

AGENDA
MANDAN CITY COMMISSION
SPECIAL MEETING
JUNE 26, 2012
ED "BOSH" FROEHLICH MEETING ROOM
5:30 P.M.
www.cityofmandan.com

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- A. ROLL CALL:
1. Roll call of all City Commissioners and Department Heads.
- B. MINUTES:
- C. PUBLIC HEARING:
- D. BIDS:
- E. CONSENT AGENDA:
1. Consider approval of authorized check signers.
- F. OLD BUSINESS:
- G. NEW BUSINESS:
1. Consider commissioner portfolio and committee assignments.
- H. RESOLUTIONS & ORDINANCES:
- I. OTHER BUSINESS:
- J. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS:
1. July 10, 2012*
2. July 17, 2012
3. August 7, 2012
- K. ADJOURN

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Board of City Commissioners

Agenda Documentation

MEETING DATE: June 26, 2012
PREPARATION DATE: June 20, 2012
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch
PRESENTER: Greg Welch
SUBJECT: Authorize check signers

PURPOSE: To consider approval of authorized check signers.

BACKGROUND: The City of Mandan's cash management policy is to designate the Board President and the City Administrator as authorized check signers.

Accounts payable checks are signed electronically through the City's accounting software program. A signature stamp is also used for checks submitted by Municipal Court and for bank transfers. The signature stamp is maintained in the vault at City Hall and is only authorized for use by Greg Welch (Finance Director), Karri Motl (Accounts Payable Technician), and Diane Leingang (Senior Accounting Technician).

Since Tim Helbling, previous Board President, is no longer on the Board, the City needs to designate Arlyn Van Beek, newly elected Board President, as an authorized check signer.

ATTACHMENT: None

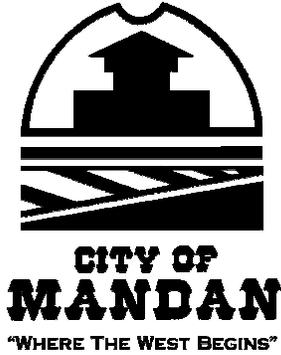
FISCAL IMPACT: None

STAFF IMPACT: None

LEGAL REVIEW: None

RECOMMENDATION: To approve Arlyn Van Beek (Board President) and Jim Neubauer (City Administrator) as authorized check signers.

SUGGESTED MOTION: I move to approve Arlyn Van Beek (Board President) and Jim Neubauer (City Administrator) as authorized check signers.



New Business No. 1

Board of City Commissioners

Agenda Documentation

MEETING DATE: June 26, 2012
PREPARATION DATE: June 13, 2012
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer, City Administrator
PRESENTER: Arlyn VanBeek, Mayor
SUBJECT: Portfolio Assignments

STATEMENT/PURPOSE: After the June 12, 2012 election a reorganization of the Board should occur with the assignment of portfolios.

BACKGROUND/ALTERNATIVES: With the election of new commissioners portfolio assignments are required to be made.

ATTACHMENTS: Attached is a list of portfolio's and previous assignments.

FISCAL IMPACT: n/a

STAFF IMPACT: /a

LEGAL REVIEW: n/a

RECOMMENDATION:

SUGGESTED MOTION:

Board of City Commissioners
 Agenda Documentation
 Meeting Date: June 26, 2012
 Subject: Portfolio Assignments
 Page 2 of 2

<u>Portfolio</u>	<u>November 18, 2008</u>	<u>July 6, 2010</u>	<u>June 26, 2012</u>
Cemetery	Gangl, Jerome	Frank, Dot	
Health Inspection	Gangl, Jerome	Frank, Dot	
Mandan Parking Authority	Gangl, Jerome	Rohr, Dennis	
Business Development	Jackson, Thomas	Frank, Dot	
Fire	Helbling, Tim	Helbling, Tim	
Public Buildings	Helbling, Tim	Helbling, Tim	
Police	Helbling, Tim	Helbling, Tim	
Mandan Public Library	Jackson, Tom	Jackson, Tom	
Assessing	Jackson, Tom	Jackson, Tom	
Building Inspection	Jackson, Tom	Jackson, Tom	
Municipal Court		Jackson, Tom	
Planning & Zoning	Gangl, Jerome	Rohr, Dennis	
Engineering	Gangl, Jerome	Rohr, Dennis	
Water and Sewer Treatment	Gangl, Jerome	Rohr, Dennis	
Streets forestry	Tibke, Sandy	Rohr, Dennis	
Waterline & Sewerline Maintenance	Tibke, Sandy	Rohr, Dennis	
Solid Waste Utility	Tibke, Sandy	Rohr, Dennis	
Street Light Utility	Tibke, Sandy	Rohr, Dennis	
Finance	Serhienko, Jerry	Tibke, Sandy	
Mandan Airport Authority	Tibke, Sandy	Tibke, Sandy	
<u>Committee Assignments</u>			
Renaissance Zone	Tibke, Sandy	Frank, Dot	
Dakota Media Access	Serhienko, Jerry	Frank, Dot	
Combined Law Enforcement Committee	Helbling, Tim Jackson, Tom	Helbling, Tim Jackson, Tom	
Mandan Event Center Committee	Helbling, Tim Jackson, Tom	Helbling, Tim Jackson, Tom	
Mandan Growth Fund	Helbling, Tim	Helbling, Tim	
Mandan Planning & Zoning Commission	Helbling, Tim	Helbling, Tim	
Mandan Supplemental Environmental Projects Trust	Helbling, Tim	Helbling, Tim	
Mayor's Committee on Employment of People with Disabilities	Helbling, Tim	Helbling, Tim	Neubauer, Jim
Metropolitan Planning Organization	Helbling, Tim	Helbling, Tim	
Visitor's Committee	Helbling, Tim	Helbling, Tim	
Library Board	Jackson, Tom	Jackson, Tom	
Community Center Advisory Board	Helbling, Tim	n/a	n/a
Morton County Planning & Zoning	Gangl, Jerome Tibke, Sandy	Rohr, Dennis Frank, Dot	
Parking Authority	Gangl, Jerome	Rohr, Dennis	
Budget/Finance Committee	Serhienko, Jerry	Tibke, Sandy	
Airport Authority	Tibke, Sandy	Tibke, Sandy	