



TO: Mayor Tom Ross
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: May 6, 2024

City Manager:

Interviews were held for candidates of the Economic Development Administrator position. Three were invited to interview of which two responded and interviewed. Only one candidate was determined to be qualified for the position but withdrew their resume after the interviews. The position has been reposted and will be “open until filled”. Qualified candidates will be interviewed upon receipt of application and staff will continue to recruit applicants.

The City’s consultant, Raftelis, conducted four public input meetings regarding the development of a City Strategic Plan. With exception of the last meeting there was little participation from citizens. Raftelis is working to schedule an additional “virtual” meeting for the citizens to have another opportunity to participate. Meetings with staff and Council will be scheduled in the near future.

Meetings attended included: ARBI Board meeting; communication meeting with FDHU Director; quarterly communication meeting with WY and MT regarding Project Sentinel; Alcohol Ordinance Review Committee; ND Nuclear Triad Reception; ND Nuclear Triad Symposium; Dept. of Commerce Tour of Logistics Park and Minot Intermodal Facility; speaker at Minot Builder Association luncheon; Central Dakota MPO Policy Board meeting; retirement function of city employee Jody Sampson at public works; and attended the Great Open Spaces City/County Manager Association annual conference in Spearfish, SD.

Engineering
City Engineer, Lance Meyer

Department Updates

- In April, the Department issued 42 right of way permits and attended 6 DRT meetings.
- Cityworks software configuration continues. Online permitting for inspection is going live in May.
- In April, the Traffic Division completed 44 work orders.

Staffing

- We continue to recruit for an engineer 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 or early summer 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 May 6th 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 May 6th. Adoption will take place on May 20th.
- 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.

Police Department Chief John Klug

The police department is currently at 78% effective strength for sworn officers with 18 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
- 2 – New Officers in Training
- 13 – Vacant Positions

In Central Dispatch, we remain at 58% effective strength with 7 of the 17 positions not fully effective or vacant. We have selected two more dispatch candidates for employment, with the intent to start their employment at the beginning of June. The current effective strength is due to the following:

- 3 – New Dispatchers in Training
- 4 – Vacant Positions

Additionally, our Assistant PSAP Manager resigned in mid-April, so we have opened that position up for applications. We hope to have a new assistant hired and in place by the beginning of July.

Police Department – Calls for Service

Totals:

- 2023 = 41,103
- 2022 = 39,181

Year to Date (through April 30):

- 2024 = 11,943
- 2023 = 12,285
- 2022 = 12,189

Fire Department
Fire Chief, Kelli Kronschnabel



Fires reported in the month..... 7

- Structure Fires: 2
- Cooking Fire Contained: 2
- Outside Rubbish Fires: 2
- Special Outside Fire: 1

2024 Monthly Fire Counts Year to date Total: 21

Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec
4	5	5	7								

YTD Dollar loss attributed to fire..... \$171,000

Total incidents reported for the month: 371

Fires	Overpressure ruptures, etc	EMS	HAZMAT	Service Call	Good Intent Call	False Alarm	Severe Weather	Special Incident Type
7	0	296	17	10	18	23	0	0

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 seven fire incidents in the month and a total of 371 incidents, 23 less than in March.

Our Center for Public Safety Management (CPSM) was finalized and the results were presented to City Council during the April 15th meeting.

Our new Aircraft Rescue Fire Fighting (ARFF) truck arrived at Station 3 at the beginning of the month. Familiarization training will take place in May.

The Public Information Office held a Media Relations training for all of our staff. They covered everything from media release information to on-camera interview techniques.

Our crews took advantage of the warmer than average temperatures in April, and conducted Swift Water Training in the river.

Lastly, we have officially launched our Helmets for Heroes Program. The program was unveiled on April 28th, which happened to be National Superhero Day, more information about the program can be found on our webpage, www.minotnd.gov/815/Helmets-for-Heroes

Jennifer Eckman
Airport Director

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

- March 2024 there continued to be an increase in enplanements, concessions, car rentals and parking revenue, while load factor (percentage of seats filled) dropped slightly. This can be attributed to the airlines adding flights to meet the demand for spring break and Easter holiday travelers. Additionally, the new Orlando flight has continued to perform well. There were a couple of winter events which resulted in delays and some cancellations, but the airport kept the primary runway and taxiways open for business.

Staffing and Training

- **Staffing** –
 - The Airport was fully staffed for the month of March.
 - *Preview to April's report*: The Airport Facility Team has one employee apply for short-term disability and one employee has submitted for retirement. The Airport is working with HR to fill in the gap with a couple part-time employees, as it works through the recruitment and hiring processes.
- **Training and City P.R.I.D.E.** –
 - *CPR/Fire Extinguisher Training* – The Fire Department provided training to the majority of the Airport team.
 - *Fly-ND Conference* – Due to weather and road conditions only the Airport Director was able to attend the annual conference in Grand Forks.
 - *TSA C-UAS Tabletop* – Airport staff participated in the annual tabletop.
 - *PRIDE Employee Recognition Committee* – Airport Operations and Maintenance Manager continues to serve on this committee as the chair.
 - *FAA Webinar: Unmasking Unconscious Bias* – Airport Business and Development Manager attended the webinar as part of her duties as the airport's DBE and Title VI liaisons with the FAA.
 - *NOAA Webinar: Impactful Winter Weather Starting this Weekend in North Dakota (March 23-24, 2024)* – Attended by the Operations Foreman and Team.
 - *City Safety Committee* – The Airport Safety and Security Specialist represents the Airport on this committee.
 - *Lunch and Learn* – The airport staff assisted in putting together the city-wide lunch and learn event at the city hall. The topic was "Achieving Work Life Balance."

Equipment and Facilities

- **Equipment** –
 - *Snow Removal Equipment (SRE)* –
 - *Front-end Loader* – The loader's snowblower attachment has still not been delivered, the vendor cited supply chain issues.
 - Two winter events in March, caused typical wear and tear.
 - *Airside Equipment* –
 - *Electrical Vault* – The equipment in the vault continues to be an issue. The FAA and the NDAC agreed to allow the vault to be part of the 2024 AIP Entitlement project and bid documents were prepared.

- Airside Electrical Generator – The radiator continues to have a slow leak. We are looking to see if we can possibly send it out for service this summer.
- Fuel farm – The temporary fix of the fuel pump seems to be holding up fairly well. Installation of the new dual pump system is on track for mid-April (waiting of ground thaw.)
- Jet bridges – The jet bridges continue to show wear and tear a couple of drive motors were replaced to keep them operational. The airport team continues to coordinate the repairs with airlines.
- **Facilities** –
 - Commercial Terminal –
 - Fire Alarm – The fire alarm panel’s annunciator continues to not work properly. The airport did not receive the federal ATP funds this year. The Airport team is working on putting a RFP for the anticipated \$130,000 repair/replacement.
 - Overhead gate at restaurant continues to be a problem. The airport is getting quotes and will be adding this project to its 2025 budget although it may need to be replaced prior to 2025.
 - HVAC System – DOAS heat recovery wheel was damaged Facilities was able to get it repaired.
 - Furniture – There are a number of seats within the terminal which are showing significant wear and tear. The Facilities team is exploring options for replacement and refurbishment.
 - General Aviation Terminal –
 - HVAC System – Working with consultant to formulate plan to rehabilitate the aged system and allow for zone controls.

Community Engagement

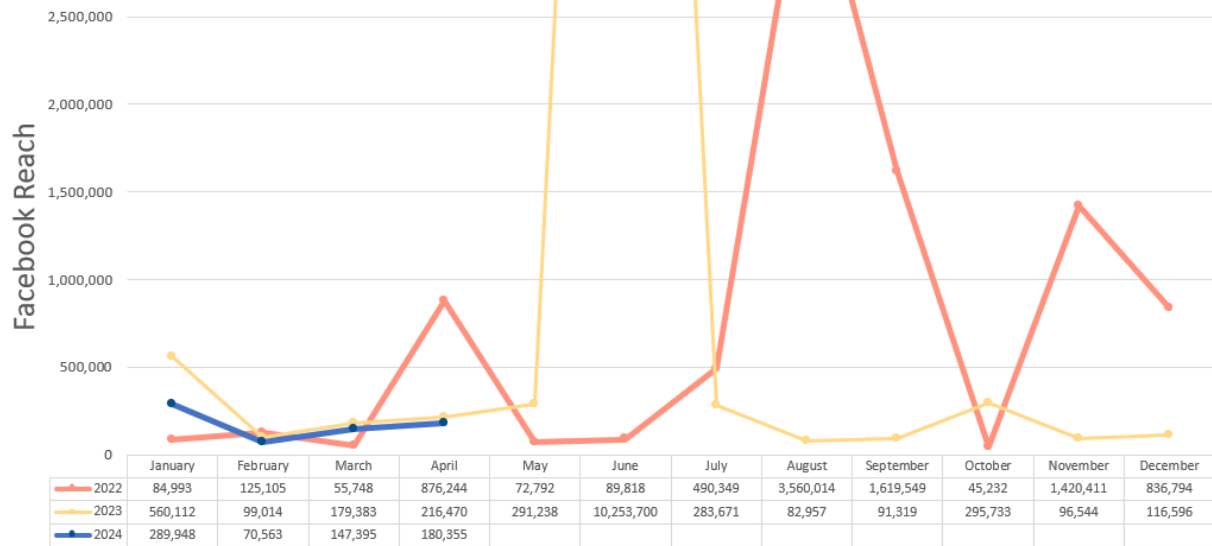
- Airport Community Meeting – The monthly meeting with the tenants was held the first week of the month.
- Local Emergency Planning Committee (LEPC) – Airport staff participates in LEPC activities.
- Airport Association of North Dakota (AAND) – Airport Operations and Maintenance Manager is on the board. Airport Director attended the Fly-ND Conference.
- 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 new aircraft rescue and firefighting truck being inspected prior to it being delivered.
- Minot Area Community Land Trust Board Meeting – Airport Operations and Maintenance Manager serves on the board and attended the meeting.
- 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. Airport Director attended the Prairie Warrior Auction.
- American Association of Airport Executives – Airport staff participates in a variety of subcommittees and working groups within this organization and its Great Lakes Chapter.
- Executive Women in Aviation – The Airport Director and staff attended its bi-monthly online meeting.

Public Information
Communication and Engagement Manager Jennifer Kleen

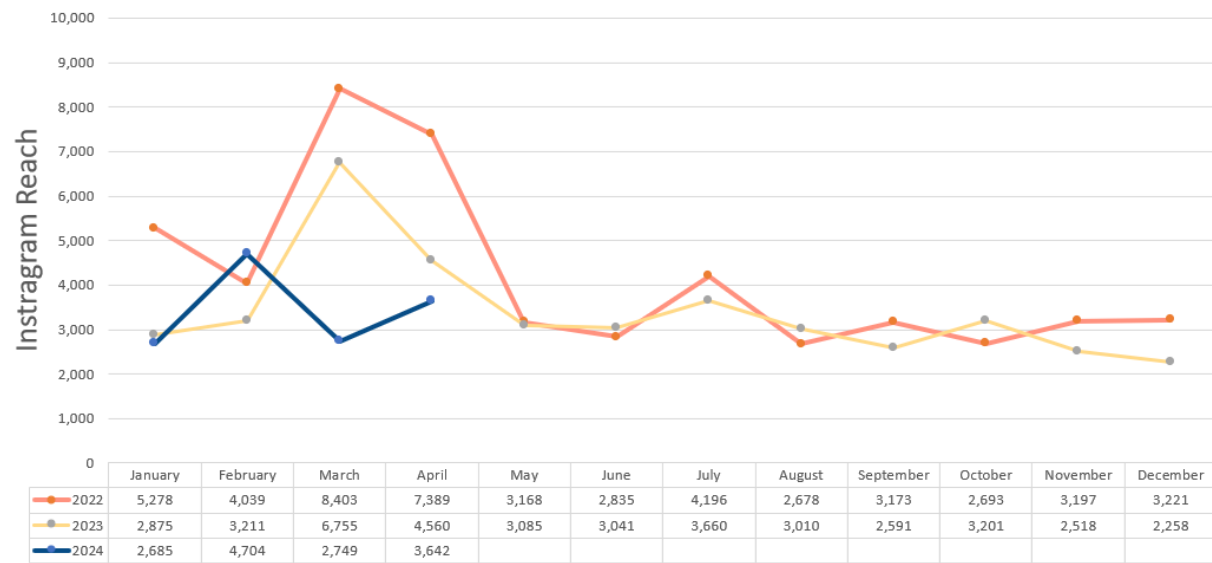
Highlights and Takeaways

- Communication and Engagement Manager Jennifer Kleen has completed recording, editing, and producing videos related to the upcoming budget tours for essentially every department. They videos will be available to view on the City's YouTube channel. Thanks to all department heads and other employees who took time out of their schedule to meet with Jennifer.
- March has involved a wide variety of subjects in our office. We helped publicize the visit from the CPKC historic steam train, worked with the Landfill to educate the public about compost, broadcast candidate meetings for City Council, Minot Public School Board, and Minot Park Board, continued to prep the public for the spring clean up week, and provided information to the public about construction projects that are under way, like Safe Routes to School sidewalk projects and others.
- Construction season is here, so we'll work with Public Works, Engineering, Traffic, Street, Water/Sewer and other departments on what's on their construction schedules for 2024. A lot of bid openings have taken place and projects are starting or getting ready to start, so we'll work with the proper departments to educate the public on what to expect this construction season.
- All three PIO employees continue to monitor public input on the City's social media channels, and answer as many questions and concerns as possible. We appreciate the help from employees in all departments who provide us with facts and information so that we can relay that to the residents who are asking questions or expressing concerns.

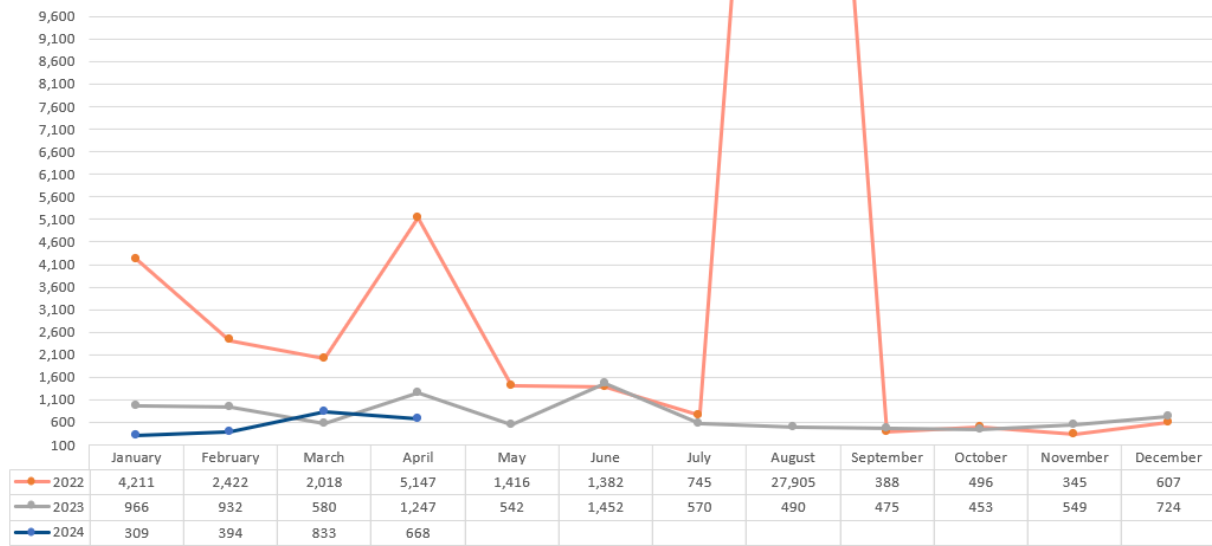
Facebook Reach Month by Month



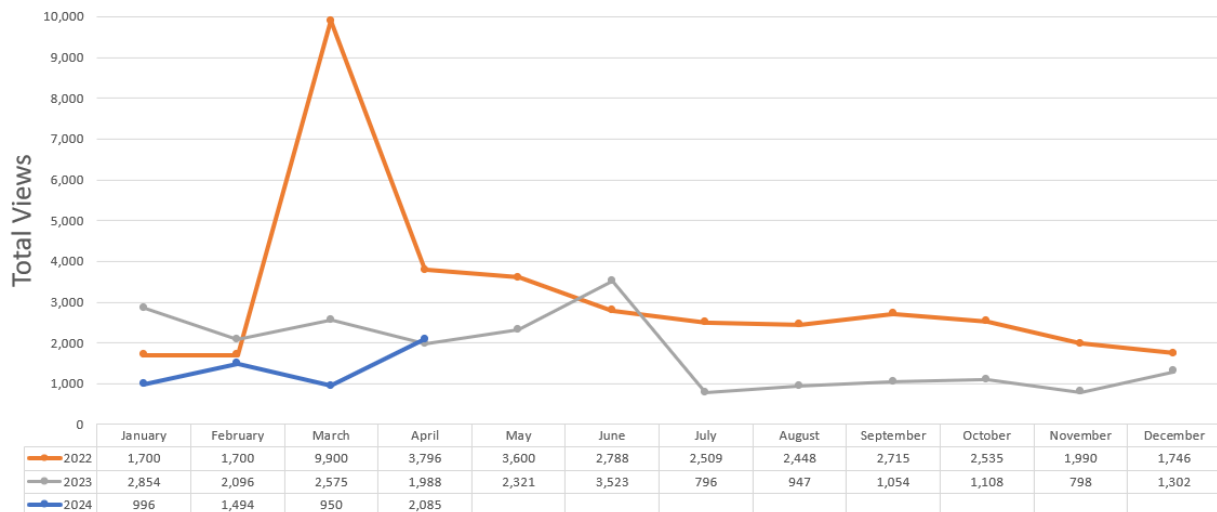
Instagram Reach Month by Month



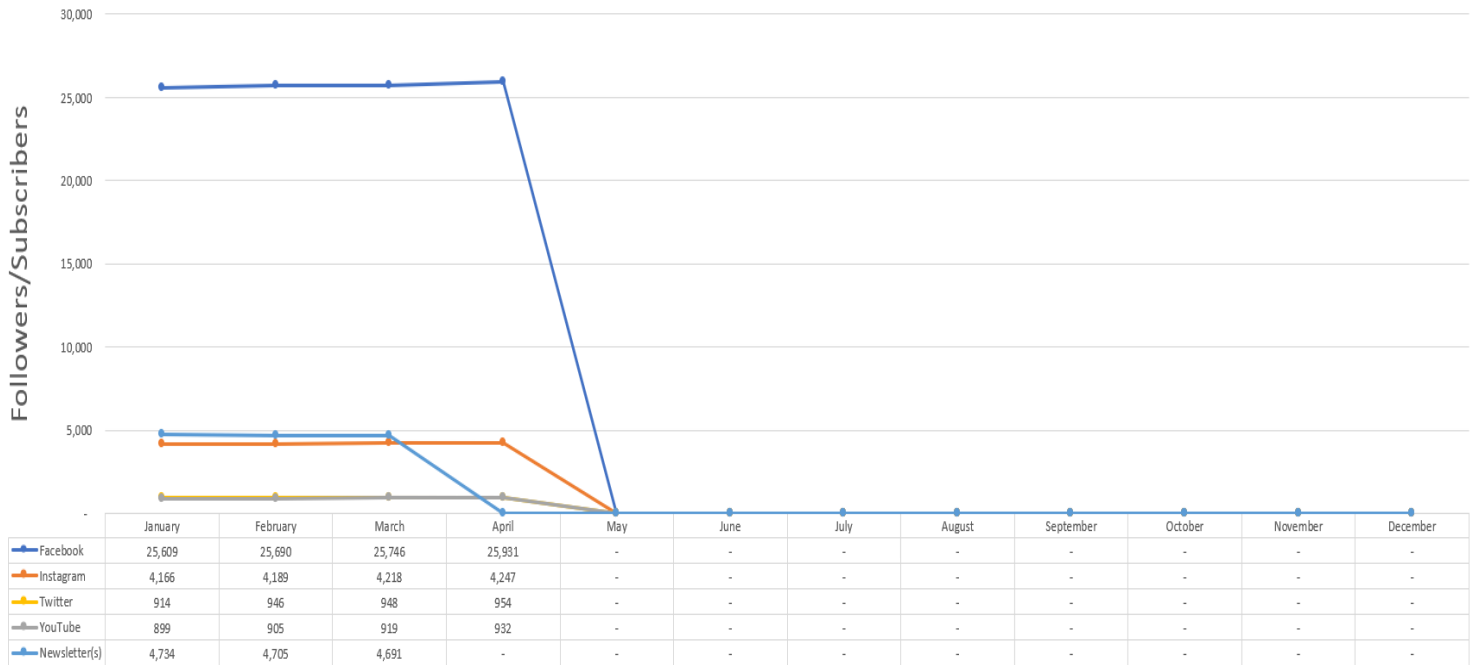
Twitter Reach Month by Month



YouTube Views Month by Month



2024 Social Media Footprint



Public Information Public Safety Information & Outreach Officer – T Kvigne

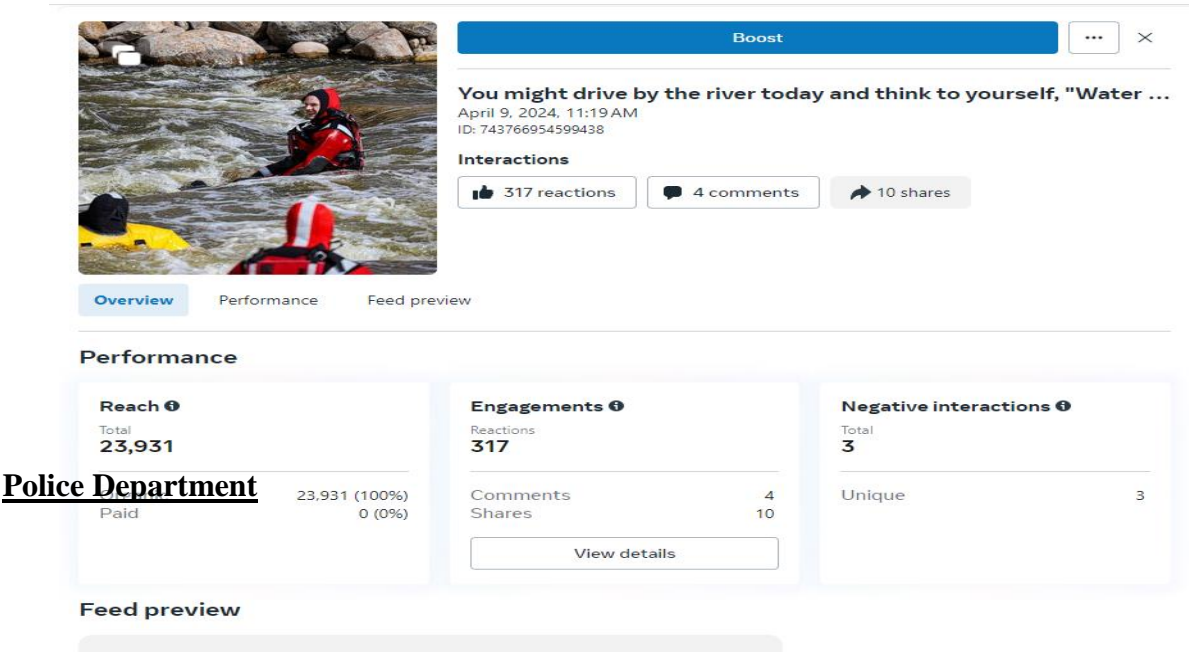
Highlights and Takeaways

Fire Department

- There were three fires in the month of April media releases were issued for. April 5th, April 25th, and April 29th.
- The Public Information Office and myself hosted a Media Relations/PIO class for all the battalions at the beginning of the month. We discussed the importance of media releases, relationships with the media, and even held on-camera interview portion to educate different techniques, etc.
- All battalions went took advantage of the nice temperatures and conducted swift water training in the Souris River this month. I was able to document each battalion and observe the different tactics/techniques they use in various situations.
- In April, we gained 64 new followers on Facebook and 12 new followers on Instagram. Our total Facebook reach was 44,491 and 258 on Instagram for the April.
- In April, the department officially launched the Helmets for Heroes program. I had a Facebook live interview with Minot Trending News Live talking about the new program.

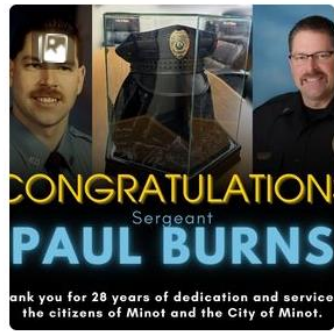
- We also had a few posts that did well on Facebook. The arrival of Station 3’s new ARFF truck (Reach of 14,800), 100th Birthday post for Helen (Reach of 5,900), and the first Swift Water training post (see below).

Our top performing post for Facebook, was a post including photos from the first day of swift water training. The post amassed 23,900 in reach and had 2,900 post engagements



Police Department

- I continued 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 89,504, and we gained 105 new followers.
- We had quite a few higher than average performing posts, that were not media release. Guns-n-Hoses reminder post (16.7K reach), Sgt. Paul Burns retirement post (24.5K reach), Special Olympics Truck Pull Event Post (14.6K reach), and lastly a post about our Minot Police Cadets and the conference they attended (11.5K reach).



Boost

... X

Sgt. Paul Burns has joined the ranks of retirement after serving ...

April 24, 2024, 4:09 PM

ID: 731652265804629

Interactions

1,148 reactions

284 comments

35 shares

Overview

Performance

Feed preview

Performance

Reach ⓘ

Total
24,471

Organic	24,471 (100%)
Paid	0 (0%)

Engagements ⓘ

Reactions
1,148

Comments	284
Shares	35

View details

Negative interactions ⓘ

Total
0

Unique	0
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Boost

... X

This past weekend, seven of the Minot Police Cadets were in R...

April 22, 2024, 12:02 PM

ID: 730369692599553

Interactions

226 reactions

7 comments

12 shares

Overview

Performance

Feed preview

Performance

Reach ⓘ

Total
11,492

Organic	11,492 (100%)
Paid	0 (0%)

Engagements ⓘ

Reactions
226

Comments	7
Shares	12

View details

Negative interactions ⓘ

Total
0

Unique	0
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