

**On May 6, 2024, a Special City Council Budget Tour meeting was held in the Council Chambers at City Hall. Mayor Ross called the meeting to order at 8:01 am.**

Members Present:

Burlingame, Jantzer, Olson, Pitner, Podrygula, Ross

Members Absent:

Evans

The City Council members along with City Council candidates Scott Samuelson, Rob Fuller, Mike Blessum, and Leif Snyder met in the City Council Chambers to begin the budget tours.

At 8:01, Harold Stewart spoke to the council and candidates about what to expect from the next few days budget tours. Chief John Klug of the Minot Police Department began his presentation. His presentation included his budget breakdown, the discussion of the CPSM Study recommendations, the PD Space Analysis & Feasibility Study, and the personnel and equipment upgrades. His presentation concluded at 9:18 am.

At 9:30, the budget tours resumed with Chief Kelli Kronschnabel discussing the Fire Department budget. Chief Kronschnabel focused on breaking down the budgets and the needs of the department. She discussed the upcoming staffing requests from the CPSM recommendations and adding in 3 new Firefighter positions, a Fire Marshall, and Assistant Fire Chief. One of the ladder companies did a demonstration of the truck and ladder capabilities. Her presentation concluded at 10:09 am.

Harold Stewart stood for any questions until 10:26 am.

Lunch was provided in the breakroom from 11:30 am – 1:00 pm.

At 1:00, Lisa Jundt provided her presentation on the Human Resource Department. Lisa spoke about the services her department provides to employees, discussed the new HCM software with ADP, and mentioned the implementation of the new Short-Term Disability services provided to employees. In 2025, her department will be completing a formal salary survey, continuing the revision of the City of Minot Personnel Ordinance, establish an employee wellness program with a mental health initiative, expand citywide training, a formal employee satisfaction survey, and implement additional requirements and monitoring for the Title VI program. The Human Resource Department will be asking for one additional full-time employee in the 2025 budget.

Next the City Assessors Department, completed a budget tour video presentation outlining the property assessment process, along with outlining the budget of the department. A major portion of the budget for the department is staff. Damon Druse was available for any questions.

The City Attorney's Office was next on the budget tour schedule. Stefanie broke down her office budget by discussing her staff, the continuing education for the department staff, along with the books, supplies, materials, and maintenance costs. Some additional asks for her department include: the American Institute of Architects (AIA) Documents Suites, an airport law conference, the memberships for the Legal Assistant Association and the Ward County Bar Association, and digitization/records management.

Laurie Nishek presented her budget for the Municipal Court. Municipal Court sees cases on criminal infractions, class B misdemeanors, and traffic violations. Her department is working with Tyler Technologies on moving to an online payment. The case load in the last two years has had about a 25% increase. The Municipal Court budget is staying stable for next year, but the discussion needs to be had about the potential of moving to a new space.

Mikayla McWilliams, City Clerk, presented her portion of the City Manager budget. She discussed her IIMC membership and accreditation she is currently working on. CivicClerk is a new software the City of Minot is implementing, which provides for more transparency and accessible links for the citizens. The council and candidates were able to watch their training videos for the upcoming software changes.

Chris Plank finished the day with the HUD Resilience and NDR Program Presentation. He discussed the 2023 and 2024 projects and updates. Chris also spoke with the council and candidates about the Broadway Circle project, the Center for Technical Excellence project, the Minot Housing Authority – Milton Young Towers project, and he discussed the complete projects affordability period. Chris believes moving forward the city needs to educate the public on affordable housing, there needs to be continued coordination with other departments, and explore other options. Chris concluded his presentation at 3:24 pm.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 3:26 pm.

ATTEST: \_\_\_\_\_  
Mikayla McWilliams, City Clerk

APPROVED: \_\_\_\_\_  
Thomas Ross, Mayor