



Special City Council Meeting

Tuesday, April 1, 2025, at 4:00 PM

City Council Chambers, 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. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. ACTION ITEMS
 - 3.1. PRESENTATIONS AND DISCUSSION ON FINDINGS/RECOMMENDATIONS OF THE TOM ROSS INTERNAL INVESTIGATION FINAL REPORT
 - 3.2. POTENTIAL NEXT STEPS
4. ADJOURNMENT

To: Tom Joyce, Assistant City Manager, City of Minot

From: Christina Sambor, Sambor Law & Consulting, P.C., Investigator

Subject: Confidential Preliminary Draft Investigative Report – Stalheim Complaint

Date: April 1, 2025

Procedural History

On January 28, 2025, the City of Minot (“City”), received a formal harassment complaint from a City employee, City Attorney Stefanie Stalheim. On February 4th, the City contacted Christina Sambor (“Sambor”) to inquire about availability for serving as an investigator on the matter. After necessary onboarding procedures, on February 18th, 2025, Sambor formally began the investigation. Between February 20th and March 31st, interviews were conducted with 10 individuals identified as potentially having knowledge concerning the subject of the complaint. All interviewees were advised that their participation in the investigation was completely voluntary. All interviewees were also advised that due to the nature of North Dakota’s open records laws, the investigator could not guarantee the confidentiality of the statements offered, but that the investigator would make all possible efforts to comply with City Policy, State Law, and the rules of professional responsibility and evidence that apply to attorneys licensed in the State of North Dakota concerning confidentiality of information. As the investigator is a licensed attorney in North Dakota, all witnesses were advised that the investigator was serving only as a third-party fact finder and does not represent the legal interests of, nor provide legal advice to, any party to this process. All interviewees indicated they understood this information and wished to participate in an interview.

During the interview period, a second complaint was received by the City, related to the same factual circumstances as the first complaint. The results of the investigation as to Stalheim’s complaint were requested for submission by April 1, 2025, and are contained in this report. A supplemental report examining Stalheim’s requests for internal policy changes and identified process/human resource issues raised in interviews and in the second complaint submitted by

Monica Porterfield, will be submitted no later than April 4, 2025, along with summaries of witness statements taken during the investigation.

Stalheim Complaint

Facts

The following facts were not disputed by any party having knowledge of the incident. On the morning of January 14, 2025, City Attorney Stefanie Stalheim (“Stalheim”), as part of her duties pertaining to the aforementioned investigations, had collected the cell phone of an officer under investigation to preserve any evidence on the phone. At 12:27 pm, Stalheim received a phone call from Mayor Tom Ross (“Ross”). During that phone call, Ross informed Stalheim that the officer under investigation, whose phone Stalheim had confiscated hours earlier, had died by suicide inside the police station. Stalheim was distraught at the news. The City’s HR Director, Lisa Jundt, and later another city HR employee, Monica Porterfield (“Porterfield”), joined Stalheim in her office to offer emotional support. Eleven (11) minutes later, while Porterfield was still in her office, Stalheim received a video on her phone from Ross via text message. Stalheim did not immediately see the video. Three (3) minutes after the video was received by her phone, Ross phoned Stalheim. Ross informed Stalheim that he had sent her a video, asked her to delete the video and not to view it. Stalheim responded by asking Ross what the video was. Ross responded that he had made a sexy video for his girlfriend, again asked Stalheim not to view the video, and requested that the incident stay between the two of them. Both Stalheim and Ross use their personal cell phones for City business.

The following information varied somewhat according to different witnesses, or different aspects of the following information were known to certain witnesses and not others. Stalheim had answered the call on speakerphone and Porterfield heard the conversation. Stalheim, upon hearing Ross’s description of the video content, physically collapsed and fell out of her chair. Stalheim, when interviewed, reported that the physical reaction was due to the combined stress of receiving the news about the officer’s death and shortly thereafter finding out that Ross had apparently sent her an inappropriate video. Porterfield began speaking, advised Ross that they were in the middle of a crisis, and terminated the phone call. Stalheim then opened her text messages with the intent

of deleting the video in question. When she did so, Stalheim saw a thumbnail image, which was a screengrab of the attached video, of a naked erect penis. Stalheim was using an iPhone, which, when video content is sent via text message, shows a thumbnail image of the attached video. Based on the interviewer's review of the screenshot of the text message exchange in question, this interviewer observed a screenshot from a text exchange on an iPhone that contained a thumbnail image of a clearly visible erect penis, shot from the point of view of the sender. Stalheim was distraught, felt unable to proceed with deleting the video, and asked Porterfield to assist her in deleting the message. Porterfield did so, and in attempting to delete the video, caused it to play. As a result, Porterfield viewed some or all of the video, which according to Porterfield, was a video of a man masturbating. Porterfield did delete the video at that time. At 12:53 p.m. Stalheim texted Ross, "deleted," as the video had been deleted from her phone. At 12:56 p.m. Ross texted Stalheim, "im [sic] at city hall."

When interviewed, Ross confirmed that it was in fact him in the video, and that he had recorded the video at his home during his lunch break, just prior to sending it to Stalheim. Ross indicated that the video was recorded with the intent to send it to his romantic partner and that the video was sent to Stalheim on accident. Ross indicated that he and his partner had been discussing an upcoming date, and that the video was intended to be sent to his partner in a flirtatious manner to express excitement about the date and connection and intimacy toward his partner. Ross further explained that his partner's first name begins with a "C" and Stalheim's contact was saved in Ross's phone as "City Attorney." Ross seemingly stated (although this was a bit unclear to the interviewer) both that text message conversations with Stalheim and his partner were next to each other in a list of his most recent text messages, and also that his partner's name began with "C," as did "City Attorney" as an explanation for how he mistakenly sent the video to Stalheim. Ross stated that he was, at the time of the interview, unaware if anyone else had seen the video and was unaware if anyone else witnessed the phone call between him and Stalheim. The interviewer indicated that if there were any screenshots confirming this that Ross was welcome to send those along, and also that should Ross wish to have the interviewer speak with his partner to confirm these events, that the interviewer would consider that interview relevant to this investigation.

Ross was adamant during his interview that the video was not intended for Stalheim, and that he would never send a message like that to Stalheim, who he respected as a valued colleague. When

asked specifically to describe the mechanics of how he managed to send the video to someone other than who he intended, Ross explained that he had recorded the video “live,” meaning it was not a previously recorded video he had in his photos app which he had selected out of the app. He further stated he believed he had inadvertently opened the existing text message exchange between himself and Stalheim, rather than the existing text message exchange between himself and his partner and had recorded the video in question from within the text message. This explanation was given in response to the interviewer’s explanation of the various steps necessary to send video content via text, whether starting from a photo album app or starting from within a text message, and the interviewer’s impression that at various steps of the process on an iPhone, it is apparent to whom the video content is being sent. Ross offered the explanation above, stated the he owned a Samsung S22 phone, and again reiterated that the video was sent to Stalheim due to his partner’s name beginning with “C” and “City Attorney” also beginning with “C.” The interviewer has not used an S22 Samsung phone and is unable to verify whether or not a similar process applies on that phone when sending a video to a text message recipient.

Stalheim reported struggling with the decision whether to make a formal report of the incident. Stalheim noted that the situation was particularly difficult because Ross is her direct supervisor, and her annual review was pending. She also noted that due to the nature of her and Ross’s job duties, that interaction with him, or being in his presence at a minimum, was inevitable. Stalheim also reported struggling with what she knew would be the public nature of a formal complaint concerning this incident. Stalheim reported she elected not to make any decisions about how to proceed until after the funeral was held for the fallen police officer. Stalheim reported significant distress due to the combination of the events that occurred on January 14th, namely the confiscation of the officer’s cell phone, the officer’s death shortly thereafter, the receipt of the lewd video from Ross shortly after that, and the subsequent stress of determining whether to make a formal complaint. Stalheim also indicated that the nature of the incident caused stress in her personal life, since she had received a lewd video from a supervisor and public official, and was concerned that people would make inferences about the existence of an inappropriate relationship between her and Ross, which both clearly denied and of which no evidence was found. Stalheim talked to Porterfield on a few occasions to process all that had happened. Porterfield similarly expressed significant distress and an inability to make sense of Ross sending the video, particularly given the

broader context of what was occurring at the Police Department and City at the same time. Porterfield expressed detailed thought and concern about the practical likelihood that the video was sent accidentally due to the above-described process through which a person sends video content via text message. That same process was described as indicated above to Ross during his interview and he was questioned regarding the same.

Stalheim and Porterfield decided to meet on January 19th at City Hall to discuss things. During that meeting, Stalheim and Porterfield decided to contact HR Director Lisa Jundt (“Jundt”) to tell her what had happened regarding the video Ross sent Stalheim. Jundt joined Stalheim and Porterfield at City Hall, where they recounted the incident. The three of them decided to bring the incident to the attention of Tom Joyce (“Joyce”) the City’s Assistant City Manager, the following week, after the officer’s funeral. On or about the 22nd, Stalheim and Jundt had a brief conversation with Joyce about the incident. Joyce and Jundt decided they should bring the matter to the attention of City Manager Harold Stewart. Stewart, Joyce and Jundt met with Stalheim to discuss next steps. Stewart was identified by witnesses as the primary actor in that meeting, and presented Stalheim with two options: one – she could send Stewart a document detailing the incident for the City to maintain on file to prevent any retaliation, or two – she could file a formal complaint and explain to the City what relief she was requesting. Stalheim asked to have the weekend to consider how to proceed. During that same week, Stalheim and Ross both reported that Ross had stopped by her office to let her know he hadn’t forgotten about her evaluation and that she need not worry about it, as it would be handled after things had cooled down a bit.

Stalheim submitted a formal complaint in writing on January 28th. The formal complaint was acknowledged by Stewart in writing, a copy of which was provided to Stalheim on January 31st in the presence of both Stewart and Joyce. As discussed above, the City proceeded to identify an outside investigator to inquire into the incident. Stewart, Joyce and Ross all confirmed that after receipt of Stalheim’s complaint, Stewart and Joyce met with Ross to inform him of the complaint, instruct him not to have any 1:1 contact with Stalheim, and to delete Stalheim’s contact information from his phone. Stewart, Ross, and Joyce all confirmed that Ross did not contest that the incident had occurred and indicated agreement with the requests made of him to cease any communication with Stalheim and to remove Stalheim’s contact information from his phone.

Ross, when interviewed, stated that it was his belief that neither Stalheim nor any other employee had viewed the video, that he did not know until the interview that Stalheim had seen, at minimum, a screenshot of the video, that his request for her not to view the video and to delete the video immediately was an effort to “minimize the damage” of the incident, and that the incident was purely a mistake. Ross stated he wished the incident could have been handled internally, without a public investigation. Ross expressed both regret for the incident and a feeling that he had a good history with employees and has never engaged in workplace sexual harassment. He stated that the existence of a formal investigation had leaked into public discourse, felt very overwhelming, and had negatively impacted his mental health, as had the other investigations and deaths of police officers during his tenure as Mayor. Ross discussed feeling as though he was “under a microscope,” was devastated to hear that the incident was being characterized as sexual harassment, and that he felt that framing put him in the category of a predator, which he adamantly felt was unfair. When asked whether he took any action to report the incident to City Management, Ross indicated he had not, and that he viewed his request to Stalheim to refrain from opening the video as appropriate immediate corrective action which minimized or resolved the issue. When a question was posed to Ross as to his responsibility for deciding to undertake the risk of sending such videos on a device he also used for City purposes, he acknowledged culpability for such behavior and responded that the Mayor and City officials should have City-issued cell phones going forward and should only communicate via email and phone call. Ross stated that he believed that it was possible for the parties involved to make adaptations to the work environment and for all of them to continue to work together.

Stalheim reported that she is extremely uncomfortable interacting with Ross after this incident. She reported that she continues to be very troubled by the incident and needs support to cope with both the incident and the totality of traumatic experiences that have occurred during her tenure as City Attorney. In her formal complaint, Stalheim has requested an apology from Ross, and that Ross consider resigning his position as Mayor.

Relevant Law and Policy

Minot Municipal Code

Sec. 11½-8. - Governing body is judge of election and qualifications of its members.

The city council shall be judge of the election and qualifications of its own members.

City of Minot Employee Policy Manual

1. HARASSMENT POLICY

Statement of Philosophy: It is the policy of the City to provide a positive work environment that is free of discrimination, sexual and all other forms of harassment. This policy is a measure to ensure that all employees will enjoy a safe work place free from unreasonable interference, intimidation, hostility, or offensive behavior on the part of the council, department heads, supervisors, co-workers or visitors. All employees are responsible for compliance with this guideline, as the City of Minot will not tolerate unlawful discrimination or harassment.

A. It is the City policy that sexual and other unlawful harassment of its employees in any form is prohibited and that all employees shall be treated with respect. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, disability, religion, sexual orientation or any other legally protected characteristic shall not be tolerated.

B. Employees have the right, under Section 703 of Title VII of the Federal Civil Rights Act of 1964, to work in an environment that is free of conduct that can be considered sexually harassing or abusive. Any employee who engages in, who perpetuates or condones sexual or other unlawful harassment shall be subject to disciplinary action, up to and including termination.

C. The City, in recognizing its obligation to maintain a place of employment that is free of harassing, abusive, or disruptive conduct shall take positive and prompt corrective action where necessary in accordance with this policy.

Definitions:

Unlawful harassment is defined as verbal or physical behavior which relates to an individual's race, color, national origin, religion, gender, age, sexual orientation and/or disability when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Workplace harassment is defined as any unwelcome conduct, whether, verbal, physical, visual, or innuendos that are derogatory, abusive, disparaging, bullying, threatening or disrespectful types of behavior, even if unrelated to a legally protected status; when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment is defined as any verbal or physical conduct of a sexual nature such as, but not limited to, sex-oriented remarks or jokes, pressures or demands for sexual favors, implied or overt promises or threats, or any unwelcome conduct with sexual or demeaning overtones when:

- Submission to or rejection of such conduct is made, explicitly or implicitly, as a term or condition of employment or advancement;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creates an intimidating, hostile, or sexually offensive working environment.

Unacceptable Conduct Defined: Sexual harassment is a serious offense and is a form of employee misconduct. Sexual harassment does not refer to the occasional non-sexual compliment, but to behavior of a sexual nature that is not welcome, is personally offensive and impairs an employee's work effectiveness or is behavior that creates an intimidating, hostile or offensive work environment.

The following are types of conduct an example of harassment, which are prohibited. These examples do not necessarily represent all ways in which sexual harassment may occur and are not intended to limit the definition of sexual harassment.

- A. Verbal comments and gestures of a sexual nature including any suggestive remarks, pictures, jokes and catcalls.
- B. Explicit or implicit promises of career advancement or preferential treatment in return for sexual favors. Such promises or preferential treatment may include but are not limited to: hiring, promotion, training opportunities, work schedule, leave approval, performance evaluations and pay increases.
- C. Explicit or implicit threats that an employee shall be adversely affected if sexual demands are rejected. Such threats include but are not limited to: lower performance evaluations, denial of promotions, punitive transfers, terminations and altered/increased work assignments.
- D. Unsolicited and repeated touching of any kind including: touching, patting or pinching of another person, or repetitive brushing against a person's body.
- E. Derogatory remarks about a person's national origin, race, language, accent; disparaging or disrespectful comments.
- F. Loud, angry outbursts or loud, angry outbursts of obscenities.

Responsibilities of Employees, Elected Officials, Department Heads and Supervisors:

- A. All employees have a responsibility to conduct themselves in a manner, which ensures the proper performance of their job responsibilities and maintains the public's confidence. Employees who experience or witness any type of sexual, workplace or unlawful harassment should follow the steps outlined in the Complaint process to assist in maintaining a workplace environment free of sexual, workplace or unlawful harassment.
- B. Department Heads and other department Supervisors have a responsibility to act immediately and take corrective action when they observe behavior that violates this policy. All management representatives must recognize the seriousness and sensitive nature of any sexual, workplace or unlawful harassment complaint brought to their

attention and need to follow the procedures outlined in this policy to assist in maintaining a workplace environment free of unlawful discrimination or harassment.

Complaint Procedures

City Employees or job applicants who perceive they have been subjected to sexual harassment have the right to pursue a grievance including an appeal to the Civil Service Commission pursuant to procedures stated in Sections 24-101 through 24-104 of the City of Minot Code of Ordinances. If unreported the City is severely limited in maintaining a workplace free of sexual or other unlawful workplace harassment. Employees are not required to deal directly with an offending individual(s) in seeking a resolution.

- A. An employee who feels that he/she has been subject to sexual, unlawful or workplace harassment should clearly state to the individual that his/her behavior is offensive to them.
- B. If you are unable to confront your alleged offender or the behavior persists after confronting the alleged offender, go to your immediate Supervisor who shall immediately notify the Department Head and Human Resources.
- C. If the immediate Supervisor is involved in the alleged harassment, the incident should be reported director to the Department Head, who shall immediately notify Human Resources.
- D. If the complaint involves the Department Head, the incident should be reported directly to the Human Resource Director and/or the City Manager.
- E. If the complaint involves a member of Human Resources, the incident should be reported to the Department Head and/or the City Manager.
- F. If the complaint involves the City Manager or a member of the City Council, the incident should be reported directly to the Human Resource Director.
- G. The Human Resource Director shall be responsible for conducting an investigation in a fair, prompt and complete manner as outlined in the nature and scope of investigation.

Nature and Scope of Investigation:

- Any investigation of a complaint of sexual, workplace or unlawful harassment shall be limited to an inquiry of the truth or falsity of a specific complaint.
- Interviews of all relevant witnesses will be conducted in confidence to the extent permitted by law, and summaries of witnesses' statements and the investigator findings shall be in writing.
- To the extent permitted by law, investigations shall be conducted in a confidential manner; the knowledge of a pending investigation, nor the contents and/or findings of an investigation will not be shared except with the appropriate parties, or otherwise required by law.
- Persons who are asked to cooperate and participate in a pending investigation shall only be informed that a harassment complaint has been brought and that information being sought from the individual is a necessary part of the investigation. Written contents and findings of investigations are done pursuant to the complaint process and shall be maintained by the Human Resource Department in a secure place. However, it must be noted to all employees, that records of the City are public, except certain confidential records in accordance with NDCC 44-04-18.1.

Discipline

- An employee who is found to have engaged in sexual, workplace or unlawful harassment or retaliation, or who is found to have knowingly condoned, encouraged, or perpetuated an act or acts of sexual, workplace, or unlawful harassment or retaliation, shall be subject to disciplinary action: including but not limited to, suspension, loss of salary increment, demotion and termination.
- Any employee who believes they have been unfairly disciplined may follow the City of Minot Grievance Procedure as outlined in the City of Minot Employee Personnel Policy Handbook in Chapter 7.

Dissemination of Policy

Prevention and education are the best tools for the elimination of workplace and sexual harassment. The City will take all steps necessary to prevent harassment in any form from occurring such as:

- Conducting training for Department Heads, Supervisors and Employees to affirmatively raise the subject by reviewing policies, discussing behaviors to be mindful of, and a general awareness of intimidating, hostile, or offensive workplace environments and sexual harassment.
- Informing all City employees of the policy.
- Investigating all claims of harassment, hostile work environment, and/or any unwelcome conduct in a confidential manner.
- Taking appropriate disciplinary action for the prevention of reoccurrence of sexual harassment.

Investigative Findings

As noted above, there was no dispute between the accounts of individual witnesses that Ross sent a video of him masturbating to Stalheim. There is also no dispute that Ross contacted Stalheim thereafter, requested that she not view the video, delete the video, and that Ross requested that the matter stay between the two of them. The investigator finds credible Stalheim's statements that while she did not "play" the video, the functions of her cell phone subjected her to a lewd screenshot of Ross's penis when she opened their text message exchange to delete the video, notably at his request. Stalheim's statements were supported by a screen shot provided to the investigator that corroborated her account of the visible picture of a naked erect penis in her text message history with Ross.

Stalheim requested that the investigation determine whether Ross sent the video to her as an accident or intentionally. This investigation did not uncover any evidence of previous workplace-related sexual harassment or alleged impropriety on Ross's part. Stalheim struggled with a sense that perhaps the video was sent to her by accident, but also with the practical realities of the

mechanics of sending someone a video as part of a text message exchange, and whether it was realistic that someone could send a video to another person unintentionally. The investigator found somewhat credible Ross's statements that the video was sent to Stalheim unintentionally and that the video was intended for Ross's intimate partner. However, the investigator also finds that due to Ross's position as one of increased visibility, responsibility, and trust, and due to his decision to use a personal cell phone to conduct city business, that the fact he would use that device to record and send videos of this nature is in and of itself reckless enough that he knew the risk he was taking by engaging in such behavior. In addition, this investigator notes that Ross's request that Stalheim keep the matter between the two of them and delete the video was not an appropriate request on the part of a supervisor to a supervisee, does not comport with City harassment policy, and placed Stalheim in an unnecessarily difficult position. Ross was clear that he maintains that his actions were an appropriate remedial measure to the incident. This investigator finds that they were not, and evidence a lack of awareness and understanding of sexual harassment policy and procedure at the City.

Lastly, Ross's conduct meets the definitions of unlawful harassment, workplace harassment, sexual harassment, and unacceptable conduct contained in the City Employee Policy Manual (set forth above on page 8). This investigator finds that Ross's delivery to Stalheim of the video of masturbation, whether intentional or unintentional, the fact that a screenshot of the video was visible to and seen by Stalheim as confirmed by a witness, the fact that Ross asked Stalheim not only to delete the video but also to refrain from sharing the fact of the incident with anyone else, and Stalheim's distress experienced at and persisting from receiving the video, particularly right on the heels of being notified of the officer's death, constitute actions which had the effect of unreasonably interfering with Stalheim's job duties. Ross engaged in the action, and it directly caused Stalheim's inability to work in an environment free from unreasonable sexual harassment and created an offensive work environment.

Relevant Context and History

Though not directly a subject of the investigated complaints, the following context is relevant to this matter. In recent years, and in 2024 in particular, the City was impacted by several formal employment/workplace investigations. In addition, the community tragically experienced three (3) deaths by suicide of police officers employed by the City. The most recent death occurred in early 2025. The deceased officer died during an investigation conducted into allegations against him. While that investigation was conducted into allegations specific to that particular officer, it was supplemental to a larger investigation initiated by a City Council member concerning various complaints about supervision, workplace environment, morale, staff turnover, and other issues internal to the City's Police Department ("PD"). Due to the supervisory structure of the PD, namely that it is supervised by or consults with the City Manager, the City Human Resources Department and the City Attorney, many City employees, including several involved in the present investigation, have been significantly impacted by the officers' deaths and the pendency of a large and public investigation into the work environment at the police department and in the administrative office of the City. The public nature of these investigations and the impact they have had on the private or semi-private citizens who work at the City creates significant pressure on and difficulty for individuals who are simply trying to do their jobs. Because they work for a public agency, the privacy with which sensitive employment-related matters are typically handled in the private sector may not apply. North Dakota's open records laws appear to apply to some or all the information collected in the course of these investigations. An analysis of exactly how these laws apply here is outside the scope of the investigator's purview, but appears necessary, in particular as to whether and how the identities of private individuals involved is a matter of public concern.

As a finding resulting from this investigation, the impact of North Dakota's open records law and its interplay with City Policy on the handling of harassment complaints should be examined and considered to make the State Legislature aware of the impact of open records laws on harassment investigations. It would not be out of the question to consider open records laws for challenge where legally appropriate for the uniquely invasive, dangerous, and stressful environment they create for private citizens working on behalf of public entities who experience or witness harassment. The City Council and affiliated attorneys are encouraged to carefully review open

records laws as well as constitutional and statutory protections applicable to employees, potential crime victims, and potential victims of sexual harassment and assault in this State and consider whether the identifying information of any parties to this investigation, or the content of the investigation, are legally entitled to protection. There is no doubt that the functioning of our public entities is of public concern. However, this investigator wishes to highlight that there are real consequences to the health and well-being of the City's public employees, many of whom have done nothing to seek the increased attention of public office, through being subjected to endless dissemination on the internet of any employment-related complaints they are entitled to make, or to voluntarily participating in employment-related investigations for which they possess relevant information. There is a significant risk of a chilling effect on valid complaints, insistence on workplace safety, and participation in investigations, as well as risk of harm to individuals accused of wrongdoing being deprived of due process, given the current state of the law.

Dear Council President Mark Jantzer, City Manager, & City Clerk,

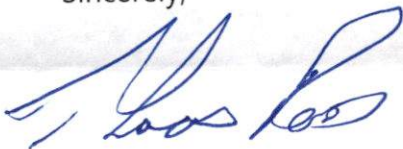
As much as I love the City of Minot and where it is heading, for the last, just about 5 years, I have had my priorities misaligned. Holding a full time job, while trying to be a full time Mayor, and putting my family behind my job and elected position has taken a toll on me, mentally and physically.

While I've done my very best to be a good leader, it's clear that time has come to an end. What I have attempted to strive for and represent is, I've always wanted to put the City of Minot first. Today is no different. I am proud of the work I've got to help on with our Great City. But I have realized, I need to step down from the position of Mayor effective April 1st, 2025. The standard I set for myself was too high to sustain.

My focus now will be on my physical and mental health. I have tried too be too much to too many people. I failed. I have had a professional and respectful relationship with every City of Minot Staff member that I have come across. I am proud of that. Unfortunately, I have let them down as a leader, as I have with many in our community.

I thank the council for their teamwork, and wish them the best. My only request is to honor the privacy of my family and myself as we go through this next chapter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark Jantzer", written over a light blue horizontal line.



RESOLUTION NO. _____

A RESOLUTION DESIGNATING AUTHORIZED SIGNERS ON CITY BANK ACCOUNTS

WHEREAS , in the course of the City of Minot's ("City") business it establishes relationships with various banks for purposes including, but not limited to depository of City funds, borrowing money, or making payments on bonds issued by the City; and

WHEREAS, banks with whom the City does business normally require a City resolution designating which City officials are authorized to open bank accounts and to execute checks and other orders for payment of City funds; and

WHEREAS, the City desires to designate certain City officials to execute checks and other orders for payment of City funds;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINOT:

1. As used in this Resolution, the term "Bank" shall mean any financial institution with whom, pursuant to this Resolution, the City establishes a banking relations. A list of accounts active as of the date of this resolution is attached as Appendix A.
2. That checks, drafts, or other orders for the payment, transfer, or withdrawal of any of the funds or other property of the City on deposit with a Bank shall be binding on the City when signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, by any one of the individuals listed below as Authorized Signers, and the Bank is hereby authorized to pay and charge to the account of the City any such checks, drafts or other orders so signed or otherwise authorized, including those payable to the individual order of the same person or persons signing or otherwise authorizing the same and including also those payable to the Bank or to any other person for application, or which are actually applied to the payment of any such indebtedness owing the Bank from the person or persons who signed such checks, drafts, or other withdrawal orders or otherwise authorized such withdrawals. In particular, and not in limitation of foregoing, such persons may authorize payment, transfer, or withdrawal by oral or telephonic directions to the Bank complying with such rules and regulations relating to such authorization as the Bank may communicate to the City from time to time.
3. That City's Finance Director or Treasurer will certify to a Bank the names and signatures (either actual or any form or forms of facsimile or mechanical signatures adopted by the person authorized to sign) of the Authorized Signers listed below and

shall notify the Bank of any change of the persons then authorized to sign or to act.

4. That the holders of the following positions with the City are authorized to sign or act on behalf of the City ("Authorized Signers"):

Finance Director

Treasurer

City Council President

5. That this Resolution shall continue in force until express written notice of its rescission or modification has been furnished to and received by a Bank.

Passed and adopted this _____ day of _____, 2025.

ATTEST:

APPROVED:

Mikayla McWilliams, City Clerk

Mark Jantzer, City Council President

	Appendix A	
BANK	Pooled Cash Name	Name
!st Western	I 00 IO FW DEPOSIT	General
1st Western	10011 FW PD BONDS	Bond Fund
!st Western	10012 FW NAWS	Naws
!st Western	10013 FW PENSION	Employee Pension
1st Western	10014 FW PARKING RAMPS	Parking Ramps
!st Western	10015 FW LIBRARY CREDIT CARDS	sb Library
1st Western	10030 FW PAYROLL	Payroll
1st Western	10035 FW CDBG	SN Pub 0018
Bravera	I 0050 Bravera	MM Savings
Bravera	I 0050 Bravera	MM Savings
Bravera	I 0050 Bravera	MM Savings
1st International	I 0051 FIRST INTERNATIONAL BANK	MM Savings
!st Western	I 0052 FW MONEY MARKET	sb City MM
Bremer	10053 BREMER MONEY MARKET	MM Savings
Bremer	10054 BREMER NAWS MONEY MARKET	MM Savings
1st Western	I 0070 FW DISBURSEMENT	Disbursement
1st Western	10070 FW DISBURSEMENT	Disbursement
Wells Fargo	10075 WELLS FARGO DISBURSEMENT	Pcards
Town & Country Credit Union	Account established to hold CD	CD
INVESTMENTS		
!st Western	10300 SECURITIES FOR LESS THAN YEAR	
Stifel	I 0300 SECURITIES FOR LESS THAN YEAR	
Bremer	AGENCY	
Bremer	15101 PENSION TRUST	
Bremer	15102 OPEB TRUST	
Bremer	NAWS	

Appendix A

BANK	Pooled Cash Name	Name
1st Western	10010 FW Deposit	General
1st Western	10011 FW PD Bonds	Bond Fund
1st Western	10070 FW Disbursement	Disbursement
1st Western	10052 FW Money Market	MM Savings
1st International	10051 FIRST INTERNATIONAL BANK	MM Savings
Wells Fargo	10075 WELLS FARGO DISBURSEMENT	Pcards
Town & Country Credit Union	10080 TCCU Savings account to hold CD's	CD
Bravera	10050 Bravera	MM Savings
Bremer	10020 Bremer Deposit	Deposit Account
Bremer	10021 Bremer PD Bonds	Bond Fund
Bremer	10022 Bremer NAWS Money Market	NAWS
Bremer	10023 - Bremer Pension	Pension
Bremer	10024 - Bremer Payroll	Payroll
Bremer	10025 - CDBG	CDBG
Bremer	10026 - Bremer Money Market	MM Savings
Bremer	10027 - Bremer Disbursement	Disbursement

INVESTMENTS

1st Western	10300/15100 SECURITIES FOR LESS THAN OR MORE THAN A YEAR
Stifel	10300/15100 SECURITIES FOR LESS THAN OR MORE THAN A YEAR
Bremer	Agency
Bremer	15101 PENSION TRUST
Bremer	15102 OPEB TRUST
Bremer	NAWS