



Liaison Committee Meeting
Thursday, October 17, 2024, at 1:00 PM
3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)
Any person needing special accommodation for the meeting is requested to notify the
City Clerk's office at 857-4752.

1. CALL TO ORDER
2. APPROVAL OF MINUTES
 - 2.1. APPROVAL OF MINUTES FOR THE APRIL 18, 2024 AND THE JULY 18, 2024 LIAISON COMMITTEE MEETING

It is recommended the committee approve the minutes of the April 18, 2024 and the July 18, 2024 Liaison Committee meeting.
3. NEW BUSINESS
 - 3.1. ELECTION UPDATE - WARD COUNTY AUDITOR, MARISA HAMAN
 - 3.2. COMMUNITY RESILIENCE ANALYSIS - CITY OF MINOT ASSISTANT CITY MANAGER, TOM JOYCE
 - 3.3. RIGHT OF WAY DISCUSSION - WARD COUNTY COMMISSIONER, BUCKY ANDERSON
4. OTHER BUSINESS
5. ADJOURNMENT

City/County/Park/School Liaison Committee

April 18, 2024 Meeting

Members Present:

Lisa Olson, Mike Gessner, Sabrina Herrmann, Mark Jantzer, Jim Rostad

Members Absent:

Perry Olson, Ken Kitzman

Others Present:

Chief John Klug, Dr. Mark Vollmer, Stephan Podrygula, Marisa Haman, Jennifer Kleen, Elle DesLauriers, Mikayla McWilliams

FROM: City of Minot City Clerk

RE: Meeting agenda for Thursday, April 18, 2024
1:00 pm Minot City Hall, 3rd Floor Executive Conference Room

The City/County/Park/School Liaison Committee meeting was called to order at 1:00 pm, by Chairman Jantzer, at Minot City Hall.

1. Approval of Minutes

Mike Gessner moved to approve the minutes from January 18, 2024, Lisa Olson seconded and motion carried unanimously.

2. Election Update – Marisa Haman, Ward County Auditor/Treasurer

Marisa discussed how she might be looking for election worker backups. The workers can have no relation to anyone on the ballot or be on the ballot. There are three locations in Minot including the Ward County Administration building, the ND State Fair, and the auditorium. Early voting begins May 27th at the Ward County Administrative building and it is from 10 am – 6 pm.

The Ward County Commission has three spots to be filled with only two candidates turning in their packets. The voters can write in people on the ballot or a possible candidate can get 300 signatures for the ballot placement in November. Six names move on for the ballot in November. If none of this happens during the June election, the commission can fill by appointment.

Election Day all voting centers are open from 7 am – 7 pm and voters need to present a valid drivers license. If the voter is new to the community, they have to be a resident for 30 days prior to voting. MACEDC is hosting candidate forums on April 23rd – 25th at the City of Minot Council Chambers from 4 pm – 5:30 pm. Lisa Olson mentioned there might be a legislative forum on May 28th at the Moose Lodge, but it is just in the planning stages as of now.

3. Other Business

Minot Parks Update:

The tennis and pickleball nets are set up for public use and registration for the summer programs is open. The Minot Park Board has discussed the idea of a field house for the 5-year plan. This space

could include a baseball/softball field, soccer field, hockey, volleyball court, and/or space for indoor winter programming.

Minot Police Department Update:

The Police Department is working through the recommendations of the CPSM study.

Minot Public Schools Update:

Minot North High School has a large portion completed including the gym, but the theater and pool still has work continuing on. Minot High School is utilizing the new gym space and enjoying the classroom changes. Administration is working on contracts with staff and placement for the changes of next year.

A question was raised about where the ROTC program would be in the future. Minot North High School will be the main campus for the ROTC program, but Minot High will be a satellite program. Dr. Vollmer discussed the road suggestions for around Central Campus for next year becoming a junior high. The initial discussion was to leave it as is and study the traffic patterns/develop a plan once open.

The first day of school for the 2024-2025 school year is August 23, 2024. Discussion evolved to the new bus transfer station being closer to the new middle school, but also the options for the Ramstad kids that currently utilize the buses and the Minot Public Library as an option for after school.

The next meeting is scheduled for July 18, 2024 at 1:00 pm at City Hall in the 3rd Floor Executive Conference Room.

Hearing no further business, the meeting was adjourned at 1:33 pm.

Respectfully submitted,

Mikayla McWilliams
City of Minot City Clerk

City/County/Park/School Liaison Committee
July 18, 2024 Meeting

Members Present:

Mark Jantzer

Members Absent:

Perry Olson, Ken Kitzman, Lisa Olson, Mike Gessner, Sabrina Herrmann, Jim Rostad

Others Present:

Laura Dokken, Misty Hester, Kelly Haugan, Margaret Haugen, Ryan Kamrowski, Jill Schramm, Mikayla McWilliams, Wayne Fahy, Justin Sundheim, Calyn Beckman, Tom Joyce, Jared Edwards, Kelli Kronschnabel, and Jennifer Kleen

FROM: City of Minot City Clerk

RE: Meeting agenda for July 18, 2024
1:00 pm Minot City Hall, 3rd Floor Executive Conference Room

The City/County/Park/School Liaison Committee meeting was called to order at 1:00 pm, by Chairman Jantzer, at Minot City Hall. The group did brief introductions. There was not a quorum present to vote, so the meeting was going to be more informational.

1. Approval of Minutes

Item was pulled due to not having a quorum present to vote.

2. Post-Election Committee Assignments

A reminder to entity in the Liaison Committee to report back with any changes on members.

3. Ground Squirrel (Gopher) Concerns

Jared Edwards, Minot Public Schools, discussed the issues they are currently experiencing with ground squirrels at the playgrounds of some of the schools. The main concern is the safety hazard issues with the holes the gophers dig and children getting injured. Washington School is experiencing a colony of 1,000-1,500 gophers.

Minot Park District is experiencing the same issues at Polaris Park and Minot Soccer Complex. The City of Minot is also looking into issues at Fire Station #5 and other properties. The group decided if any entity has luck with any pest control options to reach out to each other.

4. Other Business

Chief Kelli Kronschnabel asked about the separate enclave steering committee. The Fire Department is looking into the option of including fireworks restrictions within the 2-mile ET. There are items to discuss, such as enforcement (confiscating the fireworks) and allowing the Fire Department to write a ticket. It was mentioned Alderwoman Olson was on the committee, so Fire Chief Kronschnabel will reach out to her.

The next meeting is scheduled for October 17th, 2024 at 1:00 pm at City Hall in the 3rd Floor Executive Conference Room.

Hearing no further business, the meeting was adjourned at 1:50 pm.

Respectfully submitted,

Mikayla McWilliams
City of Minot City Clerk

Mikayla McWilliams

From: Ben Cofell
Sent: Thursday, October 10, 2024 10:41 AM
To: Tom Joyce; Bryan Banfill
Subject: FW: Community Resilience Analysis - City of Minot

All,

See below for the request to participate in this process of the Community Resilience Analysis.

Please let me know how to proceed moving forward.

Respectfully Ben

Ben Cofell

City of Minot, Project Civil Engineer
Office 701-857-4140

From: Wentz, Ryan [REDACTED]
Sent: Wednesday, October 9, 2024 5:21 PM
To: Ben Cofell <ben.cofell@minotnd.gov>
Cc: Davis, Scott [REDACTED]; Kelly Haugan <kelly.haugan@co.ward.nd.us>
Subject: Community Resilience Analysis - City of Minot

Caution: This message has originated from an **External Source**.
Please use proper judgement and caution when opening attachments, clicking links, or responding to this email.

Ben,

Thanks again for taking some time to speak with me about a Community Resilience Analysis for the City of Minot, ND.

Goal of the CRA:

To enhance the resilience of our community by systematically identifying vulnerabilities, assessing risks, and implementing strategic measures that ensure the rapid recovery of critical infrastructure and services following All-Hazards Incidents. This analysis aims to foster a collaborative approach among stakeholders and improve the overall adaptive capacity of the community, in alignment with the NIST Community Resilience Planning Guide.

Tentative Timeline:

Jan – Feb 2025: Coordination for interviews and invites sent
Mar – May 2025: Interviews with Social Functions
Jun – Aug 2025: Analysis/Report Writing/Workshop Planning
Sep 2025: Workshop Delivery
Nov 2025: Report Delivery

Results of Past CRAs:

- Worked with all county agencies for COOP/COG planning
- Elderly care facilities have reached out to EMA for continuity planning
 - o EMA worked with these facilities to create Long Term Power Outage (LTPO) plans
- ICS classes for private and government sector, NGOs
- Wireless Priority Service for pertinent people in the response role and elected officials
- Push for people to sign up for county-wide alerts
- School district installed backup generators in K-12 schools
- Increased cyber training for county employees
- Now have cyber insurance for the county and city
- Phishing button installed in email screens
- Updating cyber plan
- Planning city/county-wide cyber exercise
- General awareness to the community via social media and other public outreach to create a plan and be 2-weeks ready (government will not be there for you for at least 72 hours)
 - o Prior to CRA, many private sector and government employees and agencies had no idea the government would not be able to take care of everyone right away. This encouraged many to create plans, inform their people, stockpile goods (Elderly Care facilities, etc).

As I mentioned, there is no cost to the City of Minot. However, we will definitely need you to champion the CRA with your partners and stakeholders, provide us a place for the interviews and workshop, and participate as much as you can!

Please let me know if you would like to participate in this process and let me know if you have any questions.

V/r,

Ryan Wentz

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