

CITY/COUNTY/PARK/SCHOOL LIAISON COMMITTEE

AGENDA

TO: City/County/Park/School Liaison Committee

FROM: County Auditor/Treasurer

RE: Meeting agenda for Thursday, July 17th, 2025
12:00 PM at Badlands
1400 31st Ave SW, Minot, ND 58701

1. Call to order

2. Election of Chairman

3. Approval of minutes-

- a. April 18th, 2024
- b. July 18th, 2024
- c. October 17th, 2024
- d. January 16th, 2025
- e. May 20th, 2025

4. Property Tax Assessments and Appeals Discussion

5. Caps and Budgeting

6. Public Appearance Policies/Ordinances

7. Other Business

8. Adjournment

City/County/Park/School Liaison Committee

April 18, 2024 Meeting

Members Present:

Lisa Olson, Mike Gessner, Sabrina Herrmann, Mark Jantzer, Jim Rostad (Alternate)

Members Absent:

Perry Olson, Ken Kitzman, Bucky Anderson, Shelly Wepler

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, Shelly Weppeler, Bucky Anderson

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

City/County/Park/School Liaison Committee

October 17, 2024 Meeting

Members Present:

Mark Jantzer, Shelly Wepler, Bucky Anderson, Lisa Olson

Members Absent:

Perry Olson, Ken Kitzman, Mitch Kraft, Scott Louser

Others Present:

Laura Dokken, Kelly Haugen, Margaret Haugen, Ryan Kamrowski, Jill Schramm, Mikayla McWilliams, Marisa Haman, Emily Huettl, Harold Stewart, Dale Plessas, David Lakefield, Tom Joyce, and Jennifer Kleen

FROM: City of Minot City Clerk

RE: Meeting agenda for October 17, 2024
1:00 pm Minot City Hall, 3rd Floor Executive Conference Room

1. Call to Order

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

2. Approval of Minutes

Item was pulled due to not having a quorum present to vote. Shelly Wepler did mention to update the minutes to fix the members present/absent section for Wepler and Anderson.

3. Election Update

Marisa Haman updated the liaison committee with election information. Early voting will be starting Monday, October 28th at the Ward County Administration Building from 10 am – 6 pm. Election Day there will be three voting options the ND State Fair Center, the Ward County Administration Building, and the Minot Auditorium Armory. Voting on Election Day will be from 7 am – 7 pm. The Secretary of State sends out alerts for early voting and their website has the applications for absentee voting.

4. Community Resilience Analysis

Tom Joyce wanted to inform the committee members about the opportunity to take part in a community resilience analysis. It is free to the City of Minot, but there will be a time commitment. It consists of interviews/discussions with local government, local businesses, schools, religious entities, etc. The Department of Homeland Security is the lead agency and Kelly Haugen will be the liaison for the project. The end analysis/report will help with justifications on grants.

The tentative timeline is:

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

This will be a helpful tool for the community, by bringing a large group of people together for discussions. It will hopefully strengthen the community by providing insight and grant options. The next steps will be to bring the information back to the respective agencies to provide information to the boards/commissions/council.

5. Right of Way Discussion

Bucky Anderson discussed how the county has been doing ROW reversals, which is the process of giving the land back to the owners and putting the land back on the tax roll. They have not been doing reversals in the ET, but are looking at bringing that option to the County Planning and Zoning meetings for a ruling. ROW vacations have been done in the ET, but not the reversal process. ROW is for 42 feet on each side of the road.

It was asked who would be responsible for the cost of the replat or recording. The group thought it would most likely be the property owner if they are requesting the reversal. The City of Minot thought the City Engineer was responsible for evaluations on the ROW in the ET as stated in the Land Development Ordinance. It would be for roads and utilities in potential growth areas.

The next meeting is scheduled for January 16, 2025 at 1:00 pm at the Ward County Administration Building.

Hearing no further business, the meeting was adjourned at 1:28 pm.

Respectfully submitted,

Mikayla McWilliams
City of Minot City Clerk

City/County/Park/School Liaison Committee

January 16th, 2025 Meeting

Members Present:

Mark Jantzer, Ron Merritt, Miranda Schuler, Mike Schmitt

Members Absent:

Perry Olson, Mitch Kraft, Scott Louser, Lisa Olson

Others Present:

Kelly Haugan, Margaret Haugen, Ryan Kamrowski, Marisa Haman, Elly Deslauriers, Dana Larsen, Kelli Kronschnabel

FROM: City of Minot City Clerk

RE: Meeting agenda for January 16th 2025
1:00 pm Ward County Administration Building 1st Floor Meeting Rooms

1. Call to Order

The City/County/Park/School Liaison Committee meeting was called to order at 1:00 pm, by Chairman Jantzer, at the Ward County Administration Building. There was not a quorum present to vote, so the meeting was going to be more informational.

2. Election of Chairman

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

3. Approval of Minutes

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

Other Business

Schuler advised she had asked Hwy Engineer, Dana Larsen, to provide an update regarding the SW Connector Corridor Project and distributed a hand out outlining the plan phases.

Dana Larsen provided a recap of the project along with an update of progress and remaining phases. Larsen also advised that the City and County agreed to apply for a RAISE grant.

Discussion was held regarding possible trails as well as what interchanges may look like.

The next meeting is scheduled for April 17th, 2025 at 12:00 pm at Badlands. In hopes moving back to a lunch meeting will improve attendance.

Hearing no further business, the meeting was adjourned at 1:25 pm.

Respectfully submitted,

Marisa Haman
Ward County Auditor

City/County/Park/School Liaison Committee
May 20th, 2025 Meeting

Members Present:

Mark Jantzer, Ron Merritt, Miranda Schuler

Members Absent:

Mike Schmitt, Perry Olson, Mitch Kraft, Scott Louser, Lisa Olson

Others Present:

Kelly Haugan, Marisa Haman, Elly Deslauriers, Dave Lakefield,
Harold Stewart, Jill Schramm, Jennifer Kleen

FROM: City of Minot City Clerk

RE: Meeting agenda for January 16th 2025
1:00 pm Ward County Administration Building 1st Floor Meeting Rooms

1. Call to Order

The City/County/Park/School Liaison Committee meeting was called to order at 1:00 pm, by Chairman Jantzer, at the Ward County Administration Building. There was not a quorum present to vote, so the meeting was going to be more informational.

2. Election of Chairman

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

3. Approval of Minutes

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

4. Upcoming Park Election Details

Elly Deslauriers provided a history of the steps that brought the Minot City Park District to the point of having the upcoming special election, June 3rd, 2025. She also gave an overview of the proposed field house and the features it would include such as 30,000 sq ft turf space as well as a suspended walking track.

She advised that the proposed ½ cent sales tax will allow for payments of the bond required to construct the fieldhouse and also to provide a 40% reduction on the Park District's general fund.

Discussion was held.

5. Sentinel Working Group Report

Mark Jantzer reported on the Sentinel Working Group. He provided an overview of the members of the group and gave a status update. He advised the plan continues to evolve and grants are being pursued to assist with the project.

6. Other Business

The next meeting is scheduled for July 17th, 2025 at 12:00 pm at Badlands.

Hearing no further business, the meeting was adjourned at 1:27 pm.

Respectfully submitted,

Marisa Haman
Ward County Auditor