be hosting a training session for management members with budget duties on April 1 at 10am.

## **Ongoing Projects**

The Finance Department “went live” with the module for special assessments on March 22<sup>nd</sup>. This project has been in the works for more than 2 years and has required substantial modifications to the software. The process has progressed smoothly, and we don’t anticipate any major issues at this point.

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 March, the Department issued 2+ 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'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 March, the Traffic Division had 7 emergency call backs and completed 22 work orders, including 4 signal led replacements and 10 hit traffic signs.

## **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 is anticipated to start in mid-late April. This project will have significant roadway and travel impacts. The 2023 Signal Cabinet Improvement project will start after the Signal Improvement project is finished. are awaiting material. 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**

- The 2024 Street Seal, Microsurfacing, Street Improvement, Patching, Sidewalk Curb & Gutter, Concrete Rehab and Pavement Marking projects have all been awarded. Preconstruction meetings are being scheduled and held. Construction is anticipated on starting in April.
- 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 16<sup>th</sup> Street Reconstruction project is in preliminary design and the draft environmental document and decision document will be presented to council at the April 15<sup>th</sup> meeting.
- The CP Rail Quiet Zone project has finished design for the city portion of the project, and staff is 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 draft 2025-2029 Capital Improvement Plan has been sent to council and will be presented to the public on April 15<sup>th</sup>. Adoption will take place on May 6<sup>th</sup>.

- The 16<sup>th</sup> 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.

**Police Department  
Chief John Klug**

The police department is currently at 82% effective strength for sworn officers with 15 of the 85 sworn positions not fully effective or vacant. The current effective strength of sworn staff is due to the following:

- 1 – Extended Specialized Training
- 2 – Injury/Medical
- 12 – Vacant Positions

The intelligence analyst position was vacated the end of February and we are currently in the final stage of selection to fill that position.

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 hired two new dispatchers in the past 3 weeks, and we plan to hire two more and have them start in late April. The current effective strength is due to the following:

- 3 – New Dispatchers in Training
- 4 – 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. As of March 27, 2024, the police department has responded to 8,268 calls compared to 8,350 at the same time in 2023, which is less than a 1% decrease in calls for service.

**Fire Department**  
**Fire Chief, Kelli Kronschnabel**



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

**5**

- Structure Fires: 2
- Vehicle Fires: 1
- Outside Rubbish Fires: 1
- Special Outside Fire: 1

**2024 Monthly Fire Counts**

**Year to date Total: 14**

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

**YTD Dollar loss attributed to fire..... \$166,500**

**Total incidents reported for the month: 329**

Fires	Overpressure ruptures, etc	EMS	HAZMAT	Service Call	Good Intent Call	False Alarm	Severe Weather	Special Incident Type
5	2	265	7	8	21	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 had another busy month, with five fire incidents in the month and a total of 329 incidents, 33 more than in February.

We have received our Center for Public Safety Management (CPSM) report and are reviewing it. Upon completion of the review, a presentation will be made to the City Council at the April 15th meeting.

We also completed CPR and Fire Extinguisher training for city staff members and have begun creating and implementing Emergency Action Plans for all city buildings. Within the next month, emergency drills related to the action plan will be conducted throughout the buildings.

Our EMS Bike Program is nearing completion. This spring/summer, it will be debuted, and we will develop a calendar of public events at which our Bike Patrol will be present.

Thanks to Minot State University, our crews could conduct hands-on search training on campus using the Dakota Hall building. Fortunately, they will allow us to utilize Dakota Hall for additional training in the upcoming months.

Lastly, our new Aircraft Rescue Fire Fighting (ARFF) truck has passed the final inspection. It will tentatively arrive at Station 3 in the middle of April, and we will conduct familiarization training following its arrival.

**Jennifer Eckman**  
**Airport Director**

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

- February 2024 there continued to be an increase in enplanements, load factor, and parking revenue. This is directly attributed to the new flight to Florida. During the month, there were a couple of winter events where the airlines preemptively cancelled flights and the TSA checkpoint's operational times are only a 90-minute window prior to a flight. This lead to reduced dwell time in the terminal and therefore a drop in gross sales in concessions.

**Staffing and Training**

- Staffing –
  - Part-Time – The Airport Operations division hired a part-time employee to cover some anticipated leave of absences (military and medical) this spring. The individual started on February 26, 2024 and has been a quick study for airfield driving as he used to work up in the airport's tower.
  - Airport Internship – Interviews were conducted, an offer was made, and the new intern will start in May.
- Training and City P.R.I.D.E. –
  - FAA Title VI Training – Airport staff attended an online training for Title VI requirements offered by the FAA.
  - AAAE Airport 101 Training – Airport staff, Councilman Podrygula, Assistant City Manager, and Legal department staff attended the two-day online course taught by Dr. Kim Kenville, UND professor.
  - 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 staff attended the city-wide lunch and learn event at the library. The topic was “The Happy Secret to Better Work.”
  - Defensive Driving – A number of the airport team took the bi-annual training at the end of the month.

**Equipment and Facilities**

- Equipment –
  - Snow Removal Equipment (SRE) –
    - High-speed plow – Was out of service since October 2023 due to broken leaf springs. Now back in service.
    - Kubota Tractor - Was out of service at third party for repairs since May 2023. Now back in service.
  - 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 – Had a recent failure due to blown fuse. Unknown issue. 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.
- Fuel farm - A temporary fix of the fuel pump is in place for the interim, with plans to install two new pumps in mid-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.
    - 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.
  - General Aviation Terminal –
    - HVAC System – Working with consultant to formulate plan to rehabilitate the aged system and allow for zone controls.

### **Community Engagement**

- State of the City – The Airport Director and the Airport Operations and Maintenance Manager attended the State of the City.
- City of Minot Employee Recognition Winter Event – The Airport Operations and Maintenance Manager assisted in planning and implementing the event. The Airport staff attended and the Airport Director took a pie to the face for having raised the 2nd most funds to pay for the event.
- Minotauros Game Night – Airport staff handed out airport logoed swag (balsa planes, water bottles, ice scrapers, cowbells, etc.) on its sponsor night.
- Airport Community Meeting – The monthly meeting with the tenants was held the first week of the month.
- 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 contained a photo of the one aircraft which braved the icing conditions and arrived at the terminal on February 8. Many comments were about the aircraft's paint job and the size of the aircraft.
- 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.
- Terminal Birthday – The Airport celebrated the 2nd Anniversary (8 years) of the terminal's grand opening on February 29, 2024.

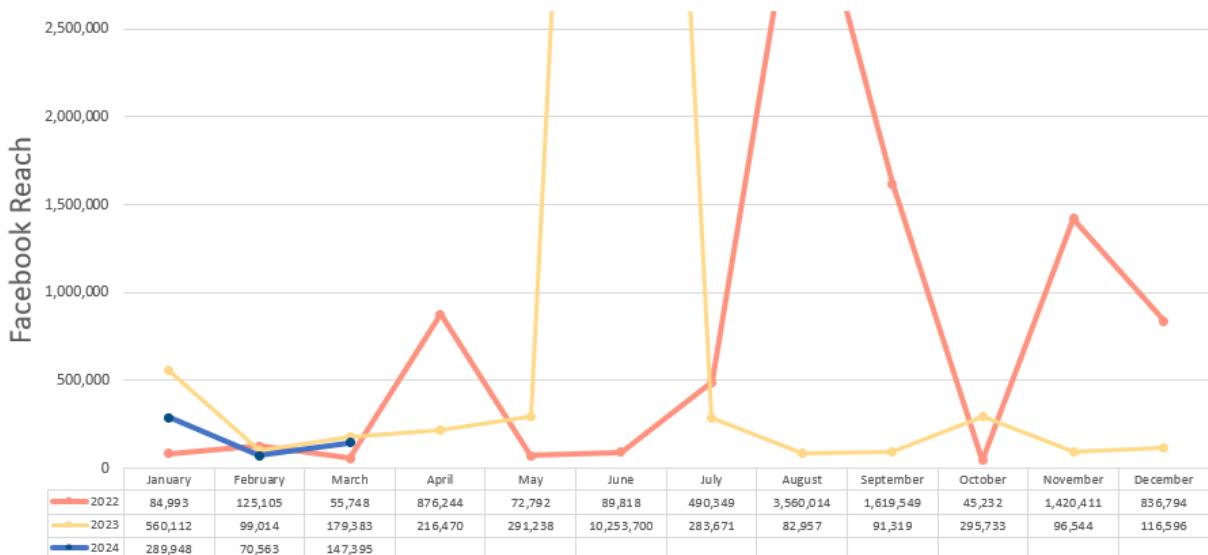
## Public Information

### Communication and Engagement Manager Jennifer Kleen

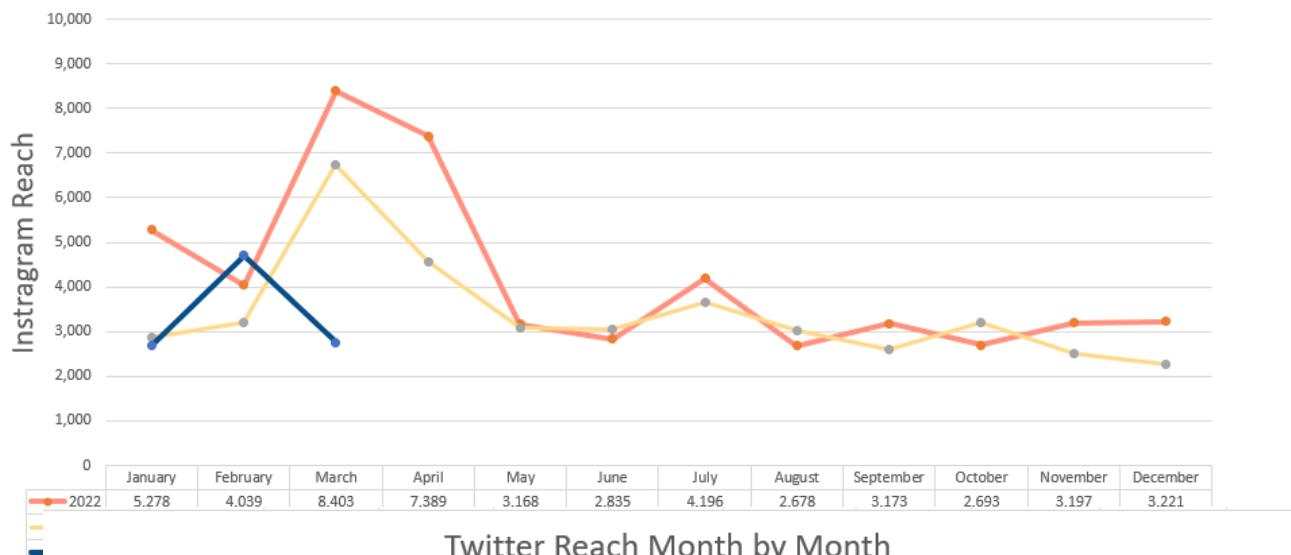
#### Highlights and Takeaways

- Communication and Engagement Manager Jennifer Kleen is actively working to record, edit, and produce videos related to the upcoming budget tours for essentially every department. She's also been dissecting the latest citizen survey to determine how to best present the vast amounts of information contained in the survey.
- March has involved a wide variety of subjects in our office. We've had warm enough weather to write about street sweepers, and we've had enough snow to discuss snow removal efforts. We continue to do our best in answering questions from the public about recycling, snow removal, and a host of other subjects. As always, we receive tremendous support from department heads and others, who provide us with accurate, timely information so that we can answer public questions with facts.
- Construction season will be here before long, so we'll work 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, including the bid for the Transit Center.
- Communication Specialist Bryan Obenchain has begun working with Recycling Coordinator Christina Wolf to produce short videos explaining what types of items are recyclable and which items are not. The videos will focus on one type of item each time, with the goal to have two videos per month published late in the week before recycling collections. Along with education, the videos will provide a reminder of upcoming recycling days.

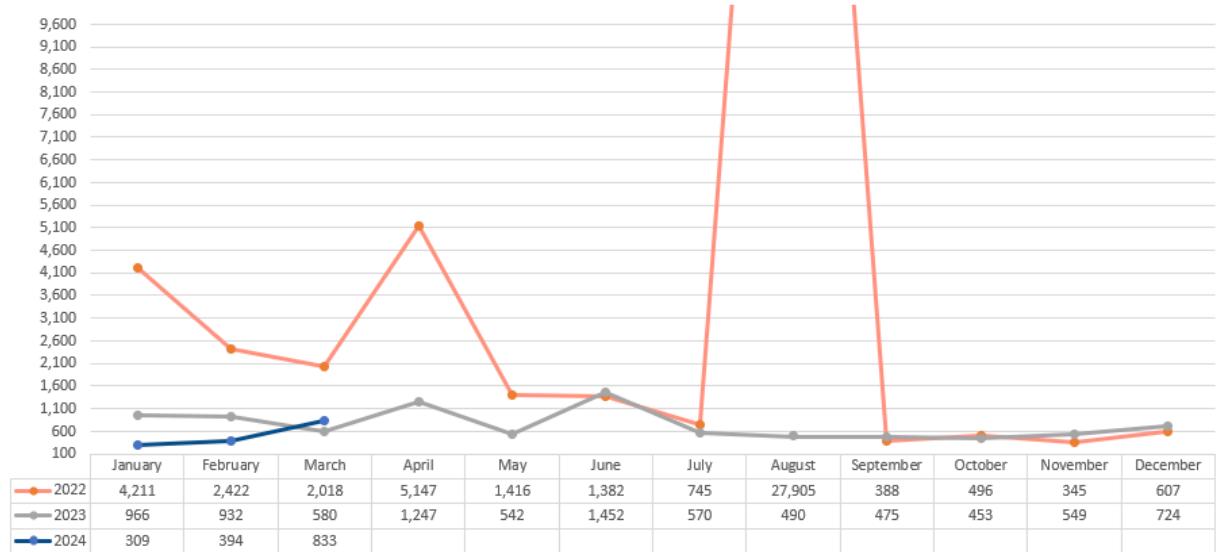
Facebook Reach Month by Month



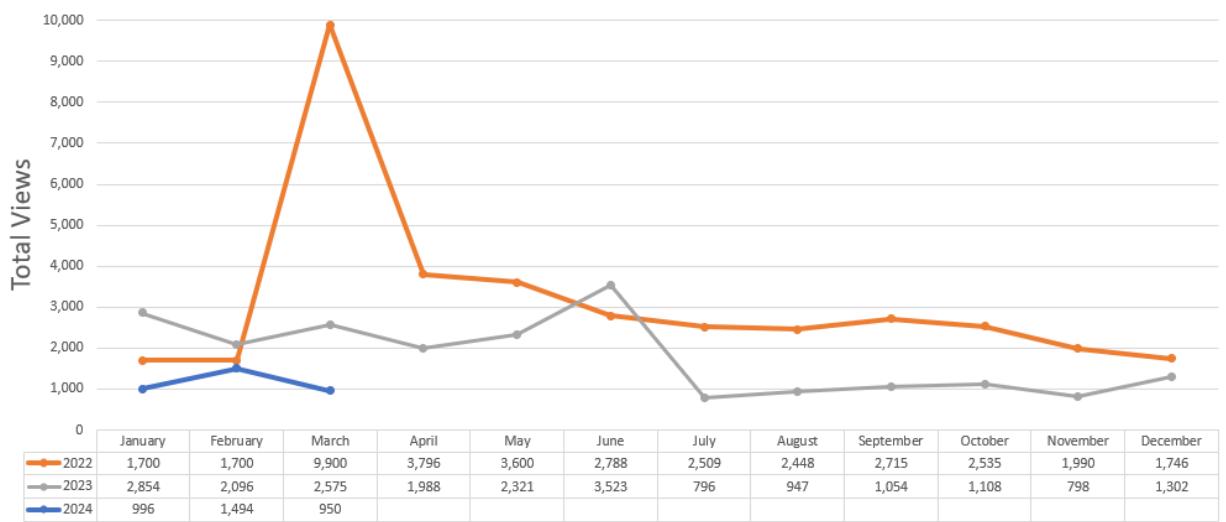
### Instagram Reach Month by Month



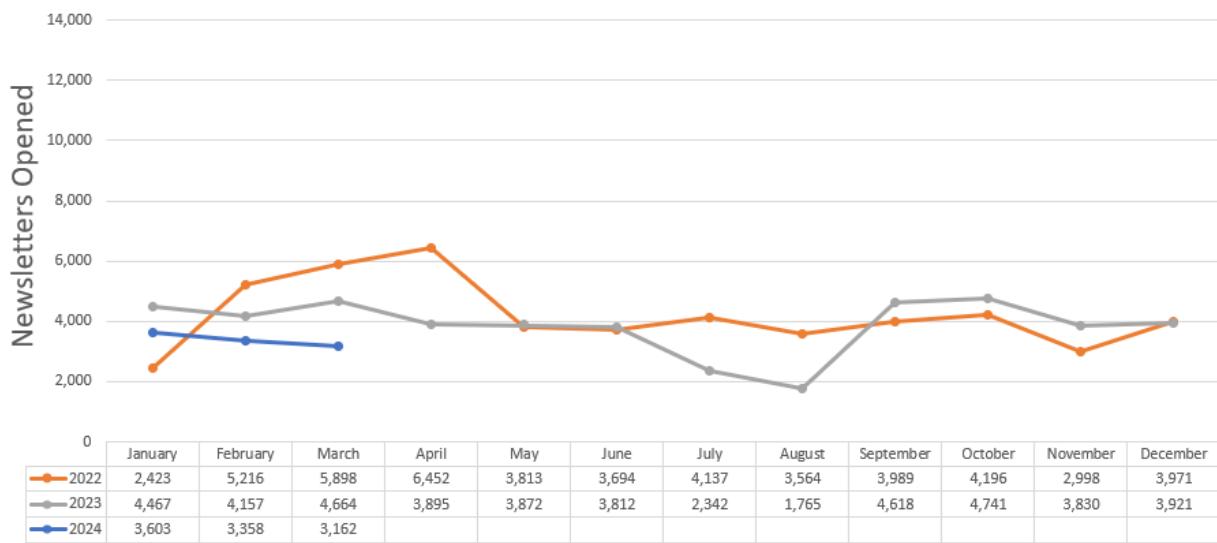
### Twitter Reach Month by Month



### YouTube Views Month by Month



## Newsletter Opens Month by Month



## 2024 Social Media Footprint

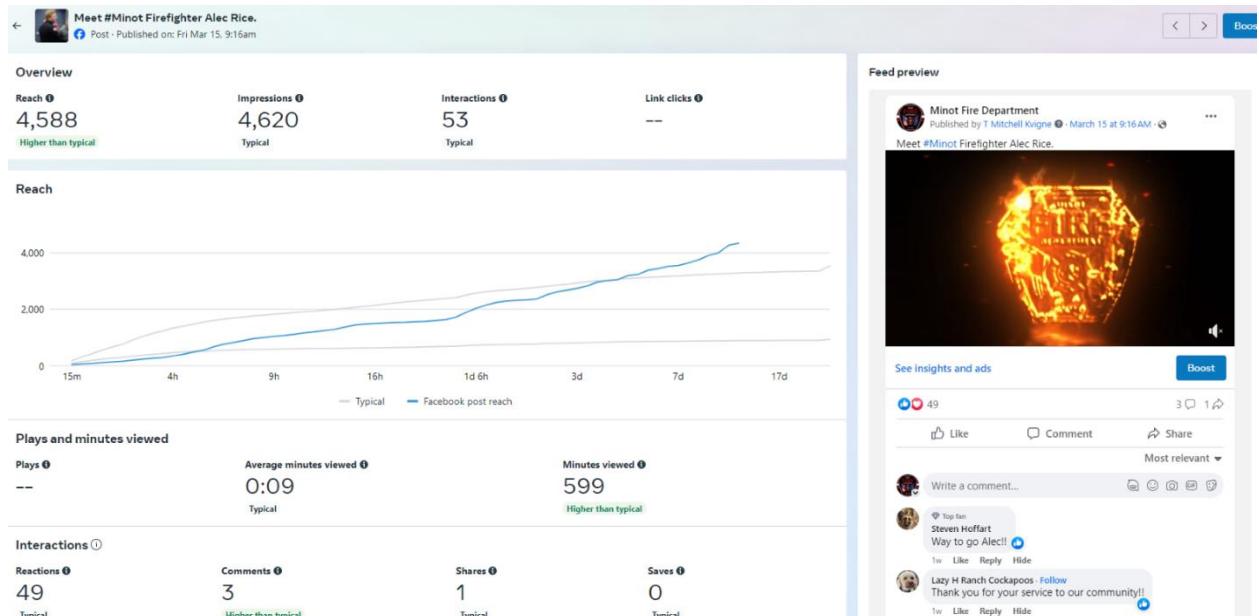


## Public Safety Information & Outreach Officer – T Kvigne

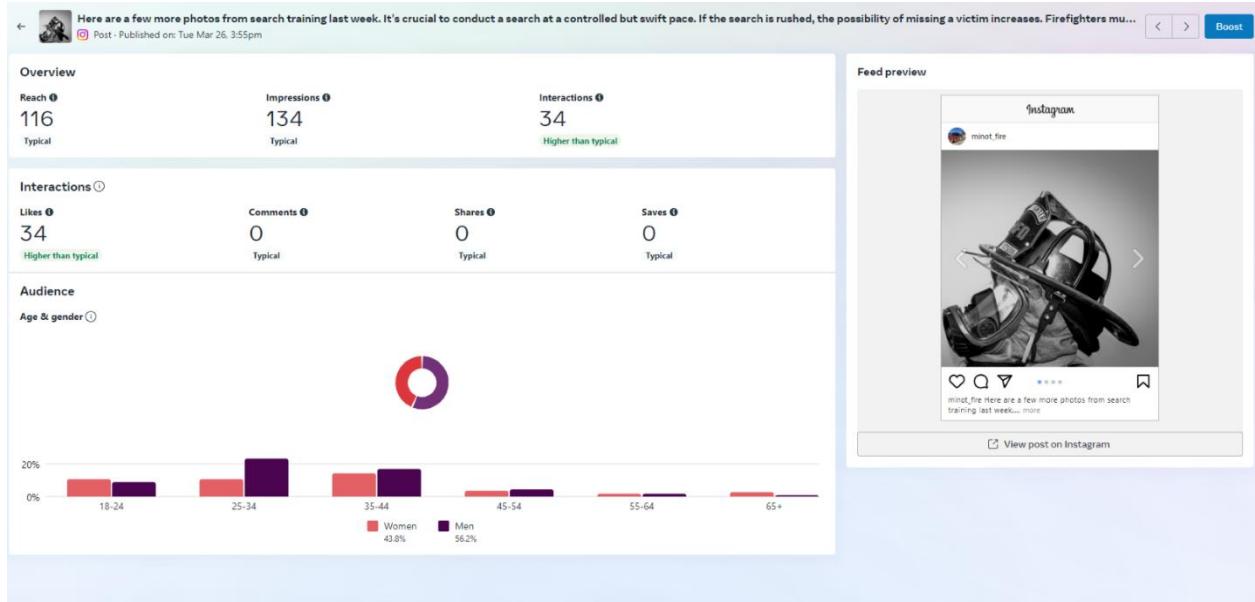
### Highlights and Takeaways Fire Department

- There were three fires that we issued media releases for during the month
- All battalions went to MSU to conduct hands on search training. The PIO just received our new camera, so I familiarized myself with the camera over the course of a few days during this training.
- In March, we gained 26 new followers on Facebook and 12 new followers on Instagram. Our total Facebook reach was 14,211 for the month and 203 on Instagram for the month.

Our top performing post for Facebook, that was not a media release, was an introduction video, introducing Alec Rice, one of our newest hires.



Our top performing Instagram content was a few of the pictures from the search training that was conducted at MSU.



## Police Department

- In March, I was a member on the interview panel for the Intelligence Analyst position the department is hiring for.
- I have been assisting the department with various tasks for the Chiefs of Police Conference that will be the department will be hosting at the end of June. This has ranged anywhere from designing a conference coin, creating the agenda/print material, and attending meetings for the event.
- Our Facebook reach for the month of march was 67,369, and we gained 140 new followers.
- Our top post for the month was a lighthearted post that amassed 38.7K in total reach. It was a fake snowfall total prediction for the snow storm that was supposed to hit the state.

17 loaves of bread 32 gallons of milk One bag of every type of chip Okay, so, we don't claim to be meteorologists (our snow projection map is just for fun) but weather we get 2 inches, 7 inches or 48 inches of snow, we want you and your loved ones to be safe if you are driving this weekend.

Post · Published on Fri Mar 22, 11:10am

**Overview**

Reach 38,686 Higher than typical	Impressions 41,975 Higher than typical	Interactions 1,075 Higher than typical	Link clicks --
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**Reach**

Reach over 17 days: Facebook post reach vs. Typical

**Interactions**

Reactions 805 Higher than typical	Comments 57 Higher than typical	Shares 212 Higher than typical	Saves 1 Typical
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**Feed preview**

Minot Police Department  
Published by T Mitchell Krigne 5d

17 loaves of bread  
32 gallons of milk  
One bag of every type of chip  
Okay, so, we don't claim to be meteorologists (our snow projection map is just for fun) but weather we get 2 inches, 7 inches or 48 inches of snow, we want you and your loved ones to be safe if you are driving this weekend.

See insights and ads

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