



TO: Mayor Tom Ross
Members of the City Council

FROM: Harold Stewart, City Manager

DATE: May 20, 2024

City Manager:

Much of the last couple of weeks has consisted of FY 2025 Budget presentations and tours for the Council, and some personal time off.

Meetings attended included: meeting with the new Excel Energy President; kickoff meeting with EPA Region 8 staff on the Phase 1 and Phase 2 assessments of the old Trinity Hospital facilities downtown; and attended the Alliance of Non-profits Public Forum as a panel member.

Public Works
Public Works Interim Director, Jason Sorenson

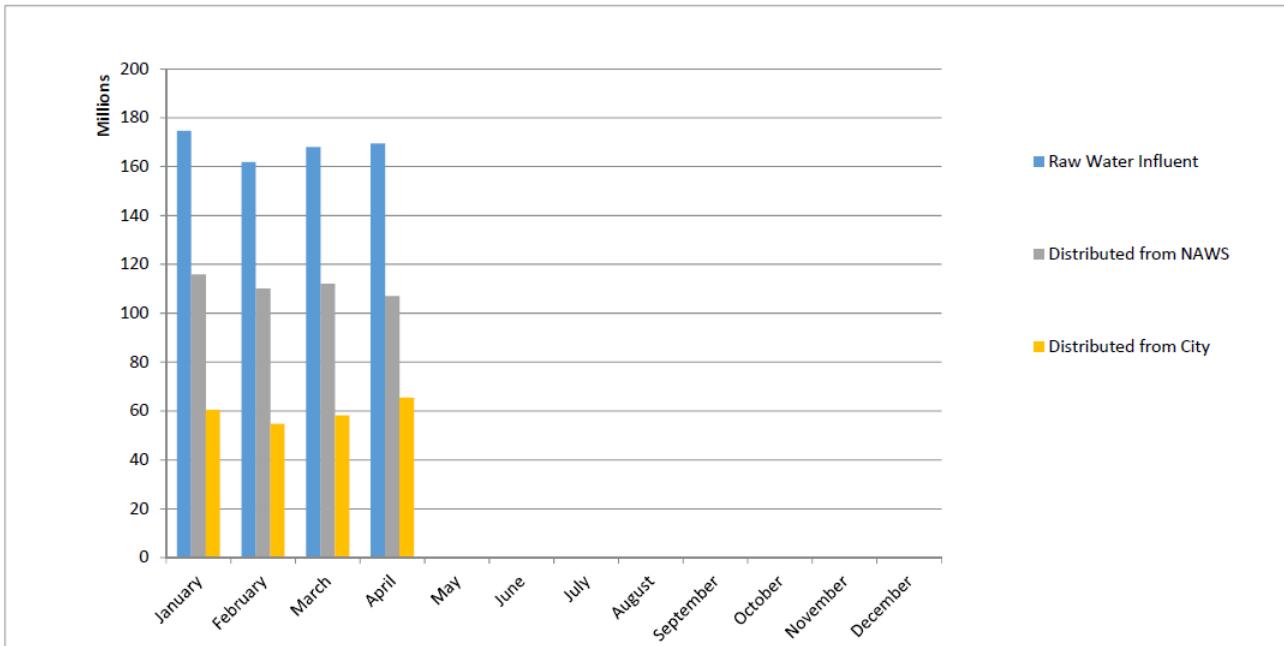
PUBLIC WORKS ADMIN:

2024 construction season is in full swing. Multiple projects have kicked off including watermain replacement, sewer rehab, multiple storm sewer improvements, and ongoing flood control projects.

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.

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:



Landfill/Sanitation:

The following are totals for April 2024

Single Stream Recycling – 94.4 Tons

(Recycling can audit 1448 tagged 67)

MSW – 6731.23 Tons

Inert – 1423.84 Tons

Lime – 1367.3 Tons

Trees – 226.37 Tons

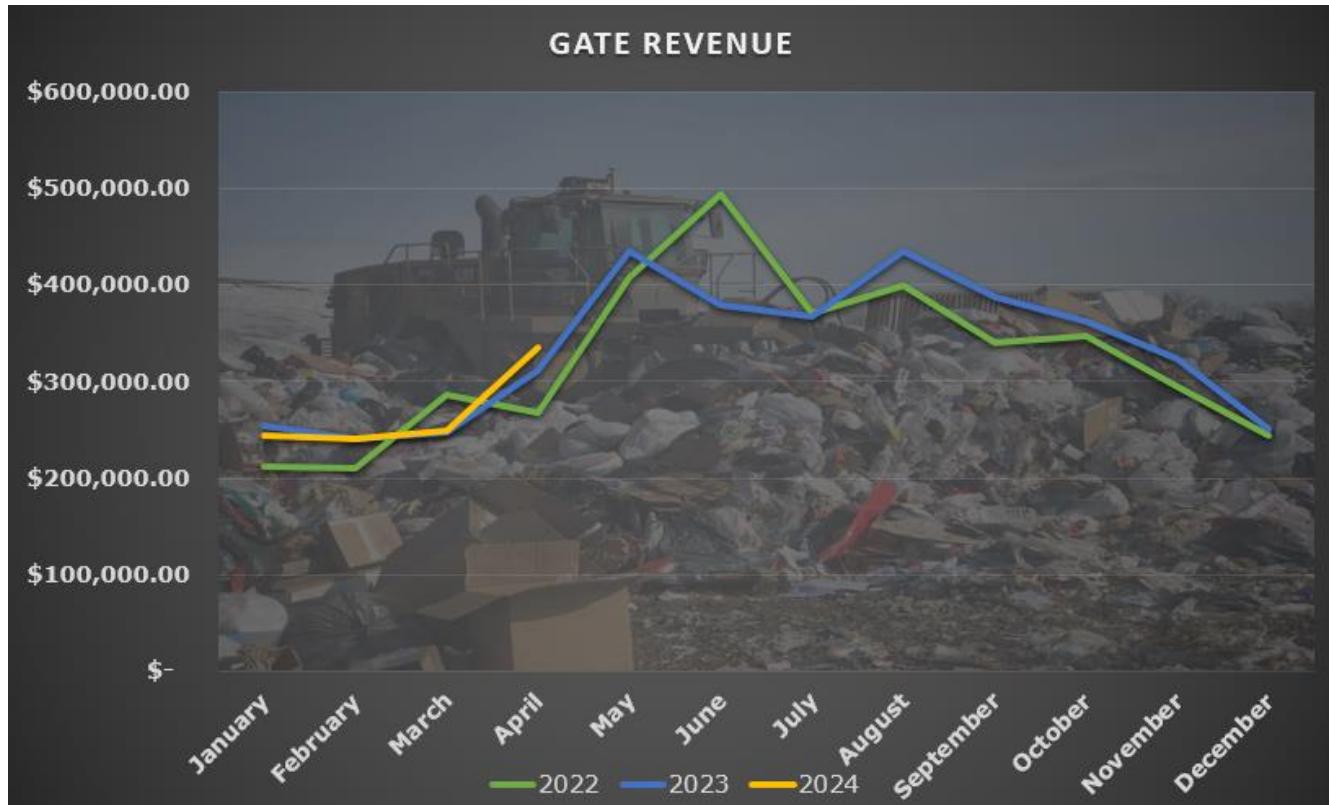
Trees Given Away for Firewood – 12.86 tons

Total number of landfill tickets generated – 4963

April's gate collections were \$335,170.71 compared to \$311,205.48 in 2024. Tracking + \$18,696 from last year at this point

There was a total of 43 C&D roll-off tanks set out for residential use

Sanitation – Picked up 1059.55 tons of MSW in the month of April



I would first like to start by acknowledging the outstanding job of everyone, and express my gratitude to all of the team members that helped during cleanup week! Cleanup week would not be possible without this team effort, and I cannot thank you all enough for a continued job well done!! This year we had the most assistance from other departments, which was greatly appreciated!! Please pass this on to all of your team, and anyone I may have missed.

The totals for the spring cleanup are attached. There was a total of 562.04 tons collected curbside, which only slightly trails the record of 574.46 tons from last spring.

You will also notice the totals from previous cleanup weeks on the same spreadsheet, along with a separate tab that has the detailed daily statistics from this and previous events.

The HHW/E-Waste collection event was also another great success, we had a total of 421 cars drop items off. This number is slightly higher than the average trend we have seen over the last several years.

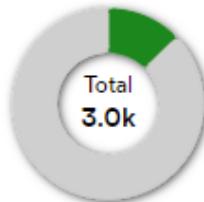
There was a total of 18,917 pounds of E-waste dropped off, which is a new record. The combined E-waste total from both events last year was 1,337 pounds less than this single event. I will send the totals from Clean Harbors when I receive them, but I expect those numbers are also going to be very well.

Human Resources
HR Director, Lisa Jundt

Self Service Utilization Analysis from ADP Year to Date

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

• **13%** (382)

Practitioner Changes

• **87%** (2,612)

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.

$$\begin{array}{r} \text{Self Service Changes} \\ 382 \end{array} \times \begin{array}{r} \text{Average HR Task Cost} \\ \$4.51 \end{array} = \begin{array}{r} \text{Estimated Savings} \\ \$1,722.82 \end{array}$$

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
\$1,722.82

Estimated Opportunity 
\$11,780.12

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

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

Human Resource Staff Recognition- Brittany Thurston recently passed the test to earn her Senior Professional in Human Resource credential (SPHR). The test for this achievement is difficult and only has a 53% pass/fail rate nationwide. At this time half of the City's human resource staff has earned this important credential.

Staff Training - Mandatory training for Recognizing Sexual Harassment and Hostile Workplace has been scheduled for June 5th in the City Council Chambers. This training will be conducted by the City's EAP provider Supportline.

Salary/Benefit – The department is in the process of completing the salary survey and preparing the annual pay and benefits plan. The Annual Pay Plan will be presented to the Civil Service Commission on June 12th at 10:00 am with the Public meeting scheduled for June 19th at 10:00 am. Both meetings will take place in the City Council Chambers.

Recruitment/Current Openings HR Staff continue their efforts to recruit for the following positions: Airport Facility Technician, Economic Development Administrator, Light Equipment Operator, Shop Foreman, Firefighter, Project Civil Engineer, Engineering Technician, 911-Dispatcher, Police Officer, Assistant Public Safety Answering Point Manager, Engineer Intern, and Library Assistant.

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.

	April			Year to Date 2024		
	Sales	Median	Average	Sales	Median	Average
Residential	66	\$ 223,312	\$ 243,569	216	\$ 231,500	\$ 246,857
Residential Vacant Land	3	\$ 117,500	\$ 82,666	33	\$ 35,000	\$ 38,875
Commercial	5	\$ 230,000	\$ 1,179,800	22	\$ 503,750	\$ 1,073,433
Commercial Vacant Land	0	\$ 0	\$ 0	0	\$ 0	\$ 0

**Community Development Department
Director, Brian Billingsley**

INSPECTIONS DIVISION:

April 2024 Permit Information (April 2023):

- Total Permits Issued: 282 (112)
- Single-Family Homes: 20 (1)
- Multi-Family Permits: 6 (0)
- New Residential Permit: \$4,713,839 (\$102,000)
- Residential Remodels: \$264,780 (\$321,776)
- New Commercial: \$7,030,000 (\$10,438,000)
- Commercial Remodels: \$848,110 (\$10,427,000)
- Valuations of all Permits: \$12,856,729 (\$21,288,776)

Notable Building Permits:

- PMCO Partners (Amazon) – 220 64th Street SE – \$4,530,000
- Jace Properties Storage Building – 420 72nd Street SE – \$2,500,000

PLANNING DIVISION:

Planning Commission:

The Planning Commission had a meeting on April 2nd. All items were approved.

Development Review Team Meetings:

The Minot Development Review Team (DRT) held six (6) DRT meetings during the month of April:

- TDC Commercial – Development of a vacant commercial lot – Behind Liechty Homes
- The Garden Tea House (former Home Sweet Home) – 110 4th Ave. NW
- Simonson's Gas Station (former Ruby Tuesdays) – 100 28th Ave. SW

- Myers Reception Hall – 21st Ave. SW
- Shops at 4900 – storage and warehouse units – 4900 Hwy. 2 & 52 W
- 7 Brew Coffee – Drive-Thru Restaurant – 1325 S. Broadway

Housing Study Update:

The housing study was approved by the City Council on April 16th. Staff has been working on distributing the study to individuals throughout the community.

Outdoor Dining Permits:

No permits were issued during the month of April.

Other Projects/Meetings:

- Director participated in one CDBG-DR/NDR meeting.
- Director attended one meeting on alcohol licensing.
- Director conducted two media interviews on the Governor's Façade Improvement Award.
- Director attended a meeting with DBPA regarding the ornamental lighting on Main Street.
- Director attended one Ward County Commission meeting and one Minot Public School Board meeting to present amendments to the Renaissance Zone Development Plan.
- Director attended an internal meeting on special assessment districts.
- Director attended one meeting with the Retail Coach.
- Director attended a reception for the Union Silos artist.
- Director and staff attended multiple agenda manager training sessions on the Civic Plus website.
- Director attended the quarterly Liaison committee meeting.
- Director and Building Official spoke at the annual MAB City Leaders Luncheon.

Minot Public Library
Director, Zhaina Moya

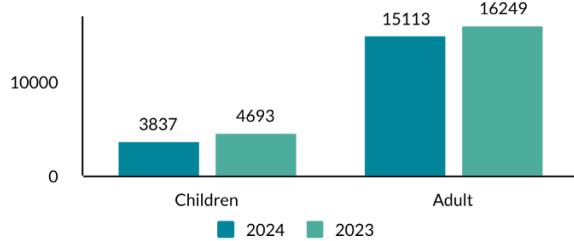
MINOT PUBLIC LIBRARY

Director's Report

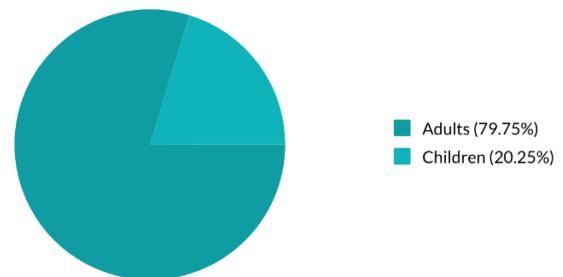
	<p>Building & Grounds Moya met with AE to discuss final issues in regards to remodel project. AE agreed that the work on the leaves are subpar. The proposed solution is to have Rolac cut down all leaves, and start over with the unused leaves in storage.</p>
	<p>Personnel Due to unforeseen circumstances, the newly hired children's library assistant will have to resign. Monley and Lien are conducting interviews to find a replacement.</p>
	<p>2025 Budget Moya attended city budget tours on May 6th, and held the library budget tour presentation on May 7th. Moya has completed the initial 2025 budget proposal.</p>
	<p>Meetings Moya attended the following meeting throughout the month: 4/24- 1 on 1 with City Manager 4/25- 1 on 1 with Library Board President 4/29 Department Head Meeting 5/1- Webinar training on city's new agenda software 5/6- City Council 5/9- 1 on 1 with Board President 5/15- Board Personnel Committee</p>
	<p>Behavior Issues 3/16- A library patron called the police because they were other patrons in the library making her uncomfortable. One individual left in handcuffs due to an outstanding warrant 3/30- Patron w/ REM became violent with his staff member. The staff member hid in the back office. Another concerned patron called the police 4/11- Two adult patrons got into a fist fight in the relaxation station. Both were kicked out. One was clearly intoxicated 4/25- Patron was outside karate chopping and kissing signs. Was escorted off premises by police, and issued 30 day no trespass. He returned later in the day. Police escorted away again 4/25- Patron was inebriated. Staff had to escort him out the building. He could barely walk and was not coherent. Moya called PD to do a welfare check because it looked like he was crossing the railroad tracks and kept falling</p>

Minot Public Library Activity Report

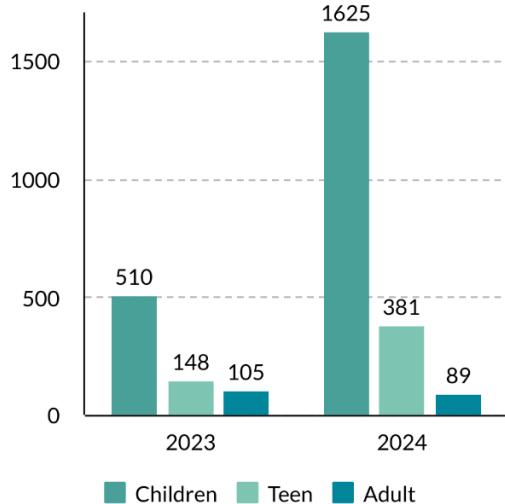
2024 vs 2023 Cardholders



Total Library Cards = 19,718



Library Programs

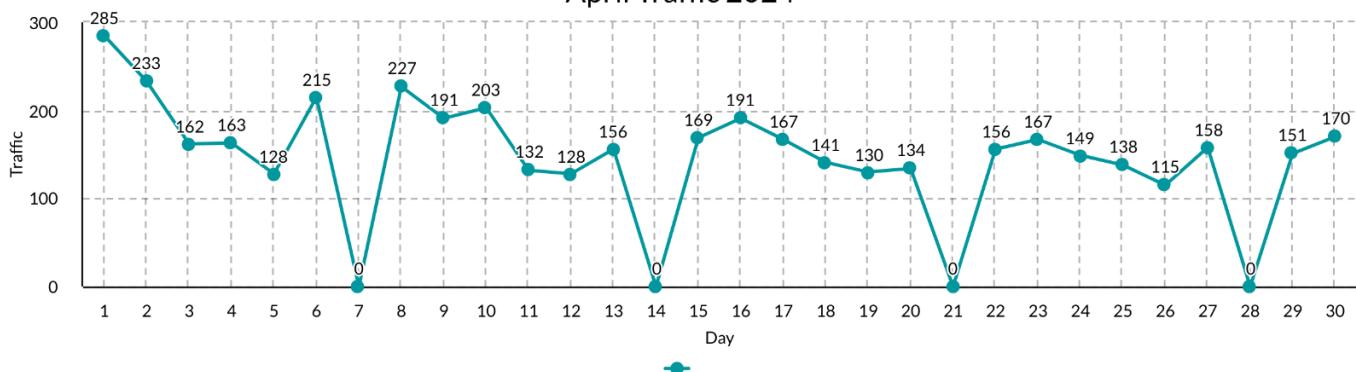


of Library cards added

244

Children's Programs = 1625 (+1,115)
Teen Programs = 381 (+233)
Adult Programs = 89 (-16)

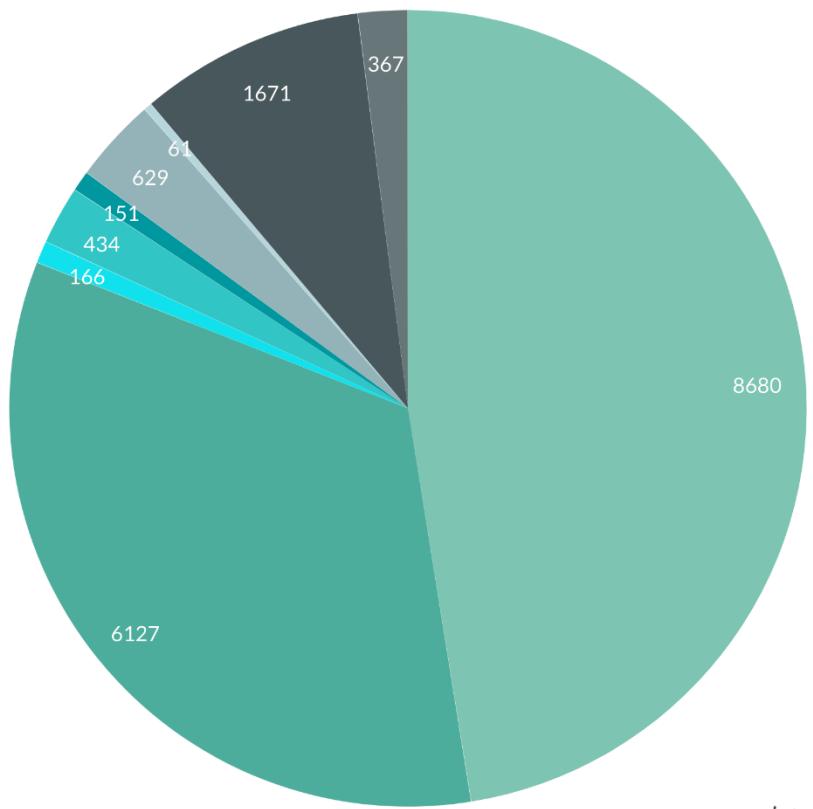
April Traffic 2024



2024 Monthly Circulation

Total =18,286

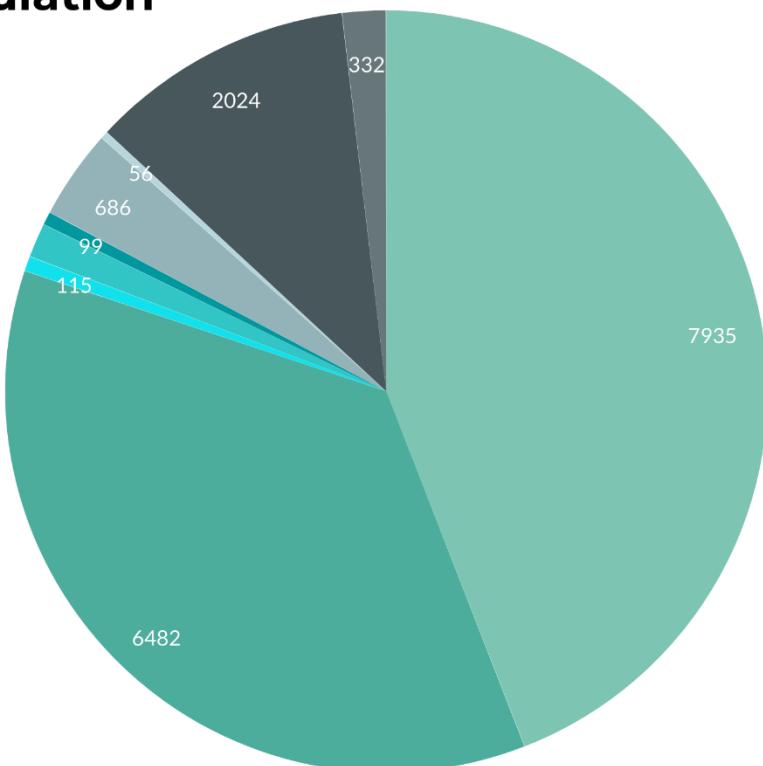
- J Books (47.47%)
- A/YA Books (33.51%)
- J Audio (0.91%)
- A/YA Audio (2.37%)
- AV Kits (0.83%)
- J DVDs (3.44%)
- Magazines (0.33%)
- A/YA DVDs (9.14%)
- MS/Tools/Other (2.01%)



2023 Monthly Circulation

Total =17,992

- J Books (44.1%)
- A/YA Books (36.03%)
- J CDs (0.64%)
- A/YA CDs (1.46%)
- AV Kits (0.55%)
- J DVDs (3.81%)
- Magazines (0.31%)
- A/YA DVDs (11.25%)
- MS/Tools/Other (1.85%)



J = Juvenile A/YA = Adult/Young Adult
MS/Other = Makerspace

HUD Resilience
Chris Plank, NDR Program Manager

The following meetings were attended:

- Dept Manager (DM) attended 2 City Council Meeting
- DM attended 1 City Council Special Session
- DM and Compliance Officer (CO) attended 2 Region VIII NCDA calls
- DM toured Domestic Violence Center
- DM-CO attended Taskforce21 Symposium
- DM-CO attended 3 CDBG update/acquisition meetings
- DM attended 2 Department Manager Meetings
- DM-CO attended 3 days of HUD CDBG-DR problem solving training – virtual
- DM-CO attended 2 days of HUD Region VIII training – virtual
- DM attended Radon training sessions
- DM 2 stakeholder's sessions
- DM-CO hosted CDBG Entitlement public forum
- DM – 3 days of City Department budget tours
- DM – CO attended 3 Broadway Circle Construction update meetings

Entitlement Update:

- Allocations were announced on May 7, 2024
- Minot was awarded \$331,580
- Consolidated Plan work continues
- Stakeholder meetings held May 7, 2024
- Public forum held on May 8, 2024
- 1st of 2 required Public Hearings Scheduled for Monday May 20, 2024 requesting support or concern for the program
- Gathering required list of certifications to present to Council for approval

Broadway Circle Update:

- Final retainage paid out for Building A.
- Work on the fire suppression system resumes on 5-13-24.
- Building B will resume construction after suppression is completed.
- Building C has trusses for 2nd floor being delivered this week.
- Framing and sheetrock work continues on Building C.
- No delays expected in completing by 10-24-24.

Compliance Officer is conducting monitors to ensure appropriate metrics are being met during affordability periods.