



Special City Council Meeting

Thursday, September 3, 2026, at 8:30 AM

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. 2027 BUDGET INFORMATION UPDATE
4. CONSENT ITEMS - ALDERMAN BLESSUM'S RECOMMENDATIONS

4.1. REDIRECT SALES TAX ECONOMIC DEVELOPMENT REVENUE

RECOMMENDED ACTION

It is recommended City Council approve the use of the 2026 economic development sales tax allocation (one time) in the amount of \$1,056,011.00.

4.2. REDIRECT SALES TAX ECONOMIC DEVELOPMENT REVENUE

RECOMMENDED ACTION

It is recommended City Council approve the use of the 2027 economic development sales tax allocation (potentially recurring, policy/ordinance change would be required) in the amount of \$1,000,000.00.

4.3. PERSONNEL COST REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council direct the City Manager to begin a Voluntary Separation Incentive Program (VSIP) with a targeted goal of \$1,265,250.00 in reductions to the general fund in the 2027 budget.

4.4. PERSONNEL COST REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council approve the Minot Police Department to reduce sworn staff to 75 officers.

4.5. PERSONNEL COST REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council eliminate the PD Program Management Analyst position.

4.6. PERSONNEL COST REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council eliminate the Fire Public Safety Business Analyst position.

4.7. PERSONNEL COST REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council eliminate the Administrative Business Analyst I position.

4.8. PERSONNEL COST REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council reduce Fire Prevention staffing to only the Fire Marshal position.

4.9. PERSONNEL COST REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council hold the retiring Assessor position vacant pending evaluation.

4.10. PERSONNEL COST REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council eliminate the Community Development Director position.

4.11. PERSONNEL COST REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council eliminate the Plumbing Inspector III position and transfer to ND State Plumbing Board.

4.12. PERSONNEL COST REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council eliminate the Mechanical Inspector III position (combination inspector consolidation).

4.13. PERSONNEL COST REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council combine the Residential and Commercial Plan Reviewer positions.

4.14. PERSONNEL COST REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council consolidate the Engineering/Inspections/Planning administrative support positions.

4.15. PERSONNEL COST REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council reduce steps 1-8 salary increases from 5% to 2.5% in the 2027 Annual Pay Plan.

4.16. PERSONNEL COST REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council direct staff to include an additional personnel vacancy factor in the 2027 budget in the amount of \$206,500.00.

4.17. COST RECOVERY AND GENERAL FUND REIMBURSEMENTS

RECOMMENDED ACTION

It is recommended City Council include pound licensing, impound, and related fee reform in the amount of \$200,000.00.

4.18. COST RECOVERY AND GENERAL FUND REIMBURSEMENTS

RECOMMENDED ACTION

It is recommended City Council increase general fund and levy supported user fee cost recovery in the amount of \$200,000.00.

4.19. COST RECOVERY AND GENERAL FUND REIMBURSEMENTS

RECOMMENDED ACTION

It is recommended City Council increase general fund reimbursement from enterprise funds in the amount of \$200,000.00.

4.20. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council eliminate the City Council and Mayor position salaries.

4.21. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #1:

- **Reduce 10021000-41100 Police Department - Regular Employees - FTO Stipend \$46,800.00**

4.22. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #2:

- **Reduce 10021000-41100 Police Department - Regular Employees - SWAT Stipend \$54,750.00**

4.23. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #3:

- **Reduce 10021000-45900 Police Department - Education and Training \$10,000.00**

4.24. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #4:

- **Reduce 10024000-45800 Dispatch - Travel Costs \$2,000.00**

4.25. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #5:

- **Reduce 10024000-46101 Dispatch - Office Supplies \$1,000.00**

4.26. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #6:

- **Reduce 10031000-41100 Fire Department - Regular Employees \$116,000.00**

4.27. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #7:

- **Reduce 10031000-41300 Fire Department - Overtime \$75,000.00**

4.28. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #8:

- **Reduce 10031000-43300 Fire Department - Other Professional Services \$8,000.00 (physicals only for those required)**

4.29. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #9:

- **Reduce 10031000-43300 Fire Department - Other Professional Services \$5,400.00 (Cordico Wellness App)**

4.30. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #10:

- **Reduce 10031000-44320 Fire Department - Structure Repair &**

Maintenance \$5,000.00 (unscheduled maintenance)

4.31. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #11:

- **Reduce 10031000-46101 FD011 Fire Department - Department Materials and Supplies \$3,000.00 (apparatus equipment)**

4.32. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #12:

- **Reduce 10031000-46101 FD024 Fire Department - Department Materials & Supplies \$4,000.00 (cleaning supplies)**

4.33. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #13:

- **Reduce 10031000-46105 Fire Department - Cleaning Supplies \$2,500.00 (carpet cleaning)**

4.34. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #14:

- **Reduce 10044000-45800 Property Maintenance - Travel Costs \$1,500.00**

4.35. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #15:

- **Reduce 10044000-45920 Property Maintenance - Wearing Apparel \$1,000.00**

4.36. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #16:

- **Reduce 13057000-45900 Landfill - Education and Training \$10,000.00**

4.37. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #17:

- **Reduce 10024000-43200 Dispatch - Professional Testing \$2,052.00 (hearing tests)**

4.38. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #18:

- **Reduce 10035000-43900 Community Development - Memberships and Associations \$1,025.00**

4.39. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #19:

- **Reduce 11050000-43050 Airport - Engineers - \$15,000.00 (misc. work)**

4.40. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #20:

- **Reduce 11050000-43040 Airport - Consultants \$500.00 (PFM Contract)**

4.41. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #21:

- **Reduce 13056000-43900 Garbage Collection - Memberships and Associations \$950.00**

4.42. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #22:

- **Reduce 14060000-43040 Water Treatment Plant - Consultants \$25,000.00**

4.43. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #23:

- **Reduce 14060000-43300 Water Treatment Plant - Other Professional Services \$2,000.00**

4.44. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #24:

- **Reduce 14062000-43040 Sewage Pumping - Consultants \$15,000.00**

4.45. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #25:

- **Reduce 14062000-43900 Sewage Pumping - Memberships and Associations \$1,854.00**

4.46. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #26:

- **Reduce 10021000-46101 Police Department - Department Materials & Supplies - \$1,300.00 (staff ID photos)**

4.47. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #27:

- **Reduce 10021000-46101 Police Department - Department Materials & Supplies \$5,000.00**

4.48. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #28:

- **Reduce 10021000-46104 Police Department - Canine Care & Supplies \$4,750.00 (reduce for Cyrus retirement)**

4.49. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #29:

- **Reduce 10021000-46108 Police Department - Ammunition and**

Targets \$2,000.00

4.50. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #30:

- **Reduce 10021000-46114 Police Department - Crime Investigation and Buy Money \$1,500.00**

4.51. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #31:

- **Reduce 10024000-46102 Dispatch - Office Equipment and Furniture \$1,129.00 (standard desktop computer - not scheduled for replacement)**

4.52. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #32:

- **Reduce 10024000-46102 Dispatch - Office Equipment and Furniture \$500.00 (excess funding over IT schedule of replacements)**

4.53. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #33:

- **Reduce 10031000-46102 Fire Department - Office Equipment and Furniture \$5,500.00**

4.54. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #34:

- **Reduce 10031000-46105 Fire Department - Cleaning Supplies \$3,720.00 (HVAC Cleaning)**

4.55. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #35:

- **Reduce 10035000-46103 LCOPY Community Development - Copier and Printer Supplies \$3,000.00 (energy savings program flyers)**

4.56. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #36:

- **Reduce 10036000-46103 Building Safety - Copier and Printer Supplies \$1,500.00**

4.57. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #37:

- **Reduce 10044000-46101 Property Maintenance - Department Materials & Supplies \$6,630.00**

4.58. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #38:

- **Reduce 11050000-46105 Airport - Cleaning Supplies \$3,500.00**

4.59. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #39:

- **Reduce 12054000-46103 Cemetery - Copier and Printer Supplies \$800.00**

4.60. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement the Finance Director's identified operating cost reduction #40:

- **Reduce 10024000-41100 Dispatch - Salaries \$7,800.00 (Comm Training Officer stipend)**

4.61. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council remove the new Capital Equipment levy in the amount of \$350,000.00.

4.62. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council reduce the Library operating expenses in the amount of \$300,000.00.

4.63. DISCRETIONARY OPERATING SPENDING REDUCTIONS

RECOMMENDED ACTION

It is recommended City Council implement a cap on the General Fund Community Contributions at \$250,000.00 per entity.

5. ACTION ITEMS

5.1. ALDERMAN PODRYGULA'S RECOMMENDATIONS

RECOMMENDED ACTION

**It is recommended City Council support Resolution #1:
The mayor, city manager and Council leadership shall plan and schedule a Council retreat for early this fall, to allow adequate time for consideration and discussion of city priorities.**

5.2. ALDERMAN PODRYGULA'S RECOMMENDATIONS

RECOMMENDED ACTION

It is recommended City Council support Resolution #2:

Based on the results of the retreat meeting, the mayor and Council will jointly develop, with the city manager, priorities for him to work toward (and ways of budgeting his time and efforts). The city manager is asked to inform the Council when requested or assigned tasks, for him or employees, start to exceed available resources and capabilities.

5.3. ALDERMAN PODRYGULA'S RECOMMENDATIONS

RECOMMENDED ACTION

It is recommended City Council support Resolution #3:

The Council asks the city manager to develop and articulate a coherent management model and process (e.g., PII, management by objectives, or whatever), for the Council to fully understand and support its implementation.

5.4. ALDERMAN PODRYGULA'S RECOMMENDATIONS

RECOMMENDED ACTION

It is recommended City Council support Resolution #4:

The Council asks the city manager to ensure that each department develops and implements specific goals and objectives, in a manner allowing comparability between departments and congruence with city-wide goals. To the extent feasible, objectives should be measurable, and employee and departmental performance judged on outcomes (not inputs). In the future, budget allocations should be based on outcomes and performance.

5.5. ALDERMAN PODRYGULA'S RECOMMENDATIONS

RECOMMENDED ACTION

It is recommended City Council support Resolution #5:

The Council asks the city manager to develop a plan to achieve greater integration of departmental personnel, services, and activities (to overcome the tendency to operate within individual "silos").

5.6. ALDERMAN PODRYGULA'S RECOMMENDATIONS

RECOMMENDED ACTION

It is recommended City Council support Resolution #6:

The Council asks the city manager and human resources director to study the potential development of a performance-based compensation system for employees. This should include mechanisms for soliciting, and rewarding, citizen and employee suggestions for improving

effectiveness and efficiency of city services.

5.7. ALDERMAN PODRYGULA'S RECOMMENDATIONS

RECOMMENDED ACTION

It is recommended City Council support Resolution #7:

The Council asks the city manager and human resources director to study staff turnover, identify likely causes, and develop a plan to address those causes and decrease turnover.

5.8. ALDERMAN PODRYGULA'S RECOMMENDATIONS

RECOMMENDED ACTION

It is recommended City Council support Resolution #8:

8.1. The city manager and human resources director are asked to develop and articulate a coherent strategy to improve effectiveness and efficiency by empowering staff and ensuring they have the adequate resources to do the job that is asked of them. Specific components should include assuring adequate initial training, improving the skills of new first-line managers/supervisors (from the outset), providing adequate ongoing leadership training for all supervisors, assessing the desirability of focused customer service training (at least for “customer – facing” staff), and improving inter-departmental cooperation.

8.2. Current efforts to systematically measure employee engagement, and to provide ongoing leadership training are encouraged and should be augmented as necessary.

5.9. ALDERMAN PODRYGULA'S RECOMMENDATIONS

RECOMMENDED ACTION

It is recommended City Council support Resolution #9:

The mayor is asked to appoint a committee to systematically review city operations and positions, congruent with established goals, with the aim of achieving maximal effectiveness and efficiency. The membership of this committee should be broad-based, including city staff, members of the Council, and citizens with relevant experience and expertise.

5.10. ALDERMAN PODRYGULA'S RECOMMENDATIONS

RECOMMENDED ACTION

It is recommended City Council support Resolution #10:

The determination of municipal fees and charges should be based upon the actual cost of delivering these services (to the extent feasible), plus reasonable administrative or “overhead” costs. These costs should be adjusted annually, to track actual cost of living changes (as measured

by the consumer price index). If, for some reason, city administration chooses not to make the cost of living adjustment, they must provide a written justification for this to the Council.

5.11. ALDERMAN PODRYGULA'S RECOMMENDATIONS

RECOMMENDED ACTION

It is recommended City Council support Resolution #11:

11.1. Realistically, the Council understands that each yearly budget will reflect changes in the cost of living, especially inflation.

11.2. The Council directs staff to prepare a realistic yearly budget, identifying both the advantages and disadvantages of recommended expenditures, and not merely trying to achieve some arbitrary goal (e.g., in terms of revenue generation, mill levy, etc.).

5.12. ALDERMAN PODRYGULA'S RECOMMENDATIONS

RECOMMENDED ACTION

It is recommended City Council support Resolution #12:

City staff is asked to identify potential revenue generation methods, to lessen dependence on property taxes and do what is possible to keep them limited. Specifically, staff is asked to examine the possibility of a dedicated sales tax for public safety, or perhaps one for public works. Creative alternatives (e.g., franchise fees) also should be considered.

5.13. ALDERMAN PODRYGULA'S RECOMMENDATIONS

RECOMMENDED ACTION

It is recommended City Council support Resolution #13:

Because of the enormous costs of NAWS and flood protection, which dramatically reduce our options in terms of expense reductions and revenue generation, we ask city administration to lobby more strongly, in Congress and the state Legislature, for increased funding for these projects (which benefit the entire region, not just the city). We should explore dedicated funding from the Department of Defense, because of the key role of Minot Air Force Base in national defense (e.g., making sure that personnel can travel to the Base and carry out their operational duties). The Sentinel project will place additional demands on our roads and utilities, which need to be protected from flooding.

5.14. MAYOR JANTZER'S RECOMMENDATION

RECOMMENDED ACTION

It is recommended City Council increase the Minot Public Library book budget by \$40,000.00, restoring part of the reduction presented in the

City Manager Recommended 2027 budget.

5.15. OTHER REMAINING 2027 BUDGET RECOMMENDATIONS

RECOMMENDED ACTION

This provides an opportunity to submit any additional recommendations for consideration in the 2027 budget.

6. ADJOURNMENT